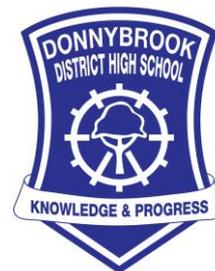


Managing Student Behaviour Policy Donnybrook District High School



This policy has been developed so that students, teachers and parents are aware of their roles and responsibilities in relation to positive student behaviour.

Rationale

Behaviour Management is more than a process of responding to problems after they have occurred, but rather a process of developing a **supportive environment** to allow for optimum educational outcomes for students.

Our policy highlights the importance of **positive relationships** between students and staff, characterised by trust, mutual respect and tolerance. Teaching students to accept responsibility for their own behaviour and having respect for others is encouraged and supported.

At Donnybrook District High School all stakeholders in the school community (students, staff and parents), will be involved in supporting and promoting an environment which is welcoming and encouraging; and which offers support and promotes effective teaching and learning. Included in the policy are the rights, responsibilities and rules that govern every member of the school community.

Our policy ensures that Donnybrook District High School students and staff manage student behaviour in a **consistent, fair** and **restorative** manner. Importantly it recognises, acknowledges and rewards appropriate behaviour and is supported by the implementation of preventative programs from Kindergarten to Year 10.

Underpinning our approach is Choose Respect and the National Framework for Values Education in Australian Schools.

General capabilities are a key dimension of the Australian Curriculum and the development of Personal and Social capability is enhanced through the school's Managing Student Behaviour policy.

School Environment

At Donnybrook District High School, by using a whole school approach, the students, staff and school community will be responsible for creating a positive school environment which includes:

- Establishing and maintaining positive relationships between members of the school community.
 - School Assemblies
 - Honour Certificates
 - Recognition Days
 - Newsletters
- Curriculum programs that address the needs of and engage all students.
- Teaching and learning practices that cater for individual difference.
- School policies and procedures based on DoE expectations and good practice
 - Bullying Policy
 - Online Policy
 - Personal and Social Capabilities Incorporating Values Education
- School priorities and plans which promote a positive ethos
 - 2015-17 Business Plan
- Active involvement of the School Community.
 - P and C
 - School Board
 - Parent/Community Volunteers

Administrative Responsibilities

Donnybrook District High School Principal and Deputy Principals will:

- Oversee the implementation of this policy throughout the school.
- Encourage and reinforce positive behaviour by all members of the School Community.
- Establish good relationships with all stakeholders.
- Encourage and involve parents in the process of Managing Student Behaviour.
- Ensure contextual factors relating to the background and needs of individuals is given due consideration when implementing the policy and associated procedures.

Staff Rights

Donnybrook District High School staff have the right to:

- Teach with unnecessary disruption.
- Be treated with courtesy and respect.
- Work in a safe environment.
- Be treated as professionals.
- Be kept well informed in regards to student behaviour and contextual factors.
- Professional development and learning.

Staff Responsibilities

Donnybrook District High School teaching and support staff have the responsibility to:

- Deliver a quality educational program.
- Demonstrate courtesy and respect for all.
- Maintain a safe and supportive environment.
- Demonstrate a professional approach using endorsed CMS procedures in the classroom.
- Implement Managing Student Behaviour policy in a fair and consistent manner.
- Inform students of Classroom and Playground Codes of Conduct.
- Ensure students understand Discipline procedure and associated consequences.
- Keep records associated with Managing Student Behaviour.
- Support students in maintaining positive behaviour and regaining **Good Standing (Sec)**.
- Keep parents and students informed of their child's progress.
- Follow the DoE Code of Conduct.
- Engage in Professional Learning.
- Support the school and system ethos, policy and procedures

Student Rights

Donnybrook District High School students have the right to:

- An education.
- Be treated with dignity and respect.
- Feel secure in a safe learning environment.
- Work without being disturbed by others.
- Have his or her individual property respected.
- To know what is acceptable behaviour and the consequences of unacceptable behaviour.

Student Responsibilities

Donnybrook District High School students have a responsibility to:

- Actively engage in their education program.
- Respect others' right to work.
- Treat others with respect.
- Respect other people's property.
- Be punctual.
- Be prepared.
- Be appropriately dressed for classes as per School Dress Code.
- Behave appropriately and adhere to MSB Policy including Bullying and Online policies/

Parent Rights

Donnybrook District High School parents and carers have the right to:

- Have their child educated to their potential.
- Be informed of their child's academic, social and behavioural progress.
- Have access to the School's MSB Policy.
- Be treated with courtesy and respect.

Parent Responsibilities

Parents and carers are in partnership with schools in educating their children and therefore for an effective partnership have a responsibility to:

- Ensure their child attends school and actively support their child's learning.
- Inform the school of any factors that may affect their child's education.
- Ensure students are appropriately dressed and prepared for school.
- Voice their opinion on school related matters in an appropriate manner.

Primary Expectations

During 2015 Primary staff and student leaders will be working on the development of a suitable acronym such as PROPS as used at Senior Campus to reflect our goals and expectations. In the mean-time the following expectations are in place;

Classroom Expectations

- Do your best to be punctual and prepared
- Be appropriately dressed
- Demonstrate respect and courtesy.
- Be kind, considerate and polite to others. Our School is a 'Bully Free' zone.
- Work responsibly and diligently on all activities.
- Respect personal possessions and school property.
- Maintain a neat, safe and orderly school environment.
- Adhere to the Students Online policy and the Acceptable Usage Agreement.
- Adhere to the Mobile Device Conditions of Use.

Playground Expectations

- Play safely in designated areas.
- Walk under verandas.
- Sit to eat, in designated areas and place litter in the bin.
- Be kind, considerate and polite to others. Our School is a 'Bully Free' zone.
- Respect personal possessions and school property.
- Adhere to Wet Weather procedures.
- Adhere to the Mobile Phones Conditions of Use.

Primary Classroom Discipline Procedure

Phase 1; Classroom Level

Implementation of classroom management strategies as part of effective teaching.

- Teachers and students will establish a positive **and engaging** classroom environment for all students.
- Expectations made clear to students.
- Rules and consequences are explained and understood.
- In cases where students display continual inability to behave appropriately, behaviours are to be objectively recorded, warnings provided and consequence explained.
- Teachers may wish to discuss regular low-key behaviour with parents.
- A "Time Out" or "Buddy Class" process can be negotiated between teachers.

Phase 2; Admin Support

Child sent to office with behaviour slip or note.

Behaviour Recorded (SIS Behaviour Module) by Associate Principal who will discuss the behaviour, the expectations and guidance for future choices. Where required a restorative justice approach will be followed to ensure that bullying behaviours are dealt with in a solution focused and educative way.

Phase 3; Parent involvement

If a student is repeatedly sent to office then Parents will be contacted and a meeting negotiated.

Outside agencies may become involved.

Students at this phase may also be required to complete work in an isolated/safe location under supervision of members of the Administration team

Primary Behaviour Management is designed to support students to meet the increasing expectations placed on them throughout their schooling.

SEVERE CLAUSE – Behaviour that would place at risk the safety of students, staff or self, damage to property or extreme verbal abuse are fast-tracked to Phase 3 (working under the supervision of members of the Administration team and parents contacted.)

NON COMPLIANCE

Non-compliant students are accelerated through the steps until such time as compliance is achieved.

After Withdrawal the process starts again.

RE-ENTRY Procedures for Withdrawal using a Restorative Justice approach

Rewarding Valued Behaviour

All staff are encouraged to reward Valued Behaviour on a regular basis and in doing so choose relevant and meaningful ways that are intended to reinforce and praise our expectations. These include but are not limited to; Stickers, Parent Contact, Honour Certificates, Excursions, Class Activities and Special Privileges.

Mobile Devices

Mobile Devices refers to Phones, Music Players, Video Recorders, Tablets and Laptops.

Primary Students are to hand in mobile devices to the front office at the beginning of the day and collect at the end of the day.

Mobile devices may be used in the classroom only with the permission of the classroom teacher.

Children are encouraged to seek alternative forms of play during recess and lunch breaks.

At no time should a mobile device be used for communication by students during school hours. Students and parents are able to use the school front office phone to communicate when essential.

The school will not be held liable for any loss or damage of mobile devices unless they are stored in the front office.

Secondary Expectations

Teachers and students will establish a classroom environment where Behaviour Guidelines and Consequences are explained and understood. Secondary Behaviour Management is based on the notion of ***Developing A Positive School*** and embodies the following expectations;

Positive
Respectful
Organised
Persistent
Strives for Excellence

Secondary Classroom Discipline Procedure

Positive Level – Positive Respectful Organised Persistent Strives for Excellence

Negative Level One – Teacher Managed. Repeat behaviours will attract a Level 2 Consequence

Negative Level Two – Teacher and Administration Managed. Repeat behaviours will attract a Level 3 consequence.

Negative Three – Administration Managed

NB Refer to PROPS – Developing a Positive School, for detailed information on Behaviour Guidelines and Consequences.

Good Standing

Good Standing provides a system that assists in ensuring that students maintain a satisfactory level of attendance, educational outcomes and behaviour. The system is underpinned by Choose Respect and PROPS

Maintaining Good Standing requires:

- Completion of classwork and assessments
- Behaving in a way that is respectful, appropriate and inclusive of staff and student rights (as indicated in the Behaviour Guidelines and Consequences - PROPS and Developing A Positive School)
- Satisfactory attendance and punctuality
- Adherence to Donnybrook District High School's Uniform Policy
- Adherence to School Rules (as indicated in the School Code of Conduct)

Good Standing allows students the opportunity to attend extra-curricular school activities such as Graduations, Year 10 Dinner, Camps, Excursions and Incursions, Visiting performances, School social events, End of term recognition activities, and any event deemed by the school as appropriate to attend.

Students who arrive at 'Loss of Good Standing' will lose this privilege. For the period of loss of Good Standing, the students are unable to attend extracurricular activities deemed by the school as inappropriate to attend. An alternative program will be put in place for these students

Students would have attained twelve (12) demerit points to lose Good Standing

Student will be placed on one week Behaviour Contract and upon successful completion of the contract, will be on **PROBATION** for three weeks.

If during this three week probationary period there are no further discrepancies, students will regain Good Standing and all demerit points will be deleted. If there are further discrepancies the student goes back onto a Behaviour Contract, followed by the probationary period.

Good Standing is reinstated for all students at the beginning of each term.

Mobile Devices

Mobile Devices refers to Phones, Music Players, Video Recorders, Tablets and Laptops.

STUDENTS ARE ENTITLED TO BRING THEIR MOBILE DEVICES TO SCHOOL AS LONG AS THEY ARE USED ONLY WITH STAFF CONSENT

- **If a student is found using a mobile device without staff permission;**
- The staff member **must** confiscate the device immediately and advise a Deputy Principal who will store the device securely in the Front Office
- A Deputy will then contact the parent/guardian of the student to advise them that the device will only be returned to the parent/guardian and to seek support on the matter.
- A negative BMIS report against the student will be lodged.

Found means: whilst under the duty of care of the school.

(This include during school hours and at all times when on camp/excursions.)

Any refusal to comply or repeated offences are Level 2 Behaviours as per Secondary Behaviour Guidelines and Consequences.

At no time should a mobile device be used for communication by students during school hours. Students and parents are able to use the school front office phone to communicate when essential.

Students are permitted to bring to school personal Electronic Tablets and Laptops provided that they enter into a written agreement with the appropriate staff member/s and Deputy Principals.

The consequences for any student found recording, distributing, or uploading inappropriate or unauthorised images or videos of students, parents or staff on/ or taken on school premises is **SUSPENSION** and may be referred to Police.

Any mobile devices brought to school are able to and should be stored in the Front Office. Students who choose to retain their device/s in their possession (this includes in their bags/lockers) do so at their own risk. The school will not be held liable for any loss or damage of mobile devices unless they are stored in the front office.

Support Provided for Individual Students

Individual Behaviour Management Plans are appropriate where the behaviour has been ongoing, persistent and resistant to the normal classroom behaviour management practices.

Key stake-holders: teacher, Administration, school psychologist and parents work collaboratively to develop an Individualized Behaviour Management Plan.

The student and the parent will be linked to outside agencies to support individual needs when appropriate

Staff to undertake risk management planning where a student's behaviour is considered to present a physical risk to the safety of staff and students. This is to be included in the student's documented plan addressing behaviour.

Review Procedure

The school is required to regularly review the Behaviour Policy to ensure it suits the needs of all stakeholders. This policy was reviewed in March 2015.