

Behaviour Management Policy



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Purpose:

At Canowindra High School, every student has the right and responsibility to learn in an environment that is:

- Inclusive
- Safe and secure
- Free from bullying, harassment, intimidation and victimisation

This *Behaviour Management Policy* clearly outlines the consequences for unacceptable behaviour so that all students, parents and staff are aware of the high expectations held by Canowindra High School.

As a result of the 2010 Welfare Support Visit, a need to contextualise the current policy to include areas of technology and social networking was required. This *Behaviour Management Policy* is based on the Core Values from the [Values in NSW Public Schools Policy 2004](#) and [Core Rules](#).

The key principles embedded in our policy include:

- Positive relationships are the foundation of any classroom-based approach to positive behaviour supports. They are the key to a safe and caring classroom climate that invites and supports positive behaviour and skilled problem solving
- The key to any behaviour management system is a focus on preventing the development of new cases of problem behaviours
- Prevention occurs with the creation of a positive classroom environment that
 - Meets the learning needs of all students
 - Develops a sense of community
 - Establishes and maintains positive relationships
 - Values all students
- The best behaviour intervention occurs when the problem behaviour is not happening
- Incorporating the principles of procedural fairness.

Resources:

- [Establishing a Positive Environment in your Classroom](#) – The School Context (Professional Learning and Leadership Directorate)
- [Student Discipline in Government Schools policy](#)

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Follow up:

RISC entry:

- All teachers and executive to use RISC to record each incident and consequence ASAP.

Detention length:

- Part of recess (up to 15mins)
- Half of lunch

Isolation:

- Period (isolated from specific lesson, sit with HT)
- Part of day (DP office, separate recess/lunch)
- Whole day (DP office, separate recess and lunch)

Suspension:

- Interviews and statements taken from all teachers, students and witnesses involved
- Student and parents informed of outcome
- Student sent home with letter, suspension procedures and suspension workbook
- Students are to return to school with completed suspension workbook and parent interview
 - 'Return from Suspension' form to be completed with negotiated actions to be completed
 - Monitor sheet to be completed (up to 5 days)
- Short Suspension (1-4 days)
 - *Reasons:* aggressive behaviour or continued disobedience
- Long Suspension (5+ days)
 - *Reasons:* persistent misbehaviour, violence, prohibited weapon, use of a weapon, illegal substance, or criminal behaviour
 - Student must be interviewed and a support person offered
 - Inform Lachlan SEG Student Services
- School Representation Activities
 - 1 suspension (in a term, or last two weeks of last term) – not permitted to attend Social or represent the school
 - 2 suspensions (in a year) – not permitted to attend Year Excursion
 - Students may appeal school representation activities restrictions

Policy created: November 2010.

Policy Team: Kath Balcombe, Dearne Curtis, Michelle Davis, Nicole Bugeja, David Lloyd, Melanie Meers, Peter Snowden.

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Consequences of unacceptable behaviour:

Area:	Expected behaviour:	Teacher: <i>Low-level</i>	Head Teacher: <i>Sustained/consistent</i>	DP/Principal: <i>Serious</i>
Uniform	<ul style="list-style-type: none"> Wear correct school/sport uniform Or Bring a note from home with explanation 	Out of school/sport uniform with note in DEAR	- Out of school/sport uniform without note	- Persistent out of uniform
	Consequences	<ul style="list-style-type: none"> School> <ul style="list-style-type: none"> Pink note given by DEAR teacher signed each period Sport> complete pink form in Sport Roll, give to HT TAS Wed pm for Thursday's uniform detention 	<ul style="list-style-type: none"> School> <ul style="list-style-type: none"> Pink note given by DEAR Teacher and sent to Late Room during DEAR> uniform detention Contact parents 	<ul style="list-style-type: none"> Contact parents
	Strategies	<i>DEAR teacher to monitor each day, Support students that may need to use uniform pool or student assistance funds Students that arrive after DEAR without a uniform note are sent to HT TAS by SASS</i>		
Poor language	<ul style="list-style-type: none"> Use appropriate language in context 	- Inappropriate language Eg: Swearing in general, put-downs, derogatory comments	- Aggressive or obscene - Persistent/ongoing poor language	- Abusive where language is directed to another person
	Consequences	<ul style="list-style-type: none"> Warning Detention 	<ul style="list-style-type: none"> Contact parents Detention Isolation 	<ul style="list-style-type: none"> Isolation Suspension
	Strategies	<i>Continually monitor student language, articulate and model acceptable language in differing contexts</i>		
Playground	<ul style="list-style-type: none"> Keep playground clean Respect environment Stay inbounds Show respect and tolerance of other groups Active behaviour in appropriate areas 	<ul style="list-style-type: none"> Littering Out of bounds 	HT of the day: <ul style="list-style-type: none"> Leaving school grounds (see Attendance) Persistent out of bounds 	- Persistent
	Consequences	<ul style="list-style-type: none"> Clean up Detention Removal from area 	<ul style="list-style-type: none"> Detention Permanent seat in another area 	<ul style="list-style-type: none"> Isolation
	Strategies	<i>Playground duty teacher to be vigilant and on time to each duty, HT of the Day to supervise</i>		

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Area:	Expected behaviour:	Teacher: <i>Low-level</i>	Head Teacher: <i>Sustained/consistent</i>	DP/Principal: <i>Serious</i>
Attendance	<ul style="list-style-type: none"> Attend each lesson every day unless permission is given by parent for medical or family reasons 	<ul style="list-style-type: none"> Truancy – class/sport Late to class/sport 	<ul style="list-style-type: none"> Truancy – part or whole day Leaving school grounds 	<ul style="list-style-type: none"> Persistent truancy/late to school
	Consequences	<ul style="list-style-type: none"> Detention for time missed, catching up on work Chase letters for unexplained absences in DEAR (absence slip) Parent contact 	<ul style="list-style-type: none"> Parent contact Detention 	<ul style="list-style-type: none"> HSLO referral Parent contact
	Strategies	<i>Office to record on OASIS, letter sent to parents for unexplained absences, involve local businesses, bus drivers in reporting suspected truants Students to be sent with green note if out of class for any reason</i>		
Property Equipment required for class	<ul style="list-style-type: none"> Care and respect for all property (school, community, staff and peer) Bring all required equipment to class 	<ul style="list-style-type: none"> Graffiti - classroom Mistreatment or careless handling of school resources Taking/hiding property Required equipment not brought to class 	<ul style="list-style-type: none"> Graffiti – school/community Damage to toilets, seating, bins, environment Deliberate destruction of minor items Consistently not bringing required equipment to class 	<ul style="list-style-type: none"> Large scale damage/offensive graffiti Deliberate destruction of major items Theft
	Consequences	<ul style="list-style-type: none"> Detention Cleaning, repairing 	<ul style="list-style-type: none"> Detention Cleaning, repairing Contact parents Payment/replacement for damaged goods Isolation 	<ul style="list-style-type: none"> Contact parents Payment for damaged/stolen goods Isolation Suspension
	Strategies	<i>Apology to affected parties, counsel student Teacher to investigate possible harassment of students when property is missing/damaged</i>		

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Laptop use	<ul style="list-style-type: none"> Laptop to be used for educational purposes as directed by teacher Bring fully charged laptop each day Care taken to avoid damage to laptop 	<ul style="list-style-type: none"> Not bringing charged laptop to class Using laptop when directed not to or not using it for related class work Not tilting screen when asked to 	<ul style="list-style-type: none"> Persistent misuse of laptop 	<ul style="list-style-type: none"> Inappropriate use of laptop Damage to own or others laptop
	Consequences	<ul style="list-style-type: none"> Warning Detention Contact parents 	<ul style="list-style-type: none"> Detention Contact parents Alternate work given 	<ul style="list-style-type: none"> Detention Isolation Contact parents Suspension of laptop Daily use of laptop only (no take home privileges)
	Strategies	<p><i>Carefully monitor appropriate laptop use, refer to Laptop Charter (signed by student and parent) re warranty and associated costs</i> <i>TSO to inform staff if student laptop is out of order and if replacement is available</i> <i>Staff to send student to TSO with note</i> <i>Students to have backup of all electronic work, if laptop is unavailable, they are required to bring books etc as an alternative</i></p>		
Disruptive behaviour Refusal to cooperate	<ul style="list-style-type: none"> Follow instructions Complete all set tasks Listen to others before speaking Be prepared by bringing necessary equipment 	<ul style="list-style-type: none"> Negative tone of voice Negative body language Not following instructions Passive resistance Calling out, talking Non-completion of set tasks Not bringing diary, calculator, PE clothes, leather shoes etc. 	<ul style="list-style-type: none"> Aggressive tone of voice Loud and disrespectful - Eg: yelling Refusal to do work Direct disobedience Unsafe actions 	<ul style="list-style-type: none"> Intimidating behaviour Invasion of personal space Threatening behaviour Fighting Inappropriate behaviour on school bus
	Consequences	<ul style="list-style-type: none"> Warning Detention Send to HT Contact parents 	<ul style="list-style-type: none"> Contact parents Detention Isolation 	<ul style="list-style-type: none"> Isolation Suspension
	Strategies	<p><i>Continually monitor student behaviour and cooperation, faculty contract, monitor sheet</i></p>		

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Socials Excursions Sport	<ul style="list-style-type: none"> • Positive interactions with all peers, staff and community members • Participation in school events 	<ul style="list-style-type: none"> - Inappropriate behaviour - Non-participation - Injuries with no note 	<ul style="list-style-type: none"> - Persistent inappropriate or anti-social behaviour 	<ul style="list-style-type: none"> - Violent behaviour (see Aggressive behaviour, Physical contact, Fighting)
	Consequences	<ul style="list-style-type: none"> • Isolated from activity • Detention • Notify Sports Coordinator for follow-up • Send back to office if at STO and notify DP/P ASAP 	<ul style="list-style-type: none"> • Parent contact • Sent home • Possible exclusion for future events 	<ul style="list-style-type: none"> • Suspension
	Strategies	<i>Model appropriate behaviour, outline rules and expectations prior to event</i>		
Bullying Harassment (refer to Anti-bullying Policy)	<ul style="list-style-type: none"> • Positive interactions with all peers and staff 	<ul style="list-style-type: none"> - Name calling - Physical contact - nudging - Taking/hiding property - Teasing - Put downs, derogatory comments - Racism - Personal comments 	<ul style="list-style-type: none"> - Persistent, more serious - Inappropriate/sexual comments - Indirect threat 	<ul style="list-style-type: none"> - Physical Eg: fighting - Sexual - Emotional - Racism - Direct threat
	Consequences	<ul style="list-style-type: none"> • Warning • Isolated • Detention • Notify HT • Parent contact 	<ul style="list-style-type: none"> • Isolated • Detention • Parent contact 	<ul style="list-style-type: none"> • Suspension • Parent Contact • Police contact
	Strategies	<i>Counsel student, monitor behaviour, apology to affected party, mediation, must inform ARCO/ADCO of racism and sexual discrimination, inform LST for referral to Boys mentor/Girls Supervisor/Counsellor</i>		

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CYBER-BULLYING Misuse of technology Social networking <i>(refer to Anti-Bullying Policy)</i>	<ul style="list-style-type: none"> iPods, Mobile phones, etc on 'silent' and away during class time. Correct use of technology 	<ul style="list-style-type: none"> Inappropriate use in class Eg: phone used in class, games on laptop 	<ul style="list-style-type: none"> Persistent and/or inappropriate 	<ul style="list-style-type: none"> Recording and/or publishing of violence/unlawful material Inappropriate comments (direct or indirect) made online
	Consequences	<ul style="list-style-type: none"> Item confiscated Detention 	<ul style="list-style-type: none"> Parent contact Detention 	<ul style="list-style-type: none"> Isolation Suspension Police contact
	Strategies	<i>Follow and refer to Mobile Phone Policy, counsel student, monitor behaviour, apology to affected party</i>		
Aggressive behaviour Physical contact Fighting	<ul style="list-style-type: none"> Positive interactions with all peers and staff Hands-off policy – respect others personal space, no romantic/physical/harassing contact 	<ul style="list-style-type: none"> Inappropriate, rough contact Eg: mucking around, pushing Physical contact Verbal abuse 	<ul style="list-style-type: none"> Rough contact that results in a dispute Inciting violence Eg: egging on, provoking Continued physical contact/verbal abuse Inappropriate behaviour towards teacher 	<ul style="list-style-type: none"> Physical – aggressive Fighting Persistent/excessive verbal abuse
	Consequences	<ul style="list-style-type: none"> Warning Removed from area 5 min time-out Detention 	<ul style="list-style-type: none"> Detention Isolation Contact parents 	<ul style="list-style-type: none"> Isolation Suspension
	Strategies	<i>Inform HT, DP, P of low-level contact, counsel student</i>		
Banned items Illegal substances	<ul style="list-style-type: none"> Only bring required equipment to school 	<ul style="list-style-type: none"> Eg: Chewing gum, Permanent markers, Spitballs, Rubberbands, inappropriate/explicit material, fireworks, lasers 	<ul style="list-style-type: none"> Eg: Smoking, Water bombs, Stink bombs 	<ul style="list-style-type: none"> Eg: Alcohol, Drugs, Weapons, Pornography
	Consequences	<ul style="list-style-type: none"> Confiscate object Detention Contact parents 	<ul style="list-style-type: none"> Detention Isolation Contact parents 	<ul style="list-style-type: none"> Isolation Suspension
	Strategies	<i>Regular monitoring laptops, Counsel student</i>		