

Responsible Behaviour Plan for Students
based on *The Code of School Behaviour*

Blackwater State High School

1. **Purpose**

   Blackwater State High School mission is to inspire personal best in all members of the school community in a respectful, healthy, supportive and disciplined environment.

   Blackwater State High School community shows:

   - **SAFETY**
   - **EFFORT**
   - **RESPECT**
   - **RESPONSIBILITY**

   **Our Philosophy**

   - This plan is based on the Positive Behaviour for Learning Strategy.
   - Our school recognises the worth of all individuals and supports all students in their efforts to derive the benefits of a broad education.
   - Our role is to help all members of the community to live more respectful, purposeful lives, to develop integrity and compassion within students, and lay foundations for a safe and caring school community. We strive to promote the ideals of co-operation, self-respect, respect for and tolerance of others.
   - Behaviour development is the responsibility of all members of the school community including students, teachers, administration, support staff and parents.

2. **Consultation and data review**

   This plan was developed and reviewed during 2015, as part of the implementation phase of the Positive Behaviour for Learning Strategy. The team leading this consisted of staff (including, administration, staff, students and parent representatives).

3. **Learning and behaviour statement**

   Based on our 4 rules - **Safety, Respect, Effort and Responsibility** - our shared beliefs and values about behaviour and learning are as follows:

   - We believe in the rights of students to learn. To achieve this, our behaviour management strategies are strongly aligned to create a safe and caring environment that supports the learning, intellectual, emotional and physical needs of students. Essential to the creation of this environment is the student’s right to feel both physically and emotionally safe within the school.

   The matrix below outlines expectations of the school’s 4 rules.
<table>
<thead>
<tr>
<th>Setting</th>
<th>Safety</th>
<th>Effort</th>
<th>Respect</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Settings</td>
<td>• Only bring appropriate items to school</td>
<td>• Be on time to all school events and activities</td>
<td>• Show courtesy by using manners and always use appropriate school language.</td>
<td>• Take responsibility for your words and actions</td>
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<tr>
<td></td>
<td>• Report incidents which are concerning including bullying</td>
<td>• Strive to be above the attendance goal of 90%</td>
<td>• Follow staff directions</td>
<td>• Follow uniform/dress code</td>
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<tr>
<td></td>
<td>• Maintain appropriate personal space and the privacy of others.</td>
<td>• Be your personal best</td>
<td>• Treat all property and facilities with care</td>
<td>• Use equipment and materials correctly and report any damage</td>
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<td></td>
<td>• Be sun safe</td>
<td>• Engage in all classroom activities</td>
<td>• Work to keep our school environment safe and clean</td>
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</tr>
<tr>
<td>Classroom Areas (including General Classrooms, Computer Labs, Resource Centre and Practical Area)</td>
<td>• Follow classroom safety rules</td>
<td>• Bring required equipment, books, homework diary and materials</td>
<td>• Allow teaching/learning to occur without interruption</td>
<td>• Attend all lessons</td>
</tr>
<tr>
<td></td>
<td>• Students wait for teacher before entry</td>
<td>• Ensure homework, drafts and assignments are completed to the best of your ability and submitted on time</td>
<td>• Remove hats whilst inside</td>
<td>• Keep classrooms tidy</td>
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<tr>
<td></td>
<td>• Follow entry &amp; exit signs</td>
<td>• Engage in all classroom activities</td>
<td>• Maintain appropriate school environment</td>
<td>• Only water to be consumed inside classrooms</td>
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<tr>
<td></td>
<td>• Place bags in racks prior to entry</td>
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<td>• Act safely on verandas and around port racks</td>
<td>• Mobile phones, iPods, etc are to be turned off and out of sight</td>
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<tr>
<td></td>
<td>• Stay in your seat unless directed by staff</td>
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<td>• Walk quietly</td>
<td></td>
</tr>
<tr>
<td>Going to and from school (including Bus Stop)</td>
<td>• Follow road rules</td>
<td>• Be on time for all arrivals and departures</td>
<td>• Treat your peers and the public with courtesy and respect</td>
<td>• Respect opening times</td>
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<tr>
<td></td>
<td>• Follow first aid procedures</td>
<td>• Prepare sufficiently to arrive at class on time</td>
<td>• Follow sign in and sign out procedures</td>
<td>• Wait quietly and follow staff directions</td>
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<tr>
<td></td>
<td>• Only report to the office when required or instructed to</td>
<td>• Return permission forms and make payments by due date</td>
<td>• Once you have arrived stay inside the grounds</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Act safely on verandas and around port racks</td>
<td>• Respect opening times</td>
<td>• Follow whole school rules when going to and from school</td>
<td></td>
</tr>
<tr>
<td>School Office</td>
<td>• Follow first aid procedures</td>
<td>• Respect opening times</td>
<td>• Use covered walkways in wet weather</td>
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</tr>
<tr>
<td></td>
<td>• Only report to the office when required or instructed to</td>
<td>• Wait quietly and follow staff directions</td>
<td>• Know where you have to go</td>
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</tr>
<tr>
<td>Around the Buildings &amp; Moving between classes</td>
<td>• Act safely on verandas and around port racks</td>
<td>• Walk quietly</td>
<td>• Respect others' position in the queue</td>
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<tr>
<td></td>
<td>• Prepare sufficiently to arrive at class on time</td>
<td>• Keep stairways and pathways clear</td>
<td>• Appreciate canteen volunteers and convener</td>
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<tr>
<td></td>
<td>• Act safely on verandas and around port racks</td>
<td>• Make room for others</td>
<td>• Buy food only during break times</td>
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<tr>
<td>Play Ground Areas (including sporting fields)</td>
<td>• Participate safely in designated areas</td>
<td>• Include others in activities.</td>
<td>• Buy food only during break times</td>
<td>• Take only what you pay for</td>
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<tr>
<td></td>
<td>• No contact games</td>
<td>• Show good etiquette</td>
<td>• During class time, ask for teacher permission and carry an Out of Class Card</td>
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<tr>
<td></td>
<td>• Follow game rules</td>
<td>• Follow game rules</td>
<td>• Turn off taps</td>
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<tr>
<td>Canteen</td>
<td>• Approach the canteen in an orderly and calm manner</td>
<td>• Have order and money ready</td>
<td>• Be a good role model for BSHS by participating in all activities in an appropriate manner.</td>
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<td></td>
<td>• Follow venue’s safety guidelines</td>
<td>• Respect others' position in the queue</td>
<td>• Look after venue equipment</td>
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<td></td>
<td>• Wear correct PPE when required.</td>
<td>• Appreciate canteen volunteers and convener</td>
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<tr>
<td></td>
<td>• Bring required equipment for the occasion.</td>
<td>• During class time, ask for teacher permission and carry an Out of Class Card</td>
<td>• Follow classroom safety rules</td>
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<tr>
<td></td>
<td>• Show respect, courtesy and manners to others in the wider community</td>
<td>• • Follow sign in and sign out procedures</td>
<td>• Follow classroom safety rules</td>
<td></td>
</tr>
<tr>
<td>Off Campus (e.g. sport, excursions, representing the school)</td>
<td>• Follow venue’s safety guidelines</td>
<td>• Follow sign in and sign out procedures</td>
<td>• Follow whole school rules when going to and from school</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Wear correct PPE when required.</td>
<td>• Once you have arrived stay inside the grounds</td>
<td>• Follow whole school rules when going to and from school</td>
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</tr>
</tbody>
</table>

BSHS RULE MATRIX

The Code of School Behaviour
Better Behaviour Better Learning

These guidelines apply to all students and are part of the Code of School Behaviour. They are intended to ensure a safe, respectful and productive school environment. Students are expected to follow these guidelines at all times and to report any incidents of non-compliance.

1. General Guidelines
   • Follow school rules at all times.
   • Respect others' property and privacy.
   • Keep the premises clean and tidy.
   • Keep the school property in good condition.

2. Classrooms
   • Arrive on time and prepared for class.
   • Participate actively and respect others.
   • Use equipment correctly and report any damage.

3. Computer Labs
   • Log on and off appropriately.
   • Follow lab safety procedures.
   • Respect others' work and confidentiality.

4. Resource Centre
   • Use resources appropriately.
   • Return materials promptly.
   • Respect staff and volunteers.

5. Practical Areas
   • Follow safety procedures.
   • Use equipment correctly.
   • Respect others' work and confidentiality.

6. Grounds
   • Respect the school property and facilities.
   • Follow pathway rules.
   • Treat others with respect and courtesy.

7. Canteen
   • Follow canteen rules.
   • Use equipment correctly.
   • Respect others' property and privacy.

8. Toilets
   • Use facilities appropriately.
   • Maintain cleanliness.
   • Respect others' privacy.

9. Off-Campus
   • Follow permission guidelines.
   • Wear appropriate equipment.
   • Respect others' property and privacy.

These guidelines are subject to change and should be reviewed periodically.

BSHS by Queensland Government

Blackwater State High School

21/11/2017
4. Processes for facilitating standards of positive behaviour and responding to unacceptable behaviour

**Universal behaviour support**

- All rules are explicitly taught at all year levels, targeting specific rules as the data would indicate the need to. These will be discussed and decided by the PB4L team.
- It is expected that:
  - Teachers prepare engaging and relevant lessons.
  - Teachers establish a positive, productive classroom environment with negotiated and effective classroom rules. Teachers discuss, explain, model and teach expected behaviour to students.
  - Teachers use positive language in dealings with students.
  - Teachers teach an understanding of social justice – a process of ensuring that educational outcomes for all students are maximised, taking full account of factors such as location, gender, sexual identity, socioeconomic circumstances, ability, cultural background or any disability they may have.
  - Teachers ensure good teacher, student and parent communication.
  - Teachers use Rewards System for positive behaviour reinforcement.

**Targeted behaviour support**

- Staff will ask a student to have an awareness and ownership of their behaviour.
- Staff will use daily reports (OneSchool Entries, Behaviour Monitoring Cards etc).
- Staff use the *Buddy System* and other school programs.
- Student may work with Coordinators or the PB4L team.
- Consultation between teachers, Coordinators, HODS and DPs to maximise success for students in changing current behaviour.
- Teachers use Rewards System for positive behaviour reinforcement.
- Meaningful discussions between students, teachers, parents, administration staff and support staff, supports student behaviour.
• Intensive behaviour support

Students exhibiting intensive behaviour support needs require the following actions:
• There will be meaningful discussions between students, parents, administration staff and support staff.
• There is involvement of specialist staff, for example, Guidance Counsellor and outside agencies such as Youth Pathways.
• Administration will design behaviour programs specific to student's needs. Enrolment contracts, mentoring programs, time out or withdrawal program may be used. Some outside school programs may be accessed.
• Administration will ask a student to have an awareness and ownership of their behaviour and to change that behaviour.
• Student Disciplinary Absences are to be used after consideration has been given to all other responses. These may be suspensions of 1-10 days or 11-20 days.

Case Management Teams have a simple and quick referral system is in place. Following referral, a team member contacts parents and any relevant staff members to form a support team and begin the assessment and support process. In many cases the support team also includes individuals from other agencies already working with the student and their family, a representative from the school's administration and district-based behavioural support staff.

5. Emergency responses or critical incidents

It is important that all staff have a consistent understanding of how to respond to emergency situations or critical incidents involving severe problem behaviour. This consistency ensures that appropriate actions are taken to ensure that both students and staff are kept safe.

An emergency situation or critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action.

Severe problem behaviour is defined as behaviour of such intensity, frequency, or duration that the physical safety of the student or others is likely to be placed in serious jeopardy.

Basic defusing strategies
Avoid escalating the problem behaviour
(Avoid shouting, cornering the student, moving into the student’s space, touching or grabbing the student, sudden responses, sarcasm, becoming defensive, communicating anger and frustration through body language.)

Maintain calmness, respect and detachment
(Model the behaviour you want students to adopt, stay calm and controlled, use a serious measured tone, choose your language carefully, avoid humiliating the student, be matter of fact and avoid responding emotionally.)

Approach the student in a non-threatening manner
(Move slowly and deliberately toward the problem situation, speak privately to the student/s where possible, speak calmly and respectfully, minimise body language, keep a reasonable distance, establish eye level position, be brief, stay with the agenda, acknowledge cooperation, withdraw if the situation escalates.)
Follow through
(If the student starts displaying the appropriate behaviour briefly acknowledge their choice and re-direct other students’ attention towards their usual work/activity. If the student continues with the problem behaviour then remind them of the expected school behaviour and identify consequences of continued unacceptable behaviour.)

Debrief
(Help the student to identify the sequence of events that led to the unacceptable behaviour, pinpoint decision moments during the sequence of events, evaluate decisions made, and identify acceptable decision options for future situations.)

Physical Intervention
Staff may make legitimate use of physical intervention if all non-physical interventions have been exhausted and a student is:
- physically assaulting another student or staff member
- posing an immediate danger to him/herself or to others.

Appropriate physical intervention may be used to ensure that Blackwater State High School’s duty of care to protect students and staff from foreseeable risks of injury is met. The use of physical intervention is only considered appropriate where the immediate safety of others is threatened and the strategy is used to prevent injury.

Physical intervention can involve coming between students, blocking a student’s path, leading a student by the hand/arm, shepherding a student by placing a hand in the centre of the upper back, removing potentially dangerous objects and, in extreme situations, using more forceful restraint.

It is important that all staff understand:
- physical intervention cannot be used as a form of punishment
- physical intervention must not be used when a less severe response can effectively resolve the situation
- the underlying function of the behaviour.

Physical intervention is not to be used as a response to:
- property destruction
- school disruption
- refusal to comply
- verbal threats
- leaving a classroom or the school, unless student safety is clearly threatened.

Any physical intervention made must:
- be reasonable in the particular circumstances
- be in proportion to the circumstances of the incident
- always be the minimum force needed to achieve the desired result
- take into account the age, stature, disability, understanding and gender of the student.

Record keeping
Each instance involving the use of physical intervention must be formally documented. The following records must be maintained:
- BSHS incident report - to be filed
- Health and Safety incident record
- ONE SCHOOL report
- Debriefing report (for student and staff)
### 6. Consequences for unacceptable behaviour

Follow the basic 4 rules of the school, **Safety, Respect, Effort and Responsibility**

<table>
<thead>
<tr>
<th>SAFETY</th>
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</thead>
<tbody>
<tr>
<td><strong>Procedures</strong></td>
</tr>
<tr>
<td>Students are to obey directives given by teachers, and all other adult members of the school community, at all times. Students must always follow safety standards and procedures.</td>
</tr>
<tr>
<td>Activities that are considered by teachers or a member of the Administration to be potentially harmful are forbidden. Examples include: sitting on port racks, blocking stairs and doorways, running in the vicinity of buildings, on verandas and in crowded areas or on cement pathways, throwing objects, contact sport, water bombs.</td>
</tr>
<tr>
<td>Procedures</td>
</tr>
<tr>
<td>----------------------------------------</td>
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<tr>
<td>Students should be co-operative,</td>
</tr>
<tr>
<td>considerate and courteous to all members of the school community, the community in general, and when on school activities and excursions to other places.</td>
</tr>
<tr>
<td>All members of the school community should be treated with respect at all times. Sexual harassment, physical and verbal abuse, intimidation and other behaviours which are considered to be bullying are totally unacceptable. Assault and fighting is prohibited. Inappropriate language, and inappropriate writing, gestures, touching or comments of a sexual nature directed at any member of the school community that constitutes sexual harassment will not be tolerated from members of either gender. Pornographic material is not to be brought to school.</td>
</tr>
<tr>
<td>All members of the school community should be treated with respect at all times. Abuse of staff or students through the use of technology such as the internet (including but not limited to: YouTube, Facebook), mobile phones, computers etc is totally unacceptable. CYBER BULLYING (see Bullying Policy), MOBILE DEVICE POLICY (see Appendix 1)</td>
</tr>
<tr>
<td>Students are expected to be neat, clean and dressed in school uniform at all times BSHS Dress Code (see Appendix 2) A student is expected to bring a note for uniform infringement which is to be given to a member of Administration. On arrival home, student should change out of uniform. Uniform is explained at enrolment, on assemblies and in form group and an explanation can be found in school diary. If a student has difficulty obtaining correct uniform, they can discuss this with a member of the Administration. All teachers will speak to students in incorrect uniform, ask to see a uniform note and reinforce the Uniform Policy. Students will be asked to change out of inappropriate clothing and accessories. If parents are contactable, student may be sent home to change into correct uniform. If parents are not contactable, then a correct school uniform will be supplied by the office where possible. Students who are not in correct uniform and do not have a note must go to office and see a DP for a uniform note. This incident is recorded in a uniform register and a lunchtime detention may be given. Students may be withdrawn from classes if inappropriately dressed (e.g. science, manual arts, sports) and alternate work set. Students may be referred to the Guidance Officer for counselling.</td>
</tr>
<tr>
<td>Students must wear the school hat to participate in outdoor sport. All students are encouraged to wear hats when outside. The sports department has a supply that can be borrowed by students. Students not wearing hats will be directed by teachers on PGD to move under shelter. Make-up is not permitted at school. This is explained at enrolment, on assemblies and in form groups.</td>
</tr>
<tr>
<td>Make-up is not permitted at school.</td>
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</table>

**RESPECT**

The Code of School Behaviour
Better Behaviour
Better Learning

Blackwater State High School
Page 7
21/11/2017
<table>
<thead>
<tr>
<th>Topic</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medications</td>
<td>Medications must be taken to the front office. Drugs are only to be at school if the student is currently on a school activity/excursion. This includes while travelling to and from school. (As per Qld Government legislation.)</td>
</tr>
<tr>
<td>Possessing, using, and/or selling</td>
<td>Possessing, using and/or selling, giving, buying of alcohol, prescription drugs or other illicit or non-prescription drugs while in school hours, while in school uniform or on a school activity/excursion is prohibited. This includes while travelling to and from school.</td>
</tr>
<tr>
<td>Medecines (e.g. Panads) and prescription drugs</td>
<td>Medications (e.g. Panadol) and prescription drugs are only to be at school if the student brings a note from his/her parent. All medications must be taken to the front office.</td>
</tr>
<tr>
<td>Smothing or possession of cigarettes/cigarette lighter</td>
<td>Smoking or possession of cigarette/cigarette lighter is forbidden within the school grounds, buildings or at any time while in school uniform or on any school activity, including travelling to and from school. (As per Qld Government legislation.)</td>
</tr>
<tr>
<td>Stealing, vandalism, theft, throwing objects, and spitting</td>
<td>It is everyone’s responsibility to ensure that the whole school environment (including all property of the school community) is kept free of litter, graffiti and wilful damage. Failure to comply will be regarded as vandalism.</td>
</tr>
<tr>
<td>Food and drink</td>
<td>Food and drink must not be consumed in classrooms. With teacher approval, bottles of water may be taken into the room. Chewing gum is not permitted in the school grounds.</td>
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<tr>
<td>Rubbish</td>
<td>Rubbish is to be placed in bins provided.</td>
</tr>
<tr>
<td>Smoking</td>
<td>Smoking is not permitted in the school, while in school uniform or on a school activity/excursion is prohibited. This includes while travelling to and from school. (As per Qld Government legislation.)</td>
</tr>
<tr>
<td>Stealing</td>
<td>Stealing will not be tolerated.</td>
</tr>
<tr>
<td>Stealing, vandalism, theft, throwing objects, and spitting</td>
<td>Students are reminded that these types of potentially dangerous items are not permitted at school.</td>
</tr>
<tr>
<td>Property (jewellery etc.)</td>
<td>The importance of safety is reinforced at all levels: assembly, roll groups, year level parades, teacher, Administration.</td>
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<tr>
<td>Administration</td>
<td>Administration regard as potentially harmful items that are not permitted at school.</td>
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<tr>
<td>Administration</td>
<td>Property (jewellery etc.) may be temporarily confiscated and retained at office for collection at end of day. Persistent offenders may have confiscated items kept for longer periods of time. Piercings may be required to be covered or to have flat plastic inserts used.</td>
</tr>
<tr>
<td>Student’s necessities</td>
<td>Students may be offered support for dealing with issues (e.g. stealing, vandalism) from in-school services. Students may be given a task, detention or face suspension or exclusion. Depending on the seriousness of the act, parents and/or police may be contacted.</td>
</tr>
<tr>
<td>It is everyone’s responsibility to ensure that the whole school environment (including all property of the school community) is kept free of litter, graffiti and wilful damage. Failure to comply will be regarded as vandalism.</td>
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</tr>
<tr>
<td>Topic</td>
<td>Description</td>
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<td>----------------------------------------------------------------------</td>
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<tr>
<td>Bicycles</td>
<td>Bicycles are not to be ridden in the school grounds. They are to be walked into the grounds and chained to the bike rack. It is the responsibility of the student to provide lock and chain and securely lock bike in bike rack. Students will be reminded to ensure that their bicycle is securely locked. If bicycles are damaged or stolen, attempts will be made to identify the person(s) responsible. The school accepts no responsibility. It should, however, be reported to police by the student and parent.</td>
</tr>
<tr>
<td>Students to come to school ready to learn and to respect the rights of others to learn.</td>
<td>Students are to respect the rights of the teacher to teach. Only one person at a time speaks while others listen. While answering questions or wanting individual attention, students should raise a hand and wait quietly. Classroom expectations displayed in classrooms. Staff to model courteous and respectful behaviour when speaking with students and other staff. Teacher to speak to student and remind them of expectations and rules. If student fails to respect the rights of the student to learn and the teacher to teach, they may be buddied then given a detention during breaks or after school to make up lost time/work. This will be recorded on ONESCHOOL and class teacher may contact parent/guardian. If detention is not completed for the class teacher, student referred to Head of Department and if parent/guardian has not yet been contacted, HOD may do so. For on-going non-compliance, student will be referred to DP and parents notified. Student may be referred to Guidance Officer, given detention, removal from the classroom for a set period of time, face possible suspension or face recommendation for exclusion.</td>
</tr>
<tr>
<td>Mobile phones</td>
<td>Mobile phones should not be brought to school. If they are, they should be turned off when entering school premises and remain unseen. (See Mobile Phone &amp; Electronic Device Policy) Students are reminded on assembly, at year level parades and in class, that mobile phones should be left at home, and that the school will not accept responsibility for theft or damage. Students who use their mobile phone during school hours will temporarily have their phone confiscated. The phone can be collected from office at end of school day. On the second offence the phone will be confiscated for a week. For persistent offenders parents will be contacted and students may have the phone confiscated for a lengthy period or may be barred from bringing their phone to school for a designated period of time e.g. a term.</td>
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### EFFORT

<table>
<thead>
<tr>
<th>Procedures</th>
<th>Positive Support to Assist Students</th>
<th>Consequences</th>
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<tbody>
<tr>
<td>Students are expected to be punctual to class and attend school regularly. Following any absence from school or school activities, a note or phone call from Parent/Guardian must be presented to form teacher on the day of return to school. If a student arrives after roll marking, he/she must report to office and sign in. A note of explanation or phone call from Parent/Guardian must be received by the office. If a student knows beforehand that he/she will be absent from school for a period of time, he/she should bring a note to the Office before the planned absence. When a student needs to leave the school early he/she must present a note to the school office. Students who leave the school without a note must sign out at the front office. Students in Year 12 who have frequent unapproved absences may become ineligible to receive a Senior Certificate because they have not met QSA attendance requirements. Students completing a traineeship may have their traineeship suspended or cancelled.</td>
<td>Student Lateeness Policy, absentee procedures and procedures for leaving the school grounds during school hours are explained at enrolment, on assemblies and in form groups. Lesson times, gazetted holidays and student free days are listed in the Student Diary. Coordinators, HOD SS, Deputy Principal, and other support staff, will offer students support in improving attendance. Parent contact will be made to seek support for improved attendance. For Post Compulsory students the Post Compulsory Review process will be implemented.</td>
<td>Student reminded of expectations. Late to school without a note: the office records name and reason and detention issued. If no note is forthcoming to explain absences after 3 days, Attendance Officer will contact parent/guardian. A student with continued unexplained absences will be referred to the Deputy who will pursue the matter further. If student is suspected of forging note, parent/guardian will be contacted. If student leaves grounds without permission, student will have attendance monitored and may result in after school detentions. Unexplained absences may result in after school detentions/suspension and the student is required to make up work and time. Unexplained students absences of 5 days or more constitute truancy. Letters sent and interviews requested. Initiate EQ process for Compulsory Age and Post Compulsory students. All lateness and absences (explained and unexplained) will be recorded on Report Card. If detentions are given but not completed after reasonable attempts to have student complete detention, student will be referred to HOD SS. This will be recorded on ONE SCHOOL and parent/guardian contacted. Continued non-compliance may lead to suspension. For post-compulsory students, a parental interview will be held. Student may also face cancellation of enrolment.</td>
</tr>
<tr>
<td>A student who feels ill during the day must go to the office where a decision will be made about what action to be taken. A student who says that they are feeling ill will be allowed to go to sick bay. A teacher may send another student with them to escort them to front office where sick bay is located.</td>
<td>Decision made by Admin/Office staff whether to have student in sick bay or contact home. Where possible, student will be sent home.</td>
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**The Code of School Behaviour**

**Better Behaviour**

**Better Learning**

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**Blackwater State High School**

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21/11/2017
<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Procedures</th>
<th>Positive Support to Assist Students</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bring appropriate equipment and be prepared for class.</td>
<td>Teacher will loan equipment needed to student if she does not have necessary equipment for lesson.</td>
<td>Student reminded of expectations. If equipment is continuously not brought to class, teacher will contact parent/guardian.</td>
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<td>It is an expectation that all class activities will be attempted &amp; all homework will be completed.</td>
<td>Teacher will offer further assistance to complete set tasks.</td>
<td>Students may be asked to make up lost homework at lunchtime. This may be recorded on the ONE SCHOOL.</td>
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<td>Correct footwear must be worn in all practical areas such as laboratories, workshops and kitchens. The wearing of closed shoes is a Workplace Health &amp; Safety issue.</td>
<td>If a student has difficulty obtaining correct footwear, they can discuss this with a member of Administration.</td>
<td>Students not wearing correct footwear will not be allowed into practical areas. If parents are contactable, student will be sent home to change into correct footwear. If parent is not contactable, alternative work will be set.</td>
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<td>Wait in a quiet and orderly manner outside of classrooms, and move about grounds in a safe manner.</td>
<td>Modelling of appropriate behaviour.</td>
<td>Students reminded of rules by teacher. May result in practice at recess.</td>
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<td>Students travelling to and from school on public transport are to be orderly and well behaved.</td>
<td>Expectations re travelling are explained to students at assemblies, year level parades and in roll groups. Contact made with bus company who will determine consequences under &quot;Code of Conduct&quot;.</td>
<td>While travelling on buses for excursions, students will be reminded of rules, may be directed to a specific seat, asked to make an apology, or lose participation rights. If students behave inappropriately during school excursions they may be banned for periods of time from attending future excursions. Consequences for misbehaviour on the school bus maybe followed up by the school – consequences will be determined by the severity of the incident. However consequences for misbehaviour on the school bus are also the responsibility of the bus company and dealt with under the &quot;Code of Conduct&quot;.</td>
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<td>Students are not permitted to travel in vehicles driven by other students without the written permission of both the student driver's parents and the passenger's parents. Students may not park in the school grounds. Students driving to school should obey the traffic regulations.</td>
<td>Ensure students are aware of the procedures.</td>
<td>Parents of students travelling with other students notified. Students asked to remove their vehicles from school grounds. Dangerous driving will be reported to the police.</td>
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<td>Students are not allowed in out-of-bounds areas.</td>
<td>Ensure students are aware of the out of bounds areas.</td>
<td>Students will be asked to move on to another area. May be given clean up duty for persistent breaches.</td>
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<td>Valuable items should not be brought to school. If a student chooses to do so, it should not be left in the student's bag but taken to the front office for safekeeping. Valuable items are brought to school at the student's own risk.</td>
<td>Students are encouraged not to bring items of value (e.g. MP3 players) to school. Students are informed that valuables and money can be left at the front office.</td>
<td>If valuable items are damaged or stolen, the school will do its best to identify the culprit but it will not accept responsibility for lost or damaged items.</td>
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<td>If a student is given a reasonable instruction by a teacher, including being asked to do a detention, she must comply.</td>
<td>School rules and expectations are made clear at assemblies, year level parades and by teachers in classrooms. Classroom expectations agreed upon by students and teacher are clearly visible at all times.</td>
<td>If detentions are given for inappropriate behaviour, but are not completed, student will be referred to HOD SS. This will be recorded on ONE SCHOOL and parent/guardian contacted. For on-going non-compliance, student will be referred to DP and parents notified. Student may be referred to Guidance Officer, given detention, face possible suspension or face recommendation for exclusion. For serious refusal to follow teacher instructions students will be removed from the class by the DP and parents notified.</td>
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7. **Network of student support**

Student welfare and behaviour are supported by all members of teaching and administrative staff. If further support is required students will be referred as appropriate to the following:

- Coordinators
- PB4L Team
- Guidance Officer
- Community Education Counsellor
- School Youth Health Nurse
- Chaplain
- Learning Support Group
- Student Council
- Youth Pathways Worker
- District Youth Support Worker

8. **Consideration of individual circumstances**

The intent of this policy is to understand and assist students to behave responsibly. In applying consequences for unacceptable student behaviour, the individual circumstances and actions of the student and the needs and rights of school community members will be considered at all times.

9. **Related legislation**

- Commonwealth Disability Discrimination Act 1992
- Commonwealth Disability Standards for Education 2005
- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2006
- Criminal Code Act 1899
- Anti-Discrimination Act 1991
- Commission for Children and Young People and Child Guardian Act 2000
- Judicial Review Act 1991
- Workplace Health and Safety Regulation 1997
- Right to Information Act 2012
- Information Privacy (IP) Act 2012

10. **Related policies**

- SMS-PR-021: Safe, Supportive and Disciplined School Environment
- CRP-PR-009: Inclusive Education
- SMS-PR-027: Enrolment in State Primary, Secondary and Special Schools
- SMS-PR-022: Student Dress Code
- SMS-PR-012: Student Protection
- SCM-PR-006: Hostile People on School Premises, Wilful Disturbance and Trespass
- GVR-PR-001: Police Interviews and Police or Staff Searches at State Educational Institutions
- ICT-PR-004: Using the Department's Corporate ICT Network
- IFM-PR-010: Managing Electronic Identities and Identity Management
- SCM-PR-003: Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
11. Some related resources including school policies

- BSHS Code of Student Behaviour
- BSHS Code of Student Behaviour Teacher Guide
- BSHS Bullying Policy
- BSHS Mobile Phone & Electronic Device Policy
- BSHS Dress Code
- BSHS Assessment Policy
- BSHS Incident Report

Other Resources / Websites
- Bullying. No Way!
- Positive Behaviour for Learning
- Code of Conduct for School Students Travelling on Buses

Date effective:
from JAN 2016 to December 2018