



The Code of
**School
Behaviour**
Better Behaviour
Better Learning

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.



BSHS RULE MATRIX

Setting	Safety	Effort	Respect	Responsibility
 <p style="text-align: center;">All Settings</p>	<ul style="list-style-type: none"> Only bring appropriate items to school Report incidents which are concerning including bullying Maintain appropriate personal space and the privacy of others. Be sun safe 	<ul style="list-style-type: none"> Be on time to all school events and activities Strive to be above the attendance goal of 90% Be your personal best 	<ul style="list-style-type: none"> Show courtesy by using manners and always use appropriate school language. Follow staff directions Treat all property and facilities with care Work to keep our school environment safe and clean 	<ul style="list-style-type: none"> Take responsibility for your words and actions Follow uniform/dress code Use equipment and materials correctly and report any damage
<p>Classrooms (including General Classrooms, Computer Labs, Resource Centre and Practical Area)</p>	<ul style="list-style-type: none"> Follow classroom safety rules Students wait for teacher before entry Follow entry & exit signs Place bags in racks prior to entry Stay in your seat unless directed by staff 	<ul style="list-style-type: none"> Bring required equipment, books, homework diary and materials Ensure homework, drafts and assignments are completed to the best of your ability and submitted on time Engage in all classroom activities 	<ul style="list-style-type: none"> Allow teaching/learning to occur without interruption Remove hats whilst inside 	<ul style="list-style-type: none"> Attend all lessons Keep classrooms tidy Only water to be consumed inside classrooms Mobile phones, iPods, etc are to be turned off and out of sight
<p>Going to and from school (including Bus Stop)</p>	<ul style="list-style-type: none"> Follow road rules 	<ul style="list-style-type: none"> Be on time for all arrivals and departures 	<ul style="list-style-type: none"> Treat your peers and the public with courtesy and respect 	<ul style="list-style-type: none"> Follow sign in and sign out procedures Once you have arrived stay inside the grounds Follow whole school rules when going to and from school.
<p>School Office</p>	<ul style="list-style-type: none"> Follow first aid procedures Only report to the office when required or instructed to 	<ul style="list-style-type: none"> Return permission forms and make payments by due date 	<ul style="list-style-type: none"> Respect opening times 	<ul style="list-style-type: none"> Wait quietly and follow staff directions
<p>Around the Buildings & Moving between classes</p>	<ul style="list-style-type: none"> Act safely on verandas and around port racks 	<ul style="list-style-type: none"> Prepare sufficiently to arrive at class on time 	<ul style="list-style-type: none"> Walk quietly Keep stairways and pathways clear Make room for others 	<ul style="list-style-type: none"> Use covered walkways in wet weather Know where you have to go
<p>Play Ground Areas (inc sporting fields)</p>	<ul style="list-style-type: none"> Participate safely in designated areas No contact games 	<ul style="list-style-type: none"> Include others in activities. 	<ul style="list-style-type: none"> Show good etiquette Follow game rules 	<ul style="list-style-type: none"> Borrow and return equipment using correct system
<p>Canteen</p>	<ul style="list-style-type: none"> Approach the canteen in an orderly and calm manner 	<ul style="list-style-type: none"> Have order and money ready 	<ul style="list-style-type: none"> Respect others' position in the queue Appreciate canteen volunteers and convener 	<ul style="list-style-type: none"> Buy food only during break times Take only what you pay for
<p>Toilets</p>	<ul style="list-style-type: none"> Observe hygienic practices Report safety hazards 		<ul style="list-style-type: none"> Respect the privacy of others 	<ul style="list-style-type: none"> During class time, ask for teacher permission and carry an Out of Class Card Turn off taps
<p>Off Campus (e.g. sport, excursions, representing the school)</p>	<ul style="list-style-type: none"> Follow venue's safety guidelines Wear correct PPE when required. 	<ul style="list-style-type: none"> Bring required equipment for the occasion. 	<ul style="list-style-type: none"> Show respect, courtesy and manners to others in the wider community 	<ul style="list-style-type: none"> Be a good role model for BSHS by participating in all activities in an appropriate manner. Look after venue equipment

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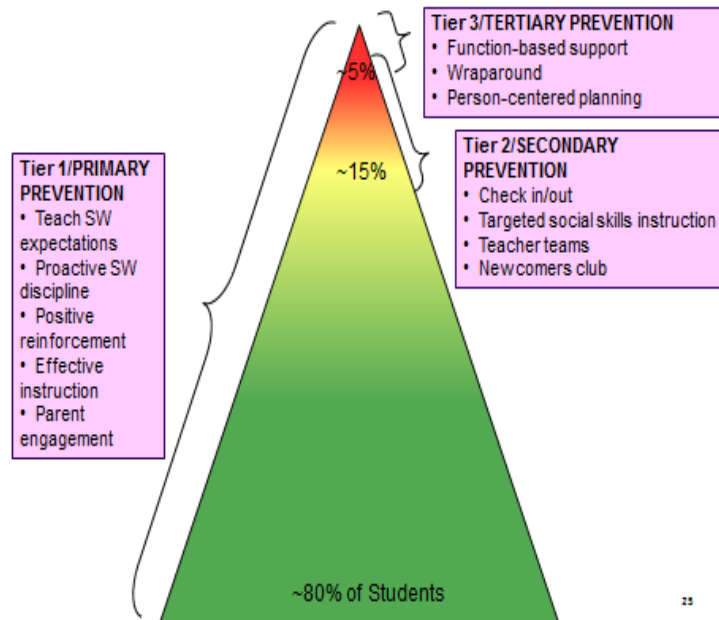
4. Processes for facilitating standards of positive behaviour and responding to unacceptable behaviour

• 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.





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• 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 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.)





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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)
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6. Consequences for unacceptable behaviour

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

SAFETY		
Procedures	Positive Support to Assist Students	Consequences
<p>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.</p>	<p>Students reminded of expectations.</p>	<p>If instructions are not followed, a detention may be given. If detentions are not completed, student will be referred to appropriate Head of Department/ Coordinator. This will be recorded on ONESCHOOL and parent/guardian contacted. For post-compulsory students, a parental interview will be held.</p> <p>For safety issues students may be removed from the class until able to meet safety requirements. For repeated breaches student may be removed permanently from subject. (See Safety Breach Policy for subject areas)</p> <p>Students who persistently refuse to comply with either school or behaviour management policy may lose a number of school privileges, including the right to participate in school excursions and sporting events. A student's movements may also be restricted in the school grounds to a specified area determined by the HOD SS/Deputy Principal / Principal for morning teas and lunch breaks. Students may face possible suspension and/or exclusion.</p>
<p>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.</p>	<p>Students will be asked to stop activity and reminded of the potential danger and healthy/safe alternatives.</p>	<p>If detentions are given for inappropriate behaviour, but are not completed, student will be referred to appropriate Head of Department. This will be recorded on ONE SCHOOL and parent/guardian contacted.</p> <p>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.</p>





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RESPECT		
Procedures	Positive Support to Assist Students	Consequences
<p>Students should be co-operative, considerate and courteous to all members of the school community, the community in general, and when on school activities and excursions to other places.</p>	<p>Teachers to model courteous and respectful behaviour when interacting with students and other school personnel.</p>	<p>If a student does not display cooperation, consideration and courtesy, they may be given a detention. Serious breaches may result in student being removed from activity and/or refused future activities. Students may face possible suspension and/or exclusion.</p>
<p>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.</p> <p>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.</p>	<p>Students who are being bullied or sexually harassed may speak to any member of staff that they feel comfortable with: teacher, Head of Department, Guidance Officer, Deputy Principal or Principal. This person will discuss with them what can be done. It is the responsibility of all students to report bullying or sexual harassment.</p> <p>Teacher will stop any immediate or on-going bullying or sexual harassment that may be occurring. They will listen to all sides of the story, and an apology will be requested from the identified bullies/harassers. A Reflection Sheet will be completed and an entry made in ONE SCHOOL.</p> <p>Depending on the level of seriousness and / or the persistence of the actions teachers may choose to refer the matter to HOD, DP or Principal.</p>	<p>Bullies and students who sexually harass others will be referred to the Guidance Officer for counselling.</p> <p>Re-offending bullying and sexual harassment offences will be entered into ONESCHOOL. Student may face in-class withdrawal or school ground withdrawal where their movement is restricted in the school grounds to a specified area determined by the Deputy Principal / Principal for morning teas and lunch breaks. They may be buddied to another class.</p> <p>Depending on the seriousness of the offence, student may face possible suspension or exclusion.</p> <p>Parents may opt to refer incidents of assault to the police.</p>
<p>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; You Tube, Facebook), mobile phones, cameras etc is totally unacceptable. CYBER BULLYING (see Bullying Policy), MOBILE DEVICE POLICY (see Appendix 1)</p>	<p>Students will be reminded of the need to respect others and specifically of the seriousness of abuse of others through such technology.</p>	<p>Depending upon the seriousness of the offence student may face detention, withdrawal from class and / or playground activities, loss of internet privilege, confiscation and banning of mobile phone. Where the good order and management of the school is interrupted, students may face possible suspension or exclusion. (See Mobile Phone & Electronic Device Policy)</p> <p>Parents may opt to refer incidents of harassment to the police or to the mobile telecommunications carrier.</p>
<p>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.</p> <p>On arrival home, student should change out of uniform.</p>	<p>Uniform is explained at enrolment, on assemblies and in form group and an explanation can be found in school diary.</p> <p>If a student has difficulty obtaining correct uniform, they can discuss this with a member of the Administration.</p>	<p>All teachers will speak to students in incorrect uniform, ask to see a uniform note and reinforce the Uniform Policy.</p> <p>Students will be asked to change out of inappropriate clothing and accessories.</p> <p>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.</p> <p>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.</p> <p>Students may be withdrawn from classes if inappropriately dressed (e.g. science, manual arts, sports) and alternate work set.</p>
<p>Students must wear the school hat to participate in outdoor sport.</p>	<p>All students are encouraged to wear hats when outside. The sports department has a supply that can be borrowed by students.</p>	<p>Students not wearing hats will be directed by teachers on PGD to move under shelter.</p>
<p>Make-up is not permitted at school.</p>	<p>This is explained at enrolment, on assemblies and in form groups.</p>	<p>Students will be instructed to remove make-up.</p>



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<p>The only jewellery students are permitted to wear is a watch, one fine ring, up to one pair small earrings / studs. No visible necklaces. Body piercing that is a danger to students should be covered.</p>	<p>The importance of safety is reinforced at all levels: assembly, roll groups, year level parades, teacher, Administration.</p>	<p>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.</p>
<p>Throwing objects, including food, food containers, sticks or stones is dangerous and will not be tolerated.</p> <p>Objects that teachers or members of Administration regard as potentially harmful must not be brought to school. Examples of these are: knives, aerosol spray cans, cigarette lighters, fireworks.</p>	<p>All teachers will remind students of what is appropriate and inappropriate behaviour.</p> <p>Students are reminded that these types of potentially dangerous items are not permitted at school.</p>	<p>If a student is found in possession of a potentially dangerous item, it will be taken from them. Parents/guardian can collect these from the front office at the end of the day. The possession of some items (e.g. knives) may result in possible suspension or face recommendation for exclusion as well as referral to the Police.</p>
<p>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.</p>	<p>Teachers remind students of this as part of classroom rules.</p>	<p>Food or drink will be removed from the classroom. Persistent breaches may result in detention or clean up duty being given.</p>
<p>Stealing will not be tolerated.</p>	<p>Students may be offered support for dealing with issues (e.g. stealing, vandalism) from in-school services.</p> <p>For acts such as littering, vandalism, theft, throwing objects and spitting, all teachers will reinforce rules and give appropriate instruction.</p>	<p>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.</p>
<p>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.</p>	<p>Students are reminded of the expectations on assemblies and Year Level parades.</p>	<p>As part of detentions students may be asked to complete clean up duty.</p> <p>Students will be asked to pay compensation for the damage caused or to complete community service for the school</p>
<p>Everyone is responsible for the cleanliness of the school grounds and buildings. All rubbish is to be placed in bins provided.</p>	<p>Sufficient bins provided for student use, including bins for recycling. Preventative strategies implemented (e.g. Litter Revolt Areas) Teachers ask students to assist in clean up while on PGD.</p>	<p>Students will be asked to assist picking up rubbish by teachers on PGD. Emu Parades will be called if necessary. As part of detentions students may be asked to complete clean up duty.</p>
<p>Smoking or possession of cigarettes/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.)</p>	<p>Students will be asked to complete an anti-smoking booklet and program with the school nurse.</p> <p>Health talks given by school nurse to raise awareness of health issues.</p>	<p>On the first offence students will be suspended from school for 1 day, they will also be required to meet with the school nurse.</p> <p>On the second offence students will be suspended for 3 days.</p> <p>On the third and following offences, students will face major suspension.</p>
<p>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.</p>	<p>In all cases involving potentially harmful substances, students and/or parents will be offered an opportunity to speak to the Guidance Officer who will be able to provide advice and counselling or refer them to outside agencies or individuals.</p> <p>School engages outside agencies such as "Motivational Media" to run educational programs.</p> <p>Within various school curriculum areas students are educated as to the potential harm of such substances</p>	<p>When evidence exists that a student has been in possession of, using or distributing banned or illegal substances (e.g. cigarettes, alcohol, drugs), the student will be referred firstly to the Deputy Principal / Principal. They will also be referred on to the school nurse, Guidance Officer or outside agency, parent notified, and face possible suspension or suspension with a recommendation for exclusion. A referral may also be made to the Police.</p> <p>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.</p>
<p>Medicines (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 front office.</p>	<p>In regards medicine/prescription drugs, teachers, roll group teachers and coordinators will remind students of the policy.</p> <p>Parents will also be reminded at the beginning of each year about the policy.</p>	<p>Parents will be contacted</p>



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<p>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.</p>	<p>Students will be reminded to ensure that their bicycle is securely locked.</p>	<p>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.</p>
<p>Students are to come to school ready to learn and to respect the rights of others to learn.</p> <p>Students are to respect the rights of the teacher to teach.</p> <p>Only one person at a time speaks while others listen.</p> <p>While answering questions or wanting individual attention, students should raise a hand and wait quietly.</p>	<p>Classroom expectations displayed in classrooms.</p> <p>Staff to model courteous and respectful behaviour when speaking with students and other staff.</p>	<p>Teacher to speak to student and remind them of expectations and rules.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p>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 & Electronic Device Policy)</p>	<p>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.</p>	<p>A student who uses their mobile phone during school hours will temporarily have their phone confiscated. The phone can be collected from office at end of school day.</p> <p>On the second offence the phone will be confiscated for a week.</p> <p>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.</p>





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EFFORT		
Procedures	Positive Support to Assist Students	Consequences
<p>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.</p> <p>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.</p> <p>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.</p> <p>When a student needs to leave the school early he/she must present a note to the school office.</p> <p>Students who leave the school without a note must sign out at the front office.</p> <p>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.</p>	<p>Student Lateness Policy, absentee procedures and procedures for leaving the school grounds during school hours are explained at enrolment, on assemblies and in form groups.</p> <p>Lesson times, gazetted holidays and student free days are listed in the Student Diary.</p> <p>Coordinators, HOD SS, Deputy Principal, and other support staff, will offer students support in improving attendance.</p> <p>Parent contact will be made to seek support for improved attendance.</p> <p>For Post Compulsory students the Post Compulsory Review process will be implemented.</p>	<p>Student reminded of expectations.</p> <p>Late to school without a note: the office records name and reason and detention issued.</p> <p>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.</p> <p>If student is suspected of forging note, parent/guardian will be contacted.</p> <p>If student leaves grounds without permission, student will have attendance monitored and may result in after school detentions.</p> <p>Unexplained absences may result in after school detentions/suspension and the student is required to make up work and time.</p> <p>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.</p> <p>All lateness and absences (explained and unexplained) will be recorded on Report Card.</p> <p>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.</p> <p>For post-compulsory students, a parental interview will be held. Student may also face cancellation of enrolment.</p>
<p>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.</p>	<p>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.</p>	<p>Decision made by Admin/Office staff whether to have student in sick bay or contact home. Where possible, student will be sent home.</p>





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Responsibility		
Procedures	Positive Support to Assist Students	Consequences
Bring appropriate equipment and be prepared for class.	Teacher will loan equipment needed to student if s/he does not have necessary equipment for lesson.	Student reminded of expectations. If equipment is continuously not brought to class, teacher will contact parent/guardian.
It is an expectation that all class activities will be attempted & all homework will be completed.	Teacher will offer further assistance to complete set tasks.	Students may be asked to make up lost time/work at lunchtime. This may be recorded on the ONE SCHOOL.
Correct footwear must be worn in all practical areas such as laboratories, workshops and kitchens. The wearing of closed in shoes is a Workplace Health & Safety issue.	If a student has difficulty obtaining correct footwear, they can discuss this with a member of Administration.	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.
Wait in a quiet and orderly manner outside of classrooms, and move about grounds in a safe manner.	Modelling of appropriate behaviour.	Students reminded of rules by teacher. May result in practice at recess.
Students travelling to and from school on public transport are to be orderly and well behaved.	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 "Code of Conduct".	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 "Code of Conduct".
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.	Ensure students are aware of the procedures	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.
Students are not allowed in out-of-bounds areas.	Ensure students are aware of the out of bounds areas.	Students will be asked to move on to another area. May be given clean up duty for persistent breaches.
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.	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.	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.
If a student is given a reasonable instruction by a teacher, including being asked to do a detention, s/he must comply.	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.	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.



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The Code of School Behaviour

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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 Act 1995
- 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





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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*

