

## Behaviour Management Policy

The purpose of a behaviour policy is to ensure consistency and objectivity in behaviour management across the school, and cultivate a safe and positive learning environment for all. Members of staff must follow the escalation process for all minor infractions. For severe infractions, the Principal must be consulted and they will decide on a sanction.

### **Minor infractions (including but not limited to):**

- Speaking over a teacher or peer in class
- Failing to follow instructions first time
- Failing to complete work without reason
- Lateness (in person or work)
- A lack of respect
- Inappropriate language
- Bullying or cyberbullying
- Repeated uniform infractions
- Unprepared for class (equipment or person)
- Defiance
- Speaking back to a member of staff
- Representing the school in a negative light (can be severe)
- Inappropriate use of social media
- Failure to adhere to a school policy
- Cheating and plagiarism

### **Severe infractions (including but not limited to):**

- Theft
- Violence and fighting
- Bullying or cyberbullying
- Drug abuse (including supply, possession or use)
- Alcohol abuse (including supply, possession or use)
- Smoking of any substance
- Possession of a weapon or potential weapon
- Blackmail
- Cheating
- Sexual harassment
- Wilful defiance of a school policy
- A behaviour which leads the Principal in reasonable opinion to decide that the student should be removed for the best interest of the school or the student.
- Racist, sexist, homophobic, disablist abuse or expressed views
- Wilful damage to property
- Wilful truancy
- Sexual misconduct including the supply and possession of pornography
- Threatening or intimidating behaviour
- Defiance or refusal to comply with reasonable staff instruction
- Malicious allegations against member of the community
- Any minor infraction that has escalated in severity.

Secondary detention tracking:

- Secondary students will have lunch and after school detentions logged in their agendas.
- The member of staff who gave the detention must write it in the students' agenda.
- The member of staff must also write it on the detention tracking list so the Principal can ensure the detention is served. Once complete, the Principal will initial the agenda.
- The student must get a parent to initial next to the detention to acknowledge they have seen it.

Break detentions

- Teachers can give break detentions and log them on the detention tracking sheet. They do not need to be written in a students' agenda.
- If a student receives 3 break time detentions, they then receive a lunch detention, which goes in their agenda. The Principal will track detentions on the shared sheet, and give a lunch detention if 3 breaks are given.

Detentions must escalate using the 3 strike rule. A lunch detention should not be a first port of call, unless for a more severe infraction. If in doubt, please consult with the Assistant Principal/Principal.

Sanction	In-class warning	Break Detention (BD)	Lunch Detention (LD)	After school Detention (ASD)	Suspension
Issued by	Classroom teacher	Classroom teacher	Classroom teacher	Principal (with consultation from classroom teacher)	Principal
Conducted by	Classroom teacher	Principal/Classroom teacher	Principal/Classroom teacher	Administration 3.00-4.00pm	Principal
What this looks like	Verbal warning, move down behaviour chart, removal of a pebble, or equivalent behaviour process.	Break detention organised by teacher.	Lunch detention organised by teacher (office can facilitate with notice)  If not issued by homeroom teacher, homeroom teacher	Teacher informs Principal of reasoning and escalation to ASD.  Principal authorizes and teacher informs student. Student to attend detention with member of administration.	Student is asked to stay at home for a fixed amount of time.  In some cases, internal suspension will be granted. Student will be isolated for the duration of the suspension,

			should be informed by email.		including during break and lunch.
<b>Parents informed, how, when and who</b>	No need to inform parents	Primary note in agenda.	Note in agenda for primary, and/or email for secondary.  Follow up phone call for repeated B/LDs.	Letter sent home to parents from admin. Teacher who has issued detention must email Principal with written reasoning. Principal will send letter.  For severe infractions, parents also required to come in and meet with Principal.	Parents will be informed by the Principal, and required to come in for a meeting.  Letter issued by Principal.
<b>Reasons for giving this sanction</b>	Disruption in class - talking over teacher or peer, not following instructions, unkind to peer. Lack of effort in work, not meeting minimum expectations (without reason), distracting others, not participating in group work. No turning in of homework. Other minor infractions.	Student has received 3 in-class warnings in one lesson (double).	Student has received 3 break detention already, next step is lunch.  Infraction is too severe for BD, can give LD immediately.	Student has received a BD and a LD for the repeated infractions in one term (repeated minor infractions).  Severe infractions (see above). ASDs will be given at the discretion of the Principal.	Repeated ASDs.  Severe infractions (see above).
<b>Sanction recorded</b>	Teacher's own records (not mandatory).	Detention spreadsheet	Detention spreadsheet	Detention spreadsheet. Letter printed and put in students' file.	Letter to go in students' file.
<b>Escalation</b>	Less than 3 in a lesson, no further action. At 3, it escalates to BD.	3 BD should escalate to LD.	3 LD should escalate to ASD.	Case dependent.	Case dependent. After 2 suspensions for any reason, permanent exclusion is considered.  Suspensions are given at the discretion of the

					Principal.
<b>Remedial</b>	Teacher to inform student how to avoid subsequent warning. Discussion over why they are behaving this way. Choices.	Teacher to discuss with student and discuss how to improve and avoid repeat infractions.  Principal will ensure any reflection/missed work required is completed in BD (teacher should put details on spreadsheet).	Teacher to discuss with student and discuss how to improve and avoid repeat infractions.  Principal will ensure any reflection/missed work required is completed in LD (teacher should put details on spreadsheet).	Student to meet with Principal, teacher and parent (dependent on case). If needed, restorative meeting with involved parties.	Student to meet with relevant parties and Principal before exclusion. On return to school, student must meet with Principal for a reintegration and restorative meeting.