



Behaviour Management Procedure

Purpose:

At Yeoval Central School, every student and staff member has the right and responsibility to learn and work in an environment that is:

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

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

Expected behaviour includes, and is not limited to classes, playground, excursions, sports, scripture, video conferences and in the community.

It is based on the Core Values from the [Values in NSW Public Schools](#) and [Student Discipline in Government Schools Policy](#).

The key principles embedded in our procedure 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.

Our PBL Focus Areas/School Values:

1. **Respect**
2. **Responsibility**
3. **Cooperation**



Follow up:

Sentral entry:

- All teachers and executive to use Sentral to record each incident as either Minor or Major and appropriate consequences

Detention:

- Detention may consist of reflection, completing work or community service
- The length should be part of recess/lunch (up to 15 mins)

Isolation:

- Period (isolated from specific lesson, sit with AP/HT)
- Part of day (admin office, separate recess/lunch) – Executive to complete 'Time-out' register, teacher/s to provide work, record on Sentral
- Whole day (admin office, separate recess and lunch) – Executive to complete 'Time-out' register, teacher/s to provide work, record on Sentral

Suspension:

- Interviews and reports taken from all teachers, students and witnesses involved
- Student and parents informed of outcome
- Student sent home with letter, suspension procedures, 'I can work it out' sheet, school procedure, DoE policy and suspension workbook
- Students are to return to school with completed suspension workbook, 'I can work it out' sheet and parent interview
 - 'Return from Suspension' form 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
 - Inform Department of Education of 2+ short suspensions
- 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 Department of Education
- School Representation Activities
 - 1 suspension (in a term, or last two weeks of last term) – not permitted to represent the school
 - 2 suspensions (within twelve months) – not permitted to attend overnight excursions
 - Students may appeal school representation activities restrictions

Procedure created: June 2013 in consultation with all staff members, SRC and P&C

Procedure updated: September 2016 in consultation with all staff members, SRC and P&C

Review date: 2019



Consequences of unacceptable behaviour:

Area:	Expected behaviour: Positive Action	Teacher: Minor Sentral <i>Low-level</i>	AP/HT: Major Sentral <i>Sustained/consistent</i>	Principal: Major Sentral <i>Serious</i>
Uniform	<ul style="list-style-type: none"> Wear correct uniform Or bring a note from home with explanation 	<ul style="list-style-type: none"> Out of uniform without note 	<ul style="list-style-type: none"> Consistently out of uniform without note 	<ul style="list-style-type: none"> Persistent out of uniform
	Consequences	<ul style="list-style-type: none"> Detention 	<ul style="list-style-type: none"> Detention Contact parents 	<ul style="list-style-type: none"> Contact parents
	Strategies	<i>Teacher to monitor each day</i>		
Poor language	<ul style="list-style-type: none"> Use appropriate language in context 	<ul style="list-style-type: none"> Inappropriate language Eg: put-downs, derogatory comments 	<ul style="list-style-type: none"> Persistent/ongoing poor language Swearing 	<ul style="list-style-type: none"> Aggressive or obscene
	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 	<ul style="list-style-type: none"> Leaving school grounds (see Attendance) Persistent out of bounds 	<ul style="list-style-type: none"> Persistent disobedience
	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</i>		



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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 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, letter sent to parents for unexplained absences</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>		



Area:	Expected behaviour: Positive Action	Teacher: Minor Sentral Low-level	AP/HT : Major Sentral Sustained/consistent	Principal: Major Sentral Serious
Device	<ul style="list-style-type: none"> • Device to be used for educational purposes as directed by teacher • Bring fully charged device each day • Care taken to avoid damage to laptop 	<ul style="list-style-type: none"> - Using device when directed not to or not using it for related class work 	<ul style="list-style-type: none"> - Persistent misuse of device - Inappropriate content on/used on device 	<ul style="list-style-type: none"> - Inappropriate use of device - Damage to own or others device
	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 device • Daily use of device only (no take home privileges)
	Strategies	<p><i>Carefully monitor appropriate device use, TSO/Computer Coordinator to inform staff if student device is out of order and if replacement is available</i> <i>Students to have backup of all electronic work, if device 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 calculator, 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 - Inappropriate behaviour on school bus 	<ul style="list-style-type: none"> - Intimidating behaviour - Invasion of personal space - Threatening behaviour - Fighting
	Consequences	<ul style="list-style-type: none"> • Warning • Detention • Send to AP/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, monitor sheet</i></p>		



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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 	<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 Yeoval Oval and notify executive 	<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 Plan)	<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, dirty looks Racism Personal comments Isolation 	<ul style="list-style-type: none"> Persistent, more serious Inappropriate/sexual comments/acts 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 AP/HT Parent contact 	<ul style="list-style-type: none"> Isolation 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 ESES representative for referral to Counsellor</i>		



Area:	Expected behaviour: Positive Action	Teacher: Minor Sentral Low-level	AP/HT : Major Sentral Sustained/consistent	Principal: Major Sentral Serious
Cyber-bullying/Misuse of technology Social networking (refer to Anti-bullying Plan)	<ul style="list-style-type: none"> • Devices 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 Device Procedure, 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, staff and community members • Hands-off policy – respect others personal space, no romantic/physical/harrassing 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 AP, HT, P of low-level contact, counsel student</i>		
Banned items Illegal substances	<ul style="list-style-type: none"> • Only bring required equipment to school • Refer to Device Procedure 	<ul style="list-style-type: none"> - Eg: Chewing gum, Permanent markers, Spitballs, Rubberbands, inappropriate/explicit material, lasers 	<ul style="list-style-type: none"> - Eg: Smoking, Water bombs, Stink bombs, fireworks 	<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>Teacher vigilantly monitoring students in class and playground</i>		