

Kellerberrin District High School

Behaviour Management Policy

(Updated 2012)

Purpose Statement

That the school and the community work together to provide an equitable environment which will enable all students to develop the understanding, skills and attitudes relevant to individual needs, thereby empowering them to fulfil their potential and contribute to the development of our society.

Ethos

The Kellerberrin School Community works actively together to promote KDHS as an establishment promoting the highest ideals of learning and social interaction. We intend KDHS to be a warm, friendly, welcoming school where manners, behaviour and dress standards are regarded as important. The Kellerberrin community regards the following as worthwhile qualities to be encouraged:

- The development of creativity
- Acceptance of responsibility for learning behaviour and actions
- Co-operation and supportiveness between staff, students and parents/carers

At all times we encourage frank and open discussion to promote understanding of, and commitment to our common goals

Aims

Our behaviour management plan aims to:

- Develop a caring, safe and positive school environment that encourages a strong sense of belonging where the rights and responsibilities of individuals are recognised and respected
- Foster positive relationships between members of the school community
- Develop policies, procedures and a behaviour code that protect the rights of individuals and contributes to resolving conflict in a positive manner
- Support students in accepting accountability for their own behaviour, and to implement fair but effective consequences for misbehaviour
- Encourage students to recognise the rights of others and to be aware of their own responsibilities
- Provide a support services infrastructure to assist those students who experience behavioural (or other) problems
- Provide a support services infrastructure to support staff in managing students behaviour
- Develop strong links with parents/carers to keep them informed of their child's progress

Philosophy

Kellerberrin District High School operates on the belief that all students have the right to learn. To do so means that each student works towards creating a climate that is positive and productive. No student has the right to choose behaviour that infringes upon the rights of others.

As a staff, we believe that home and school must share the responsibility for teaching children and young adults appropriate behaviour. By working together we can increase the probability that students will learn responsibility and respect for others. In this way we can only increase their self respect.

KDHS adopts a school wide behaviour management process which we believe reflects the philosophy stated above.

Most students behave responsibly most of the time. On occasions students make mistakes. The school wide behaviour management policy is designed to help students understand that they have chosen to behave inappropriately and to encourage them to acquire and apply more acceptable alternatives.

KDHS Code of Conduct

CARE

We show care:

For self

For others

For the school environment

COURTESY

We show courtesy:

By acknowledging others

By speaking politely

By using good manners

RESPECT

We show respect:

For self

For others (student and staff)

For the school environment

For property

For school rules

RESPONSIBILITY

We show responsibility:

Through self management & self control

By doing our best

By being punctual and prepared

Acknowledging and Encouraging Student Success

Staff at KDHS believe in recognising and rewarding students who display appropriate behaviour. The school also encourages students to pursue success by providing special activities and incentives. Rewards and incentive programs are an integral part of the Behaviour Management Procedure and key ingredients to its success.

Encouragement and Praise

Students who display appropriate behaviour are recognised through a range of processes on a regular basis

Class and /or Individual Rewards System

Staff develop a range of rewards systems within their classes to recognise students for good work habits/behaviour

Good Standing

All students start the school year with Good Standing. Students who have their Good Standing are invited to be involved in a range of activities offered on Rewards Day, which run each term, and are invited to attend extra curricular activities. Students who maintain Good Standing also receive a certificate in recognition of their positive contribution.

Lunchtime Activities/Competitions

Students are invited to be part of a number of competitions and lunchtime activities run by staff and the student council

Merit Certificates

Merit Certificates are presented at each assembly to recognise students who have performed exceptionally well or made improvements

Letters of Commendation

These are also known as 'goldies' and are sent home to inform parents/carers of a child's positive behaviours. A copy is placed in the students file in Admin

Student Council

The Student Council (Year 6-10) operates within the school to provide a forum for student views and interests to be shared and addressed. The Student Council also recognises and supports students who display positive behaviours

School Camp and End of Year Excursions

Students who maintain their good standing are invited to attend the School Camp (Year 7-10) and class end of year excursions.

Sports Competitions

Students who maintain their good standing are invited to be a part of a number school sport competitions.

Celebration Night

Students are recognised for a range of achievements through our annual end of year awards presentation.

Rights and Responsibilities

Rights

Students have the right to:

Learn in a purposeful and safe environment
Work and play in a safe, secure, friendly and clean environment
Respect, courtesy and honesty

Staff have the right to:

Respect, courtesy and honesty
Teach in a safe, secure and clean environment
Teach in a purposeful and non disruptive environment
Co-operation and support from students, parents and admin

School Leaders have the right to:

Respect, courtesy and honesty
Work in a safe, secure and clean environment
Work with staff to develop purposeful learning activities in a non disruptive environment
Co-operation and support from students, parents and staff

Parents have the right to:

Be informed of curriculum material, behaviour management procedures and decisions affecting their child's health and welfare

Be informed of their child's progress
Access meaningful and adequate education for their child
Be heard in an appropriate forum on matters related to the rights of their child accessing an appropriate education
Respect, courtesy and honesty from school staff

Responsibilities

Students have the responsibility to:

Ensure their behaviour is not disruptive to the learning of others
Ensure that the school environment is kept neat, tidy and secure
Ensure that they are punctual, polite, prepared and display a positive manner
Behave in a way that protects the safety and wellbeing of others
Consider and value each others opinions and contributions

Staff have the responsibility to:

Model respectful, courteous and honest behaviour
Establish positive and caring relationships with students
Ensure that the school environment is kept, neat, tidy, secure and safe
Ensure good organisation and planning
Report student progress to parents in a timely, honest and educative manner
Develop and maintain communication processes that re inclusive and open

Consistently implement the Behaviour Mgt Policy

School Leaders have the responsibility to:

Model respectful, courteous and honest behaviour
Respect the honesty and integrity of both students and staff
Establish positive, caring relationships with staff and students

Ensure effective school wide organisational and planning practices
Develop with staff meaningful methods of reporting student progress to parents

Parents have the responsibility to:

Ensure that their child attends school regularly
Support the physical, emotional wellbeing of their child to allow for effective learning
Ensure that their child id provided with appropriate materials to make effective use of the learning environment
Support the school in providing a meaningful and adequate education for their child
Inform the school of changes in their child's circumstances

School Behaviour Expectations

Student Compliance

- Students will show respect for staff by following their instructions at all times

School Uniform

- Students are to dress in accordance with the school's Dress Code

Students out of class during lesson

- Students out of class in lesson time must carry a 'out of class' pass from their teacher

Entering & leaving the school grounds

- Students should arrive at school no earlier than 8.30 am and no later than 8.45 am.
- Students may only leave the school grounds after obtaining a school pass from the front office and signing out
- Students must sign in at the front office upon returning to school

Unacceptable behaviour:

The following are examples of unacceptable behaviours at school:

- Spitting
- Obscene language or swearing
- Verbal or physical abuse of others, harassment or fighting
- Throwing dangerous objects
- Bullying and/or harassment
- Splashing, squirting water and wetting other students
- Rough and dangerous games
- Running on walkways, veranda's and/or pathways
- Inappropriate physical displays of affection between students

Drugs and Illicit Substances:

- The use or possession of alcohol, tobacco, illegal drugs or illicit substances by students will not be tolerated at this school and strong and serious consequences will apply

- Students in possession of alcohol, tobacco, illegal drugs, illicit substances or any items associated with their use, or are the influence of any unauthorised substance, are in breach of the school's Code of Conduct and will face strong and serious consequences
- Students in the company of others using alcohol, tobacco, illegal drugs or illicit substances are in breach of the school's Code of Conduct and will face consequences
- Trading, supplying or selling of any drugs, including prescribed medication is considered a very serious breach of the school's Code of Conduct and the Police will be notified
- Tobacco, alcohol or other drug emblems are not permitted on clothing or jewellery worn to school

Other items not to be used at school:

- Chewing gum
- Knives or weapons of any kind
- Ammunition or any explosive device
- Mobile phones- to be signed in at front office day- Consequences for failing to do so is considered a serious breach of the Code of Conduct. (see School Mobile Phone Policy for more information)
- Laser pointers

Litter

- Students are to deposit their litter in the bins provided. Students who are found in areas where litter has accumulated may be required to clean the area and may not be permitted to continue to occupy the area

Footwear

- All students are required to wear suitable, closed in footwear. Some classes do not permit participation if appropriate footwear (eg Manual Arts, Home Economics, Phys Ed). Students with a temporary medical condition who cannot where shoes will require a note from home.

Hats

- All students must follow the 'no hat no play' policy. Failure to do so is a breach of the school's Code of Conduct

Secondary (Year 7-10) Good Standing Policy

The Good Standing Policy provides a system that assists in ensuring that students maintain a satisfactory level of behaviour, attendance and attire whilst at school or involved in a school based activity.

What is Good Standing?;

All students begin the year with Good Standing. This allows them to commence the year on an equal basis with an achievable goal, that of having and maintaining their Good Standing. Our aim as a school community is to help all of the students maintain Good Standing by providing a supportive environment for all.

Students who have Good Standing will be invited to be involved in extra curricular activities and events, inclusive of the end of term Rewards Day. Students who have maintained Good Standing throughout the year will receive a Certificate of Good Standing which will go home with end of year reports.

Maintaining Good Standing

Good Standing is maintained by:

- Appropriate behaviour
- Students must adhere to Code of Conduct
- Students must strive to behave in a manner that creates the best learning environment
- *Regular attendance- must attend school 80% or more of the time and be punctual (withdrawn 2012)*
- Appropriate attire
- Students must adhere to school Dress Code

Losing Good Standing

- Inappropriate behaviour- reaching Step 4 on Pink Slip more than three times or for any suspension (in and/or out of school)
- Attendance Is absent with more than 20% unexplained absences
- Three occasions of lateness to school or to class (without a valid reason)
- Students not completing time outs
- Refusal to comply with school Dress Code

If Good Standing is withdrawn from a student the Principal or Deputy Principal will:

- Discuss the issue with student
- Contact the parent/carer

What happens to a student who has lost Good Standing?

They miss out on attending and participating in Rewards Day for that term. Extra curricular activities or events (the Swimming and Athletics Carnivals are not extra curricular activities) organised for that term can be attended only if Good Standing has been reinstated. Rewards events will be offered to students who have their Good Standing. This is another way of recognising students who make sound decisions.

How is Good Standing reinstated?

Good Standing is reinstated when the student fulfils the behaviour contract negotiated with the Principal or the Deputy- who reinstates Good Standing

Activities Affected by Good Standing (Year 7-10)

The Good Standing policy at KDHS provides a system to ensure that students maintain a satisfactory level of behaviour, attendance and attire while at school. The following table outlines for staff, students and parents/carers, the school activities that are deemed compulsory curricula activities that students who have lost Good Standing can or cannot participate in.

Extra Curricula (can be excluded from)

Rewards Day
Visiting role models/guests/speakers coaching clinics
Camps
End of Year Excursions (Reward)
Interschool Athletics
Interschool Swimming
Interschool Winter and Summer Carnivals
Student Council Activities
Organised lunchtime games

Curriculum (cannot be excluded from)

Educational incursions/excursions- which is part of the teaching and learning program
Swimming Carnival
Athletics Carnival
Swimming Lessons

NB Any student who has lost Good Standing during a term may not attend the end of term Rewards Day for that term.

Primary Good Standing Policy (Year 1-6)

The Good Standing Policy provides a system that assists in ensuring that students maintain a satisfactory level of behaviour, attendance and attire whilst at school or involved in a school based activity.

What is Good Standing?;

All students begin the year with Good Standing. This allows them to commence the year on an equal basis with an achievable goal, that of having and maintaining their Good Standing. Our aim as a school community is to help all of the students maintain Good Standing by providing a supportive environment for all.

Students who have Good Standing will be invited to be involved in extra curricular activities and events, inclusive of the end of term Rewards Day. Students who have maintained Good Standing throughout the year will receive a Certificate of Good Standing which will go home with end of year reports.

Maintaining Good Standing

Good Standing is maintained by:

- Appropriate behaviour
- Students must adhere to Code of Conduct
- Students must strive to behave in a manner that creates the best learning environment
- Regular attendance- must attend school 80% or more of the time and be punctual (*Withdrawn 2012*)
- Appropriate attire
- Students must adhere to school Dress Code

Losing Good Standing

Good standing can only be withdrawn from a student by the Principal or the Deputy for
A minimum of 1 week and a maximum of 5 weeks.

It is possible for a student to lose their Good Standing on account of:

- Inappropriate behaviour- reaching Step 4 on Pink Slip more than three times or for any suspension (in and/or out of school)
- Attendance Is absent with more than 20% unexplained absences
- Three occasions of lateness to school or to class (without a valid reason)
- Students not completing time outs
- Refusal to comply with school Dress Code

If Good Standing is withdrawn from a student the Principal or Deputy Principal will:

- Discuss the issue with student
- Contact the parent/carer

What happens to a student who has lost Good Standing?

They miss out on attending and participating in Rewards Day for that term. Extra curricular activities or events (the Swimming and Athletics Carnivals are not extra curricular activities) organised for that term can be attended only if Good Standing has been reinstated. Rewards events will be offered to students who have their Good Standing. This is another way of recognising students who make sound decisions.

How is Good Standing reinstated?

Good Standing is reinstated when the student fulfils the behaviour contract negotiated with the Principal or the Deputy- who reinstates Good Standing

Activities Affected by Good Standing (Year 1-6)

The Good Standing policy at KDHS provides a system to ensure that students maintain a satisfactory level of behaviour, attendance and attire while at school. The following table outlines for staff, students and parents/carers, the school activities that are deemed compulsory curricula activities that students who have lost Good Standing can or cannot participate in.

Extra Curricula (can be excluded from)

Rewards Day
Visiting role models/guests/speakers coaching clinics
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Interschool Athletics
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Student Council Activities
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Curriculum (cannot be excluded from)

Educational incursions/excursions- which is part of the teaching and learning program
Swimming Carnival
Athletics Carnival
Swimming Lessons

NB Any student who has lost Good Standing during a term may not attend the end of term Rewards Day for that term.

Bullying, Teasing and Harassment

All staff and students at Kellerberrin District High School have the right to, and responsibility for, a safe environment in school. The school promotes positive behaviours and positive reactions in individual and group interactions. When bullying, teasing or harassment occurs, this policy is brought into action.

Bullying touches almost everyone's life, it is widespread and harmful- but it is also preventable. Every one of us has the right to feels safe, secure, accepted and valued and the responsibility to take action when others feel the same.

Definition

Bullying is when someone or a group of people, who have more power at the time, deliberately upset or hurt another person, their property, reputation or social acceptance on more than one occasion

Types of Bullying

Direct Physical Bullying

Punching
Hitting
Slapping

Kicking
Spitting

Pulling hair

Pushing
Mobbing

Direct Verbal Bullying

Name calling
Verbal threats
Written notes

Swearing
Racist taunts

Put downs

Sexist taunts
Verbal abuse
SMS abuse

Indirect Bullying

Lying and spreading rumours
Stalking or following
Playing nasty jokes to embarrass and humiliate
Nasty looks/signs/gestures
Encouraging others to socially exclude someone
Damaging someone's social reputation and social acceptance
Offensive/hurtful notes/graffiti
Cyber- bullying

What Bullying is not

Many distressing behaviours are not examples of bullying even though they are unpleasant and often require teacher intervention and management. There are three socially unpleasant situations that are often confused with bullying.

Mutual Conflict

This is an argument or disagreement between students but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one person becoming targeted for 'retaliation' in a one sided way.

Social rejection or dislike

Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.

Single episode acts of nastiness or meanness, or random acts of aggression or intimidation

Single episodes of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion they are not being bullied. Nastiness or physical aggression that is directed towards many students is not the same as bullying. While these are not bullying they are however breaches of the Code of Conduct and serious consequences will apply

STUDENT DRESS CODE POLICY

INTRODUCTION

The School Council of Kellerberrin District High School has established a dress code for all students attending the school.

The School Council believes that a school dress code:

- Fosters and enhances the public image of the school;
- Assists in building school and team spirit;
- Advertises and promotes school pride;
- Ensures students are safely dressed for specific school activities;
- Encourages equity among the students;
- Prepares students for the workplace where many workplaces have dress and safety codes;
- Provides an inexpensive and quality product which ensures long term savings

GENERAL INFORMATION ON THE DRESS CODE

- The school has a “No Hat, No Play” policy.
- Excessive make-up or jewellery is not appropriate.
- Due to health and safety concerns, the only acceptable form of body piercing is ear piercing.
- Long or shoulder length hair should be tied back.
- Slogans, logos, offensive wording, singlet style tops and bike pants are not appropriate.
- Clothing must be conservative and not expose midriff.
- Parents experiencing financial difficulties regarding the purchase of school uniform items are asked to discuss the situation with the Principal.
- Students who, for religious, health or other reasons, may wish to modify the dress code are required to discuss their request with the Principal. Staff will be informed of any student granted a modification to the dress code.
- Students who do not follow the dress code will be spoken to about their dress. Where the school dress code is not adhered to on an ongoing basis, the Principal will contact the parents/carers regarding the situation.
- An incentive scheme will be used to encourage students to follow the dress code.

- Students will be expected to follow the dress code requirements when representing the school at official school activities (sporting, cultural and social).

DRESS CODE REQUIREMENTS

Plain school colours of blue and yellow, as indicated below, are requested.

Top Primary School - yellow polo shirt, with optional school logo
 Middle School – navy polo shirt, with optional school logo
 Primary School - royal blue jumper with optional school logo
 Middle School – navy blue jumper with optional school logo

Shorts/Skorts Royal blue, pull on or sports style

Pants Royal blue/navy, track pants or pants (not jeans)

Dress Blue check gingham (material available from Uniforms Committee)

Hat Primary School - royal blue brimmed with optional school logo
 Middle School – navy blue brimmed with optional school logo

Footwear Sandals, shoes and socks or stockings. All sandals or open footwear must have a heel strap for safety.

Faction coloured polo shirt and royal blue shorts may be worn for physical education and school carnivals.

Interschool Teams to wear a royal blue polo shirt with school logo and royal blue shorts.

UNIFORM AVAILABILITY

The purchase and selection of uniform styles and fabrics is the responsibility of the P & C Uniform Committee. This Committee will provide opportunity for parents to order uniform items in Terms 1 and 3, as only minimal quantities of stock are maintained. A price list of all uniform items is available from the School Office.

Parents are asked to *clearly mark every item* of clothing with the owners name prior to distributing to children.

Mobile phone and Personal Music Devices Policy – KDHS

Mobile Phones and Personal music devices (PMD)

There has been much discussion about the appropriateness of having mobile phones and personal music devices (such as MP3, iPods, etc) at school. We believe that these types of technology are negatively affecting our ability to provide a quality education and affecting positive peer relationships. A CEO Instruction from Sharyn O'Neill (Director General of Department of Education and Training) states that under section 233 of the School Education Act 1999 and regulation 70 of the School Education Regulations 2000, school principals are to make an order placing conditions on the use of mobile phones by all students at school.

We understand that parents provide mobile phones to their children for safety and other reasons. However, it is necessary to protect staff and students from disruption in classrooms and to maintain good order in our school.

School statement of position

Mobile phones and PMDs are valuable items and we ask that parents encourage their children not to bring them to school.

If students or their parents choose that PMDs and mobile phones be brought to school, then:

- students sign in their phones before school. Upon arrival a sticky note indicating the student's name will be attached to the phone or PMD and put in the safe
- If you would like to contact your child during school hours then please phone the Office on 90 454 308

Please note:

- If a student fails to hand in their mobile at the beginning of the day or
- Failing to handover mobile phone when requested or
- If a student's phone rings or they are found to be text messaging during school hours

It is an immediate suspension for breach of school's Code of Conduct

If the use of a mobile phone at school constitutes an offence, for example inappropriate text messages or sending photos, then the school is required by law to notify the police.

The student will be able to collect the phone or PMD from the Front Office at the end of the day.

Behaviour Record Sheet

Entered _____
Date ____/____/____

Student Name:	Date:
Staff Member:	Year Group:

CHALLENGING BEHAVIOURS		Step One – Warning (Verbal or Written) Time:	Comments:		
1	Persistently did not follow Instructions				
2	Interrupted or prevented teaching and learning				
3	Bullying, harassment and put-downs	Step Two – In Class Time Out Time:	Comments:		
SUSPENSION BEHAVIOURS		<input type="checkbox"/> Parent letter sent			
4	Threatening another person physically or verbally			Step Three – Buddy Class 10 mins Time:	Comments:
5	Physical assault of another person				
6	Wilful damage of school or another person's property	Step Four: Referral to Admin Time:	Comments including outcomes of parent contact		
7	Use or possession of illegal substances	<input type="checkbox"/> Phone call to parents <input type="checkbox"/> IBP started			

Name-	Teacher -	Year -
Action:	Follow-Ups <input type="checkbox"/> Phone call to parent <input type="checkbox"/> Face-to-face with parent <input type="checkbox"/> Referral to _____ <input type="checkbox"/> IBP	Admin Signature:



Dear Parent / Carer,

I would like to bring to your attention some of the positive actions your child has been displaying in our Learning Space. I have ticked the boxes below highlighting the areas that your child has worked well at.

Please extend praise to _____ for this positive behaviour/attitude.

- Showed Mutual respect during _____
- Demonstrated Personal Best during _____
- Was well organised during _____
- Got to work promptly and in a responsible manner in _____
- Has achieved excellent results in _____ today.
- Attempted to complete given class tasks in _____
- Worked well with fellow students in _____
- Showed Attentive Listening in _____

Comment

Teacher: _____

Date: _____

Dear _____

_____ was referred to the office for not following the School's Code of Conduct

on _____ for:

- Failure to show CARE ()
- Failure to show COURTESY ()
- Failure to show RESPECT ()
- Failure to show RESPONSIBILITY ()

Brief Detail _____

The classroom teacher has worked through their classroom management process and _____ has been given ample opportunities to respond to the warnings given. The consequences for his behaviour today are:

- Isolation in the office area ()
- Isolation within the class ()
- Sent to a buddy class ()
- Phoned parents ()
- Arranging a parent interview()
- In school suspension ()
- Out of school suspension ()

Please feel free to contact me at school if you wish to discuss this matter.

Yours sincerely

Greg Hunt
(Principal)

Class Teacher _____

Date: _____

End of Term Rewards Day

Dear _____

This Friday will see our end of term ‘Rewards Day’. Students can participate in this event if they have not lost their ‘good standing’ throughout this term. This has been well publicised through the school newsletter and all classes have been addressed by me on this policy. Even if your child has regained their good standing they cannot participate in this event.

Your child _____ has lost good standing during term due to

- In school or out of school suspension
- Attendance of less than 80%
- Late to school on more than three occasions
- Failure to comply with school dress code on three occasions
- Compilation of more than 3 Step 4 stages on a Pink Slip

When your child’s class is attending their rewards day activity they will be in another class with work to complete.

I hope your child will keep their good standing next term so that they may participate in such a fun event.

Yours sincerely

Greg Hunt
Principal