



LE FEVRE HIGH SCHOOL

Responsible Behaviour Policy

Document control

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**Government
of South Australia**

Department for Education
and Child Development

RESPONSIBLE BEHAVIOUR POLICY



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RATIONALE

THE Department for Education is accountable to the community, through the Minister for Education, for managing student behaviour and creating safe, orderly, productive and successful learning communities. This policy and code of behaviour is based on the following shared principles:

- Le Fevre High School operates within the context of the wider society and has responsibility to prepare young people for successful participation in society.
- All individuals and groups should be treated with respect at all times.
- Individuals must accept responsibility for their own behaviour according to their developmental ability

AIMS

The policy and code of behaviour was developed as a result of consultation with students, parents and staff. It aims to provide a clear and consistent approach to the development of responsible behaviour and self-discipline. Le Fevre High School and its environs will be a safe, caring, successful, challenging and orderly learning environment in which the rights and responsibilities of all students, parents and school staff are both supported and protected.

INTRODUCTION

Le Fevre High School students have the right to receive a quality education and to be provided with a safe, caring and supportive environment for learning and behaviour. We want to create a positive learning community that:

- provides an opportunity for all students to reach their learning potential
 - ensures the safety of staff and students
 - promotes student and staff wellbeing
 - fosters confidence, responsibility and self-discipline
 - assists students who may exhibit challenging behaviours to accept responsibility for themselves and their actions
 - provides a social framework allowing every student to learn and succeed
 - cultivates integrity and mutual respect,
- and we believe that students have the right to learn, and teachers have the right to teach.

STUDENT CODE OF BEHAVIOUR

In order to be able to provide each student with the opportunity to reach their potential, students should expect to:

- be able to learn without distraction or interference from others
- work in a safe environment
- feel safe from harassment, bullying and discrimination
- be shown respect by their peers and teachers
- be empowered to take responsibility for their own behaviour and progress.

Our school values of Care, Cooperation, Commitment and Respect are the foundation for building positive relationships and promoting responsible behaviour.

BEHAVIOUR IS AN EDUCATIVE PROCESS:

At Le Fevre High School we regard student behaviour as an educative process with a focus on restorative principles and practices.

We expect students to:

- (a) Foster a positive learning environment by
 - treating all members of the school community with respect and courtesy
 - being tolerant and considerate of others and respecting their rights and property
 - following instructions
 - being punctual and regular in attendance
 - making use of the educational opportunities offered by the school and working to the best of their ability.
- (b) Promote a positive school image and climate
 - behaving in a manner that reflects the school's values and behaviour standards in all school related activities, in school and the community

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- wearing the agreed school uniform
 - remaining in school grounds unless given express permission by parent/school
 - using school equipment in an appropriate manner at school, at home and being financially responsible if they fail to do so.
 - refrain from possessing or using cigarettes, alcohol, illicit drugs on school premises or during school related activities
 - refrain from possessing weapons/firearms and or other dangerous prohibited items on school premises or during school related activities
 - refrain from inappropriate activities on school premises or in public spaces, including vandalism and other anti-social behaviours.
- (c) Maintain a safe and clean school environment by
- ensuring own safety and the safety of others
 - contributing to a litter free school environment
 - recycling where appropriate
 - protecting the school's natural environment (green zones)

IMPLEMENTATION

The Leadership Team has oversight for the implementation of the Responsible Behaviour Policy and Code of Behaviour. The Principal has specific responsibilities for ensuring that the document is:

- regularly reviewed, in consultation with the school community and Governing Council, and is consistent with the Department for Education School Discipline Policy
- accessible to the school community and parents are aware of the school's decision-making procedures open to them if they wish to make a complaint.

RESPONSIBILITIES OF LEADERSHIP TEAM

- ensure consistent implementation of the Responsible Behaviour Policy throughout the school
- enable students to be involved in the management of their behaviour
- support and enable parents or caregivers and teachers to form positive relationships within which student behaviour may be managed effectively
- ensure that the school's response to gender, cultural differences, sexuality, family circumstances or disabilities does not reduce students' learning opportunities
- maximise students' opportunities to experience intellectual, social and physical success
- teach and model decision making in groups and ensure structures are in place for student voice • provide opportunities for staff training and development in relation to appropriate behaviour management
- involve regional support services and other agencies, when appropriate, to support staff and families in managing student behaviour effectively
- use system level consequences and interagency support programs with students who do not respond to class and school consequences.

RESPONSIBILITIES OF TEACHING STAFF

- develop and foster positive relationships with students and families
- communicate and interact effectively with students and engage in cooperative problem-solving relationships to address issues faced by the learning community
- participate in developing, implementing and reviewing the school's procedures for managing student behaviour
- establish, maintain, make explicit and model the school's expectations relating to student behaviour
- respond positively to responsible student behaviour and apply consequences if students interfere with teaching and learning and the safe school environment.

RESPONSIBILITIES OF PARENTS AND CAREGIVERS

When they enrol a student in a school, parents or caregivers accept responsibility to:

- ensure that the student attends school and that school staff are notified of absences
- keep schools informed of health issues, concerns about behaviour or other matters of relevance
- comply with the and school policies.

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RESPONSES TO INAPPROPRIATE BEHAVIOUR

Le Fevre High School expects responsible behaviour from all students. We encourage students to exercise self-discipline, respect for the rights of others and to take responsibility for their own actions. When behaviour is inappropriate we are guided by the core concepts of restorative practices. Consequences are therefore applied with the following in mind:

- are appropriate in terms of the level of severity
- are consistent in application
- are mindful of special circumstances
- address any harm done (restitution where appropriate)
- facilitate the restoration of positive relationships between offender and offended.

In applying consequences for unacceptable student behaviour, the individual circumstances and actions of the student and the needs and rights of the school community will be considered. Access to alternative programs and input from other agencies may be necessary for students who repeatedly behave inappropriately and in unacceptable ways.

RESPONSES CHART

Some possible responses by staff, year level managers and the Leadership Team, to inappropriate behaviours are listed below. It should be made clear that the following responses are not necessarily sequential and that the level of response will be determined by the nature of the inappropriate behaviour.

Response	Related to and possible action	Who
Yard duty	Low level class/yard incident	All teaching staff
Detention	Inappropriate behaviour in and out of class	All teaching staff
Withdrawal Room	Repeated inappropriate behaviour in class	All teaching staff
After school detention	Unsafe and disrespectful behaviour	All teaching staff
Internal Suspension/Take Home	Truancy, repeated unsafe or disrespectful behaviour	Year Level Coordinators
External Suspension/Take Home	<ul style="list-style-type: none">• Persistent and wilful inattention• Interfered with the rights of others• Threatened safety/wellbeing of others• Acted illegally• Threatened good order of the school• Violence	Year Level Coordinators and the Leadership Team
Exclusion	<ul style="list-style-type: none">• Persistent and wilful inattention• Interfered with the rights of others• Threatened safety/wellbeing of others• Acted illegally• Threatened good order of the school• Violence	Principal
Exclusion	<ul style="list-style-type: none">• Acted illegally• Violence	Principal

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Our school has a Grievance Procedure for those who are dissatisfied.

OPTIONS FOR BEHAVIOUR MANAGEMENT

Counselling provides support for students and is an important part of procedures. It will be used to support students for many reasons. It is also part of the re-entry process after a suspension has occurred.

Teacher options may include:

- Discussions with student(s)
- Phone calls to parents/caregivers
- Diary notes with request that parents/caregivers contact the school
- Detention at lunchtime and after school
- Withdrawal Room
- Yard clean-up at recess or lunch time

Detention and yard clean-up are used for students who break the school rules.

A *behaviour Management Report Sheet* is used to record a student's unacceptable behaviour. It is used in one of two ways:-

- To send a student to the Withdrawal Room
- To alert a Care Group Teacher/Year Level Coordinator to a student's unacceptable behaviour. The initiating teacher may or may not request further action to be taken. This use of the sheet is entirely discretionary.

Daily Contract/Lesson check: Student has daily lesson report sheet signed at end of each lesson at the end of the day by a nominated person.

Outside Behaviour Support: Help is sought from outside agencies to assist a student's behaviour.

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APPENDIX FOR BEHAVIOUR CONSEQUENCE GUIDELINES to inform and to record Student Behaviour Management Events

BEHAVIOUR	RESPONSE	EDSAS RECORD
Harassment and Bullying	*Date entered in Harassment folder *On the second occasion 2-5 days suspension	Threatened Wellbeing
Violence/Fighting	*Perpetrator = 3-5 days suspension *Other student(s) = 1-2 days	Violence
Fire Crackers	*Possession / Usage = 3-5 days suspension	Illegal
Missiles / Water Balloons, Gum Nuts	*Possession – Yard Clean Up	Threatened Good Order
Use of missiles including water balloons	*2-3 days suspension	Violence (threatened or actual)
Repeated referrals to the Withdrawal Room	*1 time in timeout = Letter home *3 = Detention	Threatened Good Order
Swearing at a teacher	*5 or more times internal suspension *More than 7 times = 2 day suspension *More than 9 times = 3 day suspension *More than 11 times = 5 day suspension *Direct verbal abuse = 3-5 days suspension	
Truantiing *Under compulsion *Not under compulsion	*1 lesson = 2 detentions to catch up work & caregivers contacted *1 day truantiing = internal suspension and an attendance card for one week *Persistent truancy = Attendance Counsellor notified through Student Counsellor	Persistent Indifference to Learning
Vandalism	*Payment for repair or damage *Large scale vandalism = 5 days suspension and Police contacted	Illegal
Graffiti	*Clean up any graffiti *Up to 5 days suspension or exclusion if large scale Police will be contacted	Threatened Good Order Illegal
Refusal to pick up several papers	*Up to 3 days suspension	
Late to class	*Yard Duty	
Theft	*5 days suspension – Police notified major theft	Illegal
Drugs *Tobacco	*First time = letter sent home *Second time = 3 days suspension	Illegal
*Marijuana and Alcohol	*Police notified and 5 days suspension	Illegal
*Drug Implements	*Police notified and 5 days suspension	Illegal
*Hard Drugs	*Police notified and 5 days pending exclusion	Illegal

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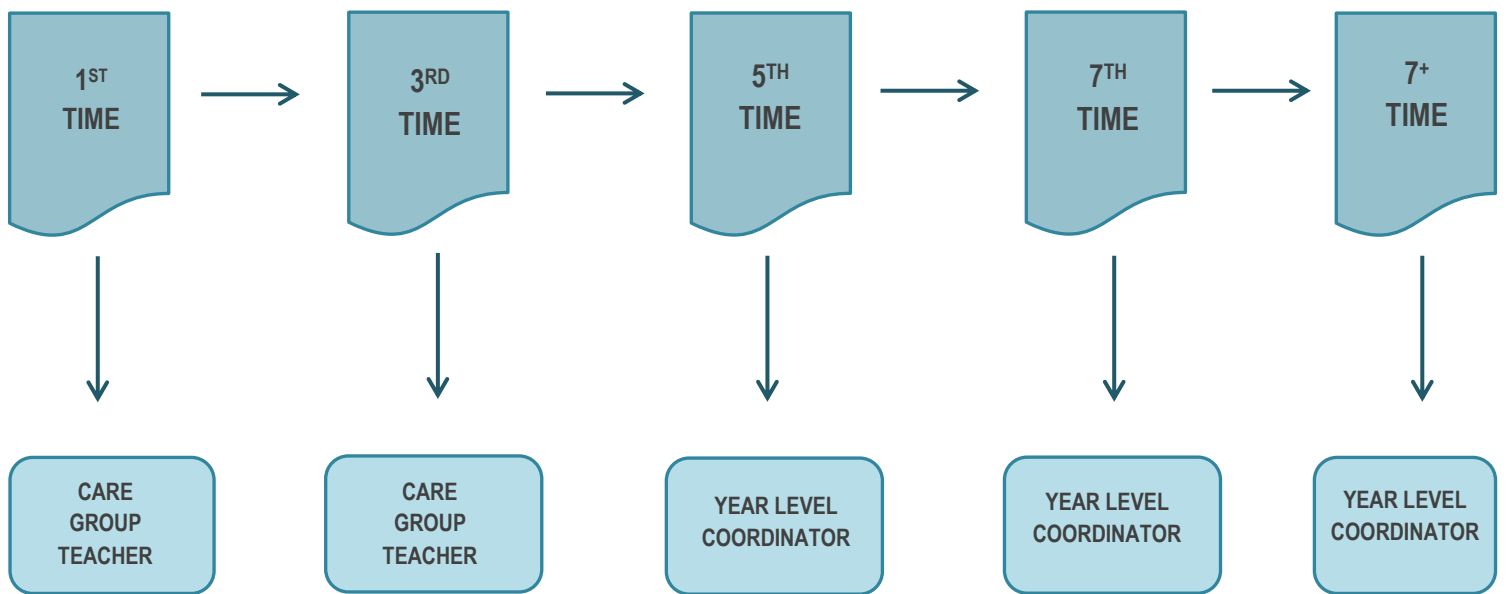
*Dealing in Drugs	*First occasion = Police notified and 5 days suspension or pending exclusion (scale) *Second occasion = Police notified and suspension pending exclusion	Illegal
Persistent Indifference to schoolwork	Years 8-9 *2-5 days suspension, re-entry meeting and the negotiation of a work contract Years 10-13 *As above, with re-entry process and the negotiation of a work contract	Persistent Indifference to school work Persistent Indifference to school work
Not in School Uniform	*Receive a warning, offered clothes form Finance Office or sent to Withdrawal Room if repeat offender *Sent home to get changed with consent from parent. No consent = Withdrawal Room	Threatened Good Order
Failing to go to Withdrawal Room - Misconduct in Withdrawal Room	*Up to 3 days suspension	Threatened Good Order
Pornography *Downloading from the Internet	*Up to 5 days suspension *Limiting of ICT access	Illegal
*Possession of pornography	*Up to 5 days suspension	Illegal
*Possession of Child Pornography	*Suspension pending exclusion, Police referral	Illegal
*ICT abuse / harassment	*Up to 5 days suspension	Illegal
*Photographing and or videoing without persons permission	*2-5 days suspension	Illegal
*Persistent failure to follow reasonable instructions of a teacher eg in relation to inappropriate use of a mobile phone in class	*Confiscation of mobile phone by Principal or delegate *Repeated offense = 2-3 days suspension	Illegal



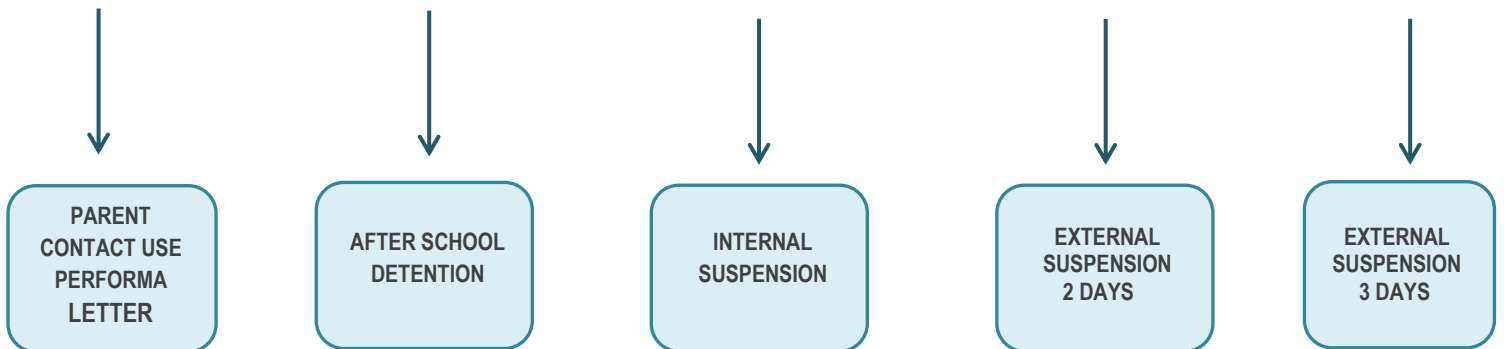
WITHDRAWAL ROOM

IN EACH CASE OF INAPPROPRIATE BEHAVIOUR PERSONAL AND FAMILY SITUATIONS ARE TAKEN INTO ACCOUNT BY YEAR LEVEL COORDINATORS.
THE SEVERITY OF SOME BEHAVIOUR MAY MEAN THAT SOME STEPS ARE MISSED.

IF SENT TO THE WITHDRAWAL ROOM
(The tally is not set to zero at the commencement of a new Term/Semester)

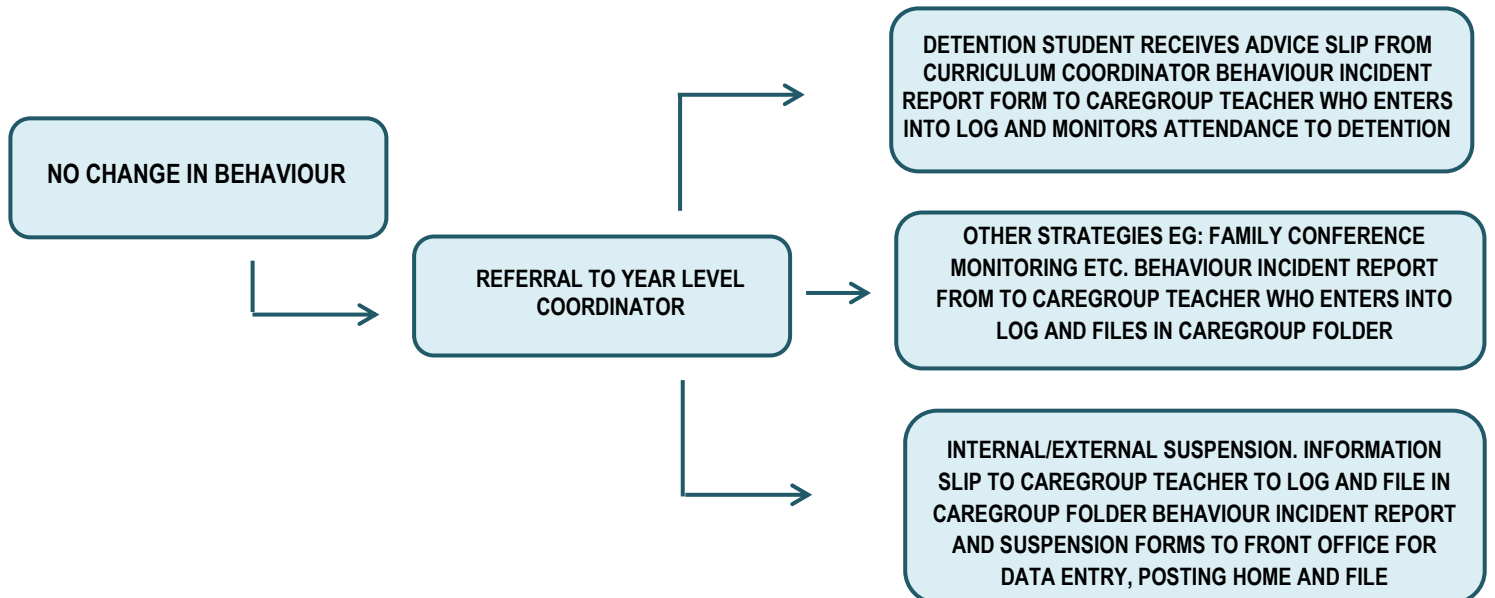
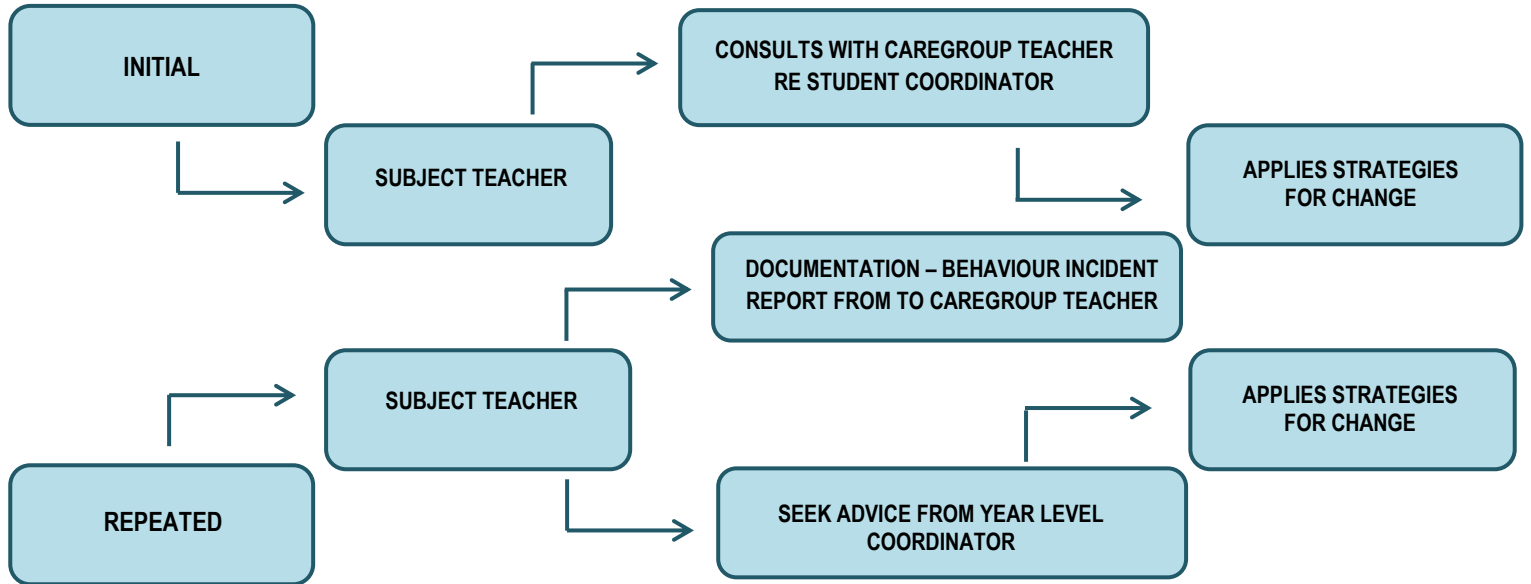


WITHDRAWAL ROOM NOTIFICATION IS SENT HOME BY CARE GROUP TEACHER AFTER EVERY WITHDRAWAL ROOM VISIT





IN CLASS BEHAVIOUR





OUT OF CLASS BEHAVIOUR

