



## Bajool State School



# Student Code of Conduct 2020-2023

### ***Every student succeeding***

***Every student succeeding is the shared vision of Queensland state schools. Our vision shapes regional and school planning to ensure every student receives the support needed to belong to the school community, engage purposefully in learning and experience academic success.***

Queensland Department of Education  
State Schools Strategy 2020-2024

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## Endorsement

Principal Name:	Shona Boardman
Principal Signature:	<i>Shona M Boardman</i>
Date:	07-12-2020

P/C President and-or School Council Chair Name:	Stacey Cooper
P/C President and-or School Council Chair Signature:	<i>S Cooper</i>
Date:	07-12-2020

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## Purpose

Bajool State School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors.

The Bajool State School Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline.

Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success, and staff enjoy a safe workplace.

The Bajool State School Student Code of Conduct has a focus on a whole school approach with parent / community support. Problems will be handled where they occur in a positive and supportive manner. Such consistency should encourage a more positive learning atmosphere where students can develop as independent and knowledgeable people who are morally and socially responsible.

Bajool State School is committed to providing a supportive school environment. This Code of Conduct outlines the Rights and Responsibilities of all community members as well as consequences of misbehaviour.

It is intended that parents, students and teachers should be familiar with their Rights and Responsibilities to ensure a supportive, caring school environment.

Promoting and providing a supportive learning environment in which all students can expect to feel safe is an essential function of our school. Students have a fundamental right to learn in a safe, supportive environment and to be treated with respect. Bajool State School strives to take all available measures to ensure the safety of our students and to set out clearly the policies and programmes we have in place to fulfil this important responsibility.

The Code of Conduct is the means by which we ensure that this supportive school environment is established and maintained.

## Whole School Approach to Discipline

Bajool State School uses Be Kind and Be There as the multi-tiered system of support for discipline in the school. Bajool SS uses a whole-school approach, used in all classrooms and programs offered through the school, including sporting activities and excursions.

### Be Kind and Be There

- for ourselves
- for each other
- for our land

Be Kind and Be There is a framework used to:

- analyse and improve student behaviour and learning outcomes
- ensure that only best practices are used correctly by teachers to support students
- continually support staff members to maintain consistent school and classroom improvement practices.

At Bajool SS we believe discipline is a word that reflects our belief that student behaviour is a part of the overall teaching and learning approach in our school. Our staff take responsibility for making their expectations clear, for providing supportive instruction about how to meet these expectations and strive to use behavioural incidents as opportunities to re-teach.

The development of the Bajool SS Code of Conduct is an opportunity to explain the Be Kind and Be There framework with parents and students, and gain their support to implement a consistent approach to teaching behaviour. The language and expectations of Be Kind and Be There can be used in any environment, including the home setting for students. Doing everything we can do to set students up for success is a shared goal of every parent and school staff member.

Any students or parents who have questions or would like to discuss the Student Code of Conduct or the Be Kind and Be there Framework are encouraged to speak with the class teacher or make an appointment to meet with the principal.

## Be Kind and Be There Expectations

Our staff are committed to delivering a high quality of education for every student, and believe all adults in the school, whether visiting or working, should meet the same Be Kind and Be There expectations in place for students.

### Students

Below are examples of what these Be Kind and Be There expectations look like for students across the school. In addition, each classroom will have their own set of examples to help students and visitors understand the expectations and meet the standards we hold for everyone at Bajool State School

#### BE KIND

- Use kind language at school
- Look for opportunities to help others
- Listen to fellow students' questions in class
- Follow teacher directions
- Hand in items you find to the teacher
- Respect others space and belongings
- Encourage fellow students to do their best
- Say "good morning, good afternoon, please and thank you"
- Support people
- Give compliments
- Make a new friend

#### BE THERE

- Be prepared for class
- Put rubbish in the bins provided
- Complete your homework and assignments on time
- Do your own work
- Ask for help when you need
- Learn from your mistakes
- Take different roles for group work activities

## **Bajool SS processes for facilitating standards of positive behaviour and responding to unacceptable behaviour**

### **Whole-school behaviour support**

Bajool State School's whole school process and strategies create a caring, productive, safe and inclusive environment. The processes and strategies include:

- Positive Behaviour Postcards
- Weekly awards, certificates presented on parade and promoted in the newsletter
- Personal behaviour goals recorded on individual sticker charts
- Levels of Behaviour with rewards and privileges for students at Bronze, Silver and Gold levels. Consequences for inappropriate behaviour leading to a behaviour management plan
- Clear, confidential communication with parents/carers regarding the behaviour levels and the rewards and consequences linked with these levels
- Lunch time play hub for students who need some quiet play or need some assistance in developing skills when playing with others
- Opportunities for lunch time activities – Bajool SS Post Office, jewellery making, computers, board games, puzzles, blocks, dress up, puppet theatre
- Class – specific reward programs linking with classroom Management Plans
- Senior Leadership Program (Year 5 & 6)
- Positive and open relationships and communications with parents and carers
- Behaviour folder recording all incidents and reports of behaviour for each individual student
- OneSchool used to record behaviour incidents and positive behaviours
- Professional development for staff
- Use of proactive strategies to promote positive behaviours
- Involvement of support staff in the development of individual behaviour and Education Support Plans
- Clear and consistent expectations for classroom and playground behaviour communicated and modelled

Level awards for positive reinforcement of desirable behaviour will be conducted throughout the year at a variety of times and venues. Rewards will include such events as:

- Out of school hours supervised swim in the school pool
- Lucky draws with prizes donated to the school (hand made teddies, uniform vouchers, craft and art equipment etc)
- Gold, Silver and Bronze levels awarded each term during week 3 and week 9
- All students presented with a bronze behaviour award on their first day of enrolment each year
- Mystery Post for students with six gold (1 per term with 2 more) six out of eight gold

### **Senior Program**

The Senior students (Year 5 and 6) at Bajool State School show leadership in supporting the Responsible Behaviour Plan for Students by:

- Modelling positive behaviour: cheerfulness, friendliness, supportiveness, showing respect, following instructions and respecting their environment
- Modelling qualities of a good leader by: being positive, being a good role model, adapting to change, working well at all times

## **THE AWARD SYSTEM – Reinforcing expected school behaviour**

At Bajool State School, communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging in expected school behaviour. A formal recognition and monitoring system has been developed. This reinforcement system is designed to increase the quantity and quality of positive interactions between students and staff. All staff members are trained to give consistent and appropriate acknowledgement and rewards.

The Bajool School community aims to promote a safe, supportive environment in which students learn to accept and take responsibility for their own behaviour.

**GOLD** Students constantly follow school rules and constantly show leadership

**SILVER** Students follow school rules and show leadership

**BRONZE** Students follow school rules



## Rights and Responsibilities

<p style="text-align: center;"><b><u>Student Rights</u></b></p> <ul style="list-style-type: none"> <li>• To be respected</li> <li>• To be trusted</li> <li>• To participate in decision making</li> <li>• To receive an education consistent with their level of development</li> <li>• To express their opinions</li> <li>• To have a happy safe school</li> <li>• To be treated with understanding</li> <li>• To be accepted</li> <li>• To learn without interruption</li> </ul>	<p style="text-align: center;"><b><u>Student Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• To respect others</li> <li>• To act in a trustworthy manner, be honest, truthful and develop self discipline</li> <li>• To abide by the decisions made by the school</li> <li>• To do the best of which you are capable</li> <li>• To respect the opinions of others and be a courteous listener</li> <li>• To follow school rules including not bringing items to school which could be considered as weapons eg knives</li> <li>• To encourage others to follow the school rules. To be a co-operative member of the school</li> <li>• To treat others fairly with understanding</li> <li>• To accept others as they are</li> <li>• To allow others to learn and work independently when required</li> </ul>
<p style="text-align: center;"><b><u>Teacher Rights</u></b></p> <ul style="list-style-type: none"> <li>• To be treated with respect</li> <li>• To be treated professionally and receive support from colleagues and parents</li> <li>• To express their opinions</li> <li>• To expect the safety of themselves and their property</li> <li>• To expect support from the school executive</li> <li>• To expect children to strive to achieve at their level of development</li> </ul>	<p style="text-align: center;"><b><u>Teacher Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• To respect the attitudes, abilities and opinions of peers, students and parents</li> <li>• To act professionally and provide a positive role model</li> <li>• To consider the opinions of others</li> <li>• To respect the property of others</li> <li>• To act in accordance with the School and Departmental Policies</li> <li>• To have an understanding of the children's level of development</li> </ul>
<p style="text-align: center;"><b><u>Parent Rights</u></b></p> <ul style="list-style-type: none"> <li>• To expect each child to develop to his/her potential</li> <li>• To be advised about their child's academic and social development</li> <li>• To be informed of the school's policy and expectations</li> <li>• To expect that each child will be treated fairly</li> <li>• To have their concerns listened to</li> <li>• To expect each child to be safe</li> <li>• To participate in the school's decision making process</li> </ul>	<p style="text-align: center;"><b><u>Parent Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• To have a realistic knowledge of their child/children's ability</li> <li>• To support and assist the school in the academic and social development of their children and to advise the school of aspects which may influence this development</li> <li>• To encourage a positive attitude towards the school policy and expectations</li> <li>• To encourage their children to treat others with fairness</li> <li>• To consider the school's recommendations</li> <li>• To teach and encourage the following of safety rules</li> <li>• Not allowing your child to bring inappropriate or dangerous items to school</li> <li>• To assist with the implementation of decisions</li> </ul>

## Consideration of Individual Circumstances

Staff at Bajool SS take into account students' individual circumstances, such as their behaviour history, disability, mental health and wellbeing, religious and cultural considerations, home environment and care arrangements when teaching expectations, responding to inappropriate behaviour or applying a disciplinary consequence.

In considering the individual circumstances of each student, we recognise that the way we teach, the support we provide and the way we respond to students will differ. This reflects the principle of equality, where every student is given the support they need to be successful. This also means that not everyone will be treated the same, because treating everyone the same is not fair. For example, some students need additional support to interpret or understand an expectation. Others may benefit from more opportunities to practise a required skill or behaviour. For a small number of students, the use of certain disciplinary consequences may be considered inappropriate or ineffective due to complex trauma or family circumstances. These are all matters that our teachers and principal consider with each individual student in both the instruction of behaviour and the response to behaviour.

Our teachers are also obliged by law to respect and protect the privacy of individual students, so while we understand the interest of other students, staff and parents to know what punishment another student might have received, we will not disclose or discuss this information with anyone but the student's family. This applies even if the behavioural incident, such as bullying, involves your child. You can be assured that school staff take all matters, such as bullying, very seriously and will address them appropriately. We expect that parents and students will respect the privacy of other students and families.

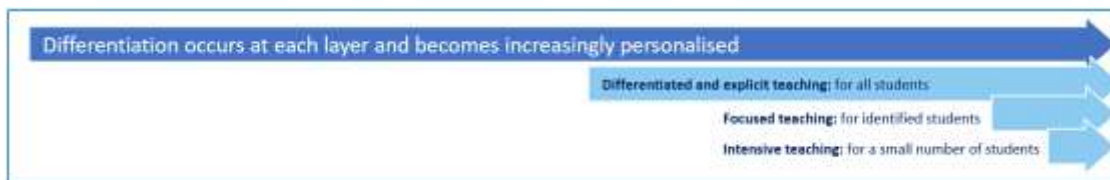
If you have concerns about the behaviour of another student at the school, or the way our staff have responded to their behaviour, please make an appointment with the principal to discuss the matter.

## Differentiated and Explicit Teaching

Bajool SS is a school environment that provides differentiated teaching to respond to the learning needs of all students. This involves teaching expected behaviours and providing opportunities for students to practise these behaviours. Teachers reinforce expected behaviours, provide feedback and correction, and opportunities for practise.

Teachers at Bajool SS vary what students are taught, how they are taught and how students can demonstrate what they know as part of this differentiated approach to behaviour. These decisions about differentiation are made in response to data and day-to-day monitoring that indicates the behavioural learning needs of students. This enables our teachers to purposefully plan a variety of ways to engage students; assist them to achieve the expected learning; and to demonstrate their learning.

There are three main layers to differentiation, as illustrated in the diagram below. This model is the same used for academic and pedagogical differentiation.



These three layers map directly to the tiered approach discussed earlier in the Learning and Behaviour section. For example, in the Be Kind and Be There framework, Tier 1 is differentiated and explicit teaching for all students, Tier 2 is focussed teaching for identified students and Tier 3 is intensive teaching for a small number of students. Each layer provides progressively more personalised supports for students.

## Focused Teaching

Approximately 15% of all students in any school or classroom may require additional support to meet behaviour expectations, even after being provided with differentiated and explicit teaching. These students may have difficulty meeting behavioural expectations in a particular period of the day or as part of a learning area/subject, and focused teaching is provided to help them achieve success.

Focused teaching involves revisiting key behavioural concepts and/or skills and using explicit and structured teaching strategies in particular aspects of a behaviour skill. Focused teaching provides students with more opportunities to practise skills and multiple opportunities to achieve the intended learning and expected behaviour.

Support staff, including teachers with specialist expertise in learning, language or development, work collaboratively with class teachers at Bajool SS to provide focused teaching. Focused teaching is aligned to the Be Kind and Be There framework and student progress is monitored by the classroom teacher/s to identify those who:

- no longer require the additional support
- require ongoing focussed teaching
- require intensive teaching.

Bajool SS has a range of Student Support Network staff in place to help arrange and deliver focused teaching to students who need more support to meet expectations. In addition, the school invests in the following evidence-informed programs to address specific skill development for some students:

- Check and Connect
- BICS- Bajool Intensive Comprehension and Spelling Program
- Chaplaincy Support- activity based with a hands on approach
- Play Hub individually designed programs on a needs basis
- Harvest Garden
- Bullying No Way!
- Protective Behaviours
- Do the High Five
- Stop Think Do

For more information about these programs, please make an appointment with the classroom teacher or the principal.

## Intensive Teaching

Research evidence shows that even in an effective, well-functioning school there will always be approximately 5% of the student population who require intensive teaching to achieve behavioural expectations. Intensive teaching involves frequent and explicit instruction, with individuals or in small groups, to develop mastery of basic behavioural concepts, skills and knowledge.

Some students may require intensive teaching for a short period, for particular behaviour skills. Other students may require intensive teaching for a more prolonged period. Decisions about the approach will be made based on data collected from their teacher or teachers, and following consultation with the student's family.

For a small number of students who continue to display behaviours that are deemed complex and challenging, then individualised, function-based behaviour assessment and support plans and multi-agency collaboration may be provided to support the student. This approach will seek to address the acute impact of barriers to learning and participation faced by students who are negotiating a number of complex personal issues.

Students who require intensive teaching will be assigned an individual mentor at the school that will oversee the coordination of their program, communicate with stakeholders and directly consult with the student.

## Disciplinary Consequences

The disciplinary consequences model used at Bajool SS follows the same differentiated approach used in the proactive teaching and support of student behavioural expectations.

The majority of students will be confident and capable of meeting established expectations that are clear, explicitly taught and practised. In-class corrective feedback, sanctions and rule reminders may be used by teachers to respond to low-level or minor problem behaviours.

Some students will need additional support, time and opportunities to practise expected behaviours. Approximately 15% of the student population may experience difficulty with meeting the stated expectations, and even with focussed teaching, in-class corrective feedback, sanctions and rule reminders continue to display low-level problem behaviour. A continued pattern of low-level behaviour can interfere with teaching and learning for the whole class, and a decision may be needed by the class teacher to refer the student to the school administration team immediately for determination of a disciplinary consequence.

For a small number of students, approximately 2-5%, a high level of differentiated support or intensive teaching is required to enable them to meet the behavioural expectations. This may be needed throughout the school year on a continuous basis. The determination of the need will be made by the principal in consultation with staff and other relevant stakeholders. On occasion the behaviour of a student may be so serious, such as causing harm to other students or to staff, that the principal may determine that an out of school suspension or exclusion is necessary as a consequence for the student's behaviour. Usually this course of action is only taken when the behaviour is either so serious as to warrant immediate removal of the student for the safety of others, and no other alternative discipline strategy is considered sufficient to deal with the problem behaviour.

The differentiated responses to problem behaviour can be organised into three tiers, with increasing intensity of support and consequences to address behaviour that endangers others or causes major, ongoing interference with class or school operations.

### Differentiated

Class teacher provides in-class or in-school disciplinary responses to low-level or minor problem behaviour. This may include:

- Pre-correction (e.g. "Remember, walk quietly to your seat")
- Non-verbal and visual cues (e.g. posters, hand gestures)
- Whole class practising of routines
- Ratio of 5 positive to 1 negative commentary or feedback to class
- Corrective feedback (e.g. "Hand up please when you want to ask a question")
- Rule reminders (e.g. "Run on the grass please, not on the concrete")
- Explicit behavioural instructions (e.g. "Pick up your pencil")

- Proximity control
- Tactical ignoring of inappropriate behaviour (not student)
- Revised seating plan and relocation of student/s
- Individual positive reinforcement for appropriate behaviour
- Classwide incentives
- Reminders of incentives or class goals
- Redirection
- Low voice and tone for individual instructions
- Give 30 second 'take-up' time for student/s to process instruction/s
- Reduce verbal language
- Break down tasks into smaller chunks
- Provide positive choice of task order (e.g. "Which one do you want to start with?")
- Prompt student to take a break or time away in class
- Model appropriate language, problem solving and verbalise thinking process (e.g. "I'm not sure what is the next step, who can help me?")
- Provide demonstration of expected behaviour
- Peer consequence (e.g. corrective feedback to influential peer demonstrating same problem behaviour)
- Private discussion with student about expected behaviour
- Reprimand for inappropriate behaviour
- Warning of more serious consequences (e.g. removal from classroom to another supervised teaching area)

## Focussed

Class teacher is supported by other school-based staff to address in-class problem behaviour. This may include:

- Functional Behaviour Assessment
- Individual student behaviour support strategies (e.g. Student behaviour plan) - \*See BMP document
- Targeted skills teaching in small group
- Token economy
- Time Out
- Behavioural contract
- Counselling and guidance support
- Self-monitoring plan
- Check in Check Out strategy
- Teacher coaching and debriefing
- Referral to Student Support Network for team based problem solving
- Stakeholder meeting with parents and external agencies

## Intensive

School leadership team work in consultation with Student Support Network to address persistent or ongoing serious problem behaviour. This may include:

- Functional Behaviour Assessment based individual support plan
- Complex case management and review
- Stakeholder meeting with parents and external agencies including regional specialists

- Temporary removal of student property (e.g. mobile phone)
- Short term suspension (up to 10 school days)
- Long term suspension (up to 20 school days)
- Charge related suspension (student has been charged with a serious criminal offence is suspended from school until the charge has been dealt with by the relevant justice authorities)
- Suspension pending exclusion (student is suspended from school pending a decision by the Director-General or delegate (principal) about their exclusion from school)
- Exclusion (student is excluded from a particular state school site, a group of state schools or all state schools in Queensland for a defined period of time or permanently)
- Cancellation of enrolment for students older than compulsory school age who refuse to participate in the educational program provided at the school.

## School Disciplinary Absences

A School Disciplinary Absence (SDA) is an enforced period of absence from attending a Queensland state school, applied by the Principal as a consequence to address poor student behaviour. There are four types of SDA:

- Short suspension (1 to 10 school days)
- Long suspension (11 to 20 school days)
- Charge-related suspension
- Exclusion (period of not more than one year or permanently).

At Bajool SS, the use of any SDA is considered a very serious decision. It is typically only used by the Principal when other options have been exhausted or the student's behaviour is so dangerous that continued attendance at the school is considered a risk to the safety or wellbeing of the school community.

Parents and students may appeal a long suspension, charge-related suspension or exclusion decision. A review will be conducted by the Director-General or their delegate, and a decision made within 40 school days to confirm, amend/vary or set aside the original SDA decision by the Principal.

The appeal process is a thorough review of all documentation associated with the SDA decision and provides an opportunity for both the school and the family to present their case in the matter. Time is afforded for collection, dissemination and response to the materials by both the school and the family. It is important that the purpose of the appeal is understood so that expectations are clear, and appropriate supports are in place to ensure students can continue to access their education while completing their SDA.

### Re-entry following suspension

Students who are suspended from Bajool SS will be invited to attend a re-entry meeting on the day of their scheduled return to school. The main purpose of this meeting is to welcome the student, with their parent/s, back to the school. It is **not a time** to review the student's behaviour or the decision to suspend, the student has already received a punishment through their disciplinary absence from school. The aim of the re-entry meeting is for

school staff to set the student up for future success and strengthen home-school communication.

This meeting is offered as a support for the student to assist in their successful re-engagement in school following suspension.

### **Arrangements**

The invitation to attend the re-entry meeting will be communicated via telephone and in writing. Re-entry meetings are short, taking less than 10 minutes, and kept small with only the Principal or their delegate attending with the student and their parent/s.

A record of the meeting is saved in OneSchool, under the Contact tab, including any notes or discussions occurring during the meeting.

### **Structure**

The structure of the re-meeting should follow a set agenda, shared in advance with the student and their family. If additional items are raised for discussion, a separate arrangement should be made to meet with the parent/s at a later date and time. This meeting should be narrowly focussed on making the student and their family feel welcome back into the school community.

Possible agenda:

- Welcome back to school
- Check in on student wellbeing
- Discuss any recent changes to school routine or staffing
- Offer information about supports available (e.g. guidance officer)
- Set a date for follow-up
- Thank student and parent/s for attending
- Walk with student to classroom

### **Reasonable adjustments**

In planning the re-entry meeting, school staff will consider reasonable adjustments needed to support the attendance and engagement of the student. This includes selecting an appropriate and accessible meeting space, organising translation or interpretation services or supports (e.g. AUSLAN), provision of written and/or pictorial information and other relevant accommodations. The inclusion of support staff, such as guidance officers or Community Education Counsellors, may also offer important advice to ensure a successful outcome to the re-entry meeting.



## School Policies

Bajool SS has tailored school discipline policies designed to ensure students, staff and visitors work cooperatively to create and maintain a supportive and safe learning environment. Please ensure that you familiarise yourself with the responsibilities for students, staff and visitors outlined in the following policies:

- Temporary removal of student property
- Use of mobile phones and other devices by students
- Preventing and responding to bullying
- Appropriate use of social media

### Temporary removal of student property

The removal of any property in a student's possession may be necessary to promote the caring, safe and supportive learning environment of the school, to maintain and foster mutual respect between all state school staff and students. The **Temporary removal of student property by school staff procedure** outlines the processes, conditions and responsibilities for state school principals and school staff when temporarily removing student property.

In determining what constitutes a reasonable time to retain student property, the principal or state school staff will consider:

- the condition, nature or value of the property
- the circumstances in which the property was removed
- the safety of the student from whom the property was removed, other students or staff members
- good management, administration and control of the school.

The Principal or state school staff determine when the temporarily removed student property can be returned, unless the property has been handed to the Queensland Police Service.

The following items are explicitly prohibited at Bajool SS and will be removed if found in a student's possession:

- illegal items or weapons (e.g. guns, knives\*, throwing stars, brass knuckles, chains)
- imitation guns or weapons
- potentially dangerous items (e.g. blades, rope)
- drugs\*\* (including tobacco)
- alcohol
- aerosol deodorants or cans (including spray paint)
- explosives (e.g. fireworks, flares, sparklers)
- flammable solids or liquids (e.g. fire starters, mothballs, lighters)
- poisons (e.g. weed killer, insecticides)
- inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda).

\* No knives of any type are allowed at school, including flick knives, ballistic knives, sheath knives, push daggers, trench knives, butterfly knives, star knives, butter knives, fruit knives or craft knives, or any item that can be used as a weapon, for example a chisel. Knives needed for school activities will be provided by the school, and the use of them will be supervised by school staff.

\*\* The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary or when there is no other alternative in relation to the treatment of a specific health need. Schools require medical authorisation to administer any medication to students (**including over-the-counter medications such as paracetamol or alternative medicines**).

## Responsibilities

### State school staff at Bajool SS:

- do not require the student's consent to search school property such as desks or laptops that are supplied to the student through the school;
- may seize a student's bag where there is suspicion that the student has a dangerous item (for example, a knife) in their school bag, prior to seeking consent to search from a parent or calling the police;
- consent from the student or parent is required to examine or otherwise deal with the temporarily removed student property. For example, staff who temporarily remove a mobile phone from a student are not authorised to unlock the phone or to read, copy or delete messages stored on the phone;
- there may, however, be emergency circumstances where it is necessary to search a student's property without the student's consent or the consent of the student's parents (e.g. to access an EpiPen for an anaphylactic emergency);
- consent from the student or parent is required to search the person of a student (e.g. pockets or shoes). If consent is not provided and a search is considered necessary, the police and the student's parents should be called to make such a determination.

### Parents of students at Bajool SS

- ensure your children do not bring property onto schools grounds or other settings used by the school (e.g. camp, sporting venues) that:
  - is prohibited according to the Bajool SS Student Code of Conduct
  - is illegal
  - puts the safety or wellbeing of others at risk
  - does not preserve a caring, safe, supportive or productive learning environment
  - does not maintain and foster mutual respect;
- collect temporarily removed student property as soon as possible after they have been notified by the Principal or state school staff that the property is available for collection.

### Students of Bajool SS

- do not bring property onto school grounds or other settings used by the school (e.g. camp, sporting venues) that:

- is prohibited according to the Exemplar State College Code of Conduct
- is illegal
- puts the safety or wellbeing of others at risk
- does not preserve a caring, safe, supportive or productive learning environment
- does not maintain and foster mutual respect;
- collect their property as soon as possible when advised by the Principal or state school staff it is available for collection.

## Use of mobile phones and other devices by students

Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like mobile phones. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

In consultation with the broader school community, Bajool SS has determined that explicit teaching of responsible use of devices is a critical component of digital literacy. The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students.

It is also agreed that time and space should be provided at school where technology is not permitted, and students are encouraged to engage in other social learning and development activities.

### Responsibilities

The responsibilities for students using digital devices at school or during school activities, are outlined below.

It is **acceptable** for students at Bajool SS to:

- use digital devices for
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skills
  - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, parents or experts in relation to school work
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device

It is **unacceptable** for students at Bajool SS to:

- use a mobile phone or other devices in an unlawful manner
- use a device in technology-free designated spaces or times

- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use a device (including those with Bluetooth functionality) to cheat during exams or assessments

At all times students, while using ICT facilities and devices supplied by the school, will be required to act in line with the requirements of the Bajool State School Student Code of Conduct. In addition students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
  - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
  - the school is not responsible for safeguarding information stored by students on departmentally-owned student computers or mobile devices
  - schools may remotely access departmentally-owned student computers or mobile devices for management purposes
  - students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
  - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
  - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

## Preventing and responding to bullying

Bajool SS uses the [Australian Student Wellbeing Framework](#) to promote positive relationships and the wellbeing of all students, staff and visitors at the school.

Our staff know student learning is optimised when they feel connected to others and experience safe and trusting relationships. Students who feel secure are more likely to be active participants in their learning and to achieve better physical, emotional, social and educational outcomes. Teachers who feel valued and supported are more likely to engage positively with students and build stronger connections within the school community. Parents who are positively engaged with their child's education leads to improved student self-esteem, attendance and behaviour at school. Enhancing the wellbeing of students and their educators delivers overall long-term social, health and economic benefits to the Australian community.

Bajool SS has a **Student Council Leadership Forum**, with diverse representatives from each year level meeting regularly with the school leadership team to promote strategies to improve student wellbeing, safety and learning outcomes. The standing items on the agenda for each Student Leadership Forum are the core elements of the Australian Student Wellbeing Framework:



### 1. Leadership

Principals and school leaders playing an active role in building a positive learning environment where the whole school community feels included, connected, safe and respected.

### 2. Inclusion

All members of the school community actively participating in building a welcoming school culture that values diversity, and fosters positive, respectful relationships.

### 3. Student voice

Students actively participate in their own learning and wellbeing, feel connected and use their social and emotional skills to be respectful, resilient and safe.

#### 4. Partnerships

Families and communities collaborating as partners with the school to support student learning, safety and wellbeing.

#### 5. Support

School staff, students and families sharing and cultivating an understanding of wellbeing and positive behaviour and how this supports effective teaching and learning.

A priority for the Student Leadership Forum is contributing to the implementation of strategies that enhance wellbeing, promote safety and counter violence, bullying and abuse in all online and physical spaces. The engagement of young people in the design of technology information and digital education programs for parents was a key recommendation from the [Queensland Anti-Cyberbullying Taskforce report](#) in 2018, and at Bajool State School we believe students should be at the forefront of advising staff, parents and the broader community about emerging issues and practical solutions suitable to different contexts.

### Bullying

The agreed national definition for Australian schools describes bullying as

- ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm;
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
- happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records);
- having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Behaviours that do not constitute bullying include:

- mutual arguments and disagreements (where there is no power imbalance)
- not liking someone or a single act of social rejection
- one-off acts of meanness or spite
- isolated incidents of aggression, intimidation or violence.

However, these conflicts are still considered serious and need to be addressed and resolved. At Bajool State School our staff will work to quickly respond to any matters raised of this nature in collaboration with students and parents.

The following flowchart explains the actions Bajool State School teachers will take when they receive a report about student bullying, including bullying which may have occurred online or outside of the school setting. Please note that the indicative timeframes will vary depending on the professional judgment of teachers who receive the bullying complaint and their assessment of immediate risk to student/s.

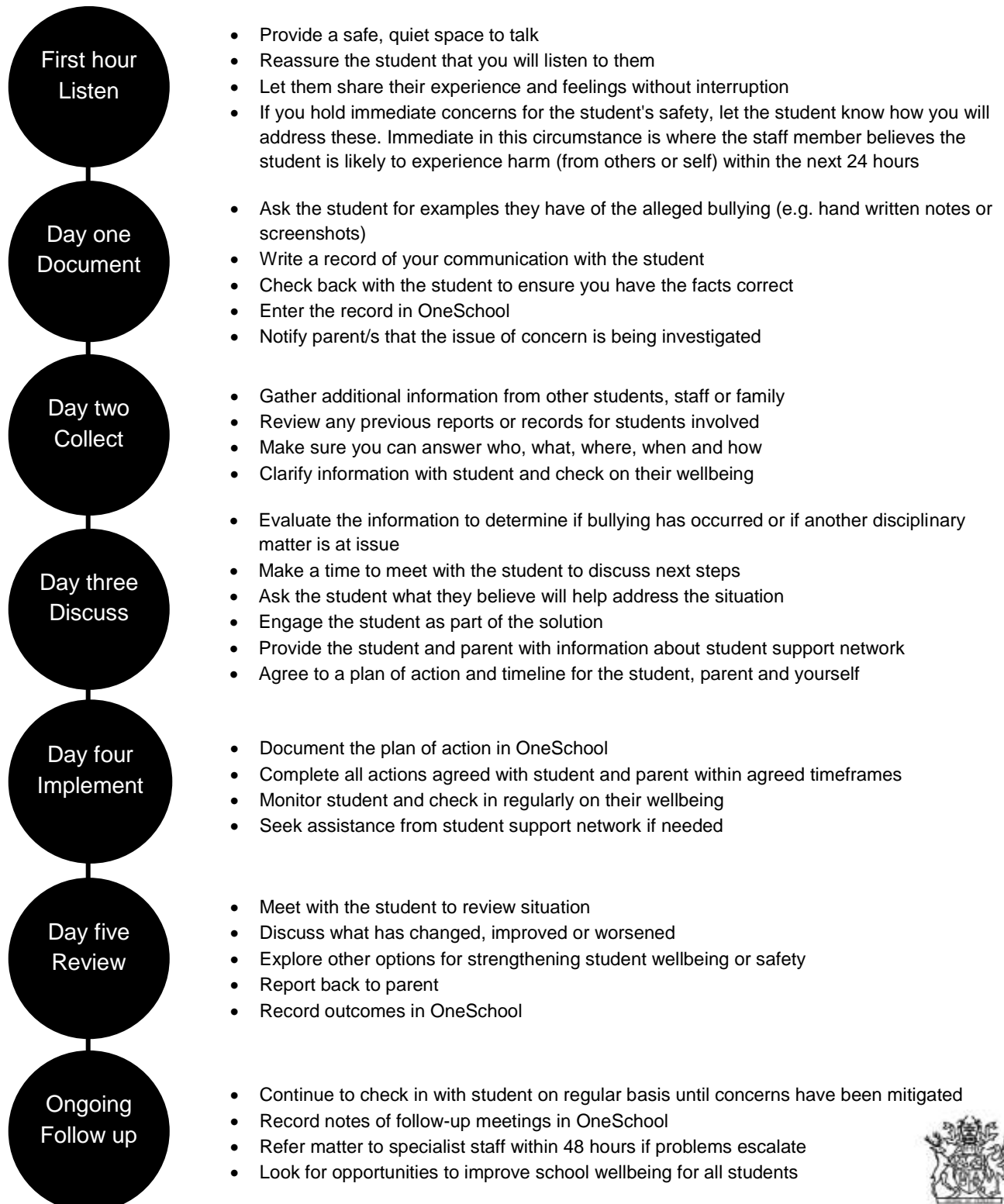
## Bajool State School - Bullying response flowchart for teachers

Please note these timelines may be adjusted depending on the unique circumstances and risk associated with each situation. This is at the professional judgment of the staff involved. Timeframes should be clearly discussed and agreed with student and family.

### Key contacts for students and parents to report bullying:

Prep to Year 6 – Class teacher

School Principal



## Cyberbullying

Cyberbullying is treated at Bajool SS with the same level of seriousness as in-person bullying. The major difference with cyberbullying however, is that unlike in-person bullying, cyberbullying follows students into their community, their homes and their bedrooms, giving them no opportunity to escape the harassment or abuse during the evening, weekends or holidays.

In the first instance, students or parents who wish to make a report about cyberbullying should approach the regular class teacher.

It is important for students, parents and staff to know that state school principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds. This includes cyberbullying. Parents and students who have concerns about cyberbullying incidents occurring during school holidays should immediately seek assistance through the [Office of the e-Safety Commissioner](#) or the Queensland Police Service.

Students enrolled at Bajool SS may face in-school disciplinary action, such as detention or removing of privileges, or more serious consequences such as suspension or exclusion from school for engaging in behaviour that adversely affects, or is likely to adversely affect, other students or the good order and management of the school. This includes behaviour such as cyberbullying which occurs outside of school hours or settings, for example on the weekend or during school holidays. It also applies to inappropriate online behaviour of enrolled students that is directed towards other community members or students from other school sites.

Parents or other stakeholders who engage in inappropriate online behaviour towards students, staff or other parents may be referred to the Office of the e-Safety Commissioner and/or the Queensland Police Service. State school staff will be referred for investigation to the Integrity and Employee Relations team in the Department of Education. Any questions or concerns about the school process for managing or responding to cyberbullying should be directed to the principal.



## Bajool SS - Cyberbullying response flowchart for school staff

### How to manage online incidents that impact your school

#### Student protection

If at any point the principal forms a reasonable suspicion that a student has been harmed or is at risk of harm, they have a responsibility to respond in accordance with the [Student protection procedure](#).

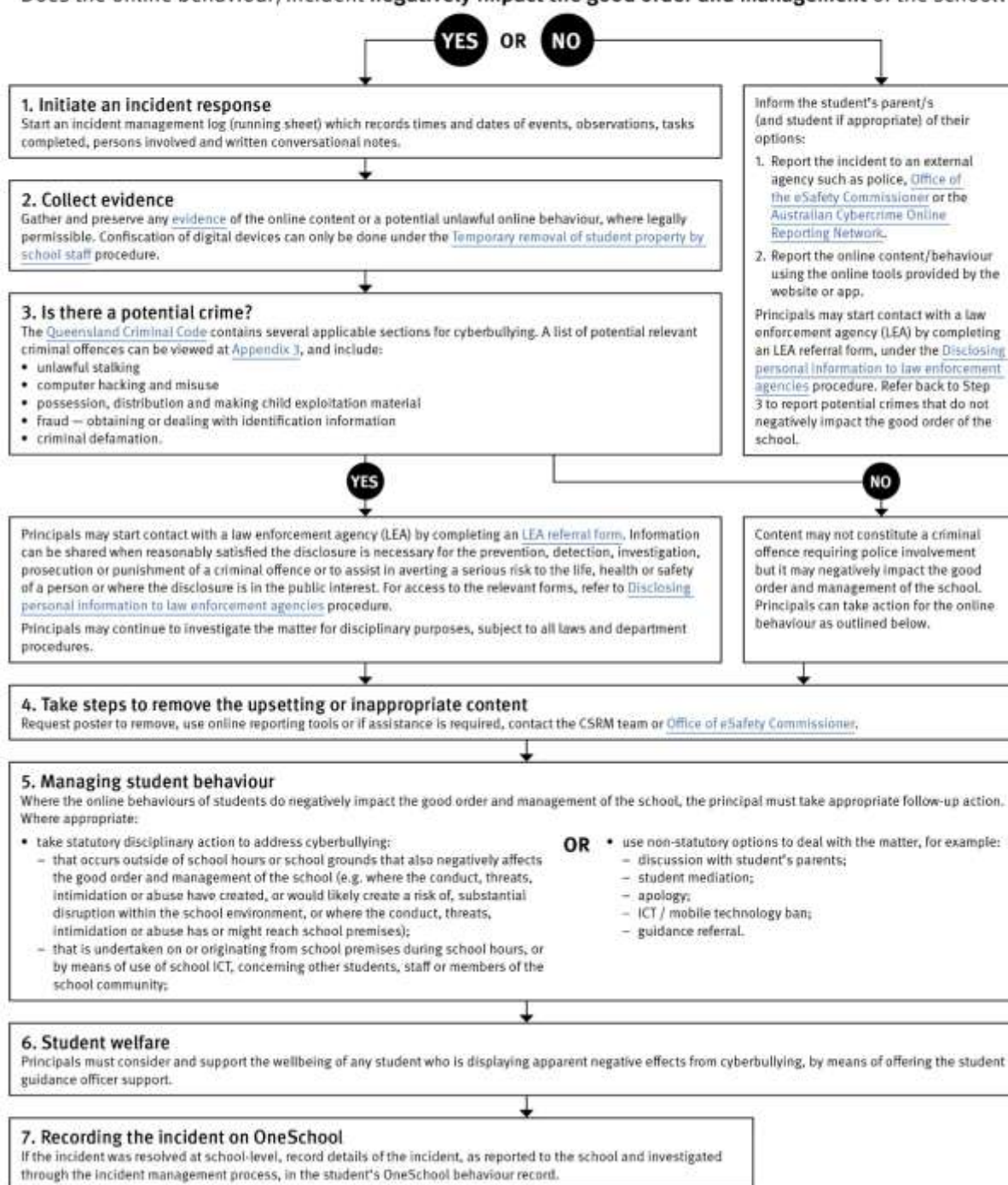
#### Explicit images

If the investigation involves naked or explicit images of children, staff should not save, copy, forward or otherwise deal with the content, as per the [Temporary removal of student property by school staff procedure](#). This includes onto OneSchool records. Refer to the investigative process outlined in 'Responding to incidents involving naked or explicit images of children' from the [Online incident management guidelines](#).

#### Report

Refer to the [Online incident management guidelines](#) for more details, or if assistance is required, contact the Cybersecurity and Reputation Management (CSRM) team on 3034 5035 or [Cybersecurity.ReputationManagement@qed.qld.gov.au](mailto:Cybersecurity.ReputationManagement@qed.qld.gov.au).

Does the online behaviour/incident negatively impact the good order and management of the school?



## Cybersafety and Reputation Management (CRM)

The Department of Education employs a dedicated team of experts to assist in maintaining the integrity of the department's reputation with regards to cybersafety and reputation management issues, effectively leading the development and implementation of departmental cybersafety processes.

This team provides **direct support for schools** to respond to concerns of inappropriate online behaviour and misuse of information and communication technology.

The team provides a [guide for parents](#) with important information about cybersafety and cyberbullying, and suggestions about what you can do if your child is a target or responsible for inappropriate online behaviour.

The team has also developed a [Cyberbullying and reputation management](#) (Department employees only) resource to assist principals in incident management.

For more information about cybersafety sessions at your school, or for assistance with issues relating to online behaviour, contact the [team](#) (Department employees only).

### Student Intervention and Support Services

Bajool SS recognises the need to provide intervention and support to all students involved in incidents of bullying, including cyberbullying.

Students who have been subject or witness to bullying have access to a range of internal support staff, as identified in the Student Support Network section earlier in this document. Students are, however, also encouraged to approach any staff member with whom they feel comfortable sharing their concerns, regardless of their role in the school. All staff at Bajool SS are familiar with the response expectations to reports of bullying, and will act quickly to ensure students' concerns are addressed. Depending on the nature of the reported bullying incident, a formal plan of action may be developed and documented to support the implementation of strategies to assist the student.

Students who engage in bullying behaviours towards others will also be provided with support to assist them to use more socially acceptable and appropriate behaviours in their interactions. This includes counselling, social development programs, referral to mental health services or involvement in a restorative justice strategy. School disciplinary measures may also be used to reinforce the seriousness with which the community takes all incidents of bullying. These measures may include internal school suspension, withdrawal from social events or celebrations or more severe punishments such as suspension or exclusion from school.

## **Bajool SS – Anti-Bullying Compact**

The Anti-Bullying Compact provides a clear outline of the way our community at Bajool SS works together to establish a safe, supportive and disciplined school environment. This compact is provided to all students and their parents upon enrolment, and may be revisited with individual students if particular problems around bullying arise.

### **Bajool SS – Anti Bullying Compact**

We agree to work together to improve the quality of relationships in our community at Bajool SS. It is through intentional consideration of our behaviour and communication that we can reduce the occurrence of bullying, and improve the quality of the schooling experience for everyone.

The agreed national definition for Australian schools describes bullying as

- ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm;
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
- happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records);
- having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

We believe that no one deserves to be mistreated and that everyone regardless of race, colour, religion, immigration status, nationality, size, gender, popularity, athletic capability, academic outcomes, social ability, or intelligence has the right to feel safe, secure, and respected.

I agree to:

- Treat everyone with kindness and respect.
- Abide by the school's anti-bullying policies and procedures.
- Support individuals who have been bullied.
- Speak out against verbal, relational, physical and cyber bullying.
- Notify a parent, teacher, or school administrator when bullying does occur.

Student's signature

Parent's signature

School representative signature

Date

## Appropriate use of social media

The internet, mobile phones and social media provide wonderful opportunities for students to network and socialise online. While these technologies provide positive platforms for sharing ideas, they also have the potential to cause pain and suffering to individuals, groups or even whole communities.

It's important to remember that sometimes negative comments posted about the school community have a greater impact than expected. This guide offers some information about how to use social media in relation to comments or posts about the school community. Reputations of students, teachers, schools, principals and even parents can be permanently damaged — and in some cases, serious instances of inappropriate online behaviour are dealt with by police and the court system.

Being aware of a few simple strategies can help keep the use of social media positive and constructive:

- Before you post something online, ask yourself if the community or individual really need to know. Is it relevant, positive and helpful?
- Remember that what you post online is a direct reflection of who you are. People will potentially form lasting opinions of you based on what you post online.
- Be a good role model. If things get heated online consider logging out and taking a few moments to relax and think. Hasty, emotive responses could inflame situations unnecessarily.
- Be mindful when commenting, try to keep general and avoid posting anything that could identify individuals.
- A few years ago parents may have discussed concerns or issues with their friends at the school gate. Today with the use of social media, online discussions between you and your close friends can very quickly be shared with a much wider audience, potentially far larger than intended.
- Taking a few moments to think about the content you are about to post could save upset, embarrassment, and possible legal action.
- As a parent you have a role in supervising and regulating your child's online activities at home and its impact on the reputation and privacy of others. Parents are their child's first teachers — so they will learn online behaviours from you.

### **Is it appropriate to comment or post about schools, staff or students?**

Parental and community feedback is important for schools and the department. If you have a compliment, complaint or enquiry about an issue at school, the best approach is to speak directly to the school about the matter, rather than discussing it in a public forum.

While many schools use social media to update parents of school notices, Bajool SS prefers that parents contact schools directly with a compliment, complaint or enquiry due to privacy considerations. Imagine if your doctor, accountant or banking institution tried to contact you to discuss important matters via Facebook.

If you have raised an issue with a school or know that another person has, consider refraining from discussing those details on social media, particularly the names of anyone involved.

Keep comments calm and polite, just as you would over the telephone or by email. If you encounter negative or derogatory content online which involves the school, hinders a child's learning and/or affects the school community at large, contact the school principal.

### **Possible civil or criminal ramifications of online commentary**

A serious instance of inappropriate online behaviour may constitute a criminal offence and become a police matter. For example, online content may substantiate the offence of 'using a carriage service to menace, harass or cause offence' (Criminal Code Act 1995 (Cth) s. 474.17). School staff may contact their union or obtain personal legal advice if they feel that online content seriously impacts their reputation. Defamatory online content may give rise to litigation under the Defamation Act 2005 (Qld).

### **What about other people's privacy?**

If you upload photos of your children, be mindful of who might be in the background. You might be happy to share your child's successes with your friends and family via social media, but some parents are not. If you are tagging or naming students, consider that other parents may not want their child's name attached to images online.

### **What if I encounter problem content?**

Taking the following steps may help resolve the issue in a constructive way:

- refrain from responding
- take a screen capture or print a copy of the concerning online content
- if you consider problem content to be explicit, pornographic or exploitative of minors, you should keep a record of the URL of the page containing that content but NOT print or share it. The URL can be provided to the school principal, or police, as needed for escalation of serious concerns
- block the offending user
- report the content to the social media provider.

## Restrictive Practices

School staff at Bajool SS need to respond to student behaviour that presents a risk of physical harm to the student themselves or others. It is anticipated that most instances of risky behaviour can be de-escalated and resolved quickly. On some rarer occasions, a student's behaviour may continue to escalate and staff need to engage immediately with positive and proactive strategies aimed at supporting the student to manage their emotional arousal and behaviour.

In some very rare situations, where there is immediate risk of physical harm to the student or other people, and when all other alternative strategies have failed to reduce the risk, it may be necessary for staff to use restrictive practices.

The use of restrictive practices will always be as a last resort, when there is no other available option for reducing immediate risk to the student, staff or other people.

The department's **Restrictive practices procedure** is written with consideration for the protection of everyone's human rights, health, safety and welfare. There are six fundamental principles:

1. Regard to the human rights of those students
2. Safeguards students, staff and others from harm
3. Ensures transparency and accountability
4. Places importance on communication and consultation with parents and carers
5. Maximises the opportunity for positive outcomes, and
6. Aims to reduce or eliminate the use of restrictive practices.

Very rarely restrictive practices will be planned and staff will employ, when necessary, pre-arranged strategies and methods (of physical restraint/ mechanical restraint/ clinical holding) which are based upon behaviour risk assessment or clinical health need and are recorded in advance. The use of planned strategies will only be where there is foreseeable immediate risk consistent with the **Restrictive practices procedure**.

Seclusion will not be used as a planned response and will only be used in serious circumstances for managing an unforeseeable situation in an emergency. It will be used for the shortest time possible and in a safe area that presents no additional foreseeable risk to the student. In such emergencies, a staff member will observe the student at all times and seclusion will cease as soon as possible.

Following the use of any restrictive practice, a focused review will help staff to understand how they responded to the risk in any incident that involved the use of a restrictive practice. Staff will consider whether there are other options for managing a similar situation in the future. This strategy works well for reducing the use of restrictive practices.

All incidents of restrictive practices will be recorded and reported in line with departmental procedures.

## Critical Incidents

It is important that all school staff have a consistent understanding of how to respond in emergencies involving student behaviour that seriously endangers the student or others. This consistency ensures that appropriate actions are taken to ensure that both students and staff are kept safe.

A critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action (e.g. in the community, on the road). The aim in these situations is to bring the behaviour of the student under rapid and safe control. It is not a time to try and to punish or discipline the student; it is a crisis management period only.

Staff should follow the documented plan for any student involved in regular critical incidents, which should be saved and available for staff to review in OneSchool.

For unexpected critical incidents, staff should use basic defusing techniques:

1. 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.
2. 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.
3. 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.
4. 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.
5. Debrief: At an appropriate time when there is low risk of re-escalation, 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

## **Bajool State School Guidelines for Student Behaviour**

**To maintain consistency and a positive school climate the Bajool State School community follows these guidelines for student behaviour.**

- Follow the school's Responsible Behaviour Management Plan, Class and Playground rules in all school related environments.
- Attend school regularly, be punctual and parents/carers to explain absences.
- Respect and follow the instructions of teachers and others in authority.
- Attempt all tasks that are expected of me to the best of my ability, including home study tasks.
- Behave in a responsible, polite and courteous manner without harassing, bullying, intimidating, discriminating or threatening anyone in any way.
- Behave in a way that shows respect for myself and the feelings of others and resolve conflict in a peaceful manner.
- Behave in a manner that keeps myself and others safe both in and out of school.
- Respect and care for school buildings, school property and the property of others.
- Observe the general standards of dress and uniform requirements of the school.
- Ensure our school is free from dangerous and illegal substances and objects, including knives.

### **Playground:**

Students, staff and parents have negotiated these playground behaviour guidelines. These rules are discussed, displayed and reinforced.

Positive and negative consequences are discussed and reinforced regularly.

### **Teachers need to:**

Be punctual and mobile at all times.

Have a clear understanding of rules and procedures.

Apply rules consistently.

Encourage safe play and report accidents immediately.

Follow up students complaints.

Be alert to persistent problems.



## **Say NO to Bullying - Tell a Teacher**

### **Playground Rules**

#### **Play safely -**

Keep hands and feet to yourself.

Speak using kind words

#### **Stay in bounds -**

Stay within bounds during class and play times.

#### **Keep our playgrounds safe -**

Follow all teachers' directions.

Share equipment and space.

Follow the rules of each playground.

#### **Be environmentally friendly -**

Keep our playgrounds clean and tidy.

Turn bubblers and taps off after use.

#### **Be sun safe -**

Always wear a hat in the playground.

Always wear sun safe school uniform and on free dress days wear sun safe clothing, covered shoes and Bajool hat.

#### **No Hat - No Play -**

(20 mins sitting under school and then 20 minutes in the play hub.)

#### **We can play -**

On multi-purpose court.

On top and bottom oval.

Under school. - Play Hub

Prep to Year 6 playground.

Year 6 playground (on GOLD only).



Playing in toilets

Out of school gates (If a ball goes over the fence a Sport Captain must ask teacher permission to go and collect it)

Behind buildings

Classrooms unless you are on computer roster

Pool side of multi-purpose court

Forestry plot

# BEHAVIOUR LEVELS

## GOLD

### Some reasons for placement on this level

Displays positive behaviour consistently

- friendliness/ cheerfulness
- supportiveness
- shows respect
- follows instructions
- respecting and actively looking after our environment

Shows good leadership consistently by

- using initiative
- being positive at all times
- striving for excellence at all times
- being a good role model
- adapting to change

### What happens at this level

Student will be eligible for the school leadership positions.

Participation in general reward activities.

Participation in Gold level reward activities.

## SILVER

### Some reasons for placement on this level

Displays positive behaviour

- cheerfulness
- friendliness
- supportiveness
- shows respect
- follows instructions
- respecting our environment

Show qualities of a good leader by

- being positive
- being a good role model
- adapting to change
- working enthusiastically

### What happens at this level

Student will be eligible for the school leadership positions.

Participation in reward activities.

## BRONZE

### Some reasons for placement on this level

All students commence on this level.

Student follows school rules and Code of Conduct

### What happens at this level

Participation in reward activities.

## Bajool state School Behaviour Management Plan

<p style="text-align: center;"><b><u>Some reasons for a student to be placed on a behaviour management plan.</u></b></p> <ul style="list-style-type: none"> <li>⇒ Breaking any of school safety rules.</li> <li>⇒ Bringing dangerous items to school</li> <li>⇒ Damage to school/personal property</li> <li>⇒ Not completing/poor attitude to schoolwork</li> <li>⇒ Stealing</li> <li>⇒ Disrupting the learning program</li> <li>⇒ Disobeying directions</li> <li>⇒ Nastiness towards another students swearing, put downs, stirring, sexual comments, rude gesturing, quarrelling, teasing a and excluding</li> <li>⇒ Bullying</li> <li>⇒ Physical abuse/threats</li> <li>⇒ Verbal abuse/threats</li> <li>⇒ Sexual abuse/ threats</li> <li>⇒ Non verbal abuse/threats</li> <li>⇒ Being dishonest</li> <li>⇒ Drug abuse</li> <li>⇒ Lack of self control</li> <li>⇒</li> </ul>	<p style="text-align: center;"><b><u>The Plan:</u></b></p> <p>Case Manager may choose from the following.</p> <ul style="list-style-type: none"> <li>⇒ <b>Parent informed by ...</b></li> <li>⇒ Incident recorded on OneSchool</li> <li>⇒ No Play</li> <li>⇒ Time out</li> <li>⇒ School work during playtime</li> <li>⇒ Letter of apology</li> <li>⇒ Verbal apology</li> <li>⇒ Making restitution for any damage</li> <li>⇒ Verbal or written contract</li> <li>⇒ Practice appropriate behaviour in their own time</li> <li>⇒ In school suspension</li> <li>⇒ Out of school suspension</li> <li>⇒ Daily Behaviour Report</li> <li>⇒ Police involvement</li> <li>⇒ Intervention by Support Staff</li> <li>⇒</li> </ul>
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Students name: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

Signature: \_\_\_\_\_