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# STUDENT BEHAVIOUR MANAGEMENT

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## Northern Adelaide Senior College is a Re-entry High School

**As a student you are joining us in our commitment to provide everyone with a positive, safe environment where each person can achieve their educational goals.**

### Expectations

- Everyone has the right to learn and work in a safe, comfortable environment which is free from any form of harassment – verbal, physical, sexual, racist or bullying.
- For enrolment to be maintained attendance at each class must not drop below 70% per term, unless adequate explanation is provided. Students are asked to notify the Reception and Teachers about all absences.
- Everyone has the right to pursue his/her own personal educational goals.
- Everyone has the responsibility to ensure that his/her behaviour does not interfere with other students' ability to learn or the teachers' ability to teach.
- Appropriate clothing is to be worn whilst on campus. In some subject areas specific WHS requirements determine the type and nature of footwear and clothing that is to be worn.

### Code of Conduct

- Comply with the schools Smoke Free Policy.
- Attend lessons.
- Arrive on time or explain lateness or the reasons for early departure.
- Maintain polite considerate behaviour towards others.
- Complete work set, and seek help where necessary in order to achieve this.
- Remain unaffected by alcohol or other intoxicating substances while involved in any school activity whether on or off the campus (eg camps and excursions).
- Use the school computers and the World Wide Web only for educational purposes.
- ID is to be carried while on campus.

By enrolling with us you are agreeing to abide by the above behaviour code and support the positive learning environment of Northern Adelaide Senior College. In doing so you will ensure that you are able to continue your studies at our campus.

Signed: .....

Date:.....

# STUDENT BEHAVIOUR MANAGEMENT POLICY

## GLOSSARY OF TERMS

TERM	DEFINITION
ALCOHOL	The use, possession, sale or distribution of alcohol, or being under the influence of alcohol.
ASSAULT	Intentionally unauthorised physical contact (or threaten to have physical contact) with another person which causes physical injury or would reasonably be expected to cause injury.
DISRUPTIVE CONDUCT	Language or behaviour which is disruptive to the orderly educational procedure of the campus. Interference with the rights of other students to learn and teachers to teach. This includes arriving late and leaving early as it is disruptive to the class and the teachers.
DRUG USE	The individual use, possession, or being under the influence of illegal drugs
DRUG USE INVOLVING OTHERS	The use, possession, sale and distribution of drugs
HARASSMENT	Statements or actions that intimidate another person(s) either racist, sexual, physical or verbal
THEFT	Taking, giving or receiving property not belonging to you.
UNEXPLAINED ABSENCE	Any absence which has not been explained to staff
VANDALISM	Intentional destruction of objects or materials belonging to the school, school officials, or other persons
VEHICLE MISUSE	Inappropriate use of a vehicle on school property: including parking, speeding and unsafe driving
VIOLENCE	Having physical contact with another person with the intent to harm (has threatened or perpetrated).
WILFUL INDIFFERENCE TO SCHOOL	The student shows persistent and wilful inattention or indifference to school work.
COMPUTER MISUSE	<ul style="list-style-type: none"> <li>• The downloading of offensive materials from the internet – including pornographic materials.</li> <li>• The use of chat channels.</li> <li>• The interference with any computer settings screen settings, program deletions or additions</li> </ul>
WILFUL DISOBEDIENCE	Refusal to follow requests or instructions asking students to comply with school policy.
VERBAL ABUSE	Speaking in ways and using language that is perceived as threatening and abusive.

## ROLES AND RESPONSIBILITIES FOR STAFF AND ADMINISTRATION WITHIN THE STUDENT BEHAVIOUR MANAGEMENT POLICY

ROLE	RESPONSIBILITY
Teacher	<ul style="list-style-type: none"> <li>• Work within the values framework of the SA Public Sector Code of Ethics</li> <li>• Discuss Code of Conduct with Adult Students</li> <li>• Discuss faculty or area-specific issues to establish clear expectations and group norms</li> <li>• Manage student behaviour in the classroom to ensure that Code of Conduct is adhered to. When necessary, discuss issues of concern with individual students.</li> <li>• Keep a record of any incidents that you have discussed with a student by adding a note to the student's file in DayMap and completing a Behaviour Management Incident form where appropriate.</li> <li>• If behaviour does not change and a second incident happens, advise the Faculty Coordinator or Administration.</li> </ul>
Faculty Coordinator	<p>As a above, plus:</p> <ul style="list-style-type: none"> <li>• Support students with managing and changing behaviour</li> <li>• Support teachers in negotiating agreements with students for returning to class</li> <li>• Ensure action is recorded on DayMap and copies of agreements are placed in student's file.</li> </ul>
Administration	<p>As above, plus:</p> <p><b>Referrals from Teachers (TR)</b></p> <ul style="list-style-type: none"> <li>• Keep confidential records of all agreements in student's file and through updating DayMap.</li> <li>• Follow up students who break more than one agreement</li> <li>• Suspend student from school for breaking more than one agreement.</li> <li>• Negotiate with student for re-entry to school with a new agreement.</li> <li>• Ensure staff are kept aware of agreements and undertaking given.</li> <li>• Negotiate with staff for student to be reinstated in classes. For students under 18, a caregiver will be invited to attend the re-entry meeting.</li> </ul>

# STUDENT BEHAVIOUR MANAGEMENT POLICY

## NORTHERN ADELAIDE SENIOR COLLEGE

Staff members have a duty of care to respond to incidents.

In the event that an incident occurs where it is not clear that a staff member is managing the situation, then the first staff member who witnessed the incident or who is approached for assistance has a Duty of Care to respond. This may include contacting the appropriate person to hand over the issue to.

### RELATIONSHIP BETWEEN INCIDENT AND RESPONSE

INCIDENT		MIN RESPONSE	MAX RESPONSE
Alcohol	<b>*AD</b>	Conference which may include Admin/student. Agreement made	Exclusion
Assault	<b>*AD</b>	Suspension – 5 days Agreement made	Police and Exclusion
Computer Mis-use	<b>TR</b>	Conference with teacher and agreement made	Exclusion
Disruptive Conduct	<b>TR</b>	Conference with teacher Agreement made	Referral to Administration and possible suspension
Drug Use	<b>**AD</b>	Suspension Agreement made with Admin	Police and Exclusion
Drug Use Involving Others	<b>**AD</b>	Police and Suspension	Police and Exclusion
Harassment	<b>TR</b>	Conference with student Agreement made	Suspension
Theft	<b>**AD</b>	Suspension	Police and Exclusion
Unexplained Absence From a Lesson (TR)	<b>TR</b>	Phone Contact and/or warning letter after two unexplained absences	Deletion from class after 5 days if no contact
Vandalism	<b>**AD</b>	Clean and make good any damage Agreement made	Exclusion
Vehicle Misuse	<b>*AD</b>	Warning from Deputy Principal	Referral to Administration and suspension or exclusion or referral to police for illegal use
Violence	<b>*AD</b>	Suspension	Exclusion
Wilful Indifference To School Work (TR)	<b>TR</b>	Conference with teacher and agreement made	Exclusion
Wilful Disobedience	<b>TR</b>	Conference with Admin. Agreement made	Exclusion
Verbal Abuse	<b>AD</b>	Conference with teacher, Coordinator and/or Admin	Exclusion

**TR** = Teacher Referral for the teacher to manage

**AD**= Referred to Administration

**\*** = The police may need to be notified of these.

**\*\*** = The police will be notified of these.

# BEHAVIOUR MANAGEMENT INCIDENT FORM

Name of Teacher:.....Date:.....

Name of Student:.....

Type of Referral		Incident Occurred		Type of Referral		Incident Occurred	
		In Class	In Yard			In Class	In Yard
Disruptive Behaviour	TR	<input type="checkbox"/>	<input type="checkbox"/>	Harassment	TR	<input type="checkbox"/>	<input type="checkbox"/>
Wilful Disobedience	TR	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol	AD	<input type="checkbox"/>	<input type="checkbox"/>
Assault	AD	<input type="checkbox"/>	<input type="checkbox"/>	Drug Use (personal)	AD*	<input type="checkbox"/>	<input type="checkbox"/>
Drug Use Involving Others (Police Notified)	AD	<input type="checkbox"/>	<input type="checkbox"/>	Theft	AD*	<input type="checkbox"/>	<input type="checkbox"/>
Vandalism	AD	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle Misuse	AD	<input type="checkbox"/>	<input type="checkbox"/>
Violence	AD	<input type="checkbox"/>	<input type="checkbox"/>	Unexplained Absence	TR	<input type="checkbox"/>	<input type="checkbox"/>
Computer Misuse	TR	<input type="checkbox"/>	<input type="checkbox"/>	Verbal Abuse	AD	<input type="checkbox"/>	<input type="checkbox"/>

## DETAILS OF INCIDENT

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Referred to:	Admin Staff	<input type="checkbox"/>	Is the subject	1 term?	<input type="checkbox"/>
	Faculty Coordinator	<input type="checkbox"/>		1 semester?	<input type="checkbox"/>
	Student Counsellor	<input type="checkbox"/>		1 year?	<input type="checkbox"/>

## ACTION BY COORDINATOR, ADMIN STAFF OR COUNSELLOR:

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NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Student File

Teacher

To return to class, it may be necessary to agree on a specific code of conduct – Student Development Plan.

# STUDENT DEVELOPMENT PLAN AGREEMENT FOR RETURNING TO CLASS

STUDENT'S NAME:.....DATE:.....

TEACHER:.....SUBJECT:...../LINE:.....

LEARNING GOALS	STRATEGIES TO SUPPORT ACHIEVEMENT OF THE GOALS	PERSON RESPONSIBLE
BEHAVIOURAL GOALS	STRATEGIES TO SUPPORT ACHIEVEMENT OF THE GOALS	PERSON RESPONSIBLE

THIS PLAN WILL BE REVIEWED ON : \_\_\_\_\_

SIGNATURE :.....(STUDENT)

SIGNATURE :.....(TEACHER)

SIGNATURE:.....(FACULTY LEADER/ADMIN)

- Copies given to:
- Student
  - Teacher
  - Student File