



MANAGING STUDENT BEHAVIOUR - SECONDARY SCHOOL

BACKGROUND

This procedure should be read in conjunction with the Duty of Care and Student Code of Conduct Policy. This procedure has been developed by the Dean of Pastoral Care in conjunction with the Principal

STUDENTS AND ADHERENCE TO COLLEGE STANDARDS

Issue	Action
Student I. <u>Uniform Standards:</u> <ul style="list-style-type: none"> No more than one pair of plain gold/silver studs or sleepers to be worn: one in each ear lobe No jewellery is to be worn including decorative watches, necklaces, bracelets, anklets No other visible piercings or tape to conceal piercings are permitted No makeup is to be worn No nailpolish or acrylic nails to be worn No extreme hair colour or styles to be worn Uniform must be in good condition: clean with no buttons missing or hem down Hem to be at knee length Top button and tie to be done up Shoes to be polished with stockings and socks in good condition Longer than shoulder length hair must be tied up 	Staff member Stage 1: STAFF MEMBER It is the responsibility of all teaching staff to monitor and act on inappropriate uniform standards. <p>Staff member takes direct action, eg asks student to do up top button/shoe laces, remove earrings, provides shoe polish, makeup remover pads, nailpolish remover, sends student to Secondary School Reception to purchase stockings/socks. Staff member to email Secondary Reception where infringement will be recorded in Synergetic. Inform student verbally that this action has been taken.</p> <p>If Staff member observes uniform infringements outside the classroom, report immediately to Secondary School Reception where infringement will be recorded. Teachers on bus duty to collect clip file from relevant reception to record student names for referral to relevant reception. A uniform pass will be issued to a student who has a uniform emergency/note from home.</p> <p>Secondary School Reception to keep a cumulative record of student uniform infringements.</p> <ul style="list-style-type: none"> First infringement recorded only Second infringement recorded and incurs a yard duty. Form teacher and parents notified, HOY CC'd. Third infringement recorded and incurs a Friday afternoon detention. Student to be notified of location and supervising teacher. Form teacher and parents notified, HOY CC'd. Stage 2: HEAD OF YEAR <p>If the behaviour is ongoing and a second detention is incurred, the issue will be referred to the Head of Year. Form Teacher and Assistant Dean / Dean of Pastoral Care to be kept informed.</p> <ul style="list-style-type: none"> Years 7/8 will incur a one day in -school suspension Years 9-12 will incur a one day out of school suspension Parents to be informed via Letter outlining College expectations

<p>2. <u>Adherence to College Policy:</u></p> <p>In matters relating to;</p> <ul style="list-style-type: none"> • Truancy • Damage to College Property • Theft • Alcohol and Drug Related Activities <p>the process for dealing with the issue will be fast tracked.</p>	<p>Stage 3: ASSISTANT DEAN / DEAN OF PASTORAL CARE</p> <p>If the behaviour is ongoing beyond the 1 day suspension the Assistant Dean / Dean of Pastoral Care may consult with the Pastoral Care Team (Counsellor, Chaplain, HOY, Learning Support, Health Centre Nurse) to determine the best course of action.</p> <ul style="list-style-type: none"> • Interview requested with parents to discuss reasons for behaviour, College expectations, strategies to be implemented, consequences of no change to demonstrated behaviour. This may include removal of privileges, extended suspension • Principal to be briefed <p>Stage 4: PRINCIPAL</p> <p>Principal to discuss the issue with parents and the contractual agreement they signed when enrolling their daughter at the College. The final course of the action rests with the Principal. Principal to inform staff.</p> <p>Stage 1:STAFF MEMBER</p> <p>In relation to truancy the staff member will act on information gained from students, parents and on personal judgement by referring their concerns to the Assistant Dean / Dean of Pastoral Care.</p> <p>In relation to theft, damage to personal or College property, alcohol or drug related activities, the staff member will act on information gained from students, parents and on personal judgement by referring their concerns to the Assistant Dean / Dean of Pastoral Care.</p> <p>Stage 2:ASSISTANT DEAN / DEAN OF PASTORAL CARE</p> <p>The Assistant Dean / Dean of Pastoral Care will then consult with appropriate team members (Counsellor, Health Centre Nurse, Head of Year, Chaplain, Form Teacher) to determine the most appropriate course of action. This may be:</p> <ul style="list-style-type: none"> • Student/s interviewed • Parents contacted • Student Contract • Detention • Suspension <p>Action to be documented in Synergetic. Principal to be briefed.</p> <p>Stage 3:PRINCIPAL</p> <p>In the event of an action which is deemed to be serious the Principal will discuss the issue with parents and the contractual agreement they signed upon enrolling their daughter at the College. Principal to determine the final course of action. Principal to provide feedback to staff.</p>
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INAPPROPRIATE STUDENT BEHAVIOUR

Student	STAFF MEMBER
<p>1. <u>Inappropriate out of class behaviour toward an Operational Services Staff member or Teaching Staff</u></p> <p>2. <u>Inappropriate classroom behaviour:</u></p> <ul style="list-style-type: none"> • Calling out • Interrupting the teacher • Inappropriate language • Disruptive behaviour • Offensive behaviour • Inappropriate use of technology • Lack of engagement 	<p>Report the incident immediately to the relevant Line Manager. This will then be dealt with by the relevant Head of Year and Form Teacher will be advised.</p> <p>Stage 1: STAFF MEMBER</p> <p>Staff member to initiate classroom strategies and document. Advice of the Head of Department may be sought for assistance. Completion of Incident Report as appropriate.</p> <ul style="list-style-type: none"> • Identify inappropriate behaviour with the student. • Isolate student within the classroom • Donated time with the teacher during recess/lunch • Grounds duty accompanied by Pastoral Note about specific behaviour to parents. Form Teacher and HOY cc'd. • Student removed from classroom to a colleague's class. Pastoral Note sent to parents. Form Teacher and HOY cc'd. <p>Stage 2: HEAD OF YEAR</p> <p>Should the actions taken in Stage 1 not bring about the desired change in student behaviour, then the HOY will be contacted. HOY to discuss with the Head of Department shared concerns and ways to support the teacher. This may include</p> <ul style="list-style-type: none"> • Student Contract to target specific behaviours • Detention • Parents Notified <p>Action to be documented in Synergetic. Form Teacher to be cc'd.</p> <p>Stage 3: ASSISTANT DEAN / DEAN OF PASTORAL CARE</p> <p>Should the actions taken in Stage 2 not bring about the desired change in student behaviour, then the Assistant Dean / Dean of Pastoral Care will be referred to. The Assistant Dean / Dean may consult with members of the Pastoral Care Team (Counsellor, Chaplain, Learning Support, HOY) to determine the best course of action. This may include;</p> <ul style="list-style-type: none"> • Interview with parents to discuss reasons for the behaviour, College expectations, strategies to be implemented, consequences of no change to demonstrated behaviour. This may include removal of privileges, suspension • Principal to be briefed <p>Stage 4: PRINCIPAL</p> <p>If the issue remains unresolved, the Principal will discuss the issue with the parents. The Principal to determine the final course of action. Staff to be informed on course of action. Principal to feedback to staff.</p>

3. Student Attendance

Stage 1. STAFF MEMBER

At Stage 1, Staff Member to deal with the issue. Advice on strategies can be sought from Head of Department with the emphasis on age-appropriate, problem solving strategies. All action to be documented as per below.

- Record Attendance Maintenance per period
- Speak personally to student about her attendance
- Report to be generated from Synergy by Administrative Assistant: Absentees on student lateness/attendance. This will be forwarded weekly to the Head of Year for follow up with the Form Teachers and students.

Stage 2: HEAD OF YEAR

The HOY will balance pastoral care of the student with the attendance requirements of the College.

- HOY to discuss with student the pattern of lateness/absenteeism and possible reasons.
- Consequences may involve Pastoral Note to parents
- Attendance Contract

Stage 3: ASSISTANT DEAN / DEAN OF PASTORAL CARE

At this stage the Assistant Dean / Dean of Pastoral Care will consult with the Pastoral Care Team(Counsellor, Chaplain, Health Centre Nurse, HOY, Form Teacher) to determine best course of action

- Interview to be requested with parents to discuss reasons for behaviour, College expectations, strategies to be implemented, consequences of no change in demonstrated behaviour. This may include removal of privileges, detention, suspension.
- Principal to be briefed.

Stage 4: PRINCIPAL

If the issue remains unresolved, the matter will be referred to the Principal for a discussion with parents regarding their contractual agreement with the College. The final course of action rests with the Principal. Principal to feedback to staff.

INAPPROPRIATE PEER RELATIONSHIPS

Issue	Action
<p>Student</p> <p>Inappropriate written, verbal or physical behaviour towards another student which is of an unpleasant or serious nature and may involve an imbalance of power, and causes distress to the recipient. This behaviour may be within or out of school hours.</p> <p>Such behaviours include:</p> <ul style="list-style-type: none"> • Bullying-Non-Physical ie verbal/intimidatory gestures/exclusion • Bullying-Physical ie throwing things at someone/physical contact/damage to or theft of someone's property • Cyberbullying ie via social networking <p>If the incident is considered to be of a serious nature, this process may be fast tracked to the Assistant Dean / Dean of Pastoral Care and Principal.</p>	<p>Stage 1: CONTACT</p> <p>Student, parent, staff member or concerned community member contacts a member of the College staff. This person then refers on to the Head of Year.</p> <p>Stage 2: HEAD OF YEAR</p> <p>The Head of Year will liaise with the Assistant Dean / Dean of Pastoral Care and Counsellor to determine the most appropriate course of action which will include:</p> <ul style="list-style-type: none"> • Speak personally to all students involved. Penrhos College utilises the "Shared Concern" strategy. Head of Year, Counsellor involved in implementing this strategy with the students involved • Parents contacted • Appropriate consequences determined • Record of written contact using PC proforma • Action to be documented in Synergetic <p>Stage 3: ASSISTANT DEAN / DEAN OF PASTORAL CARE</p> <p>Should a student be involved in a repeat incident, then the Assistant Dean / Dean of Pastoral Care will liaise with members of the Pastoral Care Team (Counsellor, HOY) to determine the most appropriate course of action.</p> <ul style="list-style-type: none"> • Students spoken to • Interview to be requested with parents to discuss reasons for behaviour, College expectations, strategies to be implemented, consequences of no change in demonstrated behaviours This may include a contract to target specific behaviours, removal of privileges, suspension • Situation will be closely monitored over a period of weeks • Principal to be briefed <p>Stage 4: PRINCIPAL</p> <p>If the issue remains ongoing and the action taken in Stage 3 does not result in the desired behaviour change, The Assistant Dean / Dean of Pastoral Care will refer the issue to the Principal with recommendations.</p> <p>The Principal will discuss the issue with parents and the contractual agreement they entered into upon enrolling their daughter in the College. The final course of action rests with the Principal.</p> <p>Principal to provide feedback to Staff.</p>

MANAGING STUDENT BEHAVIOUR - PROCESS

Stage 1: STAFF MEMBER

The Staff Member is to deal with the issue. They may seek advice on strategies from their Head of Department or Head of Year. Action taken by the Staff Member is to be documented using the Incident Report. This must be stored by the staff member. A Pastoral Note may be sent.

Stage 2: HEAD OF YEAR

Should action taken in Stage 1 not bring about the desired change in student behaviour then the Staff Member will contact the Head of Year for support. The Head of Year will determine the most appropriate course of action. The Head of Year may liaise with Assistant Dean / Dean of Pastoral Care / Counsellor. HoY to record contact with student or parent using PC proforma. Action taken is to be documented in Synergetic. The Head of Year to provide feedback to Staff.

Stage 3: ASSISTANT DEAN / DEAN OF PASTORAL CARE

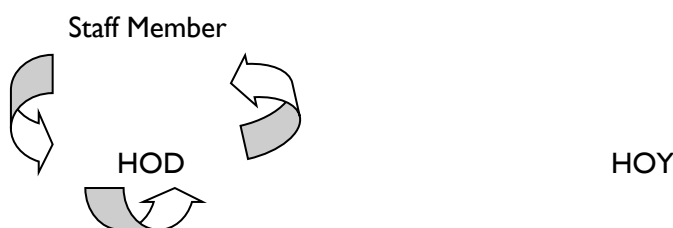
Issue referred to the Assistant Dean / Dean of Pastoral Care for appropriate course of action. Principal to be kept informed. Record of contact to be documented using PC proforma. Action taken is to be documented in Synergetic. The Assistant Dean / Dean of Pastoral Care to provide feedback to Staff.

Stage 4: PRINCIPAL

Issue referred to Principal. The Principal to provide feedback to Staff.

FLOW CHART – MANAGING STUDENT BEHAVIOUR

Stage 1



Stage 2

HEAD OF YEAR



Stage 3

ASSISTANT DEAN / DEAN OF PASTORAL CARE
PASTORAL CARE TEAM
(Concern Management Group)



Stage 4

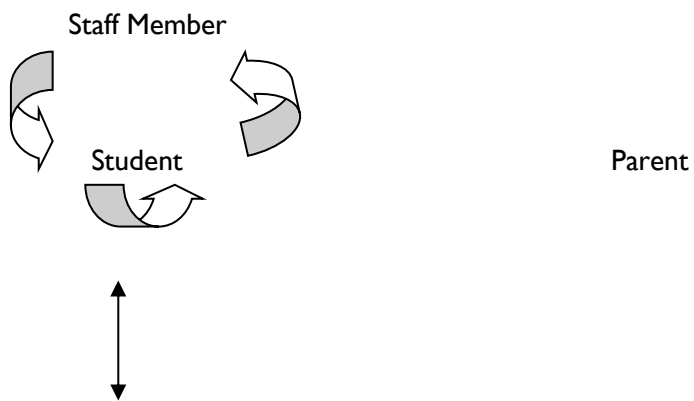
PRINCIPAL

Process to be Followed

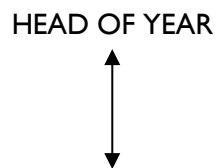
Staff member	<p>Stage 1: Implement classroom management strategies. Action to be documented on Incident Report and stored by staff member. Pastoral Note sent.</p> <p>Suggested Strategies:</p> <ul style="list-style-type: none"> • Speak personally to student to explain why behaviour is inappropriate • Isolate student in classroom • Document on Incident Report and make student aware of this. • Student removed from classroom to another classroom • Donated time during recess/lunchtime • Grounds duty • Access Head of Department for advice and support on classroom management strategies.
Head of Year	<p>Stage 2: Impose medium consequences. Action to be documented on written contact proforma and recorded in Synergetic. Feedback to Staff provided.</p> <p>Suggested Strategies:</p> <ul style="list-style-type: none"> • Lunchtime Detention • Contracts (in discussion with Assistant Dean / Dean of Pastoral Care, School Counsellor) • Personal contract with one class teacher • Afterschool Detention
Assistant Dean / Dean of Pastoral Care	<p>Stage 3: Imposes serious consequences and oversees case management (may involve Concern Management Group). Informs Principal. Action to be recorded on written contact proforma and documented in Synergetic. Feedback to Staff.</p> <ul style="list-style-type: none"> • Removal of privileges ie: social events, leadership, leavers jumper • Parent interviews • Suspension
Principal	<p>Stage 4: Discusses with parents the possible withdrawal of the student from the College. Action documented in Synergetic. Feedback to Staff.</p>

FLOW CHART – INAPPROPRIATE PEER RELATIONSHIPS

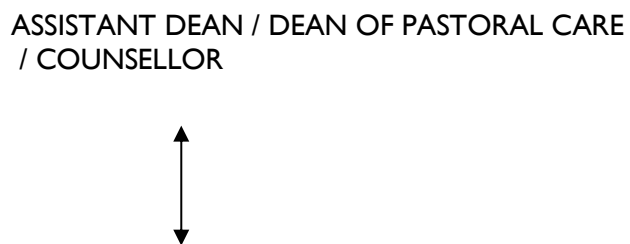
Stage 1



Stage 2



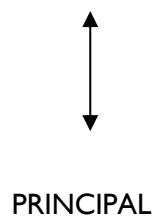
Stage 3



Stage 4



Stage 5





INCIDENT REPORT

Student: _____

Staff member: _____ Date: _____

Suggested Actions:

I have:

- Spoken with the student and outlined the behaviours I do not consider appropriate. I have clearly stated my expectations for her behaviour in concrete behavioural terms.
- Made contact with the parent/guardian of the student via telephone, email, Letter of Notification/Concern
- Had student donate time in my classroom at recess and lunch
- Isolated the student in class
- Removed the student to another class

List of incidents and actions: Please describe concrete, observed behaviours.

Incident plus my action:	Date:
Incident plus my action:	Date:
Incident plus my action:	Date:
Incident plus my action:	Date:



Pastoral Note

Date: 26 February 2018

Student Name: [Click here to enter text student name.](#)

Subject / Form: [Click here to enter your subject area.](#)

Teacher: [Click here to enter your full name.](#) username@penrhos.wa.edu.au

Dear Parent/Guardian

Pastoral Care is about the whole person. This means promoting the personal and social development of each student and fostering positive relationships between pupils, teachers and other adults. At Penrhos College, the students are encouraged to embrace the core shared values of respect, integrity, empathy, growth, synergy and knowledge. Each student is expected to consistently uphold the College uniform and behaviour standards as outlined in the student diary. This pastoral note is to bring to your attention identified areas that [Click here to enter text student name.](#) needs to improve on:

- ☐ Being punctual to class
- ☐ Demonstrating acceptable behaviours in class
- ☐ Demonstrating acceptable behaviours out of class
- ☐ Being respectful in interactions with staff
- ☐ Being respectful in interactions with students
- ☐ Upholding College uniform standards
- ☐ Accepting and acting on advice given
- ☐ Other

[Click here to add a comment.](#)

Action that has been taken to assist [Click here to enter text student name.](#) improve in this area include:
[Click here to add a comment.](#)

I would also strongly encourage you to discuss these areas of improvement with your daughter. If you would like to make contact with her teacher to discuss this further then please use the teacher's email contact provided. Alternatively, please contact your daughter's Head of Year or Mrs. Kate Gillam, Assistant Dean of Pastoral Care (Year 7 & 8) on 93689580 or gillak@penrhos.wa.edu.au or Mrs. Michelle Taylor, Dean of Pastoral Care (Years 9-12) on 93689520 or taylom@penrhos.wa.edu.au should you have any queries.

Yours sincerely

Michelle Taylor
Dean of Pastoral Care