



# **Emmaville Central School**

## **Student Wellbeing Procedures**

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## Rationale



At Emmaville Central School, we aspire to create a safe and engaging learning environment for all members of the school community (students, staff, parents and community members). We believe in inclusiveness and flexibility. Student wellbeing will be addressed consistently and fairly by all staff in a timely way to ensure that ECS is a positive place for academic and social learning. A systemic approach, led by school executive will ensure consistency across the school. In implementing these procedures the school is to ensure that no student is discriminated against on any of the following grounds of Age, Transgender, Homosexuality, Disability, including HIV/AIDS, Marital Status, Sex, Race and that factors such as age, individual needs, any disability and development level of the student is taken into account.

## *Emmaville Central School- Expectations*

### ***Students are expected to:***

- Attend school every day, unless they are legally excused
- Behave safely, considerately and responsibly, including when travelling to and from school
- Show respect for all members of the school community, including following class rules, speaking courteously and following instructions and completing learning activities
- Treat one another with dignity and respect
- Act responsibly and respectfully towards school equipment, property and animals
- Take responsibility for their own belongings
- Comply with the school's uniform policy
- Strive for the highest standards in learning
- Leave personal electronic devices such as phones, Ipods, Ipads, gaming devices, at the front office at the beginning of the day and collect them at the end of the day
- Not be violent or in the possession of illegal substances, alcohol, weapons or cigarettes
- Not bully, harass, intimidate or discriminate against anyone in our school
- Resolve conflict respectfully, calmly and fairly
- Being on time
- Having required equipment
- Following all teacher instructions
- Engaging in all learning activities and completing tasks to the best of one's ability
- Safe behaviour in all settings
- Wearing Personal Protective Equipment (including a hat during breaks)
- Positive interaction with peers, including being inclusive
- Completing all set work
- Completing set homework
- Leading others positively
- Contributing more than required to a lesson
- Volunteering to assist with school activities
- Mentoring peers

***Our school expectations are derived from the NSW Department of Education  
Behaviour Code for Students***

## ***Wellbeing Levels***

Both positive and negative behaviours are addressed by the following system at ECS.

Merit cards will be given to students who demonstrate expected and outstanding behaviours.

Merit cards are linked to our reward levels of:

- **Diamond** (20 merit cards)
- **Gold** (15 merit cards)
- **Silver** (10 merit cards)
- **Bronze** (5 merit cards)

Students will be responsible for keeping their merit cards and presenting them to the AP/HT once they have achieved a level (or the next level). A Bronze, Silver, Gold, Diamond award will then be presented at the end of term school assembly. Rewards will be given at the end of term, as outlined below.

**Diamond** = A certificate and a reward excursion fully funded by the school (at the end of Term 4).

**Gold** = Special afternoon and certificate (at the end of term).

**Silver** = A book prize and certificate (at the end of term).

**Bronze**= A \$5 canteen voucher and certificate (at the end of term).

\* Merit cards will be presented at morning assemblies.

At the start of every school year- students will go through the Department of Education's Behaviour Code for Students. The school's rules will be explained in conjunction with this and students will be asked to sign a copy of the code as a signed agreement that they will reach for the best educational outcomes. This signed agreement will be used as a tool to discuss any concerning behaviour with a student.

# Behaviour categories and actions

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## Outstanding behaviour

*Outstanding behaviour is encouraged at ECS and will be rewarded. We recognise excellent attendance in this category.*

- Leading others positively
- Contributing more than required to a lesson
- Volunteering to assist with school activities
- Mentoring peers
- Representing ECS at community events
- Representing ECS at academic and sporting events at the next level

## Attendance

**95 Club-** At the end of every school year, a student's attendance will be tallied- students who achieve attendance of 95% or greater will become part of our 95 Club and be recognised at the end of year presentation with a certificate.

## Behaviour code for students

At the start of the year students are to read the NSW Public Schools Behaviour Code for students and sign this form. This is the behaviour that is expected by all students by the Department of Education and Emmaville Central School. This form is then kept by Executive Staff. Appendix 1. If this occurs the following processes will occur.

## Warning- detention

*The following behaviours are negative and affect the learning of all students. Behaviour is initially addressed by the classroom teacher. After being given initial instructions the teacher will give two visual warnings in the form of a Yellow Warning Card. This is followed up by a negative incident report on Sentral and detention. The Head Teacher/ AP will follow up any incidents at this level. See Appendix 3 & 4.*

If non-compliant after 2 visual warnings and being moved student is to be sent immediately to HT/AP.

*If a student receives four reports on Sentral (at this level), in a week, they will be given a detention.*

*If a student has 4 detentions in 10 days of attendance they will be placed on a monitoring card and have two days off the playground. See Appendix 2.*

## Warning- detention (continued)

- Inappropriate Language
- Lateness
- Preparedness- unprepared for lesson
- Calling out
- Put downs
- Throwing objects
- Refusing to work
- Refusing to follow a reasonable instruction
- Failure to hand in a phone when instructed to by a staff member
- Unprepared for lesson
- Failure to wear Personal Protective Equipment (including a hat during breaks)
- Refusing to engaging in learning activities and completing tasks
- Refusal to follow instructions
- Leaving class without permission
- Moving without permission
- Interfering with other's property
- Inappropriate physical contact (hand holding, cuddling, kissing, touching)
- Dishonesty
- Disrespectful to others

## Executive Managed Behaviours

The following behaviours will result in students being interviewed and Learning and Support team intervention

- Aggressive behaviour
- Continual minor infractions
- Requiring 2 warnings in 3 classes in a row
- Aggressive language
- Swearing
- Swearing at another student
- Threats to a student
- Harassment
- Major dishonesty
- Theft
- Continual refusal to follow reasonable request
- Failure to attend teacher detention
- Continuing misbehaviour
- Writing on the school property in class
- Dangerous classroom practices
- Self-harm

Students will immediately be placed onto a 5 day monitoring card and parents will be contacted. Students will be withdrawn from the playground for 2 days at Recess and Lunch 2.

If a student continues to be non-compliant on their monitoring card and receive one Unsatisfactory (U) on monitoring card or loss/destruction of the card within 5 days of attendance will mean the monitoring card will be started again, with 5 days more of monitoring and 3 more detentions. Parents to be notified

Students are responsible for their monitoring card as the card will only be issued once. A letter will go home with the student to outline the detention.  
An SMS will also be sent to parents/carers to notify of the detention.  
Students on monitoring cards are not to sit together in class or in detentions.

## Formal caution

*A formal caution will be issued to students whose behaviour puts them at risk of suspension. Students who are given a formal caution will be issued a monitoring card (to be completed to a satisfactory standard for ten days with four detentions).. A suspension warning letter will be sent home.*

*If a student doesn't meet the satisfactory standard on their monitoring card ( one U on their card), they will be suspended.*

*Formal cautions to suspend are active for the same category of behaviour (for example failing to follow teacher instructions) for the duration of the school term.*

- Sexism
- Homophobic comments
- Racism
- Intimidation
- Dangerous behaviours
- Vandalism (minor)
- Major theft
- Bullying
- Major minor infractions
- Swearing at a staff member
- Truancy
- Continued harassment after HT/AP intervention
- Repeated use of tobacco
- Use of alcohol or supply of alcohol
- Continued disobedience after HT/AP intervention
- Possession of weapons or weapon components
- Physical violence
- Assault
- Threatening a staff member or student
- Use of or supply of drugs or possession of drug paraphernalia
- Refusal to follow instructions from HT/AP
- Fighting
- Threats to a student
- Aggressive behaviour- verbal or physical
- Fire lighting
- Abuse including abuse transmitted by electronic means

## Suspension

*A student whose behaviour is physically violent, aggressive behaviour, in possession of a firearm, prohibited weapon, uses supplies, or is in possession of a suspected illegal substance or supplies a restricted substance, engages in serious criminal behaviour related to the school or continually disobedient will be suspended in accordance with the Suspension and Expulsion of School Students Procedures. This allows for the school to put measures in place to support the return of the suspended student and ensure the safety and learning of others is protected. Before returning to school, the principal will hold a suspension resolution meeting to discuss conditions of return with the student and parents/ carers. Upon their return to school, the student will be placed on a monitoring card for 5 days and have detention for 2 days at Recess and Lunch.*

## **School privileges**

School Captains (including sports captains) should demonstrate outstanding behaviour and set a high standard for their peers to follow. Similarly, students who attend extra-curricular activities, should also demonstrate the ability to abide by school rules, and demonstrate safety and respect in all settings.

Student behaviour is linked to involvement in extra-curricular activities and the right to hold a captaincy or SRC position. Students who have had more than 4 negative behaviour reports during the term, will have their captaincy, or SRC position revoked. The position will be readvertised and filled for the duration of the year by the chosen candidate. Students who receive more than 4 negative behaviour reports in any one term will not be allowed to attend off-site excursions, and may not be involved in extra-curricular activities.

A suspension will immediately exclude a student from holding a captaincy or SRC position and they will not be permitted to attend overnight extra-curricular activities.

## Anti-bullying strategy

Our school community is committed to providing a safe and secure environment promoting personal growth and excellence by developing confidence and self-esteem. In our school, bullying is not acceptable.

### What is Bullying?

Bullying:

- involves repeated actions
- is intended to cause distress or harm
- is grounded in an imbalance of power

(Ministerial Council for Education, Early Childhood Development and Youth Affairs 2011; Olweus 1993; Smith 2005).

Bullying is defined in the National Safe Schools Framework (NSSF) as:

*an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert). Bullying of any form or for any reason can have 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. However, these conflicts still need to be addressed and resolved. (NSW Department of Education and Training 2020).*

Bullying behaviour can be ongoing in the following areas:

verbal - name calling, teasing, abuse, putdowns, sarcasm, insults, threats

physical - hitting, punching, kicking, scratching, tripping, spitting

social - ignoring, excluding, ostracising, alienating, making inappropriate gestures

psychological- spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

Cyber-bullying- intentional aggressive acts carried out by a group or individual using electronic forms of contact, repeatedly and over time against another individual.

Bullying in our school will be addressed by the wellbeing plan for discipline. In some cases, referrals may be made to outside agencies including the Police and Community services.

Regardless of the medium used, bullying in any form will not be tolerated at Emmaville Central School



## Acceptable Technology Use

### Acceptable computer and internet use

Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Online Communication Services: Acceptable Usage for School Students policy. Extracts are provided below. This policy forms part of the Emmaville Wellbeing Policy

### Access and Security

*Students will:*

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
  - a message that was sent to them in confidence.
- **never send or publish:**
  - **unacceptable or unlawful** material or remarks, including offensive, abusive or discriminatory comments.
  - **threatening, bullying or harassing** another person or making excessive or unreasonable demands upon another person.
  - **sexually explicit or sexually suggestive** material or correspondence.
  - false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

## ***Privacy and Confidentiality***

*Students will:*

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

## ***Intellectual Property and Copyright***

*Students will:*

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

## ***Misuse and Breaches of Acceptable Usage***

*Students will be aware that:*

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

## ***Monitoring, evaluation and reporting requirements***

*Students will report:*

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education.

## **NON ATTENDANCE DIRECTION**

The NSW Department of Education can issue a non-attendance directive to any student where:

- there is significant risk that a student will engage in serious violent conduct or
- a student supports terrorism or violent extremism (extremist behaviour) and
- the minister (or delegate) believes on reasonable grounds that the issuing of a non-attendance direction is necessary to protect the health or safety of the students or staff of any school.

The non-attendance directions are intended to provide the Department of Education and the school with time to formulate a strategy for dealing with relevant conduct.

A student subject to a no-attendance direction will not be allowed access to the school until the direction expires, is varied or revoked. Any student under a direction that attempts to attend school will be requested to leave the school site, or may be removed by NSW Police if they do not voluntarily leave the school site.



# Behaviour code for students

## NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

***Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.***

### Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

#### Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

#### Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

#### Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

**I agree to abide by the school rules of Emmaville Central School and to the above behaviour expectations as set out in the above Behaviour Code for Students:**

**STUDENT NAME:**.....

**STUDENT SIGNATURE:**.....

**DATE:**.....


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## Appendix 2- Monitoring Cards

To the student,

Using this card will help you and your teachers monitor your welfare at school. You need to do your best to meet the Core Values of our school. This card must be signed by your teacher for every period of the day and then presented to the Head Teacher/ Assistant Principal at the end of the school day.

<b>EMMAVILLE CENTRAL SCHOOL - PRIMARY</b>									
<b>STUDENT:</b>				<b>DATE ISSUED:</b>		<b>ISSUED BY:</b>		Monitoring card: <input type="checkbox"/> Formal Caution Card: <input type="checkbox"/>	
<b>U- Unsatisfactory</b>				<b>S- Satisfactory</b>		<b>O- Outstanding</b>			
<b>DATE:</b>		<b>DATE:</b>		<b>DATE:</b>		<b>DATE:</b>		<b>DATE:</b>	
PERIOD SUBJECT	SCALE and SIGNATURE	PERIOD SUBJECT	SCALE and SIGNATURE	PERIOD SUBJECT	SCALE and SIGNATURE	PERIOD SUBJECT	SCALE and SIGNATURE	PERIOD SUBJECT	SCALE and SIGNATURE
Morning		Morning		Morning		Morning		Morning	
Recess		Recess		Recess		Recess		Recess	
Middle 1		Middle 1		Middle 1		Middle 1		Middle 1	
Middle 2		Middle 2		Middle 2		Middle 2		Middle 2	
Lunch 1		Lunch 1		Lunch 1		Lunch 1		Lunch 1	
Lunch 2		Lunch 2		Lunch 2		Lunch 2		Lunch 2	
Afternoon		Afternoon		Afternoon		Afternoon		Afternoon	
Afternoon Break		Afternoon Break		Afternoon Break		Afternoon Break		Afternoon Break	
A.P SIGNATURE		A.P SIGNATURE		A.P SIGNATURE		A.P SIGNATURE		A.P SIGNATURE	

To the student,

Using this card will help you and your teachers monitor your welfare at school. You need to do your best to meet the Core Values of our school. This card must be signed by your teacher for every period of the day and then presented to the Assistant Principal at the end of the school day.

Unsatisfactory- U			Satisfactory - S	Outstanding – O
<ul style="list-style-type: none"> <li>• Student swearing at a staff member               <ul style="list-style-type: none"> <li>• Aggressive behaviour</li> <li>• Alcohol/ drug/ tobacco possession and, or use</li> <li>• Repeated tobacco use</li> <li>• Physical violence</li> <li>• Fire lighting</li> <li>• Weapon possession</li> <li>• Exposure</li> <li>• Sexual assault</li> <li>• Violence</li> <li>• Major theft</li> <li>• Vandalism (higher level)</li> <li>• Continued disobedience</li> <li>• Continued misbehaviour</li> <li>• Truancy</li> <li>• Continued harassment- after executive intervention</li> <li>• Supply of alcohol or drugs</li> <li>• Sexual harassment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Failing to hand phone in when instructed to by a staff member               <ul style="list-style-type: none"> <li>• Sexism</li> <li>• Homophobic comments</li> <li>• Racism</li> <li>• Aggressive verbal comments</li> <li>• Threats to staff and/or students</li> <li>• Intimidation</li> <li>• Truancy</li> <li>• Dangerous behaviours</li> <li>• Vandalism (minor)</li> <li>• Rumour spreading</li> <li>• Bullying</li> <li>• Refusal to hand in phone when asked to by a teacher                   <ul style="list-style-type: none"> <li>• Swearing after teacher has spoken (not directed at teacher)</li> </ul> </li> <li>• Persistent refusal</li> <li>• Persistent misbehaviour</li> <li>• Failure to attend detention</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Disrespectful to others               <ul style="list-style-type: none"> <li>• Not following rules</li> <li>• Disruptive behaviour</li> <li>• Eating in class after warning</li> <li>• Moving without permission</li> <li>• Interfering with property</li> <li>• Repeated lack of engagement with work</li> <li>• Continually late to class</li> <li>• Throwing objects</li> <li>• Unprepared for lesson</li> <li>• Yelling/ calling out</li> <li>• Conversational swearing</li> <li>• Phone use at school</li> <li>• Leaving class without permission</li> <li>• Back chatting teachers</li> <li>• Mild unsafe behaviour</li> <li>• Putting others down once</li> <li>• Inappropriate language</li> <li>• Inappropriate behaviour</li> <li>• Lying</li> <li>• Refusal to participate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Being on time</li> <li>• Having required equipment</li> <li>• Following all teacher instructions</li> <li>• Engaging in all learning activities and completing tasks to the best of one's ability</li> <li>• Safe behaviour in all settings</li> <li>• Showing respect for self and others</li> <li>• Wearing Personal Protective Equipment (including a hat during breaks)</li> <li>• Positive interaction with peers, including being inclusive</li> <li>• Completing set homework</li> </ul>	<ul style="list-style-type: none"> <li>• Leading others positively</li> <li>• Contributing more than required to a lesson</li> <li>• Volunteering to assist with school activities</li> <li>• Mentoring peers</li> </ul>

**EMMAVILLE CENTRAL SCHOOL - SECONDARY**Monitoring card: ☐Formal Caution Card: ☐**STUDENT:****DATE ISSUED:****ISSUED BY:****U- unsatisfactory****S- satisfactory****O- outstanding**

DATE:		DATE:		DATE:		DATE:		DATE:	
PERIOD SUBJECT	SCALE and SIGNATURE	PERIOD SUBJECT	SCALE and SIGNATURE	PERIOD SUBJECT	SCALE and SIGNATURE	PERIOD SUBJECT	SCALE and SIGNATURE	PERIOD SUBJECT	SCALE and SIGNATURE
1		1		1		1		1	
2		2		2		2		2	
3		3		3		3		3	
4		4		4		4		4	
5		5		5		5		5	
6		6		6		6		6	
7		7		7		7		7	
8		8		8		8		8	
H.T SIGNATURE		H.T SIGNATURE		H.T SIGNATURE		H.T SIGNATURE		H.T SIGNATURE	

To the student,

Using this card will help you and your teachers monitor your welfare at school. You need to do your best to meet the Core Values of our school. This card must be signed by your teacher for every period of the day and then presented to the Head Teacher at the end of the school day.

Unsatisfactory			Satisfactory	Outstanding
<ul style="list-style-type: none"> <li>• Student swearing at a staff member</li> <li>• Aggressive behaviour</li> <li>• Alcohol/ drug/ tobacco possession and, or use</li> <li>• Repeated tobacco use</li> <li>• Physical violence</li> <li>• Fire lighting</li> <li>• Weapon possession</li> <li>• Exposure</li> <li>• Sexual assault</li> <li>• Violence</li> <li>• Major theft</li> <li>• Vandalism (higher level)</li> <li>• Continued disobedience</li> <li>• Continued misbehaviour</li> <li>• Truancy</li> <li>• Continued harassment- after executive intervention</li> <li>• Supply of alcohol or drugs</li> <li>• Sexual harassment</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Failing to hand phone in before school</li> <li>• Sexism</li> <li>• Homophobic comments</li> <li>• Racism</li> <li>• Aggressive verbal comments</li> <li>• Threats to staff and/or students</li> <li>• Intimidation</li> <li>• Truancy</li> <li>• Dangerous behaviours</li> <li>• Vandalism (minor)</li> <li>• Rumour spreading</li> <li>• Bullying</li> <li>• Refusal to hand in phone when asked to by a teacher</li> <li>• Swearing after teacher has spoken (not directed at teacher)</li> <li>• Persistent refusal</li> <li>• Persistent misbehaviour</li> <li>• Failure to attend detention</li> <li>• Off-task/ non-participation</li> </ul>	<ul style="list-style-type: none"> <li>• Disrespectful to others</li> <li>• Not following rules</li> <li>• Disruptive behaviour</li> <li>• Eating in class after warning</li> <li>• Moving without permission</li> <li>• Interfering with property</li> <li>• Repeated lack of engagement with work</li> <li>• Continually late to class</li> <li>• Throwing objects</li> <li>• Unprepared for lesson</li> <li>• Yelling/ calling out</li> <li>• Conversational swearing</li> <li>• Phone use at school</li> <li>• Leaving class without permission</li> <li>• Back chatting teachers</li> <li>• Mild unsafe behaviour</li> <li>• Putting others down once</li> <li>• Inappropriate language</li> <li>• Inappropriate behaviour</li> <li>• Lying</li> <li>• Refusal to participate</li> </ul>	<ul style="list-style-type: none"> <li>• Being on time</li> <li>• Having required equipment</li> <li>• Following all teacher instructions</li> <li>• Engaging in all learning activities and completing tasks to the best of one's ability</li> <li>• Safe behaviour in all settings</li> <li>• Showing respect for self and others</li> <li>• Wearing Personal Protective Equipment (including a hat during breaks)</li> <li>• Positive interaction with peers, including being inclusive</li> <li>• Completing set homework</li> </ul>	<ul style="list-style-type: none"> <li>• Leading others positively</li> <li>• Contributing more than required to a lesson</li> <li>• Volunteering to assist with school activities</li> <li>• Mentoring peers</li> </ul>



## APPENDIX 3

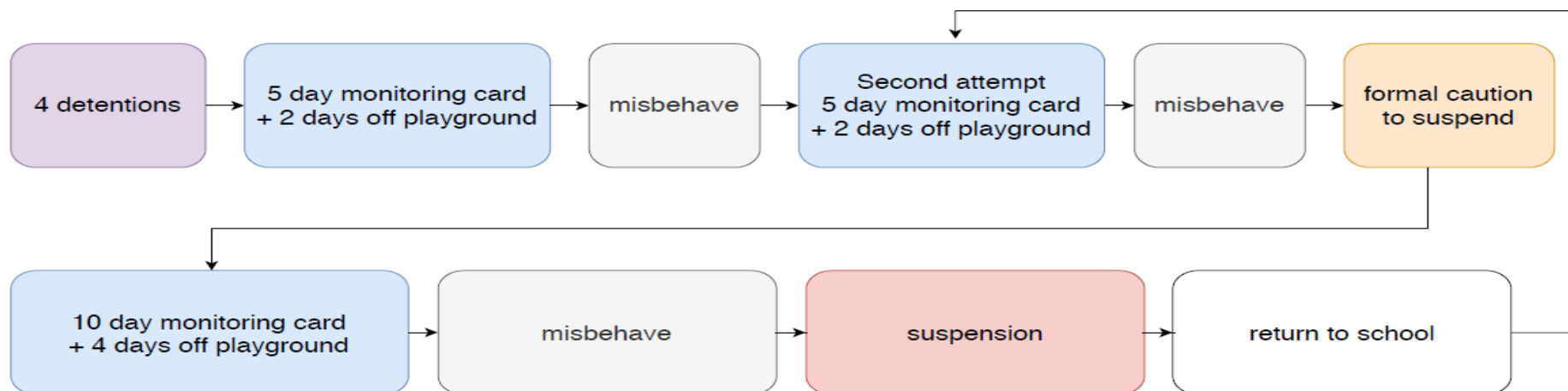
### Emmaville Central School Well-being Procedures



#### What happens during class?



#### What happens if misbehaviour continues?



Serious misbehaviour may result in going straight to any of the consequences above.

August 2020

## APPENDIX 4

### EMMAVILLE CENTRAL SCHOOL BEHAVIOUR MANAGEMENT

In school or at a school related activity, if a student breaches the Department of Education Behaviour Code for students the following processes will occur:

<i>Is the behaviour teacher, executive or Principal managed?</i>		
<i>At the discretion of the staff member any incident can be referred to their HT/AP or Principal for advice</i>		
<b>TEACHER MANAGED</b>	<b>EXECUTIVE MANAGED</b>	<b>PRINCIPAL MANAGED</b>
<ul style="list-style-type: none"> <li>• Language</li> <li>• Lateness</li> <li>• Preparedness</li> <li>• Calling out</li> <li>• Put downs</li> <li>• Throwing objects</li> <li>• Refusing to work</li> <li>• Refusing to follow a reasonable instruction</li> <li>• Failure to hand in a phone when instructed to by a staff member</li> <li>• Unprepared for lesson</li> <li>• Failure to wear Personal Protective Equipment (including a hat during breaks)</li> <li>• Refusing to engaging in learning activities and completing tasks</li> <li>• Refusal to follow instructions</li> <li>• Wearing a Hat/Hoodie/ Beanie in Class</li> <li>• Leaving class without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Aggressive behaviour</li> <li>• Continual minor infractions</li> <li>• Requiring 2 warnings in 3 classes in a row</li> <li>• Aggressive language</li> <li>• Swearing</li> <li>• Swearing at another student</li> <li>• Threats to a student</li> <li>• Harassment</li> <li>• Major dishonesty</li> <li>• Theft</li> <li>• Continual refusal to follow reasonable request</li> <li>• Failure to attend teacher detention</li> <li>• Continuing misbehaviour</li> <li>• Writing on the school property in class</li> <li>• Dangerous classroom practices</li> <li>• Self-harm</li> </ul>	<ul style="list-style-type: none"> <li>• Major theft</li> <li>• Major minor infractions</li> <li>• Swearing at a staff member</li> <li>• Truancy</li> <li>• Continued harassment after HT/AP intervention</li> <li>• Repeated use of tobacco</li> <li>• Use of alcohol or supply of alcohol</li> <li>• Continued disobedience after HT/AP intervention</li> <li>• Possession of weapons or weapon components</li> <li>• Physical violence</li> <li>• Assault</li> <li>• Threatening a staff member or student</li> <li>• Use of or supply of drugs or possession of drug paraphernalia</li> <li>• Refusal to follow instructions from HT/AP</li> <li>• Fighting</li> <li>• Threats to a student</li> <li>• Aggressive behaviour</li> <li>• Fire lighting</li> <li>• Abuse including abuse transmitted by electronic means</li> </ul>
<i>Use teacher consequences</i>	<i>Assistant Principal/ Head teacher interventions</i>	<i>PRINCIPAL interventions</i>
<ul style="list-style-type: none"> <li>• Use re- directional strategies</li> <li>• Proximity control</li> <li>• Non-verbal and verbal cues to correct behaviour</li> </ul>	<p>Interview with student.</p> <p>Referral to LST members, counsellor, Mandatory Report (if required).</p>	<p>Interview with student.</p> <p>Referral to LST members, Counsellor, Mandatory Report (if required), Interagency support.</p>

<ul style="list-style-type: none"> <li>• Verbal warning to student</li> <li>• Conference with student</li> <li>• Seating plans</li> </ul>		<p><b>SUSPENSION</b></p> <p>Serious offence in accordance to the DoE Suspension and Expulsion of Students Procedures</p> <p>Formal Caution to suspend- parents will be informed by phone or interview and a formal letter sent to parents/carers within 24 hours by email or post.</p> <p>Students will be placed on a Formal Caution to Suspend Monitoring Card for 10 days with 4 detentions.</p>
<p>↓</p> <p>After giving initial instructions, teacher gives 2 visual warnings in the form of a <b>YELLOW WARNING CARD</b></p> <p>Remind students on time-out cards to use it.</p>	<p>↓</p> <p>5 days monitoring card check and parents/carers contacted.</p> <p>Withdrawal from playground for 2 days at Recess and Lunch 2</p>	<p>↓</p> <p>Non- compliance of monitoring card after Formal Caution to Suspend Parent interview.</p>
<p>↓</p> <p>Behaviour continues</p> <p>Student moved. Student will have detention with HT/AP. Student interviewed.</p> <p>May result in LST referral, mandatory report</p> <p>Enter incident on Sentral with detention as the outcome</p> <p>If non-compliant after 2 visual warnings and being moved student is to be sent immediately to HT/AP</p>	<p>↓</p> <p>AP/HT compliance – student removed from monitoring card</p> <p>AP/HT non-compliance- one Unsatisfactory (U) on monitoring card within 5 days of attendance will mean the monitoring card will be started again, with 5 days more of monitoring and 3 more detentions. Parents to be notified</p> <p>Students are responsible for their monitoring card as the card will only be issued once.</p> <p>A letter will go home with the student to outline the detention.</p> <p>↓ An SMS will also be sent to parents/carers to notify of the detention</p> <p>Students on monitoring cards are not to sit together in class or in detentions.</p>	<p>↓</p> <p><b>SUSPENSION</b></p> <p>Return from suspension meeting with parents/carers</p> <p>5 day monitoring card and detention for 2 days at recess and lunch. Daily interaction with HT/AP to monitor card</p> <p>Banned list and unable to attend excursions or incursions whilst on a monitoring card. Banned from overnight excursions for the rest of the year.</p> <p>Students in leadership positions will be removed from the position and will be required to relinquish their badge.</p>
<p>↓</p> <p>Refusal to attend detention, or if behaviour continues, discuss with HT/AP –enter on Sentral by the end of the day</p> <p>↓</p> <p>4 minor incidents that warrant being recorded on Sentral in a week will result in a detention</p> <p>If a student has 4 detentions within 10 days of attendance they will be placed onto a 5 day monitoring card and have 2 days off the playground</p>		
<p><b>EXECUTIVE MANAGED</b></p> <p>Students on a monitoring card will be given 2 warnings before an unsatisfactory (U) is given on the card.</p>	<p><b>PRINCIPAL MANAGED</b></p>	<p>Further interventions and move to another suspension and /or expulsion after</p> <p>Parents contacted following DoE Suspension and Expulsion Procedures.</p>

- Banned list means that a student is not permitted to represent the school at representative sport, or at extra-curricula excursions or incursions.

