Dutton Park State School

Responsible Behaviour Plan for Students
based on The Code of School Behaviour

1. Purpose
Dutton Park State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

This Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

2. Consultation and data review
Dutton Park State School developed this plan in collaboration with our school community. Broad consultation with parents, staff and students was undertaken through the QSR process adopted in 2012. This included the establishment of a review team with participants from the staff teaching and nonteaching and the parent body. In response to the process a team consisting of the school administration, and representatives of each sector within the school met to review the Behaviour Plan which was then presented to staff and adopted.

A review of the following important data sets for this school relating to attendance, unexplained absences, suspensions and exclusions, behaviour incidents including bullying and cyberbullying. Other inappropriate online behaviour including inappropriate use of mobile phones or other electronic devices from 2009-2012 also informed the development process.

The Plan was endorsed by the Principal, the President of the P&C and Assistant Regional Director in November 2012, and will be reviewed in 2015 as required in legislation.

3. Learning and behaviour statement
All areas of Dutton Park State School are learning and teaching environments. We consider the Responsible Behaviour Plan to be an opportunity for valuable social learning as well as a means of maximising the success of student learning programs.

Our Responsible Behaviour Plan outlines our system for facilitating positive behaviours and responding to inappropriate and unacceptable behaviours. Through our school plan, shared expectations for student behaviour are plain to everyone, assisting Dutton Park State School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour, they reflect the community’s commitment to the values program “Six Kinds of Best”
We expect our school community to:-

Be kind to the Yourself (Respect yourself)
Be kind to Others (Respect Others)
Be kind to the Environment (Value the environment)
Be the Learning Kind (Seek knowledge)
Be the Achieving Kind (Achieve your potential)
Be the Community kind (Contribute positively to society)

Our school rules have been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland’s *Code of School Behaviour*. 
4. Processes for facilitating standards of positive behaviour and responding to unacceptable behaviour

Universal Behaviour Support

The first step in facilitating standards of positive behaviour is communicating those standards to all students. At Dutton Park State School we emphasise the importance of directly teaching students the behaviours we want them to demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support - a strategy directed towards all students designed to prevent inappropriate behaviour and provide a framework for responding to unacceptable behaviour.

A set of behavioural expectations in specific settings has been attached to each of our six school rules. The School wide Expectations Teaching Matrix below outlines our agreed rules and specific behavioural expectations in all school settings.

<table>
<thead>
<tr>
<th>SCHOOLWIDE EXPECTATIONS TEACHING MATRIX</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL AREAS</strong></td>
</tr>
<tr>
<td><strong>CLASSROOM</strong></td>
</tr>
<tr>
<td><strong>PLAYGROUND</strong></td>
</tr>
<tr>
<td><strong>STAIRWELL/PATHS</strong></td>
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<tr>
<td><strong>TOILETS</strong></td>
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<tr>
<td><strong>BUS LINES/BIKE RACKS</strong></td>
</tr>
<tr>
<td>Be Kind to Yourself</td>
</tr>
<tr>
<td>- Dress in uniform with shirt tucked in</td>
</tr>
<tr>
<td>- Use the &quot;High 5&quot; when needed</td>
</tr>
<tr>
<td>- Value yourself you are important</td>
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<tr>
<td>- Strive to do your best</td>
</tr>
<tr>
<td>- Be positive</td>
</tr>
<tr>
<td>- Wear a broad brimmed hat</td>
</tr>
<tr>
<td>- Wear appropriate footwear</td>
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<tr>
<td>- Be sun safe</td>
</tr>
<tr>
<td>- Walk on the paths and bitumen areas</td>
</tr>
<tr>
<td>- Wash hands</td>
</tr>
<tr>
<td>- Walk in the toilets</td>
</tr>
<tr>
<td>- Arrive quickly for STOP DROP GO</td>
</tr>
<tr>
<td>- Wait well away from moving cars</td>
</tr>
<tr>
<td>- Enter cars at the front of the line</td>
</tr>
<tr>
<td>- Be courteous</td>
</tr>
<tr>
<td>Be kind to Others</td>
</tr>
<tr>
<td>- Respect the rights of others</td>
</tr>
<tr>
<td>- Be polite and use good manners</td>
</tr>
<tr>
<td>- Cooperate with others</td>
</tr>
<tr>
<td>- Keep hands and feet to yourself</td>
</tr>
<tr>
<td>- Respect people's personal space</td>
</tr>
<tr>
<td>- Report conflict, bullying, harassment</td>
</tr>
<tr>
<td>- Co-operate with all school staff</td>
</tr>
<tr>
<td>- Co-operate with visitors to the school</td>
</tr>
<tr>
<td>- Display good sportsmanship</td>
</tr>
<tr>
<td>- Follow the rules</td>
</tr>
<tr>
<td>- Play safely</td>
</tr>
<tr>
<td>- Agree to disagree</td>
</tr>
<tr>
<td>- Play fairly</td>
</tr>
<tr>
<td>- Stay to the left</td>
</tr>
<tr>
<td>- Respect others privacy</td>
</tr>
<tr>
<td>Be kind to the Environment</td>
</tr>
<tr>
<td>- Clean up after yourself</td>
</tr>
<tr>
<td>- Look after the school environment</td>
</tr>
<tr>
<td>- Eat in the right area</td>
</tr>
<tr>
<td>- Dispose of rubbish</td>
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<tr>
<td>- Report mistreatment of school property</td>
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<tr>
<td>- Keep your workspace tidy</td>
</tr>
<tr>
<td>- Stay out of gardens</td>
</tr>
<tr>
<td>- Clean up after yourself</td>
</tr>
<tr>
<td>- Save water</td>
</tr>
</tbody>
</table>
| Be the Learning Kind | Seek knowledge  
Learn from mistakes  
Work to your potential | Be prepared for class  
Listen  
Participate actively in classroom activities  
Be supportive and caring of each other  
Ask for help |  |  |  |
| Be the Achieving Kind | Have a go  
Do things to the best of your ability  
Manage time effectively | Complete set tasks  
Work towards achieving learning goals |  |  |  |
| Be the Community Kind | Behave responsibly  
Respect authority  
Follow rules  
Be honest  
Use appropriate language  
Hand mobile phones in each morning | Respect other student’s right to learn | Return equipment to appropriate place  
Take turns  
Invite others to join in  
Display good sportsmanship | Leave toilets clean and tidy for others | Obey road rules |

These expectations are communicated to students via a number of strategies, including:
- Behaviour lessons conducted by classroom teachers;
- Reinforcement of learning from behaviour lessons on School Assemblies and during active supervision by staff during classroom and non-classroom activities.
- Display of the “Six Kinds of Best” in and around the school.
- Awards presented on written in terms that reflect the “Six Kinds of Best”
## Whole School Approach to Behaviour Management

<table>
<thead>
<tr>
<th>Level 1 (Class Teacher) nb class teacher to record incidents and actions</th>
<th>Positive behaviours exhibited All students on task</th>
<th>verbal reinforcement record of achievements note home to parents for good behaviours/achievements class rewards student of the week awards student of the month awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue form</td>
<td>Inappropriate behaviours such as: minor incidents not prepared unsafe classroom behaviours playing unsafe uncooperative behaviour inappropriate language ignoring instruction answering back lateness to class littering inappropriate use of mobile phone uniform/hair/makeup/jewellery transgressions eating/drinking out of designated eating area</td>
<td>Teacher initiated actions such as: verbal negotiation reminder of classroom expectations in-class separation or isolation – Thinking or Reflecting space removal from classroom to another supervised area eg. Buddy class assign student to accompany you on playground duty contact with parents seated in designated area for a duration of time SEU students – time out procedures</td>
</tr>
<tr>
<td>Level 2 (Admin and Class Teacher) nb class teacher to record incidents and actions</td>
<td>Inappropriate student behaviour such as: continued level 1 behaviours repeated minor incidents referrals from class and/or specialist teachers repeated defiance verbal abuse inappropriate use of internet (first offence low level) use of mobile or electronic device during class time</td>
<td>Admin in consultation with class teacher initiate actions such as: monitoring program resolution meeting as required between teacher and parties involved referral for assessment and specialist support ie STL D, AVT, GO individual behaviour support plan lunchtime detention restitution parent contact by teacher</td>
</tr>
<tr>
<td>Green form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 3 (Admin) nb admin to record incidents and actions</td>
<td>Inappropriate student behaviours such as: continued level 2 behaviours stealing truancy walk outs inappropriate use of internet unexplained absences physical aggression smoking pornography intimidation of staff vandalism sexual harassment/misconduct all forms of bullying including cyberbullying</td>
<td>Admin initiate actions such as: review individual behaviour support plan parent/carer interview detention loss of internet use for period of time in school suspension referral to outside agency recommend suspension restorative conference on return from suspension police notification</td>
</tr>
<tr>
<td>Yellow form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 4 (Principal) nb Principal to record incidents and actions</td>
<td>Inappropriate student behaviours such as: extreme or repeated incidence of level 3 behaviours possession of drugs supply of drugs use of a weapon violent assault</td>
<td>Principal, in consultation with admin, determines the most appropriate course of action which may include: individual behaviour agreement parent/carer interview police notification (if illegal behaviour) <a href="http://education.qld.gov.au/health-safety/promotion/drug-education/">http://education.qld.gov.au/health-safety/promotion/drug-education/</a> suspension in line with Education Queensland Policy SM-16 Student Disciplinary Absences all students returning from suspension will be placed on a behaviour card for day/s following return recommendation for exclusion in line with Education Queensland Policy SM-16 Student Disciplinary Absences</td>
</tr>
<tr>
<td>Pink form</td>
<td></td>
<td></td>
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</tbody>
</table>
Dutton Park State School implements the following proactive and preventative processes and strategies to support student behaviour:

- A dedicated section of the school newsletter, enabling parents to be actively and positively involved in school behaviour expectations.
- Regular review of expectations at year level and whole school meetings.
- Comprehensive induction programs in Dutton Park State School's Responsible Behaviour Plan for Students delivered to new students as well as new and relief staff.
- Individual learning plan developed with students, parents and relevant specialists (where appropriate) for students who demonstrate repeated inappropriate or unacceptable behaviour to provide a personal framework of positive behaviour expectations and actions and to enable staff to provide consistent strategies or adjustments across all learning environments.
- Implementation of specific policies to address:
  - the use of personal property technology devices at school (Appendix 1) *Appropriate Use of Mobile Telephones and other Electronic Equipment by Students*
  - procedures for preventing and responding to incidents of bullying (including cyberbullying and recording incidents for data collection) (Appendix 2)
  - procedures regarding the use or possession of weapons including knives and any other items that could be considered a weapon in school (Appendix 3).

*Reinforcing expected school behaviour*

At Dutton Park 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.

*Classroom*

Each teacher will develop, document and implement a Classroom Management Plan detailing class rules, positive reinforcement, consequences (see Definition of Consequences) for inappropriate behaviour based on the “Six Kinds of Best” and using the Teaching Matrix.

*Gotcha Awards*

These are issued to students exhibiting good behaviour in the playground during breaks and in the classroom. Each week 2 Gotcha Awards are drawn from the P-3 box and the 4-7 box and the students receive a prize and their name and photograph published in the school newsletter.

*Student of the Week*

The aim is to acknowledge the achievement of those students who consistently work well and observe school and classroom rules. This certificate is worded to reflect the “Six Kinds of Best”. The student receives a certificate on assembly and also has their name and photograph published in the newsletter.

*Student of the Month*

This awards a child identified by their teacher as having excelled at meeting the intent of the “Six Kinds of Best”. They receive a certificate and a gift provided by a local sponsor. Their names and photograph are published in the newsletter.
Quiet Achiever Awards

A postcard showing the "Six Kinds of Best" is available for the Administration Team to mail home to parents to let them know how their child has demonstrated outstanding success in an area related to the school values.

Whole School Approach

Our school provides a supportive environment for the development of positive behaviours and attitudes by:-

1. Maximising social and academic learning outcomes for all through quality practices in the areas of curriculum, interpersonal relationships and school organisation.

2. Maintaining a planned continuum from positive to preventative action for all students, to responsive actions for specific individuals and groups

3. Modelling and reinforcing non-violent, non-coercive and non-discriminatory language and practices by all members of the school community

4. Graduating procedures ensures all avenues of management are employed prior to the use of suspensions and exclusion.

Responding to Unacceptable Behaviour

Students come to school to learn. Behaviour support represents an important opportunity for learning how to get along with others.

Re-directing low-level and infrequent problem behaviour

When a student exhibits low-level and infrequent problem behaviour, the first response of school staff members is to remind the student of expected school behaviour, then ask them to change their behaviour so that it aligns with the school's expectations.

Students displaying low level behaviour such as running on the concrete are asked to sit on the seat in the designated area.

Time-Out Room

Children not demonstrating the "Six Kinds of Best" on more than one occasion can be directed to the Reflection Room located in a spare space within the school. This space is supervised by a member of the Administration Team. Children will have with them the Student Referral form and on arrival after eating their lunch will discuss the issues presented and complete a Reflection Sheet. Referrals to the Reflection Room are recorded on a database.

Three Level Program

Student behaviour is matched to specific level and there is a choice of actions relating to that behaviour from which the staff can select.
Targeted Behaviour Support:

Each year a small number students at Dutton Park State School are identified through our data as needing a little bit extra in the way of targeted behavioural support. In most cases the inappropriate or unacceptable behaviour may not be immediately regarded as severe, but the frequency of their behaviours may put these students' learning and social success at risk if not addressed in a timely manner.

Intensive behaviour support:

At Dutton Park State School all students who are considered to be “seriously at risk” of significant educational underachievement due to their inappropriate behaviours are supported using an individual behaviour plan.

A team approach is adopted with staff working collaboratively with the class teacher. Students who are considered for intensive behaviour have experienced many and varied management strategies (i.e. suspension, exclusion).

All behaviour that is contrary to school and classroom procedures will be managed based on individual/s involved. Parents of the child/ren involved will be informed of major breaches and consequences will be developed based on individual circumstances.

Cases are tabled at a Special Needs meeting and options discussed. A meeting to discuss the Behaviour Plan is held with the Principal, Parents, Teacher, Guidance Officer and the Child. An agenda is set discussing such things as school values and expectations, behaviour is discussed in relation to the Teaching Matrix. In some cases the assistance of outside agencies is sort.

In the case of extreme student behaviours, outside agencies are contacted and a care group is established. High level cases are discussed at staff meetings, so that the management strategies for individual students are consistent.
5. Consequences for inappropriate or unacceptable behaviour

Dutton Park State School makes systematic efforts to prevent inappropriate or unacceptable behaviour by teaching and reinforcing expected behaviours on an ongoing basis. When these behaviour incidents occur, it is important that consequences are predictable. Our school seeks to ensure that responses to inappropriate or unacceptable behaviour are consistent and proportionate to the nature of the behaviour.

A completed "Time Out" form is used to record all minor and major problem behaviour issues that are reported to Administration. Behaviour incidents may also be recorded on OneSchool.

**Minor and Major Behaviours**

When responding to behaviour incidents, the staff member determines if the problem behaviour is minor or major, with the following agreed understanding:
- **Minor** behaviour incidents are handled by staff members at the time it happens
- **Major** behaviour incidents are referred directly to the school Administration team

**Minor** problem behaviours are those that:
- are minor breaches of the school rules
- do not seriously harm others or cause you to suspect that the student may be harmed
- do not violate the rights of others in any other serious way
- are not part of a pattern of inappropriate behaviours
- do not require involvement of specialist support staff or Administration.

**Minor** problem behaviours may result in the following consequences:
- a minor consequence logically connected to the inappropriate behaviour, such as complete removal from an activity or event for a specified period of time, partial removal (time away), individual meeting with the student, apology, restitution or detention for work completion.
- a re-direction process where a staff member takes the student aside and:
  1. names the behaviour that student is displaying
  2. asks student to name expected school behaviour
  3. states and explains expected school behaviour if necessary
  4. gives positive verbal acknowledgement for expected school behaviour.

**Major** behaviours are those that:
- significantly violate the rights of others
- put others / self at risk of harm
- require the involvement of school Administration.

**Major** behaviours result in an immediate referral to school Administration because of their seriousness. When major unacceptable behaviour occurs, staff members calmly state the behaviour and remind the student of expected school behaviour. The staff member contacts Administration. A report of the student’s behaviour is recorded on OneSchool.

Major unacceptable behaviours may result in the following consequences:

- **Level One**: Time out, detention (see Safe, Supportive and Disciplined School Environment procedure for guidelines), loss of privilege, restitution, warning regarding future consequence for repeated or persistent inappropriate behaviour.
  AND/OR
- **Level Two**: Parent contact, referral to Guidance Officer, referral to Special Needs committee, referral for specialist behaviour services, suspension from school, behaviour improvement conditions.
- **Level Three**: Students who engage in serious unacceptable behaviours such as major violent physical assault or the use/supply or possession of weapons (including knives) or drugs may receive a Behaviour Improvement Condition or a School Disciplinary Absence (suspension or proposal/recommendation for exclusion) as a consequence of unacceptable behaviour.
### Definition of consequences*

<table>
<thead>
<tr>
<th>Time Out in the Classroom</th>
<th>School staff may use time out as a strategy for students to manage their own behaviour and to assist the student to calm down. During time out, student is to be supervised and given an opportunity to rejoin class in intervals of no more than 10 minutes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Out at Lunch</td>
<td>A principal or teacher may use detention as a consequence for disobedience, misconduct, or other breaches of school expectations. A detention is no more than 20 minutes during school lunch or 30 minutes after school (parent will be contacted before after school detention is imposed).</td>
</tr>
<tr>
<td>Temporary Removal of Property</td>
<td>A principal or staff member of Dutton Park State School has the power to temporarily remove property from a student, as per the procedure <em>Temporary Removal of Student Property by School Staff.</em></td>
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</tbody>
</table>

### School Disciplinary Absences (SDA)

| Suspension | A principal may suspend a student from school under the following circumstances:  
- disobedience by the student  
- misconduct by the student  
- other conduct that is prejudicial to the good order and management of the school. |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Behaviour Improvement Condition | A principal may impose a behaviour improvement condition if the principal is reasonably satisfied that the student has engaged in behaviour that warrants the grounds for exclusion or other conduct that is so serious that suspension of the student from school is inadequate to deal with the behaviour.  
A *Behaviour Improvement Condition* requires the student to undertake a behaviour management program arranged by the school’s principal. The program must be:  
- reasonably appropriate to the challenging behaviour  
- conducted by an appropriately qualified person  
- designed to help the student not to re-engage in the challenging behaviour  
- no longer than three months. |
| Proposed exclusion or recommended exclusion | A student may be suspended pending a decision to exclude when the student’s behaviour is so serious that suspension of the student from the school would be inadequate to deal with the behaviour. A student may be suspended or excluded for the following reasons:  
- disobedience  
- misconduct  
- other conduct that is prejudicial to the good order and management of the school, or  
- breach of Behaviour Improvement Conditions. |
| Cancellation of enrolment | The enrolment of a post compulsory school age student may be cancelled if the student’s behaviour amounts to a refusal to participate in the educational program provided at the school. |

*Refer to departmental procedure *Safe, Supportive and Disciplined School Environment* for
The following table outlines examples of minor and major behaviour incidents*.
*Please note that this is not an exhaustive list. Other behaviours will be dealt with as appropriate.

<table>
<thead>
<tr>
<th></th>
<th>Minor</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be Kind to Yourself</strong></td>
<td>• Not wearing hat in playground</td>
<td>• Major breach of Stop, Drop, Go rules that endanger self or others</td>
</tr>
<tr>
<td></td>
<td>• Not wearing uniform appropriately</td>
<td>• Leaving school grounds without permission</td>
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<tr>
<td></td>
<td>• Not maintaining personal hygiene</td>
<td>• Committing harm to self</td>
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<tr>
<td></td>
<td>• Not maintaining safe behaviours at Stop, Drop, Go</td>
<td></td>
</tr>
<tr>
<td><strong>Be Kind to Others</strong></td>
<td>• Running on concrete or around buildings</td>
<td>• Throwing inappropriate objects</td>
</tr>
<tr>
<td></td>
<td>• Running in stairwells</td>
<td>• Throwing objects in an inappropriate place</td>
</tr>
<tr>
<td></td>
<td>• Minor physical contact</td>
<td>• Fighting</td>
</tr>
<tr>
<td></td>
<td>• Not playing fairly</td>
<td>• Deliberate destruction of personal property</td>
</tr>
<tr>
<td></td>
<td>• Minor bullying/teasing</td>
<td>• Severe or ongoing bullying</td>
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<tr>
<td></td>
<td>• Impolite or poor use of manners</td>
<td>• Disrespectful to school staff</td>
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<tr>
<td></td>
<td>• Not co-operating with school staff</td>
<td>• Indecent behaviour</td>
</tr>
<tr>
<td></td>
<td>• Failing to report conflict, bullying, harassment</td>
<td>• Major physical contact</td>
</tr>
<tr>
<td><strong>Be Kind to the environment</strong></td>
<td>• Littering</td>
<td>• Wilful destruction of school property</td>
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<td></td>
<td>• Lack of care for the environment</td>
<td>• Vandalism</td>
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<td></td>
<td>• Not keeping work space clean and tidy</td>
<td>• Graffiti</td>
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<tr>
<td></td>
<td>• Not eating in the designated area</td>
<td>• Creating a significant health risk</td>
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<tr>
<td></td>
<td>• Inappropriate use of toilet facilities</td>
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</tr>
<tr>
<td><strong>Be the Learning kind</strong></td>
<td>• Not completing tasks that are at an appropriate level</td>
<td>• Leaving class without permission</td>
</tr>
<tr>
<td></td>
<td>• Calling out at inappropriate times</td>
<td>• Leaving school without permission</td>
</tr>
<tr>
<td></td>
<td>• Poor attitude</td>
<td>• Offensive language</td>
</tr>
<tr>
<td></td>
<td>• Minor disruption to class</td>
<td>• Aggressive language</td>
</tr>
<tr>
<td></td>
<td>• Not respecting other’s rights to learn</td>
<td>• Major disruption to class</td>
</tr>
<tr>
<td>Be the Achieving Kind</td>
<td>Be the Community Kind</td>
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<tr>
<td>• Refusing to work</td>
<td>• Blatant disrespect</td>
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<tr>
<td>• Not being punctual</td>
<td>• Major defiance</td>
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<tr>
<td>• Not in the right place at the right time</td>
<td>• Continued lack of co-operation</td>
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<tr>
<td>• Non-compliance</td>
<td>• Continued refusal to complete work</td>
<td></td>
</tr>
<tr>
<td>• Accessing internet/programs when not permitted</td>
<td>• Inappropriate use of internet or school programs</td>
<td></td>
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<tr>
<td>• Mobile phone not handed to office in morning</td>
<td>• Use of mobile phone in any part of the school for voicemail, email, text messaging or filming purposes without authorisations</td>
<td></td>
</tr>
<tr>
<td>• Low intensity failure to respond to adult request</td>
<td>• Inappropriate use of personal technology devices or social networking sites, which impact on the good order and management of the school</td>
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<tr>
<td>• Minor dishonesty</td>
<td>• Continued lack of co-operation</td>
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<tr>
<td>• Using inappropriate language</td>
<td>• Actions that significantly endanger the safety and /or wellbeing of members of the school community</td>
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<tr>
<td>• Minor irresponsible behaviour</td>
<td>• Major dishonesty that impacts on others</td>
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<tr>
<td>• Lack of care for school equipment</td>
<td>• Verbal abuse/disrespect to staff</td>
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<td></td>
<td>• Having a weapon or illegal substance in their possession</td>
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</tr>
</tbody>
</table>

**Relate inappropriate or unacceptable behaviour to expected school behaviours**

When responding to inappropriate or unacceptable behaviours, staff members ensure that students understand the relationship of the behaviour to expected school behaviour. One method that staff members might use to achieve this is to have students:

- articulate the relevant expected school behaviour
- explain how their behaviour differs from expected school behaviour,
- describe the likely consequences if the problem behaviour continues; and
- identify what they will do to change their behaviour in line with expected school behaviour.

Should an inappropriate or unacceptable behaviour be repeated, the staff member may not repeat the discussion/explanation process but simply remind the student of the consequences of their problem behaviour.

**Ensuring consistent responses to inappropriate or unacceptable behaviour**

At Dutton Park State School, staff members authorised to issue consequences for behaviour incidents are provided with appropriate professional development and/or training. Through training activities, we work to ensure consistent responses to behaviour incidents across the school.

Students also receive training about how to respond when other students display inappropriate or unacceptable behaviour. The courteous way to respond when a staff member redirects a student’s behaviour is taught and rehearsed to reduce the impact of peer engagement in the behaviour incident.
Student disciplinary absences (suspension and exclusion) may be considered:
- in the event of a serious, one-off behaviour incident or
- after consideration has been given to all other responses.

6. Emergency situation or critical incident responses

It is important that all staff have a consistent understanding of how to respond to emergency situations or critical incidents involving severe unacceptable behaviour. This consistency ensures that actions taken are responsive to the safety and well-being of students and staff.

An emergency situation or critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action.

Severe unacceptable behaviour is defined as behaviour of such intensity, frequency, or duration that the physical safety and well-being of the student or others is likely to be placed at serious risk.

Immediate Strategies

- Avoid escalating the unacceptable 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.
- 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.
- Approach the student in a non-threatening manner
  Move slowly and deliberately toward the situation or incident, 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.

Reinforcement and Correction Strategies

- 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 unacceptable behaviour then remind them of the expected school behaviour and identify consequences of continued unacceptable behaviour.

Follow Up Strategies

- Restore normal school operations as soon as possible.
- Provide post incident opportunities that include:
  o Assisting any distressed student/s to access appropriate support, e.g. Guidance Officer.
  o Assisting the individual 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.
  o Recording a reflection or individual learning plan to assist the student to develop a personal framework of expectations and appropriate actions.

Physical Intervention

Staff may make legitimate the use of physical intervention if all non-physical interventions have been exhausted and a student is:
- physically assaulting another student or staff member
- posing an immediate danger to him/herself or to others.

Appropriate physical intervention may be used to ensure that Dutton Park State School's staff demonstrate a duty of care to protect students and staff from foreseeable risks of injury. The use of physical intervention is only considered appropriate where the immediate safety of others is threatened and the strategy is used to prevent injury.

Physical intervention can involve coming between students, blocking a student's path, leading a student by the hand/arm, shepherding a student by placing a hand in the centre of the upper back, removing potentially dangerous objects and, in extreme situations, using more forceful restraint.

It is important that all staff understand:
- physical intervention cannot be used as a form of punishment
- physical intervention must not be used when a less severe response can effectively resolve the situation
- the underlying function of the behaviour.

Physical intervention is not to be used as a response to:
- property destruction
- school disruption
- refusal to comply
- verbal threats
- leaving a classroom or the school, unless student safety is clearly threatened.

Any physical intervention made must:
- be reasonable in the particular circumstances,
- be in proportion to the circumstances of the incident
- always be the minimum force needed to reduce the risk of harm to self or others
- take into account the age, stature, disability, understanding and gender of the student.

Record keeping
Each instance involving the use of physical intervention must be formally documented. The following records must be maintained:
- School Incident Report
- Student Record of Incident (as per process for Natural Justice).

7. Network of student support

Students at Dutton Park State School are supported through positive reinforcement and a system of universal, targeted, and intensive behaviour supports by:
- Parents
- Teachers
- Support Staff Special Education
- Head of Curriculum
- Administration Staff
- Guidance Officer
- Advisory Visiting Teachers
- Behaviour Support Services

Support is also available through the following government and community agencies:
- Disability Services Queensland
- CYMHS Child and Youth Mental Health
- Queensland Health
- Department of Communities (Child Safety Services)
- Police
- Local Council
- Department of Child Safety – Stones Corner
Aboriginal Health

8. Consideration of individual circumstances
To ensure alignment with the *Code of School Behaviour* when applying consequences, the individual circumstances and actions of the student and the needs and rights of school community members are considered at all times.

Dutton Park State School considers the individual circumstances of students when applying support and consequences by:

- promoting an environment which is responsive to the diverse needs of its students
- establishing procedures for applying fair, equitable and non-violent consequences for infringement of the code ranging from the least intrusive sanctions to the most stringent
- recognising and taking into account information relevant to the students' age, gender, disability, cultural background, socioeconomic situation, triggers, mental health and wellbeing, emotional state (such as individualised learning plan or individual education plan), and
- recognising the rights of all students to:
  - express opinions in an appropriate manner and at the appropriate time
  - work and learn in a safe environment regardless of their age, gender, disability, cultural background or socio-economic situation
  - receive adjustments appropriate to their learning and/or impairment needs
  - provide written or verbal statements that will be taken into consideration in the decision making processes
  - ensure that processes maintain the dignity, respect, privacy and confidentiality of the student, consistent with the rights of the rest of the community.

9. Related legislation
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Disability Standards for Education 2005
- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2006
- Criminal Code Act 1899
- Anti-Discrimination Act 1991
- Commission for Children and Young People and Child Guardian Act 2000
- Judicial Review Act 1991
- Weapons Act 1990
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Right to Information Act 2009
- Information Privacy (IP) Act 2009

10. Related procedures
- Safe, Supportive and Disciplined School Environment
- Inclusive Education
- Enrolment in State Primary, Secondary and Special Schools
- Student Dress Code
- Student Protection
- Hostile People on School Premises, Wilful Disturbance and Trespass
- Police and Child Safety Officer Interviews with Students, and Police Searches at State Educational Institutions
- Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems

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Managing Electronic Identities and Identity Management
Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
Temporary Removal of Student Property by School Staff

11. Some related resources
Schoolwide Positive Behaviour Support
Code of Conduct for School Students Travelling on Buses
National Safe Schools Framework
National Safe Schools Framework Resource Manual
Working Together resources for schools
Cybersafety and schools resources
Bullying, No way!
Take a Stand Together
## 12. Endorsement

| Principal | P&C President or Chair, School Council | Assistant Regional Director |

**Effective Date:** .................................. to .................................
Appendix 1

The Use of Personal Technology Devices at School

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices.

Certain Personal Technology Devices Banned From School
Students must not bring valuable personal technology devices like cameras, digital video cameras or MP3 players to school as there is a risk of damage or theft. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office. Breaches of this prohibition may result in disciplinary consequences.

Confiscation
Permitted personal technology devices used contrary to this policy on school premises will be confiscated by school staff. They will be made available for collection from the school office at the end of the school day unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Students who have a personal technology device confiscated more than once will not be permitted to have a personal technology device at school for at least one month, or longer if deemed necessary by the Principal.

Personal Technology Device Etiquette
Bringing personal technology devices to school is not encouraged by the school because of the potential for theft and general distraction and/or disruption associated with them. However, if they are brought to school, they must be turned off and out of sight during assemblies or classes. Personal technology devices may be used at morning tea and lunch breaks and before and after school.

Recording voice and Images
Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy at Dutton Park State School. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) to disseminate to others (including distribution by phone or internet posting) build a culture of distrust and disharmony.

Students must not record images anywhere that recording would not reasonable be considered appropriate (e.g. in change rooms, toilets and any other place where a reasonable person would expect to be afforded privacy).

Recording of events in class is not permitted unless express consent is provided by the class teacher.
A school student who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying¹, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:
- recording; and/or
- disseminating material (through text messaging, display, internet uploading etc); and/or,
- knowingly being a subject of a recording

Breach of this policy may be subject to discipline (including suspension and proposal/recommendation for exclusion).

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law and if detected by the school will result in a referral to the Queensland Police Service.

Text communication
The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and/or harassment or even stalking, and will subject the sender to discipline and possible referral to QPS. Students receiving such text messages at school, should ensure they keep the message as evidence and bring the matter to the attention of the school office.

Assumption of cheating
Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

Recording Private Conversations and the Invasion of Privacy Act 1971
It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

¹ Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means.
Special Circumstances Arrangement
Students who require the use of a personal assistive technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.

Inappropriate behaviour outside of school hours
Students may receive disciplinary consequences for bullying or cyberbullying or other inappropriate online behaviour that occurs out of school hours, and affects the good order and management of the school.

* Personal Technology Devices include, but are not limited to the following devices; portable gaming devices, the IPhone, IPod, IPod Touch or IPad, Tamagotchi© and similar games, laptop computers, PDAs, Blackberries®, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones and devices of a similar nature.
Appendix 2

Procedures for Preventing and Responding to Incidents of Bullying
(including Cyberbullying)

Purpose

1. Dutton Park State School strives to create positive, predictable environments for all students at all times of the day. The disciplined teaching environment that we are creating is essential to:
   - achieving overall school improvement, including the effectiveness and efficiency of our student support procedures
   - raising achievement and attendance
   - promoting equality and diversity and
   - ensuring the safety and well-being of all members of the school community.

2. There is no place for bullying in Dutton Park State School. Research indicates that both those being bullied and those who bully are at risk for behavioural, emotional and academic problems. These outcomes are in direct contradiction to our school community’s goals and efforts for supporting all students.

3. Bullying behaviours that will not be tolerated at Dutton Park State School include name-calling, taunting, mocking, making offensive comments, kicking, hitting, pushing, taking belongings, inappropriate text messaging, sending offensive or degrading images by phone or internet, producing offensive graffiti, gossiping, excluding people from groups, and spreading hurtful and untruthful rumours.

4. Bullying may be related to:
   - race, religion or culture
   - disability
   - appearance or health conditions
   - sexual orientation
   - sexist or sexual language
   - young carers or children in care.

5. At Dutton Park State School there is broad agreement among students, staff and parents that bullying is observable and measurable behaviour. When considering whether or not bullying has occurred, we will therefore avoid speculation on the intent of the behaviour, the power of individuals involved, or the frequency of its occurrence. Whether bullying behaviour is observed between students of equal or unequal power, whether it occurs once or several times, and whether or not the persons involved cite intimidation, revenge, or self-defence as a motive, the behaviour will be responded to in similar fashion, that is, as categorically unacceptable in the school community.

Rationale

6. Research indicates that many problem behaviours are peer-maintained. That is, peers react to bullying in ways that may increase the likelihood of it occurring again in the future. Reactions include joining in, laughing, or simply standing and watching, rather than intervening to help the person being bullied. Whilst our school would never encourage students to place themselves at risk, our anti-bullying procedures involve teaching the
entire school a set of safe and effective response to all problem behaviour, including bullying, in such a way that those who bully are not socially reinforced for demonstrating it.

7. The anti-bullying procedures at Dutton Park State School are an addition to our already research-validated school wide positive behaviour support processes. This means that all students are being explicitly taught the expected school behaviours and receiving high levels of social acknowledgement for doing so. Adding lessons on bullying and how to prevent and respond to it is a subset of procedures that our students are already accustomed to.

Prevention

8. Attempting to address specific problem behaviours will not be successful if the general level of disruptive behaviour in all areas of our school is not kept to a low level. Therefore, our schoolwide universal behaviour support practices will be maintained at all times. This will ensure that:

- Our universal behaviour support processes will always remain the primary strategy for preventing problem behaviour, including preventing the subset of bullying behaviour
- All students know the 6 Kinds of Best and have been taught the expected behaviours attached to each rule in all areas of the school
- All students have been or are being taught the specific routines in the non-classroom areas, from exiting the classroom, conducting themselves in accordance with the school expectations in the playground and other areas, to re-entering their classrooms
- All students are receiving high levels of positive reinforcement for demonstrating expected behaviours, including those associated with following our routines, from all staff in the non-classroom areas of the school
- A high level of quality active supervision is a permanent staff routine in the non-classroom areas. This means that duty staff members are easily identifiable and are constantly moving, scanning and positively interacting as they move through the designated supervision sectors of the non-classroom areas.

9. Cyberbullying often does not occur at school. Students are explicitly taught Cybersafety for example how to safely conduct and internet search, what cyberbullying is and what they should do if they receive unwanted messages including for example:

- Not to respond to messages but keep them to report to parents and/or teachers immediately
- Report any instances they see as a bystander of cyberbullying to parents and/or teachers immediately.

Dutton Park State School will then investigate and respond to any incident of cyberbullying.

10. The student curriculum modules of the anti-bullying process consist of lessons taught by all teachers in all classrooms to a school wide schedule of instruction. At all times simultaneous instruction is our goal, in order to maintain consistency of skill acquisition across the school.

11. An initial introductory lesson is delivered, which teaches the High 5 Process to be used by all students when experiencing bullying behaviour either as a person being bullied, the
12. The introductory lesson is followed by several shorter lessons, each of which focuses on one of the bullying behaviours that the school has identified and defined. These lessons include instruction on how to approach adults and also on what reactions and systemic responses they should expect from adults.

13. **Dutton Park State School** will take part in the National Day of Action Against Bullying and Violence on the third Friday of March each year. This is to highlight the importance of bullying issues within our school community and what our school is doing to prevent this.

14. Research indicates that a common outcome of anti-bullying programming is an improvement in understanding of bullying but little change in the frequency or nature of actual bullying behaviour. One of the reasons cited for this outcome is the lack of behavioural rehearsal in the programming. The anti-bullying process at **Dutton Park State School** takes care to combine knowledge with practice in a process of active learning, so that students understand by ‘doing’ as much as by ‘knowing’.

15. **Dutton Park State School** uses behavioural data for decision-making. This data is entered into our database on a regular basis and can be recalled as summary reports at any time. This facility allows the school to track the effectiveness of its anti-bullying process, to make any necessary adjustments, and to identify specific bullying behaviours that may need to be revisited or revised in the instructional process.
WORKING TOGETHER TO KEEP DUTTON PARK STATE SCHOOL SAFE

We can work together to keep knives out of school. At Dutton Park State School
- Every student has the right to feel safe and be safe at school.
- No knives are allowed to be taken to school by students.
- There is no reason for a student to have a knife at school, and it is against the law for a
  student to have a knife at school.

If a student has a knife a school, they can expect serious consequences, such as fines and
possibly jail. Longer jail sentences can be given to young people if someone is injured with a knife
during an assault.

What kinds of knife are banned?
- 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.
- In circumstances where students are required to have their own knives or sharp tools for
  particular subjects or vocational courses, the school will provide information about the
  procedures for carrying and storing these items at school.

The Administrative Staff can take action against a student who brings a knife to school.
- If a student has a knife at school, principals can inform the police.
- Possessing a knife at school may result in serious disciplinary consequences, refer to Major
  incidents and the 3 Levels of consequences.
- Police can search a student and their property at school if they suspect a student has a
  knife.
- A student may be charged with a criminal offence and may face serious consequences if
  convicted, including a fine or jail.
- School property such as desks or lockers may be searched if the principal suspects that a
  student has a knife on or in school property.
- If the principal suspects the student has a knife in their bag, the bag may be temporarily
  confiscated until police arrive.
- If the student does have a knife at school, it can be confiscated by the principal and given
  to the police.

How can parents help to keep Dutton Park State School safe?
- Make sure your child knows what the laws and rules are about knives.
- Do not include knives or knife tools in children’s lunch boxes, pencil cases or craft kits.
- Contact your school principal if you believe your child is being bullied or threatened at
  school.
- If you want to talk about students and knives at school, please contact the Administrative
  Staff.