

BEHAVIOUR MANAGEMENT POLICY AND PROCESS

Purpose

This policy describes the expectations for behaviour of students at Shepparton ACE Secondary College. Our ethos at Shepparton ACE Secondary College is to encourage and support each student to achieve their personal best, to be self-aware, kind and responsible, a well-rounded individual with an independent mind who respects and empathises with others. We do this in partnership with parents, recognising the fundamental role that families play in shaping the life of their child.

Shepparton ACE Secondary College students learn the value of respectful relationships between teachers, friends and peers, family and community members.

Scope

This policy applies to all members of the Shepparton ACE Secondary College community.

This Behaviour Management Policy will be freely available to parents and students on our website.

Key Responsibilities

Position/Roles	Responsibilities
School Council	<ul style="list-style-type: none"> ensure that policies and strategies are in place to manage student behaviour
College Admin	<ul style="list-style-type: none"> approve and maintain a policy to manage student behaviour develop and implement strategies for both prevention and response to unacceptable behaviour. ensure ongoing monitoring and evaluation of the College's policy to enable reflective practice and improvement provide staff with access to professional learning opportunities to assist with prevention and effective handling of incidents
All staff	<ul style="list-style-type: none"> ensure students are aware of the College's expectations regarding behaviour manage instances of unacceptable behaviour in line with the policy create and maintain a safe learning environment support the health and wellbeing of their students and colleagues
Students	<ul style="list-style-type: none"> act in accordance with the College's Behaviour Management policy show respect to all members of the College community not hinder or harm the learning of others
Parents and Carers	<ul style="list-style-type: none"> act in accordance with College policy support the College in maintaining a safe and respectful learning environment

KEY ELEMENTS OF THE POLICY

Guiding Principles

At Shepparton ACE Secondary College we model and develop our core values of Kindness, Safety, and Responsibility in all that we do.

Every member of the Shepparton ACE Secondary College community has the right to participate in an educational environment that is safe, supportive and inclusive. Everyone is entitled to be treated with respect and dignity.

This policy is guided by the College's desire to:

- teach students self-discipline and an understanding of the consequences of their behaviour;
- provide students with an understanding of the limits of acceptable behaviour, the reasons for these limits, and consistency in the management of their behaviour;
- provide good role models for acceptable behaviour;
- educate students towards self-directed, cooperative and respectful behaviour;
- promote, nurture and protect healthy relationships among members of the community;
- enable students take responsibility for the real consequences of their actions;
- encourage a resolution both for those who are harmed, and for those who cause harm;
- help students to build personal responsibility by developing skills of reflection and empathy with others;
- guide teachers in their responses to student behaviour;
- ensure students and parents are informed about expectations of student behaviour.

Procedural Fairness

Students have the right to procedural fairness in dealings that involve their interests. The principles of procedural fairness include the right to:

- know what the rules are, and what behaviour is expected of students;
- have decisions determined by a reasonable and unbiased person;
- know the allegations that have been made, and to respond to them;
- be heard before a decision is made; and
- have a decision reviewed (but not so as to delay immediate consequences).

Student Behaviour

Rights, Expectations and Responsibilities

All students at Shepparton ACE Secondary College have the right to participate in an educational environment that is safe, supportive and inclusive. Everyone is entitled to be treated with respect and dignity.

All students are expected to:

- exhibit the College values of Kindness, Safety and Responsibility;
- treat others fairly and respectfully regardless of religious, cultural, racial, disability or sexual differences;
- communicate respectfully and politely to all members of the school community and the general public, without intimidating, aggravating or annoying others;
- not participate in, and report, unacceptable behaviour such as harassment and bullying (or cyberbullying), see the Student Conduct of Conduct Policy for more information;
- look after and respect their own and other persons' property as well as the property shared by Shepparton ACE Secondary College.

These expectations apply to all behaviour, including online behaviour. Consequences for inappropriate behaviour may be applied where the behaviour was online or via the use of social media, where that behaviour affects the relationships within the College or the standing of the College. Inappropriate behaviour may be reported to the Police.

More details about appropriate and inappropriate expectations are contained within the Student Code of Conduct Policy which students are expected to read before signing the 'Student Computer Access Agreement'.

Student and Staff Relationships

Within the context of the Shepparton ACE Community, emphasis is placed on the development of relationships with individual students and with all personnel at the College.

Positive relationships are essential for students to maximise the opportunities for learning that take place in the College.

This policy recognises that all students, teachers and support staff:

- have a right to be treated with courtesy and respect at all times
- should demonstrate care for individuals by fostering quality interpersonal relationships

Students are expected to:

- recognise their responsibility for building trust, esteem and friendships amongst their peers;
- be positive in attitude towards learning and co-operative behaviour and be helpful and willing to be involved in all aspects of school life;
- be sensitive to the individual personalities of other students, which contribute to the richness of life at Shepparton ACE;
- be prepared to seek out lonely, isolated and unhappy students and help them join a group;
- be supportive of younger students.

Staff are expected to:

- be positive role models;
- be open, caring, forgiving and compassionate adults;
- show a real interest in, a personal concern and a healthy respect for their students;
- be ready to offer assistance and engender a sense of trust in their contact with students.

Learning

Each student is expected to:

- work to the best of their ability, completing tasks fully and on time;
- participate co-operatively in classes;
- respond courteously to teachers' directions and show good manners at all times;
- be respectful to every person, their property and privacy;
- be punctual for all classes;
- maintain tidy and organised learning areas; and
- accept shared responsibility within a group activity.

Recreational

Break times during the school day are for a break from class work. Students are encouraged to engage in some outdoor recreational activity at these times. They are also an opportunity to get to know others more deeply and build stronger relationships.

Students are expected to:

- be aware of the presence of others, particularly younger students;
- be familiar with and observe all boundary limits since they are not permitted to leave the school grounds without approval;

Behaviour and activities which may cause injury to students at Shepparton ACE Secondary college are not permitted.

These include:

- any act of physical aggression or any offensive or intimidatory actions;
- throwing balls or any objects directly at others;
- playing games of an unduly aggressive nature.

College Property

Students are beneficiaries of College facilities, which have been provided, handed down and entrusted to them for safe keeping by previous generations of the Shepparton ACE Community.

Students are expected to:

- care for school buildings, furniture, educational materials and technology, sports equipment and grounds;
- be responsible for any College property borrowed, until it is returned to the appropriate member of staff;
- be well aware that littering, graffiti or defacing property in any way is not permitted; and it is each student's responsibility to work towards enhancing the environment.

Personal Property

Students should make every effort to ensure:

- that their personal property will be safe while they are at school; and
- that their environment is hygienic, pleasant and expressive of the pride that is taken in it.

Students should ensure their personal belongings are placed in appropriate storage areas and any unnecessary items of significant value or large sums of money are not brought to school.

The College accepts no responsibility for the loss of such items.

Camps and Excursions

These are arranged as part of the overall learning experience and non-attendance should be only for the most serious of reasons.

Students are expected to:

- behave in a way that is consistent with expectations expressed in this policy;
- familiarise themselves with campsite regulations and for reasons of safety and hygiene, follow these guidelines carefully;
- be well aware that serious violations on camps will result in parents being contacted and the student sent home at the parents' expense. Depending on the severity of the violation, further
- disciplinary action including time at home for reflection or termination of enrolment may also follow.

At the discretion of the Principal or Assistant Principal, a student may not be permitted to attend a camp or excursion should the student's behaviour be of sufficient concern or where student wellbeing or safety is at risk. Students should realise that, whilst on excursions, they are in full view of a public who hold a high expectation of Shepparton ACE Secondary College students. General behaviour and presentation are expected to be of the highest standard.

Travelling on public transport

Students travelling on public transport are expected to behave politely and courteously. Kindness, Safety and Responsibility— for all people — are the core values of the College, and should be demonstrated by students at all times. The choice of language and topic of any conversation need to be appropriate for a public space.

Student behaviour should demonstrate respect towards other passengers and officials, and abide by any published rules or expectations. Such expectations include offering seats to vulnerable people, keeping aisles free of bags or other personal belongings, and ensuring no litter is dropped.

Failure to fulfil these expectations will be treated seriously.

Outside of School hours

The College recognises that students are clearly under the jurisdiction of their parents when not at school. If a student commits some offence, outside the school, such as being under the influence of alcohol or petty stealing, etc., it is for the parents, to impose a sanction.

However, the College may choose to follow-up on matters which occur out-of-school-hours where there may be school-based implications. This follow-up may include interviewing students about events that have occurred in private homes or public places. This will be necessary in some circumstances to support the wellbeing of students, to manage appropriate student interactions, and potentially, to protect the reputation of the College.

Appearance

Shepparton ACE Secondary College is a workplace for students and staff. Accordingly, respectful standards of attire are expected at all times. Expectations are outlined in the College's 'Student Dress Code'. A failure to adhere to the Student Dress Code will be managed in accordance with this policy.

Smoking, Vaping, alcohol, drugs and gambling

The College has a responsibility to educate students in the dangers of drugs, smoking, vaping and gambling and help students to avoid being drawn into their unhealthy use. To ensure this, students are expected to take careful note of the following:

- Shepparton ACE Secondary College is a smoke/vape-free environment. All smoking/vaping is prohibited on College property. Students are prohibited from smoking/vaping during any external College activity or whilst they can be associated with the school.
- Gambling is not permitted at Shepparton ACE or on any school activities.
- The possession, use or dealing in hard or soft drugs is a most serious violation of College policy. Students undertaking a course of prescriptive medication should inform reception staff, in confidence. Student medication may be left with reception staff at the School Office.
Refer to the Administration of Medication policy for more information.
- Students at Shepparton ACE Secondary College are not allowed to consume alcohol or be under the influence of alcohol on the College premises or at any College function.

Right to Search

The College has a responsibility to maintain a safe environment. Should the College have significant welfare or safety concerns, the Principal may authorise a search. Such concerns would include, but not be limited to, the presence of illicit drugs or some form of weapon on the campus. This search will always be conducted by at least two staff, and may include a search of personal or College property (for example, student bags).

This right extends to College related programs held off-campus, such as on camps or excursions. Where the Principal is not contactable to authorise the search, the search may be authorised by the senior staff member present, who will document this decision and liaise with the Principal at the earliest possible opportunity.

Teachers' approach to behaviour management

General guidelines

Educating students on personal and social development and appropriate behaviours occurs as part of our curriculum. Teachers at Shepparton ACE Secondary College are encouraged to:

- assist students to learn from their mistakes, recognise their differences and to resolve problems with others;
- create and maintain a positive climate in which students, staff and parents feel valued, secure and accepted;
- work collaboratively to solve problems that arise and support colleagues.

Shepparton ACE Secondary College's approach to behaviour management includes the following:

- support for the victimised person;
- preliminary investigation to clearly understand the issues before the process is implemented;
- agreement that the goal is to solve the problem rather than interrogate, punish, blame or label individuals;
- meet the perpetrator(s) individually to encourage acknowledgement of the situation and to develop a constructive response and a plan to change behaviour;
- follow up and monitor the victimised person to ensure the agreement is being met.

Responding to minor misbehaviour

Minor misbehaviours will be dealt with by the teacher. Teachers should inform their Year Level Coordinator verbally and by written incident reports of repeated behavioural issues. Teachers are encouraged to use the appropriate strategy as a first response, where practical.

First responses could include:

- verbal reminder of the rule
- individual chat
- move seat
- brief time out to reflect/cool down if necessary
- small group/individual conference
- classroom conference (if behaviours affect a number of students)
- additional duties, or
- written reflections.

When responding to incomplete work the following steps are recommended:

- (i) discuss with the student any issues preventing completion of work;
- (ii) negotiate an agreed time for work completion;
- (iii) if still incomplete, an out of class working session, with the class teacher; advise the Year Level Coordinator and contact parents

Repeated minor misbehaviours, such as persistent failure to observe the Student Dress Code, lateness, incomplete work and non-cooperation should be referred to the relevant Year Level Coordinator for follow up. Teachers should be informed of the outcome.

Responding to repeated minor misbehaviours / major infringements:

This includes:

- Breaches of College values
- failing to comply with a staff member's requests/instructions
- endangering the health and safety of others
- vandalising the property of others
- harassing or bullying others

The staff member first becoming aware of the situation should follow these steps:

- ensure the safety of students and if necessary separate/isolate the student's involved;
- seek assistance from the Principal, Assistant principal or Year Level Coordinator if appropriate;
- inform the Principal, Assistant Principal or Year Level Coordinator who may determine that an investigation is needed to establish more detail; and ultimately
- the Principal, Assistant Principal or Year Level Coordinator will contact parents/ carers

Investigations conducted by the College

At times an informal investigation will need to be undertaken to establish the veracity of a report of misbehaviour, and/or to determine the severity of the infringement. This investigation will be conducted by available staff at the direction of the Principal or assistant Principal. Notes of the investigation will be compiled.

The College always reserves the right to:

- i. withdraw students from class or other programs in order to interview students;
- ii. temporarily hold personal belongings including electronic devices;
- iii. interview, and potentially re-interview, a range of students, individually or in groups;
- iv. separate students prior to interview, for a range of reasons, including to prevent collusion; and
- v. inform students of the current understanding or status of the investigation without identifying the source of information.

During this phase, it will generally not be possible to provide a support person for students. All interviewers will demonstrate respect in those interviews. Students are expected to respond respectfully, honestly and cooperatively, even where they realise they have acted inappropriately.

A confidential summary of the findings of the investigation will be prepared, parents will be informed and the summary will be placed on the relevant student files.

Further examples of inappropriate behaviour and consequences for students are contained in Appendix A.

Corporal punishment is prohibited at Shepparton ACE Secondary College.

Reports on a major infringement will be prepared by the teacher, witnesses if necessary and the student/s who has been involved in a major infringement. These will be filed with the Principal.

Major infringements or repeated misbehaviour of sufficient severity will be referred directly to the Assistant Principal or Principal, who, in consultation with the relevant staff, will determine appropriate action.

The school Social Worker will be involved in any mediation deemed necessary.

After a mediation, participants will be involved in a follow up meeting. Any repetition of the behaviour, will be treated as a more serious event.

Communication with parents

At Shepparton ACE Secondary College, we recognise that students' wellbeing is best met through a partnership between parents/carers and the school. As such, parents will be informed of any behaviours of concern as deemed necessary by teachers, Year Level Co-ordinator, Social Worker, Assistant Principal or the Principal. The Senior Staff member involved will determine the appropriate form of communication with parents – which could be a phone conversation, or a meeting. We recognise the importance of building relationships throughout the school community. This involves staff, students, parents and the wider school community.

Serious Breach

Serious breaches of the school policy would include activities or behaviour of a student which:

- seriously undermined the ethos or good order of Shepparton ACE Secondary College; consistently and deliberately failed to comply with any lawful instruction by a member of staff;
- was offensive or dangerous to the physical or emotional health of any staff member or any student;
- consistently and deliberately interfered with the education opportunities of other students.

Some other behaviour regarded as serious include:

- vandalism, including any damage to College infrastructure and interference with the College's ICT system or network;
- theft;
- possession of or selling obscene material or vapes;
- threats, intimidation and bullying, repeated offences;
- harassment (sexual, physical or emotional);
- discrimination;
- violence;
- the supply or possession or consumption of alcohol or drugs;
- being under the influence of alcohol or drugs whilst participating in College activity;
- possession of weapons or other illegal material;
- serious breach of the Student Computer Access Agreement

Serious breaches of College policy and expectations will be considered on a case-by-case basis. The Principal or Assistant Principal may determine that time at home for reflection, or the termination of enrolment, is appropriate.

Restraint or Seclusion of Students (Restrictive interventions)

The Victorian Registration Standards (sch 4 cl 12) require that the College must ensure that the care, safety and welfare of all students attending the College is in accordance with any applicable State and Commonwealth laws, and that all staff are advised of their obligations under those laws. This includes having policies and procedures for when it may be necessary to use "restrictive interventions" to protect the safety of a student and members of the College community.

Definitions of Restraint and Seclusion

The Department of Education defines restraint to mean the use of physical force to prevent, restrict or subdue movement of a student's body or part of their body. Students are not free to move away when they are being restrained.

While the VRQA Guidelines to the Minimum Standards and Requirements for School Registration requires policies and procedures for "restrictive interventions", this policy uses the term "restraint" as "[restrictive interventions](#)" and practices is a term used in the disability context and only registered disability service

providers that have the approval of the Secretary, Department of Health and Human Services can use restrictive interventions.

Restraint and seclusion may only be used where there is an imminent threat of physical harm or danger to the student or others. College staff are not expected to restrain a student. Seclusion, practiced by isolating a student in an area (a room, or an outdoor area) and preventing their exit, may also be an appropriate response to a critical incident. Supervision should be maintained and all staff and students must be able to respond to an evacuation alarm.

Guidelines if confronted with threatening or aggressive behaviour

At Shepparton ACE Secondary College, aggressive or threatening behaviour towards another member of the community, whether that be staff, students or parents is unacceptable. There are times though when a student may exhibit anger or threatening behaviour. In such circumstances, personal safety is of paramount importance, whilst maintaining duty of care.

The following guidelines are to be followed if confronted with aggressive or threatening behaviour.

- a) Ensure the student is safe.
 - isolate them from any danger (keeping yourself safe)
 - if possible, create safe physical boundaries
- b) Call for assistance
 - calmly phone, enlist a student or staff member to get help
 - call 000 if necessary
- c) Isolate the situation
 - calmly ensure other students are removed from the area by an adult
- d) Call for specialist assistance (but minimise those directly involved). In particular consider calling on:
 - the Principal/Assistant Principal)
 - the Social Worker
 - the Year Level Coordinator
- e) Keep calm
 - limit your movements, use a low, soft voice, slow actions (adopt a neutral stance)
 - if appropriate, reassure and give information (e.g. 'I am here to support you')
 - if the student is on the move, observe from a safe distance
 - if appropriate, suggest self-calming strategies (e.g. sit down, breathing)
- f) Record what is said or done and what you did – not the actions of others
 - it can be useful to ask an assistant to record or time actions / what is said
- g) Debriefing
 - initial debrief (for recording)
 - secondary debrief for your well-being and collegial support
 - be aware of the importance of being discreet

You will best protect yourself and the student by quickly enlisting a team management approach for the situation.

General Principles

- Generally, do not attempt to restrain a student
- Never approach a student who has a weapon (phone 000)
- Restraint and seclusion may only be used as a last resort where there is an imminent threat of physical harm or danger to the student or others
- Talking quietly and slowly about what is happening is calming e.g. 'We are just going inside to a quiet space'
- Try to get the student to a familiar place or space.

Time at Home for Reflection or Termination of Enrolment

Time at home for reflection or termination of enrolment will generally follow a Serious Breach as per Appendix A. Whether the breach is witnessed by a staff member or reported to staff, an internal investigation will often be necessary.

Time at Home for reflection. A decision to require this a may only be made by the Principal. When a decision is made to require time at home for reflection, the Principal or Assistant Principal will provide to the student and the student's parents/carers:

- the reasons for being sent home for reflection; and
- the relevant rules, policies, standards of behaviour alleged to be breached.

Note that a student may be on time at home for reflection while an investigation is continuing. The College may need to speak with the student during this time and will manage these conversations with students in a respectful and direct way, while maintaining the confidentiality of the information it holds.

Parents are not included in the initial interviews, but will be invited to a subsequent conversation to discuss the incident and the implications of the incident.

A Return to School meeting, will often be required before the student recommences class attendance. This meeting will generally involve the student and the student's parents/carers.

Throughout the process notes will be made and held by the College.

Termination of Enrolment. A decision to terminate a student's enrolment may only be made by the Principal and Assistant Principal. Note that a student may be at home for reflection while the appropriate consequences are being considered.

When a decision is being considered to terminate a student's enrolment, the Principal or Assistant Principal will communicate with the student, and the student's parents/carer outlining:

- the reasons that the student is under consideration for termination of enrolment; and
- the relevant rules, policies, standards of behaviour alleged to be breached.

The Principal and Assistant Principal will:

- arrange a meeting with the student and the student's parents/carers;
- allow the student to have a support person (usually a parent or guardian);
- arrange for an interpreter if required;
- meet with the student and the student's parent/carers and/or support person;
- ensure that such a meeting is recorded in writing.

The Principal and Assistant Principal will make a decision or judgement about the facts of the allegation against the student.

The Principal and Assistant Principal will then decide whether to terminate the enrolment of a student based on the following considerations:

- safety of all students, staff and visitors;
- the seriousness or impact of the student’s acts;
- the response of the student, if applicable;
- the wellbeing and welfare of the student;
- the student’s prospect for rehabilitation; and
- the capacity of the student and others affected, including staff, to re-establish respectful and trusting relationships.

Parents and students have recourse to procedures as outlined in the College's Complaints and Appeals Policy.

College Register. The Admissions Officer will record the time at home for reflection or termination of enrolment in a Student Management Register. The record will contain the names of the student(s), and the reason(s) for the suspensions or termination of the enrolment, and in the case of time at home for reflection – the dates of this period.

REVIEW

This policy will be readily accessible to all staff, parents and visitors.

Management and staff will monitor and review this policy regularly, and as a result, this policy is subject to change.

Links to other policies

- Child Safe Policy
- Student Code of Conduct
- Student Computer Access Agreement
- Administration of Medication Policy
- Complaints and Appeals Policy
- Enrolment Policy

Date	Version No.	Change	Author(s)
February 2024	1.0	Issue	Bronwyn Rose

Appendix A.

Further examples of inappropriate behaviour and consequences for students

Disrespect for:	Inappropriate behaviour	Potential Consequences
Fellow Students	Swearing	Removal from class. Reflection at home.
	Bullying/fighting/offensive comments	Counselling. Discussion with Year Level Coordinator. Interview with parents. Reflection at home/Termination of Enrolment.
Teachers	Rudeness to teachers, Swearing at teachers, Threatening behaviour, Physical intimidation	Apology. Reflection at home. Interview with parents. Enrolment review, as appropriate. Termination of enrolment.
The College and Community	Smoking/vaping	Parents notified. Reflection at home/Termination of Enrolment.
	Graffiti/Vandalism	Cleaning duties Community service around the College Payment for damage.
	Misuse of electronic device	Ban from use of device on campus.
	Theft	Counselling. Return of goods. Reflection at home. Enrolment review.
	The possession of pornography, sexist, racist or other discriminatory material.	Counselling, discussion with Year Level Coordinator. Contact with parents. Reflection at home/Termination of Enrolment

Disrespect for:	Infringement	Consequence
Time missed	Late to School	Parents notified
	Late to class	Marked late for class
	Absent from class without acceptable excuse	Parents notified.
Work issues	Incomplete work	Parents contacted. Work to be completed.
	Interference with others' learning	Removal from class to Year Level Coordinator, Social Worker or Administration. Parents contacted.
Disruption of teaching	Ignoring instructions	Removal from class to Year Level Coordinator, Social Worker or Administration. Parents contacted. Apology.
	Causing learning activities to be disrupted or stopped	Removal from class. Interview with Year Level Coordinator, Social Worker or Administration. Reflection at home. Interview with parents. Enrolment review. Termination of enrolment.