Rationale:

Positive and responsible student behaviour is essential to the smooth running of the school, to the achievement of optimal learning opportunities, and to the development of a supportive and cooperative school environment.

Aims:

It is the aim of the whole school community to explicitly teach, model and actively promote behaviour management using the Restorative Practices model.

- To build a school environment based on positive behaviour, mutual respect and cooperation.
- To manage poor behaviour in a positive and professional manner.
- To establish well understood and logical consequences for student behaviour.
- To encourage student to learn from their mistakes, reconcile and resolve problems.
- To recognise and manage the underlying cause of behaviour.
- For teachers to facilitate and repair processes using restorative language.
- To maintain healthy relationships within the school community.

Definition of Restorative Practices:

- Restorative Practices involves the development and enhancement of relationships and social competencies.
- Restorative practices stresses the importance of relationships and seeks to restore these relationships when they have been damaged
- It encourages children to:
  1. Understand the choices they make.
  2. Take responsibility for their behaviour.
  3. Repair any damage and/or harm.

Belief:

- Students make choices that influence what happens to themselves and their community
- Each individual is responsible for their own behaviour
- Teacher reactions to misbehaviour should be instructive with the aim of changing behaviour.
- Wrong doing is a violation of people and/or property rather than the violation of rules
- Building successful relationships within our school community is an essential foundation to a restorative approach.

Implementation:

- Our Behaviour Management Plan places significant emphasis on the development and recognition of positive behaviours.
- Based on the notion of climbing a mountain, starting at Base Camp and working positively through our Ad Alta award system or negatively through behaviour contracts.
- The school will deliberately engage the services of successful young people as guest speakers or workshop facilitators etc to act as positive role models.
- Whole school rules will be negotiated with the Student Representative Council.
- An up-to-date database of student behaviour will be established and maintained.
- Staff will undertake professional development on student behaviour and discipline management
- The school curriculum will include units on resilience, peer pressure, positive choices, bullying, conflict resolution and leadership. In the junior years, this will include the program ‘Friendly schools and families’.
• Students experiencing difficulty achieving positive behavioural outcomes will undertake individualised behaviour management contracts focussing upon agreed goals.
• Consequences for ongoing inappropriate behaviour will involve a graded series of behaviour contracts including varying levels of consequences including withdrawal, loss of privileges or possible suspension.
• Parents will be kept informed, and actively encouraged to assist in the development of their children’s behavioural performance.

Zero tolerance behaviours

At Balmoral Community College we do not tolerate:

• Sexual harassment
• Physical Assault
• Verbal Abuse

Zero Tolerance Behaviours will necessitate immediate action and will result in a Blue Level 3 Behaviour Contract.

Behaviour Management Plan Overview

Please refer to attached sheets for the full description and extra information on Balmoral Community College’s Behaviour Management Plan.

Evaluation:

This policy will be reviewed annually as part of the school’s three-year review cycle.

This policy was last ratified by School Council in July 2009
<table>
<thead>
<tr>
<th>Levels of Student Behaviour Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PLATINUM</strong></td>
</tr>
<tr>
<td>Students who have earned 5 GOLD AWARDS are entitled to a PLATINUM (Medallion) AWARD</td>
</tr>
<tr>
<td><strong>GOLD</strong></td>
</tr>
<tr>
<td>Students who have earned 5 SILVER AWARDS are entitled to a GOLD AWARD</td>
</tr>
<tr>
<td><strong>SILVER</strong></td>
</tr>
<tr>
<td>Students who have earned 10 BRONZE AWARDS are entitled to a SILVER AWARD</td>
</tr>
<tr>
<td><strong>BRONZE</strong></td>
</tr>
<tr>
<td>All students reaching the 'Base Camp' are entitled to earn BRONZE AWARDS</td>
</tr>
<tr>
<td><strong>BASE CAMP</strong></td>
</tr>
<tr>
<td>As a students at Balmoral Community College you value:- Respect, Cooperation, Positive Relationships, Honesty, Trust, Knowledge and Striving for Excellence.</td>
</tr>
<tr>
<td>You are entitled to earn Bronze Ad Alta Awards.</td>
</tr>
<tr>
<td><strong>LEVEL 1</strong></td>
</tr>
<tr>
<td><strong>Restorative Conversations</strong></td>
</tr>
<tr>
<td>You have fallen to step 4 for not complying with school rules.</td>
</tr>
<tr>
<td>You need to fill in a think sheet and have a restorative conversation with your teacher.</td>
</tr>
<tr>
<td>Inappropriate behaviour at recess or lunchtime will result in a think sheet and time out on the seat.</td>
</tr>
<tr>
<td>Your teacher may decide that you need to have a lunchtime detention or participate in a lunchtime activity or job around the school. Students will still earn bronze awards.</td>
</tr>
<tr>
<td><strong>LEVEL 2</strong></td>
</tr>
<tr>
<td>You have fallen to step 5 for continuing to break school rules. OR You have had three think sheets in one day. OR Your conduct was inappropriate that you have been sent straight to this level.</td>
</tr>
<tr>
<td>You cannot earn bronze awards.</td>
</tr>
<tr>
<td>Meet with appropriate leading teacher. You are now on a 1 week contract. Parents will be notified. You miss extra curriculum activities this week. After completion of your contract students will return to base camp.</td>
</tr>
</tbody>
</table>
LEVEL 3  
You have not met your contract conditions.  
OR  
You displayed a zero tolerance behaviour.  
OR  
You have ignored others attempts to help you.  

Meet with Principal or AP straight away.  
A parent interview will be organised.  
An in school suspension or exclusion from some classes may be negotiated.  
OR  
A suspension of up to three days may be issued.  
A restorative conversation must occur between Student, Principal and other relevant staff.

Serious and 'Zero Tolerance' incidents will necessitate immediate action and will result in a level 3 contract.  
Zero Tolerance behaviours:  
Bullying  
Physical Abuse  
Verbal Abuse  
Sexual Harassment  
In possession of pornographic material, alcohol or drugs.
1. Verbal Reminder of the School Rules

2. Move to the ‘Thinking Spot’ and complete the Thinking sheet (Refusal to comply is a level one offence. Student sent to Principal immediately)

3. Second Verbal reminder

4. Any further misbehaviour during the same day, the student will drop straight to Level 1.
Playground Staircase

1. Verbal Reminder of the School Rules
2. Student to fill in incident report while sitting on the time out seat near the staffroom. Written in playground book. (Refusal to comply is a level 1 offence. Student sent to Principal immediately)
3. Second Verbal reminder
4. Any further misbehaviour during the same day, the student will drop straight to Level 1.
Ad Alta Award Scheme

Aims:
- To value the contributions of all students and instill in them a sense of pride as a member of Balmoral Community College.
- To value excellence in all areas of endeavour.
- To enhance the self-esteem of students through recognition of achievement.
- To encourage students to become more involved in school activities.

The award scheme is part of the Student Welfare Program of our school. Students in all years may receive Bronze Ad Alta Awards for improvement, excellence or consistency in their studies, for extra-curricula involvement, sporting achievement or school services. These Bronze awards accumulate and allow students to attain Silver, Gold and Platinum awards in their journey through schooling. This system provides positive recognition of all students' achievements at school.

Implementation:

When students have attained 10 'Bronze Ad Alta' Awards, they are eligible for a 'Silver Ad Alta' award.

When students have attained 5 'Silver Ad Alta' Awards, they are eligible for a 'Gold Ad Alta' award.

When students have attained 5 'Gold Ad Alta' Awards, they are eligible for a Platinum (or medallion) award.

Bronze Ad Alta Awards:

ALL regular members of staff, including the Principal, Librarian, Teacher's Aides and R.E. teachers are able to give out 'Bronze Ad Alta' Awards. R.E. teachers are invited to give one Bronze Ad Alta award per week to a student in their classes. CRTs can make recommendations for 'Bronze Ad Alta' awards.

Collection of Silver Ad Alta Awards:

When students have collected 10 'Bronze Ad Alta' Awards they need to take their 10 certificates to the Assistant Principal to be awarded with a 'Silver Ad Alta' award. All 'Silver Ad Alta' awards will be presented at the weekly assembly.

Collection of Gold Ad Alta Awards:

When students have collected 5 'Silver Ad Alta' Awards they need to take their 5 certificates to the Assistant Principal to be awarded with a 'Gold Ad Alta' award. All 'Gold Ad Alta' awards will be presented at the whole assembly held twice a term. Parents will be invited to these presentations.

Collection of Platinum Ad Alta Awards:

When students have collected 5 'Gold Ad Alta' Awards they need to take their 5 certificates to the Assistant Principal to be awarded with a 'Platinum Ad Alta' award. All 'Platinum Ad Alta' medallions will be presented at our Presentation Night at the end of the school year.

Students may be rewarded with multiple 'Platinum Ad Alta' awards during their time at Balmoral Community College.

Storage of Awards:

It is suggested (not compulsory) that awards be stored in a safe place, preferably a photo album so that they are highly valued by our students. These awards can possibly be used as part of their CV/resume when applying for employment, but are also a positive recognition and collection of all their achievements at school.
Roles and Responsibilities

CLASSROOM TEACHERS

• Hand out approximately one ‘Bronze Ad Alta’ award per day / 5 per week.
• Give one verbal reminder of the school rules in the classroom when an incidence occurs.
• Check the student diary to make sure it has not occurred earlier in the day.
• Move the student to the ‘Thinking Spot’ and ask them to complete the ‘Incident Thinking Sheet’. If students refuse, send them straight to the office to see the AP or Principal.
• You MUST record this step in the student diaries for the next staff member and the student’s parents.
• At an appropriate time follow up with a restorative conversation and add to the teacher section of the ‘Incident Think Sheet’.
• Hand all ‘Incident Think Sheets’ to the Upper or Lower Leading Teacher.
• Students receive a second Verbal reminder throughout the day, following an ‘Incident Think Sheet’.
• Send a student with further misbehaviour STRAIGHT to AP or Principal for contract negotiation.

PLEASE make sure all necessary warnings are recorded in the school diary. Failure to have the student diary with them is a break of school rules.

YEAR LEVEL COORDINATORS

• 3 incidences of the same nature within a week block results in a straight move to level 1. Please take note of these incidences listed in the student diaries. Refer the student to AP or Leading Teacher as soon as you realise 3 incidences listed.
• You are in charge of signing the student behaviour contracts daily and positively reinforcing good behaviours.
• When students have appropriately completed 5 days on a level 1 contract, you will need to email all staff with the message:

  "(Student’s name) has returned to Base Camp and can now be earning Bronze awards again."

• Notify parents when students have been dropped to a Level 1 Behaviour Contract.

LEADING TEACHERS

• Collection and regular monitoring of Incident Think Sheets.
• 3 incidences of the same nature within a week block results in a straight move to level 1. Please take note of these incidences listed in the student diaries. Refer the student to AP or Principal.
ASSISTANT PRINCIPAL

- Collection of 10 'Bronze Ad Alta' awards and organisation of Silver, Gold and Platinum awards.
- Negotiate and issue Behaviour Contracts at Level 1 and 2 for students who have fallen to step 4 on a staircase.
- Contact parents when a student is placed on a Level 2 or 3 behaviour contract.
- Email all staff with either:

"(Student's name) has been placed on a Yellow Level 1 contract for the next five days. He/She is not able to earn Bronze Ad Alta awards and all relevant teachers MUST sign his/her contract at the end of each lesson."

"(Student's name) has been placed on a Green Level 2 contract for the next five days. He/She is not able to earn Bronze Ad Alta awards, is to be excluded from the playground for the next 2 lunch periods and will not be allowed to attend any extra curricula events. All relevant teachers MUST sign his/her contract at the end of each lesson. He/She must also complete a Level 1 contract to return to Base Camp."

"(Student's name) has been placed on a Blue Level 3 contract for the next five days. He/She is not able to earn Bronze Ad Alta awards, will be excluded from the playground for the period of this contract and will not be allowed to attend any extra curricula events. All relevant teachers MUST sign his/her contract at the end of each lesson. He/She must also complete a Level 1 and Level 2 contract to return to Base Camp. Specific actions include: ......"

PRINCIPAL

- Negotiate and issue Behaviour Contracts at Level 1, 2 and 3 for students who have fallen to step 4 on a staircase.
- Be available to deal with refusals and zero-tolerance behaviour when it occurs.
- Contact parents when a student is placed on a Level 2 or 3 behaviour contract.
- Email all staff with either:

"(Student's name) has been placed on a Yellow Level 1 contract for the next five days. He/She is not able to earn Bronze Ad Alta awards and all relevant teachers MUST sign his/her contract at the end of each lesson."

"(Student's name) has been placed on a Green Level 2 contract for the next five days. He/She is not able to earn Bronze Ad Alta awards, is to be excluded from the playground for the next 2 days and will not be allowed to attend any extra curricula events. All relevant teachers MUST sign his/her contract at the end of each lesson. He/She must also complete a Level 1 contract to return to Base Camp."

"(Student's name) has been placed on a Blue Level 3 contract for the next five days. He/She is not able to earn Bronze Ad Alta awards, will be excluded from the playground for the period of this contract and will not be allowed to attend any extra curricula events. All relevant teachers MUST sign his/her contract at the end of each lesson. He/She must also complete a Level 1 and Level 2 contract to return to Base Camp. Specific actions include: ......"

- Suspension and Expulsion are options to be considered in line with the DEECD policy and procedures, after consultation with all parties.
- Parent Interview requested when any child is placed on a Behaviour 3 contract.
- Following a Suspension, a meeting with the principal MUST occur where a new contract is negotiated for the student returning to classes.
Thinking Spot Guidelines

Please read this page carefully.

While you are in the Thinking Spot you will:

- Remain QUIET – no talking or making noises.
- Complete the ‘Incident Think Sheet’ given to you.
- Not participate in any class activities.
- Not interrupt the lesson.
- Think about the rules you have broken.
- Think about the rules you have followed.
- Think about what you are going to do to change your behaviour.
- Speak to the teacher and have your diary ready at the end of the lesson.
- Make an appointment (if required) with your teacher to discuss your ‘Incident Think Sheet’.

If you do not follow these guidelines you will be sent immediately to the Assistant Principal or Principal to be levelled on a Behaviour Contract and your parents will be contacted.

Remember:
- You are responsible for your own behaviour
- You have made the wrong choices.
- You have chosen not to follow our school rules
- You have to make the decision to change your choices