



WESTERN AUSTRALIAN
COLLEGE of AGRICULTURE
Denmark

6.0 Behaviour Management Plan

VERSION	REASON FOR UPDATE	DISTRIBUTION		
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1	ORIGINAL DOCUMENT			
2	Addition of cover page and formatting changes	Manager Corporate Services	26-09-2018	Website.

6. BEHAVIOUR MANAGEMENT PLAN

6.1 INTRODUCTION AND AIMS

The establishment of positive relationships within our college community is of paramount importance for a sense of school pride and commitment. Successful relationships foster positive self-concepts and attitudes, which lead to successful performance. Relationships based on trust, respect and a demonstrated caring approach by the school staff can make a real difference to the attitude and behaviour of our students.

The Behaviour Management Plan for WA College of Agriculture-Denmark reflects the diverse nature of the living and learning environments of its students. While providing guidelines for action, the Plan needs to be sufficiently flexible to account for different circumstances and changes to what is perceived to be 'best practice'.

The aim of this Plan is to create an environment in which students are able to learn and are encouraged to be responsible for their own behaviour.

WA COLLEGE OF AGRICULTURE—Denmark AIMS TO:

- establish and maintain a positive environment within the college so that staff and students can work together in harmony.
- use appropriate curriculum and recreational programs that encourage engagement by students.
- create a safe and caring environment where the rights and responsibilities of the individual are recognised and respected.
- encourage adherence to the College Code of Behaviour and establish clear, (fair and reasonable) consequences for individuals whose behaviour breaches this code.
- develop the interpersonal skills of both students and staff so that conflicts can be resolved in a positive non-violent manner.
- develop the interpersonal skills of both students and staff so that conflicts can either be avoided or resolved in a positive, non-aggressive manner.
- manage student behaviour in ways that promote restorative practices and are educative in nature.

6.2 RIGHTS AND RESPONSIBILITIES OF THE COLLEGE COMMUNITY

WA College of Agriculture-Denmark supports the right of both staff and students to work and learn without being impeded by disruptive behaviour. With a number of different learning environments and the additional responsibilities associated with residential students, strategies employed to reduce inappropriate behaviours will vary. It is essential however, that staff adopt a consistent approach to inappropriate behaviours within and between different environments.

Students at WA College of Agriculture-Denmark **have a right to:**

- feel safe at school
- participate and learn to the best of their ability
- be treated with dignity and respect.

6.3 ROLES AND RESPONSIBILITIES OF TEACHERS , TRAINERS AND ADMINISTRATORS

Teachers and administrators at WA College of Agriculture-Denmark **have a responsibility to:**

- participate in the development and implementation of the Behaviour Management Plan
- reinforce positive behaviours
- establish good relationships with students and a positive college atmosphere
- set an example by their own behaviours
- ensure the curriculum content meets the needs of the students
- create a learning environment which is relevant and interesting
- establish and maintain college rules consistent with the Code of Behaviour
- consistently apply logical consequences for breaches of the Code of Behaviour
- involve parents in the education/residential and behaviour management processes.

6. BEHAVIOUR MANAGEMENT PLAN (CONT)

6.4 PROMOTING A POSITIVE COLLEGE ENVIRONMENT

A college's ethos and culture influences the learning of its students. It is therefore important to establish and maintain an environment where students feel safe, respected and valued. The following contribute to the promotion of a positive environment at WA College of Agriculture-Denmark.

- leading by example (eg uniform)
- information sharing
- assisting students to achieve their own personal goals thereby motivating them to achieve those of the organisation.
- maintaining pride and a corporate image
- respect with some informality
- recognition of achievement and participation
- shared benefits and responsibility (students and the college rely on each other for success)
- counselling
- pastoral care and the development of individuals
- conflict resolution
- peer mediation.

6.5 CODE OF BEHAVIOUR

Students while at the WA College of Agriculture-Denmark are expected to:

- report for all activities on time, be prepared for the activity and be dressed appropriately
- maximise their opportunities to learn and participate and not hinder the education or participation of others.
- interact with others in a courteous and respectful manner
- maintain clean and tidy living habits and safe work habits
- respect property belonging to both the college and individuals
- remain within the boundaries of the residence and not enter the dormitories of the opposite sex
- limit male/female interaction to residential time based on discreet and non-sexual relationships
- adopt a healthy lifestyle free of tobacco, alcohol and use of illegal drugs
- use all vehicles, machines and equipment in accordance with the relevant policies.

6.6 PRAISE/REWARD

Mechanisms in place for praising or rewarding appropriate behaviours or outstanding achievement include:

- personal praise
- telephone contact to parents
- advertising achievements via college newsletter
- public recognition during lunch time announcements
- certificates of commendations

6.7 GOOD STANDING

A student has demonstrated he/she is a worthy member of the WA College of Agriculture, Denmark school community by maintaining Good Standing through:

- Satisfactory attendance: full-time attendance at a class when normal classes are in operation. An absence is deemed unsatisfactory if it is unexplained or, in the view of the Deputy Principal, is inadequate or inappropriate.
- Satisfactory behaviour by adhering to the standards of the College's codes of behaviour (School and Residential).
- Punctuality and preparedness: being on time to class and prepared with the necessary materials.
- Completion of all course requirements in accordance with subject/course outlines.
- Work co-operatively with teachers and others.
- Meeting the requirements of the College's dress, jewellery and grooming code.

All students will begin the year in Good Standing and remain in Good Standing while any penalties they incur remain below the specified level. While they remain in Good Standing, students are eligible to attend all extra-curricular activities. A student will lose Good Standing status if absences, participation or behavioural penalties equal or exceed the specified rate.

6. BEHAVIOUR MANAGEMENT PLAN (CONT)

6.7 GOOD STANDING (CONT'D)

PROCEDURE

Students who fail to adhere to the code of behaviour may be given demerit points. A demerit point can only be given by a member of the Senior Staff. A student who receives 5 demerit points loses Good Standing. An out-of-school suspension will automatically attract the loss of Good Standing.

At the time of losing Good Standing it will be indicated in writing to the student and parent. After 4 weeks without losing a demerit point a student will regain one point and, therefore, Good Standing.

The Deputy Principal is expected to keep records for student demerit points and manage the Good Standing process.

CONSEQUENCES OF LOSS OF GOOD STANDING

A student without Good Standing will not be allowed to represent the College, will face the loss of privileges and therefore will not be permitted to participate in activities such as:

- School social events including the College Ball
- Extra-curricular excursions of a social or non-assessment nature.
- Sporting carnivals including Harvey Sports Carnival and Country Week.
- Agricultural shows including Wagin Woolorama and The Perth Royal Show.
- Residential excursions including AFL trips and Beach Camps.
- Weekly training sessions for College and community sporting teams.
- Participation in College and community sporting teams (netball, basketball, hockey and football)
- Extra-curricular activities including woodwork, music, skippers tickets, scuba diving.
- After school show stock preparation.
- Any other event at the Senior Staff's discretion.

FURTHER CONSEQUENCES

- Where a Residential student has been without Good Standing for 8 College weeks a compulsory review panel will be convened.
- Where a Residential student has lost Good Standing on two occasions within a semester or three occasions within a year a compulsory review panel will be convened.
- Any student councillor who loses Good Standing will automatically lose membership of the School Council.
- Any Year 12 student who loses Good Standing twice within the year will not receive a school reference.

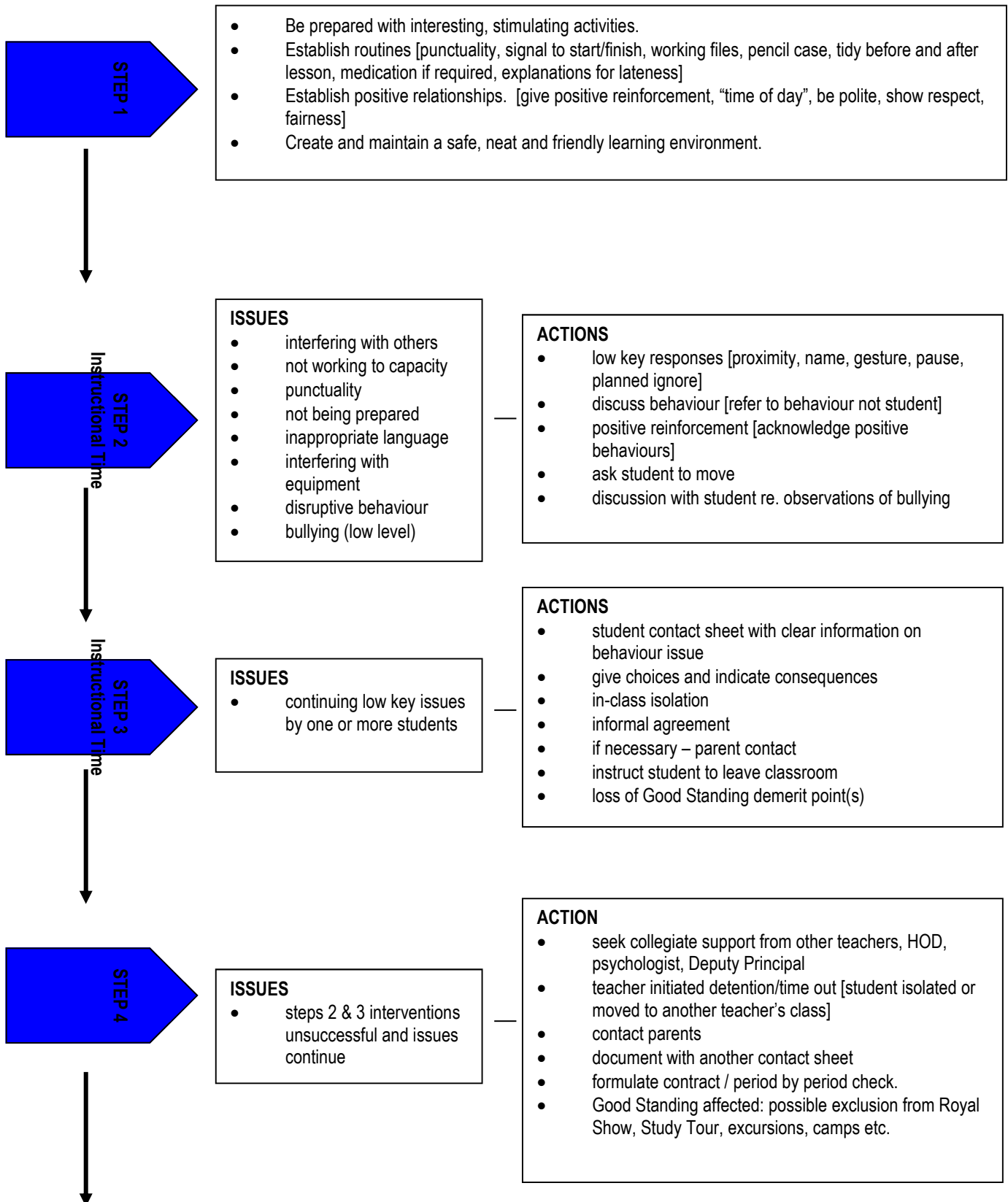
SPECIFIC BEHAVIOURS LINKED TO OUR COLLEGE'S CODE OF CONDUCT

- Obvious disrespect for other students and/or staff, their rights and property.
- Insulting language /abuse to students/staff.
- Behaving in a manner that places students/staff/themselves in danger.
- Being disruptive in class and impacting on other students' right to learn.
- Being unprepared for class.
- An unexplained attendance at school or to a specific class.
- Lateness to class without an acceptable reason.
- Not making a genuine attempt to complete set work or homework assigned.
- Unacceptable behaviour in Residence.
- Failure to meet the College's dress and code and grooming requirements.
- Being out of bounds in Residential time.
- Any Residential student who is 'gated' three times in one term will automatically lose two Good Standing demerit points.
- Persistent failure to adhere to College/Residential guidelines or rules.

6. BEHAVIOUR MANAGEMENT PLAN (CONT)

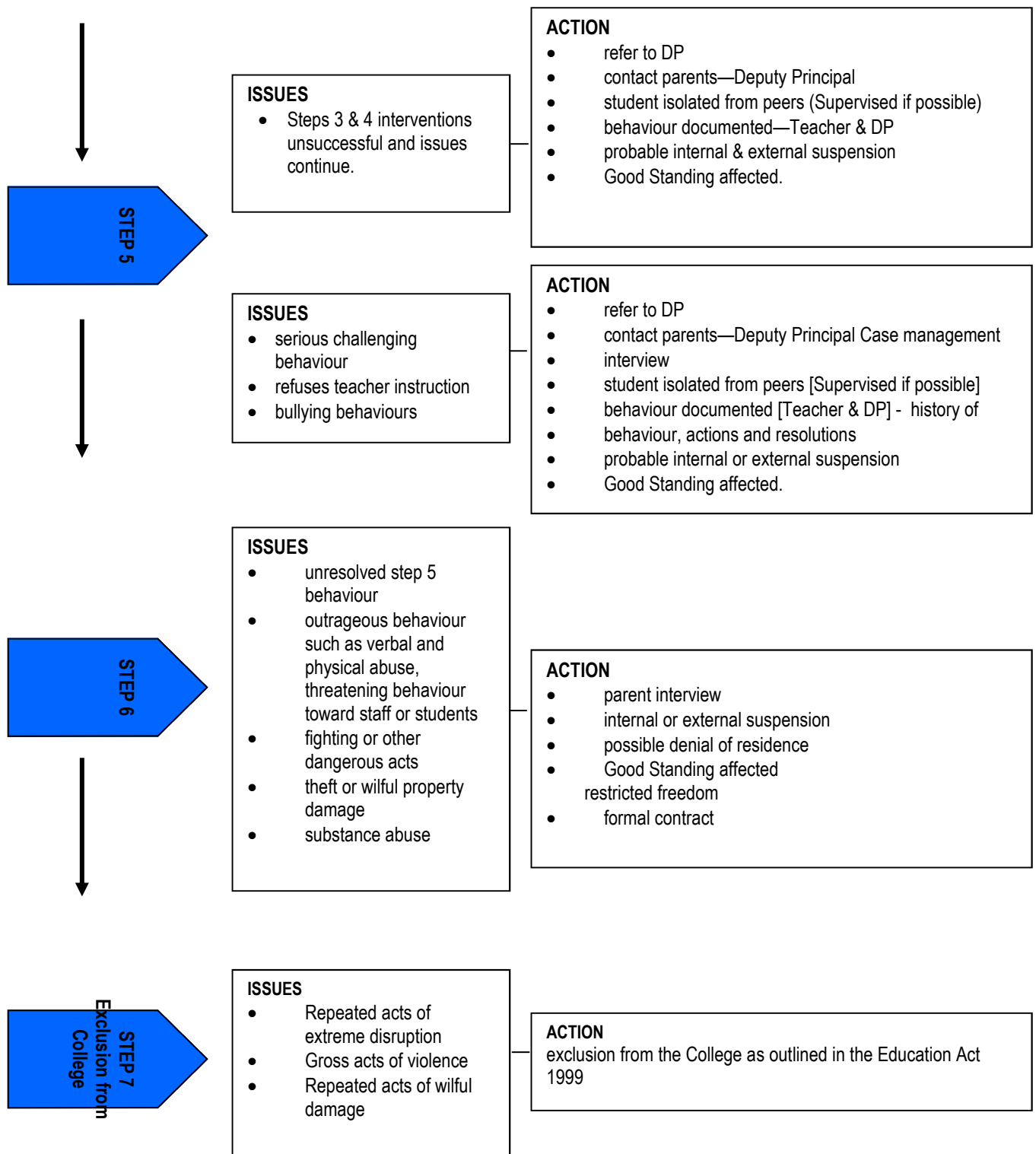
6.8 DAY PROGRAM BEHAVIOUR MANAGEMENT PROCEDURES FLOWCHART

The following is a flowchart of the behaviour management process followed in the College's day learning program:



6. BEHAVIOUR MANAGEMENT PLAN (CONT)

6.8 DAY PROGRAM BEHAVIOUR MANAGEMENT PROCEDURES FLOWCHART (CONT.)



6. BEHAVIOUR MANAGEMENT PLAN (CONT)

6.9 BULLYING AND VIOLENCE PREVENTION

Bullying is when an individual or group misuses power to target another individual or group to intentionally threaten or harm them on more than one occasion. This may involve verbal, physical, relational and psychological forms of bullying.

Strategies adopted at WA College of Agriculture-Denmark aimed at the prevention of bullying focus on the following factors:

The college

- is responsible for establishing an environment where bullying is seen as inappropriate
- should provide appropriate resources to train teachers to identify and minimise bullying
- should monitor bullying and adopt proactive strategies where required
- should support staff and respond appropriately to bullying

The students

- should have confidence in staff to deal with situations
- need to understand the difference between 'telling' and 'dobbing'
- are counselled to avoid the role of colluder or bystander

The staff

- should have adequate training and support to identify and respond to bullying
- should be proactive in order to limit bullying
- maintain adequate supervision of student interaction
- respond appropriately when bullying occurs

(Refer to the College's Preventing and Managing Bullying policy for more information.)

6.10 COLLEGE SPECIFIC ISSUES

COLLEGE FARM

Specific issues related to behaviour management on the college farm include:

- the farm is considered to be a work site
- issues of safety have a high priority
- elements of presentation (dress, jewellery, hair length) and punctuality are considered when assessing student performance
- students are required to use vehicles and machinery for which licences are issued

COLLEGE RESIDENCE

Specific issues related to behaviour management in the college residence include:

- provision of separate accommodation units for male and female students

6.11 CONSULTATION AND REVIEW

- Input from all members of the college community
- Policies apply to all members of the community
- Rights, responsibilities and Code of Conduct are reviewed regularly
- Role of student councils
- Monitoring

The college will employ the following communication strategies to ensure that all staff, students and members of the college community are aware of and understand the school's behaviour management processes:

- Provide all students, parents and staff with a Student/Staff Information Booklet that includes the college's Behaviour Management Plan.
- Make announcements to classes, a school assembly, or in the college newsletter.
- Use written circulars to college staff.

To ensure that the school's Behaviour Management Plan is monitored and reviewed annually the college will:

- Seek feedback from students and parents in annual surveys.
- Seek feedback from staff at end-of-term all staff meetings.
- Maintain a working party of representative college staff to regularly meet and review the Behaviour Management Plan.

6. BEHAVIOUR MANAGEMENT PLAN (CONT)

6.12 SUSPENSION, EXCLUSION

When considering temporary or permanent removal of a student from the college environment it is essential that such consequences are considered to be appropriate and consistent. To this end, the Leadership Team of the college are usually consulted before these sanctions are implemented.

SUSPENSION

A period of suspension is imposed for one or more of the following reasons:

- removal of student from the environment in which they are causing problems
- sharing behaviour management with parents
- highlighting the seriousness of the behaviours and putting the students 'on notice'.

EXCLUSION

Exclusion is a sanction of last resort and is only applied where serious and consistent breaches of the college Code of Behaviour put staff or student welfare, or the education of others, at risk.

In the event a student is suspended, parents must have a strategy in place for their son or daughter to be collected.

6.13 TERMINATION OF RESIDENCE

A student can have their residential status terminated for persistent and/or serious breaches of school discipline relating to residential activities. Removal from residence usually results in the student attending the school as a day student only unless the student is also suspended from attending school.

Pending investigation, the principal is likely to suspend a student from residence and possibly also from the school immediately for a serious breach of school discipline. (See Section 6.15 for Categories of breaches that could result in immediate removal from residence.)

In the event that the student's behaviour is considered incompatible with expectations, the student, his/her parent or a person responsible for the student, must be informed that a Residential Status Review Panel will review and make recommendations to the Principal on the student's ongoing residential status.

The student, his/her parent or a person responsible for the student should be invited to make representations to the Panel either in person or in writing.

A Residential Status Review Panel will be formulated during the period of suspension and recommendations made to the Principal who makes the final decision about any ongoing sanctions for the student.

In the event of a termination of residence, the Principal must inform the student and his/her parent or a person responsible for the student of the following matters:

- the reasons for the removal from residence,
- information regarding any particular conditions attached to the removal from residence,
- the opportunities for the student to continue their education at the school,
- appeals process

The student and, his/her parent or a person responsible for the student, must be informed of these matters either orally or in writing as soon as possible. Oral notification must be followed up in writing.

If a parent or person responsible for the student feels aggrieved by the Principal's decision, then he/she may request a review of the decision. Such a request is to be made to the Regional Education Office and managed according to the Disputes and Complaints Policy and Procedures. A review does not prevent the removal from residence being imposed or continuing in effect.

6.14 COLLEGE BALL

The ball is an exciting event on the school calendar and forms an important part of the students' social life on campus. To ensure that it is also a safe event and to discourage students from attending 'afters' parties, it is our preference that students return to the College after the ball. Students will only be released on Friday night from the College to Parents or Guardians. No students will be allowed to self-drive from the College on Friday night. Students requiring travel arrangements will need to submit a travel request. Students will be transferred on Saturday morning to Albany to catch the TRANSWA bus. Parents who are collecting students from the College on Saturday can join us for breakfast before departing.

- As this is a school initiated activity, students are required to abide by the established school rules. Where there is a breach of any of these rules, contact will be made with parents and appropriate action will be taken.

6. BEHAVIOUR MANAGEMENT PLAN (CONT)

6.14 COLLEGE BALL (CONT'D)

This may include parents being asked to collect their son or daughter from the College ball. Students are reminded that the College has a no tolerance policy in relation to alcohol and other drug use.

Students can leave residence after the ball according to the following guidelines:

- A leave form is submitted by a parent/guardian stipulating the responsible adult collecting them. This will be approved by the College and needs to be a parent/guardian. If your child is on the Ball Committee they will be required to stay back and assist with the clean-up. Please take this into consideration re your leave forms.
- Students requiring bus transport on Saturday will not be given leave and will return to College after the Ball finishes. Students are deemed to have commenced leave from the time of collection by a Parent or Guardian and may not return to residence until commencement of Term 2.

6.15

CATEGORIES OF BREACHES THAT COULD RESULT IN IMMEDIATE REMOVAL FROM RESIDENCE

CATEGORY 1: Physical assault of college staff

This may include physically threatening behaviour towards school staff.

CATEGORY 2: Physical assault of another student

This may include physically threatening behaviour towards a student.

CATEGORY 3: Possession and use of illegal substances

The substances referred to in this category are those deemed illegal under the Criminal Code.

CATEGORY 4: Wilful offence against property

A wilful offence occurs when there is intent to deface or cause damage to property. It also encompasses the act of theft.

CATEGORY 5: Substance misuse

Incidents involving substances that are not illegal but threaten the good order and proper management of the school. Substances such as cigarettes, alcohol and misuse of prescribed medicines are covered by this category

CATEGORY 6: Verbal abuse or harassment of staff

Verbal abuse or harassment of staff including offences such as racist remarks, stalking, sexual harassment, sexual innuendo and manipulation.

CATEGORY 7: Verbal abuse or harassment of students

Verbal abuse or harassment of other students including offences such as stalking, sexual harassment, sexual innuendo and manipulation.

CATEGORY 8: Violation of college Code of Conduct and residential behaviour management rules.

This includes all rules but particularly with regard to sexual behaviour.

CATEGORY 9: Other serious incidents.

This category is retained for other serious breaches that are not encompassed by the first eight categories.