Miriam Vale State School

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

1. Purpose
Miriam Vale 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
Miriam Vale State School developed this plan in collaboration with our school community. Broad consultation with parents, staff and students was undertaken through community meetings held during September 2015. A review of school data sets from 2014-2015 also informed the development process.

The Plan was endorsed by the Principal and the President of the P&C in September 2015.

3. Learning and behaviour statement
All areas of Miriam Vale State School are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs. Our school-wide framework for managing behaviour is Schoolwide Positive Behaviour Support.

Our Responsible Behaviour Plan outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan, shared expectations for student behaviour are plain to everyone, assisting Miriam Vale 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:
To be a learner:
- Be safe
- Be responsible
- Be respectful.

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 Miriam Vale 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 which is designed to prevent problem behaviour and to provide a framework for responding to unacceptable behaviour.

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

This matrix, along with a large poster of the three school rules and small posters outlining expected behaviours within each of the rules safe, responsible and respectful (Appendix 1), are displayed in all rooms in Miriam Vale State School and many non-classroom settings. Having these expectations displayed in locations around the school ensures that they are communicated clearly to students and rewards and consequences are understood to be linked to these expectations.
<table>
<thead>
<tr>
<th>SCHOOLWIDE EXPECTATIONS TEACHING MATRIX</th>
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</thead>
<tbody>
<tr>
<td>ALL AREAS</td>
</tr>
<tr>
<td>BE SAFE</td>
</tr>
<tr>
<td>• Use equipment appropriately</td>
</tr>
<tr>
<td>• Keep hands, feet and objects to yourself</td>
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<tr>
<td>• All chair legs on the floor (4 on the floor)</td>
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<tr>
<td>• Walk</td>
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<tr>
<td>• Sit still</td>
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<tr>
<td>• Enter and exit room in an orderly manner</td>
</tr>
<tr>
<td>• Keep hands, feet and objects to yourself</td>
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<tr>
<td>• All chair legs on the floor (4 on the floor)</td>
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<tr>
<td>• Respect others’ personal space and property</td>
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<tr>
<td>• Care for equipment</td>
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<tr>
<td>• Clean up after yourself</td>
</tr>
<tr>
<td>• Use polite language</td>
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<tr>
<td>• Wait your turn</td>
</tr>
<tr>
<td>• Respect others’ right to learn</td>
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<tr>
<td>• Talk in turns</td>
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<td>• Be a good listener</td>
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</table>

BE RESPONSIBLE

• Ask permission to leave the classroom
• Be on time
• Be in the right place at the right time
• Follow instructions straight away
• Be honest
• Accept outcomes

BE RESPECTFUL

• Respect others’ personal space and property
• Care for equipment
• Clean up after yourself
• Use polite language
• Wait your turn
These expectations are communicated to students via a number of strategies, including:

- Behaviour lessons conducted by classroom teachers;
- Reinforcement of learning from behaviour lessons at School Assemblies and during active supervision by staff during classroom and non-classroom activities.

Miriam Vale 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.
- School Behaviour Leadership team members’ regular provision of information to staff and parents, and support to others in sharing successful practices.
- Comprehensive induction programs in the Miriam Vale State School’s Responsible Behaviour Plan for Students delivered to new students as well as new and relief staff.
- Individual support profiles developed for students with high behavioural needs, enabling staff to make the necessary adjustments to support these students consistently across all classroom and non-classroom settings.

Specific policies have been developed to address:

- The Use of Personal Technology Devices at School (Appendix 2);
- Procedures for Preventing and Responding to Incidents of Bullying (Appendix 3); and
- Appropriate Use of Social Media (Appendix 4).

**Reinforcing expected school behaviour**

At Miriam Vale 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.

**Miriam Vale State School Positive Notice**

Our whole school positive behaviour program; Miriam Vale Stars are issued when students are observed following school rules in both classroom and non-classroom areas. This reinforcement occurs continuously throughout the day. When a staff member observes a student following the rules they award them a ‘Miriam Vale Star’ stating the demonstrated rule. In the classroom setting when students are awarded a Miriam Vale Star they record these under the respective award category. When issued in the playground students are given a ticket which they need to hand into their class teacher for recording.

At the start of the term the behaviour team set an overall number of Miriam Vale Stars for the students to achieve. Those students who reach this goal are invited to attend a Positive Behaviour Party at the end of the term. The behaviour management team decides on the theme and events of the party, taking into account student ideas and can decide to run a whole school party or separate parties for primary and secondary sectors. Weekly, Miriam Vale Star totals are recorded by staff and every 5 weeks uploaded to OneSchool. Those students who are on track to reaching the school goal, are verbally recognised and congratulated in their classrooms by their teachers and teachers are to each develop a way of communicating the number of Miriam Vale Stars each student has received throughout the term to date (e.g. stickers or a poster or chart in the room). Each week on parade a Student of the Week is drawn based on entries. The student who selected is able to choose from a variety of prizes.

The class who earned the highest average number of Miriam Vale Stars per student is recognised and congratulated each week at assembly. This class is presented with the Miriam Vale Stars Class of the Week trophy. Miriam Vale Stars are never removed as a consequence for problem behaviour.
Responding to unacceptable behaviour
1. 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 our school’s expectations. Staff will determine using the Consequences (Least intrusive to Most intrusive) guide in addressing a student’s behaviour (Appendix 8)

Our preferred way of re-directing low-level problem behaviour is to ask them to think of how they might be able to act more safely, more respectfully or more responsibly. This encourages students to reflect on their own behaviour, evaluate it against expected school behaviour, and plan how their behaviour could be modified so as to align with the expectations of our school community.

Responsible Behaviour Room (RBR) and or Community Service Referral
- A student will be referred to the RBR for the following reason:
  o Inappropriate behaviour (in or out of class)
  o Failure to complete class tasks
  o Failure to complete set home tasks by the set date
- The referring teacher will advise the student they are to attend an RBR session (preferably at the end of the lesson so that the behaviour does not escalate) and also phone the office to have the referral recorded.
- Office staff will record the name/s of students referred for an RBR and the reason.
- Student who are sent to RBR are to report immediately to the RBR at 11:15am with their diary and appropriate work to be completed (if not for behaviour).
- Students are to complete the work that was associated with their RBR. RBR is not used for catching up on other items until the work that earned them the RBR is completed.
- The RBR is not used as a social area for students and should remain quiet unless they are asking for assistance from a teacher.
- When a student has been sent to the RBR room, they are to remain in that room until the end of lunch break.
- Students who are in the RBR for behaviour should be given a reflection activity about the inappropriate behaviour. (What did you do wrong? What school rule did you break? How could you ensure this doesn’t happen again? etc). The length and quality of this reflection is at the on duty teacher’s discretion.

RECORDING THE RBR (STAFF)

<table>
<thead>
<tr>
<th>Monday</th>
<th>Reason</th>
<th>Referring Teacher</th>
<th>Attended</th>
<th>OneSchool Entity</th>
<th>Comment (if req)</th>
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Key
BEH: Behaviour
WNC: Work Not Complete

Week: ___________
1) The referring teacher phones the office.

2) Office staff will record the student’s name, reason and referring teacher’s name.

3) The staff member on duty for RBR will collect the referral book and RBR stamp from the office. On arrival at RBR the teacher will mark attendance, stamp the student’s diary and insert any comments if required (general behaviour in RBR etc).

4) At the end of the RBR session the referral book is returned to the office. Office staff will record a student’s attendance or failure to attend an RBR in OneSchool as a minor behaviour incident.

FAILURE TO ATTEND (STUDENTS) → COMMUNITY SERVICE

If a student does not attend their designated RBR session, office staff will refer the student for a Community Service, as per step 2 above. A Community Service can be allocated by class teachers if the RBR isn't appropriate for the student’s actions and this will also be recorded via the office and in OneSchool.

- RBR sessions will not double, but a student will 1) make up their RBR and then have Community Services allocated for any RBR/Community Service missed.

<table>
<thead>
<tr>
<th>Monday</th>
<th>/ 15</th>
<th>Reason</th>
<th>Referring Teacher</th>
<th>Attended</th>
<th>OneSchool Entry</th>
<th>Comment (if req)</th>
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Students allocated to Community Service will be supervised by the teacher on the ‘Buildings Duty’. They are to meet at the office at 11:15am with their diary. A Community Service stamp will be placed in their diary by the supervising teacher.

Students on Community Service may be allocated the following activities:

- Picking up rubbish
- Weeding
- Ground maintenance tasks (raking, general cleaning)
- Other tasks as allocated by the supervising teacher or administration

Appropriate PPE safety equipment will be provided to students engaged in a Community Service. Students will be given a florescent vest to wear during a Community Service to allow for their easy identification by the teacher supervising.

A student who does not present to RBR or Community Service with their diary will be issued with a temporary note which is expected to be signed by their parent and then stuck into their diary.

Students who do not attend RBR or Community Service will have disciplinary action applied by the Principal.
2. Targeted behaviour support: Working at Success Program (WASP)

Each year a small number of students at Miriam Vale State School are identified through our data as needing a little bit extra in the way of targeted behavioural support. In most cases, the problem behaviours of these students 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.

Students at Miriam Vale State School have their minor and major behaviour incidents recorded onto OneSchool and the behaviour team analyses this data, along with the data about positive incidents on a quarterly basis at their meetings. Students who have had negative behaviours recorded six or more times during a term are to be referred to our Working At Success Program (WASP). Teachers can also refer students to WASP based on their own professional judgement.

To refer a student to WASP, teachers must complete a referral form and hand it to the teacher who is responsible for the WASP program. This teacher will respond to the referral within 48 hours. If adequate supports and universal strategies have been put in place for the student, they will commence WASP.

The WASP co-ordinator, along with the teacher/s, parent or guardian and the student, will create two-three goals for the student. These goals will be designed to promote the expected positive behaviour. For the nominated duration the student will be required to have their behaviour goals rated by class teachers, signed by their coach and parent daily. Students on behaviour cards will be continually monitored and their results celebrated at the successful completion of the program. At this point the student will either exit the program or be given new goals, depending on the data and professional judgement of the WASP team.

Students whose behaviour does not improve after participation in the WASP Program, or whose previous behaviour indicates a need for specialised intervention, are provided with intensive behaviour support.

3. Intensive behaviour support: Behaviour Support Team

Miriam Vale State School is committed to educating all students, including those with the highest behavioural support needs. We recognise that students with highly complex and challenging behaviours need comprehensive systems of support. The Intensive Behaviour Support Team:

- facilitates a Functional Behaviour Assessment for appropriate students;
- works with other staff members to develop appropriate behaviour support strategies;
- monitors the impact of support for individual students through ongoing data collection;
- makes adjustments as required for the student; and
- works with the School Behaviour Leadership Team to achieve continuity and consistency.

The Intensive Behaviour Support Team has a simple and quick referral system in place. Following referral, a team member contacts parents and any relevant staff members to form a support team and begin the assessment and support process. In many cases the support team also includes individuals from other agencies already working with the student and their family, a representative from the school’s administration and regional behavioural support staff/Guidance Officer.

5. Consequences for unacceptable behaviour

Miriam Vale State School makes systematic efforts to prevent problem student behaviour by teaching and reinforcing expected behaviours on an ongoing basis. When unacceptable behaviour occurs, students experience predictable consequences. Our school seeks to ensure that responses to unacceptable behaviour are consistent and proportionate to the nature of the behaviour. Staff use OneSchool to record all minor and major problem behaviours. The recording of three minor behaviours constitutes a major behaviour (if occurring within a day).
Minor and major behaviours
When responding to problem behaviour, the staff member first determines if the problem behaviour is major or minor, with the following agreed understanding:

- **Minor** problem behaviour is handled by staff members at the time it happens.
- **Major** problem behaviour is referred directly to the school Administration team.

**Minor** behaviours are those that:
- are minor breeches 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 problem behaviours; and
- do not require involvement of specialist support staff or Administration.

Minor problem behaviours may result in the following consequences:
- a minor consequence that is logically connected to the problem 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 procedure. The staff member takes the student aside and:
  1. names the behaviour that the student is displaying;
  2. asks the student to name expected school behaviour;
  3. states and explains expected school behaviour if necessary; and
  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; and
- require the involvement of school Administration.

Major behaviours result in an immediate referral to Administration because of their seriousness. When major problem behaviour occurs, staff members calmly state the major problem behaviour to the student and remind them of the expected school behaviour. The staff member escorts the student to administration (or seeks assistance) and as soon as practical completes a OneSchool incident.

Major problem behaviours may result in the following consequences:
- **Level One**: Time in office, removal to withdrawal room, alternate lunchtime activities, loss of privilege, restitution, loss of break times, warning regarding future consequence for repeated offence, referral to WASP Program;
- **Level Two**: Parent contact, referral to Guidance Officer, referral to Intensive Behaviour Support Team, suspension from school; and/or
- **Level Three**: Students who engage in very serious problem behaviours such as major violent physical assault, or the use or supply of weapons or drugs can expect to be recommended for exclusion from school following an immediate period of suspension.
The following table outlines examples of minor and major problem behaviours:

<table>
<thead>
<tr>
<th>Area</th>
<th>Minor</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movement</td>
<td>Running on concrete or around buildings</td>
<td>Destruction of property</td>
</tr>
<tr>
<td>Being Safe</td>
<td>Running in stairwells</td>
<td>Throwing objects</td>
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<tr>
<td></td>
<td>Not walking bike in school grounds</td>
<td>Possession of weapons</td>
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<tr>
<td>Play</td>
<td>Incorrect use of equipment</td>
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<td></td>
<td>Not playing school approved games</td>
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<tr>
<td></td>
<td>Playing in toilets</td>
<td></td>
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<tr>
<td>Physical contact</td>
<td>Minor physical contact (for example, pushing and shoving)</td>
<td>Serious physical aggression</td>
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<tr>
<td></td>
<td></td>
<td>Fighting</td>
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<tr>
<td>Correct Attire</td>
<td>Not wearing a hat in playground</td>
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<td></td>
<td>Not wearing shoes outside</td>
<td></td>
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<tr>
<td>Other</td>
<td>Inappropriate use of personal technology devices or social networking</td>
<td>Possession or selling of drugs</td>
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<tr>
<td></td>
<td>sites, which impacts on the good order and management of the school</td>
<td>Weapons including knives and any other items which could be considered a weapon being taken to school</td>
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<td>Serious, or continued, inappropriate use of personal technology devices or social networking sites, which impacts on the good order and management of the school</td>
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<tr>
<td>Class tasks</td>
<td>Not completing set tasks that are at an appropriate level</td>
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<tr>
<td></td>
<td>Refusing to work</td>
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<tr>
<td>Being in the right place</td>
<td>Not being punctual (eg: lateness after breaks)</td>
<td>Leaving class without permission (out of sight)</td>
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<td></td>
<td>Not in the right place at the right time</td>
<td>Leaving school without permission</td>
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<tr>
<td>Follow instructions</td>
<td>Low intensity failure to respond to adult request</td>
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<tr>
<td></td>
<td>Non compliance</td>
<td></td>
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<td></td>
<td>Unco-operative behaviour</td>
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<tr>
<td>Accept outcomes for behaviour</td>
<td>Minor dishonesty (lying about involvement in a low-level incident)</td>
<td>Major dishonesty that has a negative impact on others</td>
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<tr>
<td>Rubbish</td>
<td>Littering</td>
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<tr>
<td>Being Responsible</td>
<td>Mobile phone switched on in any part of the school at any time without</td>
<td>Use of a mobile phone in any part of the school for voicemail, email, text messaging or filming purposes without authorisation</td>
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<td></td>
<td>authorisation (written permission from an authorised staff member)</td>
<td>Inappropriate use of personal technology devices or social networking</td>
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<td>sites, which impacts on the good order and management of the school</td>
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<tr>
<td>Mobile Phone or personal</td>
<td>Inappropriate language (written/verbal)</td>
<td>Offensive language</td>
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<td>language devices</td>
<td>Calling out</td>
<td>Aggressive language</td>
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<td></td>
<td>Poor attitude</td>
<td>Verbal abuse / directed profanity</td>
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<td>Language (including while</td>
<td>Disrespectful tone</td>
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<td>online)</td>
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<tr>
<td>Property</td>
<td>Petty theft</td>
<td>Stealing / major theft</td>
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<td></td>
<td>Lack of care for the environment</td>
<td>Wilful property damage</td>
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<td>Vandalism</td>
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<tr>
<td>Others</td>
<td>Not playing fairly</td>
<td>Major bullying / victimisation /harassment</td>
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<td></td>
<td>Minor disruption to class</td>
<td>Major disruption to class</td>
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<td></td>
<td>Minor defiance</td>
<td>Blatant disrespect</td>
</tr>
<tr>
<td></td>
<td>Minor bullying / victimisation/ harassment</td>
<td>Major defiance</td>
</tr>
<tr>
<td></td>
<td>Inappropriate use of personal technology devices or social networking</td>
<td>Serious, or continued, inappropriate use of personal technology devices or social networking sites, which impacts on the good order and management of the school</td>
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<td>sites, which impacts on the good order and management of the school</td>
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</table>

Relate problem behaviours to expected school behaviours
When responding to problem behaviours, staff members ensure that students understand the relationship of the problem 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 a problem 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 problem behaviour
At Miriam Vale State School, staff members authorised to issue consequences for problem behaviour are provided with appropriate professional development and/or training. Through training activities, we work to ensure consistent responses to problem behaviour across the school.

Students also receive training in how to respond appropriately when other students display problem behaviour, and the courteous way to respond when a staff member re-directs their behaviour or consequences are applied for problem behaviour.

6. Emergency 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 problem behaviour. This consistency ensures that appropriate actions are taken to ensure that both students and staff are kept safe.

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 problem behaviour is defined as behaviour of such intensity, frequency, or duration that the physical safety of the student or others is likely to be placed in serious jeopardy.

In the event of emergency/critical incident the office is to be contacted immediately.

Basic defusing strategies
1. Avoid escalating the problem 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.

2. 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.

3. Approach the student in a non-threatening manner: Move slowly and deliberately toward the problem situation, 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.

4. Follow through: 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 problem behaviour then remind them of the expected school behaviour and identify consequences of continued unacceptable behaviour.

5. Debrief: Help the 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.

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

Appropriate physical intervention may be used to ensure that Miriam Vale State School's duty of care to protect students and staff from foreseeable risks of injury is met. 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 and 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; and
- 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 achieve the desired result; and
- 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 processes can be found at http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-and-Safety-Incident-Recording,-Notification-and-Management.aspx online.

7. Network of student support
Students at Miriam Vale State School are supported through positive reinforcement and a system of universal, targeted, and intensive behaviour support by:
- Parents
- Teachers
- Support Staff
- Head of Curriculum
- Administration Staff
- Guidance Officer
- Advisory Visiting Teachers
- Positive Learning Centre Staff
- Senior Guidance Officer
- School Chaplain/Student welfare worker
- School ‘Adopt-a-Cop’ Police Officer
- School Based Youth Health Nurse
- Youth Support Coordinator.

External support is also available through the following government and community agencies:
- Disability Services Queensland
- Child and Youth Mental Health
- Queensland Health
- Department of Communities (Child Safety Services)
- Police

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.

Miriam Vale 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 students’ age, gender, disability, cultural background, socioeconomic situation and their emotional state
- recognising the rights of all students to:
  o express opinions in an appropriate manner and at the appropriate time
  o work and learn in a safe environment regardless of their age, gender, disability, cultural background or socio-economic situation, and
  o receive adjustments appropriate to their learning and/or impairment needs.
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
- Workplace Health and Safety Act 2011
- Workplace Health and Safety Regulation 2011
- Right to Information Act 2009
- Information Privacy (IP) Act 2009

10. Related policies and procedures

- Statement of expectations for a disciplined school environment policy
- 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
- 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

- Bullying. No Way!
- Schoolwide Positive Behaviour Support
- Code of Conduct for School Students Travelling on Buses

Endorsement

______________________________  ________________________________
Principal                                  P&C President

Effective Date: 6 October 2015- December 2016
Miriam Vale State School Students are:

**SAFE**
- Use equipment appropriately
- Keep hands and feet to yourself
- Wear your hat when outdoors
- Walk on concreted areas

**RESPECTFUL**
- Respect others, personal space and property
- Care for equipment
- Clean up after yourself
- Use polite language
- Wait your turn
- Use appropriate language and manners

**RESPONSIBLE**
- Ask permission to leave the classroom
- Be on time
- Be in the right place at the right time
- Follow instructions straight away
- Be honest
- Accept outcomes
Appendix 2

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.

Personal Technology Devices include, but are not limited to, games devices (such as Portable gaming devices, laptop computers, tablets/ipads, PDAs, Blackberrys®, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, IPods® and devices of a similar nature.

Certain personal technology devices banned from school

Students must not bring valuable personal technology devices like phones, 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 discipline.

Confiscation

When a personal technology device is used at school (outside the exceptions stated in this document) it will be confiscated by Miriam Vale State School staff. The student will then be able to collect the device from the administration office at the end of the school day. If the ban is breached for a second time, the electronic item will once again be confiscated and a staff member will inform the student’s parent/guardian that they may collect the device at end of the day from the office. The student will not be able to pick up the phone or other device without the presence of their parent. Further breaches of the ban will result in more serious consequences being implemented, up to and including 1-5 day suspensions. While this is the policy that staff at Miriam Vale State School will generally follow, cases may be dealt with differently in consultation with the principal.

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.

Exceptions

Personal technology devices will not be tolerated at Miriam Vale State School unless under the very special circumstances listed in this section of the document.

1. Assessment – in the case that a technology device is needed for an assessment task (for example a song is to be included in an oral presentation, or photographs are required from a digital camera for an autobiography) parents will be notified of this and the conditions will be clearly specified on the assessment task sheet.

2. Camps/Excursions – mobile phones and other personal technology devices will usually be tolerated on school camps for use in calling parents or listening to music during travelling. Rules and expectations for the handling and use of the devices will be specified on permission notes and during parent information sessions.

3. Assistive Technology for Students with Disabilities – students who require assistive technology to complete their school work will use this in negotiation with the classroom teacher, parents and Miriam Vale State School administration. These devices may include text to speech technology or voice recording devices.

Any misuse of personal technology devices that have been approved under the outlined exceptions will be dealt with using appropriate consequences up to and including being sent home from camp or suspensions from school.

Personal technology device etiquette

If a student has a device at school (if used when travelling to school- music players, phones etc) these must be turned off at arrival at school, placed in the students bag or handed into the office.
for minding (at owners risk). Outside of these grounds the device will be confiscated as outlines above.

**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 Miriam Vale State School. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony.

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or 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 student at school 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 bullying or harassment, including racist and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students may be subject to discipline (including suspension and recommendation for exclusion) if they breach the policy by being involved in recording and/or disseminating material (through text messaging, display, internet uploading or other means) or are knowingly the subject of such a recording.

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

**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 this 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.

**Special circumstances arrangement**

Students who require the use of a personal 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 Principal.
Appendix 3

School policy for preventing and responding to incidents of bullying (including cyberbullying)

Purpose
Miriam Vale State School strives to create positive, predictable environments for all students at all times of the day. The disciplined and 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.

There is no place for bullying in Miriam Vale State School. Those who are 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.

Bullying behaviours that will not be tolerated at Miriam Vale 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.

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

At Miriam Vale 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
Many bullying behaviours are peer-maintained through the actions of bystanders. 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 responses to all problem behaviour, including bullying, in such a way that those who bully are not socially reinforced for demonstrating it.

The anti-bullying procedures at Miriam Vale State School are an addition to our schoolwide 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**

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 3 school rules 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.

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

An initial introductory lesson is delivered, which teaches the 3-step process to be used by all students when experiencing bullying behaviour either as a person being bullied, the person bullying or bystander (see poster: "Feeling Unsafe or Unhappy about a Situation?").

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.

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 Miriam Vale 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’.

Miriam Vale State School records inappropriate behaviour and uses behavioural data for decision-making. This data is entered into our database on a daily 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.
Feeling Unsafe or Unhappy about a Situation?

Use these 3 steps to make it clear and seek help if needed:

1. **STOP**  
   Tell the person to **stop** and make this clear by raising your hand to them.

2. **WALK AWAY**  
   If they continue, **walk away** without comment.

3. **REPORT**  
   **Tell** an adult or someone you trust **straight away**.

*Working together we can ensure everyone is safe, comfortable and happy at our school.*
Appendix 4

Appropriate use of social media

Miriam Vale State School embraces the amazing opportunities that technology and the internet provide to students for learning, being creative and socialising online. Use of online communication and social media sites and applications (apps) can provide positive social development experiences through an opportunity to develop friendships and shape identities.

When used safely, social media sites and apps such as Facebook, Twitter and Instagram can provide positive opportunities for social learning and development. However, inappropriate, or misguided, use can lead to negative outcomes for the user and others.

Miriam Vale State School is committed to promoting the responsible and positive use of social media sites and apps.

No student of Miriam Vale State School will face disciplinary action for simply having an account on Facebook or other social media site.

As is set out in the school policy for preventing and responding to incidents of bullying (including cyberbullying) found at Appendix 3, it is unacceptable for students to bully, harass or victimise another person whether within Miriam Vale State School grounds or while online. Inappropriate online behaviours can have a negative impact on student learning and the good order and management of Miriam Vale State School, whether those behaviours occur during or outside school hours.

This policy reflects the importance of students at Miriam Vale State School engaging in appropriate online behaviour.

Role of social media

The majority of young people use social media sites and apps on a daily basis for school work, entertainment and to keep in contact with friends. Unfortunately, some young people misuse social media technologies and engage in cyberbullying.

Social media by its nature will result in the disclosure and sharing of personal information. By signing up for a social media account, users are providing their personal information.

Students need to remember that the internet is a free space and many social media sites and apps, like Twitter, have limited restrictions placed upon allowable content and regulated procedures for the removal of concerning posts.

Social media sites and apps are designed to share online content widely and rapidly. Once students place information and/or pictures online, they have little to no control over how that content is used.

The internet reaches a global audience. Even if students think that comments or photos have been deleted, there can be archived records of the material that will continue to be searchable into the future.

Inappropriate online behaviour has the potential to embarrass and affect students, others and the school for years to come.
Appropriate use of social media

Students of Miriam Vale State School are expected to engage in the appropriate use of social media. Specific examples of appropriate use of social media sites and apps include:

- Ensuring that personal information, such as full name, address, phone number, school name and location or anyone else’s personal information, is not shared.

- Thinking about what they want to say or post, and how it could be interpreted by others, before putting it online. Remember, once content is posted online you lose control over it. Students should not post content online that they would be uncomfortable saying or showing to their parents’ face or shouting in a crowded room.

- Remembering that it can be difficult to work out whether messages typed on social media sites and apps are meant to be funny or sarcastic. Tone of voice and context is often lost which can lead to unintended consequences. If students think a message may be misinterpreted, they should be cautious and make the decision not to post it.

- Never provoking, or engaging with, another user who is displaying inappropriate or abusive behaviour. There is no need to respond to a cyberbully. Students should report cyberbullying concerns to a teacher and allow the teacher to record and deal with the online concern.

If inappropriate online behaviour impacts on the good order and management of Miriam Vale State School, the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours.

Disciplinary consequences could include suspension and/or exclusion. In serious cases of inappropriate online behaviour, the school may also make a report to the police for further investigation.

Miriam Vale State School will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not impact upon the good order and management of the school. For example, where cyberbullying occurs between a student of this school and a student of another school outside school hours. Such an incident will be a matter for parents and/or police to resolve.

Laws and consequences of inappropriate online behaviour and cyberbullying

Inappropriate online behaviour may in certain circumstances constitute a criminal offence. Both the Criminal Code Act 1995 (Cth) and the Criminal Code Act 1899 (Qld) contain relevant provisions applicable to cyberbullying.

The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunications services. The most relevant offence for cyberbullying is “using a carriage service to menace, harass or cause offence to another person”.

The Queensland Criminal Code contains several applicable sections for cyberbullying. Potential relevant criminal offences are:

- Unlawful stalking.
- Computer hacking and misuse.
- Possession of child exploitation material.
- Involving a child in making child exploitation material.
• Making child exploitation material.
• Distribution of child exploitation material.
• Criminal Defamation.

There are significant penalties for these offences.

Miriam Vale State School strives to create positive environments for all students at all times of the day, including while online. To help in achieving this goal, Miriam Vale State School expects its students to engage in positive online behaviours.
## Appendix 5

### Miriam Vale State School

**Behaviour Referral Form**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Location (please tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Class:</td>
</tr>
<tr>
<td>Time:</td>
<td>Playground</td>
</tr>
<tr>
<td>Referring staff member:</td>
<td>Specialist Lesson</td>
</tr>
<tr>
<td></td>
<td>Classroom</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

### Problem Behaviour

<table>
<thead>
<tr>
<th>Minor (Please tick)</th>
<th>Major (Please tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Defiance/Disrespect</strong></td>
<td>Low intensity brief failure to follow directions.</td>
</tr>
<tr>
<td><strong>Defiance/Disrespect</strong></td>
<td>Continued refusal to follow directions, talking back and or socially rude interactions.</td>
</tr>
<tr>
<td><strong>Physical Contact</strong></td>
<td>Student engages in non-serious but inappropriate physical contact.</td>
</tr>
<tr>
<td><strong>Physical Aggression</strong></td>
<td>Actions involving serious physical contact where injury may occur (eg hitting, punching, hitting with an object, kicking, scratching etc.</td>
</tr>
<tr>
<td><strong>Inappropriate language</strong></td>
<td>Low intensity language (eg shut up, idiot etc.</td>
</tr>
<tr>
<td><strong>Inappropriate / Abusive language</strong></td>
<td>Repeated verbal messages that involve swearing or use of words in an inappropriate way directed at another individual or group.</td>
</tr>
<tr>
<td><strong>Disruption</strong></td>
<td>Low intensity but inappropriate disruption.</td>
</tr>
<tr>
<td><strong>Disruption</strong></td>
<td>Repeated behaviour causing an interruption in a class or playground (eg. Yelling or screaming, noise with material, disrupting games, sustained out of seat behaviour etc).</td>
</tr>
<tr>
<td><strong>Property Misuse</strong></td>
<td>Low intensity misuse of property.</td>
</tr>
<tr>
<td><strong>Vandalism</strong></td>
<td>Student engages in an activity that results in substantial destruction or disfigurement of property.</td>
</tr>
<tr>
<td><strong>Dress Code</strong></td>
<td>Student wears clothing that is near, but not within, the dress code guidelines defined by the school.</td>
</tr>
<tr>
<td><strong>Dress Code</strong></td>
<td>Refusal to comply with school dress code.</td>
</tr>
<tr>
<td><strong>Safety</strong></td>
<td>Student engages in brief or low-level safety violation not involving hurting any other individuals or groups.</td>
</tr>
<tr>
<td><strong>Safety</strong></td>
<td>Student engages in frequent unsafe activities where injury may occur.</td>
</tr>
<tr>
<td><strong>Dishonesty</strong></td>
<td>Student engages in minor lying/cheating not involving any other person.</td>
</tr>
<tr>
<td><strong>Major Dishonesty</strong></td>
<td>Student delivers message that is untrue and or deliberately violates rules and or harms others.</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Harassment / Bullying</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Repeated teasing, physical and verbal intimidation of a student.</td>
</tr>
</tbody>
</table>

### School Expectation Category

<table>
<thead>
<tr>
<th>Be SAFE</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
</tr>
</thead>
</table>

### Others involved in incident

<p>| None | Peers | Staff | Other |</p>
<table>
<thead>
<tr>
<th>Behaviour Incident Report- if not completed on ONESCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of student/s involved in incident:</td>
</tr>
<tr>
<td>Person Completing Form:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Problem behaviour (name):</td>
</tr>
<tr>
<td>Date of incident  Time incident started  Time incident ended</td>
</tr>
<tr>
<td>Where was the student when the incident occurred?</td>
</tr>
<tr>
<td>Who was working with the student when the incident occurred?</td>
</tr>
<tr>
<td>Where was staff when the incident occurred?</td>
</tr>
<tr>
<td>Who was next to the student when the incident occurred?</td>
</tr>
<tr>
<td>Who else was in the immediate area when the incident occurred?</td>
</tr>
<tr>
<td>What was the general atmosphere like at the time of the incident?</td>
</tr>
<tr>
<td>What was the student doing at the time of the incident?</td>
</tr>
<tr>
<td>What occurred immediately before the incident? Describe the activity, task, event.</td>
</tr>
<tr>
<td>Describe what the student did during the incident.</td>
</tr>
<tr>
<td>Describe the level of severity of the incident. (e.g. damage, injury to self/others)</td>
</tr>
<tr>
<td>Describe who or what the incident was directed at.</td>
</tr>
<tr>
<td>What action was taken to de-escalate or re-direct the problem?</td>
</tr>
<tr>
<td>Briefly give your impression of why the student engaged in the above-described incident. (e.g. was angry because I asked him/her to stop teasing).</td>
</tr>
</tbody>
</table>
Appendix 7

Debriefing Report

Formal debriefing
Formal debriefing should be led by a staff member trained in the process who has not been involved in the event. The goals of debriefing are to:
- reverse or minimise the negative effects of physical intervention;
- prevent the future use of physical intervention; and/or
- address organisational problems and make appropriate changes.

For students who have language or communication difficulties the debriefing process will need to be modified to accommodate their specific receptive and expressive needs.

Debriefing should provide information on:
- who was involved;
- what happened;
- where it happened;
- why it happened; and
- what we learned.

The specific questions we want to answer through the debriefing process are:
- FACTS: what do we know happened?
- FEELINGS: how do you feel about the event that happened?
- PLANNING: what can/should we do next?

Questions for staff
- What were the first signs?
- What de-escalation techniques were used?
- What worked and what did not?
- What would you do differently next time?
- How can physical intervention be avoided in this situation in the future?
- What emotional impact does using physical intervention have on you?
- What was your emotional state at the time of the escalation?

Questions for student
- What was it that you needed?
- What upset you most?
- What did we do that was helpful?
- What did we do that got it that way?
- What can we do better next time?
- Would you do something differently next time?
- What could we have done to make the physical intervention less invasive?

Notes on the discussion that occurs during the debriefing report are not required to be documented, however a note should be made that the debriefing has occurred for both staff and students involved (e.g. names, date, time and outcomes).
CONSEQUENCES

Least intrusive to Most intrusive

Tactical Ignoring
Non-verbal cue use
Non-verbal redirection
Positive reinforcement of others
Rule reminder/Questioning to redirect
Discussion about effects

Verbal direction
Give a choice
Move student in the room
Time Out
Use of buddy class
Loss of privilege – eg playtime
Monitor sheet
Contact Parents
Detention – lunchtime
Detention – after school
Restorative conversations