



CRAIGIEBURN SECONDARY COLLEGE

School Wide Positive Behaviour Support - Staged Response Tables

Students and Families

Revised July - 2018



Staged Response for Completion of a Major Assessment Task	
	<i>Requirements and Expectations</i>
Major Assessment Task non submittal support (MATSS)	<p>Teacher sets due date for major assessment/assignment</p> <p>Student does not meet submission date and has a valid reason the teacher grants an extension offer support</p> <p>Student that does not meet submission date, without a valid reason, is offered a Major Asst Task Support session (MATSS) and 10% less available marks</p> <ul style="list-style-type: none">• Teacher informs parent by phone call about non submission and informs of MATSS and extension due date• Teacher records agreed MATSS Session via Compass chronicle entry = automated email confirmation <p>If student completes work before session date teacher resolves entry and student is not required to attend session</p> <ul style="list-style-type: none">• Teacher to attend the first 10 minutes of the MATSS to support students’ needs <p>Student to hand in assessment by the negotiated extension date regardless of attendance to MATSS (no consequence for not attending MATSS)</p>
EXTENSION PROCESS	<p>Teacher to mark MATSS as resolved if work is submitted.</p> <p>Teacher to create MATSS not submitted post = 1 point = automated email</p> <p>Teacher does not accept the assessment task after this date</p>



Incident	Requirements and Expectations	Classroom misbehaviour Demerit Process
<div>Classroom misbehaviour</div> <div>CLASSROOM REFUSAL IS MANAGED WITHIN THE CLASSROOM MISBEHAVIOUR STAGED RESPONSE</div>	<p>When managing classroom environment, instructions need to be given in a manner consistent with the Staff code of conduct behaviour matrix, redirection script, restorative conversation script and withdrawal follow up script</p> <p>Staged response process Hinting Redirect student behaviour</p> <p>Step 1 - Name on the board</p> <ul style="list-style-type: none">Visual Cue <p>Step 2 - One tick</p> <ul style="list-style-type: none">Move and 5 min detentionCompass Classroom misbehaviour chronicle entry <p>Step 3 - Two ticks</p> <ul style="list-style-type: none">Out of class restorative chat and 10 min detentionCompass Classroom misbehaviour chronicle entry <p>Step 4 - Three ticks</p> <ul style="list-style-type: none">Withdrawal and 20 minute detention and restorative conversation <p>(Only 1 x compass yellow post can be issued per class)</p> <p>Classroom Detention Staged Response</p> <ul style="list-style-type: none"><i>If student doesn't attend, the detention is increased by 5 minutes and the teacher puts a comment on the original classroom misbehaviour post with non-attendance and increased time</i><i>If student doesn't attend second detention teacher creates a red post 'Teacher Detention non-attendance'</i>	<p>Compass Automated After 6 classroom teacher posts the Compass system generates 1 demerit</p> <p>Staged Response for Demerits</p> <p>3 CMB demerits – parent phone call, strategies discussed</p> <p>5 CMB demerits - 40 min work session</p> <p>10 CMB demerits – 70 min work session</p> <p>15 demerits – Principal lunchtime detention</p> <p>16 demerits - Suspension</p> <p>After suspension student is case managed</p>



<i>Incident</i>	<i>Requirements and Expectations</i>	<i>Compass</i>	<i>Withdrawal Work-session process</i>
Classroom Withdrawal	<p>Teachers to follow staged response as per ‘Classroom misbehaviour Staged Response’.</p> <ul style="list-style-type: none">• Complete withdrawal paper work.• Send student to sub school (with a responsible student when necessary)• Student to complete reflection sheet and return it to the EO• Teacher to conduct restorative conversation prior to next class where possible. <p>Once restorative conversation has occurred the teacher appends the entry by completing ‘Withdrawal Follow Up’ post and then teacher resolves the post.</p>	<p>EO creates red Compass post ‘Withdrawal’ incident chronicle entry - Automated Parent Email Notification</p> <p>EO gives student reflection worksheet</p> <p>EO resituates to student to another class.</p>	<p>Staged Response for Withdrawals Demerits</p> <p>1 Withdrawal: Warning</p> <p>2 Withdrawals 40 minute work session</p> <p>3 withdrawals: 70 minute work session</p> <p>4 Withdrawals: Principal Detention</p> <p>5 Withdrawals: Suspension.</p> <p>Failure to Attend work session</p> <ul style="list-style-type: none">• 40minute rescheduled to a 70 minute work session.• 70 minute rescheduled to a Prin lunchtime detention <p>Failure to attend Principals detention</p> <ul style="list-style-type: none">• Suspension <p>After suspension student is case managed.</p>



<i>Incident</i>	<i>Requirements and Expectations</i>	<i>Confiscation demerit process</i>
Confiscation mobile phones, headphones, jewellery, speakers, hats, hoodies	<p>The interaction should be reflective of the Student and Staff codes of conduct behaviour matrix</p> <p>THIS PROCESS IS ABOUT DE-ESCALATION AND AVOIDING CONFRONTATION BETWEEN TEACHERS AND STUDENTS AND ENSURING FOLLOW UP OCCURS</p> <p>Classroom</p> <ul style="list-style-type: none">• For classroom confiscation follow classroom misbehaviour staged response <p>Yard Compliance</p> <ul style="list-style-type: none">• Confiscation item is placed at front office for parent collection.• Confiscation is recorded on compass at the confiscation station and automated text message is sent for parent pick up <p>Non-compliance</p> <ul style="list-style-type: none">• Follow refusal staged response	<p>Compass Automated After 3 Confiscation posts the Compass system generates 1 demerit</p> <p>Staged Response for Demerits</p> <p>3 Confiscation demerits – parent phone call</p> <p>5 demerits - 40 min work session</p> <p>10 demerits – 70 min work session</p> <p>15 demerits – Principal lunchtime detention</p> <p>16 demerits - Suspension</p> <p>After suspension student is case managed.</p>



July 2018 - PRIN Ratified



<i>Incident</i>	<i>Requirements and Expectations</i>	<i>Compass</i>	<i>Truancy Demerit Process</i>
<p>Truancy</p> <p>At school but not attending class and/or leaving school grounds (Single Periods)</p> <p>In transit/between classes</p>	<p>Single period absence If a teacher suspects a student of truancy, they complete a ‘suspected truancy’ chronicle red post (not a demerit until truancy is confirmed)</p> <p>In transit Teacher asks student for their diary note:</p> <ul style="list-style-type: none"> • If student has a note reminds student to be quick • If student doesn’t have note the teacher directs them to return to class immediately and that a ‘suspected truancy’ chronicle red post will be made 	<p>College process Compass notifies families of student absence in either form or period 1 at 10:00am</p> <p>Compass notifies families of student absence for the whole day at 3:00pm</p> <p>Student attendance information is available ‘live’ via the Compass portal.</p> <p>Families can observe a suspected truancy through the Compass portal</p>	<p>Staged Response for Truancy Demerits</p> <p>1 Truancy: Warning,</p> <p>2 Truancies 40 minute work session</p> <p>3 Truancies: 70 minute work session</p> <p>4 Truancies: Principal Detention</p> <p>5 Truancies: Suspension.</p> <p>Failure to Attend work session</p> <ul style="list-style-type: none"> • 40minute rescheduled to a 70 minute work session. • 70 minute rescheduled to a Prin lunchtime detention <p>Failure to attend Principals detention</p> <ul style="list-style-type: none"> • Suspension <p>After suspension student is case managed.</p>
<p>Truancy</p> <p>Leaves classroom without permission</p> <p>Or</p> <p>Leaves the classroom for an unapproved amount of time (greater than 10mins)</p>	<p>Student leaving without permission</p> <ul style="list-style-type: none"> • The teacher records absence from class on compass as confirmed truancy chronicle post = red post • Teacher adds note on Compass roll as to what time student left the classroom <p>Student not returning after 10minutes</p> <ul style="list-style-type: none"> • Teacher gives permission for student to be out of class and completes diary with signature and time, and discusses time limit expectations • After 10mins the teacher makes a confirmed truancy chronicle post • On return the teachers discusses expectations with student regarding out of class 		



Incident	Requirements and Expectations	Late Demerit Process
<div>Late to school</div> <div>WHEN A STUDENT IS LATE TO SCHOOL, THEY MUST SIGN AT THEIR RELEVANT SUB-SCHOOL WITH A NOTE FROM PARENTS</div> <div>ACCEPTABLE REASONS:</div>	<div>Late to School</div> <div><ul style="list-style-type: none">Student signs in at sub-schoolStudent receives late pass from sub-school</div> <div>With note from parents (reasonable excuse)</div> <div><ul style="list-style-type: none">Compass is updated to reflect this</div> <div>Without a note</div> <div><ul style="list-style-type: none">A demerit is issuedNext school day to hand in a note and demerit is removed</div>	<div>Staged Response for Demerits</div> <div>3 Late demerits – parent phone call</div> <div>5 demerits - 40 min work session</div> <div>10 demerits – 70 min work session</div> <div>15 demerits – Principal lunchtime detention</div> <div>16 demerits - Suspension</div> <div>After suspension student is case managed.</div>
	<div>Late to Form</div> <div>With a note</div> <div><ul style="list-style-type: none">Teacher amends compass rollForm teacher puts note from student into the form record</div> <div>Without a note</div> <div><ul style="list-style-type: none">Teacher amends compass rollLateness recorded by form teacher on Compass roll = 1 demeritForm teacher discusses lateness with student and refers back to the SWPBS Matrix</div>	



Incident	Requirements and Expectations	Late to class demerit process
Late to class	<p>Teacher checks note from sub school/teacher for late pass</p> <p>With a pass</p> <ul style="list-style-type: none">• amend roll to late <p>Without a pass</p> <p>Staged Response for Late to Class</p> <p>STAGE 1 First 2 x late to class</p> <ul style="list-style-type: none">• restorative conversation to clarify expectations <p>STAGE 2 3rd late to class</p> <ul style="list-style-type: none">• Parent notification. <p>STAGE 3 All subsequent late to class</p> <ul style="list-style-type: none">• Teacher issues 10 minute lunchtime/break detention• Automated email/SMS to the student and family <p>Classroom Detention Staged Response</p> <ul style="list-style-type: none">• <i>If student doesn't attend, the detention is increased by 5 minutes and the teacher puts a comment on the original late post with non-attendance and increased time</i>• <i>If student doesn't attend second detention teacher creates a red post 'Teacher Detention non-attendance'</i>	<p>After 6 classroom teacher late posts the Compass system generates 1 demerit</p> <p>Staged Response for Demerits</p> <p>3 Late to Class demerits – parent phone call</p> <p>5 demerits - 40 min work session</p> <p>10 demerits – 70 min work session</p> <p>15 demerits – Principal lunchtime detention</p> <p>16 demerits - Suspension</p> <p>After suspension student is case managed.</p>



Incident	Form Requirements and Expectations	Class Requirements and Expectations	OOU demerit process
Out of Uniform/ Unapproved items	<p>Checks for note from parents for students out of uniform</p> <p>Non-Confiscatable items</p> <p>With a note</p> <ul style="list-style-type: none">Issues OOU pass <p>Without a note</p> <ul style="list-style-type: none">Out of uniform item is recorded by form teacher in the form folder - OOUForm teacher discusses with student and refers back to the SWPBS MatrixTeacher issues uniform pass for students out of uniform (with or without a reason) <p>Confiscatable items</p> <p>Teacher confiscates unapproved items</p> <ul style="list-style-type: none">HoodiesHatsPiercingsJewelleryHeadphonesMiscellaneous <p><i>If student refuses to hand over the item, then the teacher is to document incident via a red ‘Refusal’ post on Compass</i></p>	<p>Check for uniform pass for students out of uniform</p> <p>Without a pass</p> <ul style="list-style-type: none">Teacher discusses issue with student and refers back to the SWPBS Matrix <p>Non-Confiscatable items</p> <ul style="list-style-type: none">Teacher creates an OOU demerit chronicle entry and issues uniform pass for (with or without a reason) <p><i>Students can only receive one OOU demerit per day</i></p> <p>Confiscatable items</p> <p>Teacher confiscates unapproved items</p> <ul style="list-style-type: none">HoodiesHatsPiercingsJewelleryHeadphonesMiscellaneous <p><i>If student refuses to hand over the item, then the teacher is to document incident via a red ‘Refusal’ post on Compass</i></p>	<p>Staged Response for Demerits</p> <p>3 OOU demerits –parent phone call</p> <p>5 OOU demerits – 40 min work session</p> <p>10 OOU demerits – 70 min work session</p> <p>15 OOU demerits - Principal detention</p> <p>16 demerits - Suspension</p> <p>After suspension student is case managed</p>



<i>Incident</i>	<i>Class Requirements and Expectations</i>	<i>Ready to Learn Demerit Process</i>
<p>Ready to Learn in the Classroom</p> <p>READY TO LEARN ITEMS TO BE TAKEN TO FORM GROUP INCLUDE</p> <ul style="list-style-type: none">• LAPTOP• PENCIL CASE• DIARY <p>CLASSROOM READY TO LEARN ITEMS INCLUDE THE ABOVE AS WELL AS ANY SPECIALISED EQUIPMENT AS DETERMINED BY THE SUBJECT</p>	<p>Classroom Ready to Learn Teachers must communicate what RTL items are for their specific class</p> <p>Teacher checks that students have all required equipment to demonstrate that they are Ready to Learn. If student does not have a Laptop, pencil case or diary then the teacher checks for RTL pass from the form teacher.</p> <p>Staged Response for Ready to Learn</p> <p>STAGE 1 First 2 x RTL</p> <ul style="list-style-type: none">• Restorative conversation with student referring to SWBPS Matrix to establish teacher expectations in regard to RTL <p>STAGE 2 3rd RTL</p> <ul style="list-style-type: none">• Parent notification <p>STAGE 3 All subsequent RTL</p> <ul style="list-style-type: none">• Teacher issues 10 minute lunchtime/break detention• Automated email/SMS to the student and family <p>Classroom Detention Staged Response</p> <ul style="list-style-type: none">• <i>If student doesn't attend, the detention is increased by 5 minutes and the teacher puts a comment on the original RTL post with non-attendance and increased time</i>• <i>If student doesn't attend second detention teacher creates a red post 'Teacher Detention non-attendance'</i>	<p>After 6 classroom teacher</p> <p>Staged Response for Demerits</p> <p>3 RTL demerits –parent phone call</p> <p>5 RTL demerits– notification of 40 min work session by phone call home</p> <p>10 RTL demerits – notification of 70 min work session by phone call home and discuss consequences of continued chronic lateness</p> <p>15 RTL demerits - YLC to organises a Student Support Meeting (SSM) PM assists with creation of RTL support plan. YLC to issue Prin detention on Compass and inform family of Prin detention and impending communication from the Prin</p>