Pasadena High School Student Behaviour Expectations

INTRODUCTION:

In the Department of Education and Children’s Services (DECS), all staff are required to provide opportunities and support for students to experience success. This includes the capacity for students to take responsibility for their own behaviour. As educators we recognise that the ability to accept responsibility for behaviour and to make good choices is developmental. It is dependent on:

- Students having opportunities to discuss, learn and practise responsible social behaviour
- Students developing skills to function positively as a successful learner and member of the school community
- Individual student developmental needs
- Specific interventions for particular students involving more intense learning, support, practise and counselling
- Partnerships with students and their families

Each student at Pasadena High School is responsible for his/her behaviours. This means “If student actions or behaviour in any way offend, or interfere with the rights of others, then his/her actions and behaviour must be considered inappropriate.”

Our School Expectations are based on respect, courtesy and consideration. They are to be shown to members of staff, to fellow students, to school visitors and the wider community at all times.

At Pasadena High School we work to maintain a positive, safe, caring and supportive learning, emotional and social environment. This is achieved through the cooperation and support of the entire school community – students, staff and parents/caregivers. We have a clear Behaviour Management Policy, as outlined below. This policy is in line with DECS Discipline Policy.

Our school is a place where people can learn effectively, enjoy themselves and be confident that they, their property and their reputations are safe. All students are required to accept responsibility for his/her own actions and behaviour.

BEHAVIOUR MANAGEMENT POLICY STATEMENT:

<table>
<thead>
<tr>
<th>Expectation</th>
<th>What this means – Therefore students MUST</th>
<th>Consequences for failing to comply with the expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers have the right to teach and students have the right to learn.</td>
<td>Allow others to learn.</td>
<td>Refer: PHS Deadlines Policy</td>
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<td>Be on time for lessons.</td>
<td>Refer: PHS Lateness Policy</td>
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<td>Submit work on time.</td>
<td>Refer: PHS Homework Policy</td>
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<td>Do all homework and other set work.</td>
<td>Refer: PHS Grievance Procedures</td>
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<td>Cooperate with requests of Staff.</td>
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<td>Respect individual teaching styles.</td>
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| **Self Respect**  | Wear the School Uniform.                                                                                    | • **School Uniform**  
School Uniform Policy, as outlined in the School diary, will be followed.                                              |
|                   | Refrain from smoking or having cigarettes in his/her possession during school hours, or on school related activities, or whilst going to and from school.  
Smoking is prohibited. | • **Smoking**  
Cigarettes or tobacco will be confiscated and parents/caregivers will be contacted. Smokers receive detention for the first offence and suspension or exclusion for any subsequent offence.  
Refer: PHS Drug Policy. |
|                   | Refrain from consuming or having alcohol in his/her possession during school hours, or on school related activities, or whilst going to and from school.  
Alcohol is prohibited. | • **Alcohol**  
Parents/caregivers will be contacted and suspension or exclusion will result.  
Police may be notified.  
Refer: PHS Drug Policy. |
|                   | Refrain from being in possession of any drug not prescribed by a doctor for him/herself.  
Illegal and non-prescription drugs are prohibited. | • **Drugs**  
Illegal or non-prescribed drugs will result in parent/caregiver notification and Police involvement, and suspension pending exclusion.  
Refer: PHS Drug Policy. |
|                   | Act in a manner to keep safe.                                                                              | • **Keeping Safe**  
Students will be counselled re safe behaviour. Parents/caregivers will be notified if it is deemed necessary. |
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| **Strive for Success** **Do your personal best** | Attend school.  
Remain in school grounds during school hours and attend all scheduled lessons and activities.  
Take the opportunity to participate in a range of activities offered by the school.  
Be courteous and helpful at all times.  
Respect and contribute to maintaining the good reputation of the school through his/her actions at school and on excursions and camps. | Refer: PHS Lateness Policy  
Refer: PHS Absences and Retention Policy  
Refer: PHS Driver Policy  
Refer: PHS Flexitime Policy  
Refer: PHS Recognition of Success Policy |

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| **Recognise and respect the rights of everyone who comes to Pasadena High School to experience a safe learning and social environment** | **ALWAYS:**  
Respect the diversity of our school and its community.  
Show courtesy and politeness to other people.  
Use respectful and appropriate language.  
Resolve problems with non-violent methods.  
Report bullying or harassment behaviour.  
**NEVER:**  
Never engage in physical abuse, hitting, pushing, touching, punching, or bullying.  
Never engage in verbal abuse, spreading rumours, and cyber-bullying, sexual or racial harassment.  
Never engage in intimate contact with others.  
Never be in possession of weapons. | **•** Unacceptable behaviours will not be tolerated. Parents/caregivers will be notified and students will face consequences.  
Refer: PHS Behaviour Management Procedures.  
**•** Students who stand by and watch without trying to prevent incidents or who encourage others to bully or harass will experience similar consequences.  
Refer: PHS Harassment / Grievance Policy and Procedures.  
**•** Students are advised to follow PHS Mobile Phone Policy.  
**•** Weapons will be confiscated and parents/caregivers and Police will be notified. |
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<td>Respect all property.</td>
<td>Look after his/her own personal property. Use his/her locker to secure valuables. Take responsibility for his/her own electronic communications/devices. Look after all other property. I.e. school grounds, buildings, equipment, and vehicles on school property.</td>
<td>Any personal property lost or stolen is the responsibility of the student. Wilful damage or graffiti to school grounds, buildings, equipment, and vehicles on school property are unacceptable. Parents/caregivers will be notified. Police may be notified.</td>
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**ALL PASADENA HIGH SCHOOL POLICIES ARE IN LINE WITH DECS POLICIES.**

**PROCEDURES**

**Classroom behaviour**
- Teachers will display the classroom expectation poster and discuss their classroom behaviour management plan at the commencement of the year and as required.
- When a student behaves inappropriately a teacher may put in place measures / actions that enable a student to modify their behaviour.
- The measures / actions may include:
  1. Identify the consequences of continual inappropriate behaviour
  2. Persistent inappropriate behaviour leads to attendance in the focus room with a “Focus Room Referral Slip”, for the remainder of that subject’s lesson.
     Persistent inappropriate behaviour by Pasadena Unit students will lead to attendance in the Pasadena Unit Detention Area with a “Behaviour Slip”, for the remainder of that subject’s lesson.
- Students are then permitted to return to lesson, including the subject they were sent from; on the next occasion that subject’s lesson occurs on the timetable.

**Focus Room**
- The teacher on duty in the Focus Room will receive the “Focus Room Slip” from the student and assign him/her a desk. Students are required to refrain from all talking. They may continue with schoolwork or read, after the “Focus Room Form” is completed.
- The teacher on duty will issue the “Focus Room Form” to the student, after they have entered required details from the Focus Room Referral Slip. The completed form is to be returned to the focus room supervisor / teacher. The focus room teacher will place the completed form in the subject teacher’s pigeonhole. The subject teacher may accept the student’s return, or seek further intervention with the Year Level Leader / or Admin Team.
- The teacher will log the focus room referral on EDSAS and prepare the form letter to be posted home to parents / carer.
- If this is the students third or more referral (for middle school students this is per term and for senior school students this is per year), then the focus room teacher alerts the Year Level Leader (via a form in their pigeonhole), who will speak directly with parent/caregivers.

**Internal / External Suspension**
- On the fourth referral to the focus room students may be internally suspended.
- On the fifth and subsequent referral students may be externally suspended by a member of the Admin Team or the Year Level Leader, and endorsed by the Principal, following DECS policy.
- External suspension may be invoked immediately and without prior history for violent or illegal actions.
• Internal / external suspension for students in the Pasadena Unit is not reliant on the number of referrals to the Pasadena Unit Detention area. Internal / external suspension is based on the discretion of the Pasadena Unit Assistant Principal.

Exclusion
• Exclusion will generally be recommended to the Principal for endorsement where a student has accumulated four external suspensions or a total of 15 days of external suspension. A member of the Admin Team, in conjunction with the District Interagency Student Behaviour Management Coordinator, will manage the exclusion in line with DECS policy.
• Exclusion may be invoked immediately and without prior history for violent or illegal actions.

Recess / Lunch Detention
• Individual teachers manage recess / lunch detention during which students collect rubbish, or complete work. The teacher will place a detention sticker in the student’s diary and arrange to meet the student. Often the detention will occur when the teacher is on yard duty. Lunch detention is used as a consequence for such things as; low level inappropriate yard behaviour, littering, being in an out of bounds area, or if a student is unable to attend after school detention. I.e. work commitments / taxi travel.

After School Detention
• This detention is held from 3.10 to 3.40pm on Tuesdays to Fridays. Teachers place an after school detention sticker in the student’s diary for the day of the detention, giving at least 24 hours notice, and then log the detention on the detention database. After school detention is used as a consequence for such things as; not completing homework, class work or assignments, being persistently late to school, not following school procedures such as signing in or out, truancy, bullying and harassment.
• Students can negotiate a change in detention day by consulting with either the teacher who assigned it or the relevant Admin staff member.
• Where a detention is not attended a further two detentions will be issued. If either of these detentions is not attended an internal suspension may result.
• Pasadena Unit students are exempted from after school detention if they are reliant on DECS taxi transport.

Lesson Check
• Where it is deemed appropriate Year Level Leaders will place students on a lesson check report to monitor their behaviour and work effort on a daily basis.

Student Information Slip
• Teachers are encouraged to document any issues of a behaviour, attendance, progress or welfare nature on the “Anecdotal Comments” section in the student file on EDSAS. The printed report will then be placed in the appropriate Year Level Admin Team member’s pigeonhole.