

SCHOOL STUDENT BEHAVIOUR SUPPORT PLAN 2026

Teach Challenge Transform



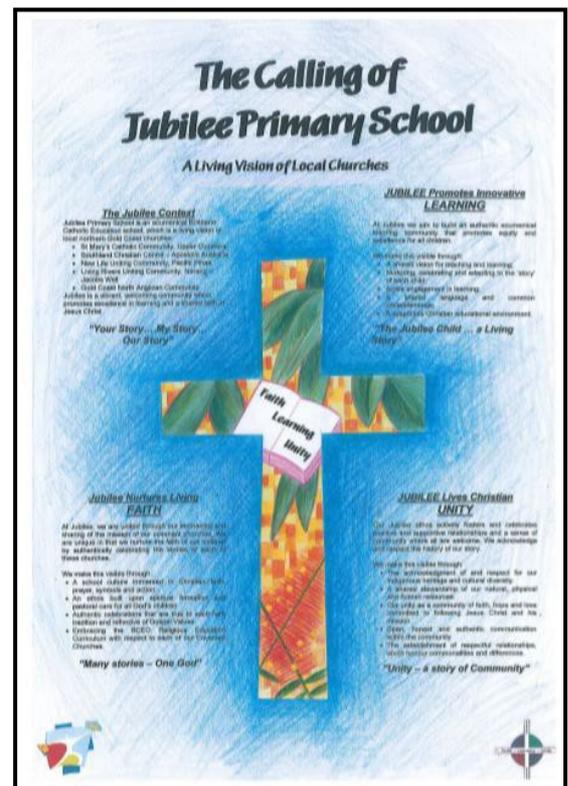
Jubilee Mission and Vision

Vision

Jubilee is a welcoming, ecumenical community that shapes, nurtures and celebrates the whole child. Through Faith, Learning and Unity, we empower our students to learn, grow, excel and to make a difference in their ever changing world

Mission

- As people of FAITH, we are enriched by life, service and learning, with Jesus as our guide.
- As people of LEARNING, we develop lifelong learners, nurturing growth, diversity and inclusion through collaboration and innovation.
- As people of UNITY, we join as one to embrace our differences, and celebrate all that we share in our past, present and future.



Our School Context

Jubilee Primary School was established in 2001 as Brisbane Catholic Education's first Ecumenical School. There are four Christian Traditions involved with Jubilee Primary School:

- Catholic (St Mary's Catholic Parish, Upper Coomera)
- Anglican (Gold Coast North Anglican Church)
- Apostolic (City on a Hill, Acts Global Churches, Pacific Pines)
- Uniting (Uniting North, Coomera)

Jubilee currently has 725 students enrolled. Located in the Northern end of the Gold Coast, Pacific Pines is a rapidly growing area of the Gold Coast, with significant development occurring in the surrounding areas.

Enrolment numbers have grown steadily in recent years resulting in a full 4 stream school for the first time in 2025. Comparatively, with a BCE average of 100, Jubilee's Socio-Economic status sits at 97.

Contextually, First Nations students make up 2.3% of total enrolment, 15.5% of students appear on the NCCD register, and while only 46.8% of student identify as Catholic, this is to be expected in an ecumenical school.

Our Jubilee staff includes:

- 28 full time equivalent class room teachers
- Traditional groupings in all classes in a full 4-stream school
- 4 specialist teachers (Music, PE, Italian and STEM)
- 2 ST:IE's
- 1 Learning Support Teachers
- 2 Learning and Engagement Teachers
- 10 classroom school officers
- 1 Library School Officer
- 5 Administration school officers
- Guidance Councillor
- Speech Therapist
- 1.2 full time Groundsman
- Leadership Team made up of Principal, APA, APRE and 2 PLLs

Consultation and Review Process

Jubilee Primary developed this behaviour plan in consultation with all appropriate members of the school community. Consultation involved meetings with teachers, parents/care givers and administration staff. It involved in-service of key staff personnel. A draft plan was presented to teachers and parents for comment.

Staff members were involved in an investigation of school data relating to behaviour management issues, including the use of the BCE Engage tracking system.

The plan was endorsed by the school principal, teachers, parent body and . This is reviewed every two years. Engage data is reviewed on a frequent basis with our PB4L committees and leadership team. Associated recommendations and priorities stem from this data.

Section A: Our Student Behaviour Support Systems

1. Our Beliefs and Common Philosophy about Learning and Teaching

Our beliefs about teaching and learning socially at school, student behaviour supports, and responding to students to meet their needs, unify us and direct our actions.

We believe that we are called to: Teach Challenge Transform – we educate for a transformed world in communion, by nurturing the gifts and potential of each person, enacting shared leadership, and exercising a preferential option for the poor and marginalised (Vision Statement for Catholic Education in the Archdiocese of Brisbane, 2004).

Student behaviour support is at the core of what we do at Jubilee. At Jubilee we aim to build an authentic ecumenical learning community that promotes equity and excellence for all children. We make this visible through

- A shared vision for teaching and learning;
- Nurturing, celebrating and adapting to the story of each child;
- Active engagement in learning;
- A shared language and common understandings;
- A supportive Christian educational environment.

A common vision can give life and excitement to possibilities within the classroom. Class expectations give guidelines for the types of behaviour that the class would see themselves living to achieve that vision

Emphasis is on a sound theoretical foundation, measurable valued outcomes, adoption and sustained use of evidence-based practices, principles of organisational change guiding the process, and data-based decision-making model in use for continuous enhancements and regenerations (Gilbert, 1978; Gilbert & Gilbert, 1992; McIntosh, Horner & Sugai, 2007).

As a Jubilee school community, we want our students to be respectful, positive, responsible and organised.

2. Our Systems Approach - Positive Behaviour for Learning (PB4L)

What is Positive Behaviour for Learning?

PB4L is a framework (Diagram 1) for schools that use a system approach to positive behaviour supports for all students. The aim of implementing the framework is to achieve increased academic and social progress and achievement for all students by using evidence-based practices. One of the focus areas is explicit teaching of behaviours that assists students to access learning – academically and socially - at all stages of development throughout their education.

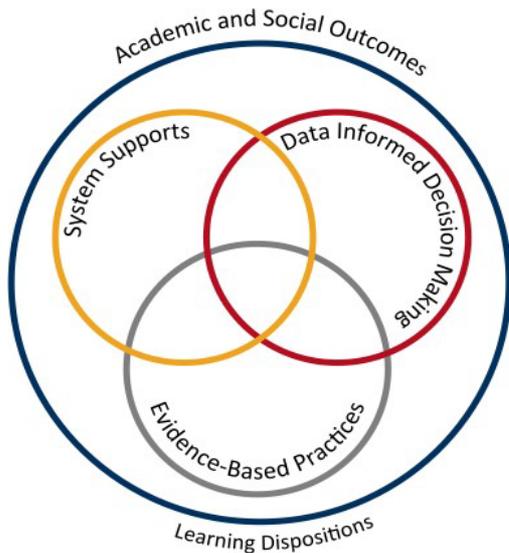


Diagram 1: Adapted from *School-wide Positive Behaviour Support: implementers' blueprint and Self-Assessment*, by OSEP Centre On Positive Behavioural Interventions and Supports, 2004, Eugene OR: Lewis

Theoretical and conceptual characteristics

PB4L is the redesign of learning environments, not students. The theoretical and conceptual understandings of PB4Learning are firmly linked to Behavioural Theory and Applied Behavioural Analysis (Carr et al., 2002). This perspective emphasises that observable behaviour is an important indicator of what individuals have learned and how they operate in their environment. Environmental factors are influential in determining whether a behaviour is likely to occur, and new and alternative pro-social behaviours can be taught (Sugai & Horner, 2002; Sugai et al., 2008)

Continuum of support and key features

An important component of PB4L is the adoption of a continuum of behavioural supports (Diagram 2) that, like academic instruction, acknowledges that students will need differing levels of behavioural interventions and supports to be successful at school. Within the continuum there are three levels of support.

Tier 1 Universal Supports:

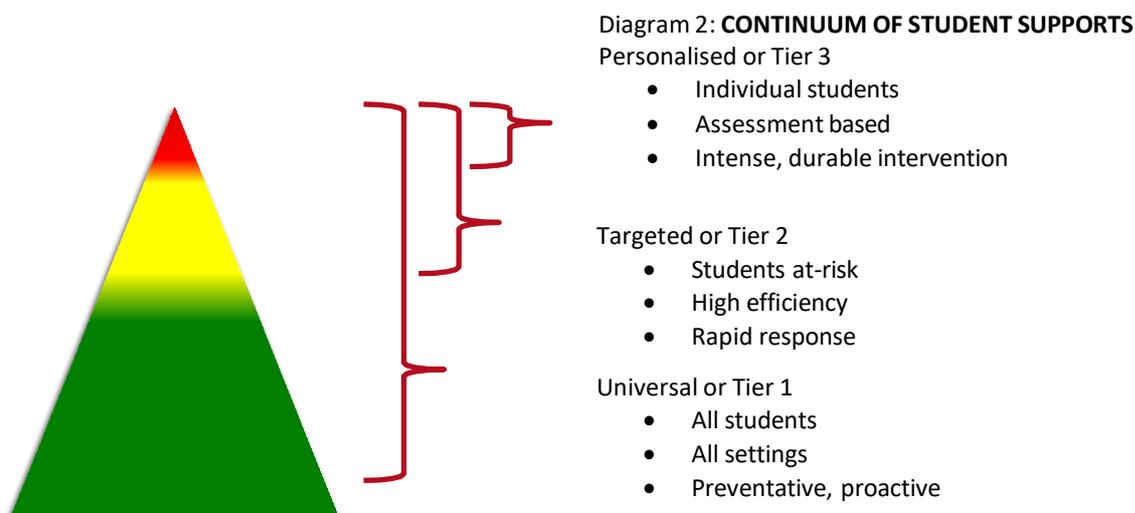
This first level focuses on universal behavioural and academic supports for all students. Here the focus is on prevention of problem behaviours, providing explicit teaching of expected behaviours and creating positive learning environments across all settings in the school. Research has shown that approximately 80-85% of students will respond to proactive universal supports, display the desired appropriate behaviours and have few behaviour problems (Horner & Sugai, 2005; Lewis, Newcomer, Trussell & Ritcher, 2006).

Tier 2 Targeted Supports:

This second level focuses on targeted supports for students who continue to display problem behaviour even with the universal supports in place. Using data analysis, students are identified early, before problem behaviours become intense or chronic, to receive targeted supports such as small group social skill instruction, academic supports, mentoring and/or self-management strategies (Sailor et al., 2013).

Tier 3 Personalised Supports:

This third level focuses on personalised supports that are intensive and individualised. These students will require highly individualised behaviour support programs based on a comprehensive behavioural assessment, which at times, will include mental health professionals and family and community services.



By building a connected continuum, everyone in the school is aware of how each level of support is connected to the universal systems i.e. every targeted and individualised intervention uses the universal set of behavioural expectations to increase the likelihood of maintenance and generalisation to other contexts.

3. Student Behaviour Support Leadership & Professional Learning for School/College staff

At Jubilee we value shared leadership in PB4L and we do this through staff participating in our PB4L committees which include:

- Tier 2 & 3 committee comprising of ST:IE, Guidance Councillor, Campus Minister and Leadership team meeting weekly and focusing upon students at risk, efficiency and interventions.
- Tier 1 committee comprising of classroom teacher representatives focusing upon engage data and recommendations for preventative and proactive structures to improve student behaviour. This team formally meets twice a term

Section B: Our Student Behaviour Support Practices

1. Clarity: Our Expectations

School-wide expectations encourage consistent communications and establish a common language of expectations for all staff and students and across all settings. Agreed upon student expectations promote the school's Catholic Identity and provide consistency across the staff and school community.

Our expectations are:

- Be Positive
- Be responsible

- Be Respectful.

Our school behaviour matrix is a visual tool that outlines the expectations of behaviours we expect all students and staff to learn, practice and demonstrate. They allow us to teach proactively and to provide students and parents with a positive message about behaviours for learning at school.

Respectful	<p>I use good manners I use resources appropriately I consider others I show reverence I respect the privacy of others I take turns, share and be fair</p>	Getting Along	<p>I can work and play with others in harmony I share and take turns I tell the truth I am friendly to others I follow Classroom Rules I help make our school friendly and safe I play by the rules I am accepting of others I Can Do It!</p>
Positive	<p>I am willing to give things a go I make positive choices I share a smile and greet others I am a good role model I include everyone I speak to please, not to tease I am trustworthy I show sportsmanship I help others</p>	<p>Persistence</p> <p>Resilience</p>	<p>I never Give Up I like to keep trying I can work tough I do My Best I take risks I Can Do It!</p> <p>I can manage my feelings I accept Myself I Think First I show self control and can reflect I am independent I Can Do It!</p>
Responsible	<p>I am responsible for my learning I am responsible for myself I am responsible for my belongings I will put my litter in the bin I will look after resources I make positive choices I Listen and follow instructions I am in the right place at the right time I wear my uniform with pride I am an active participant I play safely</p>	Confidence	<p>I know when and how to speak I can stand tall and proud I use appropriate eye contact I will have a go I am not afraid to make mistakes I Can Do It!</p>
Organised.	<p>I am in the right place at the right time with the right things</p>	Organisation	<p>I can plan and manage my time I can Set Goals and work towards them I come ready to learn I have all necessary equipment I can put things away and clean up I Can Do It!</p>

In addition to our school expectations, our affective curriculum is informed by the General Capabilities in the Australian Curriculum. The General Capabilities encompass the knowledge, skills, behaviours, and dispositions that, together with curriculum content in each learning area and the cross-curriculum priorities, will assist students to live and work successfully in the twenty-first century.

The Personal and Social Capability is one of the seven General Capabilities that outlines student developmental stages of self-awareness, self-management, social awareness and social management. The behavioural and social emotional skills in this capability are to be taught through the learning areas of the approved curriculum. www.acara.edu.au

2. Focus: Teaching Expected behaviour

Effective instruction requires more than providing the rule – it requires instruction, practice, feedback, re-teaching and encouragement (Sprague & Golly, 2005). Instruction takes place each day, throughout the day, all year long.

In addition, direct teaching may be done using some or a combination of the following:

- Explicit teaching and consistent follow-up of school rules based on our school behaviour matrix
- Modelling and role play methods used to teach and learn behaviours
- Reinforcing positive behaviours
- Displaying photos of the correct use of equipment
- Applying appropriate consequences for not meeting behaviour expectations
- Displaying school behaviour matrix and four expectations in all learning and play areas around the school
- Explaining why a behaviour is expected or a consequence is necessary
- Sharing a common language about behaviour at Jubilee
- Social stories and the explicit teaching of social skills for some students with specific diverse learning needs
- Transitioning students to new year levels and new teachers at the end of the school year for the following year
- Maintaining effective communication across the Jubilee school community
- The continued development of our School Wide Positive Behaviour program

3. Feedback: Encouraging Productive Behaviours for learning

Tier 1 Universal Supports:

Feedback should cause thinking (Dylan Wiliam, 2011). In education, we use the term “feedback” for any information given to students about their current achievements (Wiliam, 2011 p.122). Feedback to students provides them with the way to move their learning forward and make progress in their learning.

Our school encourages and motivates students, both as they are learning the expected behaviours and then to maintain those skills and dispositions as students become more fluent with their use. Specifically, our school encouragement system utilises effective,

specific positive feedback, adult attention (contingent and non-contingent) and a tangible reinforcement system.

The encouragement strategies in place for school and classroom include but not limited to:

- Praise and encouragement (verbal and non-verbal)
- Gotcha Tokens
- Token/ point systems
- Public display of work in the Library Display Case
- Individual class or year level rewards (stickers, stamps, raffle tickets, free time, chill out zone pass)
- Class job rosters
- End of term class parties
- Emails or communication to parents
- Sharing work with others (Leadership Team, buddy class, parents or other year level classes)
- Celebrating birthdays and outside school achievements
- Teacher evaluations (marks/ comments on work and behaviour reporting)
- Weekly assemblies to recognise achievements through the presentation of Student of the Week Awards
- Assemblies highlighting class presentations on virtues and anti-bullying reminders
- School gatherings to raise awareness of any current school events
- Daily Morning Gathering in the BCA
- School Liturgies
- Swimming, Athletics, Cross Country, Catholic Ball Games Carnivals, Interschool Sport Years 5-6
- Key Focus Days- NAIDOC, Science Week, Jubilee Day etc
- Grandparents and Special Friends Day
- Buddies program
- Easter and Christmas Celebrations
- End of Year Awards Ceremony
- School Developed 'Be Connected' program.
- School cultural evening, focusing on the Arts
- Annual P&F calendar activities

Tier 2 Targeted Supports:

Targeted evidence-based interventions play a key role in supporting students at risk of academic and social problems and may prevent the need for more intensive interventions (Sailor et.al., 2009). These students consistently have trouble with low level but disruptive behaviours that interfere with instruction and hinder student learning. Targeted inventions

should be timely and responsive and use similar strategies and social curriculum across a group of students.

Students are identified proactively, using academic, behaviour and attendance data accompanied by teacher nomination or through a screening process. Our targeted supports have systems in place to monitor student progress, make modifications, and gradually decrease support as student behaviour and engagement improves.

The evidence-based targeted supports currently available for students in the school include:

- The Behaviour Education Program (Check in- Check out) – (Crone, Horner & Hawken, 2004). This evidence-based Tier 2 support builds on the school-wide expectations by providing students with frequent feedback and reinforcement from their teacher/s, a respected facilitator, and the student's parents for demonstrating appropriate behaviour and academic engagement. The goal is to move the student to self-management.
- The Check and Connect Mentoring Program – (Christenson et al, 2012). The core of Check and Connect is a trusting, relationship between the student and a caring, trained teacher mentor. This mentor both advocates for and challenges the student and partners with the family, school, and community to keep education salient for the student.
- Social Skills Clubs/Groups. This type of intervention involves directly teaching social skills to enhance a student's ability to interact with peers and adults. Whilst social skill instruction may be part of the work done in universal supports this type of targeted support occurs in smaller groups with students who require additional practice and feedback on their behaviour. A teacher or guidance counsellor facilitates this type of group.
- Whole Class Social Skills Intervention Programs. This type of intervention teaches students social skills, collaboration, learning about success and failure, and resilience in a whole class supportive environment through physical activity and discussion.

Tier 3 Personalised Supports:

Successful outcomes for students whose behaviour has not responded to Universal or Targeted supports are dependent on our ability to intervene as early as possible with appropriate evidence-based interventions. A function-based approach is an essential feature of PB4L.

Personalised supports currently on offer at the school include:

- Functional Behavioural Assessment and designing an Individual Behaviour Support Plan
- Pro-active, Collaborative Problem-Solving process (Dr Ross Greene)
- Guidance Counsellor support services
- Student Support Team case management - planning and implementation of individualised support plans and monitoring data
- Partnerships with outside support agencies and specialists
- The Check and Connect Mentoring Program – (Christenson et al, 2012).

4. Feedforward: Responding to Unproductive Behaviours

Even with our positive approach to teaching and supporting expected behaviours for learning, unproductive student behaviour will still occur. For some students, they do not know how to perform the expected behaviour, or don't know it well enough to routinely use it at the appropriate times. For some students, the maladaptive behaviours they are using appear to meet their needs. When responding to unproductive behaviours, all staff take a positive, supportive approach that builds, maintains, and sustains relationships with students.

To feedforward when responding to unproductive student behaviours, we have a system in place that enables staff to respond to minor unproductive behaviours efficiently and effectively, to chronic persistent minor behaviours and to major unproductive behaviours that hinder learning. In this continuum, thinking begins with clarity between minor behaviours (that can and should be managed by teachers, within the context of the classroom and non-classroom settings) and major behaviours (that are best managed in a more private setting with the class teacher and leadership in partnership). The definitions of teacher managed behaviours (Minor) and teacher plus leadership managed behaviours (Major) have been included in Appendix A.

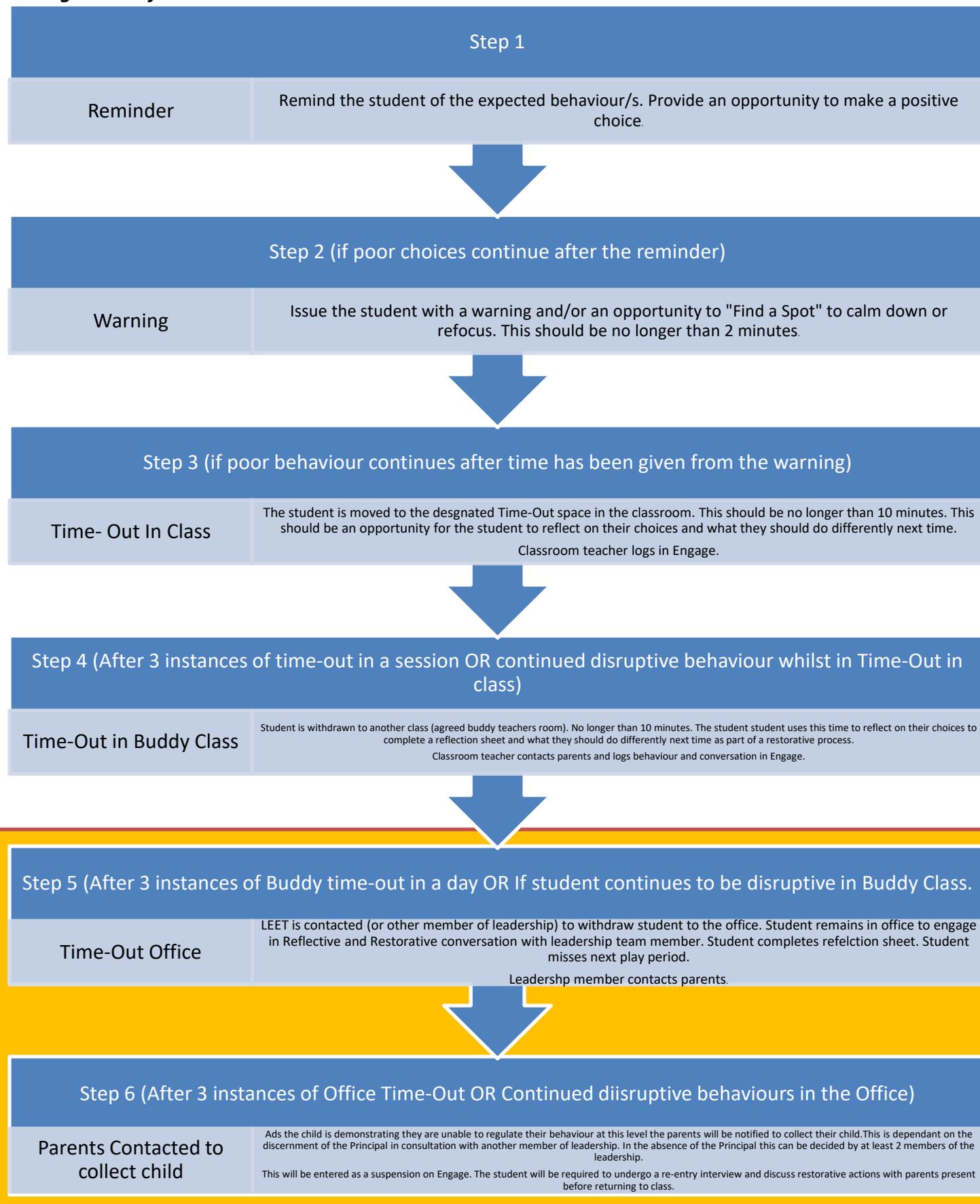
Although the teacher is the key problem solver when responding to minor behaviours, they collaborate, and share creative strategies, with colleagues. Teachers respond to minor behaviours using best practices that include reminders of expectations, re-directing to learning and re-teaching behaviours. Appendix B includes a summary of practices that may be utilised.

The positive, support strategies currently in place for responding to unproductive behaviours at our school can be classified under the three evidence-based approaches recommended in BCE SBS policy and procedures, and include:

De-escalation	Problem-solving	Restorative
Supervised calm time in a safe space in the classroom	Teacher – student conversation	Student apology
Supervised calm time in a safe space outside of the classroom	Work it out together plan – teacher and student	Student contributes back to the class or school community
Set limits	Teacher – student – parent meeting	Restorative conversation
Individual crisis support and management plan	Teacher – student – leadership conversation	Restorative conference

In addition, de-escalation crisis prevention and support strategies may include the Jubilee Management of Behaviour Flowchart.

Management Of Behaviour Flowchart



5. BCE Formal Sanctions

- **Detention** – As a part of the Jubilee’s PB4L Behaviour Management Process, students demonstrating repeated minor behaviour infringements , may be sent to a Buddy Class for reflective time. Formalised detention processes do not form a part of the ongoing Jubilee Positive Behaviour for Learning process.
- **Suspension** – The formal sanction of suspension can take the form of either Internal or in school suspension, or External or away from school suspension. Suspension will be considered as an option for students who demonstrate repeated minor infringements, or alternately, students participating in incidents more major in nature. Examples or major behaviours which may incur suspensions include, but are not limited to, bullying, use or possession of a weapon, verbal or physical aggression, harassment, theft, vandalism, technology violations, major disruptive behaviour or other behaviours deems significant enough to warrant suspension.
- **Exclusion** – Exclusion from the school will be recommended as the final step for those students whose behaviour has been identified as being persistently inappropriate, despite the supports and interventions put in place. Additionally, where a single or small number of major behaviours have significantly contravened the expected behaviour of a Jubilee student, exclusion will be recommended. Recommendation for exclusion is directed to the Executive Director of Brisbane Catholic Education or their delegate, who will make the final decision in this matter.

For appeals, the school aligns to BCE processes.

Sanction	Appeal Process
Suspension 1-5 days	Appeal made to the school principal
Suspension 6+ days	Appeal made to the Senior Leader School Performance by emailing SchoolProPer@bne.catholic.edu.au
Outcome of Appeal	The appeal reviewer (Principal or Senior Leader – School Performance) must: (a) make the review decision within 5 business days after the application is made; and (b) as soon as practicable after the decision is made give the person written notice of the decision.
Exclusion	An appeal against an exclusion must be submitted in writing to the Compliance and Performance Executive within 10 school days after receiving notification of the exclusion.

6. Bullying and Cyberbullying – information, prevention, and school responses

Jubilee Primary School is an ecumenical Church school that believes all relationships are to be consistent with both the teachings of Jesus Christ and the ethical and moral principles held by the Church universal. Consequently, the Christian virtues must govern all inter-personal, professional, collegial and community relationships.

The knowledge that all people are created in the image and likeness of God, and the experience of the grace of God toward all, leads to the truth that all members of a community are necessary, unique and vital to God and to each other. Each member of the Jubilee Primary School community must be recognised and respected as bearers of love and wisdom. It is

critical to recognise that each member and group holds part of the pieces that make the whole, and not any one person or group can have all the pieces. It is in the sharing, of what each has, that the whole can benefit; it is in compassion for each member, particularly the very weakest, that makes us complete. Every person has the right to feel safe. Any person who bullies is intending to put the victim in distress in some way. Victims of bullying often fear school and consider it to be an unsafe and unhappy place.

The purpose of this section of our School Student Behaviour Support Plan is to describe our approach to positive, proactive practices in support of student behaviour and wellbeing in relation to the prevention, intervention and responses to student bullying and harassment (inclusive of victimisation of students with disability and their associates).

Definition

The national definition of bullying and harassment for Australian schools says:

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. (Ref: Bullying No Way).

Our whole-school approach to preventing and responding to student bullying and harassment

Our school uses the PB4L framework and the Australian Education Authorities resource [Bullying NoWay!](#) to assist our students, staff and school community to understand, teach, prevent and respond to bullying and harassment.

1. Understanding Bullying and Harassment

At Jubilee our staff partake in annual professional learning about appropriate terminology, signs of bullying, types of bullying and research about bullying and harassment.

Our students are taught about bullying and harassment as part of our Be Connected unit (P-6) and through the approved curriculum.

2. Teaching about Bullying and Harassment

At Jubilee Primary School we teach the approved curriculum (ACARA -including the personal and social capabilities and the BCE Religious Education Curriculum) to embed the teaching of healthy relationships and positive behaviours in relation to bullying and harassing behaviours.

3. Responding to Bullying and Harassment

4. At Jubilee we recognise that care for all is a joint responsibility between staff, students and parents and the wider community. Teachers, students and community members play an important part in raising awareness of the issues and creating and maintaining a supportive, inclusive and safe school environment.

All staff must take all reports of bullying and harassment seriously and respond with a school team process.

- **Listen** carefully and calmly, and document what the student tells you. (Take the time to clarify with the student who has reported the incident that you have all the facts, including if there are immediate safety risks and let the student know how you will address these).

- **Collect** information, document and evaluate, including examples from the student/s, staff and bystanders involved.
- **Contact** parent/guardian to inform them of the incident, give details of the school's immediate response, and how the incident will be followed up. Contact appropriate school personnel (Principal and school leadership). Always maintain confidentiality and privacy.
- **Determine** if this is an incident of bullying or harassment. If the incident does not meet the criteria for bullying or harassment, it can be recorded as a pastoral note in the Engage Student Support System.
- **Record** the incident either as Minor-Teasing or Major-Bullying/Harassment and complete the bullying record in the Engage Student Support System in a timely manner.
- **Respond** to incident, following the school's student behaviour support plan. Where possible, schools should work towards a positive outcome and relationships are restored. Formal sanctions could be part of this response.
- **Plan** the response with the student/s and their families to provide support, teaching and strategies.
- **Follow-up** and gather any additional information, including data analysis on Engage Student Support System. Set a date for follow up review and monitoring.

4. **Preventing Bullying and Harassment**

At Jubilee we have a number of initiatives to prevent bullying and harassment. These include:

- Student assemblies: Student bullying and expectations about student behaviour will be discussed and information presented to promote a positive school culture where bullying is not accepted.
- Staff communication and professional learning: Staff will be supported with professional learning that provides evidence-based ways to encourage and teach positive social and emotional wellbeing and discourage, prevent, identify, and respond effectively to student bullying behaviour. For example: our staff weekly bulletin, staff meetings, year level meetings, year level planning .
- School staff have access to foundational training about how to recognise and effectively respond to bullying, including cyberbullying. For example biannual cybersafety training and annual bullying and harassment training through Brisbane Catholic Education.
- New and casual staff will be informed about our school's approaches and strategies to prevent and respond to student bullying behaviour through induction processes and ongoing support.
- Communication with parents: Our school provides information to parents to help promote a positive school culture where bullying is not acceptable and to increase parent's understanding of how our school addresses all forms of bullying behaviour. This occurs through the newsletter and school assemblies.
- Explicit promotion of social and emotional competencies among students.
- Whole school programs to prevent and address bullying including our weekly PB4L focus areas and lesson instructions and our Jubilee Be Connected Program taught annually.

5. **Key contacts for students and parents to report bullying**

Student's Classroom teacher

Principal	– Matt Edwards
Assistant Principal	– Chris Clurey
Assistant Principal	– Gavin Agnew
Guidance Officer	- Stacey Whiteside

School number 07 55028566

6. Cyberbullying

Cyberbullying is treated at Jubilee with the same level of seriousness as direct bullying.

It is important for students, parents and staff to know that BCE Principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds. This includes cyberbullying. In addition, parents and students who have concerns about cyberbullying incidents occurring outside of school hours should immediately seek assistance through the [Office of the e-Safety Commissioner](#) or the Queensland Police Service.

Jubilee responds to incidents of cyberbullying and harassment following the same procedures as bullying as outlined above.

7. Resources

- [Be You Programs Directory](#)
- [STEPS](#)
- The [Australian Curriculum](#) provides the framework for your school's anti-bullying teaching and learning activities.
- Bullying NoWay
- [Office of the e-Safety Commissioner](#)

Section C: Our Student Behaviour Support Data

1. Data Informed Decision Making

The BCE Engage Student Support System is the database all BCE schools are required to use to collect behavioural data for analysis and decision-making. The Engage Student Support System has capacity to record minor and major behavioural incidents so that schools can make data informed decisions about student supports. It also has capacity for schools to record, store and analyse Tier 2 Targeted and Tier 3 Personalised supports, information, and data.

It is mandatory for all BCE schools to record major incidents of bullying, weapons and drugs incidents and complete the accompanying record documentation in the system as comprehensively as possible. Suspension records are also mandatory to complete in the database.

We look at behavioural data to identify trends and concerns to improve structures, support and teaching foci at an individual, class and school wide level.

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Relevant Brisbane Catholic Education Policies

- BCE Student Protection Processes
- Management of Drug Related Incidents
- Management of Weapons in Schools
- Code of Conduct
- Student Attendance policy
- Student Diversity and Inclusion policy
- Student with Disability policy
- Student Behaviour Support policy
- Student Behaviour Support procedure
- Student, Parent and Guardian Complaints Management policy
- Student Wellbeing policy.

Appendix A - Behaviour Definitions

Minor Behaviours

	Descriptor	Definition	Example
1	Inappropriate verbal language	Student engages in low intensity instance of inappropriate language	Calling someone an "idiot", swearing if they kick their toe
2	Physical contact	Student engages in non-serious, but inappropriate contact	Pushing in the tuckshop line
3	Defiance/non-compliance	Student engages in brief or low intensity failure to respond to adult requests	
4	Minor Disruption	Student engages in low intensity, but inappropriate disruption	Calling out, talking to a peer in class
5	Uniform violation – Minor	Students wears clothing that is near but not within the school's dress code	Wrong socks, wrong shorts for sport
6	Technology Violation - Minor	Student engages in non-serious but inappropriate (as defined by the school) use of mobile phone, mp3 player, camera and/or computer	
7	Property misuse	Student engages in low intensity misuse of property	Using equipment contrary to its design or purpose
8	Late	Students arrive late to class	Tardy late to class not late to school as this is often beyond the control of a primary school student
9	Out of Bounds	Student is in an area within the school grounds that has been designated "off limits" at that particular time	
10	Lying/Cheating	Student engages in "White Lies"	
11	Teasing	Isolated inappropriate comments (ongoing teasing would fit under bullying)	
12	Sexual Behaviour	Sexual behaviours that are normal, age-appropriate, spontaneous, curious, mutual, light-hearted, and easily diverted experimentation.	Green light behaviours
13	Incomplete tasks	Student has failed to complete a set piece of work in a clearly specified time frame	Has difficulty starting a learning task, continuing on task, or completing learning tasks

Major Behaviours

	Descriptor	Definition	Example/Non-Example
1	Verbal Aggression	Language directed at others in a demeaning or aggressive manner	Swearing, aggressive stance, language directed to hurt or show disrespect, intimidating body language, intimidating tone of voice
2	Physical Aggression	Actions involving serious physical contact where injury might occur	Hitting, punching, hitting with an object, kicking, pulling hair, scratching etc.
3	Harassment/Bullying	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes	Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters
4	Defiance/non-compliance – Major	Refusing request of a teacher or supervisor, talking back in an angry and/or rude manner to staff, ignoring/walking away from staff, running away	
5	Major Disruption	Persistent behaviour causing an interruption in a class or an activity	Sustained loud talking, yelling or screaming; noise with materials; and/or sustained out-of-seat behaviour
6	Major Dress Code Violation	Student wears clothing that does not fit within the dress code of the school	“Gang” undershirts, offensive T-shirts etc.
7	Property Damage/Vandalism	Student participates in an activity that results in substantial destruction or disfigurement of property	Throwing a computer, graffiti of school buildings, arson
8	Skip Class/Truancy	Students leaves class/school without permission or stays out of class/school without permission	
9	Theft	Student is in possession of, having passed on, or being responsible for removing someone else’s property	
10	Forgery/Plagiarism	Student has signed a person’s name without that person’s permission (forgery). Plagiarism is submitting someone else’s work as your own. It occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common knowledge) material without acknowledging its original source.	
11	Major Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, music/video players, camera, and/or computer.	Accessing inappropriate websites, using someone else’s log in details, inappropriate additions to Facebook (written and images)
12	Use/possession of Alcohol	Student is in possession or is using alcohol	
13	Use/possession of Other Drugs	Student is in possession of or is using illegal drugs/substances or imitations or is using	

	Descriptor	Definition	Example/Non-Example
		prescription drugs contrary to their doctor's directions	
14	Misuse of Legal Drugs	Inappropriate use or distribution of legal drugs/medications	Intentionally overdosing of ADHD medications. Sharing around an inhaler to get a "Buzz"
15	Use/possession of Tobacco	Student is in possession of or is using tobacco either at school or on the way to and from or at any time they are in school uniform	
16	Use/possession of Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm	
17	Use/possession of combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid)	
18	Bomb Threat/False Alarm	Student delivers a false message of possible explosive materials being on-school site, near school site, and/or pending explosion with the intent to disrupt school	The intent is one of a "prank" to disrupt the school day and/or Emergency Services
19	Academic Disengagement	Student does not complete and/or submit summative assessment pieces or avoids exams	Avoiding group assignment work, minimal drafting of assessment or has difficulty engaging with learning over a period of time

Appendix B: Strategies to Manage Minor Behaviour

Technique	Explanation
Proximity	Every teacher knows how effective it is to stand near a child who is having difficulty. This technique is the strategic placement/movement by the teacher in order to encourage positive behaviour. The teacher is a source of support and strength and helps the student to control his impulses by her proximity.
Signal Non-verbal Cue	Teachers have a variety of signals that communicate to the student what is expected. These non-verbal techniques include such things as eye contact, hand gestures, a card system, picture cues, etc. Such simple cues suggest that the teacher is aware of the student's behaviour and is prepared to intervene if the behaviour continues. This works best when the teacher has a relationship with the student(s) and the non-verbal cues have already been taught to the group.
Ignore/Attend/ Praise	This technique is based on the power of praise or specific positive feedback. The teacher praises an appropriately behaving student in proximity to the inappropriately behaving student. The praise serves as an indirect prompt for the misbehaving student and reinforcement for the one behaving appropriately. When the student exhibits the appropriate behaviour, attention and praise is then provided.
Restitution	Involves having the student compensate for any damage that is a result of his or her actions. Restitution is required to repair any damage done, restore the environment to its original condition, or make amends to persons who were affected by the behaviour.
Re-Direct	This strategy employs a very brief, clearly and privately stated verbal reminder of the expected behaviour. A re-direct includes a specific restatement of the schoolwide, non-classroom or classroom rule/procedure. A re-direct emphasis the "what" of the behaviour instead of the "why".
Re-teach	Re-teaching builds on the re-direct above and re-teaches the specific expectation in question and reminds of the procedures or routine for doing so. It capitalises on the teachable moment to review the expectation more thoroughly yet briefly. As in all instruction, you label the skill, teach and show, and give the student the immediate opportunity to practice demonstrating the behaviour. Once the student uses the appropriate behaviour, specific positive feedback should follow.
Provide Choice	Providing choice can be used when re-directs or re-teaching have not worked. This is the statement of two alternatives – the preferred or desired behaviour or a less preferred choice. When options are paired in this way, students will often make the preferred choice. Pause after providing the choice, and when the student chooses wisely, provide praise.
Student Conference	This is a lengthier re-teaching or problem-solving opportunity when behaviour is more frequent or intense. The behaviour of concern is discussed, the desired behaviour is taught, and a plan is made to ensure the behaviour is used in the future. A student conference might include practice.

Approver: Principal

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