



# **Behaviour Education Policy**

## **2019**

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# Behaviour Education Policy

*The R.I.G.H.T way to be at Yavneh*

*Respect, Integrity, Gratitude, Honour and Tradition*

## Mission

### Vision Statement:

To be Melbourne's pre-eminent Jewish Day School: developing the characters, enriching the intellects, and engaging the souls of outstanding, Torah and Israel-committed youth.

### Mission Statement:

The mission of Leibler Yavneh College is to play a central role in the personal development of its students, nurturing them to demonstrate:

- Respect
  - Life-long, independent learners who pursue excellence and strive to achieve their potential;
- Integrity
  - Of fine character, imbued with integrity and compassion;
- Gratitude
  - Inspired by and personally committed to a relationship with Hashem based on study of Torah and adherence to its values and Mitzvot;
- Honour
  - Committed Australians, aware of and loyal to their communal, civic and personal responsibilities;
- Tradition
  - Knowledgeable of and passionate about Yahadut (Judaism) and Tziyonut (Zionism).

## Rationale

Our Behaviour Expectations Policy and the **R.I.G.H.T** way to be at Yavneh rests firmly on the following passages:

Self

דרך ארץ קדמה לתורה – Proper conduct is the foundation of a Torah lifestyle

Others

ואהבת לרעך כמוך – Love others as you love yourself (Vayikra 19:18)

Spirit

חביב אדם שנברא בצלם – Beloved is humanity, for they are created in the Image of G-d (Ethics of the Fathers 3:14)

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The philosophy which frames the Behaviour Education Policy is the understanding that positive, respectful and compassionate behaviour arises when the student, school and community work together. Creating the conditions for positive behaviour is a melding of elements that respond to or prevent negative wellbeing and actively promote the positive wellbeing needs of students. Yavneh's approach is founded on the belief that every student has the right to learn and every teacher has the right to teach by effectively encouraging the positive social and educational development of each child. All areas of Leibler Yavneh College are learning and teaching environments. We consider that the Behaviour Education Policy supports valuable social development and maximises the success of student learning programs.

The Behaviour Education Policy is supported by the **Tahalich תהליך** (Process) which guides the College response to behaviour, mental health and critical incidents.

## Purpose

At Yavneh, Behaviour Education aims to:

- Guide students in developing the skills to make positive behavioural, social and relational choices in regards to both themselves and the rights and needs of others.

## Principles

Leibler Yavneh College believes that a positive behaviour education results is the foundation for developing intrinsic accountability and responsibility which the individual imposes upon herself or himself. The College provides age-appropriate guidance for the development of self-awareness, self-regulation and self-discipline so that each student cultivates the value of self-control, and a sense of responsibility for her or his own conduct and for the wellbeing of others.

At Yavneh we believe, and value that:

- each member of the College community is a unique and worthy individual created and loved by G-d and should receive and show respect.
- excellence is encouraged in every endeavour.
- everyone has the right to learn and teach in a supportive learning environment.
- parents support the College in the development of appropriate behaviours in their children.

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# STUDENTS' RIGHTS AND RESPONSIBILITIES

## RIGHTS

I have the right to:

- Be happy at school and to be treated fairly with understanding and respect
- Learn all that I can
- Feel safe and have my property treated with respect
- Have a clean and tidy school
- Enjoy success and feel valued
- Participate in school activities if I have abided by these Behavioural Expectations

## RESPONSIBILITIES

I have the responsibility to

- Treat others with understanding, tolerance and respect
- Be punctual and contribute positively to all educational experiences
- Respect the property of others and behave sensibly and safely at all times
- Care for the environment and keep it clean
- Value my own achievements and positively acknowledge the achievements of others
- Participate actively and appropriately in the College's education programs and at all College events

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## Specific guidelines relating to Leibler Yavneh College

### Appearance and Uniform

- At Yavneh wearing the uniform reflects students' sense of belonging and connection to the College. Students are expected to wear their uniform with pride as it defines their identity and links them as members of the College from the past to the future.
- The College uniform has been designed to enable students to learn safely, gain an understanding of workplace requirements beyond the College and promote equality for all
- Please refer to the Uniform Guidelines for more details

### Attendance

- Students are expected to attend the College each day as well as attending special College events and functions that fall outside the normal College day such as Speech night, camps and other celebrations linked to the College's observance of the Jewish orthodox calendar
- Tefilla/Mincha – secondary students are required to attend either 7.30 or 8.15 Tefillah every day. Attendance at afternoon Mincha is compulsory.
- Absentees – When a student is absent, parents/guardians are required to complete the School Stream form or email the [absentees@yavneh.vic.edu.au](mailto:absentees@yavneh.vic.edu.au) address before 8.15
- Applications for student leave are as follows:
  - For periods of less than a week – parents/guardians are to notify in writing the Head of Secondary School or Head of the Primary School (GS or JS)
  - For periods of more than a week - parents/guardians are to seek permission in writing from the College Principal.
- Late - When a student is late to school they must sign in at the Main reception.
- Early departure – when a student needs to leave school early they must have written notification from their parent/guardian detailing the reason for their absence. All students must sign out at main reception. If a student is leaving due to injury or illness then the Health Centre will arrange signing out if required.
- If students leave the College grounds after the end of the normal College day, with the intention of returning for another activity such as play rehearsals, informal activities etc, they must obtain permission from the supervising teacher. Normal College expectations regarding behaviour and dress apply.
- Study periods – students are expected to be at the College during study periods. Wednesday afternoon is a time where, SAC calendar permitting, VCE students can engage in teacher consultations, wellbeing events and other learning. They are encouraged to remain on campus during this time.

### The College Environment

- Students are expected to show care and respect to all members of our community and to property through their actions and through their use of language.
- Damage to College property, including buildings must be reported to a member of staff.
- Damage to computers must be reported to Tech Support.
- Damage that is malicious or has occurred through inappropriate behaviour will be repaired at the cost of the student(s) responsible.

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## Classrooms and Grounds

The College campus consists of many spaces, all of which are learning environments. The intention is that every student utilises the non-classroom spaces for their intended purposes and maintain these spaces in a way that benefits all members of the community. No actions should be detrimental to any individual.

- Students are responsible for maintaining a litter free environment.
- Students are to move quickly and quietly through transitional spaces showing awareness of what is going on around them and appropriate respect.
- Students must behave in a safe manner in all areas and in activities.
- Classrooms
  - Students require the permission of a staff member to be in a classroom
  - On entering, students must be respectful, prepared and ready to learn
  - Food and drink are not to be consumed in classrooms without the permission of the teacher
  - Left neat and litter free for the next class
- Corridors and other shared spaces
  - Lockers are to be carefully maintained and bags are to be neatly stowed
  - All areas are to remain litter free.
- Assemblies are events that signify the gathering of the College community and are compulsory for all
  - Students are expected to be punctual and enter in a respectful manner.
  - Respectful attention is expected at all times.
  - Applause and other acknowledgements are conducted in an appropriate and respectful manner.
- Bicycles, skateboards, scooters and other similar equipment are not to be ridden on the College grounds at any time. They must be securely stored for the day either in the bike shed or lockers.
- Equipment is to be returned after use and the environment is to remain litter free.

## Health Centre

The Health Centre staff are here to support students in case of illness, injury or an emergency.

- Permission from the teacher is required to attend the Health centre
- In an emergency, students should go straight to the Health centre or respond according to the **Tahalich for Critical Incidents**
- When a student is collected by a parent/guardian please refer to the Attendance section for process

## Religious Observance

- Members of the community are expected to respect the religious traditions of the College.
- Attendance at Tefillah and Mincha is compulsory in the Secondary School. Secondary students are expected to attendance either the optional 7.30 Tefillah or one of the 8.15 Minyan options.
- Primary school students attend a morning Tefillah service.
- Attendance at afternoon Mincha is also compulsory unless a special program is running.
- Only food that is on the latest Mizrahi Kashrut list is be permitted. Students must not have food delivered to the College

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## Travel

- Students are expected to demonstrate the College values and expectations while travelling to or from school or at any College event.
- All students will be returned to the College following an external event. Students will not be dismissed from an external venue without written permission from a parent that has been counter signed by the organising staff member.

## Individual Property

- Students are expected to securely and safely store personal property in the spaces provided
- Respect the property of others at all times
- Students are expected to use their lockers in a safe and reasonable manner, with care taken to maintain safety.
- No hate material, racist, sexist, pornographic or unlawful printed material is allowed on College grounds
- Money, beyond adequate amounts for food, should not be brought to the College and must be kept on the student's person. If necessary, large sums of money can be left with Secondary Office at the student's risk.
- It is expressly prohibited to bring knives, guns, explosives, any other weapon or dangerous object to College grounds

## Welfare

- Students requiring the administration of legal medication must do so according to the College policy of handling and managing medication.
- The use or possession of nicotine, tobacco or smoking related products, illegal drugs, alcohol, illegal goods such as fireworks are expressly forbidden whether on College premises or at College related events or activities
- Students are not permitted to sell goods or services on the College premises or at any College events without the permission of the College
- Respectful relationships are expected for all members of the College at all times
- Bullying and any form of violence (verbal, physical, emotional, financial or social) are not tolerated.
  - Please refer to the Behaviour Expectations chart - Actions and Consequences and the **Tahalich תהליך**

## Student breach of behavioural expectations and consequences

Students of Leibler Yavneh College are required to know and understand the importance of our values; Respect, Integrity, Gratitude, Honour and Tradition, and to uphold these values in all they do. Members of the College community should engage with each other respectfully, ensuring that all interactions and communications reflect the R.I.G.H.T way to be at Yavneh. Students who do not comply with College values and the expectations clearly set out here will be treated according to our Behaviour Expectations Chart- Actions and Consequences and the **Tahalich תהליך**

## Grievance procedures

Any matter that a student feels is unresolved can be referred to the Head of Secondary School or the Heads of the Primary School (GS or JS). If the matter is still unresolved it should be referred to the Principal. Please see the Grievance Procedure.

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## Behaviour Expectations

### *Actions and Consequences*

This is a guide to **support** staff, students and the College community to understand the consequences of breaches to the RIGHT way to be at Yavneh. Positive behaviour management requires each incident and the response to be framed within an awareness of severity, risk, intention and developmental age.

#### Rating Definitions

Major: actions that potentially involve external consultation, especial where dangerous or illegal behaviour is involved

Intermediate: actions that may result in external consultation, or which indicate deliberate and intentional contravention of College values and expectations

Moderate: repeated actions or behaviours with contravene the RIGHT way

Minor: an action or behaviour which contravenes the RIGHT way.

Action	Rating	Notes	Consequence
Sale and supply of illegal or dangerous goods	Major	Contact Police Liaison Officer	<b>Tahalich</b> to Heads of Schools/College Principal Suspension/expulsion
Possession of illegal or dangerous goods (knives, weapons) or substances	Major	Contact Police Liaison Officer	<b>Tahalich</b> to Heads of Schools /College Principal  Illegal – expulsion Dangerous – suspension
Being under the influence of illegal or dangerous substances	Major	First Response: <b>Tahalich</b> for Critical Incidents	<b>Tahalich</b> to Heads of Schools /College Principal  Behaviour plan with Head of Secondary School/College Suspension
Bullying (includes cyberbullying)	Major	Must be a pattern of Behaviour. Can include; verbal, physical, emotional social and online behaviour.	<b>Tahalich</b> to Head of Year or Deputy Head of Primary School  Restorative student meeting Withdrawal of recess and lunch privileges

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			Parent meeting Behaviour plan Suspension
Physical Violence	Major	Contact Police Liaison Officer  Level of consequences determined by violence	<b>Tahalich</b> to Head of Year or Deputy Head of Primary School  Parent meeting Restorative student meeting Behaviour plan Suspension
Distribution of pornography, hate material or racist/sexist material, unlawful material	Major	Contact Police Liaison Officer	<b>Tahalich</b> to Heads of Schools/College Principal Meeting with parents Suspension Behaviour plan/Contract Counselling
Persistent threat or intimidation in all forms, including racist or sexist.	Major	Contact Police Liaison Officer  Must involve a pattern of behaviour; includes electronic, written, verbal and physical	<b>Tahalich</b> to Heads of Schools  Parent meeting Convenor Contract Suspension
Soliciting, possession, accessing or creation of pornography, hate material or racist/sexist material	Major	Contact Police Liaison Officer Consequence to reflect advice of police	<b>Tahalich</b> to Heads of Schools Parent meeting Behaviour plan Suspension
Dangerous behaviour which puts self or others at risk	Major	First response: follow <b>Tahalich</b> for Critical Incidents and/or CAT Team/Police and/or consequence to reflect severity of incident	<b>Tahalich</b> to Heads of Schools
Graffiti/deliberate damage to college or personal property	Intermediate	Contact Police Liaison Officer  Consequence to reflect level of damage	Parent meeting Behaviour plan Restorative action - Clean school/pay for damages Suspension
Smoking	Intermediate	Health and Wellbeing Issue	Behaviour plan and

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			education/community service in cancer unit
Theft (including intellectual property)	Intermediate	Consequence to reflect severity  Contact Police Liaison Officer	Suspension Meeting with parents Restorative process – pay or replace items  Intellectual property – please refer to Head of Department/Director of Teaching & Learning
Leaving grounds without permission	Intermediate	All staff to engage with speaking to students who are not in class or outside school grounds	<b>Tahalich</b> to Head of Year or meeting with Deputy Head of Primary School Parents notified Detention
Leaving the classroom without permission	Moderate	Potential wellbeing issue	Teacher/Student meeting Teacher/Head of Year/Student or meeting with Deputy Head of Primary School Detention Restorative process
Persistent refusal to follow a request/direction from staff member	Moderate		Teacher/Student meeting Teacher to refer to Head of Department Teacher/Head of Year/Student meeting or meeting with Deputy Head of Primary School Detention Restorative process
Lack of respect during College events	Moderate	e.g persistent talking, use of technology, eating or drinking	<b>Tahalich</b> to Head of Year or Deputy Head of Primary School Detention Restorative process
Lack of respect for staff member	Moderate	e.g lying, ignoring instructions, rudeness	<b>Tahalich</b> to Head of Year or Deputy Head of the Primary School  Teacher/Student meeting Refer to Head of Department or meeting with Deputy Head of Primary School  Detention Restorative process
Lack of respect for other	Moderate		<b>Tahalich</b> to Head of Year or Deputy Head of the Primary School

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students' learning			Teacher/Student meeting Refer to Head of Department or meeting with Deputy Head of Primary School  Detention Restorative process
Absent from class without permission	Minor	Duty of care issue	Teacher to follow up unexplained absences Detention
Continually late to submit work	Minor	Potential wellbeing matter	Teacher to follow up Penalty on mark/other penalty Detention
Failure to submit academic work	Minor	Potential wellbeing matter	Teacher to follow up Teacher to refer to Head of Department or Deputy Head of Primary School Parent contact/meeting
Persistently off-task in class/Lack of respect for classroom procedures	Minor	e.g. use of surface pro, personal devices, talking	Teacher/Student meeting Teacher to refer to Head of Department  <b>Tahalich</b> to Head of Year or Deputy Head of Primary School  Detention Restorative process
Inappropriate or incorrect uniform	Minor	Potential wellbeing issue	Detention Parent contact Behaviour Plan
Absence from Tefillah/Mincha	Minor/Moderate		Teacher to follow up unexplained absences Detention Meeting with Head of Jewish studies/Campus Rabbi
Absence from compulsory College event	Minor/Moderate		Convenor/ Deputy Head of Primary School to follow up. Medical cert. Home contact, and/or Detention
Persistent lateness to tefillah or class	Minor/Moderate	Potential wellbeing issue	Refer to Head of Year or Deputy Head of Primary School Detention Behaviour Plan

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