Evidence of policy implementation guidelines
Student Discipline in Government Schools Policy

The following information is indicative of the types of evidence a school may include to demonstrate evidence of policy implementation monitoring.

How is the policy being implemented to meet student, staff and community needs in your school context?

The school has documented procedures for:

- school expectations and rules, consistent with the Behaviour Code for Students
- an Anti-bullying Plan
- strategies and practices to: promote positive student behaviour; recognise and reinforce student achievement; respond to inappropriate student behaviour.

Staff are informed of their responsibilities to support effective implementation of the policy through ongoing professional learning and training, including induction procedures for new staff.

The school has clearly communicated the policy to the school community, for example through school information booklets, parent newsletters, the school's website.

The school's learning and support team has well established procedures for referring, implementing and monitoring behaviour interventions and wellbeing support for students.

What is your evidence that the school has consistently observed and applied all policy requirements?

The following examples may be used as evidence.

- A copy of the school's Anti-bullying Plan.
- School expectations and rules are communicated e.g. displayed around the school, included in newsletters, diaries, etc.
- Teaching schedules and weekly lesson plans for explicitly teaching expected behaviours e.g. PBL lessons.
- Documentation supporting implementation of wellbeing programs e.g. Mind Matters, Kids Matter.
- Records for positive behaviour showing staff use acknowledgement and rewards systems.
- Team meeting minutes and data records reflect planning for whole school interventions.
- Learning and Support team meeting minutes that reflect the implementation and monitoring of behaviour and wellbeing support for individual students.
- Data records of student behaviour show use of referral and responding procedures e.g. LMBR.
- Communication and involvement of parents e.g. copy of letters, phone logs, and planning meeting minutes.

De-identified documentation for individual students e.g. Personalised learning and support plans, minutes from suspension resolution meeting minutes.

What processes are in place to review the school's implementation in relation to this policy?

The school executive collaborate to conduct an annual review implementation of the policy. For example:

- Staff, student and parent surveys e.g. Tell Them From Me, PBL Self-Assessment Survey for staff
- Learning and support team review procedures and conduct a review of intervention support programs in place at the school.
- Evaluation of effectiveness of student wellbeing and behaviour programs including whole school approaches e.g. PBL Schoolwide Evaluation Tool (SET), PBL Benchmarks of Quality (BoQ), Kids Matter, Mind Matters.

Formal review of the policy every three years.

Note: All samples must be consistent with privacy and personal information policies. Records must be de-identified, including removing names of staff.