



Lockyer District State High School

Student Code of Conduct

2021 - 2023

Lockyer District High School's vision for students

Our students, working together to ensure that every day, in every classroom, students are working and achieving, becoming enterprising, resilient, creative adaptable and confident.

Lockyer District State High School's Behaviour Expectations.

Safe...Respect...Learn

Every student succeeding

Every student succeeding is the shared vision of Queensland state schools. Our vision shapes regional and school planning to ensure every student receives the support needed to belong to the school community, engage purposefully in learning and experience academic success.

Queensland Department of Education
State Schools Strategy 2020-2024



Contact Information

| | |
|-------------------------|--|
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Endorsement

Principal Name: Darren Cook

Principal Signature:



Date: 08-02-2021

P/C President and
School Council

Chair Name: James Poole

School Council
Chair Signature:



Date: 18-03-2021

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Purpose

Lockyer District State High School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors.

The Lockyer District State High School Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline.

Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe workplace.

Principal's Foreword

Lockyer District State High School has a long and proud tradition of providing high quality education to students from across the Lockyer Valley. We believe strong, positive relationships between all members of our school are the foundation to supporting the success of all students.

Lockyer District State High School has three behaviour expectations: Safe, Respect and Learn.

These values have been used in the development of this Student Code of Conduct, with the aim of helping shape and build the skills of all our students to be safe, respectful and have a clear focus on learning. Our school staff believe that communication and positive connections with other people are the most valuable skills our communities need now and in the future.

Lockyer District State High School staff take an educative approach to discipline; that behaviour can be taught and that mistakes are opportunities for everyone to learn. Our Student Code of Conduct provides an overview of the school's local policies on use of mobile phones and other technology, removal of student property and the approach to preventing and addressing incidents of bullying. It also details the steps school staff take to educate students about these policies and how students are explicitly taught the expected behaviours. Finally, it details the consequences that may apply when students breach the expected standards of behaviour, including the use of suspension or exclusion.

I thank the students, teachers, parents and other members of the community for their work in bringing this Lockyer District State High School Student Code of Conduct together. Your interest and views shared through the process of developing this document have been invaluable. It provides a clear explanation of what we expect from students and how we will support them to meet those expectations.

P&C Statement of Support

As president of the Lockyer District State High School P&C Committee, I am proud to support the new Student Code of Conduct. The inclusive, transparent consultation process led by our school leadership team has ensured that all parents have had multiple opportunities to contribute and provide feedback on the final product. This has been an important aspect in the development of the Lockyer District State High School Student Code of Conduct, as the awareness and involvement of parents is critical to ensuring all adults are able to support the students of the school to meet the set expectations.

We encourage all parents to familiarise themselves with the Lockyer District State High School Student Code of Conduct, and to take time to talk with their children about the expectations and discuss any support they may need.

Any parents who wish to discuss the Lockyer District State High School Student Code of Conduct and the role of families in supporting the behavioural expectations of students are welcome to contact myself or to join the Lockyer District State High School P&C Association. It is with your support that we can work collaboratively with school staff to ensure all students are safe, supported and appropriately supported to meet their individual social and learning needs.

Consultation

The consultation process used to inform the development of the Lockyer District State High School Student Code of Conduct occurred in three phases.

In the first phase, we held a series of internal meetings with staff between January and February 2021. During these meetings, we examined a range of data sets and outcomes from the most recent Quadrennial School Review. We identified strengths and successes from our previous school behaviour plan, and areas for further development.

Finally, a draft Student Code of Conduct was prepared and distributed for comment to all members of the school community. The third phase of consultation was completed in March 2021, and the finished version, incorporating suggested changes and feedback, was sent to the P&C Association meeting in April 2021 for endorsement. The P&C Association unanimously endorsed the Lockyer District High School Student Code of Conduct for implementation in 2021.

A communication strategy has been developed to support the implementation of the Lockyer District High School Student Code of Conduct, including promotion through the school website, newsletter and school social media platforms. Any families who require assistance to access a copy of the Lockyer District High School Student Code of Conduct, including translation to a suitable language, are encouraged to contact the principal.

Review Statement

The Lockyer District High School Student Code of Conduct will undergo annual minor updates to reflect changing circumstances, data and staff. A fulsome review is conducted every four years in line with the scheduled review process for the School Planning, Reviewing and Reporting cycle.

Learning and Behaviour Statement

All areas of Lockyer District High School are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs. Our school-wide framework for managing behaviour is Positive Behaviour for Learning (PBL). PBL provides a framework for enhancing the adoption and implementation of continuum based interventions to achieve academically important outcomes for students.

Our Student Code of Conduct outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan, shared expectations for student behaviour are plain to everyone, assisting Lockyer District High School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school community has identified the following school expectations to teach and promote our high standards of responsible behaviour:

- Be safe
- Be respectful
- Be a learner

Our school expectations have been agreed upon and endorsed by staff, School Council and school P&C. They are aligned with the values, principles and expected standards outlined in the Department of Education's Code of School Behaviour.

Multi-Tiered Systems of Support

Positive Behaviour for Learning

Positive Behaviour for Learning is an evidence-based whole school process to improve learning outcomes for all students.

PBL supports the Lockyer District High School community to work together to ensure that every day, in every classroom, every student is learning and achieving. It also supports the community to work collaboratively to assist students to become enterprising, resilient, creative, adaptable, confident individuals.

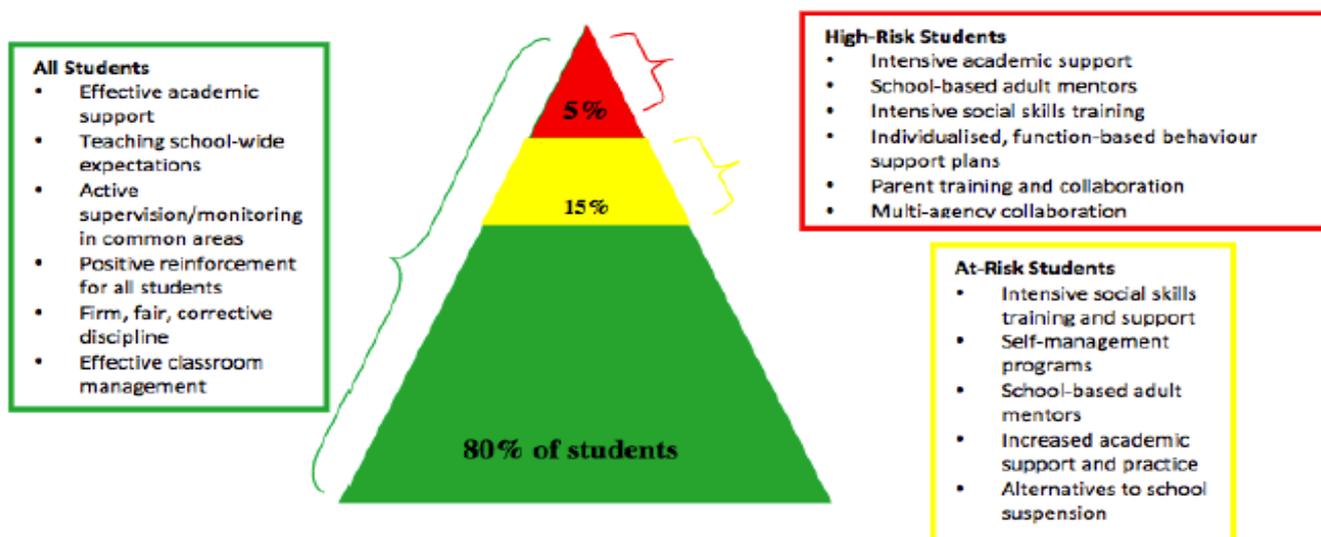
At LDHS we have embraced PBL as an evidence-based framework for facilitating high standards of behaviour through:

- Developing a common purpose and approach to behaviour management.
- Clarifying and clearly communicating expected behaviours: A matrix has been developed that provides clear expectations appropriate to specific environments under the overarching headings of safe, respect, learn. This key message is displayed throughout the school.
- Explicitly teaching expected behaviours: Expectations outlined in the matrix are taught to students in a similar manner to the teaching of academic skills as we can't expect students to demonstrate skills without appropriate instruction.
- Encouraging expected behaviours by acknowledging it: Focusing on appropriate demonstrated behaviours has been proven to result in an increase in these behaviours.
- Discouraging inappropriate behaviours through consistent responses and consequences: Ensuring that high expectations are upheld and logical consequences are applied where necessary.
- Developing and enacting a process for ongoing monitoring of student behaviour: Reviewing and using behaviour data in a proactive manner helps to ensure we are addressing the needs of our school community.
- Effective classroom practices including classroom organisation, differentiated teaching and learning and active supervision.

- Community involvement: All community members are encouraged to contribute through participation at meetings and providing feedback through other avenues.

Lockyer District High School implements the following proactive and preventative processes and strategies to support student behaviour:

- Positive behaviour is acknowledged and reinforced
- Students have behaviour expectations explained during student enrolment/induction to the school and at the beginning of each school year
- Behaviour expectations are communicated frequently and are highly visible in the school community. Behaviour expectations are displayed in all schools settings, explicitly taught, and referred to as required
- PBL team members' regular provision information to staff and parents, and support others in sharing successful practices.
- Individual support profiles developed for students with high behavioural needs, enable staff to make the necessary adjustments to support these students consistently across all classroom and non-classroom settings.



| Tier | Prevention Description |
|------|---|
| 1 | <p>Universal behaviour support</p> <p>The first step in facilitating standards of positive behaviour is communicating those standards to all students. At Lockyer District High School, we emphasise the importance of explicitly teaching students the behaviours we want them to demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support - a strategy directed towards all students which is designed to prevent problem behaviour and to provide a framework for responding to unacceptable behaviour.</p> <p>These expectations are communicated to students via a number of strategies, including:</p> <ul style="list-style-type: none"> • Teaching expectations during all classes with explicit instruction in Belong Believe Achieve (BBA) lessons • Publication in the student diary and school website • Use of Behaviour Focus magnets on all classroom whiteboards • Reinforcement of learning from behaviour lessons at School Assemblies and during active supervision by staff during classroom and non-classroom activities. <p>Reinforcing expected school behaviour</p> <p>At Lockyer District High School, communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging in</p> |

expected school behaviour. A formal recognition and monitoring system has been developed. This reinforcement system is designed to increase the quantity and quality of positive interactions between students and staff. All staff members are trained to give consistent and appropriate acknowledgement and rewards, such as:

- Goodonyas
- Postcards
- Merit points
- Stamps/Credits
- Positive phone calls to parents
- Certificates
- Rewards Days

Responding to unacceptable behaviour

Re-directing Universals (low-level and infrequent problem behaviour):

When a student exhibits low-level and infrequent problem behaviour, the first response of school staff members is to remind the student of expected school behaviour, then ask them to change their behaviour so that it aligns with our school's expectations.

Our preferred way of re-directing Universals is to ask them to think of how they might be able to act more safely, more respectfully or more like a learner. This encourages students to reflect on their own behaviour, evaluate it against expected school behaviour, and plan how their behaviour could be modified so as to align with the expectations of our school community. Staff are supported in their decision making by the Behaviour Response Flowchart

- Behaviour Levels (1 – 5, 1 being highest) are used to quantify and recognize students who are both meeting or exceeding the standards set out in the matrix, as well as supporting students who are not yet meeting the universal standard. Students are moved to Level 5 on return from suspension, or moved down as a consequence in school. Students apply to move up a level in consultation with their year coordinator or lead teacher and are supported in this process. A minimum of two weeks must separate each successful level application.

2

Targeted instruction and supports for **some students** (10-15%) are more intense than Tier 1 services, providing more time and specialisation in services from a range of school-based staff to enable students to meet the required academic and behavioural standards.

Tier 2 supports build on the lessons provided at Tier 1, and may prevent the need for more intensive interventions. Tier 2 supports are provided to small groups of students with similar needs, offering more time and/or detailed instruction on the Australian Curriculum or particular aspects of Positive Behaviour for Learning (PBL) expectations. The types of interventions offered at this level will vary according to the needs of each student. These needs can be determined by the implementation of a P-FBA and all have certain things in common:

- there is a clear connection between the skills taught in the interventions and the school-wide expectations.
- interventions require little time of classroom teachers and are easy to sustain
- variations within each intervention are limited
- interventions have a good chance of working (e.g., they are “evidence-based” interventions that are matched to the student’s need).

If the school data indicates that more than 10-15% of students require targeted services, then a review of Tier 1 is needed to address the basic implementation and quality of instruction.

3

Individualised services for **few students** (2-5%) who require the most intensive support a school can provide. These are usually delivered in very small groups or on an individual basis.

Tier 3 supports continue to build on the lessons and supports provided at Tiers 1 and 2, becoming more individualised and more intensive until teams can identify what is needed for a student to be successful. Tier 3 supports are based on the underlying reasons for a student's behaviour (their FBA) and should include strategies to:

- PREVENT problem behaviour
- TEACH the student an acceptable replacement behaviour
- REINFORCE the student's use of the replacement behaviour
- MINIMISE the payoff for problem behaviour.

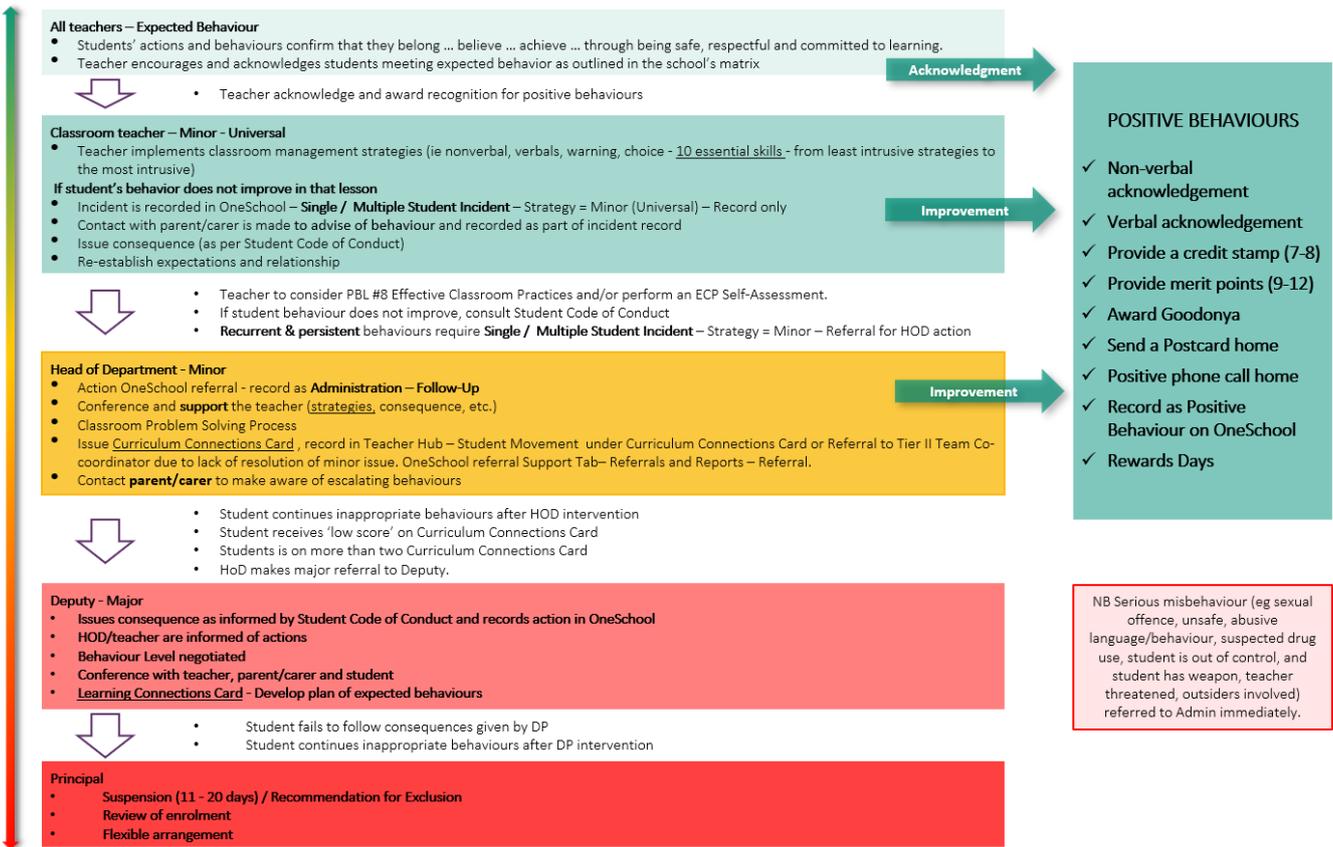
Tier 3 supports exist along a continuum. Many students can benefit from a simple (or brief) Practical-Functional Behaviour Assessment (P-FBA) that identifies unique strategies to help the student achieve success. A smaller percentage of students may require a more comprehensive FBA that includes a more thorough process for data collection, teaming, and problem solving. A much smaller percentage of students may need an intensive FBA and wraparound plan that includes personnel from outside agencies and rigorous problem solving procedures.

If the school data indicates that more than 2-5% of the student population requires individualised services, a review of Tier 1 and Tier 2 supports and organisation is recommended.

Behaviour Response Flow Chart



A behaviour management plan contains a wide range of strategies and admits that not all of these apply to all students. This is a flowchart that allows consistent practice throughout a large school setting however, a case by case approach does need to be made. Refer to Student Code of Conduct for further detail.



Consideration of Individual Circumstances

Staff at Lockyer District State High School take into account students' individual circumstances, such as their behaviour history, disability, mental health and wellbeing, religious and cultural considerations, home environment and care arrangements when teaching expectations, responding to inappropriate behaviour or applying a disciplinary consequence.

In considering the individual circumstances of each student, we recognise that the way we teach, the support we provide and the way we respond to students will differ. This reflects the principle of equality, where every student is given the support they need to be successful. This also means that not everyone will be treated the same, because treating everyone the same is not fair. For example, some students need additional support to interpret or understand an expectation. Others may benefit from more opportunities to practise a required skill or behaviour. For a small number of students, the use of certain disciplinary consequences may be considered inappropriate or ineffective due to complex trauma or family circumstances. These are all matters that our teachers and principal consider with each individual student in both the instruction of behaviour and the response to behaviour.

Our teachers are also obliged by law to respect and protect the privacy of individual students, so while we understand the interest of other students, staff, and parents to know what consequence another student might have received, we will not disclose or discuss this information with anyone but the student's family. This applies even if the behavioural incident, such as bullying, involves your child. You can be assured that school staff take all matters, such as bullying, very seriously and will address them appropriately. We expect that parents and students will respect the privacy of other students and families.

If you have concerns about the behaviour of another student at the school, or the way our staff have responded to their behaviour, please make an appointment with the (deputy) principal to discuss the matter.

Student Wellbeing

Lockyer District State High School offers a range of programs and services to support the wellbeing of students in our school. We encourage parents and students to speak with their class teacher or make an appointment to meet with the guidance officer if they would like individual advice about accessing particular services.

Learning and wellbeing are inextricably linked — students learn best when their wellbeing is optimised, and they develop a strong sense of wellbeing when they experience success in learning. The [student learning and wellbeing framework](#) supports state schools with creating positive school cultures and embedding student wellbeing in all aspects of school life through connecting the learning environment, curriculum and pedagogy, policies, procedures and partnerships for learning and life.

Curriculum and pedagogy

Schools build the foundations for wellbeing and lifelong learning through curriculum embedding [personal and social capabilities](#) (self-awareness, self-management, social awareness and social management) in the implementation of the [P–12 curriculum, assessment and reporting framework](#).

Policy and expectations

Within a school community there are specific health and wellbeing issues that will need to be addressed for the whole school, specific students, or in certain circumstances.

Drug education and intervention

Lockyer District State High School implements drug intervention measures for students involved in other drug-related incidents (tobacco) at school, during school activities or while in school uniform. This is managed to protect the health and safety of the student/s involved, other students, school staff and the

wider community. The school uses the expertise of the School-based Youth Health Nurse to engage with students identified as engaging with tobacco at and when associated with the school.

The school incorporates a curriculum response to the education of students about the use of drugs and the harmful effects they can have on the individual.

Specialised health needs

Lockyer District State High School works closely with parents to ensure students with specialised health needs, including those requiring specialised health procedures, have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.

This means that appropriate health plans are developed and followed for students with specialised health needs, that staff are aware of the student's medical condition and that an appropriate number of staff have been trained to support the student's health condition.

Medications

Lockyer District State High School requires parent consent and medical authorisation to administer any medication (including over-the-counter medications) to students. For students requiring medication to be administered during school hours, the school can provide further information and relevant forms.

For students with a long-term health condition requiring medication, parents need to provide the school with a [Request to administer medication at school](#) form signed by the prescribing health practitioner.

Lockyer District State High School maintains a minimum of one adrenaline auto-injector and asthma reliever/puffer, stored in the school's/campus first aid kit to provide emergency first aid medication if required.

Mental health

Lockyer District State High School implements early intervention measures and treatments for students where there is reasonable belief that a student has a mental health difficulty. This includes facilitating the development, implementation and periodic review of a [Student Plan](#).

Suicide prevention

Lockyer District State High School staff who notice suicide warning signs in a student should seek help immediately from the school guidance officer, senior guidance officer or other appropriate staff. Our staff have an obligation to report safety issues of this nature. Referral through Child Safety or Queensland Police will be a very likely outcome and will be in consultation with the parent/caregiver.

When dealing with a mental health crisis, schools call 000 when there is an imminent threat to the safety of student in the first instance, and where necessary provide first aid. In all other situations, Lockyer District State High School staff follow suicide intervention and prevention advice by ensuring:

- the student is not left alone
- their safety and the safety of other students and staff is maintained
- students receive appropriate support immediately
- parents are advised
- all actions are documented and reported.

Suicide postvention

In the case of a suicide of a student that has not occurred on school grounds, Lockyer District State High School enacts a postvention response, by communicating with the family of the student and ensuring immediate support is provided to students and staff who may be affected.

Where a suicide has occurred on school grounds or at a school event, Lockyer District State High School staff immediately enact the School Emergency Management Plan and communicate with the family of the student and ensure immediate support is provided to students and staff who may be affected.

Student Support Network

Lockyer District State High School is proud to have a comprehensive Student Support Network in place to help the social, emotional and physical wellbeing of every student. In addition to the assistance provided by class teachers, we have a team of professionals whose dedicated roles are to help ensure our school is an inclusive, nurturing environment.

Students can approach any trusted school staff member at Lockyer District State High School to seek assistance or advice. If they are unable to assist they will provide guidance and help ensure the student is connected to the appropriate representative of the Student Support Network.

Parents who would like more information about the student support roles and responsibilities are invited to contact the Guidance Officer, on the school phone number.

| Role | What they do |
|---|--|
| Guidance Officer | <ul style="list-style-type: none"> • provides a comprehensive student support program within the school environment offering counselling with students on a one-on-one basis or in a group setting • assists students with specific difficulties, acting as a mediator or providing information on other life skills • liaises with parents, teachers, or other external health providers as needed as part of the counselling process. |
| Youth Support Coordinators | <ul style="list-style-type: none"> • provide individual and, at times, group support to students to assist their engagement with education and training • support students to overcome barriers to education such as: <ul style="list-style-type: none"> ○ attendance at school ○ drug and alcohol support needs ○ QCE/learning support ○ suspension/exclusion/referral for behaviour support ○ relationships/social skills ○ conflict with family/peers/teachers • social/emotional/physical wellbeing. |
| Deputy Principals | <ul style="list-style-type: none"> • monitor attendance, behaviour and academic data to identify areas of additional need. |
| Year Level Coordinators and Lead Teachers | <ul style="list-style-type: none"> • responsible for student welfare at each year level • provide continuity of contact for students and their families through the six years of schooling • ensure students feel safe and comfortable and want to come to school • nurture a sense of belonging to the home group, year level and school. |
| LEAD(P) Teacher | <ul style="list-style-type: none"> • supports transition to secondary school, fosters positive and inclusive environment and nurtures a sense of belonging through strong, trusting relationships • ensures holistic approach to student support is offered, with a focus on student engagement and wellbeing • fosters development towards independence in organisation, etc. • monitors attendance for the cohort (form class) they lead. |
| Indigenous Support Officer | <ul style="list-style-type: none"> • Provide academic support for indigenous students and develops community links to promote indigenous culture in the school. |
| EAL/D support | <ul style="list-style-type: none"> • Academic support for students from a range of nationalities who require support due to English not being their first language. • Support students to celebrate culture, nationality and diversity in the school. |
| School-Based Youth Health Nurse | <ul style="list-style-type: none"> • provides individual health consultations with assessment, support, health information and referral options related to: <ul style="list-style-type: none"> ○ healthy eating and exercise ○ relationships ○ personal and family problems ○ feeling sad, worried and angry ○ sexual health |

| | |
|-----------------------------|---|
| | <ul style="list-style-type: none"> ○ smoking, alcohol and other drugs. |
| School Chaplains | <ul style="list-style-type: none"> • Actively and respectfully care for students and staff members from a diversity of beliefs and world views. This support may be physical, emotional and/or spiritual in nature. • Chaplains strengthen ties between school and external agencies as part of a holistic approach to care. |
| Head of Junior Secondary | <ul style="list-style-type: none"> • Coordinates transition to secondary school for students moving from Year 6 to Year 7 • Leads implementation of social and emotional program (BBA) in Years 7, 8 and 9 • Monitors student attendance Year 7-9, wellbeing and behaviour data, arranges intervention for students in Years 7 and 8 |
| School-based Police Officer | <p>The SBPO is appointed to a school to assist the school community and police in a variety of tasks including:</p> <ul style="list-style-type: none"> • promoting positive relationships between the school community and police • assisting with the understanding of law/legal process and procedures, particularly in relation to young people • attending to police-related matters within the school community, where appropriate. |

It is also important for students and parents to understand there are regional and statewide support services also available to supplement the school network. These include Principal Advisor Student Protection, Mental Health Coach, Autism Coach, Inclusion Coach, Success Coach, Advisory Visiting Teachers and Senior Guidance Officers. For more information about these services and their roles, please speak with our Guidance Officer.

Whole School Approach to Discipline

At Lockyer District State High School we believe discipline is about more than punishment and should be seen in a positive context. It is a word that reflects our belief that student behaviour is a part of the overall teaching and learning approach in our school. Our staff take responsibility for making their expectations clear and consistent, for providing supportive instruction about how to meet these expectations and strive to use behavioural incidents as opportunities to re-teach.

The development of the Lockyer District State High School Student Code of Conduct is an opportunity to explain the PBL framework with parents and students, and gain their support to implement a consistent approach to teaching behaviour. The language and expectations of PBL can be used in any environment, including the home setting for students. Doing everything we can do to set students up for success is a shared goal of every parent, student and school staff member.

Any students or parents who have questions or would like to discuss the Student Code of Conduct or PBL are encouraged to speak with the class teacher or make an appointment to meet with the principal.



BEHAVIOUR EXPECTATIONS MATRIX



At Lockyer District High School the actions and behaviours of each of us confirm that we belong ... believe ... achieve ... through being safe, respectful and committed to learning.

| | SAFE | RESPECT | LEARN |
|----------------------------------|--|---|--|
| All Areas at All Times | <ul style="list-style-type: none"> Follow instructions Use equipment as it was designed to be used Use facilities and furniture appropriately Adhere to uniform policy Keep hands, feet and objects to yourself | <ul style="list-style-type: none"> Listen actively Speak respectfully and calmly at the right time Use manners Care for property Act in a friendly and compassionate manner Place rubbish in the bin Help others who might require help | <ul style="list-style-type: none"> Be punctual Be prepared Be organised Ask for help when required Learn from mistakes |
| Learning Environment | <ul style="list-style-type: none"> Keep four chair legs on floor Use PPE where necessary Walk when exiting and entering under teacher directions Leave only with permission | <ul style="list-style-type: none"> Line up quietly Allow the teacher the full lesson time to teach Be prepared and willing to learn Help others to learn Raise hand to speak Leave learning space neat and tidy Move quietly during lesson times | <ul style="list-style-type: none"> Be focused on learning Be on task Participate Do your best Be up to date Be neat Have mobile phone powered off and out of sight |
| Assembly | <ul style="list-style-type: none"> Put belongings in the appropriate place prior to assembly | <ul style="list-style-type: none"> Provide affirmation as appropriate Sit in correct place Sing the National Anthem appropriately | <ul style="list-style-type: none"> Participate Be engaged |
| Outside Areas (On-campus) | <ul style="list-style-type: none"> Be sun safe (hat, sunscreen, etc.) Engage in sporting activities on the oval Follow the rules of the game Play school approved games only Use stairways and verandas for walking only | <ul style="list-style-type: none"> Protect and care for the grounds, facilities and equipment Stay in designated areas | <div style="border: 1px solid black; padding: 5px;"> <p>Regulated Items</p> <ul style="list-style-type: none"> Mobile phones Other digital devices (speakers, headphones) Skateboards and scooters Jewellery and body piercing Make-up and/or nail polish Motor vehicles </div> |
| Tuckshop | <ul style="list-style-type: none"> Line up in the correct line Wait patiently | <ul style="list-style-type: none"> Have your money ready | |
| Toilets | <ul style="list-style-type: none"> Wash hands | <ul style="list-style-type: none"> Use toilets for their purpose Be environmentally friendly Leave toilets clean and tidy | <div style="border: 1px solid black; padding: 5px;"> <p>Items Not Permitted</p> <ul style="list-style-type: none"> All items prohibited by Law Chewing gum Aerosols (including spray deodorants) Permanent markers Correction fluid Energy drinks Metal rulers </div> |
| Bus / Transport | <ul style="list-style-type: none"> Drop off / pick up off school grounds Cross at pedestrian crossing Wait behind fence until bus stops Use gate appropriate for bus Follow bus code of conduct Follow road rules Move to school grounds promptly | <ul style="list-style-type: none"> Follow the directions of the driver Quickly find a seat and stay in it | |



As part of our PBL strategy we acknowledge students who demonstrate expected behaviours. This strategy builds student skills, enhances relationships and has a positive impact on school culture.



POSITIVE ACKNOWLEDGEMENT SCHEDULE



belong ... believe ... achieve ... through being safe, respectful and committed to learning

| | | |
|--|---|-----------|
| Acknowledgement / Reinforcement | Verbal or non-verbal recognition for demonstrating an expected behaviour. This may include general phrases, gestures or facial expressions directed at an individual student or group of students where it is obvious that the student/s will understand the reason for the recognition. Includes thumbs up gesture, high fives, offering a hand-shake, smiling and phrases such as 'Great choice' and 'Well done'. It may include more specific verbal recognition where the purpose for the recognition may not be obvious. | Daily |
| Credits | Students in the Junior school may receive a credit as recognition for demonstrating the expected behaviour/s. A specific stamp is used by teachers and stamped over a LDHS emblem in the student's diary. Once the student has all emblems on a ticket stamped, he/she removes this ticket from the diary, writes own name on the back and can trade them for goods or donations at a stall held each term. | Daily |
| Vivo | Students in Year 9 - 12 may be awarded points through the VIVO online system for demonstrating expected behaviours. Their points can accrue and may be 'cashed in' for goods, donations to charity, contribution to jerseys/formal tickets, etc. | Daily |
| Goodonya Award | Awarded to a student for consistently demonstrating expected behaviours. Awarded by either class or form teachers to students. Presented on Year Level Assembly. | Weekly |
| Quarterly Draw | Students in the Junior school who have received all emblems on a ticket (in student diaries) and have handed it in for trading are placed in a draw. At the end of each term, the tickets from throughout the term are pooled together and three are drawn. The students who own the tickets receive a prize. | Quarterly |
| Postcard | Written praise addressed to a student or the parents / carers of a student who has demonstrated expected behaviours consistently, or for a student who has made significant progress in the demonstration of expected behaviours. | Ongoing |
| Behaviour Levels | Refer to Responsible Behaviour Plan for Students | Ongoing |
| Rewards Day | At specific times during the year, each student who has consistently demonstrated the Code of Conduct (evidenced by being on Behaviour Level 1, 2 or 3) and attendance above 90%, receives an invitation to Rewards Day. Organised by Year Level Coordinators. | Quarterly |

Parents and staff

The table below explains the expectations for parents when engaging with our school, and the standards we commit to as staff.

Thoughtful

| What we expect to see from you | What you can expect from us |
|--|--|
| You make an appointment to speak with the class teacher or principal to discuss any matters relating to your child. Contact the school if you cannot keep your appointment. | We will respond as soon as practicable to your request for an appointment and negotiate a mutually agreeable date and time with you. In the event appointments cannot be met, staff will wait an appropriate time (20 minutes) after the scheduled meeting time and then re-schedule. |
| You are respectful in your conversations at home about school staff. | We will ensure positive behaviours are role modelled for all students. |
| You leave and collect your child from the designated area at school. | We will give clear guidance about a designated area for parents to leave and collect students. |

Responsible

| <i>What we expect to see from you</i> | <i>What you can expect from us</i> |
|--|--|
| You respect the obligation of staff to maintain student and family privacy. | We will maintain confidentiality about information relating to your child and family. |
| You ensure your children attend school every day and notify the school promptly of any absences or changes in contact details. | We will create a safe, supportive and inclusive environment for every student. |
| You recognise people are different and will be non-judgemental, fair and equitable to others in the school community. | We will welcome and celebrate a diverse school community with recognition of significant social, cultural and historical events. |

Accountable

| <i>What we expect to see from you</i> | <i>What you can expect from us</i> |
|---|---|
| You support your child to meet the learning and behavioural expectations at school. | We are clear about our learning and behavioural expectations, and contact you to provide regular feedback about your child's progress. |
| You stay informed about school news and activities by reading the school newsletter/social media and other materials sent home by school staff. | We will use the electronic school newsletter and school social media as the primary means of notifying parents about school news, excursions or events. |
| You communicate with the class teacher or principal if you are concerned about the behaviour of a staff member, another student or parent. | We will work with every family to quickly address any complaints or concerns about the behaviour of staff, students or other parents. |

Co-operative

| <i>What we expect to see from you</i> | <i>What you can expect from us</i> |
|--|---|
| You share relevant information about your child's learning, social, medical and behavioural needs with school staff. | We will share relevant information with you about your child's learning, social and behavioural progress at school. |
| You take a positive, solution-focused approach to resolving complaints. | We will nominate a contact person for you to work with to resolve a school related complaint. |
| You respect school, student and staff privacy in your online communications. | We will act quickly to address relevant social media issues that affect staff, students or families. |

Kind

| <i>What we expect to see from you</i> | <i>What you can expect from us</i> |
|--|--|
| You seek out opportunities to provide positive feedback to the classroom teacher about their work with the class, a student or colleagues. | We will work closely with families to accommodate their personal needs, including work commitments, finances and family structure. |
| You help your child to see the strengths and benefits in diversity and difference in their classmates. | We will promote every child's individuality and build a cohesive, inclusive classroom and school culture. |
| You notice when others need help, parents, staff and students, and ask if there is anything you can do to assist. | We will check in with you about your child's needs or any support your family may require. |

Differentiated and Explicit Teaching

Lockyer District State High School is a disciplined school environment that provides differentiated teaching to respond to the learning needs of all students. This involves teaching expected behaviours and providing opportunities for students to practise these behaviours. School staff members reinforce expected behaviours, provide feedback and correction, and opportunities for practise.

Teachers at Lockyer District State High School vary what students are taught, how they are taught and how students can demonstrate what they know as part of this differentiated approach to behaviour. These decisions about differentiation are made in response to data and day-to-day monitoring that indicates the behavioural learning needs of students. This enables our teachers to purposefully plan a variety of ways to engage students; assist them to achieve the expected learning; and to demonstrate their learning.

There are three main layers to differentiation, as illustrated in the diagram below. This model is the same used for academic and pedagogical differentiation.



These three layers map directly to the tiered approach discussed earlier in the Learning and Behaviour section. For example, in the PBL framework, Tier 1 is differentiated and explicit teaching for all students, Tier 2 is focussed teaching for identified students and Tier 3 is intensive teaching for a small number of students. Each layer provides progressively more personalised supports for students.

Legislative Delegations

Legislation

In this section of the Lockyer District State High School Student Code of Conduct are links to legislation which influences form and content of Queensland state school discipline procedures.

- [Anti-Discrimination Act 1991 \(Qld\)](#)
- [Child Protection Act 1999 \(Qld\)](#)
- [Commonwealth Disability Discrimination Act 1992](#)
- [Commonwealth Disability Standards for Education 2005](#)
- [Criminal Code Act 1899 \(Qld\)](#)
- [Education \(General Provisions\) Act 2006](#)
- [Education \(General Provisions\) Regulation 2017](#)
- [Human Rights Act 2019 \(Qld\)](#)
- [Information Privacy Act 2009 \(Qld\)](#)
- [Judicial Review Act 1991 \(Qld\)](#)
- [Right to Information Act 2009 \(Qld\)](#)
- [Police Powers and Responsibilities Act 2000 \(Qld\)](#)
- [Workplace Health and Safety Act 2011 \(Qld\)](#)
- [Workplace Health and Safety Regulation 2011 \(Cwth\)](#)

Delegations

Under the Education (General Provisions) Act 2006, state school principals are responsible for “controlling and regulating student discipline in the school”.

Principals are afforded a number of **non-delegable powers** to assist them to meet this obligation, including the authority to suspend, exclude or cancel the enrolment of a student at the school. These decision-making responsibilities cannot be delegated to other staff in the school, such as deputy principals.

The details of these responsibilities are outlined in the legislative instruments of delegation and instruments of authorisation provided below:

- [Education \(General Provisions\) Act 2006 Director-General's delegations](#)
- [Education \(General Provisions\) Act 2006 Minister's delegations](#)
- [Education \(General Provisions\) Act 2006 Director-General's authorisations](#)
- [Education \(General Provisions\) Regulation 2006 Minister's delegations](#)
- [Education \(General Provisions\) Regulation 2017 Director-General's delegations](#)

Disciplinary Consequences

The disciplinary consequences model used at Lockyer District State High School follows the same differentiated approach used in the proactive teaching and support of student behavioural expectations.

The majority of students will be confident and capable of meeting established expectations that are clear, explicitly taught and practised. In-class corrective feedback, sanctions and behaviour expectation reminders may be used by teachers to respond to low-level or minor problem behaviours.

Some students will need additional support, time and opportunities to practise expected behaviours. Approximately 15% of the student population may experience difficulty with meeting the stated expectations, and even with focussed teaching, in-class corrective feedback, sanctions and behaviour expectation reminders continue to display low-level problem behaviour. A continued pattern of low-level behaviour can interfere with teaching and learning for the whole class, and a decision may be needed by the class teacher to refer the student to the school administration team immediately for determination of a disciplinary consequence.

For a small number of students, approximately 2-5%, a high level of differentiated support or intensive teaching is required to enable them to meet the behavioural expectations. This may be needed throughout the school year on a continuous basis. The determination of the need will be made by the principal (or delegate) in consultation with staff and other relevant stakeholders. On occasion the behaviour of a student may be so serious, such as causing harm to other students or to staff, that the principal (or delegate) may determine that a school suspension or exclusion is necessary as a consequence for the student's behaviour. Usually this course of action is only taken when the behaviour is either so serious as to warrant immediate removal of the student for the safety of others, and no other alternative discipline strategy is considered sufficient to deal with the problem behaviour.

The differentiated responses to problem behaviour can be organised into three tiers, with increasing intensity of support and consequences to address behaviour that endangers others or causes major, ongoing interference with class or school operations.

Differentiated

Class teacher provides in-class or in-school disciplinary responses to low-level or minor problem behaviour. This may include:

- Pre-correction (e.g. “*Moving quietly as it is lesson time, we will walk to the Library.*”)
- Non-verbal and visual cues (e.g. posters, hand gestures)
- Whole class practising of routines e.g. “Together, we will practise *lining up quietly.*”)
- Ratio of 5 positive to 1 corrective commentary or feedback to class
- Corrective feedback (e.g. “*Raise hand to speak.*”)
- Behaviour expectation reminders (e.g. “Remember, *walking when exiting the classroom* thanks.”)
- Explicit behavioural instructions (e.g. “Pick up your pencil”)
- Proximity control
- Tactical ignoring of inappropriate behaviour (not student)
- Revised seating plan and relocation of student/s
- Individual positive reinforcement for appropriate behaviour (e.g. “Thanks for *using your manners* there, Fred.”)
- Class-wide incentives
- Reminders of incentives or class goals (e.g. “I will be giving stamps to all who are *up to date*”)
- Redirection
 - Low voice and tone for individual instructions
 - Give 20 second ‘take-up’ time for student/s to process instruction/s
 - Reduce verbal language
 - Break down tasks into smaller chunks
 - Provide positive choice of task order (e.g. “Which one do you want to start with?”)
 - Prompt student to use their purple exit card
 - Model appropriate language, problem solving and verbalise thinking process (e.g. “I’m not sure what is the next step, who can help me?”)
 - Re-teach behaviour expectations: Provide demonstration of expected behaviour
 - Peer consequence (e.g. corrective feedback to influential peer demonstrating same problem behaviour)
 - Private discussion with student about expected behaviour
 - Reprimand for inappropriate behaviour
 - Warning of more serious consequences (e.g. removal from classroom through “Buddy” process). The buddy process relies on the temporary removal of a student to another class to vary a pattern of behaviours that an individual student is engaging in that is persistently disruptive during that lesson. A “buddied student” should be provided with class work to complete while “buddied”. At the end of the lesson the student must return to the classroom teacher for (1) individual behaviour correction and (2) to ensure that the class work was completed. If the work is not completed, it should be completed as a detention. A “buddying incident” should be recorded in OneSchool. The staff member should contact home to inform the carer of the incident.
- Detention is administered by classroom teachers/other staff as a consequence for unacceptable behaviour inside or outside of class. Detentions should be given for (1) correcting problem behaviour and/or (2) finishing uncompleted classwork with the support of the staff member. Lunch time detentions cannot be for longer than 20 minutes per episode. Detentions held before or after school are negotiated with the carer and can vary in length.

Focused

Class teacher is supported by other school-based staff (Behaviour Support Teacher, YSC, Head of Department, Admin member, Guidance Officer) to address in-class problem behaviour. This may include:

- Practical-Functional Behaviour Assessment
- Individual student behaviour support strategies (e.g. Student behaviour plan)
- Temporary removal of student property (e.g. mobile phone)
- Targeted skills teaching in small group
- Detention
- Behavioural contract
- Counselling and guidance support inc. the use of the Purple EXIT Card
- Self-monitoring plan
- Check in Check Out strategy
- Issue Curriculum Connections Card
- Teacher coaching and debriefing
- Referral to Student Support Network for team based problem solving
- Stakeholder meeting with parents and external agencies

Intensive

School leadership team work in consultation with Student Support Network to address persistent or ongoing serious problem behaviour. This may include:

- Functional Behaviour Assessment based individual support plan
- Complex case management and review
- Stakeholder meeting with parents and external agencies including regional specialists
- Temporary removal of student property (e.g. mobile phone)
- Short term suspension (up to 10 school days)
- Long term suspension (up to 20 school days)
- Charge related suspension (student has been charged with a serious criminal offence is suspended from school until the charge has been dealt with by the relevant justice authorities)
- Suspension pending exclusion (student is suspended from school pending a decision by the Director-General or delegate (principal) about their exclusion from school)
- Exclusion (student is excluded from a particular state school site, a group of state schools or all state schools in Queensland for a defined period of time or permanently)
- Cancellation of enrolment for students older than compulsory school age who refuse to participate in the educational program provided at the school.

School Disciplinary Absences

A School Disciplinary Absence (SDA) is an enforced period of absence from attending a Queensland state school, applied by the Principal (or delegate) as a consequence to address poor student behaviour. There are four types of SDA:

- Short suspension (1 to 10 school days)
- Long suspension (11 to 20 school days)
- Charge-related suspension
- Exclusion (period of not more than one year or permanently).

At Lockyer District State High School, the use of any SDA is considered a very serious decision. It is typically only used by the Principal (or delegate) when other appropriate options have been exhausted or the student's behaviour is so unsatisfactory that continued attendance at the school is considered a risk to the safety, wellbeing or good order of the school community.

Parents and students may appeal a long suspension, charge-related suspension or exclusion decision. A review will be conducted by the Director-General or their delegate, and a decision made within 40 school days to confirm, amend/vary or set aside the original SDA decision by the Principal (or delegate).

The appeal process is a thorough review of all documentation associated with the SDA decision and provides an opportunity for both the school and the family to present their case in the matter. Time is afforded for collection, dissemination and response to the materials by both the school and the family. It is important that the purpose of the appeal is understood so that expectations are clear, and appropriate supports are in place to ensure students can continue to access their education while completing their SDA.

Re-entry following suspension

Students who are suspended from Lockyer District State High School will be required to attend a re-entry meeting on/before the day of their scheduled return to school. The main purpose of this meeting is to welcome the student, with their parent/s, back to the school. It is **not a time** to review the student's behaviour or the decision to suspend, the student has already received a punishment through their disciplinary absence from school. The aim of the re-entry meeting is for school staff to set the student up for future success and strengthen home-school communication.

It is mandatory for the student to attend a re-entry meeting. Parents and applicable staff members are invited to attend the re-entry meeting to support the student's successful return to school. It may be offered as a support for the student to assist in their successful re-engagement in school following suspension.

Arrangements

The invitation to attend the re-entry meeting will be communicated via telephone and in writing. Re-entry meetings are typically kept small with only the Principal or their delegate attending with the student and their parent/s and support personnel required to support the student's successful return to school.

A record of the meeting is saved in OneSchool, under the Contact tab, including any notes or discussions occurring during the meeting.

Structure

The structure of the re-meeting should follow a set agenda, shared in advance with the student and their family. If additional items are raised for discussion, a separate arrangement should be made to meet with the parent/s at a later date and time. This meeting should be narrowly focussed on making the student and their family feel welcome back into the school community.

Possible agenda:

- Welcome back to school
- Check in on student wellbeing
- Discuss any recent changes to school routine or staffing
- Offer information about supports available (e.g. guidance officer)
- Set a date for follow-up
- Thank student and parent/s for attending
- Staff member walks with student to classroom

Reasonable adjustments

In planning the re-entry meeting, school staff will consider reasonable adjustments needed to support the attendance and engagement of the student. This includes selecting an appropriate and accessible meeting space, organising translation or interpretation services or supports (e.g. AUSLAN), provision of written and/or pictorial information and other relevant accommodations. The inclusion of support staff, such as guidance officers or Community Education Counsellors, may also offer important advice to ensure a successful outcome to the re-entry meeting.

School Policies

Lockyer District State High School has tailored school discipline policies designed to ensure students, staff and visitors work cooperatively to create and maintain a supportive and safe learning environment. Please ensure that you familiarise yourself with the responsibilities for students, staff and visitors outlined in the following policies:

- Temporary removal of student property
- Use of mobile phones and other devices by students
- Preventing and responding to bullying
- Appropriate use of social media

Temporary removal of student property

The removal of any property in a student's possession may be necessary to promote the caring, safe and supportive learning environment of the school, to maintain and foster mutual respect between all state school staff and students. The **Temporary removal of student property by school staff procedure** outlines the processes, conditions and responsibilities for state school principals and school staff when temporarily removing student property.

In determining what constitutes a reasonable time to retain student property, the principal or state school staff will consider:

- the condition, nature or value of the property
- the circumstances in which the property was removed
- the safety of the student from whom the property was removed, other students or staff members
- good management, administration and control of the school.

The Principal or state school staff determine when the temporarily removed student property can be returned, unless the property has been handed to the Queensland Police Service.

The following items are explicitly prohibited at Lockyer District State High School and will be removed if found in a student's possession:

- illegal items or weapons (e.g. guns, knives*, throwing stars, brass knuckles, chains)
- imitation guns or weapons
- potentially dangerous items (e.g. blades, rope)
- drugs** (including tobacco)
- alcohol
- aerosol deodorants or cans (including spray paint)
- explosives (e.g. fireworks, flares, sparklers, caps)
- flammable solids or liquids (e.g. fire starters, mothballs, lighters)
- poisons (e.g. weed killer, insecticides)
- inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda).
- Chewing gum, permanent marker, correction fluid, energy drinks, metal rulers.
- Mobile phones will be confiscated if they are used during class time or if it is assumed that the phone contains images of other people engaging in dangerous or illegal behaviours or images of staff.

* No knives of any type are allowed at school, including butter knives, fruit knives or craft knives, or any item that can be used as a weapon, for example a chisel or metal ruler. Knives needed for school activities will be provided by the school, and the use of them will be supervised by school staff.

** The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary or when there is no other alternative in relation to the treatment of a specific health need. Schools require medical authorisation to administer any medication to students (**including over-the-counter medications such as paracetamol or alternative medicines**).

Responsibilities

State school staff at Lockyer District State High School:

- do not require the student's consent to search school property such as desks or laptops that are supplied to the student through the school;
- may seize a student's bag where there is suspicion that the student has a prohibited, dangerous or illegal item in their school bag, prior to seeking consent to search from a parent or calling the police;
- require consent from the student or parent to examine or otherwise deal with the temporarily removed student property. For example, staff who temporarily remove a mobile phone from a student are not authorised to unlock the phone or to read, copy or delete messages stored on the phone;
- may have occasion due to emergency where it is necessary to search a student's property without the student's consent or the consent of the student's parents (e.g. to access an EpiPen for an anaphylactic emergency);
- require consent from the student or parent to search the person of a student (e.g. pockets or shoes). If consent is not provided and a search is considered necessary, the police and the student's parents should be called to make such a determination.

Parents of students at Lockyer District State High School:

- ensure your children do not bring property onto schools grounds or other settings used by the school (e.g. camp, sporting venues) that:
 - is prohibited according to the Lockyer District State High School Student Code of Conduct
 - is illegal
 - puts the safety or wellbeing of others at risk
 - does not preserve a caring, safe, supportive or productive learning environment
 - does not maintain and foster mutual respect;
- collect temporarily removed student property as soon as possible after they have been notified by the Principal or state school staff that the property is available for collection.

Students of Lockyer District State High School

- do not bring property onto school grounds or other settings used by the school (e.g. camp, sporting venues) that:
 - is prohibited according to the Lockyer District State High School Code of Conduct
 - is illegal
 - puts the safety or wellbeing of others at risk
 - does not preserve a caring, safe, supportive or productive learning environment
 - does not maintain and foster mutual respect;
- collect their property as soon as possible when advised by the Principal or state school staff it is available for collection.

Temporary removal of student property by school staff procedure

1. Classroom teachers and other school staff can temporarily remove student property if it poses a risk to the learning, safety or good order and management of the school.
2. Teachers request the item from students. If during class time, teachers secure the item in the classroom and either return the item at the end of the lesson and record in OneSchool (referring the incident to the relevant DP), or, if deemed dangerous, must take the item to

Admin (record in OneSchool and refer to relevant DP). Items that are not to be returned to the carer or surrendered to QPS should be returned to the student the same school day.

- Members of Administration can temporarily remove student property and can return the item to the student same day or can liaise with carers to collect the item. Prohibited items will be returned to carers, illegal items will be surrendered to a member of the QPS and parents will be notified.

Use of mobile phones and other devices by students

Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like mobile phones. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

In consultation with the broader school community, Lockyer District State High School has determined that explicit teaching of responsible use of mobile phones and other devices is a critical component of digital literacy. The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students. It is also agreed that time and space should be provided at school where technology is not permitted, and students are encouraged to engage in other social learning and development activities.

Responsibilities

The responsibilities for students using mobile phones or other devices at school or during school activities, are outlined below.

It is **acceptable** for students at Lockyer District State High School to:

- use electronic devices other than mobile phones for:
 - assigned class work and assignments set by teachers
 - developing appropriate literacy, communication and information skills
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, parents or experts in relation to school work
 - accessing online references such as dictionaries, encyclopaedias, etc.
 - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a electronic device
- switch off and place the mobile device out of sight during classes
- be courteous, considerate and respectful of others when using a mobile phone before and after school, and during lunch breaks

It is **unacceptable** for students at Lockyer District State High School to:

- use a mobile phone or other devices in an unlawful manner
- use a mobile phone in technology-free designated spaces or times. This includes in classrooms where the device must be powered off and out of sight
- download, distribute or publish offensive messages or pictures
- use inappropriate, obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment

- commit plagiarism or violate copyright laws
- ignore teacher directions in the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets, playground or classroom
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use a mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment .

At all times students, while using ICT facilities and devices supplied by the school, will be required to act in line with the requirements of the Lockyer District State High School Student Code of Conduct. In addition students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
 - the school does not accept responsibility for loss or damage to individuals electronic devices.
 - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
 - the school is not responsible for safeguarding information stored by students on departmentally-owned student computers or mobile devices
 - schools may remotely access departmentally-owned student computers or mobile devices for management purposes
 - students who use a school's ICT facilities and devices and/or their own devices in a manner that is not appropriate may be subject to disciplinary action by the school
 - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
 - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Confiscation of mobile phones during class time.

Teachers and school staff have a responsibility to ensure that learning is maximised in classrooms. Disruption to learning caused by mobile phone use during class time is strongly discouraged. The following processes will be implemented:

1. The classroom teacher will insist that all student mobile phones will be "powered off and out of sight" by referring to the Behaviour Expectations Matrix.
2. Students who use their phone for any reason will be provided with a warning and re-taught the school's expectations on mobile phone use.
3. Students who continue to use mobile phones will have the phone confiscated and returned to the student at the end of the lesson. Teachers will record this incident in the student's behaviour record in OneSchool.
4. A student's refusal to comply with this request will be deemed a major incident of non-compliance and should be referred to Admin. The classroom teacher should contact the student's carer in each instance.
5. Admin staff will administer consequences in line with the Major Behaviour Action Continuum.

Preventing and responding to bullying

Lockyer District State High School uses the [Australian Student Wellbeing Framework](#) to promote positive relationships and the wellbeing of all students, staff and visitors at the school.

Our staff know student learning is optimised when they feel connected to others and experience safe and trusting relationships. Students who feel secure are more likely to be active participants in their learning and to achieve better physical, emotional, social and educational outcomes. Teachers who feel valued and supported are more likely to engage positively with students and build stronger connections within the school community. Parents who are positively engaged with their child's education leads to improved student self-esteem, attendance and behaviour at school. Enhancing the wellbeing of students and their educators delivers overall long-term social, health and economic benefits to the Australian community.

Lockyer District State High School has a **Student Representative Council**, with diverse representatives from each year level meeting regularly with the school leadership team to promote strategies to improve student wellbeing, safety and learning outcomes. The standing items on the agenda for each Student Leadership Forum are the core elements of the Australian Student Wellbeing Framework:

1. Leadership

Principals and school leaders playing an active role in building a positive learning environment where the whole school community feels included, connected, safe and respected.

2. Inclusion

All members of the school community actively participating in building a welcoming school culture that values diversity, and fosters positive, respectful relationships.

3. Student voice

Students actively participate in their own learning and wellbeing, feel connected and use their social and emotional skills to be respectful, resilient and safe.

4. Partnerships

Families and communities collaborating as partners with the school to support student learning, safety and wellbeing.

5. Support

School staff, students and families sharing and cultivating an understanding of wellbeing and positive behaviour and how this supports effective teaching and learning.

A priority for the Student Leadership Forum is contributing to the implementation of strategies that enhance wellbeing, promote safety and counter violence, bullying and abuse in all online and physical spaces. The engagement of young people in the design of technology information and digital education programs for parents was a key recommendation from the [Queensland Anti-Cyberbullying Taskforce report](#) in 2018, and at Lockyer District State High School we believe students should be at the forefront of advising staff, parents and the broader community about emerging issues and practical solutions suitable to different contexts.

Bullying

The agreed national definition for Australian schools describes bullying as

- 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;
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;

- happening 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);
- having 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.

Behaviours that do not constitute bullying include:

- mutual arguments and disagreements (where there is no power imbalance)
- not liking someone or a single act of social rejection
- one-off acts of meanness or spite
- isolated incidents of aggression, intimidation or violence.

However, these conflicts are still considered serious and need to be addressed and resolved. At Lockyer District State High School our staff will work quickly to respond to any matters raised of this nature in collaboration with students and parents.

The following flowchart (see page 30) explains the actions Lockyer District State High School teachers will take when they receive a report about student bullying, including bullying which may have occurred online or outside of the school setting. Please note that the indicative timeframes will vary depending on the professional judgment of teachers who receive the bullying complaint and their assessment of immediate risk to student/s.

Restoring a safe and supportive environment

When problems arise and bullying occurs, it is important to ensure that both parties are able to have a conversation where they are able to be heard and respected. To support this, Lockyer District High School has developed a process that:

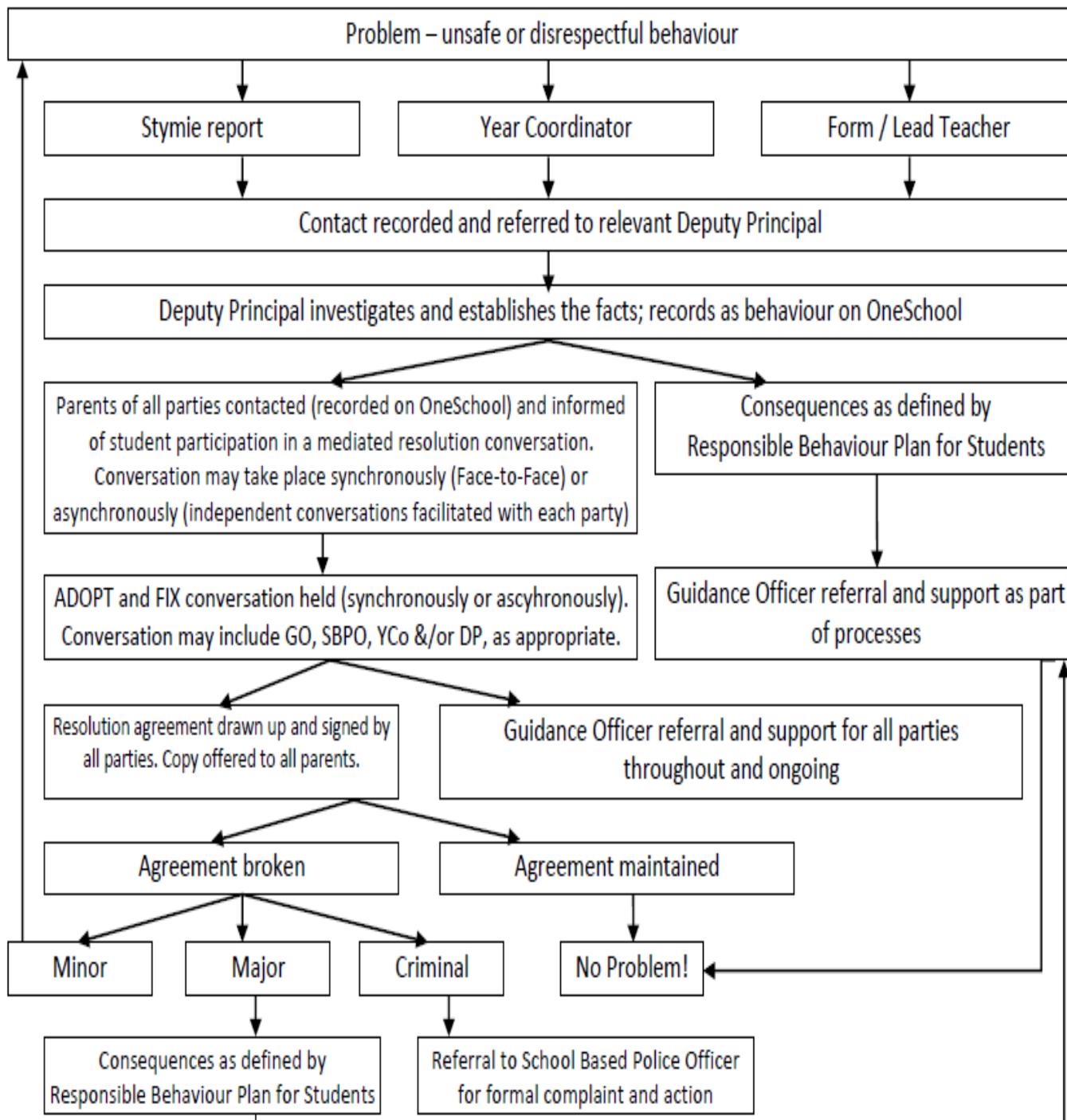
- Focuses on the facts
- Supports both parties to be heard, valued and respected
- Enables the restoration of a safe and supportive environment for all students
- Results in an agreed course of action that outlines consequences if the agreement is broken

The ADOPT and FIX conversations

In order ensure that all parties have confidence that they will be respected and heard throughout the resolution process, LDHS implements the principles of ADOPT to form the basis of resolution conversations.

- A** Agenda: Each party is given an opportunity to name the problem they are experiencing and ensure that the agenda for the conversation will meet their needs
- D** Discuss: Use the FIX model to address each item on the agenda
- F** Facts: Using facts rather than emotion makes your point more effectively
- I** Inference: Outline what you think the problem is, based on the facts presented
- X** Explain: Ask the other person/s to explain how they see things from their point of view. It is important to hear all perspectives, and that all parties listen to what the others have to say.
- O** Options: Explore as many options for resolution as possible. Any option considered needs to be realistic and practical to implement.
- P** Proposal: A proposed resolution agreement is put forward outlining the actions each party is to take and the consequences that apply if the agreement is broken. All parties are to sign this agreement.
- T** Time to review: The Guidance Officer or Year Level Coordinator (depending on the agreement) will review the agreement and check in with each of the parties to ensure the resolution is working. If it is not, then a new conversation may be required to produce a new agreement.

Process flow



Cyberbullying

Cyberbullying is treated at Lockyer District State High School with the same level of seriousness as in-person bullying. The major difference with cyberbullying however, is that unlike in-person bullying, cyberbullying follows students into their community, their homes and their bedrooms, giving them no opportunity to escape the harassment or abuse during the evening, weekends or holidays.

In the first instance, students or parents who wish to make a report about cyberbullying should approach their form class teacher, support staff member or make a report through Styme.

It is important for students, parents and staff to know that state school principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds. This includes cyberbullying. Parents and students who have concerns about cyberbullying incidents

occurring during school holidays should immediately seek assistance through the [Office of the e-Safety Commissioner](#) or the Queensland Police Service.

Students enrolled at Lockyer District State High School may face in-school disciplinary action, such as detention or removing of privileges, or more serious consequences such as suspension or exclusion from school for engaging in behaviour that adversely affects, or is likely to adversely affect, other students or the good order and management of the school. This includes behaviour such as cyberbullying which occurs outside of school hours or settings, for example on the weekend or during school holidays. It also applies to inappropriate online behaviour of enrolled students that is directed towards other community members or students from other school sites.

Parents or other stakeholders who engage in inappropriate online behaviour towards students, staff or other parents may be referred to the Office of the e-Safety Commissioner and/or the Queensland Police Service. State school staff will be referred for investigation to the Integrity and Employee Relations team in the Department of Education. Any questions or concerns about the school process for managing or responding to cyberbullying should be directed to a Deputy Principal at our school.

Lockyer District State High School Cyberbullying response flowchart for school staff

How to manage online incidents that impact your school

Student protection

If at any point the principal forms a reasonable suspicion that a student has been harmed or is at risk of harm, they have a responsibility to respond in accordance with the [Student protection procedure](#).

Explicit images

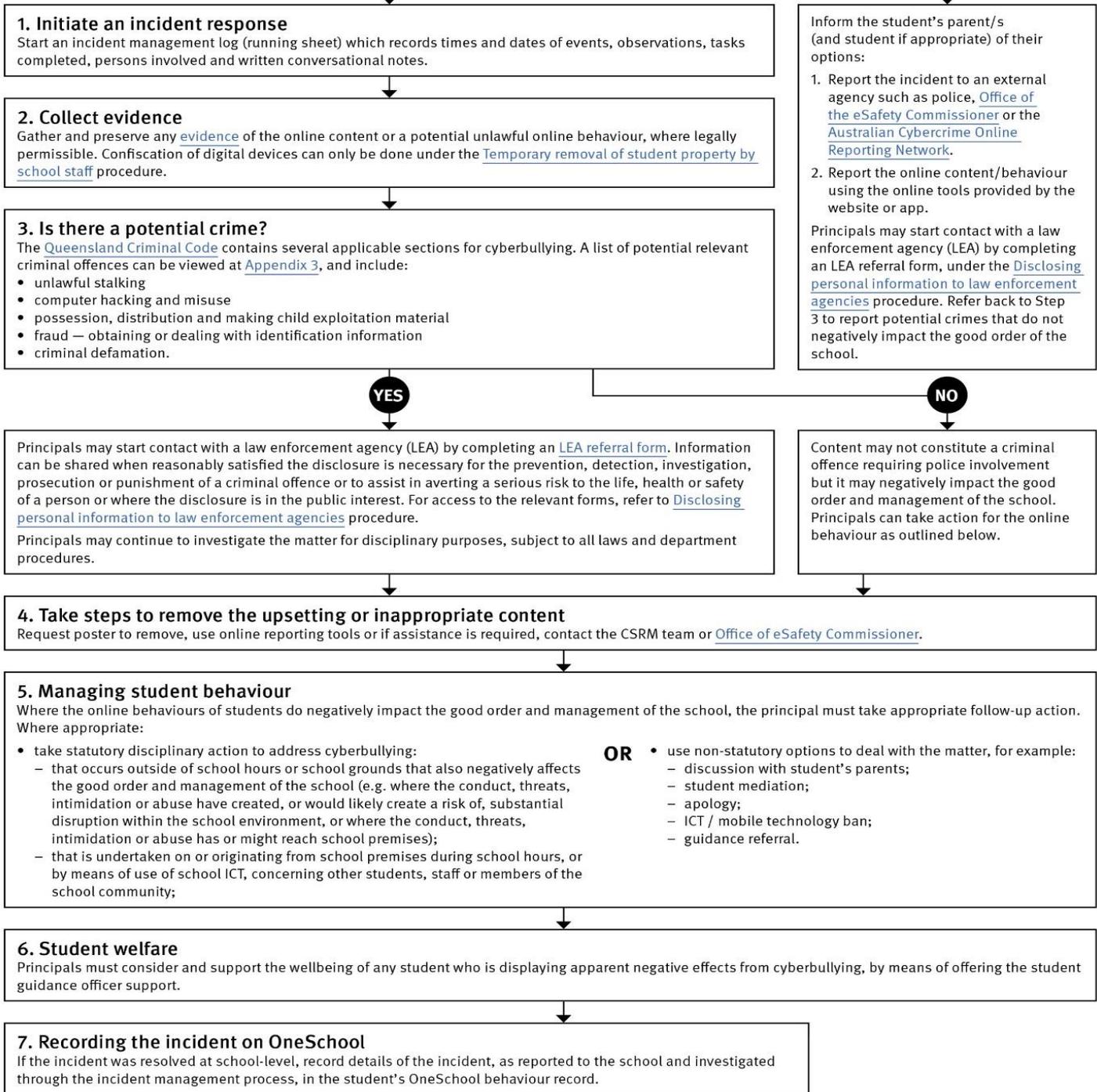
If the investigation involves naked or explicit images of children, staff should not save, copy, forward or otherwise deal with the content, as per the [Temporary removal of student property by school staff procedure](#). This includes onto OneSchool records. Refer to the investigative process outlined in 'Responding to incidents involving naked or explicit images of children' from the [Online Incident management guidelines](#).

Report

Refer to the [Online incident management guidelines](#) for more details, or if assistance is required, contact the Cybersecurity and Reputation Management (CSR) team on 3034 5035 or Cybersafety.ReputationManagement@qed.qld.gov.au.

Does the online behaviour/incident negatively impact the good order and management of the school?

YES OR NO



Cybersafety and Reputation Management (CRM)

The Department of Education employs a dedicated team of experts to assist in maintaining the integrity of the department's reputation with regards to cybersafety and reputation management issues, effectively leading the development and implementation of departmental cybersafety processes.

This team provides **direct support for schools** to respond to concerns of inappropriate online behaviour and misuse of information and communication technology.

The team provides a [guide for parents](#) with important information about cybersafety and cyberbullying, and suggestions about what you can do if your child is a target or responsible for inappropriate online behaviour.

The team has also developed a [Cyberbullying and reputation management](#) (Department employees only) resource to assist principals in incident management.

For more information about cybersafety sessions at your school, or for assistance with issues relating to online behaviour, contact the [team](#) (Department employees only).

Student Intervention and Support Services

Lockyer District State High School recognises the need to provide intervention and support to all students involved in incidents of bullying, including cyberbullying.

Students who have been subject or witness to bullying have access to a range of internal support staff, as identified in the Student Support Network section earlier in this document. Students are, however, also encouraged to approach any staff member with whom they feel comfortable sharing their concerns, regardless of their role in the school. All staff at Lockyer District State High School are familiar with the response expectations to reports of bullying, and will act quickly to ensure students' concerns are addressed. Depending on the nature of the reported bullying incident, a formal plan of action may be developed and documented to support the implementation of strategies to assist the student.

Students who engage in bullying behaviours towards others will also be provided with support to assist them to use more socially acceptable and appropriate behaviours in their interactions. This includes counselling, social development programs, referral to mental health services or involvement in a restorative justice strategy. School disciplinary measures may also be used to reinforce the seriousness with which the community takes all incidents of bullying. These measures may include internal school suspension, withdrawal from social events or celebrations or more severe punishments such as suspension or exclusion from school.

Lockyer District State High School – Anti-Bullying Compact

The Anti-Bullying Compact provides a clear outline of the way our community at Lockyer District State High School works together to establish a safe, supportive and disciplined school environment. This compact is provided to all students and their parents upon enrolment, and may be revisited with individual students if particular problems around bullying arise.

Lockyer District State High School – Anti Bullying Compact

We agree to work together to improve the quality of relationships in our community at Lockyer District State High School. It is through intentional consideration of our behaviour and communication that we can reduce the occurrence of bullying, and improve the quality of the schooling experience for everyone.

The agreed national definition for Australian schools describes bullying as;

- 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;
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
- happening 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);
- having 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.

We believe that no one deserves to be mistreated and that everyone regardless of race, colour, religion, immigration status, nationality, size, gender, popularity, athletic capability, academic outcomes, social ability, or intelligence has the right to feel safe, secure, and respected.

I agree to:

- Treat everyone with kindness and respect.
- Abide by the school's anti-bullying policies and procedures.
- Support individuals who have been bullied.
- Speak out against verbal, relational, physical bullying and cyber bullying.
- Notify a parent, teacher, or school administrator when bullying does occur.

Student's signature

Parent's signature

School representative signature

Date

Appropriate use of social media

The internet, mobile phones and social media provide wonderful opportunities for students to network and socialise online. While these technologies provide positive platforms for sharing ideas, they also have the potential to cause pain and suffering to individuals, groups or even whole communities.

It's important to remember that sometimes negative comments posted about the school community have a greater impact than expected. This guide offers some information about how to use social media in relation to comments or posts about the school community. Reputations of students, teachers, schools, principals and even parents can be permanently damaged — and in some cases, serious instances of inappropriate online behaviour are dealt with by police and the court system.

Being aware of a few simple strategies can help keep the use of social media positive and constructive:

- Before you post something online, ask yourself if the community or individual really need to know. Is it relevant, positive and helpful?
- Remember that what you post online is a direct reflection of who you are. People will potentially form lasting opinions of you based on what you post online.
- Be a good role model. If things get heated online consider logging out and taking a few moments to relax and think. Hasty, emotive responses could inflame situations unnecessarily.
- Be mindful when commenting, try to keep general and avoid posting anything that could identify individuals.
- A few years ago parents may have discussed concerns or issues with their friends at the school gate. Today with the use of social media, online discussions between you and your close friends can very quickly be shared with a much wider audience, potentially far larger than intended.
- Taking a few moments to think about the content you are about to post could save upset, embarrassment, and possible legal action.
- As a parent you have a role in supervising and regulating your child's online activities at home and its impact on the reputation and privacy of others. Parents are their child's first teachers — so they will learn online behaviours from you.

Is it appropriate to comment or post about schools, staff or students?

Parental and community feedback is important for schools and the department. If you have a compliment, complaint or enquiry about an issue at school, the best approach is to speak directly to the school about the matter, rather than discussing it in a public forum.

While many schools use social media to update parents of school notices, the department prefers that parents contact schools directly with a compliment, complaint or enquiry due to privacy considerations. Imagine if your doctor, accountant or banking institution tried to contact you to discuss important matters via Facebook.

If you have raised an issue with a school or know that another person has, consider refraining from discussing those details on social media, particularly the names of anyone involved.

Keep comments calm and polite, just as you would over the telephone or by email. If you encounter negative or derogatory content online which involves the school, hinders a child's learning and/or affects the school community at large, contact the school principal.

Possible civil or criminal ramifications of online commentary

A serious instance of inappropriate online behaviour may constitute a criminal offence and become a police matter. For example, online content may substantiate the offence of 'using a carriage service to menace, harass or cause offence' (Criminal Code Act 1995 (Cth) s. 474.17). School staff may contact their union or obtain personal legal advice if they feel that online content seriously impacts their reputation. Defamatory online content may give rise to litigation under the Defamation Act 2005 (Qld).

What about other people's privacy?

If you upload photos of your children, be mindful of who might be in the background. You might be happy to share your child's successes with your friends and family via social media, but some parents are not. If you are tagging or naming students, consider that other parents may not want their child's name attached to images online.

What if I encounter problem content?

Taking the following steps may help resolve the issue in a constructive way:

- refrain from responding
- take a screen capture or print a copy of the concerning online content
- if you consider problem content to be explicit, pornographic or exploitative of minors, you should keep a record of the URL of the page containing that content but NOT print or share it. The URL can be provided to the school principal, or police, as needed for escalation of serious concerns
- block the offending user
- report the content to the social media provider.

Safe, Respectful inside and outside of the school

Our school to make safe, respectful learners and partners with our school community to ensure that while at, and while representing our school, our students are fulfilling the school's Behaviour Expectations. Our school believes that all students have a responsibility to follow the Behaviour Expectations while representing the school. This includes while wearing the school uniform at school and in the general community.

There may be instances where the school may make a proactive response to behaviour issues raised by members of the community. Examples include: safe road use, respectful interactions with members of the public.

There may be instances where the school may make reactive responses and apply consequences to students who do not follow the schools Behaviour Expectations while representing the school.

Restrictive Practices

School staff at Lockyer District State High School need to respond to student behaviour that presents a risk of physical harm to the student themselves or others. It is anticipated that most instances of risky behaviour can be de-escalated and resolved quickly. On some rarer occasions, a student's behaviour may continue to escalate and staff need to engage immediately with positive and proactive strategies aimed at supporting the student to manage their emotional arousal and behaviour.

In some very rare situations, where there is immediate risk of physical harm to the student or other people, and when all other alternative strategies have failed to reduce the risk, it may be necessary for staff to use restrictive practices.

The use of restrictive practices will always be as a last resort, when there is no other available option for reducing immediate risk to the student, staff or other people. Restrictive practices are not used for punishment or as a disciplinary measure.

The department's **Restrictive practices procedure** is written with consideration for the protection of everyone's human rights, health, safety and welfare. There are six fundamental principles:

1. Regard to the human rights of those students
2. Safeguards students, staff and others from harm
3. Ensures transparency and accountability
4. Places importance on communication and consultation with parents and carers
5. Maximises the opportunity for positive outcomes, and
6. Aims to reduce or eliminate the use of restrictive practices.

Very rarely restrictive practices will be planned and staff will employ, when necessary, pre-arranged strategies and methods (of physical restraint/ mechanical restraint/ clinical holding) which are based upon behaviour risk assessment or clinical health need and are recorded in advance. The use of planned strategies will only be where there is foreseeable immediate risk consistent with the **Restrictive practices procedure**.

Seclusion will not be used as a planned response and will only be used in serious circumstances for managing an unforeseeable situation in an emergency. It will be used for the shortest time possible and in a safe area that presents no additional foreseeable risk to the student. In such emergencies, a staff member will observe the student at all times and seclusion will cease as soon as possible.

Following the use of any restrictive practice, a focused review will help staff to understand how they responded to the risk in any incident that involved the use of a restrictive practice. Staff will consider whether there are other options for managing a similar situation in the future. This strategy works well for reducing the use of restrictive practices.

All incidents of restrictive practices will be recorded and reported in line with departmental procedures.

Critical Incidents

It is important that all school staff have a consistent understanding of how to respond in emergencies involving student behaviour that seriously endangers the student or others. This consistency ensures that appropriate actions are taken to ensure that both students and staff are kept safe.

A critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action (e.g. in the community, on the road). The aim in these situations is to bring the behaviour of the student under rapid and safe control. It is not a time to try and to punish or discipline the student; it is a crisis management period only.

Staff should follow the documented plan for any student involved in regular critical incidents, which should be saved and available for staff to review in OneSchool.

For unexpected critical incidents, staff should use basic defusing techniques:

1. **Avoid escalating the problem behaviour:** Avoid shouting, cornering the student, moving into the student's space, touching or grabbing the student, sudden responses, sarcasm, becoming defensive, communicating anger and frustration through body language.
2. **Maintain calmness, respect and detachment:** Model the behaviour you want students to adopt, stay calm and controlled, use a serious measured tone, choose your language carefully, avoid humiliating the student, be matter of fact and avoid responding emotionally.
3. **Approach the student in a non-threatening manner:** Move slowly and deliberately toward the problem situation, speak privately to the student/s where possible, speak calmly and respectfully, minimise body language, keep a reasonable distance, establish eye level position, be brief, stay with the agenda, acknowledge cooperation, withdraw if the situation escalates.
4. **Follow through:** If the student starts displaying the appropriate behaviour briefly acknowledge their choice and re-direct other students' attention towards their usual work/activity. If the student continues with the problem behaviour, then remind them of the expected school behaviour and identify consequences of continued unacceptable behaviour.
5. **Debrief:** At an appropriate time when there is low risk of re-escalation, help the student to identify the sequence of events that led to the unacceptable behaviour, pinpoint decision moments during the sequence of events, evaluate decisions made, and identify acceptable decision options for future situations.

Related Procedures and Guidelines

These are related procedures or guidelines which school staff use to inform decisions and actions around matters associated with students wellbeing, behaviour and learning.

- Cancellation of enrolment
- Complex case management
- Customer complaints management policy and procedure
- Disclosing personal information to law enforcement agencies
- Enrolment in state primary, secondary and special schools
- Hostile people on school premises, wilful disturbance and trespass
- Inclusive education
- Police and Child Safety Officer interviews and searches with students
- Restrictive practices
- Refusal to enrol – Risk to safety or wellbeing
- Student discipline
- Student dress code
- Student protection
- Supporting students' mental health and wellbeing
- Temporary removal of student property by school staff
- Use of ICT systems
- Using mobile devices

Resources

- [Australian Professional Standards for Teachers](#)
- [Behaviour Foundations professional development package](#) (school employees only)
- [Bullying. No Way!](#)
- [eheadspace](#)
- [Kids Helpline](#)
- [Office of the eSafety Commissioner](#)
- [Parent and community engagement framework](#)
- [Parentline](#)
- [Queensland Department of Education School Discipline](#)
- [Raising Children Network](#)
- [Student Wellbeing Hub](#)

Conclusion

Lockyer District State High School staff are committed to ensuring every student is supported to feel safe, welcome and valued in our school. There may, however, be occasions where parents need to raise a concern or make a complaint about an issue you feel is adversely affecting their child's education.

All Queensland state schools are committed to ensuring that all complaints - whether they relate to a school staff member or a school's operations - are dealt with in a fair and equitable manner. As a parent or carer, you can express dissatisfaction with the service or action of the Department of Education or its staff, including decisions made or actions taken in a school and/or by the local regional office.

As a complainant, it is your responsibility to:

- give us a clear idea of the issue or concern and your desired solution
- provide all the relevant information when making the complaint
- understand that addressing a complaint can take time
- cooperate respectfully and understand that unreasonable, abusive, or disrespectful conduct will not be tolerated
- let us know if something changes, including if help is no longer needed.

The Department of Education may not proceed with your complaint if your conduct is unreasonable.

In most instances, staff members are told of complaints made about them and offered the right of reply. A complainant also has the right to have a support person throughout the process.

The following three-step approach assists parents and school staff in reaching an outcome that is in the best interests of the student:

1. Early resolution: discuss your complaint with the school

The best place to raise any concerns is at the point where the problem or issue arose. You can make an appointment at the school to discuss your complaint with your child's teacher or the principal. You are also welcome to lodge your complaint in writing or over the phone. You can also make a complaint through [QGov](#).

Complaints may be lodged by telephone, writing or in electronic format. Email addresses can be accessed through the [schools directory](#).

2. Internal review: [contact the local Regional Office](#)

If, after taking the early resolution step, you are dissatisfied with the outcome of your complaint or how the complaint was handled, you can ask the local [regional office](#) to conduct a review. You need to submit a [Request for internal review form](#) within 28 days of receiving the complaint outcome.

3. External review: contact a review authority

if you are dissatisfied after the internal review, you may wish to contact a review authority, such as the Queensland Ombudsman, and request an independent, external review. More information about external review options is available at www.ombudsman.qld.gov.au.

Some matters need to be handled in a different way to school matters and will be referred to other areas in the department. These include:

- issues about harm, or risk of harm, to a student attending a state school, which must be managed in accordance with the [Student protection procedure](#).
- complaints about corrupt conduct, public interest disclosures; or certain decisions made under legislation, which will be dealt with as outlined in the [Excluded complaints factsheet](#).

*every day, in every classroom, all students are learning and achieving ...
to become enterprising, resilient, creative, adaptable, confident individuals*

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belong... believe... achieve...

