



ALKIMOS BAPTIST COLLEGE

courage faith service

STUDENT MANAGEMENT POLICY (SECONDARY)

The Charter of Good Will is the central focus of discipline and self-discipline for each student of the College.

Every student and teacher has a right to:

- Learn or teach free from disruption
- Be treated courteously
- Be free from any form of discrimination including verbal or physical abuse
- Work in a clean, safe and healthy environment.

There are many ways in which students are encouraged in normal College life to be well disciplined. These include:

- Teachers showing genuine interest in all students in their care
- Praise and encouragement given
- Physical awards are given through Gold Commendations, prizes, trophies and Achievement Awards (Year 11 and 12 only)
- Acknowledgment within the classroom and at College events.

The purpose being to train students to be self-disciplined and to take responsibility for their own actions in a caring community.

Any student impacting the rights of others to learn and/or participate in College activities, or displaying inappropriate behaviour will be subject to disciplinary action, as per the Student Management Policy.

The Principal has the authority to apply whatever disciplinary measures are deemed necessary in relation to the conduct of the student both inside and outside the College precincts. The Principal has the authority to suspend, or ask, a student to be withdrawn for any cause deemed sufficient by the College.

The College forbids the act of child abuse, corporal punishment or any other degrading act as a form of punishment.

At Alkimos Baptist College, the system of behaviour management is comprised of three parts: 'Inside' the classroom, 'Outside' the classroom, and the third is an Infringement system for minor misdemeanours.

INSIDE SEND OUTS

Within the classroom, Student Management is based on a system developed by Lee and Marlene Canter known as 'Assertive Discipline'. If a teacher deems that a student's behaviour requires modification, the teacher alerts the student by writing the student's name on the board. This is the student's **first official warning**. Further disruption by the same student results in a tick placed next to their name. This is the **second and final** warning. Following further disruption from the same student, the student is referred to the Student Services Office.

Some examples of disruptive behaviour include:

- Calling out
- Turning around
- Distracting others
- Walking around the class/being out of a seat without permission
- Rocking on chairs
- Inappropriate/irrelevant comments made in general or to others
- Unintentional activation of electronic devices
- Inappropriate response after being reprimanded.

When a student is sent out of class, the student must report to the Student Services office. Failure to do so will result in an automatic Send Out.

A student sent out of any class 5 times in a year is requested to be permanently withdrawn by his/her parents or the Principal will exclude them from attending Alkimos Baptist College.

The Inside Student Management system in summary:

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|----------------------------|---|
| 1st time | Verbal warning by Deputy Principal |
| 2nd time | Formal letter sent home to parents indicating that the student has been sent out of class on two occasions, and an interview is requested. |
| 3rd time | In-school suspension for a maximum of one full day. Student takes a separate recess /lunch break and has no contact with other students. Parents are notified as soon as possible and have the option to attend an interview to discuss the matter. The student is now required to meet with the Year Co-ordinator or the College Chaplain for counselling. |
| 4th time | Out-of-school suspension for a maximum of one full day. Student is suspended from the College. Parents are notified as soon as possible and asked to collect their child at their earliest convenience and attend an interview. |
| 5th time | The student is permanently withdrawn or excluded from College. |

AUTOMATIC INSIDE SEND OUTS

A student may be sent out of class without prior warning for:

- Breaches of Safety
 - ▶ Throwing an object in class that is deemed dangerous or intentionally disruptive
 - ▶ Knocking a student off a chair
 - ▶ Not following safety guidelines in practical lessons.
- Verbal Abuse
 - ▶ Swearing at another student
 - ▶ Swearing at a teacher.
- Physical Abuse
- Any physical contact deemed as aggressive will result in a suspension
- Misuse of Computers or Other Equipment
 - ▶ Changing settings of classroom or Library computers
 - ▶ Accessing or attempting to access inappropriate material via the Internet
 - ▶ Attempting to access restricted areas on the College computer network including social networking sites
 - ▶ Intentional misuse of equipment provided in a lesson
 - ▶ Using a mobile phone in class including texting, checking the time or messages
 - ▶ Using an electronic device in class without permission (for example an iPod/mp3)
 - ▶ Unauthorised access of web sites or computer games while using a computer in class.
- Failure to report to the Student Office when instructed to do so by a teacher
- Clear refusal and/or defiance to obey direct and specific instruction by a teacher
- Deliberate disruption/interruption to another class.

The examples given in each section are not comprehensive but are provided as a guide.

OUTSIDE SEND OUTS

Outside Send Outs are issued at times outside of the scheduled lesson times for misconduct. The level of misconduct determines the level of consequences. As a general rule, the offending student/s is sent to the Student Office. They remain at the office until otherwise informed.

Minor misconduct:	Dealt with by the teacher
Moderate misconduct:	Student sent to the Student Services office for recording of name and to see the Principal
Severe misconduct:	Sent immediately to the Student Services office to see the Principal.

When a student has been sent to the Student Services office and their name recorded on four occasions for moderate offences, then on the 5th offence they are suspended for a day.

If a student repeats this suspension procedure two times in one year, they are required to meet with the Year Co-ordinator or the College Chaplain for counselling.

If a student repeats this suspension procedure three times in one year, they are withdrawn from the College.

If a student is sent to the Student Services office for three severe offences in one year they are permanently withdrawn or excluded from the College.

A student may be excluded on the first serious offence in relation to physical abuse (bringing a weapon to school), substance abuse (cigarettes/drugs/alcohol), sexual abuse, theft, and/or property damage (graffiti or vandalism).

A student who is directly defiant and does not follow a reasonable instruction by a teacher will be sent to the Student Services office and a suspension will result.

MAJOR MISCONDUCT (NON-SCHOOL HOURS)

Students are required to demonstrate appropriate conduct at all times whilst representing the College. Any act that either brings the College into disrepute, targets the College or a member of the College, is unacceptable. This applies when students are identifiable as a member of the College community **even if** they are not in uniform or on school grounds.

Violation by students of any of the above will be treated seriously and may lead to expulsion, even for a first offence.

INFRINGEMENTS

Infringements are issued for minor instances where students have not met the requirements of the College. At the 25th infringement the students will be permanently withdrawn from the College.

At 5th infringement:	Letter sent home
At 10th infringement:	Parents asked to attend an interview
At 15th infringement:	Student is suspended and parents invited for an interview
At 20th infringement:	Student is suspended and parents invited for an interview
At 25th infringement:	Student is withdrawn from the College.

Infringements can be issued for:

- Uniform concerns
- Grooming – Excessive make-up, hair untied, hair untidy, unshaven
- Chewing gum
- Writing/passing notes in class
- Late to the College three or more times in a week
- Being late to a class
- Repeatedly being unprepared for class
- Being out of bounds
- No College hat whilst outdoors (Term 1 and 4)
- Littering/ throwing food
- Swearing
- Using electronic devices in between classes or during break times.

The infringement examples are provided as a guide only and are not comprehensive.