



Student Management Policy

ALKIMOS BAPTIST COLLEGE SCHOOL

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 each student in their care.
- Praise and encouragement given.
- Physical awards are given through Merit Certificates, Prizes and Trophies.
- Acknowledgment to peers in class, at year assemblies and whole school assemblies.

The end result is that students are being trained to be self-disciplined. They are taking responsibility for their own actions in a caring community.

However, if a student is disruptive in a class they need to realise that not only are they disadvantaging themselves but they are disadvantaging everyone else in the class.

Every student has the right to the best possible education they can obtain at Alkimos Baptist College.

Three systems of behaviour management exist at Alkimos Baptist College, one for inside the classroom, another for outside the classroom and the third is an infringement system.

INSIDE

Any seen or perceived disruptive behaviour is dealt with using a procedure known as "Canter". The teacher will in the first instance, give the student a 'verbal warning'. Further disruption by the same student will result, without a fuss or necessarily a verbal exchange, with the teacher writing the name of the disruptive student onto a small whiteboard. This is the student's first warning. Further disruption by the same student will result in a tick placed next to their name. This is the second warning. Following further disruption from the same student, a second tick will be placed next to their name and they are sent to the Office with a note from the class teacher.

When a student is sent out, the student is sent to the Office to see the Principal.

A student sent out of any class 8 times in a year is withdrawn by his/her parents or the Principal will permanently exclude them from attending Alkimos Baptist College.

The system in summary:

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| 1st time | Verbal warning by Principal. |
| 2nd time | Formal letter sent home to parents indicating that the student has been sent out of class on two occasions. An interview is requested. |
| 3rd time | Formal letter sent home to parents indicating that the student has been sent out of class on three occasions. An interview is requested. |
| 4th time | In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible.

Additionally, the student may be sent to the School Chaplain for a friendly counselling visit. |
| 5th time | In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible. |
| 6th time | Out-of-school suspension - total suspension from the College. Parents are notified as soon as possible and asked to collect their child at their earliest convenience. |
| 7th time | Out of school suspension - total suspension from College. Parents are notified as soon as possible and asked to collect their child at their earliest convenience. |
| 8th time | Withdrawal or permanent exclusion from College. |

Automatic Send-Outs (Inside System)

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

Breach of Safety

- Throwing an object in class.
- Knocking a student off a chair.
- Not following safety guidelines in practical lessons.

Physical Abuse

- Punching/hitting another student.
- Punching/hitting a teacher.

Verbal Abuse

- Swearing at another student.
- Swearing at a teacher.

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.
- Intentional misuse of equipment provided in a lesson.

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

OUTSIDE

General rule: The offending student is sent to the College Office. They remain at the office until otherwise informed.

- There are only 5 Major Outside Send outs.
- Minor Send outs are labelled A to E. There are 25 Minor Send outs. After every 5 of these, they become a Major Send out.
- Major Send outs are labelled 1 to 5

Light offence	Dealt with by the teacher.
Moderate offence	Student sent to the College Office for recording of name and to see the Principal.
Severe offence	Sent immediately to the College Office to see the Principal.

Incident recorded as severe/moderate.

Severe - 1 2 3 4 5

Moderate - A B C D

When a student has been sent to the College Office and their name recorded on four occasions for moderate offences, then on the 5th 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 Pastoral Care.

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 College Office for three severe offences in one year they are withdrawn or permanently excluded from the College.

INFRINGEMENT SYSTEM

Students are permitted to record a total of 24 infringements during one year.

At the 25th infringement the students will be 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, parents come for an interview.

At 20th infringement – Student is suspended, parents come for an interview.

At 25th infringement - Student is withdrawn from the College.

Infringements are:

Incorrect uniform.

Homework not done three times.

Chewing gum.

Writing/passing notes in class.

Late to College/class twice in a week.

Not bringing appropriate equipment for class lessons 3 times.

Shirt untucked.

Hair untied.

The infringement examples are provided as a guide.