



ALKIMOS

BAPTIST COLLEGE

courage faith service

Student Behaviour Management Policy (Primary)

Discipline Policy

The Charter of Good Will is the central focus of the 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.
- Awards given such as Gold Commendations and Good Samaritan certificates.
- Acknowledgement to peers in class and the school community at school assemblies with Principal Awards.

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.

The behaviour management system is broken down into three categories: one for inside the classroom, one for outside the classroom and an infringement system.

Please note: The College does not use any form of child abuse, corporal punishment or any other degrading punishments.

1. Inside The Classroom

Any seen or perceived disruptive behaviour is dealt with using a procedure known as “The Canter System”. That is, without a fuss, the teacher writes the name of the disruptive student onto the whiteboard. This is the student’s first warning. Further disruption by the same student will result in a tick being placed next to their name. This is the second warning. Following further disruption from the same student, there is no need to place another tick next to their name. They are, simply, sent to the office.

1.1 Examples of behaviour that may warrant a name on the board include:

Distracting behaviour:

- Talking / singing / making noises.
- Walking around the room.
- Swinging on the chair.
- Calling out.
- Distracting another student.
- Interfering with another student’s work.
- Writing/reading notes in class.

Being disrespectful/rude to a staff member or another student:

- Name-calling.
- Putting another student down.
- Speaking rudely to a teacher.
- Making inappropriate comments.

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

Breach of Safety:

- Throwing an object in class.
- Intentionally pushing/knocking a student off a chair.
- Not following safety guidelines in practical lessons.

Physical or Verbal Abuse:

- Hitting or punching another student or teacher.
- Swearing at another student or teacher.

Misuse of Computers or Other Equipment:

- Changing the settings of classroom, laboratory 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 during a lesson.
- Using a mobile phone in class including texting, checking the time or receiving calls or texts.
- Using an electronic device in class without permission.

1.3 When a student is sent out:

- The student is sent to the Administration Office. The student must go directly to the office.
- On arrival at the office, the student must inform the receptionist that they have been sent out.
- The student must sit and wait quietly to be seen by the Principal.

A student sent out of class eight times in a year will be permanently withdrawn or excluded from attending Alkimos Baptist College.

The inside system in summary:

First send-out	Verbal warning by Principal.
Second send-out	Formal letter sent home to parents indicating that the student has been sent out of class on two occasions. A parent interview is requested.
Third send-out	Formal letter sent home to parents indicating that the student has been sent out of class on three occasions. A parent interview is requested.
Fourth send-out	In-school suspension—separate recess/lunch breaks—no contact with students. Parents are notified as soon as possible. Additionally the student will be sent to the school chaplain or Coordinator for a friendly counselling visit.
Fifth send-out	In-school suspension—separate recess/lunch breaks—no contact with students. Parents are notified as soon as possible.
Sixth send-out	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.
Seventh send-out	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.
Eighth send-out	Withdrawal or permanent exclusion from the College.

2. Outside The Classroom

The system for dealing with inappropriate behaviour outside the class operates differently from the inside discipline system. Students can receive a light, moderate or severe outside send-out. Some incidents will result in immediate suspension or exclusion from the College for behaving in an inappropriate manner outside of class. An outside send-out could be issued before school, at recess, lunch, after school or outside College grounds whilst still in College uniform.

If a student is outside the classroom but engaged in class activities, even if they are offsite (swimming, carnivals, excursions, etc.) the inside system applies. The outside system applies to behaviour outside of normal class.

Light: Dealt with by the teacher.

Moderate: Students will be given four chances to correct their behaviour. On the fifth outside send-out (moderate) students are suspended from school for a day. If a student repeats this suspension procedure five times in one year they are permanently excluded from the College.

On the third suspension from the College, the student will be sent to the School Chaplain or Coordinator for a friendly counselling visit.

At each suspension (5th offence, 10th offence, 15th offence, and 20th offence) a parent interview will be requested.

2.1 Outside (moderate):

Generally inappropriate behaviour - rude/disobedient/dangerous

Examples:

- Swearing at another student or teacher.
- Rough play.
- Disregarding the instruction of a teacher.
- Running on the paths.
- Playing in the toilets.

2.2 Severe

Each time a student receives a severe outside send-out, they are suspended from school for one day. If a student is suspended five times in one year for any reason, they are permanently excluded from the College.

2.3 Exclusion

A student could be excluded on the first serious offence in relation to physical abuse (bringing a weapon to school), substance abuse (drugs / alcohol) and sexual abuse.

Severe or immediate exclusion (Anti-social behaviour)

Examples:

- Graffiti
- Vandalism
- Fighting
- Truancy
- Drugs
- Alcohol
- Stealing

3. Infringements

Students are permitted to record a total of 24 infringements during one year. At the 25th infringement, the student will be excluded from the College.

Examples of infringements include:

Educational

- Late to class with no note
- Homework not done on three occasions. Thereafter on every occasion for the duration of the term
- Not bringing appropriate equipment to class on three consecutive occasions
- Diary not signed on three occasions. Thereafter on every occasion for the duration of the term.
- Writing/reading notes in class.

Image of the College

- Wearing makeup
- Wearing jewellery. (A wrist watch and one plain gold or silver stud or sleeper in the lower lobe/s of the ear allowed. No coloured stones.)
- Wearing nail polish. This includes French manicures and false nails.
- Long hair not tied up
- Wearing the uniform incorrectly or wearing the wrong uniform, including hair accessories
- Shirt untucked
- No College hat
- Chewing gum
- Being in an area out-of- bounds
- Littering / throwing food
- Swearing (Swearing at somebody will result in a straight send-out)

Please note: The list of examples of behaviour given are not comprehensive, but a guide.

The Infringement System in Summary

5 th infringement	Letter sent home
10 th infringement	Parents asked to attend an interview
15 th infringement	Student receives an out of school suspension Parents asked to attend an interview
20 th infringement	Student receives an out of school suspension Parents asked to attend an interview
25 th infringement	Student is withdrawn from the College

4. Discipline – The Teacher's Role

Before the name goes on the board

Classroom teachers are the linchpin of effective behaviour management. Teachers reduce the incidence of disruptive behaviour by:

- Providing lessons which are both relevant and interesting.
- Selecting teaching methods which are appropriate for the students.
- Establishing clearly defined rules that are consistently enforced.
- Displaying rules in the College diary to constantly bring to the students' attention the appropriate behaviour.
- Establishing good relationships and a positive classroom atmosphere.
- Encouraging and rewarding students who are working well.
- Being a good role model.
- Treating students in a quiet and fair manner at all times.
- Giving clear and timely instructions relating to both the management and the lesson.
- Using consequences which are appropriate and not exacerbating the conflict.
- "Looking" at students / quietly saying their name / focus student attention.
- Seating plans.
- Include all students in teaching ie. do not teach to just one section of the room.
- Avoid potentially 'bad' situations - be prepared, plan ahead.

After name and/or first tick goes on the board

- Quietly move student to another part of the room.
- Walk and stand in the problem area.
- Discuss behaviour with the student quietly if appropriate.
- Be active in your supervision - continually sighting all comers of the room.
- Never send a student to sit outside the room - you cannot adequately supervise the student. A student is on your class or in the office.