

BEHAVIOUR MANAGEMENT

AUSTIN COVE BAPTIST COLLEGE Policy Management

Adopted by: Principal Primary
Principal Secondary

Review date: April 2021

Revision History

24 July 2020	Principal Secondary – Adding section under Outside Send outs (p7)
20 September 2019	Principal Secondary – Adding definition of Child Abuse (p3)
25 April 2019	Principal Secondary
3 April 2019	Principal Primary
25 May 2018	Principal Secondary
15 May 2017	Principal Secondary
22 May 2015	Principal Secondary Deputy Students Secondary
3 March 2015	Principal Primary
28 August 2014	Principal Secondary
15 October 2013	Principal Secondary
15 April 2013	Principal Secondary
2012	Principal

BEHAVIOUR MANAGEMENT

AUSTIN COVE BAPTIST COLLEGE Policy

Purpose

All students at Austin Cove Baptist College have the right to a quality education and to feel safe within the College community and on College activities. A safe and caring College environment exists with the expectation that all members of the College community will maintain that environment. The College promotes the quality of behaviour and relationships that foster this positive atmosphere and ensure that every member of the College community takes responsibility for the continued support of the College values, behaviour and positive culture. 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; and
- 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;
- Awards e.g., Certificates, Prizes and Trophies; and
- Acknowledgment to peers in class, at 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 Austin Cove Baptist College.

In all situations, and in particular regard to managing students' behaviour the school explicitly forbids child abuse, corporal and degrading punishment.

Corporal punishment, as defined in the Guide to the Registration Standards and Other Requirements for Non-Government Schools is 'any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm.

Degrading punishment, as defined in the 'Guide' is 'any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child.

The system of behaviour management is in three parts at Austin Cove Baptist College, one for inside the classroom, another for outside the classroom and the third is an infringement system. There are separate procedures for Primary and Secondary.

Child abuse

Four forms of child abuse are covered by WA law and defined by the Department of Communities.

1. Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or caregiver.
2. Sexual abuse occurs when a child is exposed to, or involved in, sexual activity that is inappropriate to the child's age and developmental level, and includes sexual behaviour in circumstances where:
 - a. the child is the subject of bribery, coercion, a threat, exploitation or violence;
 - b. the child has less power than another person involved in the behaviour; or
 - c. there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.
3. Emotional abuse includes:
 - a. psychological abuse; and
 - b. being exposed to an act of family and domestic violence.
4. Neglect is when children do not receive adequate food or shelter, medical treatment, supervision, care or nurturance to such an extent that their development is damaged or they are injured. Neglect may be acute, episodic or chronic.

INSIDE SENDOUTS

Any seen or perceived disruptive behaviour is dealt with using a procedure known as "Canter". That is, without a fuss or unnecessary verbal exchange, 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 cross placed next to their name. This is the second warning. Following further disruption from the same student, there is no need to put a cross next to their name again, they are simply sent to the Student Services Office. This disruption could be as simple as inappropriate talking by a student in class. Other examples of disruptive behaviour include (but are not limited to):

- Calling out;
- Turning around;
- Distracting others;
- Walking around the class/being out of a seat without permission;
- Rocking on chairs; or
- Inappropriate comments made in general or to others.

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 or pulling the chair out from under another student;
- Not following safety guidelines in practical lessons;
- Not wearing a seat belt on any bus used for supervised College activities; or
- Removing seat belt or changing seats on any bus used as above while the bus is in motion.

Verbal Abuse

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

Physical Abuse

- Any physical contact deemed aggressive; or
- Sexual harassment

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;
- Having/using a mobile phone in class, including texting, checking the time or receiving calls or texts;
- Using an electronic device in class without permission;
- Unauthorised access of websites while using a computer in class; or
- Deliberately defacing or destruction of class equipment.

Disregarding Instructions of a Teacher

- Failure to report to Student Services Office when instructed to do so by a teacher.
- Refusal to obey a reasonable instruction.
- Disruption/Interruption to another class.

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

When a student is sent out of class, the student is sent to the College office and dealt with by the Deputy of Student Services.

Primary School

A student has seven opportunities to correct his/her behaviour in a year. If a student is sent out of any class eight (8) times in a year he/she is withdrawn by his/her parents or the Principal will permanently exclude them from attending Austin Cove Baptist College. The system in summary:

First Inside Send Out

Verbal warning by Deputy Principal (Student Services) to the student, phone call home by the Deputy Principal and a formal letter written home to inform parents of the Send Out. A meeting between the teacher issuing the Send Out and the parents is advised.

Second and Third Inside Send Out

Deputy Principal (Student Services) interviews the student, parents are contacted by phone and a formal letter is sent home to parents indicating that the student has been sent out of class on two and three occasions. An interview with the Parents is requested by Deputy Student Services

Fourth and Fifth Inside Send Out

Deputy Principal (Student Services) interviews the student and parents are contacted by phone. The student is placed on **in-school suspension** (student has no contact with other students). A formal letter is sent home to parents indicating that the student has been sent out of class on four and five occasions. An interview with the Deputy Student Services and Parents is required before student returns to regular classes.

Sixth and Seventh Inside Send Out

Deputy Principal (Student Services) interviews the student and parents are contacted by phone and asked to pick up the student from the College as soon as possible. The student is placed on **Out of School suspension** for one day. A formal letter is sent home to parents indicating that the student has been sent out of class on the sixth and seventh occasions. An interview with the Principal and Parents is required before student returns to regular classes. On the occasion of the seventh Send Out, parents are given the opportunity to withdraw their child from the College.

Eighth Inside Send Out

Exclusion from the College at the direction of the Principal.

Secondary School

A student sent out of any class five (5) times in a year is withdrawn by his/her parents or the Principal will exclude them from attending Austin Cove Baptist College.

First Inside Send Out

Verbal warning by Deputy Principal (Student Services) to the student, e mail or phone call home by the Deputy Principal and a formal letter written home to inform parents of the Send Out.

Second Inside Send Out

Deputy Principal (Student Services) interviews the student, parents are contacted by e mail or phone and a formal letter is sent home to parents indicating that the student has been sent out of class on two occasions.

Third Inside Send Out

Deputy Principal (Student Services) interviews the student and parents are contacted by phone. The student is placed on **In-school suspension** (student has no contact with other students). A formal letter is sent home to parents indicating that the student has been sent out of class on three occasions.

Fourth Inside Send Out

Deputy Principal (Student Services) interviews the student and parents are contacted by phone and asked to pick up the student from the College as soon as possible. The student is placed on **Out of School suspension**. A formal letter is sent home to parents indicating that the student has been sent out of class on a fourth occasion.

Fifth Inside Send Out

Exclusion from the College.

OUTSIDE SEND OUTS

The system for dealing with inappropriate behaviour outside the class operates differently from the inside disciplinary system. Students can receive an infringement, a warning, a minor Outside Send Out, a major Outside Send Out or immediate exclusion from the College for inappropriate behaviour outside class.

- i. Minor Outside Send Out: Students will be given four chances to correct their behaviour. On the fifth Minor Outside Send Out it converts to a Major Outside Send Out.
- ii. Major Outside Send Out: Each time a student receives a Major Outside Send Out, parents are contacted. The student receives an in-school suspension for the first offence and a home suspension for the second offence.

The student will be excluded from the College on the third Major Outside Send Out in the Secondary school and the fifth Outside Send Out in the Primary school.

Outside of Class

Outside class means on the way to school, before school, at recess, at lunch, on the way to a class and after school. If a student is outside the classroom but engaged in class activities such as Physical Education, even if the activity is off-site, the Inside Send Out system applies. The Outside Send Out system applies only to behaviour outside normal classes or supervised College activities such as camps and excursions.

This also applies to students who participate in programs and activities outside of school hours while enrolled at the College, such as, but not limited to, workplace learning, work experience, TAFE training, alternate university pathway programmes and community and volunteer groups. Participating students need to be mindful that they still represent the College. As such, students are expected to uphold and demonstrate the College Values in order to maintain safe, caring and respectful interactions with those both within and outside the school community. Students are to observe the rules, regulations and instructions of the community group, workplace or programme which they are involved in. Students must present themselves positively and behave in a manner which is consistent with the College Behaviour Management Policy. Failure to follow these expectations may result in consequences through the Behaviour Management Policy.

Please note: a student’s record regarding infringements, Inside Send Outs and Outside Send Outs is cleared at the end of each school year.

Levels of Outside Send Outs

Major Outside Sendout (Severe offence)
 Minor Outside Send Out (Moderate offence)

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

- Swearing
- Disregarding instructions of a teacher
- Bullying
- Fighting
- Threatening behaviour

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

Certain offences will result in immediate suspension/exclusion

Cigarettes/tobacco*	First time suspension; second time exclusion
Theft*	First time suspension; second time exclusion
Alcohol*	First time suspension; second time exclusion
Truancy*	First time suspension; second time exclusion
Vandalism*	First time suspension; second time exclusion
Sexting*	First time suspension; second time exclusion
Bringing weapons to school*	First time suspension; second time exclusion
Sexual harassment*	First time suspension; second time exclusion
Intentionally harming a staff member	First time suspension; second time exclusion
Drug Offence of any kind	Immediate exclusion
Threatening others with a weapon	Immediate exclusion

****Immediate suspension may apply if these offences are deemed serious or threaten the safety of others. These suspensions/exclusions are applied over the period of the Student's life at the College.***

Primary School

A student who receives five (5) Major Outside Send Outs (or the equivalent) in a year is either withdrawn by his/her parents or the Principal will permanently exclude them from attending Austin Cove Baptist College.

The system in summary:

First and Second Major Outside Send Out

A phone call home is made by the Deputy Principal and a formal letter written home to inform parents of the Send Out. An interview with the Parents is requested by Deputy Student Services.

Third Major Outside Send Out

Deputy Principal (Student Services) interviews the student, parents are contacted by phone and a formal letter is sent home to parents indicating that the student has been given a third Outside Send Out. The student is placed on **In-school suspension** (student has no contact with other students). A formal letter is sent home to parents and an interview with the Parents is requested by Deputy Student Services.

Fourth Major Outside Send Out

Deputy Principal (Student Services) interviews the student, parents are contacted by phone and asked to collect their child for the remainder of the day. The student is placed on **at-home suspension** for the following day(s). An interview with the Principal and Parents is required before student returns to regular classes. A formal letter is sent home to parents indicating that the student has been given a fourth Outside Send Out. On the occasion of the fourth Major Outside Send Out, parents are given the opportunity to withdraw their child from the College.

Fifth Major Outside Send Out

Exclusion from the College.

Secondary

First Major Outside Send Out

Deputy Principal (Student Services) interviews the student and parents are contacted by phone. The student is placed on **In-school suspension** (student has no contact with other students). A formal letter is sent home to parents and an interview with the Parents is requested by Deputy Student Services.

Second Major Outside Send Out

Deputy Principal (Student Services) interviews the student, parents are contacted by phone and asked to collect their child for the remainder of the day. The student is placed on **at-home suspension** for the following day(s). An interview with the Principal and Parents is required before student returns to regular classes. A formal letter is sent home to parents indicating that the student has been given a second Major Outside Send Out. Parents are given the opportunity to withdraw their child from the College.

Third Major Outside Send Out

Exclusion from the College.

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

A student who does not follow a reasonable instruction by a teacher will be sent to the Student Services office and a Suspension may result.

INFRINGEMENT SYSTEM

Students are permitted to record a total of 24 infringements during one year. These are light offences, dealt with by the teacher.

At the 25th infringement the students will be withdrawn from the College.

At **5th** infringement – Letter sent home.

At **10th** infringement – Parents contacted or asked to attend an interview. Letter sent home.

At **15th** infringement – Student is suspended, parents invited to attend an interview. Letter sent home (on each infringement after 15).

At **20th** infringement – Student is suspended, parents invited to attend an interview. Letter sent home.

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

Infringements are issued for:

- Incorrect uniform;
- Homework not done three times in five (5) weeks;
- Chewing gum;
- Late to class three times and each one after without a late note;
- Not bringing appropriate equipment for class lessons twice in a week;
- Hair untied;
- Being out of bounds;
- Not wearing the College hat whilst in the sun;
- Littering;
- Diary not signed;
- Swearing; or
- Throwing food.

The infringement examples are provided as a guide.

Please note that as soon as a student puts on the College uniform, they are representing the College and therefor students can expect to be disciplined if they behave in an inappropriate manner. This means that students may be given an infringement if they are wearing their uniform incorrectly at the shopping centre, on the bus or on the way to and from school.

Note: Secondary use classroom behaviour Tracking sheets as a pre-emptive measure.

On a Friday afternoon all Tracking Sheets are carefully compiled and recorded. Parents of students who have too many names and/or crosses will be contacted by the Deputy Principal Student Services. This ensures that the parents are aware of student behaviour and a plan can be put into place that includes both parents and the College.

Behaviour Categories

EDUCATIONAL

1

- Home Learning tasks not completed
- Assignment not completed
- Late to class
- No sports uniform / missing sport uniform items
- Arriving for class unprepared.

INAPPROPRIATE BEHAVIOUR

3

- Swearing
- Chewing gum
- Disregarding the instruction of a teacher
- No hat
- Out of bounds
- Kissing/Inappropriate physical contact
- Not using correct storage procedure for electronic devices and mobile phone
- Rough play on oval or in playground
- Calling other students, staff or visitors inappropriate names
- Not handing in a mobile phone

IMAGE OF THE COLLEGE

2

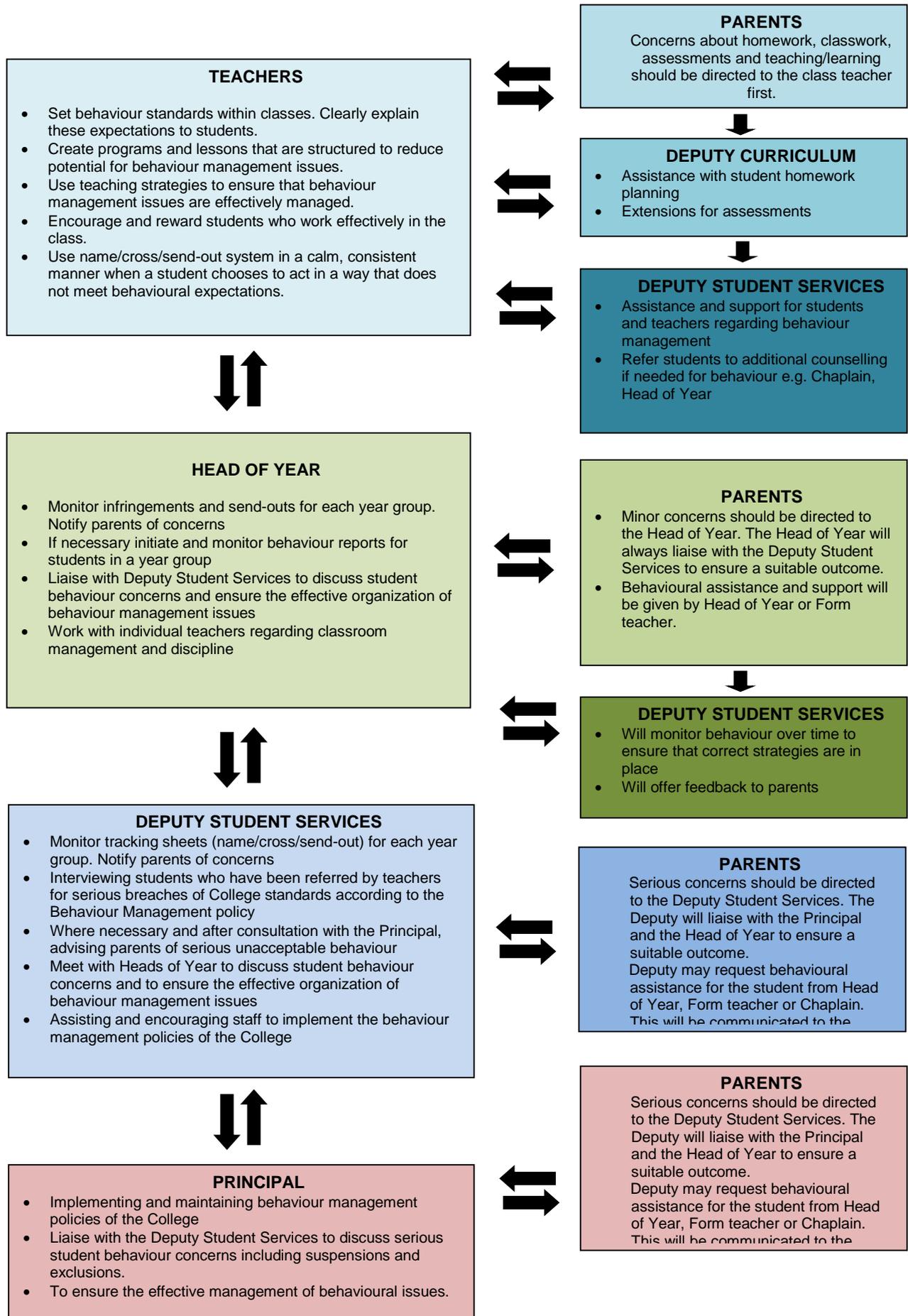
- Make-up
- Jewellery
- Hair
- Wearing uniform incorrectly
- Missing/incorrect uniform items
- Not wearing blazer
- Behaviour outside the College in College Uniform
- Behaviour outside the College on supervised College activities

ANTI-SOCIAL BEHAVIOUR

4

- Bullying
- Cyber-bullying
- Graffiti
- Vandalism and wilful destruction or misuse of College or bus fixtures/equipment
- Fighting
- Truancy
- Leaving school grounds or supervised activities without permission
- Bringing alcohol to school or arriving at school under the influence
- Bringing drugs to school
- Drug use or arriving at school or school event under the influence
- Bringing weapons to school
- Threatening others with violence or weapon
- Sexual harassment
- Threatening/intimidating a teacher
- Theft
- Sexting
- Public humiliation
- Deception

Behaviour Management System and Support Flowchart



Related Policies

College Ethos

Cyber safety

Positive Behaviour Focus

Transport

Mobile Phone

Staff Code of Conduct

Uniform Policy