



Discipline Policy

Introduction

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 and physical abuse.
- Work in a clean, safe and healthy environment.
- Have their property respected and cared for.

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 also disadvantaging everyone else in the class.

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

The behaviour management system is broken down into three categories:

1. INSIDE the classroom.
2. OUTSIDE the classroom .
3. INFRINGEMENTS.

INSIDE

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THE CHARTER OF GOOD WILL

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 and physical abuse.*
- *Work in a clean, safe and healthy environment.*
- *Have their property respected and cared for.*

Ephesians 4:29 (New Century version)

"When you talk, do not say harmful things, but say what people need - words that will help others become stronger. Then what you say will do good to those who listen to you"

INSIDE SEND-OUTS

Any seen or perceived disruptive behaviour is dealt with using a procedure known as “The Canter System”. That is, without a fuss, the teacher **(1)** 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 **(2)** a tick being placed next to their name. This is the second warning. Any further disruption from the same student, they are **(3)** sent to the office.

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 or rude to a staff member or another student:

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

WHEN A STUDENT IS SENT OUT:

1. The student is sent directly to the Student Services Office.
2. On arrival at the office, the student must inform the Student Services Administrator that they have been sent out.
3. The student must sit and wait quietly to be seen by the Principal or Deputy Principal.

AUTOMATIC SEND OUTS

A student may be sent out of class without 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 Abuse 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, receiving calls, texts or reminders.
- Using an electronic device (iPod, etc.) in class without permission.

INSIDE SYSTEM - SUMMARY

1st send-out	Verbal warning by Principal or Deputy.
2nd send-out	Formal letter to parents . Parent interview requested.
3rd send-out	Formal letter to parents. Parent interview requested.
4th send-out	In-school suspension. With separate recess & lunch breaks. Parents are notified.. Student sent to school chaplain or Ms Nolan for friendly counselling visit.
5th send-out	In-school suspension. With separate recess & lunch breaks. Parents are notified.
6th send-out	Out-of-school suspension—total suspension from the College. Parents notified and asked to collect their child.
7th send-out	Out-of-school suspension—total suspension from the College. Parents notified and asked to collect their child.
8th send-out	Withdrawal or permanent exclusion from the College.

OUTSIDE SEND-OUTS

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 in College uniform.

Light Offences:

Dealt with by the teacher at their discretion.

Moderate Offences:

Each time a student receives a moderate outside send-out, they are sent to the office and their name is recorded. On the 4th moderate outside send-out, a formal letter is sent to parents. On the 5th outside moderate send-out students are suspended from school for a day.

(On the 3rd suspension from the College, the student will be sent to the school chaplain or Ms Nolan for a friendly counselling visit.)

If a student repeats this suspension procedure five times in one year they are permanently excluded from the College.

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

Examples of Moderate Offences:

General inappropriate behaviour - rude/disobedient/dangerous:

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

Severe Offences:

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 outside send-outs, they are permanently excluded from the College.

Exclusion from the College:

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

Examples of severe offences or immediate exclusion:

Anti-social behaviour:

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

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

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 without a note.
- Homework / assignments 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.

Image of the College:

- Wearing make-up.
- 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 that is out-of-bounds.
- Littering / throwing food.
- Swearing. (Swearing **at** somebody will result in a straight send-out).

INFRINGEMENT - SUMMARY

5 th infringement	-	A letter is sent home.
10 th infringement	-	A letter is sent home and parents are asked to attend an interview.
15 th infringement	-	The parents are contacted and the student receives an out-of-school suspension. Parents are asked to attend an interview.
20 th infringement	-	The parents are contacted and the student receives an out-of-school suspension. Parents are asked to attend an interview.
25 th infringement	-	The student is withdrawn from the College.

Please note: The lists of examples of behaviour given in each section of this brochure are not comprehensive lists, but given as a guide.