



STUDENT MANAGEMENT POLICY

1.0 Overview.....	2
2.0 Inside Send Outs.....	3
3.0 Automatic Inside Send Outs	4
4.0 Outside Send Outs	5
4.0 Major Misconduct (Non-School Hours).....	5
5.0 Infringement System	6

Document Control

Version Number	Approval Date	Approved By	Review Date
5.0	November 2014	Principal	November 2015
5.1	January 2016		January 2017

1.0 Overview

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 Quinns Baptist College.

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to the conduct of the student both inside and outside the College precincts or to suspend or ask the Student to be withdrawn for any cause judged by the College to be sufficient.

The system of behaviour management is in three parts at Quinns Baptist College, one for inside the classroom, another for outside the classroom and the third is an infringement system for minor misdemeanours.

2.0 Inside Send Outs

Any **seen or perceived** disruptive behaviour is dealt with using a discipline method known as "Assertive Discipline" developed by Lee and Marlene Canter. That is, without fuss nor necessarily a verbal exchange, the teacher writes the name of the disruptive student onto the whiteboard. This is the student's first official warning. Further disruption by the same student will result 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 Office. This disruption could be as simple as inappropriate talking by a Student in class. Other examples of disruptive behaviour could include (but not limited to):

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

When a student is sent out of class, the student must report to the Student Office. **Failure to do so will result in a 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 Quinns Baptist College.

The system in summary:

- | | |
|----------------------------|---|
| 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.

An interview is requested. |
| 3rd time | In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible and come for an interview. The student is now required to meet with the Year Co-ordinator or the College Chaplain for counselling. |
| 4th 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 and have another interview. |
| 5th time | Permanent withdrawal or exclusion from College. |

3.0 Automatic Inside Send Outs

A student may be sent out of class without 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.

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.

4.0 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 Office for recording of name and to see the Deputy Principal.
Severe misconduct	Sent immediately to the Student Office to see the Deputy Principal.

When a student has been sent to the Student 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 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 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, and theft and/or property damage (graffiti or vandalism).

A student who does not follow a reasonable instruction by a Teacher will be sent to the Student Office and a Suspension will result.

4.0 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 at school.

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

5.0 Infringement System

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, 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 can be received 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.