



BEHAVIOUR MANAGEMENT

BUNBURY BAPTIST COLLEGE Policy Management

Purpose

All students at Bunbury 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 Bunbury Baptist College.

The system of behaviour management is in **three parts** at Bunbury 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". 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 tick placed next to their name. This is the second warning. Following further disruption from the same student, there is no need to tick 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.

Primary School

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 Bunbury 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. An interview is requested.

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. An interview is requested. |
| 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. An interview is requested. |
| 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. An interview is requested. |
| 8th time | Withdrawal or permanent exclusion from College. |

When a student is sent out of class, the student is sent to the College office. **Failure to do so will result in a Send Out.**

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 permanently exclude them from attending Bunbury Baptist College.

The system in summary:

- 1st time** Verbal warning by the 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 other students. Parents are notified as soon as possible and attend 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** Withdrawal or permanent exclusion from the 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; or
- Not following safety guidelines in practical lessons.

Verbal Abuse

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

Physical Abuse

- Any physical contact deemed 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 receiving calls or texts;
- Using an electronic device in class without permission; or
- Unauthorised access of websites while using a computer in class.

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.

OUTSIDE CLASS

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

Light offence	Dealt with by the teacher. e.g. Swearing
Moderate offence	Student sent to the Student Service office for recording of name and to see the Principal. e.g. rough play
Severe offence	Sent immediately to the Student Services office to see the Principal. e.g. fighting

When a student has been sent to the Student Services 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 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 Services Office for three severe offences in one year, they are withdrawn or permanently excluded 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.

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 attend an interview.

At **20th** infringement – Student is suspended, parents attend an interview.

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;
- Writing/passing notes in class;
- Late to class twice in a week 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.