

BEHAVIOUR MANAGEMENT

'The School is committed to safeguarding and promoting safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment.'

SCHOOL DISCIPLINE

The understanding that discipline is not for the purpose of punishment but for training should be clearly communicated regularly to all associated with the School.

Children are to be taught to show respect and honour to the parents and to their teachers who have been given the responsibility by the parents to teach and train them. Ephesians 6:1-2 states "Children, obey your parents in the Lord, for this is right. Honour your father and mother for this is the first commandment with a promise."

The attitude of respect and honour is particularly important since it is not only obedience that the School seeks to nurture in each child.

Consistency is the key both at home and at the School. It is both the School and the home's responsibility to determine that similar models of discipline are being developed. Parents and teachers need to maintain open lines of communication to ensure this.

For the teachers the following points need to be noted;

1. Always treat students with dignity and respect. Never take any action that can lead to humiliation.
2. The school explicitly forbid the use of any form of child abuse, corporal punishment or any other degrading punishment.
3. Always be positive in your discipline. Provide rewards where appropriate. Praise and rebuke where necessary, stating exactly what is pleasing or displeasing and why.
4. Expect and insist on children obeying them. If a direction or instruction given is ignored then it must be followed up with appropriate discipline. Otherwise the message communicated is that the child need not always attend instructions.
5. Have a clearly defined set of rules to what constitutes appropriate behaviour in class.
6. Have clear defined guidelines as to what will occur if the children are disobedient.

PROCEDURE TO FOLLOW WHEN DEALING WITH UNACCEPTABLE BEHAVIOUR

1. Misbehaviour - dealt with by the teacher. (Anecdotal records kept.)
2. Continued Misbehaviour - Discussion between student, family and teacher. (Standard letter to be used; as below.)

Dear Parent

The school likes to ensure there is good communication between the school and home so the students can make the best possible progress.

Recently there have been aspects of your child's behaviour / progress, that have caused concern.

Early intervention and the help and advice of parents often overcome these difficulties.

Therefore, we request your attendance at a parent teacher interview, on a day and time convenient to yourself, in the coming week.

Please contact the office on 93427377, to arrange a time to come and meet the teacher.

Sincerely in Christian service,

Class Teacher

3. Failure to modify behaviour – Interview with student, family, teacher and Principal.
4. Principal to write a letter outlining the outcome of interview and consequences.
5. If misbehaviour continues, follow school policy on suspension - expulsion.

At any time the Principal may decide when a child is to be sent home for unacceptable behaviour. The child will return to the school with his or her parents to discuss the reasons for the discipline applied.

NOTE:

Some behaviours are considered to need immediate/consistent response; such as:

- Physical violence/ tantrum throwing
- Insolence/ disrespect/shouting at a teacher/staff member
- Gossip / spite / spreading of malicious lies or threats
- Lying, stealing

These matters are immediately reportable to the principal for action. A serious offence may result in an immediate suspension, leading to expulsion. The Principal will expel a child/children after consultation with the Senior Staff, Chairman of the Board and Senior Pastor.

DETENTION

Students should rarely be detained outside school hours (as far as possible) and only for serious reasons. If students are to be detained during the lunch break then they must be allowed to eat their lunch. They should always be under supervision and never detained alone without supervision.

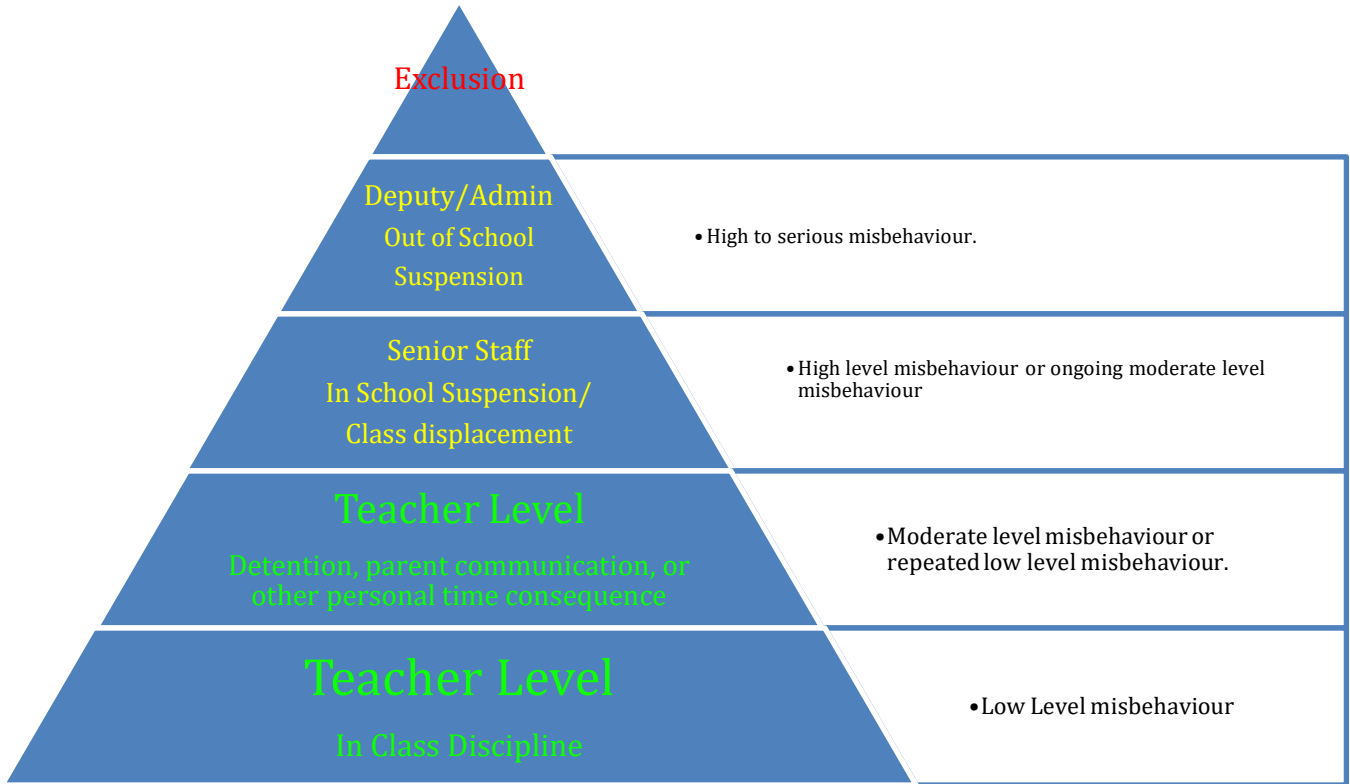
SUSPENSION-EXPULSION

Normal discipline will be applied in accordance with School guidelines. Where normal discipline is ineffective according to the School Principal's discretion the following shall apply.

1. The student will be suspended immediately from the classroom for a period of time, this could be from one day to one week. The student will not be sent home as part of the suspension process. The student will stay in the school supervised by an adult while doing his or her school work. During the time of suspension the student will attend the school wearing proper clothing but not the school uniform.
2. The matter is to be drawn verbally to the parent's attention.
3. A letter be sent notifying parents of steps to be taken if expulsion will occur.
4. Parents requested to attend an interview to discuss the possible expulsion of their child from the School.
5. The Principal will expel the child after consultation with the Senior Staff, the Chairman of the Board and a Pastor of the Girrawheen Baptist Church. Should this arrangement not prove possible, the matter shall be brought to the full Board for a decision. The Board shall be notified at the next Board meeting of any expulsion.
6. The child that has been expelled will be given the opportunity to apply for re-enrolment if there is true repentance.

Secondary Behaviour Management Policy

Tiers of responsibility and discipline



Level 1. In class discipline

- Students should be given a minimum of 2 warnings *.
-----Behaviour past this point is to be recorded in the student diary and on SEQTA-----

- Should the misbehaviour continue a teacher may choose a range of consequences including; Move within class, student sent to a nearby class or Senior Staff member, discussion with student or parent, Rubbish duty at lunch or recess or a detention.

* serious misbehaviour may result in immediate removal from class bypassing all steps above.



Level 2. Detention Phasing

- Students who receive a detention stamp in their diary during class must have this stamp signed and dated by the detention duty teacher when they attend detention.
- Should a student not attend the detention on the designated day (without valid reason) it will be alerted to the Senior Staff member and will be doubled by either the detention teacher.
- Should a student not complete both detentions on successive school days then;
- The student's may be given a week of Detention, they will have their parents called and may result in them being withdrawn from reward based activities including representing the school in sport



Level 3. In School Suspension

- An In School Suspension will be issued when a student demonstrates a moderate behaviour breach or ongoing repeated misbehaviour.
- Parent will be contacted and a parent interview may be called
- Also upon student returning to regular classes the student may have a daily contract.
- Should a serious incident occur the two levels below may be bypassed and this level may be enacted.



Level 4. Out of school Suspension or OSS

- Should a student move through this process three times in a term then an OSS with parent interview will occur.
- A serious incident such as physical abuse may automatically result in an OSS.
- Parents notified that continued suspensions may result in cancelled enrolment



Level 5. Exclusion

- Termination of Enrolment letter- issued by principal
- Principal/ Deputy/ Senior Staff, board Liaison followed by principal/ parent meeting.

Guide to Understanding Behaviour levels

Low Level

Examples:

Not following simple teacher instructions
Interrupting teacher and other students
Being late or disorganised

Moderate Level

Examples:

Actively working to disrupt teacher
Students swearing at other students
Intentionally disobeying a teacher
Inappropriate or incorrect use of devices and mobile phones
Consistent breach of uniform policy
Consistent tardiness

High Level

Examples:

Swearing at teacher
Students physically fighting each other
Taking drugs or alcohol to school
Serious misuse of devices, internet access or mobile phones

Expectations for all students

Locker Related

Students are allowed to access their lockers in the morning before school, at recess, lunch and after school. They are not to be used between classes, as this often results in time wastage.

It is important that students are prompt with locker use as we utilise classes across the road and late students can cause a safety issue.

Students must put their books and equipment in their bag or locker at recess and lunch and not on the ground in front of the locker, as it creates a trip hazard.

Students who are found to be accessing other students' lockers or sharing locker passcodes, will lose their locker privilege for a period of time.

Crossing the road

Students are to be accompanied by a staff member while crossing the road. If they arrive late to class then they will need to ask the front office staff to assist.

Start of class

Students are expected to come to class with all the correct equipment and on time. If they are late then they need to provide a note from the office or another teacher as to why with the time they were late.

Student councillors

It is the student councillors responsibility to pack the table tennis sets away and sweep and not other students, as this can lead to delays.

Student councillors must be back in class after duties by 1.20pm.

Entering the class

Students are to line up quietly before they enter the room.

Students will enter the room quietly and stand behind their allocated seats ready for prayer, welcome, or other instruction.

Leaving class

Students are to quietly pack up when the teacher instructs them to do so and must then stand or sit quietly whilst the teacher gives further instructions.

Uniform

Students must wear the correct uniform to each and every class. Every teacher will check that students present to class in the correct uniform. This includes neat and tidy personal grooming.

Incorrect uniform will be recorded by the teacher or parent, in the student diary and must be reconciled as soon as possible.

Diaries

Students must have their diary with them during all lessons. Diaries are to be used for communication between teachers and parents, and for students to record homework, assignments and important reminders.

Diaries are not to be covered with graffiti, artwork or notes of a personal nature.

Homework and Assignments

Homework and Assignments must be complete to the required standard and printed and/or ready for submission prior to the start of class. The printer in the library can be accessed by students at lunch and/or when a teacher is on duty in the library.

Form

Prayer, devotional, birthdays, notes, diary signing each Wednesday.

All notes and/or money must be returned to form teachers promptly during form class.

Extra-Curricula and Reward Activities

Students will understand that reward activities, extra-curricula activities and sports carnivals are a privilege and they must show they deserve to attend. Students can prove good standing by meeting expectations of behaviour and responsibility. Students who do not meet expectations may be offered the opportunity for redemption simply by improving to meet these expectations over an appropriate time span.

Behaviour and responsibility expectation includes, organisation, correct uniform, punctuality, regular attendance.

Policy reviewed : 2009, 2013 (October), 2014 (February), December, 2016, December, 2017, 2018 (July)