

Student Management Policy

QUINNS BAPTIST COLLEGE HIGH SCHOOL

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 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.

INSIDE

Any seen or perceived disruptive behaviour is dealt with using a procedure known as "Canter". That is, without a fuss nor necessarily a 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, simply send them to the Student Office. For example, the disruption could be talking when they should not be.

When a student is sent out the student is sent to the Student Office.

A student sent out of any class 5 times in a year is withdrawn by his/her parents or the Principal will permanently exclude them from attending Quinns Baptist College.

The system in summary:

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| 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 Chaplain of the school 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 College. |

OUTSIDE

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

Light offence	Dealt with by the teacher.
Moderate offence	Student sent to the Student Office for recording of name and to see the Deputy Principal.
Severe offence	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 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.

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.
- Not following safety guidelines in practical lessons.

Physical Abuse

- Punching another student.
- Hitting a teacher.

Verbal Abuse

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

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.
- Intentional misuse of equipment provided in a lesson.
- Use of mobile phone or ipods, mp3 players etc.

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

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 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 are:

- Incorrect uniform.
- Homework not done three times.
- Chewing gum.
- Writing/passing notes in class.
- Late to College/class twice in a week.
- Not bringing appropriate equipment for class lessons 3 times.
- Shirt untucked.
- Hair untied.

The infringement examples are provided as a guide.