



# Discipline Policy

## 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 or 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.”



## Discipline Policy

The Charter of Good Will is the central focus of the 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.
- 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: one for inside the classroom, another for outside the classroom and an infringement system.

## Inside

Introduction - Pg.1

Inside send outs - Pg.2

Infringements - Pg.3

Outside send outs - Pg.4

## INSIDE

Any seen or perceived disruptive behaviour is dealt with using a procedure known as “The Canter System”. That is, without a fuss, 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 being placed next to their name. This is the second warning. Any further disruption from the same student, they are 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/rude to a staff member or another student:***

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



## **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 in class without permission.



## **WHEN A STUDENT IS SENT OUT:**

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

***A student sent out of class eight times in a year will be permanently withdrawn or excluded from attending Quinns Baptist College.***

### The Inside System in summary:

First send-out	Verbal warning by Principal or Deputy Principal.
Second send-out	Formal letter sent home to parents indicating that the student has been sent out of class on two occasions. A parent interview is requested.
Third send-out	Formal letter sent home to parents indicating that the student has been sent out of class on three occasions. A parent interview is requested.
Fourth send-out	In-school suspension - separate recess/lunch breaks - no contact with students. Parents are notified as soon as possible. Additionally the student will be sent to the school chaplain or Ms Nolan for a friendly counselling visit.
Fifth send-out	In-school suspension - separate recess/lunch breaks - no contact with students. Parents are notified as soon as possible.
Sixth send-out	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.
Seventh send-out	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.
Eighth send-out	Withdrawal or permanent exclusion from the College.

## INFRINGEMENTS

Students are permitted to record a total of 24 infringements during one year. At the 25<sup>th</sup> infringements, the student will be excluded from the College.

- 5th infringement - Letter sent home.
- 10th infringement - Parents asked to attend an interview.
- 15th infringement - Student receives an out-of-school suspension, parents come for an interview.
- 20th infringement - Student receives an out-of-school suspension, parents come for an interview.
- 25th infringement - Student is withdrawn from the College.

### ***Infringements - educational:***

Examples:

- Late to class without a note.
- Homework / assignments not done on three occasions.
- Not bringing appropriate equipment to class on three consecutive occasions.
- Diary not signed on three occasions.

### ***Infringements - image of the College:***

Examples:

- Make-up.
- Jewellery.
- Hair.
- Wearing the uniform incorrectly or the wrong uniform.
- Shirt untucked.
- No College hat.
- Chewing gum.
- Being out-of-bounds.
- Littering / throwing food.
- Seating.



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

## OUTSIDE

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.

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.

### **Light Offence:**

Dealt with by the teacher.

### **Moderate Offence:**

Students will be given four chances to correct their behaviour. On the fifth outside send-out (moderate) students are suspended from school for a day. If a student repeats this suspension procedure five times in one year they are permanently excluded from the College.

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

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

Examples:

General inappropriate behaviour - rude/disobedient/dangerous:

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

### **Severe Offence:**

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.

### **Instant 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

