

### Penalties for inappropriate behaviour outside class

<b>Demerits</b>	Generally given for lighter offences from categories 1-3
<b>Minor Outside Send-outs</b>	Generally given for moderate offences from categories 1-3
<b>Major Outside Send-outs</b>	Generally given for severe offences from categories 1-4
<b>Immediate Exclusion</b>	Given for serious offences in category 4 only

### Demerits

Generally given for lighter offences from categories 1-3. When a student receives 15 demerits they are given an in-school suspension for one day. At 20 demerits a student is given an at-home suspension for one day. At 25 demerits, a student will be excluded from the school.

### Outside send outs

#### Minor

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

Before each suspension (4th offence, 9th offence and 14th offence) a parent interview will be requested.

#### Major

Each time a student receives a major outside send-out, they are suspended from school for one day.

***If a student is suspended three times in one year for any reason, they are permanently excluded from the College.***



# Mandurah Baptist College 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.

### 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.



inside

Introduction **P.1**

Inside sendouts **P.2**

Outside sendouts **P.3**

Demerits **P.4**

## Discipline Policy

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, house points, 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 Mandurah Baptist College.

The behaviour management program is broken down into two categories: one for inside the classroom and one for outside the classroom.



## INSIDE

Any seen or perceived disruptive behaviour is dealt with using a procedure known as “Canter”. 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 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, the teacher sends them to the office.

Examples of behaviour that may warrant a name on the board:

### Distracting behaviour

- Talking/singing/making noises
- Walking around the room
- Swinging on the chair
- Calling out
- Distracting someone from another class
- Mobile phone going off in class

### Time-wasting behaviour

- Writing/reading notes in class
- Completing work from another subject
- Drawing pictures
- Not completing a reasonable amount of work within the given timeframe

### 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 Sendouts

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 or Verbal Abuse

- Punching another student
- 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

### When a student is sent out:

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

***A student sent out of any class five times in a year will be permanently excluded from attending Mandurah Baptist College.***



## The Inside system in summary:

First send-out	Verbal warning by Deputy Principal (Student Services) and a letter written home to inform parents of the send-out.
Second send-out	Formal letter sent home to parents indicating that the student has been sent out of class on two occasions.
Third send-out	In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible.
Fourth send-out	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.
Fifth send-out	Permanent exclusion from the College.

## OUTSIDE

The system for dealing with inappropriate behaviour outside the class operates differently from the inside discipline system. Students can receive a demerit, a minor outside send-out, a major outside send-out or immediate exclusion from the College for behaving in an inappropriate manner outside class.

### What constitutes ‘outside class’?

Outside class means before school, at recess, lunch, on the way to a class room and after school. If you are outside the classroom but engaged in class activities, even if they are off-site (eg Phys. Ed classes) the **Inside** Send-out system applies. The **Outside** send-out system only applies to behaviour outside of normal classes. Please note that as soon as a student puts on our uniform, they are representing our College. Therefore, students can expect to be disciplined if they behave in an inappropriate way whilst they are wearing our uniform. (Yes, this means that you will be given a demerit if you are wearing the uniform incorrectly at the shopping centre before or after school)

<p><b>Educational</b></p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Homework not completed</li> <li>• Assignment not completed</li> <li>• Late to class</li> <li>• No sport uniform</li> <li>• Coming to class unprepared</li> </ul>	1	<p><b>Image of the College</b></p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Make-up</li> <li>• Jewellery</li> <li>• Hair</li> <li>• Wearing the uniform incorrectly</li> <li>• Not wearing blazer</li> <li>• Behaviour outside of school</li> </ul>	2
<p><b>Generally inappropriate behaviour - rude/disobedient/dangerous/inappropriate</b></p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Swearing</li> <li>• Chewing gum</li> <li>• Disregarding the instruction of a teacher on duty</li> </ul>	3	<p><b>Anti-social behaviour</b></p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Bullying</li> <li>• Graffiti</li> <li>• Vandalism</li> <li>• Fighting</li> <li>• Truancy</li> <li>• Bringing alcohol to school</li> </ul>	4