



**MANDURAH  
BAPTIST COLLEGE**

BE STRONG & COURAGEOUS

## Discipline Policy



“The Student Code of Conduct is endorsed as the central focus of discipline and self-discipline for each student.”



**At Mandurah Baptist College our aim is that all students receive positive guidance and encouragement towards acceptable behaviour and are given opportunities to interact and develop respectful and positive relationships with each other and with staff.**

The Student Code of Conduct sets out Mandurah Baptist College's expectations of students with respect to their academic and personal conduct. The Student Code of Conduct is endorsed as the central focus of discipline and self-discipline for each student.

Every student and teacher has a right to:

- Learn or teach free from disruption
- Feel safe (emotionally and physically)

Mandurah Baptist College forbids the use of any form of child abuse, corporal punishment or other form of degrading punishment.

Mandurah Baptist College's behaviour management system conforms to the rules of procedural fairness, is free from discrimination, is proportionate to the nature of the breach and provides an avenue to appeal the outcome.

## Definitions

### Child Abuse

Occurs when a child has been subjected to physical, sexual, or emotional abuse and/or neglect which has resulted or is likely to result in harm to the child's wellbeing. It may involve ongoing, repeated or persistent abuse, or arise from a single incident.

### Corporal punishment

Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm.

### Degrading punishment

Any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child.

### Procedural fairness

At a minimum, procedural fairness in implementing student discipline requires that:

- there is a clear relationship between the rules and the allegation against the student
- the student is informed about the nature of the complaint or alleged breach in such a way that he or she is capable of understanding it clearly
- disputed matters are fully investigated
- the student is given a reasonable opportunity to respond to the allegations or complaint
- both the investigator and the decisionmaker/adjudicator (who may be the same person) are free from bias and from the perception of bias
- the decisionmaker acts reasonably and consistently with school policy
- the process and outcome are apparently free from discrimination on prohibited grounds and
- the response (consequence) is proportionate to the student's conduct.

# Discipline System

The College and staff have a responsibility to create a safe and positive learning environment for students. Students are more likely to behave positively if they are in an environment where they feel respected and supported to achieve and thrive. The College has a strong focus on creating a positive learning environment for students.

Clear expectations for appropriate behaviour are established in the Student Code of Conduct. 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 everyone else in the class as well. Every student has the right to the best possible education they can obtain at Mandurah Baptist College.

Two systems of behaviour management are used at Mandurah Baptist College, one for 'inside' the classroom and one for 'outside' the classroom. Further information on how the systems operate in Primary and Senior School are presented in the following Guidelines.

## **Managing Student Behaviour**

Primary School: Kindergarten - Year 2

Primary School: Years 3 – 6

Senior School: Years 7 – 12

“Our aim is that all students receive positive guidance and encouragement towards acceptable behaviour ...”



# Managing Student Behaviour

## Primary School: Kindergarten – Year 2

### Strategies and practices to promote positive student behaviour

At Mandurah Baptist College Primary School - Kindergarten to Year 2, we aim to provide quality education in a caring and Christian environment. We do this in the following ways:

- Provide positive, caring and trained educators
- Promote the wearing of our uniform with pride
- Provide appropriate programs such as remediation, learning support, parent support
- Encourage partnerships with all members of the school community through the P&F, newsletters, Open Days, Learning Journey and information evenings
- Support all staff in developing and maintaining exemplary teaching practices through ongoing professional development
- Provide pastoral care through a Primary School Chaplain and Psychologist

### Strategies and practices to recognise and reinforce student achievement

At Mandurah Baptist College Primary School - Kindergarten to Year 2, we acknowledge student achievement and behaviour in the following ways

- Teachers show genuine interest and care for each student
- Verbal praise and ongoing positive feedback
- Stickers and other tokens
- Individual awards
- College values rewards programme (PP-Y2)
- Merit letters posted home
- Student of the Week Awards (PP - Y2)
- Public acknowledgement in the newsletter
- Specialist class awards (PP-Y2)
- Lucky draws and House reward activities (PP-Y2)

### Strategies and practices to manage inappropriate student behaviour

(Based on the 1-2-3 Magic system)

1-2-3 Magic is an evidenced-based and highly effective discipline program developed by Dr. Thomas Phelen, a clinical psychologist. At Mandurah Baptist College it is used across Kindergarten, Pre-Primary, Year 1 and Year 2. This includes the specialist classes which these students attend. The program incorporates specific, gentle techniques to stop undesirable behaviour as well as to encourage positive behaviour. The program ensures minimal disruption to classes and eliminates power struggles. The aim of 1-2-3 Magic is to help children to feel comfortable, safe, understand their boundaries and to learn to work and play productively and cooperatively.

1-2-3 Magic primarily involves managing undesirable (low level) behaviour (in or outside of the classroom) by counting to 1, 2 or 3:

- If a child is not behaving appropriately (for example, talking during mat time, calling out instead of raising their hand), the teacher will, calmly and simply, say "that's 1" and hold up one finger.
- If the same child continues this behaviour, or starts it again within a short period of time, the teacher will say "that's 2" and hold up 2 fingers.
- If the behaviour continues or starts again, the teacher will say "that's 3, take 5" at which time the child must take a five-minute time out, at a reflection area. This gives the child two opportunities to change their behaviour before there is any consequence.
- Most instances of inappropriate behaviour are stopped at the "that's 1" or "that's 2" phase.
- If a child continues to make poor choices after "take 5", the child will be sent to a "Buddy Class" for a five-minute time of reflection. Class teachers will inform parents where there has been a reflection time at a "Buddy Class".
- If a child continues to make poor choices after being at a "Buddy Class" reflection time, the child will be sent to Student Services. Parents are informed either by the Deputy Principal or Principal or the classroom teacher. The child will be spoken to by the Principal or a Deputy Principal and at their discretion and may receive a consequence consistent with the Primary School: Years 3-6 discipline system.
- After recess and after lunch, students are given a clean behaviour slate.

For more serious behaviour issues, students may be sent straight to the reflection area 'take five' or be referred to the Deputy Principal or the Principal. The student may receive a consequence consistent with the Primary School: Years 3-6 discipline system.

# Primary School: Years 3 – 6

## Inside the Classroom

Any seen or perceived disruptive behaviour is initially dealt with using 'Low key Skills'. Thereafter, a form of The Canter Assertive Discipline System is implemented. 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 and the student being sent to a buddy class for an appropriate amount of time. This is the second warning. Following further disruption from the same student, they receive a second tick and then the teacher sends them to the office. The student's name is cleared from the board after each recess and each lunch to allow for a fresh start. For more serious behaviour issues, students are referred to a Deputy Principal (Student Services), or the Principal.

### Name on the Board

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
- Interfering with another student's work or equipment

#### *Time-wasting behaviour*

- Writing/reading notes in class
- Off task behaviour
- 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 Send Outs (being sent straight to the office)

Examples of automatic send outs:

#### *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*

- Punching another student
- Swearing at another student
- Swearing at a teacher

#### *Misuse of Computers or Other Equipment*

- Changing settings of classroom, lab, 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

A student sent out of any class eight (8) times in a year will be permanently withdrawn or excluded from attending Mandurah Baptist College.

### The Inside Send-out System in summary:

<b>First send-out</b>	Verbal warning by Deputy Principal (Student Services) and a letter written home to inform parents of the send-out.
<b>Second send-out</b>	Formal letter sent home to parents indicating that the student has been sent out of class on two occasions. A parent interview is requested.
<b>Third send-out</b>	Formal letter sent home to parents indicating that the student has been sent out of class on three occasions. A parent interview is requested.
<b>Fourth send-out</b>	In-school suspension – separate recess / lunch breaks – no contact with students. Parents are notified as soon as possible.
<b>Fifth send-out</b>	In-school suspension – separate recess / lunch breaks – no contact with students. Parents are notified as soon as possible.
<b>Sixth send-out</b>	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.
<b>Seventh send-out</b>	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.
<b>Eighth send-out</b>	Withdrawal or permanent exclusion from College.

## Outside the Classroom

The system for dealing with inappropriate behaviour outside the class operates differently from the inside discipline system. Students can receive an infringement, a minor / moderate outside send-out, a major outside send-out or immediate 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 or on the way to or from school while in College uniform.

The reason students may get an infringement or an outside send-out roughly falls into one of four categories:

<p><b>1. Educational</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Late to class with no note</li> <li>No sport uniform</li> <li>Homework not completed</li> <li>Disregarding the instruction of a teacher</li> </ul>	<p><b>2. Image of the College</b></p> <p>Examples:</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 the correct sports uniform</li> <li>Behaviour outside of school</li> </ul>
<p><b>3. Generally inappropriate behaviour</b></p> <p><i>(Rude/disobedient/dangerous/inappropriate)</i></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Swearing</li> <li>Chewing gum</li> <li>Disregarding the instruction of a teacher</li> <li>Poor online conduct</li> </ul>	<p><b>4. Anti-social behaviour</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Bullying/harassment (physical/cyber)</li> <li>Graffiti</li> <li>Vandalism</li> <li>Fighting</li> <li>Truancy</li> <li>Bringing alcohol to school</li> </ul>

### Penalties for inappropriate behaviour outside class:

<b>Infringements</b>	Generally given for lighter offences from categories 1 - 3
<b>Minor/Moderate 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

## Infringements

Infringements serve to address behaviours and actions that do not necessarily affect the classroom or other students. It operates to motivate students to modify those behaviours that interfere with the smooth running and/or appearance of the College.

Infringements are generally given for lighter offences from categories 1-3.

- When a student receives **10** infringements, an interview with parents is requested.
- When receiving **15** infringements they are given an in-school suspension for one day.
- At **20** infringements a student is given an at-home suspension for one day.
- At **25** infringements, a student will be excluded from the College.

### Outside Send-outs

#### *Minor/Moderate*

Students will be given four chances to correct their behaviour. On the fifth outside send-out (minor / 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.

Before each suspension (4th offence, 9th offence, 14th offence, 19th offence and 24th 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 five times in one year for any reason, they are permanently excluded from the College.

“Students are more likely to behave positively if they are in an environment where they feel respected and supported to achieve and thrive.”



# Senior School: Years 7 – 12

## Inside the Classroom

Any seen or perceived disruptive behaviour is dealt with using a form of The Canter Assertive Discipline System. That is, without a 'fuss' or necessarily a verbal exchange, the teacher writes the name of the student who is being disruptive 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. If there is further disruption from the same student, there is no need to tick their name again - the teacher then sends them to the Student Services to be interviewed by the Deputy Principal (Student Care).

### Name on the Board

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
- Interfering with another student's work
- Mobile phone going off in class
- Playing games/using digital technology without teacher permission

#### *Time-wasting behaviour*

- Writing/reading notes in class
- Completing work from another subject
- Off task behaviour
- 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 Send outs

A student may be sent out of class without warning for the following behaviour:

#### *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*

- 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, lab, or Library computers
- Accessing, attempting to access or showing inappropriate material via the internet
- Attempting to access restricted areas on the College computer network
- Intentional misuse of equipment provided during a lesson

The examples provided above are not comprehensive but as provided as a guide.

A student sent out of any class five (5) times in a year is withdrawn by their parents or the Principal will permanently exclude them from the College.

### The Inside Send-out System in summary:

<b>First send-out</b>	Verbal warning by Deputy Principal (Student Care) and a letter written home to inform parents of the send-out. The Head of Year or Deputy Principal (Student Care) will contact parents to discuss the behaviour.
<b>Second send-out</b>	Formal letter sent home to parents indicating that the student has been sent out of class on two occasions. A parent interview is requested by the Deputy Principal (Student Care).
<b>Third send-out</b>	In-school suspension for one day – separate recess / lunch breaks – no contact with students. Parents are notified as soon as possible. Parent interview with Deputy Principal (Student Care).
<b>Fourth send-out</b>	Out of school suspension for one day – total suspension from College. Parents are notified as soon as possible and asked to collect their child at their earliest convenience. Parent interview with Deputy Principal (Student Care).
<b>Fifth send-out</b>	Parent interview with Deputy Principal (Student Care). Withdrawal or permanent exclusion from College.

## Outside the Classroom

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 of class.

### What constitutes 'outside class'?

Outside class means before school, at recess, lunch, on the way to a class room and after school. The outside send-out system only applies to behaviour outside of normal classes. Please note that as soon as a student puts on their uniform, they are representing our College. Therefore, students can expect to be disciplined if they behave inappropriately whilst they are wearing their uniform.

An outside send-out could be issued before school, at recess, lunch or on the way to or from school while in College uniform.

### The Outside Send-out System in summary:

#### Major Outside Send-outs

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

If a student is suspended three (3) times in one year for any reason, they are permanently excluded from the College.

<b>First major outside send-out</b>	Parents are contacted, requesting an interview with the Deputy Principal (Student Care). The student is suspended from the College for one day.
<b>Second major outside send-out</b>	Parents are contacted, requesting an interview with the Deputy Principal (Student Care). The student is suspended from the College for one day.
<b>Third major outside send-out</b>	Parent interview with the Deputy Principal (Student Care). Withdrawn by parents or permanently excluded from the College.

#### Minor Outside Send-outs

Students are spoken to. A formal letter is sent to parents and a phone call from the Deputy Principal (Student Care) to explain the issue. Every third minor outside send-out a student is required to sit in suspension.

Students are permitted to record a total of eight minor outside send-outs during one year. At the ninth minor outside send-out, the student will be withdrawn by their parents and permanently excluded from the College.

<b>Third minor outside send-out</b>	In-school suspension for one day – separate recess / lunch breaks – no contact with students. Parents are notified as soon as possible. A formal letter is sent to parents and a phone call from the Deputy Principal (Student Care) to explain the issue.
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<b>Sixth minor outside send-out</b>	In-school suspension for one day – separate recess / lunch breaks – no contact with students. Parents are notified as soon as possible. Parent interview with Deputy Principal (Student Care).
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<b>Ninth minor outside send-out</b>	Parent interview with the Deputy Principal (Student Care). Withdrawn by parents or permanently excluded from the College.
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## The Demerit System

The demerit system serves to address behaviours and actions that do not necessarily affect the classroom or other students. It operates to motivate students to modify those behaviours that interfere with the smooth running and/or appearance of the College.

Students are permitted to record a total of 24 demerits during one year. At the 25th demerit, the student will be withdrawn by their parents and permanently excluded from the College.

<b>First demerit</b>	Parents are notified via email.
<b>At 10 demerits</b>	A letter is sent home informing parents that this stage has been reached and advising of further stages in the system.
<b>At 15 demerits</b>	Parents are contacted, requesting an interview with the Deputy Principal (Student Care). In-school suspension for one day – separate recess / lunch breaks – no contact with students.
<b>At 20 demerits</b>	Parents are contacted, requesting an interview with the Deputy Principal (Student Care). The student is suspended from the College for one day.
<b>At 25 demerits</b>	Parent interview with the Deputy Principal (Student Care). Withdrawn by parents or permanently excluded from the College.

## Penalties for inappropriate behaviour outside class

The reason students may get a **demerit** or an **outside send-out** roughly falls into one of four categories:

<p><b>1. Educational</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Homework/assignment not completed</li> <li>• Late to class</li> <li>• No sport uniform</li> <li>• Coming to class unprepared</li> </ul>	<p><b>2. Image of the College</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Make-up</li> <li>• Jewellery</li> <li>• Hair</li> <li>• Wearing the uniform incorrectly</li> <li>• Behaviour outside of College</li> </ul>
<p><b>3. Generally inappropriate behaviour</b></p> <p><i>(Rude/disobedient/dangerous/inappropriate)</i></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Swearing</li> <li>• Chewing gum</li> <li>• Disregarding the instruction of a teacher</li> <li>• No hat</li> <li>• Out of bounds</li> <li>• Touching/kissing</li> </ul>	<p><b>4. Anti-social behaviour</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Bullying/harassment</li> <li>• Graffiti</li> <li>• Vandalism</li> <li>• Fighting</li> <li>• Truancy</li> <li>• Smoking</li> <li>• Threatening/intimidating a teacher, students or parents of the College</li> </ul>

**Demerits** Demerits are generally given for lighter offences from categories 1 – 3. Students will be sent an email notifying them of the demerit.

**Minor Outside Send-outs** Generally given for moderate offences from categories 1 – 3.

**Major Outside Send-outs** Generally given for severe offences from categories 1 – 4.

**Immediate Exclusion** Given for serious offences in category 4 only.

## Examples:

Offence	Category	Consequence
<ul style="list-style-type: none"> <li>• Littering</li> <li>• No hat after a warning</li> <li>• Out of bounds after warning</li> </ul>	Light	Demerit
<ul style="list-style-type: none"> <li>• Bullying – name calling, intimidation (first offence)</li> <li>• Rough/dangerous play</li> <li>• Disobeying a teacher's instructions</li> </ul>	Moderate	Demerit or minor outside send-out
<ul style="list-style-type: none"> <li>• Vandalism</li> <li>• Fighting</li> <li>• Leaving the College grounds</li> <li>• Smoking</li> <li>• Poor online conduct</li> </ul>	Severe	Major outside send-out
<ul style="list-style-type: none"> <li>• Assaulting a teacher</li> <li>• Online predatory behaviour</li> <li>• Bringing alcohol to school and/or the consumption of it</li> <li>• Bringing drugs and/or drug paraphernalia to school, using and/or selling</li> <li>• Showing illicit material to others or viewing it on College grounds (images/ videos of high violence or pornographic in nature)</li> <li>• Bringing weapons to the College</li> </ul>	Serious	Immediate exclusion

**NB the Assistant Deputy Principal may act on behalf of the Deputy Principal (Student Care) or Principal in the administration of the Discipline Policy in the Senior School.**



READING  
TREE



**MANDURAH  
BAPTIST COLLEGE**

BE STRONG & COURAGEOUS

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