



## SCBC Additional Policies

### **Student Behaviour & Discipline Policy (Secondary)**

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At South Coast Baptist College, students are being trained/coached to be self-disciplined. Students are being guided to take more responsibility for their own actions in a safe and caring environment.

The College uses a range of positive reinforcement and sanctions to encourage positive behaviour.

#### **These include:**

- Positive feedback in class.
- Behaviour House Points (BHPs).
- Level Backs.
- Commendation letters.
- Certificates of Excellence.
- Outstanding Achievement and Outstanding Application Awards for each subject.

#### **Sanctions used by the College include:**

- Warnings and pastoral conversations.
- Natural consequences such as finishing work during part of recess or lunch, picking up litter etc.
- PMIs.
- Levels.

- Loss of Good Standing.
- After school detention.
- Suspensions.
- Exclusion.

## How this works in class?

Any seen or perceived disruptive behaviour is dealt with in the following way:

- At the seen or perceived disruptive behaviour, the teacher writes the name of the student onto the board, letting the student know clearly why their name is going onto the board. This is the student's first warning.
- A further disruption by the same student will result in a tick being placed next to their name. Again, the teacher clearly explains to the student why a tick is being placed next to their name. This is the second warning.
- A third disruption by the same student will result in a class send-out where the student is sent to the Secondary Office to see the Deputy Head Student Wellbeing (Secondary).
- A 'send out' will result in a level being allocated.

## Behaviour that may begin the system of name, tick, send out but not limited to:

### Distracting behaviour

- Talking/singing/making noises.
- Walking around the room.
- Swinging on a chair.
- Calling out.
- Distracting someone from another class.

### Time-wasting behaviour

- Writing/reading notes in class.
- Completing work from another class.
- Drawing pictures.
- Using a device without teacher permission.

- Not completing a reasonable amount of work within a given timeframe.

## **Being disrespectful/rude to a staff member or another student**

- Name-calling.
- Putting another student down.
- Speaking disrespectfully to a teacher.
- Making inappropriate comments.
- Leaving the room without permission.
- Refusing to follow the reasonable directions of a staff member.

## **Mobile Phones**

- Students are **NOT** to access their mobile phone as soon as they enter the College grounds in the morning and again not until the College bell has gone in the afternoon.
- Mobile phones are not permitted to be carried on a student's person around the College. Mobile phones are to be secured in a locker with a padlock as soon as the student arrives at school. Students found with a mobile phone on their person will be issued with a level.
- Students who do not have a lock on their locker are to hand in their mobile phone at the Secondary Administration Office for safe keeping during the day. Students can collect their phone at the end of the day.
- Students who do not need to use a mobile phone before or after school are encouraged to leave it at home.
- Students are not permitted to use a mobile phone on college premises to purchase food or drinks from the College canteen or 4Shore Cafe.
- Students found accessing their mobile phone during the day, without teacher permission, will be given a level.
- Students found accessing their mobile phone during school hours will have their phone confiscated immediately by the staff member who observes them. The confiscated phone will be kept in the Secondary Office. The phone will be returned to the student at the end of the College Day.
- Students are not permitted to use their mobile phone's camera to take photos, regardless of whether it is for educational purposes. Photos should be taken using a Laptop or the Secondary camera and only with the knowledge and permission of those being filmed. The exception is for those students in Years 11 and 12 who are required to gather evidence for their VET qualifications or students using College supplied phones for Media class..

- Mobile phones are banned in spaces such as but not limited to change rooms, toilets, fitness centre etc. Students caught with a mobile phone in these areas will be issued with a level and a one day in-school suspension. This is due to protective behaviours issues.
- Students found using their mobile phone to contact a parent/guardian will be issued with a level. Parents wishing to contact their child during College hours are required to make contact through Front Reception or the Secondary Office.
- Music is not to be played through mobile phones in any classes.
- Smart watches that can receive notification or make calls are to be kept on airplane mode during school time.
- Students identified by the IT Department accessing a Hotspot/VPN will be in breach of the school's responsible use of IT policy and any student found to have active WIFI Hotspots/VPN on their phone will be given a level and one-day in-school suspension.
- Mobile phones that are brought to and kept at school is entirely at the owner's risk. The College cannot accept any responsibility for theft, loss or damage of a mobile phone. Students and parents should recognise, however, that mobile phones can be the target for theft and, accordingly, mobile phones should always be stored in a locker secured by a lock.
- Exemptions to this ban will be granted to those students who require their mobile phone to monitor a medical condition. In such cases the student will be given a 'Medical Alert' card which can be shown to a teacher if the student is found accessing a mobile phone.

## Year 12 Phone Use

- Students in Year 12 who are studying a VET qualification where they are required to gather evidence are permitted to use their mobile phone under the supervision of a teacher. Once the class has finished students are required to return their mobile phone to their locker which is secured by a lock
- Students found taking a photo of other students or of staff will be issued with a **level** and their phone will be confiscated for the day.
- Mobile phones are banned in spaces such as but not limited to change rooms, toilets, fitness centre etc. Students caught with a mobile phone in these areas will be issued with a level and a one day in-school suspension.
- Students are not permitted to listen to music through their mobile phone in any classes.
- Year 12 students are permitted to use their phones in the Year 12 Common Room at lunchtime.

## Earphones

- Earphones are to be taken out as soon as students enter the College grounds in the morning. Students should not be seen wearing wired earphones outside of the classroom until the bell goes in the afternoon.
- Earphone use in the classroom for learning activities is at the discretion of the teacher. Earphones can be the wired earplug type or wired over the head headphones.
- Students are not permitted to walk around the College during break times, including between classes, with wired earphones in their ears. If a student is found to have earphones in their ears during a break time, then a level will be issued.
- Earphones that are brought to and kept at school and used, are entirely at the owner's risk. The College cannot accept any responsibility for theft, loss or damage of earphones (wireless or wired). Students and parents should recognise, however, that wireless earphones can be the target for theft and, accordingly, they should always be stored in a locker secured by a padlock or kept on you.

## **PMIs**

PMIs (personal management issues for Preparation, Presentation and Punctuality) are usually allocated for behaviour related to personal management issues including but not limited to:

### **Organisation Expectations**

An immediate PMI will be issued for the following organisation issues.

- If a student arrives at Homeroom or class late (after the lesson has started) with no written note or email from a parent/guardian/staff member explaining the student's lateness. An immediate PMI will be issued.
- No sports uniform for HPE class.
- Unprepared for class.
- Failure to return a loan Laptop or Power Pack to the IT Department at the end of the day that it was loaned out to the student.

### **Uniform and Presentation Expectations**

An immediate PMI will be issued for the following presentation issues.

- Excessive make-up.
- Wearing jewellery that is not part of the College uniform.
- Hair below shoulder length should be tied back and all hair should be off the face.

- Not wearing the uniform neatly and correctly at all times.
- A hat not being worn when on the Oval or in Physical Education during Terms 1 and 4.
- A report by a member of the public or observation by a staff member of a student outside of school wearing the uniform incorrectly.

PMIs will be issued to students throughout the term. If a student accrues five PMIs of one type within a term then a Level is issued. Parents are contacted when their child has reached three PMIs and again when a Level is issued.

PMIs reset at the end of each term and students start each term with zero PMIs.

Parents are contacted and the issue discussed if the student receives a Level for five or more PMIs issued. If the issue continues, a plan is created for the student to adhere to.

## Levels

Levels are the result of being sent out of class for disrupting learning or for serious zero tolerance incidents that occur in the schoolyard. Accruing too many steps and or levels will result in suspension or permanent exclusion from the College.

## Automatic Send-Outs (Levels)

A student may be sent out of class without warning for anything deemed as zero-tolerance such as but not limited to:

### Breach of safety

- Throwing an object in class.
- Knocking a student off a chair.
- Tripping a student.
- Pushing or shoving (Skylarking) that is likely to cause injury to another student whilst lining up.
- Pushing or shoving (Skylarking) that is likely to cause injury to another student inside the classroom.
- Not following safety guidelines in practical lessons.

## Physical Abuse or Verbal Abuse

- Punching/hitting/slapping/fighting with another student.
- Swearing at another student.
- Swearing at a staff member.
- Using inappropriate racial or sexual overtones towards a student or staff member.
- Using inappropriate racial slurs.

## **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.

## **Level Backs**

Students can earn back two levels per year by completing a level back program attained from your Head of Year.

## **Zero Tolerance**

Suspension or permanent exclusion may result from students inciting or participating in any of the following but not limited to:

- Fighting.
- Possession, supply and / or sale of dangerous illegal, unlawful substances or materials.
- Vandalism or graffiti to school property or other property students are using such as contracted buses.
- Harassment/Bullying.
- Theft including outside of school hours.
- Plagiarism and cheating. Students will be held as complicit if they allow another student to copy their work.
- Unsafe driving.
- Sexting, online bullying and harassment, including outside of school hours.
- 24/7 accountability for inappropriate use of social media directed towards another student/s or member of the SCBC community.

- Refusing to leave a class.
- Deliberately choosing not to attend an assigned class without a valid reason (Wagging class).
- Disrespectful behaviour towards a teacher such as lying, giving false information, refusing to follow instructions.
- Inappropriate conduct of a sexual nature between students.

Policy Version

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