



KINGSWAY
CHRISTIAN COLLEGE

Cricos Provider #01855M

COLLEGE POLICY

DISCIPLINE POLICY

VERSION
5.1

Document and Version Management

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5.1	September 2020	Principal	Principal	Update of roles following restructure	December 2020

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 have a right to:

- Learn or teach free from disruption.
- Be treated courteously.
- Be free from any form of discrimination including verbal and 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 are given.
- Physical awards are given through Merit Certificates, Prizes and Trophies.
- Acknowledgment to peers in class; at year level 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 everyone else in the class as well.

Every student has the right to the best possible education they can obtain at Kingsway Christian College.

Kingsway Christian College explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment. See below for definitions of these terms.

Child abuse

- 1) Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or a child's caregiver.
- 2) Sexual abuse, in relation to a child, includes sexual behaviour in circumstances where:
 - a. The child is the subject of bribery, coercion, a threat, exploitation or violence;
 - b. The child has less power than another person involved in the behaviour; or
 - c. There is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.

- 3) Emotional abuse includes:
 - a. Psychological abuse; and
 - b. Being exposed to an act of family and domestic violence.

- 4) Neglect includes failure by a child's parents to provide, arrange or allow the provision of:
 - a. Adequate care for the child; or
 - b. Effective medical, therapeutic or remedial treatment for the child.

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 any 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.

Primary Discipline Policy

Two systems of behaviour management exist at Kingsway Christian College, one for **'inside'** the classroom and a system for **'outside'** the classroom.

1) INSIDE

Any seen or perceived disruptive behaviour is dealt with using a procedure known as 'Canter'. That is, without a 'fuss' or even a verbal exchange, the Teacher takes note of the disruptive student and lets them know they have recorded their name. This is their first warning. Further disruption by the same student will result in a **cross** 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 him/her** to the Primary Administration to be interviewed.

Any "name & cross" noted by the teacher is removed after a half day period. Students have a fresh start with specialist teachers.

When a student is **sent out** the following occurs:

1. The student is sent to the Primary Administration.
2. At the conclusion of the lesson, or at a most convenient time on that day, the teacher concerned checks to see if the student has followed his/her instructions and lodges the details of the incident with the Primary Administration.

SUMMARY:

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|-----------------------------|--|
| 1st Time: | Verbal 'warning' by Associate Dean of Primary. Parents advised in writing (2 period detention). |
| 2nd Time: | Letter sent home to parents indicating the student has been sent out of class on two occasions. Parent interview requested (2 period detention). |
| 3rd Time: | Letter sent home to parents indicating the student has been sent out of class on three occasions (2 period detention). Parent interview requested. Additionally, the student will be sent to the College Chaplain for a friendly visit |
| 4th Time: | In-School suspension for one day (separate recess / lunch breaks - no contact with students). Additionally, the student will be sent to the College Chaplain for a friendly visit. Parents interview requested. |
| 5th Time: | At home suspension for one day. Parents are notified as soon as possible and asked to collect their child at their earliest convenience. |
| 6th Time: | Withdrawal or permanent exclusion from College. |

Automatic Send-Outs

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

- a) Breach of safety (throwing an object, knocking student off a chair etc.)
- b) Physical abuse
- c) Verbal abuse of a teacher or student
- d) Misuse of computers

2) OUTSIDE

General Rule: The offending student is sent to the Primary Administration.

Note: They remain at the Office until otherwise informed.
They are interviewed by Primary Leadership

Guidelines:

Light offence: Dealt with by the teacher.

Moderate offence: Student sent to the administration office for recording of name. When a student has been sent to the office and their name recorded on 4 occasions for a moderate offence then on the 5th they are suspended from school for a day. If a student repeats this procedure 3 times in a year they are withdrawn or permanently excluded from the College. Each moderate offence also results in a detention.

Severe offence: The student is immediately sent to the Primary Administration. For severe offences a student is suspended immediately. If a student repeats this procedure 3 times in a year they are withdrawn or permanently excluded from the College.

Use or possession of illegal drugs/alcohol by a student is immediate withdrawal or exclusion from the College.

CYBER & OFF-CAMPUS BULLYING

The College will impose formal sanctions when any action that takes place off-campus causes, or threatens to cause substantial or material disruption, or interferes with the rights of a student to feel safe and secure. This includes bullying that takes place in shopping centres, on public transport, in public open spaces, and in digital forms on the weekend. These sanctions may include suspension or exclusion from the College.

Note: To be read in conjunction with the College Bullying Prevention Policy.

INFRINGEMENTS

Infringements are received for behaviours that do not disturb another child's education and do not impose safety risks to other students. They operate to motivate students to modify those behaviours that interfere with the ethos, smooth running and/or appearance of the College. Examples of infringements include chewing gum, uniform infringements, diary not signed, littering etc.

If a student is continually being given infringements the following consequences apply:

- i. At 5 Infringements - letter sent home
- ii. At 10 Infringements – ½ day in-school suspension
- iii. At 15 Infringements – one day in-school suspension
- iv. At 20 Infringements – one day at home suspension.
- v. At 25 Infringements – the student is withdrawn from the College.

All students commence a new academic year with a “clean slate”.

Secondary Discipline Policy

Three components of behaviour management exist at Kingsway Christian College:

1) INFRINGEMENTS (visible in the student and parent portals)

Infringements are received for behaviours that do not disturb another child's education and do not impose safety risks to other students. All Kingsway staff attempt to modify student behaviour through a relational positive approach, but if that proves ineffective, they will record minor breaches as infringements in order to make parents/guardians aware of these minor issues and ask for their support. It operates to motivate students to modify those behaviours that interfere with the ethos, smooth running and/or appearance of the College. Examples of infringements include chewing gum, uniform infringements, diary not signed, unexplained lateness to form class etc.)

If a student is continually being given infringements the following consequences apply:

- i. At 5 Infringements – Verbal 'warning' by the Heads of Students
- ii. At 10 Infringements – Parent notified by the Heads of Students via a phone call or in a direct message through the parent portal. Student notified that further disruption will lead to suspensions.
- iii. At 15 Infringements – parents contacted by the Heads of Students via a phone call or in a direct message through the parent portal. A half-day in-school suspension
- iv. At 20 Infringements – parents contacted by the Dean of Secondary and 1 Day at home suspension
- v. At 25 Infringements – Parents contacted by the Dean of Secondary. The student is withdrawn from the College.

All students commence a new academic year with a "clean slate".

2) DISRUPTING THE LEARNING OF OTHERS

Any seen or perceived disruptive behaviour is dealt with using a procedure known as 'Canter'. A student who is disrupting the learning of others is verbally warned by the teacher and informed that if they don't stop the disruptive behaviour that they will get their name on the board. If the student doesn't respond and comply with their teacher's instructions, without a 'fuss' or necessarily a verbal exchange, the Teacher **writes the name** of the disruptive student on to the whiteboard. This is their first warning. The student will also be moved to another location in the classroom if

possible, to allow them to “reset”. The same process is followed if disruption by the same student occurs, and a **cross is** 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 him/her** to the Administration Office.

Consequences for disrupting other students learning to the point where an “I-send-out” is issued, are as follows:

- 1st Time:** Verbal ‘warning’ by the Dean of Secondary
- 2nd Time:** Parent notified by the Dean of Secondary via a phone call or in a direct message through the parent portal. Student notified that further disruption will lead to suspensions.
- 3rd Time:** Parents contacted by the Dean of Secondary via a phone call or in a direct message through the parent portal. A half-day in-school suspension.
- 4th Time:** Parents contacted by the Dean of Secondary. Suspension at home for one day with a warning that another I-send-out would lead to exclusion from the College
- 5th Time:** Parents contacted by the Principal. Withdrawal or permanent exclusion from College.

Automatic Send-Outs

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

- a) Breach of safety
- b) Physical abuse
- c) Verbal abuse of a teacher or student
- d) Misuse of computers
- e) Any serious misbehaviour disrupting other students’ learning

3) OUTSIDE CLASSROOM INCIDENTS

General Rule: The offending student is sent to the Administration Office if a teacher who is made aware of the incident is unable to resolve the matter

Note: Students remain at the Administration Office until interviewed by a member of the Pastoral care team.

Guidelines:

Light offence:	Dealt with by the teacher or the HOS.
Serious offence:	The student is immediately sent to the Administration Office. If a student repeats this procedure 3 times in a year they are withdrawn or permanently excluded from the College. Parents are notified each time and suspensions are issued each time.
Severe offences	The student is suspended immediately and can be excluded from the College on the first or second offence

Use or possession of illegal drugs by a student is immediate withdrawal or exclusion from the College.

CYBER & OFF-CAMPUS BULLYING

The College will impose formal sanctions when any action that takes place off-campus that causes, or threatens to cause substantial or material disruption, or interferes with the rights of a student to feel safe and secure. This includes bullying that takes place in shopping centres, on public transport, in public open spaces, and in digital forms on the weekend. These sanctions may include suspension or exclusion from the College.

Note: To be read in conjunction with the College Bullying Prevention Policy.

Relevant Legislation

- Criminal Code 1913
- School Education Act 1999
- School Education Act Regulations 2000
- Occupational Safety and Health Act 1984 and Regulations 1996
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Equal Opportunity Act 1984