

## Student Management Policy – Primary

### 1. INTRODUCTION

Fremantle Christian College is committed to creating a safe environment for all students. The 10 national principles for child safe organizations underpin our practices and the Keeping safe (child protection curriculum) is embedded in our curriculum. Our aim is to ensure that all students are safe and engaged.

The goal of discipline is to engender self-discipline, respect for appropriate boundaries and the recognition that all behaviour choices have consequences, both positive and negative.

### 2. SCOPE

This policy applies to everyone who is in a teaching, administrative, practicum, or management position or role in the Primary school. The purpose is to support students to continue to develop self-discipline and to take responsibility for their own actions in a caring community.

### 3. CODE OF CONDUCT / RIGHTS AND RESPONSIBILITIES

To effectively guide and respond to student behaviour, staff, parents and administrators must support each other and send consistent messages to students.

The college aims to achieve this by having a well-balanced reward and discipline system. As part of this balance, the College explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment. Please see below for a description of these terms, as defined in the *Guide*.

### 4. CHILD ABUSE:

Four forms of child abuse are covered by WA law:

- 4.1. Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or a child's caregiver.
- 4.2. Sexual abuse, in relation to a child, includes sexual behaviour in circumstances where:
  - the child is the subject of bribery, coercion, a threat, exploitation or violence;
  - the child has less power than another person involved in the behaviour; or
  - there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.
- 4.3. Emotional abuse includes:
  - psychological abuse; and
  - being exposed to an act of family and domestic violence.
- 4.4. Neglect includes failure by a child's parents to provide, arrange or allow the provision of:
  - adequate care for the child; or
  - effective medical, therapeutic or remedial treatment for the child.
- 4.5. 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: from UN Committee on the Rights of the Child, General Comment No. 8 (2006), paragraphs 11 and 15: CRC/C/GC/8, 2 March 2007.

4.6. 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 (from UN Committee on the Rights of the Child, General Comment No. 8 (2006), paragraphs 11 and 16: CRC/C/GC/8, 2 March 2007).

**5. POSITIVE GUIDANCE AND RESTORATIVE PRACTICES**

Fremantle Christian College aims to foster a climate that enhances responsibility and cooperation by defining, recognising, and actively promoting positive behaviour using guidance and restorative practices. This can include aspects such as House Points or Effort achievement awards to reward positive behaviour or modelling restorative justice.

**6. Discipline Process**

Fremantle Christian College aims to foster a climate that enhances responsibility and cooperation by actively encouraging students to respect themselves and the College. Part of the responsibility of the college is to create a system to manage student behaviour to endeavour when they are not compliant with their responsibilities. To help promote student behaviour Fremantle Christian College has three aspects of discipline depending on severity and location. These are:

- Infringements
- Inside system
- Outside system

6.1. Infringements

Infringements are recorded by teachers for behaviour that reflects lack of appropriate, expected discipline. A record of infringements is maintained using the student management software and can be seen by parents.

Students do not receive any detention or suspension or get sent to the office for one infringement. The college will communicate regularly via email when students have obtained infringements. Usually every fifth infringement.

After:

- 15 infringements: Parents are contacted and the student receives an out of College suspension. Parents are requested to attend an interview with the Principal or Deputy
- 20 infringements: Parents are contacted and the student receives an out of College suspension. Parents are requested to attend an interview, counselling and behaviour management plan are reviewed. Parents and student are made clearly aware of consequences of receiving further infringements.
- 25 infringements: The student is excluded from the College on receipt of 25 infringements during one school year.

Examples of Infringements include, but are not limited to:

- Chewing gum
- Throwing food or littering
- Swearing (that is not directed at another person)
- Lateness to class after lunch or recess

Examples of issues that will be addressed directly to the parent/guardian include

- Non-compliance with the uniform policy.
- Non-compliance with the homework policy
- Non-attendance or lateness in the morning

## 6.2. Inside System

The Inside System is followed throughout Primary however differs slightly between the Early Childhood and Upper Primary settings in order to be responsive to the age and stage of the students. It is designed to enable students to learn with distraction minimised and students to be trained to respect the learning experience of themselves and others.

Inside the classroom (including class activities that are outside the classroom such as excursions or lessons in the grounds), a simple three step process is implemented (known as the Canter System). When a student does not respond to the teacher's correction, the student's name placed on the board. This is the first warning. If disruptive behaviour continues, a second warning is issued, and a tick is placed next to the student's name. If disruptive behaviour continues, the student is removed from the classroom and sent to the office.

Some behaviour warrants an immediate send out, without the two warnings including but not limited to behaviour that could cause injury or misuse of equipment.

When sent out of class, the student presents themselves at the office and waits to be seen by the Deputy Principal (Primary) or Principal

The inside send out system in summary:

- 1 send out: A verbal warning from the Principal or Deputy and contact home via telephone or email.
- 2 send outs: A letter is sent home and parents are requested to attend an interview.
- 3 send outs: A second letter is sent home and parents are requested to attend an interview.
- 4 send outs: In College suspension with separate recess and lunch breaks. A third letter is sent home and parents are requested to attend an interview. Behaviour management plan and counselling are implemented as appropriate.
- 5 send outs: Second in College suspension with separate recess and lunch breaks. A fourth letter is sent home.
- 6 send outs: Student receives an out of College suspension, a letter is sent home, parents are requested to attend an interview and informed clearly about consequences of further send outs. Behaviour management plan and counselling are reviewed as appropriate.
- 7 send outs: Student receives a second out of College suspension, a letter is sent home and parents are informed clearly about the consequences of a further send out.
- 8 send outs: The student is excluded from the College.

## 6.3. Outside System

Outside the classroom discipline is treated as Minor, Moderate or Major.

The outside send out system in summary:

### *Minor Outside Offences*

These are dealt with by the responsible Teacher as deemed appropriate and usually do not involve the Senior Leadership Team. Light offences are recorded as outside send

out minor and are designed to track repeated low-level offences. The behaviours that warrant this correction include safety concerns or negative behaviour amongst students.

#### *Moderate Outside Offences*

Moderate offences (general inappropriate behaviour, being rude, disobedient, or acting dangerously) result in a Moderate Outside Send Out. The student is sent to the office and the send out is recorded.

- When a student has been sent to the Student Office and their name recorded on four occasions for moderate offences, they will be put on a behavior plan monitored by the Deputy Principal of Primary.
- When a student has received 5 moderate send outs they will be suspended for a day. A day's suspension equates to a severe offence.

#### *Major Outside Offences*

Major outside offences result in an immediate out of College suspension. With each suspension, a letter is sent home. Major outside offences include but are not limited the following types of behaviours:

- Willfully damaging property (i.e. vandalism or graffiti)
- Causing hurt to others or damage to property through careless behaviour
- Overtly refusing to follow a Teacher's instructions
- Using or attempting to use a mobile electronic device without permission
- Willfully hurting or intimidating another person
- Truancy
- Stealing

#### *Consequences*

- After 1 Major Outside Send Out: A letter is sent home and parents are requested to attend an interview, a behaviour management plan and counselling are implemented as appropriate. Student and parents are clearly informed about consequences of further send outs. A Major offence involving drugs, alcohol or violence will result in the student not returning to class for that day and an external suspension will occur until the investigation has been completed and consequences determined. The first Outside Major Send Out will result in an internal suspension.
- After 2 Major Outside Send Outs: A letter is sent home and parents are requested to attend an interview. The behaviour management plan and counselling are reviewed as appropriate. Students and parents are clearly informed about the consequence of a further send out. A Major offence involving drugs, alcohol or violence will result in the student not returning to class for that day and an external suspension will occur until the investigation has been completed and consequences determined. The second Outside Major Send Out will result in an external suspension.
- After 3 Major Outside Send Outs: The student is excluded from the College.

*A student can be excluded immediately from the College, for a first major offence.*

*Examples of major offences warranting immediate exclusion include, but are not limited to, incidents of physical abuse, sexual abuse, bringing a weapon to the College, substance abuse and severe breaches of FCC's cyber safety rules.*

#### 6.4. **Out of College Offences**

The College reserves the right to apply the discipline system, outside of the College, when students are wearing the College uniform or are identified as an FCC student. This includes travelling to and from the College and time spent in public places. Furthermore, if the College receives images (photographic or video, posted online or shared) clearly identifying FCC student(s), carrying out activities that would warrant discipline if they had occurred on the College site, the College will apply its discipline policy to the situation.

If a student bullies or harasses another student or staff member online and if evidence of this is provided to the school in any form, such as screen shots, then the College will apply the discipline policy as outlined above. Similarly, if a student sends, or requests others to send, inappropriate images and if evidence of this is provided to the College, the student will be disciplined in accordance with the Discipline Policy.

It is a requirement of our Duty of Care obligations that students may not leave the College grounds without permission. This applies from the time the student first enters the College grounds. Any student who leaves the College grounds without permission may receive an Outside Send Out (major). This also includes Students involved in after-school activities are not permitted to leave and return to the College grounds without permission from a teacher or parent.

### 7. **Clean Slate**

At the end of the school year, all students will be given a 'clean slate' as far as sanctions for behaviour are concerned. Exceptions to the 'clean slate' policy apply where severely inappropriate activity that do not warrant immediate expulsion. These offenses will receive a maximum of one warning throughout a student's time in the Primary School of Fremantle Christian College.

All disciplinary records remain in a student's file. The Principal may, at their discretion, impose particular conditions on a student, from the beginning of a new school year, with the goal of moving a student toward making appropriate behavioural choices, notwithstanding the clean slate.

### 8. **Disputes**

A student, parent or carer may have concerns regarding whether or not the student was involved in the incident that they were held to account for. If this is the case either party can ask for a review via an email to the Principal up to a week (5 school days) after they were first notified of the incident. Any request to investigate after this point will not be entered into.

A student, parent or carer may have concerns about the level of consequence given for the incident. If this is the case either party can ask for a review via an email to the Principal up to a week (5 school days) after they were first notified of the incident. Any request to downgrade the level of consequence after this point will not be entered into.

A student, parent or carer may have concerns about the validity of the investigation or application of College policy. If this is the case a complaint must be made in writing to the Principal regarding the investigation process up to a week (5 school days) after they were first notified of the incident. If any party feels that the Principal has not upheld the College policy or that the investigation was not sufficiently thorough then they have the right to write to the College Council to outline their concerns.

The Director General of the Department of Education is responsible for ensuring that the school observes the registration standards, including the standard about its complaints handling system. Any student, parent or community member is entitled to contact the

Student Management Policy - Primary

Director General with concerns about how the school has dealt with a complaint. Information is available on the Department of Education website<sup>16</sup>. While the Director General may consider whether the school has breached the registration standards, she does not have power to intervene in a complaint or override the school's decision.