



## **SECONDARY STUDENT MANAGEMENT POLICY**

### **1. Introduction**

Fremantle Christian College (FCC) is committed to creating a safe environment for all students. The ten National Principles for Child Safe Organizations underpin the College practices and the Keeping Safe (child protection curriculum) is embedded in the College curriculum. The aim of the College is to ensure that all students are safe and engaged.

The goal of student management 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 College. The purpose is to support students to continue to develop self-behaviour management and to take responsibility for their own actions in a caring community.

The Pastoral Care team is defined as the Deputy (Pastoral), Pastoral Care Coordinators and the Principal. On rare occasions the Pastoral Care team will also include the College's other Deputy Principals.

### **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 Child Safe Organisations Guide.

### **4. Child Abuse**

Four forms of child abuse are covered by WA law.

#### **4.1. Physical Abuse**

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**

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
- 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**

Emotional abuse includes:

- psychological abuse

- being exposed to an act of family and domestic violence

#### **4.4. Neglect**

Neglect includes failure by a child's parents/guardians to provide, arrange or allow the provision of:

- adequate care for the child
- 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**

FCC 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. Student Management Process**

FCC 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 when they are not compliant with their responsibilities.

To help promote student behaviour, FCC 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 behaviour. A record of infringements is maintained using the student management software and can be viewed by parents.

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

**6.1.1. After 15 Infringements:**

Parents are contacted, and the student receives an external suspension. Parents are requested to attend an interview with the Principal or Deputy

**6.1.2. After 20 Infringements:**

Parents are contacted, and the student receives an in-College suspension. Parents are requested to attend an interview with the Principal or Deputy

**6.1.3. After 25 infringements:**

Parents are contacted, and the student receives an in College suspension. Parents are requested to attend an interview with the Principal or Deputy

Examples of Infringements include, but are not limited to:

- chewing gum
- throwing food or littering
- swearing (that is not directed at another person)
- displaying, using or attempting to use a mobile electronic device outside and within the College grounds (phone use in class or the bathrooms have a higher-level consequence), for whatever reason
- lateness to class after lunch or recess
- non-compliance with the Uniform Policy
- being out of bounds or loitering.
- non-compliance with the Homework Policy
- not being prepared for class including not having a diary
- lateness in the morning

**6.2. Inside System**

The Inside System is followed throughout the College. 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 is 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 Student Services.

Some behaviour warrants an immediate send out, without the two warnings. These behaviours include the following types of behaviour:

- intentionally pushing or knocking another student off a chair, or intentionally hitting another student
- throwing an object or using projectiles in the classroom in a manner that could or did cause injury
- swearing at a staff member or another student
- unsafe or inappropriate use of equipment in a manner that could or did cause injury
- accessing or attempting to access inappropriate websites or restricted areas of the College computer network. Highly inappropriate material such as pornography, violent material, altering or showing images to belittle someone else will result in an instant suspension or exclusion
- using, displaying or overtly carrying a mobile phone or other mobile device (internet connected or not) in class without permission

When sent out of class, the student presents themselves at the Student Services and waits to be seen by a member of the pastoral care team, a Deputy, or the Principal.

#### **6.2.1. The Inside Send Out System in Summary:**

##### **6.2.1.1. 1 Send Out:**

A verbal warning from the Principal or Pastoral Care Team. A phone call and a letter will be sent to the parents to inform them of the send out and the reason for it.

##### **6.2.1.2. 2 Send Outs:**

The parent is contacted via phone and/or a letter is sent home, and parents are requested to attend an interview.

##### **6.2.1.3. 3 Send Outs:**

In College suspension with separate recess and lunch breaks. Another letter is sent home, and parents are requested to attend an interview.

##### **6.2.1.4. 4 Send Outs:**

The student receives an out of College suspension and a letter is sent home. Parents are requested to attend an interview and informed clearly about the consequences of a further send out.

##### **6.2.1.5. 5 Send Outs:**

The student is excluded from the College.

#### **6.3. Outside System**

Outside the classroom discipline is treated as minor, moderate or major.

#### **6.3.1. The Outside Send Out system in summary:**

##### **6.3.1.1. Minor Outside Offences:**

These are dealt with by the responsible teacher as deemed appropriate and usually do not involve the Senior Leadership Team (SLT). Minor 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.

**6.3.1.2. 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 to 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 in the bathroom
- willfully hurting or intimidating another person
- truancy (either onsite or offsite)
- stealing

**6.3.2. Consequences**

**6.3.2.1. 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. Students 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 Major Outside Send Out will result in an external suspension.

**6.3.2.2. After 2 Major Outside Send Outs:**

A letter is sent home, and parents are requested to attend an interview. Any 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 non returning to class for that day and an out-of-College suspension will occur until the investigation has been completed and consequences determined.

The second Major Outside Send Out will result in an out-of-College suspension.

#### **6.3.2.3. After 3 Major Outside Send Outs:**

The student is excluded from the College. This can include 5 Moderate Outside Send outs counting as one Major Outside Send Out, 10 as 2 and 15 as 3.

**A student can be excluded immediately from the College, for a first severe offence. Examples of severe offences warranting immediate exclusion include, but are not limited to, incidents of physical abuse, sexual abuse, bringing a weapon to the College, drug possession or use and severe breaches of FCC's cyber safety rules.**

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

The College reserves the right to apply the Student Management 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 students carrying out activities that would warrant discipline if they had occurred on the College site, the College will apply its Student Management 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 College in any form, such as screen shots, then the College will apply the Student Management 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 Student Management 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 Major Outside Send Out. This also includes students involved in after-College activities who are not permitted to leave and return to the College grounds without permission from a teacher or parent/guardian.

### **7. Phone Use**

FCC maintains a **zero-tolerance** policy regarding student phone use on campus. Phones are not to be seen, touched, used, or operated at any time during the school day.

- **Storage:** all student phones must be stored in lockers throughout the day.
- **On-Campus Breaches:**
  - If a student is found using their phone anywhere on campus grounds (including lockers, bathrooms, or outdoor areas), this will be classified as a **Major Send Out**.
  - If a student is found using their phone in a classroom, this will be classified as an **Inside Send Out**.
- **Off-Site Activities:** At any structured, planned, or timetabled College activity off-site (e.g. off-site PE lessons, carnivals, excursions), phone use will be classified as an **Inside Send Out**, as these activities fall under the parameters of structured learning.

This policy is designed to remove classrooms distractions, protect student wellbeing, and uphold a safe and focused learning environment.

**8. 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 there is severely inappropriate activity that does not warrant immediate expulsion. These offenses will receive a maximum of one warning throughout a student’s time in the Secondary School of Fremantle Christian College.

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

**9. Disputes**

A student or parent/guardian may have concerns about 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 or parent/guardian 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 or parent/guardian 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 College observes the registration standards, including the standard about its complaints and disputes handling process. Any student, parent or community member is entitled to contact the Director General with concerns about how the school has dealt with a complaint. Information is available on the Department of Education website. While the Director General may consider whether the College has breached the registration standards, the Director General does not have power to intervene in a complaint or override the College’s decision.

For further clarity, see the College’s Complaints and Disputes Policy.

**END OF DOCUMENT**