



# NORTH WEST CHRISTIAN SCHOOL

## Student Management Policy





### 6.1 Index      **STUDENT MANAGEMENT**

6.1 Index

6.2 Policy

*Procedures*

6.2.1      **Behaviour Management - see BM Policy    page 158**

6.2.2      **Anti-Bullying**

6.2.3      Good Behaviour Days

6.2.4      Mobile Phones

6.2.5      Uniform

6.2.6      Vandalism

6.2.7      Year 10 Dinner Attendees



## 6.2 Policy

### **Rationale:**

All children have a right to a discipline system that is based on procedural fairness and expressly prohibits the use of corporal punishment or the implicit sanctioning of such. As School staff, we have a legal and moral responsibility to ensure that a fair and redemptive discipline system is in place and well understood by students and staff.

### **Aims:**

To ensure that a procedurally fair discipline system is in place.

### **Implementation:**

This School will abide by the legislation pertinent to the provision of a discipline system that is based on the principles of procedural fairness. This includes the right of the student to:

1. Know the allegation and any other information related to it
2. Know the process by which the matter will be considered
3. Make a response to the allegation
4. Know how to have any process or decision reconsidered
5. Expect impartiality in the investigation and the decision making
6. An unbiased decision-maker

This School expressly prohibits corporal punishment in any form or the implicit sanctioning of such.

This School will attach to this policy guidelines that may include but are not limited to:



## 6.2.1 Behaviour Management Policy

See APPENDIX 1

## 6.2.2 Anti-Bullying

### Definition:

A person is bullied when they are intentionally exposed regularly and over time to negative or harmful actions by one or more other people. Bullies are people who deliberately set out to intimidate, exclude, threaten and/or hurt others repeatedly. Bullying is a clear form of harassment.

### Rationale:

- The School will provide a positive culture where bullying is not accepted, and in so doing, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their School environment.

### Aims:

- To reinforce within the School community what bullying is, and that it is unacceptable.
- Everyone within the School community to be alert to signs and evidence of bullying and to have a responsibility to report it to staff whether as observer or victim.
- To ensure that all reported incidents of bullying are followed up appropriately and that support is given to both victims and perpetrators.
- To seek parental and peer-group support and co-operation at all times.

### Implementation:

- Parents, teachers, students and the community will be made aware of the School's position on bullying.
- The School will adopt a four-phase approach to bullying.

#### *A. Initial Prevention*

- Professional development for staff relating to bullying, harassment and the strategies that counter-act them.
- Community awareness and input relating to bullying, its characteristics and the School's programs and response.
- To provide programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving.
- A bullying survey and yard survey will be administered and acted upon when an incident occurs. (*see attached form 'Bullying/Harassment Report Form'*)
- Refer back to appropriate organisations with updated information.
- Each classroom teacher to clarify at the start of each year the School policy on bullying.
- Student Representative Council, peer support delegates, staff and students to promote the philosophy of 'No Put Downs'.
- Structured activities available to students at recess and lunch breaks.



### *B. Early Intervention*

- Encourage children to report bullying incidents involving themselves or others.
- Classroom teachers are to remind students to report incidents, and that reporting is not dobbing.
- Parents encouraged to contact the School if they become aware of a problem.
- Home Ec. Room – a designated safe and quiet place for children to access at recess and lunch times.
- Public recognition and reward for positive behaviour and resolution of problems.
- Introduction of Buddy System, whereby high school students pair up with primary students in various activities, allowing for friendship and affirmation to develop.

### *C. Intervention*

- Those identified through the Bullying Survey will be counselled.
- Once identified; bully, victim and witnesses spoken with, and all incidents or allegations of bullying will be fully investigated and documented by the Discipline Co-ordinator and referred to as necessary.
- Both bully and victim offered counselling and support.
- If bullying is ongoing, parents contacted and consequences implemented consistent with the School's Behaviour Management Policy.

### *D. Post Violation*

- Positive consequences may involve:
  - access to school activities, extended privileges, Good Behaviour outings
- Negative consequences may involve:
  - withdrawal of privileges
  - ongoing counselling from appropriate agency for both victim and bully
  - exclusion from class / exclusion from yard
  - school suspension
- Ongoing monitoring of identified bullies.

### Evaluation:

This procedure will be reviewed with student, parent and teacher input as part of the School's five-year review cycle.

This Policy was reviewed & ratified by NWCS Advisory Committee (April 2018), as part of the Tasmanian Seventh-day Adventist Schools System. SDA (Tasmania) Schools Board of Directors: 19 <sup>th</sup> June 2018.
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### 6.2.3 Good Behaviour Days

#### Rationale:

- a) We at North West Christian School exist because of our total commitment to Jesus Christ and the values and behaviours as shared through out the teachings of the Bible.
- b) North West Christian School and its teachers aim to model 'behaviours' that reflect the love and acceptance of Jesus Christ.
- c) It is in this recognition that we (the school governing body, teachers and the parent community) at North West Christian School, highly value 'behaviour' that will maximize the following: social inter-relationships, student academic outcomes and most of all preparedness for integration into the wider community and for Christ's return.

#### Aim:

- In recognition of those students who strive to reflect the 'behaviours' that we would hold so valuable as a school and as a community, the school formulated the 'Good Behaviour Day'. This is a positive reward for those students who for a period of one complete term (approx.. 10 weeks) have displayed what is deemed as 'good behaviour'. Examples to qualify are: respectful towards peers and staff, positive attitude, respectful of school property, sets of good example, completes homework and set work.

#### Implementation:

- Normally the Good Behaviour Day will occur in the last week of each term for the whole school day.
- There will be no direct cost for this activity and it will be open for any Year 4 to 10 student who qualifies.
- To be eligible to attend this event, a student will need to display positive exemplary behaviour. We believe very firmly in the redeeming qualities of each and every student in our school, consequently every student has the opportunity to be forgiven for past mistakes. Each child can receive up to three (3) detentions for the term, but no detentions are permissible in the last two weeks before 'Good Behaviour Day'.
- The date will be published on the school's website calendar and communicated likewise in the school's newsletter.
- A note/email or a telephone call will be communicated to each parent one week prior to the event, notifying them of the even and whether their child will be eligible to attend.
- Due to unforeseen circumstances, the school has the right to change the activity, with parents being notified by note / email or phone.
- Parents and students ideas are valued in respect to the options of possible activities that could be included in this very valuable day; consequently any input would be appreciated.

#### Evaluation:

This procedure will be reviewed as part of the School's five-year review cycle.



## 6.2.4 Mobile Phones

### Rationale:

- North West Christian School accepts that mobile phones are used increasingly to communicate. Parents may give their children mobile phones to increase their personal security and safety. Management of mobile phones according to School Policy will be a requirement of each student.

### Aims:

- The increased ownership of mobile phones requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly. This Acceptable Use Policy is designed to ensure that potential issues (such as mobile etiquette) can be clearly identified and addressed; ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.
- The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

### Implementation:

- Students of North West Christian School are only to bring mobile phones to school where increased safety before or after school is a concern.
- Mobile Phones are to be handed into the Office before school starts, and collected at the end of the day. Mobile Phones will be placed in safekeeping and are not accessible during the day, unless requested by a parent.
- If students need to contact home during the day, they must first obtain permission from their teacher before proceeding to the Office (with a Blue Card). Students, in an emergency, can use the School phone to contact parents.
- Students found using or carrying a mobile phone during school time (Recess, Lunch or class time) will have it confiscated and delivered to the main office for safekeeping. The phone will be available for collection at the end of the term.
- North West Christian School accepts no responsibility/liability for replacing lost, stolen or damaged mobile phones.
- Any student who uses vulgar, derogatory or obscene language while using a mobile phone will face disciplinary action as sanctioned by the Principal.
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass (bullying), take unsolicited photos or offend another person. As well as School action, the Principal may decide to involve the police if deemed necessary.

### Evaluation:

This procedure will be reviewed as part of the School's five-year review cycle



## 6.2.5 Uniform

### Rationale:

- The North West Christian School's uniform is intended to give the student an identification with the School and is an important contribution towards the tone of the School. The wearing of uniform is a mark of loyalty to what the School stands for.

### Aim:

- Students of North West Christian School are required to wear the School uniform on all occasions unless special instructions have been given by School Administration.

### Implementation:

- The wearing of full school uniform is required on all public transport and school buses travelling to and from school, except on Sports Days (see Sports Uniform). Sports uniform is required for all sports activities, when students are not permitted to wear regular uniform.
- Students are expected to be well groomed and neat and tidy in their appearance when in school uniform. Students need appropriate size clothing, e.g. so that shirts can be tucked in. Jewellery, including bracelets, bands, chains, earrings, and rings are not part of school uniform and should not be worn. Any body or ear piercing must be done during school holidays to enable healing to take place and the jewellery to be removed before school commencement– unhealed body or ear piercing will not be accepted as an excuse to wear jewellery. Spacers/sleepers may be worn in earlobe only. One only permitted on each ear.
- Makeup or hair colouring, which produces an artificial appearance or draws attention to the individual is not acceptable. An appropriate, neat and tidy hairstyle is expected.
- Students are not permitted to write on uniforms or get their uniform wet in water fights. Shirts must be tucked neatly into waistbands. The pants should be up to an acceptable level. Shirts may be out on the field or courts during recess and lunch breaks, but must be tucked in neatly before class begins.
- Students must wear the School regulation hat. The hat is to be worn when leaving the School hallways / locker area to move outside.
- All articles of clothing are to be marked with the student's name.
- Any student out of uniform is to report to the Office where they will receive an 'Out of Uniform' or 'Permission for Out of Uniform' sticker which will be stuck to their shirt/jacket. A record of 'non-uniform' of students will be kept at the office by the secretary when they issue the infringement. This is checked by the Principal and if excessive abuse of non-uniform wear, parents will be contacted.
- A copy of the Uniform Requirements is supplied to parents at the beginning of each year.

### Evaluation:

This procedure will be reviewed with student, parent and community input as part of the School's five-year review cycle.





## 6.2.6 Vandalism

### Rationale:

- Vandalism is an unsightly, expensive and derogatory act that serves no useful purpose. The School will do its best to minimise acts of vandalism. The safe keeping of the School buildings and assets against misuse, theft and damage is the responsibility of School council, all staff and students.

### Aims:

- To provide a secure and safe environment that adequately protects the School's buildings and assets from vandalism.
- To provide a balance between adequate security measures and reasonable access for authorised personnel to move freely about the School.

### Implementation:

- As part of our School's overall security plan, the School will employ a number of anti-vandalism strategies including:
  - Adequate target directed security lighting.
  - Sensor Lights in appropriate places.
  - Only legitimate use of facilities out of school hours.
  - Target hardening including vandal proof equipment such as locks, gates and bins.
  - School Council will erect clear signage regarding trespass and prosecution.
  - Neighbouring residents will be encouraged to report suspect out of school behaviour to police.
  - All vandalism must be reported immediately, by staff and students, to the Principal.
  - Vandalism or graffiti will be photographed, will be reported to police at Principal's discretion, and will be immediately removed or replaced.
  - Students found to have vandalised school property will be treated in a manner consistent with a breach of the Behaviour Management Policy. Police may be involved.
  - Students found guilty of vandalism and/or their parents will be liable for costs associated with the replacement or repair of vandalised property.
  - Adequate storage will be available so as to ensure property such as bins are not accessible out of school hours.
  - The negative effects of vandalism, including the financial and social costs will form part of the curriculum.
  - Positive student behaviour in relation to grounds development, etc. will be highlighted.
  - Insurance matters or damage to resources will be directed to the Bursar.

### Evaluation:

This procedure will be reviewed as part of the School's five-year review cycle.



## 6.2.7 Year 10 Dinner Attendees

### Rationale:

North West Christian School celebrates with the Year 10 students the conclusion of the ten to twelve years of school attendance.

### Aims:

- To provide a Christian atmosphere while celebrating the students' achievements.
- To celebrate the conclusion of a phase in a student's life in a secure and safe environment.
- To display a Christian life style
- To provide a balance between study and social.

### Implementation:

- **Eligibility of Students:** The Dinner is open to any currently enrolled student at the time of the Dinner, in Year 10 at the School.
- **Eligibility of Staff:** It is open to any currently employed staff member of the School. At the discretion of the Principal, any past teachers of the students above can be invited.
- **Partners:** Each of the eligible students can "choose one partner whoever they wish to attend, irrespective of:
  - differences of race
  - ethnicity
  - gender
  - sexual orientation
  - gender identity
  - age
  - culture
  - socio-economic level
  - family structure, and
  - language.

In the years of low class members (e.g.: 2015), two partners may be chosen.

### Evaluation:

This procedure will be reviewed as part of the School's five-year review cycle.