

## POLICY 8: Behaviour Management Policy

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### **Background and Purpose**

Fraser Coast Anglican College aims to provide a safe, supportive environment that is conducive to learning and, as a result, we expect high standards of behaviour both inside and outside the classroom.

We take a proactive and collaborative approach to Behaviour Management where students, staff and parents work in partnership to create positive outcomes for students. We understand that, as part of growing up, children will make poor choices from time to time. To foster personal development, we encourage students to take responsibility for their actions and help them learn from their mistakes.

### **Student Code of Conduct**

At FCAC we consistently encourage, recognise and acknowledge positive behaviour:

#### **Learning**

Promote and respect a positive learning environment for yourself and for your fellow students

Commit to doing your best at all times

Co-operate with others and make positive contributions to group work and discussion

Use technology responsibly and comply with expectations regarding mobile phones and laptops

Always complete homework by the due date

Submit assignments on or before the due date

Ensure that the work submitted is your own - be academically honest

Be punctual to school each day and arrive at lessons promptly

#### **Safety**

Keep yourself healthy by complying with laws regarding smoking, alcohol & other drugs

Follow good hygiene practices

Respect the well-being of your fellow students by engaging in safe behaviour

Set a good example for others

## **Relationships**

Maintain positive relationships with your peers, other students, your teachers & other College staff

Use appropriate respectful language at all times

Keep FCAC a bully-free community by treating people with fairness and dignity

Respect your own property and that of other students

Take opportunities to serve others at the College and the wider community

Participate fully in the life of the College - get involved in activities, events & the extra-curricular program

Be honest and conduct yourself with integrity

Contribute to the harmony of all groups and teams that you belong to

## **Presentation**

Maintain a high standard of personal presentation and grooming

Comply with uniform expectations and wear your uniform correctly at all times

Comply with expectations regarding jewellery, make-up, haircuts and hair colour

Wear your Akubra hat when arriving at and departing from the College

## **Our Environment**

Clear up after yourself and pick up litter when you see it.

Respect the College grounds, buildings and property.

Think before you print, recycle where possible.

Conduct ball games only in the designated areas (ovals, ball court) and at appropriate times.

Where students do not abide by the student code of conduct, then steps are taken to correct behaviour, as shown in the following charts. Note that there are minor differences from Junior to Middle/Senior, which reflect the different pastoral care structures in these sub-schools.

# Behaviour Management Chart (Junior School)

Students are expected to abide by the code of conduct. In situations where students do not, the following consequences may be applied:

Level		Suggested Consequences
<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• All general classroom behaviour</li> <li>• Disruptive behaviour that interrupts learning (eg. calling out, attention seeking behaviour)</li> <li>• Being disrespectful to teacher, parents and peers</li> <li>• Initial stages of bullying-Levels1&amp;2 *see Bullying Policy</li> <li>• Incomplete or unsatisfactory class work / homework/assignment</li> <li>• Unacceptable personal presentation (uniform / hair)</li> </ul>	<p><b>Teachers to keep Head of Junior School / Directors informed after any relevant parental contact.</b></p> <p><b>Teachers to add details of incident to 'Standard Student Notes' in Kiosk where appropriate.</b></p>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Time Out/Lunch time detention –at discretion of teacher and age appropriate for student</li> <li>• Parents contacted by diary, email or phone. <i>This should be done if a student is consistently breaching the behaviour management policy at this level.</i></li> <li>• Unsatisfactory work to be redone in student's own time, supervised by teacher</li> <li>• Reflection sheet</li> </ul>
<p><b>Director P-2 / Director 3-6</b></p> <ul style="list-style-type: none"> <li>• Instances of above repeated more than twice (after teacher has given consequences both times)</li> <li>• Established bullying - Level 3</li> <li>• Repeatedly or belligerently disobeying teacher</li> <li>• Theft</li> <li>• Vandalism</li> <li>• Physical violence</li> </ul>		<p><b>Director P-2 / Director 3-6</b></p> <ul style="list-style-type: none"> <li>• Lunch time / in school detention</li> <li>• Parents contacted by phone or interview arranged</li> <li>• After school detention</li> <li>• Monitoring Card</li> <li>• Other, equivalent consequences (e.g. - Time Out / exclusion from sporting events etc.)</li> <li>• Counselling referral if required</li> </ul>
<p><b>Head of the Junior School</b></p> <ul style="list-style-type: none"> <li>• Any of the items directly above</li> <li>• Repeated instances that have been referred to Coordinator of Early Years or Coordinator of Years 3-6.</li> <li>• Established bullying – Level 4</li> <li>• Emergency situations</li> </ul>		<p><b>Head of the Junior School</b></p> <ul style="list-style-type: none"> <li>• As above</li> <li>• Behaviour Contract</li> <li>• Suspension (Internal / External)</li> <li>• Consequences at the Head's discretion</li> <li>• Recommended action to Principal (including expulsion).</li> </ul>

# Behaviour Management Chart (Middle/Senior School)

Situation	Suggested Consequences	
	<b>Teachers and Tutors</b>	
<ul style="list-style-type: none"> <li>· Behaviour that interrupts learning (eg. calling out, attention seeking)</li> <li>· Being late for class</li> <li>· Swearing between students</li> <li>· Being disrespectful to teacher and / or peers</li> <li>· Initial stages of bullying</li> <li>· Incomplete or unsatisfactory class work / homework</li> <li>· Littering / not respecting College property or buildings</li> <li>· Lying to teacher</li> <li>· Poor uniform or conduct (eg. chewing gum, not wearing hat when outdoors)</li> </ul>	<p><b>Subject teachers need to keep tutors and YLC informed of concerns through meetings or emails</b></p> <p><b>Persistently disruptive students can be sent to YLC with work to do</b></p> <p><b>Teachers to email tutor and YLC after any parent contact</b></p> <p><b>Teacher to add details of incident to 'Standard Student Notes' in Kiosk</b></p>	<ul style="list-style-type: none"> <li>· Mediation / verbal warning – opportunity for student to self-correct behaviour</li> <li>· Parents contacted by diary, email or phone. <i>This should be done if a student is frequently breaching the behaviour management policy at this level.</i></li> <li>· Litter pick-up during lunch break</li> <li>· Unsatisfactory work to be redone in student's own time, supervised by teacher wherever possible.</li> <li>· Lunch detention to complete reflection sheet (parent to sign) - these should be scanned &amp; added to student file, then passed on to YLC.</li> </ul>
	<b>Year Level Coordinator</b>	
<ul style="list-style-type: none"> <li>· Instances of above repeated more than twice (after teacher has given consequences both times)</li> <li>· Established bullying</li> <li>· Theft</li> <li>· Swearing at teacher</li> <li>· Repeatedly and belligerently disobeying teacher</li> <li>· Vandalism</li> <li>· Skipping classes</li> <li>· Physical violence</li> <li>· Emotional or verbal abuse between students</li> </ul>	<p><b>Consider referral to counsellor.</b></p> <p><b>Students sent to YLC during lessons should have work to complete.</b></p>	<ul style="list-style-type: none"> <li>· 'Negotiation' leading to -               <ul style="list-style-type: none"> <li>○ Lunch time / in school detention</li> <li>○ Parents contacted by phone or interview arranged</li> <li>○ Monitoring Card</li> <li>○ After school detention</li> </ul> </li> <li>· Uniform / Homework monitoring cards</li> <li>· Other equivalent consequences (eg. cleaning vandalised property)</li> </ul>
	<b>Head of Sub-School</b>	
<ul style="list-style-type: none"> <li>· Any of the items directly above</li> <li>· Repeated instances of any of the items directly above (YLC)</li> <li>· Repeated instances that have been referred to YLC</li> <li>· Emergency situations</li> <li>· Smoking</li> <li>· Possession of alcohol or other drugs at school</li> </ul>	<ul style="list-style-type: none"> <li>· As above (YLC)</li> <li>· Behaviour Contract</li> <li>· Internal / External Suspension</li> <li>· Consequences at the HoS discretion</li> <li>· Referral to Princi</li> </ul>	

