

Policy number	004		
Drafted by	Mary-Anne Revell	Last Approved by Executive	September 2021
Responsible person	Steven Nicholas	Scheduled review date	September 2024

Rationale:

Olivet Christian College is committed to providing a learning environment that is safe, secure, caring and one that is based on the solid Biblical foundation of the Word of God.

Preamble

Students at Olivet Christian College are provided with a quality education so that they may learn to the best of their ability and become self-disciplined, tolerant, enterprising, and contributing members of the College and community.

Core rules for student behaviour have been developed to establish consistent expectations. These rules are based on our core values of integrity, excellence, respect, responsibility, cooperation, participation, care, fairness, and honesty.

The critical role of parents and caregivers is recognised as the primary influence on each child's character and behaviour and as partners in supporting the core rules and the successful education of their children.

Aim:

The College maintains high standards of discipline from both staff and students. The staff expect the student body to maintain good taste in conversation, dress, conduct and attitude, being orderly, respectful, courteous, kind and honest.

The College works in partnership with parents in providing a consistently disciplined environment for all students.

THE CORE RULES**All students are expected to:**

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the College's uniform or dress code policy.
- Behave safely, considerately, and responsibly, including when travelling to and from school.
- Always show respect for teachers, other College staff and helpers, including following class rules, speaking courteously, cooperating with instructions, and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the College and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

Olivet Christian College has a fine reputation in the wider community for its high standard of discipline and the commendable behaviour of its students. It is with great pleasure that the College receives many favourable comments from the public regarding student behaviour when attending events outside the College such as excursions, sporting events and overnight camps.

All students and staff at Olivet Christian College have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, and discrimination. To achieve this, Olivet Christian College will maintain high standards of student behaviour.

The College's policy is a means of providing a safe, challenging, and creative environment for all members of our college community. It addresses the management of behaviour, which ensures the acknowledgement of appropriate behaviours and the prevention and/or correction of inappropriate behaviour through a system of relationships, rules, rewards, and sanctions that are designed to develop a high standard of discipline within our college.

EXPECTATIONS OF GOOD DISCIPLINE

Olivet has the following requirements for all students:

- Sustained application to learning
- Respect for other individuals and their property
- Courtesy to other students, teachers, staff, and community members
- Due respect to college staff
- No violence, discrimination, harassment, bullying or intimidation
- Compliance to all rules
- Adherence to the standard of dress determined by the College

While meeting these expectations, students also have the right to expect courtesy, fairness, respect, and excellence in teaching.

OUTCOMES FOR STUDENTS

Students will:

- Develop self-respect, respect for others and tolerance of differences
- Understand and accept consequences for behaviours
- Display acceptable and responsible behaviour in a safe and happy environment
- Develop self-discipline
- Take responsibility for own actions and decisions and accept any consequences for poor choices
- Continue to be challenged through child centred teaching

TO PROMOTE GOOD DISCIPLINE AND EFFECTIVE LEARNING staff will:

- Provide appropriate curriculum to meet the needs of each student
- Support students in achieving success in learning
- Develop rules that are simple and easily understood
- Provide appropriate training and development

COLLEGE RULES

We want to make Olivet Christian College a safe and happy place by:

- Playing safely and fairly
- Working as a team
- Being friendly to and showing respect for others
- Speaking in a way that does not offend others
- Being cooperative and helpful
- Being prepared and always trying to do our best
- Treating College and others' property with respect
- Being in the right place at the right time

TO RECOGNISE AND REINFORCE STUDENT ACHIEVEMENT staff will:

- Recognise and reward student achievement through class rewards, stickers, privileges, special awards, the College's 'merit' system, Term Awards including Principal's Awards and Presentation night medallions
- Use verbal praise to reinforce achievement/behaviours
- Model consistent and caring behaviour

TO PROMOTE AND REINFORCE POSITIVE STUDENT BEHAVIOUR staff will:

- Use verbal and nonverbal praise
- Use the classroom 'merit' reward system appropriate to student age and understanding.
- Exhibit good work in class, through other classes and/or assemblies
- Acknowledge students' efforts and work.
- Give students special responsibilities e.g., messenger, monitor, helping peers, jobs
- Promote working harmoniously as a class and/or group with special privileges such as excursions, special event days, praise, and whole College acknowledgement at assembly and in newsletter.

TO DEAL WITH UNACCEPTABLE BEHAVIOUR staff will employ the strategies of:

- Verbal reprimand
- Reminder of “College Rules”
- Restitution (paying for items)
- Time Out (missing out on a period of outside play and/or in class activities)
- Formal Detention (from 1 to 5 days at lunch times. Reflection of rules broken and what should have been done - written)
- Withdrawal of privileges (attendance at sporting events, excursions etc)
- Suspension and/or Expulsion
- Student and/or parent interview with teacher/Principal (then followed by one of the above)

To monitor student behaviour, staff will complete reports for incidences of unacceptable behaviour – cumulative records maintained. Students who appear on playground and/or classroom reports on a regular basis or have a letter sent home concerning their behaviour will lose privileges.

If a student’s behaviour is causing concern, parents will be informed by phone or email. Interviews will be arranged between parents, class teachers and/or executive staff to discuss the concerns. If unacceptable behaviour persists, a student may be given and in-school suspension.

SUSPENSION AND EXPULSION

There will be cases of unacceptable behaviour where it will be in the best interests of the College community and/or the student involved, for the student to be removed from the College for a period or completely. In-School Suspension and expulsion are the options available to the principal in these situations.

Suspension allows students time to reflect on their behaviour, to acknowledge and accept responsibility for the behaviours which led to the suspension and to accept responsibility for changing their behaviour to meet the College’s expectations in the future. It also allows time for college personnel to plan appropriate support for the student to assist with successful re-entry.

Suspensions

The principal may choose to impose a suspension of up to and including four College days. Short suspensions may be imposed for the following reasons and will be reported in the following categories:

1. Continued Disobedience. This includes, but is not limited to, breaches of the College discipline code such as: refusal to obey staff instructions; defiance; disrupting other students; minor criminal behaviour related to the College; use of alcohol or tobacco.
2. Aggressive Behaviour. This includes but is not limited to hostile behaviour directed towards students, members of staff or other persons, including verbal abuse and abuse transmitted electronically such as by email or SMS text messages.
3. Inappropriate unacceptable actions or communication with other students.
4. If suspensions have not resolved the issue of inappropriate behaviour, or the misbehaviour is very serious the Principal may impose a longer suspension which may lead to expulsion.

Principals can impose a long suspension for:

1. Physical violence: Which results in pain or injury, or which seriously interferes with the safety and well-being of other students and staff.
2. Use or possession of a prohibited weapon, firearm, or knife.
3. Possession or use of a suspected illegal substance: Not including alcohol or tobacco but including supplying other students with illegal drugs or restricted substances such as prescription drugs.
4. Use of an implement as a weapon or threatening to use a weapon: When any item is used as a weapon in a way, which seriously interferes with the safety and well-being of another person.
5. This includes an offensive implement, which is anything made, or adapted to cause injury to a person.
6. Serious criminal behaviour related to the College: Including malicious damage to property (College or community), or against the property or person of a fellow student or staff member on, or outside of the College premises.

7. Persistent misbehaviour: Including repeated refusal to follow the College discipline code; making serious threats against students or staff; behaviour that deliberately and persistently interferes with the rights of other students to learn or teachers to teach
8. Expulsion In serious circumstances of misbehaviour, the Principal may expel a student of any age from the College.
9. Whilst acknowledging that every student is entitled to their rights, there are responsibilities that students must also consider.

STUDENT RIGHT OF APPEAL

In accordance with the Education & Training Reform Act 2006 2.2.19 a student expelled may appeal to the School Executive against his or her suspension or expulsion.

STUDENT RIGHTS AND RESPONSIBILITIES

I have the right to be happy at school

My responsibility is:

- To play fairly and show good sportsmanship
- To respect others' feelings by not teasing and bullying
- To make the College a happy place
- To speak to others with respect and dignity

I have the right to feel safe and secure at the College

My responsibility is:

- To obey all College rules and help others do the same
- To keep my hands and feet to myself
- To avoid any action or place that may place myself and/or others in danger
- To tell a responsible person of any potential or perceived danger
- To respond to all reasonable requests from staff
- To share space and time, taking turns in games and activities

I have the right to expect my property to be safe

My responsibility is:

- To take good care of my own and other people's property
- To care for the buildings, furniture, grounds, and all equipment

I have the right to learn all I can

My responsibility is:

- To be well behaved in class and not disturb others
- To always do my best
- To keep up with my work in class to the best of my ability
- To attend College regularly and to be punctual
- To cooperate with my teachers and classmates
- To be prepared with required equipment – pencils, sharpener etc

I have the right to be helped with any problems I have at school

My responsibility is:

- To speak to my teacher if I have a problem
- To understand that others may also need help

I have the right to have a pleasant, clean and healthy school and grounds

My responsibility is:

- To care for my college by keeping it clean and free from litter
- To return equipment to the correct place

I have the right to be treated as an individual, with respect and politeness

My responsibility is:

- To learn self-control and ignore silly people
- To treat others fairly, politely and with respect
- To listen while others are speaking

I have the right to make decisions and express opinions that concern me

My responsibility is:

To express my point of view politely, in the right place and time

To think about my choices

To take responsibility for my own actions and decisions and accept any consequences for poor choices

I have the right to expect that the local community will support and have pride in our school

My responsibility is:

To behave in a way which will bring credit to our college

To present myself in a clean and tidy manner

To wear my school uniform with pride

To respect the school

Staff should maintain their own records of corrective strategies used with students. These may prove essential for future reference.

It is essential that parents are kept informed of the process of correcting inappropriate behaviour so that they can provide support and consistency in the approaches used.

If more serious discipline measure is required, a detailed log of dates and offenses is maintained, including phone calls to parents, notes in student diaries, contract letters negotiated between parents, students, and staff member/Principal.

Justice in these situations will be ensured by researching stories when in doubt.

All behaviour management must be given in love. It must contain acknowledgement of the wrong committed, reproof, correction, and encouragement including prayer.

In conformity with the requirements of the Education & Training Reform Act 2006, Corporal Punishment is not used at Olivet Christian College.

Evaluation:

This policy will be reviewed as part of the College's three-year cycle