



Positive Behaviours for Learning

Effective for 2009

Behaviour

When parent's enroll their child at the Lake Joondalup Baptist College they sign an Agreement that they will support their son or daughter in complying with the policies, procedures, rules and expectations of the College as communicated in meetings, the Student Organiser, the Charter of Goodwill, in Handbooks, Newsletters and other publications and documents. In enrolling their child at LJBC parents/guardians also agreed that the Principal or the Principal's delegate has authority to apply whatever disciplinary measures are deemed necessary in relation to the conduct of the student, both inside and outside the College precincts, or to suspend or exclude the student for any cause judged by the College to be sufficient.

Students, your behaviour must be of the highest standard while at College and during all College events. The same standard of behaviour applies in times of travel to and from the College. Teachers use rewards such as the Commendation stamp and Merits to reward students for positive behaviours which promote learning. An Infringement Stamp in the Student Organiser will notify parents/guardians when their child's behaviour does not conform to the standards outlined in the Charter of Goodwill and the Student Organiser. Heads of House and Heads of Learning Area monitor student behaviour and may request a conference with the student and their parents/guardians to resolve issues relating to behaviour. When a student's behaviour does not meet the standards expected of them, discipline may include detentions, a Student Contract and when the College deems appropriate, suspensions or exclusion.

Behaviour at Assemblies

A College Assembly of the entire Secondary School is a formal occasion, necessitating careful observance of all protocols, as outlined at House Assemblies and College Newsletters, and exemplary behaviour on the part of all students.

Reinforcing Appropriate Conduct

A range of rewards is used within the College to encourage high standards of conduct.

Commendations

Commendations are stamped in the Student Organiser to acknowledge the student for:

- considerate and cooperative behaviour
- improvement in work standards
- high standard of uniform and grooming
- appropriate use and care of the Student Organiser

From time to time students may receive a commendation letter from the classroom teacher or Head of Learning Area, praising them for outstanding work standards

Letters/Notes to Parents/Guardians

A range of letters and proformas are used to communicate information about student behaviour and academic progress.

From time to time teachers may write notes in the communication section of the Student Organiser encouraging students who exhibit positive behaviour.

Merits

Merits are given for positive behaviour. Such behaviour may include outstanding effort on an assignment, helping other students or teachers beyond what is normally expected, exemplary leadership, and service.

Awards

The College has a range of awards that acknowledge excellence, such as medallions for sport, Certificates of Excellent Standing, Certificates of Excellence, Certificates of Endeavour and Citizenship Awards.

Sanctions

In addition to rewards, a range of sanctions are used by the College to ensure that the general standard of student behaviour remains high.

Infringement Stamps

For minor issues, Infringement stamps are placed in the Student Organiser. Such issues include:

- a default on set homework
- failure to modify behaviour in class after initial reprimands
- failure to wear uniform correctly
- littering and other misdemeanours
- failure to have the Student Organiser signed.

Parents/guardians are asked to sign the weekly communication section of the Student Organiser to acknowledge receipt of the Infringement.

Further action may be taken by a Head of House or Head of Learning Area in the case of serious or repeated infringements.

Parents/guardians are encouraged to initiate contact with their child's teachers should their child receive a number of infringements in one week. If a pattern of one or more behaviour stamps per week over a period of time is evident, parents are encouraged to make contact with the Head of House.

Detention and Community Service

Detentions will usually be held after school on Tuesday, Wednesday and Thursday afternoons, whichever is determined by the Head of House or HoLA in consultation with the student. Parents/guardians will be contacted with the necessary details when an out-of-school-hours detention is given. A student may be asked to complete community service tasks; Year 12 students are given the opportunity of completing class work, and it is the responsibility of the student to ensure he/she has adequate academic work to complete.

Suspension and Exclusion from School

Suspensions are issued for serious breaches of the College policies including, but not confined to:

- continually failing to meet the behaviour expectations of the College
- disregard for the safety of others
- malicious damage to personal or College property

Suspensions are issued either for a single serious incident or when other interventions from teachers, Heads of Learning Area and Heads of House have failed to resolve ongoing behaviour problems.

During a period of suspension, students will forfeit all College rights, including completion and subsequent marking of assessment items and attendance at College functions. The College may withdraw a student's enrolment if there is a pattern of inappropriate behaviour; if a student has an association with alcohol, drugs, tobacco or weapons; for disrespect towards staff; for physical assault (including fighting) or verbal abuse; involvement in any form of bullying; for theft or for any one off incident judged by the College to be sufficient. A student's enrolment will also be withdrawn if parents/guardians do not support College policies,

procedures or disciplinary measures or if parental conduct towards staff of the College is not supportive or is discourteous.

Parent Interviews

Behavioural issues can be dealt with most effectively when students, staff and parents/guardians work together towards a resolution. Parents/guardians may be asked to attend an interview in order to help develop strategies for improvement in their child's behaviour. Parent interviews are a key part of our early intervention approach.

Please note: if you have any questions or concerns about your child's behaviour, the first point of contact should be the classroom teacher, followed by the Head of Learning Area. The Head of House can be contacted to discuss patterns of behaviour across learning areas, or if you wish to discuss the wellbeing of your child.

Bullying and Disputes

Students

Bullying is a form of abuse. It may be planned, spontaneous or even unintentional, but if you feel hurt or threatened by someone, or by a group, don't ignore it, tell somebody!

Telling somebody is not 'dobbing' it is **REPORTING ABUSE AND STAYING SAFE!**

Bullying may include:

- verbal abuse, including name calling, racist remarks, teasing, etc
- physical acts, including pushing, hitting, punching, hair pulling, scratching, spitting, etc
- social exclusion, including ostracism, ignoring, alienating, etc
- psychological abuse, including acts that instil a sense of fear or anxiety
- gestural abuse, such as threatening or obscene gestures, staring, deliberately turning away to ignore someone
- sexual harassment, such as inappropriate touching, inappropriate sexual references, sexist comments etc
- cyber bullying, abuse, including use of SMS, electronic mail and other electronic means to harass or intimidate others on College campus or with College computers

'It was only a joke...'

is not an acceptable excuse when a person gets upset by it.

Students, if you are being bullied:

- remain calm and try not to react - do not retaliate, either verbally or physically
- take notice of others who may have seen what happened
- leave the area
- avoid high-risk places and times
- talk about it with an older friend or someone in your family
- report the bullying to a staff member, eg your Form Teacher, Head of House, Class Teacher, or College Chaplain

The staff member will discuss possible courses of action and generally will not discuss the issue with the bully without discussing it with you and your parents/guardians first. There is no such thing as a bystander – if you do nothing, you are part of the problem! If you observe a bullying incident, or someone tells you that they have been bullied, do your best to help the person by walking away with them. If you directly observe the bullying and you feel that you have the power to intervene, do so without being abusive yourself. If the bully does not stop, immediately seek the help of a College staff member. Encourage the person who was bullied to go with you to see someone about the bullying. The College would prefer that this was a College staff member, but talking to an older friend, a parent or family member is a good start.

Parents/Guardians

If your child discloses that they have been bullied, or that another child is being bullied, it is very important that you contact a Head of House regarding the situation as soon as possible. The Head of House will discuss a planned response to the abuse with you and your child before taking any action.

It is not advisable for a parent to contact the parents/guardians of other students, as this often results in extending the conflict to a family level.

Taking Action

The College does not tolerate bullying. Any child who is found to be bullying another child may have their enrolment status reviewed.

When a student who has reported that they have been bullied agrees, along with their parent/guardian, to intervention from the College staff, the complaint will be discussed with the student(s) involved and their parent/guardian. Substantiated complaints of bullying will result in disciplinary action being applied to those who have bullied others. Student(s) who engage in bullying behaviour and have a pattern of substantiated complaints recorded against them will receive disciplinary action. Depending on the seriousness of the complaints, student(s) enrolment status may be reviewed. In less serious cases, the student(s) may be required to attend counselling sessions with a counsellor assigned to them by the College.

Disputes

From time to time disputes between individuals and groups may occur. The College is fully committed to supporting students to develop positive ways of managing conflict; however, should disputes affect the harmony of the learning environment and goodwill within the College, those students involved would be required to meet together out of College hours, if necessary, with a counsellor assigned to them by the College. The cost of the first mediation and counselling meeting would be met by the College; however, should subsequent meetings be required, such costs and the arrangements for these meetings would be the responsibility of the families involved. If the conflicting behaviour continues following the intervention of the counsellor, support from the family and College staff, the enrolment of those students involved in any serious ongoing disputes will be reviewed.

Out of College Incidents

If the harmony between students is affected by out of College incidents of disputes or bullying, the College reserves the right to take steps necessary to restore harmony and goodwill.

Physical Contact

Physical disputes will not be tolerated and any form of assault on any member of the College community will result in serious disciplinary action being taken. This may include the termination of a student's enrolment.

Students may not bring knives, including pocket knives, or any other items that could constitute a weapon, onto the College grounds, nor have possession of them at any College function, while representing the College, or while in College uniform, nor be involved in any situation in which these items are present.

Tackling or any other rough conduct while playing ball games on the College oval during out of class time, is not permitted.

Physical contact, such as hugging, kissing and holding hands between students, is not appropriate at any time when students are on College grounds, or at any time when wearing school uniform whilst off College grounds.