



Care Management Policy

(Discipline and Welfare) 30.11.14

Vision

Delivering quality education to grow courageous and compassionate global citizens with truth and wisdom in Christ.

Motto

Growing in truth and wisdom.

Rationale

All communities require standards of personal and interpersonal behaviour to be clearly stated, understood, and adhered to in order to preserve relationships and allow effective growth and development of the individuals. Personal decisions about behaviour necessarily bring consequences. Good decisions should lead to positive consequences while poor decisions should bring negative consequences.

The Care Management policy helps clarify our common vision in Christ and strengthens the ground rules for how we should live together. The policy also sets principles regarding how we consider the needs of each individual in our community, and will build or restore relationships to bring new levels of commitment. The result of implementing this policy should be the discipling of young people to behave in ways that are Christ-like to others and themselves, that show maturity in their response to authority and in their respect within relationships, and that show commitment to the welfare of the community.

While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal's responsibility to decide the appropriate course to take in the circumstances.

Policy Statement

At Medowie Christian School, discipline is an integral part of pastoral care administered to disciple students in Christian beliefs, values and behaviour.

Related Policies /Components

- Safe Schools Policy
- Anti-Bullying Policy
- Anti-Harassment and Discrimination Policy
- Anti-Violence and Aggression Policy
- Anti Drugs Policy
- Enrolment Policy
- Uniform Policy

Principles

- Discipline is a God-given responsibility of parents and carers and is an essential part of developing the whole child. It is understood to encapsulate all that acts to train a child in what is acceptable and preferable behaviour. It will involve both commendation and censure.
- The Bible as the inerrant Word of God and the authority on all matters. The school's Care Management policy is founded on Biblical principles and values
- Commendation is the formal recognition of behaviour that is exemplary in terms of the values of the community and that constructively builds the relationships within and the effectiveness of that community.
- Censure is focused upon dealing with behaviour that is harmful to self or to others or that is unhelpful to the development of Christian community.
- Discipline of children at School is implemented under the delegated authority of Parents.
- Discipline is directed towards the goal of self-discipline with the development of mutual respect, consideration of others and compassion.
- The basic code of conduct at MCS for all members of the community is that each will respect the other; that each will act kindly and courteously towards others; that each will not force themselves or anything



that they own physically, verbally or emotionally on others; that each will do as asked; and that each has the privilege, if done respectfully, to ask questions of another. This code can be summarized by the five key words of respect, kindness, non-abuse, obedience and understanding.

- Discipline at MCS is based upon the two tenets of respect for authority and proper use of authority. Discipline will be administered with justice and fairness and should involve obvious due process under the responsibility of the Principal
- Discipline may involve exhortation, guidance, instruction, training and the implementation of consequences. All parties need to be committed to listening to each other in order to achieve repentance, restitution, resolution and reconciliation.
- In conformity with the requirements of the Education Reform (School Discipline) Act 1995, corporal punishment is not used at MCS.
- Discipline and recognition will be administered as appropriate to the age and development of the child
- All staff will familiarise themselves with the Care Management procedures that are used in the school
- Corporal punishment is strictly prohibited at MCS. Staff must not, under any circumstances, use any form of discipline which involves corporal punishment or engage in any form of behaviour which could cause physical or emotional abuse to students. The administering of corporal punishment by non-school persons, including parents, to enforce discipline at the school is also strictly prohibited at MCS.

Student Code of Conduct

- Behave in a God honouring way
- Respect the rights and differences of others
- Behave in a responsible, polite and courteous manner
- Behave in a way that keeps you and others safe
- Respect and care for school buildings, grounds and property and the property of others
- Follow the instructions of staff members and other people in positions of care or instruction
- Complete all work required to the best of your ability
- Accept responsibility as a member of our community by respecting all boundaries and policies of the school
- Attend school regularly and be punctual
- Take pride in yourself and your school uniform.

Strategies To Recognise Student Achievement And Promote Positive Behaviour

Students are regularly recognised and rewarded for their achievements and positive behaviour. Areas for awards include:

- Mastery or improvement in a Key Learning Area (KLA)
- Completed homework
- Sporting achievement
- Friendship and citizenship
- Life skills
- Behaviour
- Spiritual concern and leadership of others
- Bookwork
- Appreciation and application
- Service in the school or community

Strategies include:

- Bonus Points and Ps (Positives)
- Principal's medallion
- Primary and Secondary merit systems
- Student leadership program
- Student of the week
- First in subject award (Year 9-12 only)
- Principal's awards
- Learning For Life medallions
- Letters of Congratulations
- Encouragement awards
- Class merit system



- Phone call or note to parents
- Celebration days
- Commendation assemblies
- Graduation ceremony
- Promoting student achievement on the school sign
- Articles in the newsletter
- Public acknowledgement through articles in the local media
- Gold award morning tea

Strategies To Manage And Improve Unacceptable Behaviour

Ongoing unacceptable behaviour will not be tolerated at MCS. Most behaviour will be dealt with at the classroom level. However, students whose behaviour continues to be unacceptable will be referred to the home teacher, Head of School, or Principal. Strategies include:

- Classroom strategies (various)
- Behaviour Improvement Card
- Discipline Levels – each level attracts various consequences (see appendix)
- Lunchtime detention
- Reflection plan
- After school detention (Yrs 5-12)
- Behaviour Risk Management Plan
- In-school suspension
- Suspension
- Expulsion

Suspension From School

The length of the suspension from school is dependent upon the student's behaviour and is at the discretion of the principal. The principal (or delegate) may suspend a student from school for reasons including those outlined below:

- persistent disobedience
- a single serious incident including:
 - aggressive or violent behaviour (eg. fighting)
 - verbal abuse of a staff member (eg swearing or other offensive language)
 - bullying and harassment
- ongoing bullying and harassment
- bringing prohibited items to school
- any action that brings the school's name into disrepute
- using a mobile phone to video or photograph a fight, bullying or in any other unacceptable manner
- using their mobile phone to video or photograph a teacher
- wilfully damaging school property (including vandalism and/or graffiti)
- encourage other students to engage in unacceptable behaviour

Suspension from school in Yr 11 and 12 due to discipline issues will not be accepted as a reason for required work not being completed by the student. All necessary work will be provided by the school.

Expulsion

The Principal may expel a student without refund of fees if:

- a student has failed to consistently and satisfactorily improve their behaviour
- a student is guilty of a serious offence
- a student's action or behaviour brings the school's name into disrepute
- a student's behaviour poses a risk of harm to students and staff
- a student brings illegal and/or prohibited items to school

Disruptive or Dangerous Behaviour

It is the school's clear expectation that all students understand that every student has the right to learn and enjoy a positive, secure environment at school. Similarly, it is the school's clear expectation that all students understand that every teacher has the right to teach and enjoy a positive, secure environment at school. This means that all students share the responsibility of ensuring that the education and/or security of others are not



impeded by their actions. Students who choose disruptive behaviours or create unwelcome distractions in class should expect a consequence for their behaviours. Repeated incidents may result in the student's continued enrolment being reviewed.

Illegal and/or Prohibited Items

This includes but is not limited to: marijuana, alcohol, cigarettes and any other illicit substances, weapons, knives and prohibited objects. Students will not bring, use or carry illicit or prohibited substances whilst at school or to and from school. Students will also refrain from holding informal conversations that convey the impression of personal use of illicit substances and will refrain from writing or drawing pictures that suggest personal use of illicit substances or actively promote the personal use of illicit substances. The school retains the right to suspend or expel students in relation to activities that contravene this policy. The school retains the right to inform police of any incident involving illicit substances.

Our commitment is to maintaining a drug-free environment at school where students are free from the cultural pressures that suggest that using illicit substances should be viewed as the norm. The school's resolve is such that it reserves the right to suspend students even if they are found to be discussing personal drug related issues at school and thereby foster the interest of others. Students must never bring any weapon/s, knives or similarly prohibited objects to school. Carrying any such item may lead to an immediate termination of enrolment.

Responsibility for Unacceptable Behaviour Outside School

The school has a duty to demonstrate care for children en-route to and from school or at a school-sponsored activity. Students may receive consequences for unacceptable behaviour that occurs whilst representing the school, including excursions, after they have left their homes en route to school and before they return to their homes en-route from school. Unacceptable behaviour includes smoking (particularly when in school uniform), cyber bullying (eg. SMS, internet), wearing incorrect uniform or wearing the uniform in an inappropriate manner.

Bus Behaviour

All students are expected to abide by the school's Code Of Conduct at all times whilst traveling to and from school on the bus. Unacceptable bus behaviour will result in consequences being given including being placed on a Discipline Level. Notwithstanding the outcome of the investigation process, the school will support the bus company's withdrawal of a student's bus pass for unacceptable behaviour.

Computer Use

Students should be encouraged to develop an appreciation for the effective use of computers. Students must recognise that computer use is a privilege and that access to and use of computers is not automatic. The school has a Student Computer Usage Policy in relation to the internet. Students must choose to only access sites which are deemed appropriate by any member of staff responsible for that student. Should a student inadvertently access an inappropriate site, the student must advise their class teacher immediately. Appropriate sites are those that have unrestricted public access, conform to Federal or State Government legislation and do not contain gratuitous sex, violence, inappropriate language or other offensive material. Staff have authority at any time to intervene in a student's choice of site.

Attendance

All students are expected to attend school every day as required by the school. Parents/carers are required to inform the school as to the reason for any absence. Students who choose to absent themselves without adequate reason for either part of a school day or for a full day will bring their continued enrolment into question. Once at school, all students are expected to remain on school property at all times. No student has the right to leave school during the day without the permission of the Principal (or delegate). Repeated occurrences of unexplained non-attendance, lateness or unjustified lateness/non-attendance will result in the student's continued enrolment being reviewed. Repeated absences may also place the award of a student's School Certificate, Preliminary Certificate or Higher School Certificate in jeopardy.

Mobile Phones, iPods and Similar Devices

Students should not use (be seen or heard with) mobile phones, iPods and other similar devices at any time whilst on school property after 8.30am or at any school related events. Students who break these rules should expect to have the device temporarily confiscated and returned only after discussion with the student and possibly also with the relevant parent/carer. In the first instance, items may be returned by the end of the day or by the end of the week depending on the circumstances. Subsequent breaches of this code will result in the



item being held at the office until collected by a parent. Students who continue to break these rules will be given additional consequences. The school will not accept any responsibility for the safety of mobile phones and iPods and other similar devices brought to school or school events. Students may be suspended for using their

mobile phone to video or photograph a fight, bullying or any other unacceptable behaviour, or video or photograph a teacher

Personal Property

The school community expects that any property or equipment owned either by the school or by another student should not be damaged, stolen or relocated. No student should ever interfere with the property of another student. Students who continue to interfere with the property of another student can expect to have their continued enrolment brought into question.

Vandalism and Graffiti

Vandalism and graffiti are not tolerated in any form at Medowie Christian School. Students who willfully damage school property can expect to pay replacement or repair costs. Students can also expect to receive consequences such as school service, detentions, being placed on a Level and/or suspension.

Skateboards and Scooters

Skateboards and scooters must not be brought to school or school related events at any time. Students who break these rules should expect to have the item temporarily confiscated and returned only after discussion with the student and possibly also with the relevant parent/carer. Items may be returned by the end of the day or by the end of the week depending on the circumstances. Students who continue to break these rules will be given additional consequences. The school will not accept any responsibility for the safety of skateboards and scooters brought to school or school events.

Student Diary

All students from Years K-12 are issued with a Student Diary at the start of each year. The Student Diary is an official record of the student's work ethic, achievement and behaviour. It is also a daily means of communication between teachers and parents. Students must not graffiti their Diary or use it for other purposes. Graffiti and stickers in the diary are not acceptable. If the student diary is defaced, the student may be asked to replace it at their own expense. Students are expected to have their student diary with them every day. Students must present their student diary to any staff member upon request. Students receive consequences if they do not bring their diary to school each day.

- End of Policy -



PRIMARY MERIT SYSTEM

- CRT determines own method of managing unacceptable student behaviour.
- Lost awards are not replaced
- Positives (Ps) accumulate throughout K-6
- Students who achieve the required number of certificates are eligible to be considered for the appropriate award. The executive will consider issues such as the student's overall behaviour before making a final decision.

Recognition of Achievement and /or Positive Behaviour

Tally	Reward
3 Ps in a week	Bronze Certificate (privilege option for Stage 3). Given by teacher in class
7 x Bronze certificates	Silver Certificate – student hands in the seven Bronze awards to the Librarian. Presented at the fortnightly Primary assembly.
3 Silver certificates	Gold Certificate – presented at the end of term Primary assembly. Morning tea with the Principal.
3 Gold certificates	Diamond Certificate - presented at the Semester One Presentation Assembly or Presentation Night. Ten Pin Bowling with the Principal or other executive.
2 Diamond certificates	Platinum plaque – presented at Presentation Night.
Platinum + Diamond	Principal's Silver Medallion - presented at Presentation Night.

Consequences For Unacceptable Behaviour

- B = poor behaviour
- U = uniform (unexplained and/or ongoing)

Consequences:

- 3 x B or U within a week = lunch detention (Mondays). K-2 students walk with playground teacher.

Ongoing Unacceptable Behaviour - Discipline Levels

Students may be placed on a level for ongoing unacceptable behaviour:

Level 1 – supervised by a C01/ Head of School

Level 2 – supervised by the HOS/ Deputy Principal

Level 3 – supervised by the Principal/delegate

There are various consequences linked to each of the levels.



SECONDARY MERIT SYSTEM

- P's (Positives) and BLUHE's are given by teachers. They are written by the teacher in the student's diary.
- Students who achieve the required number of Ps are **eligible to be considered** for the relevant award. The Executive will consider issues such as the student's overall behaviour and application before making a final decision.
- Care Teachers are responsible for tallying and recording PBLUHEs
- Records of incomplete homework are maintained by the subject teacher.
- PBLUHEs are usually tallied at the end of Week 8 each term.
- Students begin each week with no BLHEs. However, Us (uniform) accumulate over a term.
- The merit system begins again each semester (no carry over of Ps)
- Students can earn Bonus Ps by:
 - not receiving any BLUHEs in a week (5 bonus Ps). These will be given by the Care Group Teacher.
 - participating in a variety of school and community activities. Students are responsible for requesting these bonus points.

Recognition of Quality Learning, Behaviour and Achievement (teachers may also give other rewards)

Positives (Ps)	Reward
>30 Ps in a semester	Bronze Award (awarded at the end of the term)
>60 Ps in a semester	Silver Award (awarded at the end of the semester) Yr 9 students who receive a Silver Award in either Semester 1 or 2 are eligible to be nominated as a student leader for the following year (Year 10)
>100Ps in a semester	Gold Award Yr 7/8: Big Time Out (end of Sem1 and Sem 2) Year 9/10: Big Day Out (end of Sem1 and Sem 2) Year 11/12- Celebration Day (end of Term 3)
Principal's Medallion	This award is given to eligible students (usually a Stage 6) for outstanding leadership, service, achievement and/or citizenship over a sustained period. Staff nominate students for consideration by the Executive.
Merit Letters	Merit letters are posted home by teachers at various times for reasons including outstanding achievement and/or improvement, recognition of service, behaviour and/or character.

Consequences For Unacceptable Behaviour

- B = unacceptable behaviour
 L = late to class
 U = incorrect uniform (unexplained and/or ongoing)
 H = homework not completed as required
 E = equipment missing (including diary)

Consequences

- 3 x any combination of B, L, U or E within a week = lunch detention
- Multiple Hs may result in a detention with the class teacher
- After School Detentions (Thursdays 3.10pm-4pm) are given for:
 - 5 lunchtime detentions in a term
 - 3 U's within a term
 - Ongoing unacceptable behaviour
 - A single serious incident
 - Non- attendance at a school team event (eg, sporting, service, performing arts, group)
 - Non- attendance at a compulsory school event
 - Students who receive an ASD may also be placed on Level 1

Discipline Levels

Students may be placed on a Discipline Level for ongoing unacceptable behaviour, attracting various consequences:

- Level 1 – supervised by the C01/Head Of School
- Level 2 – supervised by the Head of School/Deputy Principal
- Level 3 – supervised by the Principal or delegate

Bullying and Harassment

Probable/proven: Level 1/Repeated: Level 2/Ongoing: Level 3



DISCIPLINE LEVELS			
Level	Reasons For Placement	Action	Additional Consequences When On A Level
0	<ul style="list-style-type: none"> All students commence at MCS at this level 	<ul style="list-style-type: none"> Students can participate in all aspects of school life A student's behaviour may be monitored by the classroom teacher (CRT) through several behaviour management strategies such as a Behaviour Improvement Card. The CRT will inform the Head Of School and also contact the parent/carer 	
1 3-5 weeks	<ul style="list-style-type: none"> Student's behaviour has been unacceptable Student's behaviour has not satisfactorily improved despite warnings, interventions and strategies by the teacher Unacceptable behaviour may include: lack of work, poor attitude, rudeness, continued lateness to class, disruption of lessons and other misbehaviour 	<ul style="list-style-type: none"> Parent contact made and/or parent meeting Letter sent Student Reflection Plan may be completed Student's progress is monitored by the C01/Head Of School 	<ul style="list-style-type: none"> Behaviour Improvement card Detentions (lunch, after school) Playground isolation Student may be excluded from excursions, incursions, reward days, school representation, Gala days, camps, off-site sport (etc) both within and outside school hours whilst on this level Student leaders will have their positions reviewed Scholarship reviewed
2 6-10 weeks	<ul style="list-style-type: none"> Student's behaviour has not significantly improved on Level 1 despite a range of interventions and strategies put in place by the CRT and Head of School Student may be immediately placed on this level for bullying, abusing others, injuring others, wilfully destroying equipment or a serious single incident 	<ul style="list-style-type: none"> Student is suspended from class (number of days determined by the DP based on the student's behaviour and the time needed to develop a support plan) Student Reflection Plan may be completed Parent contacted and letter sent Suspension resolution meeting arranged with parent/s before the student can return to class Student must show cause why he/she should be allowed to return to class Student progress monitored by the Deputy Principal 	<ul style="list-style-type: none"> Behaviour Improvement card Detentions (lunch, after school) Playground isolation Student is excluded from excursions, incursions, reward days, school representation, Gala days, camps, off-site sport (etc) both within and outside school hours whilst on this level (some discretion may be applied in consideration of curriculum requirements) Student leaders will be removed from their positions whilst on this Level School Counsellor Support Scholarship reviewed Individual Education Plan and/or Behaviour Risk Management Plan may be developed
3 11-20 weeks	<ul style="list-style-type: none"> Student's behaviour has not significantly improved on Level 2 despite a range of interventions and strategies put in place. Student may be immediately placed on this level for bullying, abusing others, injuring others, wilfully destroying equipment or a serious single incident 	<ul style="list-style-type: none"> Student is suspended from school (number of days determined by the Principal based on the student's behaviour and the time needed to develop a support plan) Parent contacted and letter sent Suspension resolution meeting arranged with parent/s before the student can return to school Student Reflection Plan completed Attendance pattern reviewed Student must show cause why he/she should continue to be enrolled in the school Student's progress monitored by the Principal 	<ul style="list-style-type: none"> Behaviour Improvement card Detentions (lunch, after school) Playground isolation Student is immediately excluded from excursions, incursions, reward days, Gala days, camps off-site sport (etc) both within and outside school hours whilst on this level Student leaders will be removed from their positions School Counsellor Support Scholarship withdrawn Individual Education Plan and/or Behaviour Risk Management Plan may be developed
	<ul style="list-style-type: none"> Student's behaviour has not significantly improved on Level 3 despite a range of interventions and strategies put in place Student shows no remorse for consistent unacceptable behaviour 	<ul style="list-style-type: none"> Principal receives all reports of student behaviour and interventions/support strategies put in place by the teacher, Head Of School and other personnel eg Home Teacher, Counsellor, Support Teacher 	<ul style="list-style-type: none"> Students whose behaviour does not significantly and immediately meet expectations will have their enrolment at the school terminated (expelled)