

Senior School Academic, Uniform and Behaviour Management Process

Academic

The student has the right to:

- A quality education that allows students to reach their full potential

The student has the responsibility to:

- Be punctual and prepared for class
- Participate actively in lessons
- Complete homework and assessments
- Ask for help if needed

Positive Behaviour

The majority of students at Foundation Christian College always strive to achieve their best results in their subjects. In an effort to recognize these students, teachers are encouraged to:

- Give a word of encouragement
- Give merit certificates
- Enter commendation emails via Seqta
- Give age appropriate rewards

Prevention of Academic Issues

In order to prevent academic issues from occurring, **teachers** are encouraged to:

- Provide students with an Assessment Outline that lists due dates for assessments.
 - Provide students with assignment cover sheets with the due date listed.
 - Keep abreast of the tests and assignments due in other subjects by using the Assessment Calendar Whiteboard outside the HOS office.
- In order to prevent academic issues from occurring, **students** are encouraged to:
- Write their homework and assessments in their homework diary.
 - Have a study plan.
 - Talk to their teachers at least two days prior to the due date, if they are reasons why they can't complete work.
 - Work on their assignments, homework and study for at least 2-3 hours per night.

If a student fails to submit homework or assignments, the following process will apply:

1. A pastoral care note will be entered into Seqta by the teacher. This will generate an email to the parent and Head of School.
2. If the student fails to submit an assignment, the following penalties will apply:
 - i) First day late = 10% deducted
 - ii) Second day late = 20% deducted
 - iii) Third Day Late = 30% deducted
 - iv) Fourth day late = 40% deducted
 - v) Fifth day late = 50% deducted
 - vi) More than 5 days late = 0 marks awarded
3. If a student receives a zero as a result of not submitting an assignment, they will meet with the HOS. At this meeting an intervention plan will be put into effect. This intervention plan will be sent home and signed by the student's parents.

Uniform

The student has the right to:

- Feel proud of this College

The student has the responsibility to:

- Wear their uniform correctly and meet the standards of the College Dress Code
- Refrain from behaviour inside or outside the College that would bring the reputation of the College into disrepute

Positive Behaviour

The majority of students at Foundation Christian College consistently wear their uniform in a way that demonstrates respect for the College. In an effort to recognize these students, teachers are encouraged to:

- Give a word of encouragement
- Give merit certificates
- Enter commendation emails via Seqta
- Give age appropriate rewards

Prevention of Uniform Issues

The home room teacher checks uniform daily. If a student is found to have contravened the dress code, they will correct their uniform without penalty. If the dress code violation cannot be corrected, they will be sent to the Head of School who will contact the student's parents and be sent home.

If a student is found to be contravening the College Dress Code after Home room, the following process will apply:

Uniform issue (with note)

The student is sent to the HOS. If the excuse is reasonable, a uniform pass is issued by the HOS.

Uniform issue (without note)

The student is sent to the HOS. If the uniform issue can be corrected (eg. borrowing a tie) the student will return to class and a warning be issued on Seqta.

If the uniform issue cannot be resolved, the HOS completes a Uniform Note and the student is sent to the office. The student's parents will be contacted and asked to drop off the appropriate clothing or collect the student. If this can't be arranged, the student will return to the HOS with a note from the office stating the outcome. The student will remain on Uniform suspension for the remainder of the day.

Make-up

The HOS enters a pastoral care note on Seqta. This will generate an email to the parent. Continued breaking of the make-up rules will result in parent interview and suspension.

Jewellery

The student is sent to the HOS.
 First offence: Confiscation until the end of the day.
 Second offence: Confiscation until the end of term.
 Third Offence: Parents collect the item from the HOS.

Hair

The student is sent to the HOS. The student is given a letter to his/her parents requesting that the student corrects the issue by the due date stated in the letter. If the student returns to school on the due date without rectifying the problem, the student will be sent home.

Sport Uniform

If a student does bring the correct sport uniform to class, the teacher will enter a note on Seqta. Continued failure to bring sport uniform will result in parent interview and possible suspension.

Behaviour (Inside)

The student has the right to:

- Learn free from disruption
- Be treated courteously and with respect

The student has the responsibility to:

- Refrain from disrupting the learning of others
- Speak to teachers and students with respect
- Avoid interfering with others belongings
- Avoid any behaviour that endangers the health or safety of another person

Positive Behaviour

The majority of students at Foundation Christian College consistently behave in a way that demonstrates respect for themselves, their peers and their teachers. In an effort to recognize these students, teachers are encouraged to:

- Give a word of encouragement
- Give merit certificates
- Enter commendation emails via Seqta
- Give age appropriate rewards

Prevention of Behaviour Management Issues

In order to prevent potential behaviour management issues from arising in class, teachers are encouraged to:

- Demonstrate respect for each student in their care, loving them as God loves us.
- Provide an engaging and relevant teaching and learning programme. Lessons will be well-organised and demonstrate sound pedagogical practices.
- Use good behaviour management strategies such as using seating plans, moving disruptive students, asking for students to raise their hands if they have a question, proximity, having a quiet discussion with the disruptive student.

If these strategies do not bring about a change to unproductive behaviour, teachers will follow the following process:

1. The teacher will name the student and explain the behaviour that is unacceptable. The teacher will put the student's name on the board.
2. If the unacceptable behaviour continues, the student will receive a tick on the board next to their name. The teacher will tell the student that any further unacceptable behaviour will result in being sent to the HOS. (The teacher will put this information on Seqta when it is convenient).
3. If the student continues to misbehave, they will be sent to the HOS. If he is unavailable, the student will sit outside the classroom for the remainder of the lesson.
4. The student will fill out a reflection sheet. When the teacher is able, they will also fill out this sheet.
5. The HOS will discuss the matter with the student and give an appropriate consequence for the inappropriate behaviour. The reflection sheet is then sent home for the parent to sign and return to the HOS the following day.
6. If the student records two 'reflection sheet' incidents, a parent interview will be requested. At this meeting, an intervention plan will be put into effect. The student may also be referred to the school chaplain or choose a staff mentor who will counsel them.
7. If the student records three 'reflection sheet' incidents, the student will be given an in-school suspension. A parent interview will also be requested so that the intervention plan can be reviewed.
8. If a student receives further 'reflection sheet' incidents, they may be given a suspension or exclusion from the College.

Note: Steps 1 and 2 may be bypassed if a student acts in a way that is extremely disrespectful or dangerous.

Behaviour (Outside)

The student has the right to:

- Be treated courteously and with respect
- Work and learn in a clean, safe and healthy environment

The student has the responsibility to:

- Speak to teachers and students with respect
- Avoid intimidation, bullying and abuse
- Avoid interfering with others belongings
- Avoid entering classes without the teacher's permission
- Clean-up after any mess that is made
- Avoid any behaviour that endangers the health or safety of another person

Positive Behaviour

The majority of students at Foundation Christian College consistently behave in a way that demonstrates respect for themselves, their peers and their teachers. In an effort to recognize these students, teachers are encouraged to:

- Give a word of encouragement
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- Enter commendation emails via Seqta
- Give age appropriate rewards

Prevention of Behaviour Management Issues

In order to prevent potential behaviour management issues from arising outside of class, teachers are encouraged to:

- Be on time to start your duty
- Be vigilant on pastoral care duty – keep watching and moving
- Interact with students
- Target potential 'blind spots'

If a student is found to be contravening the outside behaviour policy, the following process will apply:

Level 1 Behaviours including:

- Bring electronic equipment to school other than that specifically approved.
 - Use inappropriate language.
 - Engage in inappropriate physical contact.
- The teacher will impose a penalty such as:**
- Yard duty, parent notification, loss of privileges.

Level 2 Behaviours including:

- Truancy.
 - Physically fight with or harass another student.
 - Commit minor theft or cause minor vandalism.
 - Continual Level 1 behaviour.
- The HOS will impose a penalty such as:**
- Parent interview, restitution of the stolen or damaged property and/or suspension.

Level 3 Behaviours including:

- Threaten or strike a staff member.
 - Cause significant vandalism to school or personal property.
 - Possess or use tobacco products (including e-cigarettes) on school grounds; whilst in school uniform; or at school functions.
 - Possess or use controlled or illegal substances such as alcohol or other drugs whilst in school uniform.
- The HOS will impose a penalty such as:**
- Restitution of the stolen or damaged property, suspension, expulsion, referral to the Police.

Please note: The list of behaviours and penalties are examples only and are not exhaustive.