

## **BEHAVIOUR IMPROVEMENT POLICY**

### **Rationale**

Rivergum Christian College's tagline "Our faith is in Christ" underpins our belief system and how we conduct ourselves in all areas. In looking to Christ we are able to see the directives given that govern our behaviour and conduct.

We have formulated our Behaviour Improvement Policy in the context of the commandment of Jesus to love God and to love and forgive each other. The following Bible passages convey key principles.

- *"Jesus replied: 'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbour as yourself.'" (Matthew 22:37–39 NIV)*
- *"Then Peter came up and said to him, 'Lord, how often will my brother sin against me, and I forgive him? As many as seven times?' Jesus said to him, 'I do not say to you seven times, but seventy times seven.'" (Matthew 18:21–22 ESV)*
- *"My child, don't ignore it when the LORD disciplines you, and don't be discouraged when he corrects you. For the LORD corrects those he loves, just as a father corrects a child in whom he delights." (Proverbs 3:11–12 NLT)*
- *"Teach your children to choose the right path, and when they are older, they will remain upon it." (Proverbs 22:6 NLT)*
- *"Speak and act as those who are going to be judged by the law that gives freedom, because judgement without mercy will be shown to anyone who has not been merciful. Mercy triumphs over judgement." (James 2:12-13)*
- *"Who is wise among you? Let him show it by his good life, by deeds done in humility that comes from wisdom." (James 3:13)*

Rivergum Christian College is a member College of Christian Education National (CEN).

The Christian basis of the College is our Profession of Faith and our College Values. All policies and procedures flow from this basis and are applications of it for all areas of College life, including teaching and learning, discipline and discipling, professional and administration.

By choosing to join this community, parents / caregivers and students have accepted the College's philosophy and aims and have committed themselves to working within the framework of College policies.

The Rivergum Christian College Behaviour Improvement Policy recognizes that organised communities require boundaries and expectations to be marked and understood so that the College functions efficiently. Therefore a united Christian College community needs a framework made explicit; staff, students and parents need to accept and be willing to work together within this framework.



Rivergum Christian College is committed to establishing and maintaining a College environment which is based on Christian principles where we care for others, accept others, forgive those who hurt us or wrong us, and where we do not judge or devalue the worth of others – manage yourself and consider others.

The intention of this policy is to foster and develop a College environment:

- in which staff and students care for each other and support each other
- which is free from teasing, bullying and harassment of others
- which is free from alcohol, tobacco and other drugs that are harmful to individuals and other members of the community
- in which the property of the College, and the property and belongings of each person are respected
- which in every way, including standards and practice in dress and public behaviour, builds up the College as a caring, Christian community.

The policy should be regarded as a dynamic instrument to be reviewed and improved periodically in the light of practical experience and the changing needs of the College. It is not a static code of the College rules and disciplinary actions.

The Rivergum Christian College Behaviour Improvement Policy comprises four components:

- A general statement of the expectations of teachers, students and parents / caregivers of the College community
- A statement of behavioural expectations, practices and consequences
- Behaviour Improvement procedures – implementation guidelines for staff
- Specific structures in the College that enable the Behaviour Improvement Policy to be implemented.

## **GENERAL STATEMENT OF EXPECTATIONS**

### Teacher Expectations

It is of fundamental importance that all teachers accept that it is their responsibility to establish and maintain an appropriate climate for learning. An appropriate learning climate rarely occurs spontaneously but needs to be carefully directed and nurtured. It is the teacher who has the first and most important duty in this regard. In this context, it is expected that each teacher will consistently:

- Support and implement the College's policies in all aspects of College life.
- Accept that each student, as created by God, is a valuable being and hence endeavour to build up each student's self-esteem. This will involve supporting and reinforcing positive achievement and good behaviour as an ongoing part of each child's development.
- Accept responsibility for clearly outlining what constitutes good and acceptable behaviour, both in the classroom and in the College community in general.

- Accept that setting an appropriate example in the teacher's own personal behaviour is an important part of establishing a suitable working relationship with the students and modelling Christian values.
- Accept the professional responsibility for guiding the students' learning in a manner which is thoughtful, well prepared, structured, stimulating and catering for the students' needs as much as possible.
- Develop an appropriate range of positive responses and strategies for dealing with a wide variety of student actions / behaviours.
- Accept that a student may question why something is done, provided that the questioning is done in a courteous and cooperative manner.
- Play their part in establishing good channels of communication between the College and the parents/caregivers, recognising that parents play a pivotal role in the education of their children.
- Actively support the College's homework policy.

### Student Expectations

It is expected that each student will:

Operate in line with the "Enrolment Agreement (Yearly)" signed by both students and their guardians at the start of each year as a condition of enrolment.

- Accept responsibility for their actions and hence learn to develop self-discipline. The College will be clear in identifying what is acceptable and what is not acceptable behaviour. The students in turn will accept that they are personally responsible for their actions and that they will change their unacceptable behaviour as part of the process of learning self-discipline.
- Accept the authority of all staff, acknowledging that staff are expected to implement the College's policies and to discipline appropriately if the student's behaviour is unacceptable.
- Accept and respect every other student and other members of the College community. Where a student's selfish behaviour is detrimental to the welfare of other members of the College community, the student will be expected to change this behaviour and accept appropriate disciplinary action.
- Respect the property of the College, of all other students and of all members of staff.
- Accept the right of every student to enjoy a safe, secure College environment. Any form of prejudice or intimidation (e.g. physical, verbal, spiritual, sexual) cannot be accepted.
- Accept every other student as they are and will endeavour at all times to help a fellow student (or staff member) to develop as a valuable individual. A student will not highlight another person's weakness or shortcomings but will genuinely seek to help that person to achieve to their full potential.
- Accept that suitable behaviour will be based on common sense and respect for others rather than on detailed rules and appropriate penalties.



- Accept that they are able to express their feelings or opinions appropriately, that all other students also have the opportunity to express their feelings or opinions and this expression must not deliberately denigrate any other individual.
- Under normal circumstances, attend all of their classes.
- Accept the Christian ethos of the College and support the devotional activities and Pastoral Care Programme the College offers.

### Parents / Caregivers Expectations

According to the Bible, parents / caregivers have the prime responsibility for the education of their children. In the case of student's attending Rivergum Christian College, their parents / caregivers have chosen this College to provide their formal College needs. The College expects that parents / caregivers of each student will:

Operate in line with the "Enrolment Agreement (Yearly)" signed by both students and their guardians at the start of each year as a condition of enrolment.

- Genuinely encourage and show continuing interest in and concern for all aspects of the student's development
- Be familiar with the aims of the College and support the College in its efforts to achieve these aims
- Actively foster cooperation between staff and students
- Support good channels of communication between home and College
- Check their student's diary regularly, in an effort to maintain good understanding of their student's progress and organisation
- Accept the authority of the College in setting and implementing standards of behaviour and performance, including subsequent penalties which may follow when these standards are ignored or rejected
- Endeavour to promote harmony and cooperation between home and College. Parents / caregivers are encouraged to discuss areas of concern with the appropriate personnel at the College and to actively support events open to the community
- Help build the community through support and encouragement whenever appropriate.

### **BEHAVIOUR EXPECTATIONS, PRACTICES AND CONSEQUENCES**

This statement aims to convey expected behaviour and likely consequences where these are not met.

#### Classroom Behaviour – A Safe and Supportive Learning Environment

The management of classroom behaviour is essentially the responsibility of the teacher of that class. Support from other staff, especially Care Group Teachers, Junior Primary, Primary, Middle or Senior College Coordinators, Counsellor, Deputy Principal or Principal will be available when required, to assist teachers and classes in establishing an effective and harmonious working environment.

### *Expectations*

- Teachers and students will work and learn together in a secure and friendly environment.
- Students will support teachers by listening to, co-operating with and assisting other students when appropriate. Everyone will be aware that students have different learning styles and abilities and that these will be respected and developed to help students to fulfil their God-given talents
- Students must bring all relevant equipment to each lesson.
- Students will be dressed appropriately, so they can learn effectively.
- Students will treat classroom furniture with due care.
- Students will obtain a diary note from their teacher if they need to leave the room during a lesson.
- Students will record in their diary all homework and due dates.

### *Consequences*

Teachers will deal with inappropriate behaviour promptly as far as circumstances permit. Initially, teachers will decide on appropriate consequences for behaviour that interferes with a safe learning environment and may consult the students in the process. Some liaison with other staff in the faculty / year level may be necessary or useful. If there are ongoing problems with students who have trouble with self-discipline or accepting external discipline, the subject teachers should refer the matter to the Care Group Teachers and or Coordinators. If necessary, parents / caregivers may be involved. Care Group Teachers may eventually need to refer the issues to College Coordinators, Deputy Principal, Counsellor or Principal. The teacher will deal with any harassment issues in the classroom, in consultation with the harassment policy.

### Punctuality to Lessons

#### *Expectations*

Students will arrive at lessons on time.

- This means that students will arrive at lessons 5 minutes after the warning bell at Care Group, Recess and Lunch with all equipment for the following lesson/s. Students should move quickly between classrooms at other times without returning to lockers if possible.
- Teachers will be punctual to commence class as the timetable instructs.
- It is the responsibility of students who are late to find out what work they have missed and to catch up in their own time.

#### *Consequences*

- Students who wilfully miss the beginning of lessons hinder their own learning and that of others.
- Students coming late to class should apologise.
- Students must have a note in their diary from the previous teacher as to why they are late.
- First offenders may only require a warning and a reminder of expectations.

- Second and subsequent offences will result in the student receiving a 'late slip', a culmination of two late slips in a week will result in a letter home.
- Teachers will keep track of student lateness and will record issues in the Behaviour Tracker Book.

### Homework and Assignment Tasks

#### *Expectations*

- Homework will be set regularly, according to the homework timetable.
- Students are expected to complete homework on time.
- Senior students must meet the guidelines established by SSABSA.

#### *Consequences*

- Students who do not complete homework promptly do not establish good study patterns and threaten effective learning in class.
- Students who do not complete homework may be expected to finish their work in their own time or as determined by the teacher.
- Students who do not meet assignment deadlines will have marks deducted as outlined in the Assignment Deadline Policy. Parents / caregivers should be notified through the diary, phone or by letter.

### Behaviour Outside the Classroom

The College grounds – a safe, pleasant, clean, environment

#### *Expectations*

- Students respect and care for each other.
- Members of the College community should support each other. They should not harass, but encourage others to also be supportive.
- Students respect and care for College buildings and grounds.
- College property should not be damaged or littered in any way, but instead should be cared for and preserved, establishing good stewardship habits.

#### *Consequences*

- Support of other students creates a happier learning environment.
- Harassment will be dealt with by all staff under the Harassment Policy. The College views harassment as a serious matter and offenders may ultimately be dealt with as a matter of College discipline.
- The College will treat very seriously any case of retaliation against a person for reporting harassment.
- Situations of serious or repeated acts of harassment need to be assessed individually, and could result in suspension or expulsion, but the primary aim of any intervention will be to restore positive relationships, to heal hurt and to establish a renewed understanding of our life together in a Christian community.
- Students caught littering will be expected to clean up an area designated by the duty teacher.

- Damaged property will be replaced, repaired or paid for. Further punishment may be given if appropriate.

### Attendance at College

#### *Expectations*

- Students are expected to attend College regularly and to remain on campus during College hours as part of the duty of care towards each student.
- Students who leave the College for any purpose must use the 'Sign In / Out Book' in the College Office, to maintain accurate record of all people on campus for safety purposes. This includes senior students using 'Off Campus' privileges, TAFE course attendance as part of the College day and professional appointments.
- All Primary / Middle College students who have College-time appointments must be met at the College Office by parents who sign the 'In / Out Book'. This is a requirement of the College Child Protection Policy.
- Parents or Care / givers are to notify the College to explain absences. Students who need to leave the campus during College hours will have a signed note from home in their diary. Subject teachers must be notified if students know in advance that they will miss lessons.
- It is the responsibility of Primary Class teachers and Care Group teachers to follow up any unexplained absences or lateness to College.

#### *Consequences*

- Students who arrive late to College twice within a two week period (without an acceptable reason) will be issued with a reminder note home.
- Continual lateness to College and unauthorised absences may result in a range of consequences as appropriate including warning, suspension of privileges, or more severe penalties.
- Students must ask subject teachers for the work they have missed and complete this in their own time.

### Uniform and Personal Appearance

#### *Expectations*

- Students who attend Rivergum Christian College are expected to wear the College uniform correctly as outlined in the Student Diary and Uniform Policy.
- Wearing uniform with pride makes a positive statement about the student and his / her attitude towards being a member of the College community.
- Students representing the College at any function / excursion will wear correct uniform and behave in an appropriate manner as befits an "image bearer of God".

#### *Consequences*

- Students will be issued with uniform infringement slips for non-compliance with uniform expectations.
- Students may be withdrawn from attending a function / excursion if correct uniform is not worn.
- Two infringement slips will incur a formal follow up with parents.

## **Some Specific Behavioural Problems**

### Stealing

#### *Expectations*

- People will respect property that belongs to others and will not steal.
- Students who are aware of theft should report this to appropriate members of staff.
- All personal equipment will be clearly labelled with the student's name.
- Student's who bring mobile phones or disc players etc onto campus, do so at their own risk, also covered by the Personal Technology Agreement

#### *Consequences*

- Stolen property will be returned or replaced by the offender.
- An apology will be expected and parents / caregivers will be notified.
- Offences will be dealt with as serious issues, each on its own merit. Police may be notified as a part of this process.
- The student's position at the College may be reviewed in serious offences.
- If students conceal information about theft, it is also considered a serious matter and will be dealt with accordingly.

### Bus Behaviour

#### *Expectations*

- Students travelling to College on RCC Buses (or public) will conduct themselves at all times in a responsible manner, reflecting a positive image of the College to the wider community.
- Students will be cooperative and considerate to the general public in both deportment and conversation.
- Students will wait for buses in a considerate manner, showing respect for the general public who may be using the bus stop as well.
- Senior students will encourage good behaviour of younger students waiting for the bus and while traveling on the bus.
- RCC buses are considered 'College grounds' and usual expectations of behaviour and student conduct apply.

#### *Consequences*

- Students who do not behave responsibly according to the College's expectations and who have been reported by the driver, bus company or a member of the general public for inappropriate behaviour will be warned, expected to write a letter of apology, a College-based penalty will be applied and the student may be excluded temporarily from using bus transport.
- Parents will be notified and alternative arrangements will be made for transport if the behaviour persists.

### Communication and The Diary

#### *Expectations*



- Each student is required to have a College diary.
- The College diary is not a personal diary, and should not contain personal notes or comments.
- The College expects positive and open communication about College matters between parents / caregivers, students and staff through the use of the College diary.

#### *Consequences*

- Diaries will be used daily by all students at Rivergum Christian College.
- Teachers will direct students to record specific homework and notices where appropriate.
- Diaries will be checked weekly in Year 7, 8, 9, and 10 at Care Group level to ensure they are used appropriately.
- Students who do not use the diary appropriately will be required to have it checked daily by their Care Group teacher until proper use is established.
- Diaries lost or damaged will be replaced by the student.

#### Use Of Mobile Phones On Campus

##### *Expectations*

- Students, who bring a mobile phone to College, do so at their own risk.
- Students are to hand in their devices when they arrive in class and collect them again at the end of the day in line with the "Rivergum Christian College Student Personal Technology Policy" with the exception of Year 11 and 12 Students.
- Students are to switch off their phones while at College.
- Students are not to text message each other in the classroom as devices are expected to be handed in.
- Students may use their phones to contact parents to communicate changes to College routine e.g. sporting fixtures, late pick up time at an appropriate time with a teacher's permission. This may only occur in a break time.

##### *Consequences*

- Students who have not handed their phone in and/ or use their mobile phone at inappropriate times will have the phone held at the Front Office for 7 days.

#### Student Drivers

##### *Expectations*

- Senior students who drive vehicles / motor bikes to and from College must do so with care and safety.
- Students must use the designated student car parking areas, not the parent parking spaces.
- Students must enter and exit the College campus with care and due diligence to the safety of all students and the parent community.
- Students are not to carry passengers without completing the appropriate Permission Form signed by parents and student.
- Students who transport siblings to College regularly must include siblings' names on the Permission Form

- The Student Driver Form is applied for from the Principal upon request.
- Student's who use their car as transport for College-related business (i.e. College excursion / camps) and who will carry other students must have written permission from the said students' parents / caregiver and the College for this to occur. The Principal will hold the Consent form for the specific purpose request.
- Student drivers and passengers must conduct themselves in a responsible manner that reflects a positive College image at all times.
- Students are not to place inappropriate stickers on their vehicle.

#### *Consequences*

- Senior students who have not completed the appropriate Student Driver Permission Form will not be able to park on Campus or transport passengers who also attend Rivergum Christian College.
- Students who do not have written parental consent to transport other students to and from a College related function for a specific purpose and the individual student parent permission to be a passenger in the student's vehicle for the said specific purpose, will not transport students.
- Students who display unacceptable driving behaviour in the car park or on any College-related excursion will be dealt with seriously by Senior Management. Parents will be notified and appropriate action will be taken.

## **BEHAVIOUR IMPROVEMENT PROCEDURES**

Behaviour at the College is dealt with in line with our values and core beliefs. At times there will need to be a process to deal with and address behaviours that do not fit with the College values and ethos.

These are the steps taken in line with the Enrolment Agreement (Yearly) signed by all students at enrolment and at the beginning of each year.

### Behaviour Management Process

Behaviour Management process as follows:

- Informal Reminder
- Formal Reminder
- Warning
- Sit Out
- External visit (another class, Department Head or Principal)  
From this visit, parents will be contacted to discuss the behaviour, course of action and relevant consequences.
- In the event that a student receives 3 external visit notices within a term, they will be warned that one further and they will be facing suspension. Following this they will receive an internal suspension. After this, any continuation of the behaviour will result in another suspension and re-entry meetings with the family and stakeholders occurring.

- If students leave items around for others to pick up, they will be assigned 'Community Service' in which they then need to serve others because someone had to serve them.

If the inappropriate behaviour continues, or again if the original inappropriate behaviour is serious enough in the first place, the student will be sent to the Principal. At this point Parents will be informed and the student will receive an Internal Suspension at the College. In the event of the behaviour impacting on other student or College safety or severe disruption the student may receive an External Suspension.

If the behaviour forms a pattern where the student or their family are not willing to address the behaviour then their enrolment will be reviewed. If it is determined that the Enrolment Agreement (Yearly) has been breached and there isn't a reasonable expectation of change in an acceptable timeframe then the student's enrolment may be terminated.

#### *Internal Suspension*

Students work in isolation from other students in the Resource Centre for the whole College day.

#### *External Suspension*

The student remains at home for the whole College day under the supervision of the parents.

#### *Enrolment Review*

A meeting is set with the Principal, family and student, along with other stakeholders if relevant. Behaviours are reviewed and discussion around what is required to change. At this point it will be determined as to whether there can be a return to the College.

#### *Termination of Enrolment*

Following an Enrolment Review, if it is deemed that there is no reasonable chance of addressing outlined concerns and the student's enrolment with the College may be terminated.

Records of behavioural issues are documented in the 'Behaviour Tracker' along with consequences. All external visit notes and suspension notes are to be attached to the Behaviour Tracker for that day.