

## **EMMANUEL ANGLICAN COLLEGE STUDENT MANAGEMENT SYSTEM**

Personal responsibility, respect, a genuine partnership between the student, family and the college and a desire to restore relationships are fundamental components of the College's welfare and student management system.

**The College does not use, or support the use of, any disciplinary action that demeans, humiliates or physically harms a student including corporal punishment.**

The Student Management framework at EAC is underpinned by the following rights and responsibilities.

- The right of all staff, student, parents and visitors to be treated with dignity and respect.
- The right of students to learn through a range of learning styles and teaching practices.
- The right of all staff, student, parents and visitors to be free from harassment, physical abuse, emotional abuse and verbal abuse.
- The right of all staff, student, parents and visitors to be to be communicated with clearly, politely and respectfully.
- The right of all students to feel secure in an environment free from negative actions from others and from harmful substances and objects
- The right of all students to study, work and pursue activities in pleasant, well kept surroundings.
- The right of staff to pursue their work unhindered by disorder or disrespect.
- The right of staff to find fulfillment in their vocation.
- The right of students to feel proud of their College uniform.
- The right of students to solve their own problems when appropriate and manage their own behaviour.
- The right of students to understand and have prior knowledge of the consequences of inappropriate behaviour.
- The right of students to have their personal belongings treated with care.

*From these rights come a set of responsibilities with respect to:*

- Learning and work ethic
- Appropriate classroom behavior
- Appropriate out of class behavior
- Positive Interaction with all members of the College Community
- Uniform and grooming
- Property
- Appropriate use of the internet, email and mobile phones
- Smoking, alcohol and illegal drugs
- Consideration for the ethos and values of EAC

*The following particular behaviours are unacceptable:*

- Respect and contempt for the ethos and values of Emmanuel Anglican College
- Disregard for uniform expectations
- Disruptive behaviors which affect the learning of others and the ability of the teacher to teach effectively
- Dropping of litter
- Use of obscene or offensive language, or images designed to offend
- Noisy and boisterous behaviour at an inappropriate time

- Harassment, intimidation and bullying
- Truancy or out of bounds
- The throwing of any object unless part of a sanctioned activity
- Spitting and chewing gum
- Graffiti and vandalism
- Deliberate damage to property, facilities and others' belongings

Possession of dangerous and/or restricted items

- Possession, distribution and use of alcohol, cigarettes and illegal drugs.
- Unlawful behaviour
- Driving dangerously in and around the College grounds
- Inappropriate physical contact
- Cheating in any context.

*The following items are restricted and must not be brought to the College, except under extenuating circumstances and with the approval of the Principal:*

- Large amounts of cash
- Aerosol spray cans
- Pocket knives, sheath knives or metal rulers
- Infra red hand controllers of any type
- Inappropriate magazines or comics
- Model guns or pistols
- Basketball cards or 'swap' cards of a similar nature

## EMMANUEL ANGLICAN COLLEGE STUDENT MANAGEMENT SYSTEM ...(cont)

### Classifying behaviours to apply appropriate consequences

#### LEVEL ONE (LOW)

<b>Examples of minor incidents or instance (handled by classroom teacher or Pastoral Care Teacher)</b>	<b>Consequences of Level 1 Misbehavior (handled by teacher or Pastoral Care Teacher)</b>
<p><b>(a) Misbehavior/Uncooperative Behaviour</b></p> <ul style="list-style-type: none"><li>• Failure to have the Student Planner</li><li>• Failure to have the Student Planner signed</li><li>• Homework not complete</li><li>• Not bringing equipment and materials for class</li><li>• Lateness for class</li><li>• Chewing gum</li><li>• Minor uniform breaches, general untidiness, items of uniform missing</li><li>• Being in classrooms without permission</li><li>• Litter dropping: failure to clean up after self</li><li>• Throwing of objects unless during a sanctioned activity</li></ul> <p><b>(b) Respect</b></p> <ul style="list-style-type: none"><li>• Impolite and rude behaviour</li><li>• Indifference to a reasonable request</li><li>• Fooling about by pushing &amp; shoving</li><li>• Consumption of food or drink in classrooms (except under specific teacher direction, e.g. Food Technology)</li></ul> <p><b>(c) Attention Seeking</b></p> <ul style="list-style-type: none"><li>• Talking at inappropriate times</li><li>• Disruptive behaviour</li><li>• Using inappropriate language</li><li>• Asking inappropriate questions</li></ul>	<p><b>Possible consequences:</b></p> <ul style="list-style-type: none"><li>• <b>Brief problem solving discussion with students</b></li><li>• <b>One-to-one discussion between students and teacher</b></li><li>• <b>Signatures in the Student Planner, notes in the diary to parent</b></li><li>• <b>Time out/withdrawal in classroom</b></li><li>• <b>Lunch time detention (20 mins)</b></li><li>• <b>Confiscating restricted items</b></li><li>• <b>Setting of additional work</b></li><li>• <b>Withdrawal of privileges</b></li><li>• <b>Notification of student behaviour to Stage Coordinator</b></li><li>• <b>Lunch time clean up (20 mins)</b></li><li>• <b>Writing lines or College rules.</b></li></ul>

## EMMANUEL ANGLICAN COLLEGE STUDENT MANAGEMENT SYSTEM ...(cont)

### Classifying behaviours to apply appropriate consequences (cont)

#### LEVEL TWO

<p><b>Examples of repeated or more serious misbehaviour (handled by Stage Coordinator)</b></p> <ul style="list-style-type: none"><li>• Failure to attend lunch detention or clean up</li><li>• Leaving the class without approval</li><li>• Any of the low level misbehaviours on a consistent basis that suggest a pattern of misbehaviour is developing:<ul style="list-style-type: none"><li>✓ persistently wearing the uniform poorly</li><li>✓ consistently not doing homework</li><li>✓ poor effort on a regular basis in class</li><li>✓ regularly late to class</li></ul></li><li>• Blatant disobedience, discourtesy or insolence</li><li>• Back-chatting</li><li>• Water fights</li><li>• Spitting</li><li>• Throwing of objects in the grounds or elsewhere that are likely to cause harm or damage (e.g. stones)</li><li>• Truancy from a lesson</li><li>• Damage to College property or equipment</li><li>• Misbehaviour causing a major disruption of learning</li><li>• Teasing, including personal, racist or sexist taunts</li><li>• Bullying</li><li>• Harassment</li><li>• Absence from proper place(e.g. assembly) during College time</li><li>• Breach of College rules when driving a vehicles</li><li>• Possession of (non dangerous) restricted items</li><li>• Cheating</li><li>• Misuse of fire equipment</li></ul>	<p><b>Consequences of Level 2 misbehaviour</b></p> <p><b>To be dealt with at the Stage Coordinator level after advice supplied by the teacher(s) concerned with the following possible consequences, amongst others</b></p> <ul style="list-style-type: none"><li>• Parent notification in the diary, telephone or by formal letter</li><li>• Parent interview with student</li><li>• Setting of additional work</li><li>• Student monitoring cards applied</li><li>• Lunch detention</li><li>• After school detention</li><li>• Isolation of Student</li><li>• Withdrawal of privilege</li><li>• Participation in a restorative process</li></ul>
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**EMMANUEL ANGLICAN COLLEGE STUDENT MANAGEMENT SYSTEM ...(cont)**  
**Classifying behaviours to apply appropriate consequences (cont)**

**LEVEL THREE**

<p><b>Examples of repeated or more serious behaviour (handled by Deputy Principal</b></p> <p><b>(a) Serious Misconduct</b></p> <ul style="list-style-type: none"> <li>• Vandalism</li> <li>• Unacceptable moral behaviour involving:             <ul style="list-style-type: none"> <li>* self exposure/abuse</li> <li>* other persons (soliciting/sexual harassment; consorting acts)</li> </ul> </li> <li>• Possessing offensive material (pornography, illustrations)</li> <li>• Obscene or offensive behaviour</li> <li>• Offensive behaviour directed at a teacher</li> <li>• Graffiti</li> <li>• Serious instances of bullying and harassment</li> </ul> <p><b>(b) Use/possession/sale/distribution of inappropriate items including:</b></p> <ul style="list-style-type: none"> <li>• Dangerous items</li> <li>• Alcohol;</li> <li>• Prohibited drugs;</li> <li>• Cigarettes;</li> <li>• Actions which could endanger the health of self/others (e.g. glue sniffing)</li> </ul> <p><b>(c) Unlawful behaviour such as:</b></p> <ul style="list-style-type: none"> <li>• Theft, assault. Illegal entry, possession, extortion, bomb hoaxes, uses of dangerous weapons/harmful object, forgery, arson.</li> </ul> <p><b>(d) Defiant non-compliance</b></p> <ul style="list-style-type: none"> <li>• Persistent/willful disruption</li> <li>• Gross insolence;</li> <li>• Truancy;</li> <li>• unwillingness to participate/cooperate in behaviour management strategies &amp; plans;</li> <li>• breach of negotiated management plan/probationary contract.</li> </ul> <p><b>(e) Conduct Prejudicial to the good order, reputation and discipline of Emmanuel Anglican College</b></p> <p>:</p> <ul style="list-style-type: none"> <li>• Verbal or physical harassment of any other person</li> <li>• Inappropriate behaviour while representing the College away from the College including traveling to and from the College</li> </ul>	<p><b>Consequences of Level 3 misbehaviour</b></p> <p><b>To be dealt with at the Deputy Principal level after advice from the Stage Coordinator concerned with the following possible consequences amongst others</b></p> <ul style="list-style-type: none"> <li>• Parent interview</li> <li>• Behaviour Monitoring Sheet</li> <li>• Behaviour contract applied</li> <li>• After school detention</li> <li>• Saturday morning detention</li> <li>• Support services may be involved</li> <li>• Police referral</li> <li>• Participation in a restorative process</li> <li>• Withdrawal of privilege</li> <li>• Isolation from student body</li> <li>• Suspension (In consultation with the Principal)</li> <li>• Cancellation of enrolment (Principal only)</li> </ul>
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