

Student Wellbeing & Behaviour Management Policy Adelaide High School

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Policy Objectives

This policy is underpinned by the College values of respect, cooperation and independence which aim to guide the Australian Islamic College staff and students in maintaining an atmosphere in the College whereby students are actively engaged in the curriculum and have the opportunity to achieve their full potential academically, spiritually and socially. The best education is provided where the home and the College are compatible in values and discipline, working in partnership. The College forbids all forms of child abuse, corporal and degrading punishment and to this end requires all staff to ensure the wellbeing of all students is maintained in all interactions between staff and students. Teachers who are also parents of students at the College will maintain at all times a clear distinction between their professional role as a teacher and their role as a parent.

OUTCOMES

1. A positive classroom and school environment for all members of the College community, where students feel cared for by College staff and in turn develop a sense of belonging and respect for the College and its staff. Teachers know their students well, build on their strengths and encourage them to persist with tasks until they succeed.
2. Student achievement across all learning areas, supported by future focused programs that utilise best current practice in teaching and learning.
3. Student wellbeing and the prevention of inappropriate behaviour enhanced through a focus on early intervention and prevention combined with appropriate rewards and incentives.

RATIONALE

The Australian Islamic College of Adelaide is a College that prides itself on the College motto of “Islamic Values and Academic Excellence in this life and the Hereafter”. Its Student Wellbeing & Behaviour Management Policy represents a whole College approach towards ensuring a safe, caring and productive learning environment. It is grounded on the belief that all students have both the ability and the right to learn. The Policy aims to provide structures and opportunities for students to be self-motivated learners who take an active role in their future pathways and successes. It provides a framework to enable students to maintain or re-gain Good Standing status in relation to the expectations of the College for Behaviour, Punctuality/Regular Attendance, Uniform and Effort.

Good standing is where students are actively striving towards the 4 Core Values of AICA as below:

Ready for Learning

- Books, learning items out and ready
- Paying attention to the teacher
- Punctual to class
- Not leaving class without approval

Exemplifying the Deen of Islam

- Adab – having good manners
- Thankfulness – being thankful for the opportunities I have
- Not being arrogant when I make a mistake but taking responsibility
- Being honest and truthful, not angry and making fitnah
- Being humble through seeking forgiveness and guidance from Allah

Always respectful and Safe

- Following all College rules and instructions
- Respecting other people's property
- Caring for others and treating them respectfully
- Not putting myself or others at risk

Determined to succeed

- Setting personal goals for success
- Completing my work on time
- Actively participating in class
- Being proud of work I submit

The College takes seriously the responsibility of preparing its students to be active, positive contributors to the local and global community and have the opportunity to develop the discipline and organisation required for future successful pathways.

Students are more likely to be engaged with their learning and behave well if they are in an environment where they feel respected and capable. The crux of successful behaviour support is acting to meet students' needs rather than simply reacting when they misbehave. Behaviour is learned, therefore AIC staff will view behaviour in educational terms and have educational strategies to manage it. Staff will promote positivity, choice and reflection. Staff will help students who misbehave to:

- Learn more productive and responsible behaviour.
- Reflect on their behaviour and the consequences and assist in the development of strategies to change the behaviour.
- Analyse the situation in which it occurs and implement specific behaviour intervention strategies.
- Take action to enable them to find ways of belonging in more socially acceptable ways.
- Experience success in their learning progress at their level of development.

Student well-being

Australian Islamic College is committed to the safety and wellbeing of all students accessing our College. The welfare of all students in our care will always be our first priority.

All of our students have the right to feel and be safe. Everyone within the Australian Islamic College has a role to play in ensuring a safe environment for all our students. This includes management, employees and volunteers working with our students.

Severely disruptive students

The College management will deal with severely disruptive / violent / abusive and aggressive student(s) as a matter of urgency. In some cases, where a student is very disruptive in a particular class and learning becomes difficult for class members, that student may be removed and placed in a Reflection room, buddy class or Coordinator's office. Parents may be called if behaviour does not improve.

Rights and Privileges

All students commence the year with Good Standing and 5 points in the TASS Pastoral Care system. This is maintained if they consistently demonstrate Positive Behaviours in line with the Code of Conduct and their points can be increased through meeting and exceeding the 4 Core Values. High Pastoral Care points will also be rewarded with Merit Awards, prizes and privileges. If a student loses their Good Standing status by having negative points from not continually meeting the 4 Core Values, they may be unable to attend any extra-curricular sporting, social events or reward activities, or to fill positions of leadership in the College until they have returned to Good Standing. Negative points will also attract detentions, loss of privileges and having parents called to the College.

The aim of the policy is to focus on the positives and increasing acknowledgment of those students who maintain their Good Standing through personal and public recognition, specified rewards and extra-curricular activities.

PROCEDURES

The policy focuses on four key target areas:

Attendance/Punctuality – There is a clear link between student attendance and achievement. Regular and punctual attendance maximises students' opportunities to learn and achieve to their potential. The Department of Education categorises regular attendance as students attending at or above 90% of school. Students must be regular attenders to maintain Good Standing. If there is a legitimate reason provided for not attending, Good Standing may be given special consideration.

Behaviour & Islamic Ethos – One of the main purposes of any Islamic institution is the development of good Adab. As the Messenger of Allah s.a.w. stated "I came to perfect good character" (Muwatta 1614). A positive and respectful atmosphere should exist in the classroom and around the College. All students are expected to abide by the College's Code of Conduct and students who consistently display the positive behaviours associated with our Four Core values will have their Good Standing maintained. Students who show disrespect, disruption of class, hurtful and challenging behaviour will be reminded, counselled and their behaviour recorded. Serious or repeated breaches of the College's Student Wellbeing Policy or ICT Policy will result in a loss of Good Standing and an interview with Parents.

Uniform – The College community has endorsed the implementation of a dress code as it enhances a

sense of belonging and promotes a positive image of the College. It is expected that students abide by the Dress Code policy at all times. Consistent breaches of the Dress Code policy will result in a loss of Good Standing.

Responsibility for Learning - One of the main purposes of any school is the acquisition of knowledge. Where students are not interested and not willing to learn, come late to class, truant, arrive with their text books, do not participate or submit assessments, they will be reminded, counselled and then Parents brought in for an interview.

ACKNOWLEDGEMENT AND REWARDS FOR GOOD BEHAVIOUR

All students also deserve the opportunity to achieve success and gain positive recognition for excellent results, but also in the following three areas: **Effort, Quality of work and Citizenship.**

Effort – Is about acknowledging a student who is working to the best of their ability to achieve success. This award is not necessarily based on academic achievement but rather on the ability to demonstrate behaviours that show a desire to improve (persistence & resilience). It aligns with all 4 Core Values.

Quality of work – This area recognises students whose work is considered, and/or beautifully presented, and/or creative and of a high quality, while fulfilling the 4 Core Values of the College. It aligns with ‘Ready for Learning’ and ‘Determined to Succeed’ Core Values.

Citizenship – Recognising students who are good citizens of the College, who contribute to positive relationships, Islamic values and create a respectful culture of belonging through extra-curricular activities. It aligns with ‘Exemplifying the Deen of Islam’ and ‘Always Respectful and Safe’ Core Values.

Rights and Responsibilities

Students have a right to	Students have a Responsibility to
<ul style="list-style-type: none"> ▪ Interact with others in an environment free from harassment and bullying. ▪ Engage in a purposeful and supportive environment. ▪ Work and play in a safe, secure, friendly and clean environment. ▪ Receive equal treatment regardless of status, race, gender or physical ability. ▪ Expect respect, courtesy and honesty. 	<ul style="list-style-type: none"> ▪ Follow the College's rules and the directions of teachers and those in authority at all times. ▪ Adhere to Islamic values ▪ Attend Morning Assembly and establish salat ▪ Respect and follow the 5 Pillars of Islam ▪ Be punctual to the College (8.30 am) to class and to all activities ▪ Be neatly dressed in the appropriate College uniform at all times. ▪ Practice respect, acceptance and tolerance of difference. ▪ Accept consequences for their actions. ▪ Respect other people's opinions. ▪ Respect the College's and other people's property
Staff have a right to	Staff have a responsibility to
<ul style="list-style-type: none"> ▪ Expect respect, courtesy and honesty. ▪ Teach in a safe, secure and clean environment. ▪ Expect cooperation and support from parents in matters relating to their children's education. ▪ Teach in a purposeful and non-disruptive environment. 	<ul style="list-style-type: none"> ▪ Be vigilant and proactive about bullying. ▪ Make students and parents aware of the College's Wellbeing Policy and 4 Core Values. ▪ Model respectful, courteous and honest behaviour. ▪ Establish positive relationships and maintain regular communication with students, staff and parents. ▪ Report students' progress to parents. ▪ Ensure good organisation and planning. ▪ Notify parents immediately if a student is struggling. ▪ Be fair and just in all student matters.
Parents have a right to	Parents have a responsibility to
<ul style="list-style-type: none"> ▪ Expect that bullying will be investigated and addressed. ▪ Expect that positive behaviours will be promoted and reinforced. ▪ Be informed of the curriculum, behaviour management procedures and decisions affecting their child's health and welfare. ▪ Be informed of their child's progress. ▪ Expect cooperation and support from teachers in matters relating to their child's education. 	<ul style="list-style-type: none"> ▪ Inform the College if the physical and emotional condition of their child has been affected by an event outside of the College which may impact negatively on their child's learning. ▪ Inform the College of any incident of bullying occurring at the College. ▪ Ensure that their child attends the College regularly and punctually. ▪ Ensure that their child has a clean and correct uniform. ▪ Ensure that their child is provided with the correct materials to make effective use of the learning environment. ▪ Support the College in providing an equitable education for their children. ▪ Keep their children at home if they are not well. ▪ Maintain regular communication with their child's teacher

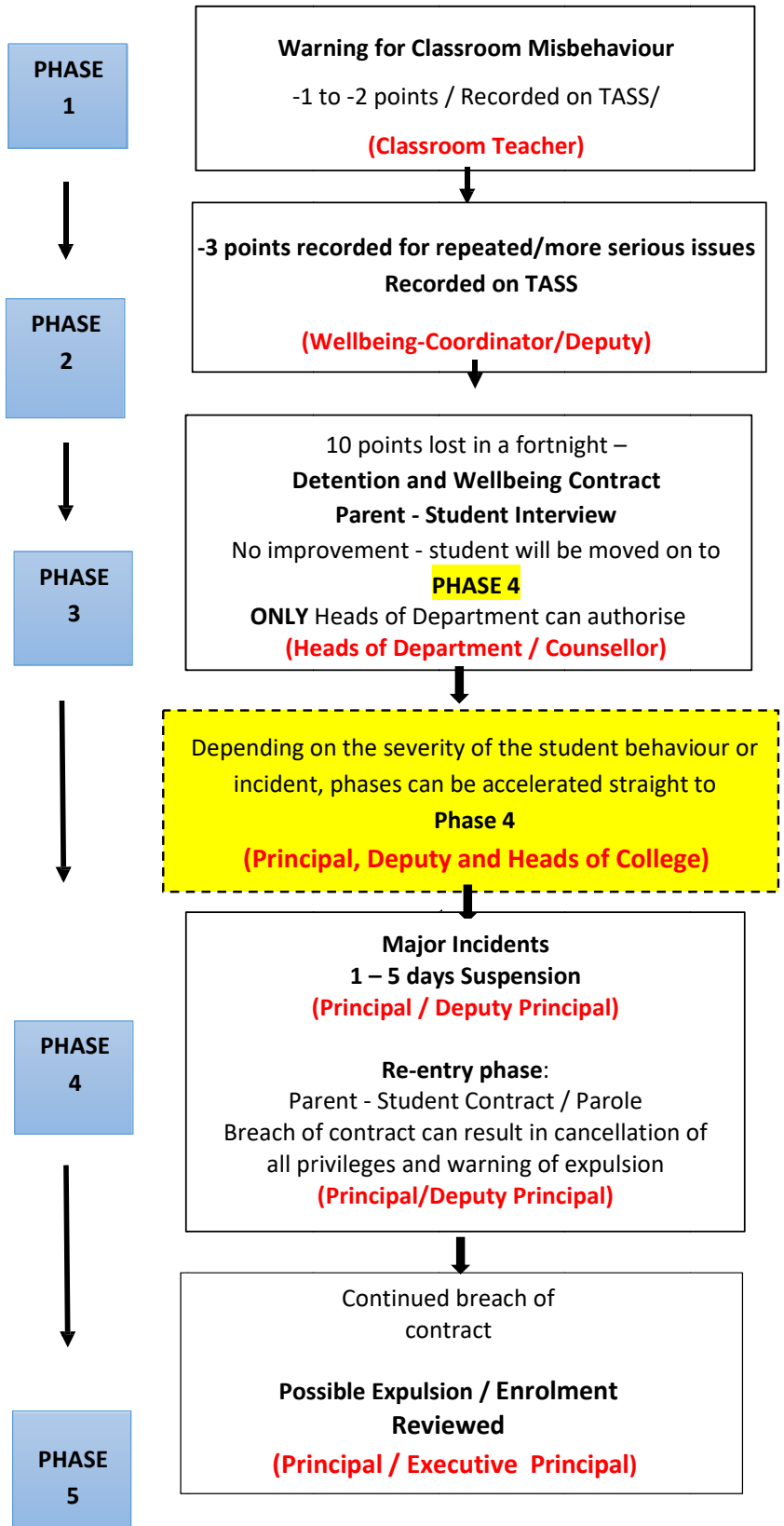


BEHAVIOUR DISCIPLINARY PROCESS

Minor Behaviour / Incidents
(examples)

- Inappropriate verbal language used
- Not following class / bus rules
- Disrespecting teachers
- Not following instructions
- Disrupting teaching / learning
- Consuming food / drink in class
- Computer use violation / Property misuse
- Physical contact / altercation
- Uniform incorrect or inappropriate
- Mobile phone use, earphones exposed
- Late arrival to school, class
- Truancing class

- **Major Behaviour / Incidents**
- Abusive language towards an individual
- Vandalism of College property (including bus)
- Fighting / physical aggression occasioning hurt
- Theft
- Truancy / Leaving College grounds Bullying (Cyber / Physical / Verbal) Sharing AIC media online through unauthorized filming
- Use of prohibited substances / items
- Inappropriate relationships



Drug Policy

Student Caught Smoking Cigarettes / Electronic Vapor Devices

First Offence: Parent / guardian contacted, immediate one-day suspension, counselling session, student and parents to sign a behaviour contract.

Second Offence: Same procedure as 1st offence (increase to two-day suspension).

Third Offence: Review of enrolment.

Student Using or Supplying Drugs

First Offence: Indefinite suspension with possible Expulsion

Uses, Supplies, or is in Possession of, a Suspected Illegal Substance or Supplies a Restricted Substance within College hours or after College hours on or off College grounds.

The College is committed to being a place which is free of illegal drugs. A student found using, supplying or possessing an illegal or restricted substance during or after College hours will have parent / guardian contacted and an immediate **indefinite** suspension. Termination of enrolment will be determined on a case-by-case basis, subject to an investigation conducted by Senior Management and the Pastoral Care Team. Students who assist other students to obtain illegal substances or supply restricted substances during or after College hours, such as prescription drugs, will also be subjected to the above procedure.

A member of the Pastoral Care Team will direct parents / guardians to suitable counselling and/or support services. Police will be contacted where applicable.

Electronic Devices

The inappropriate use of mobile phones, iPods, MP3 players and similar electronic devices is disruptive to the learning environment of students and therefore the use of these items is restricted.

Laptops

Laptops are to be used in an appropriate manner. Accessing any website or social networking sites for any non-curricular purpose is not permitted. They are not to be used to record, distribute, display or upload images or videos of staff, students, or parents on College premises unless this is part of an activity supervised by a teacher or other staff member. Any breach of this rule will result in suspension.

Mobile Phone Policy

While we acknowledge and appreciate the importance of technology in the lives of young people today and while we recognize that technology plays a big role in students' learning, mobile phones have been found to be a distraction within the classroom environment. We therefore have a no mobile phone policy

at College (including earphones); however, we understand that some of our students travel to our College via public transport. The College understands that there may be exceptional circumstances in which a parent wishes their child to have a mobile phone for their journey to and from the College using public transport. If you feel that your child does need to bring their phone into the College, you need to get written consent from the child's coordinator in advance assuring the phone would be switched off and placed securely in their bags during College hours. Please be advised that the College accepts no responsibility for the loss, theft or damage of any phone or electronic device brought into the College. See chart on p. 12.

Physical Altercation Policy

All students and education workers have a right to work in a safe and violence-free workplace. In addition to its criminal law implications, violence in schools is a health and safety issue and it is the responsibility of the employer to provide a safe working environment. It is also a moral responsibility of the College to provide learning environments which enable all students to reach their full potential. Adequate resourcing and support arrangements need to be provided at the school level to deal effectively with violence. The concern arises at all levels of schooling, particularly in the primary and middle years of schooling. Violence in schools is a result of a complex interplay of economic, social and psychological factors. Effectively dealing with this violence requires diverse and well-resourced strategies to be developed and implemented in the College.

Australian Islamic College has a zero tolerance policy with regards to violence. Any displays of violence will be strictly dealt with (please refer to the Major, Minor Critical Graph and associated phase)

SUSPENSION

Australian Islamic College strives to provide the highest standard in pastoral care to all of our students. This includes supporting students with managing their behaviour and ensuring the College is a safe and supportive environment for all.

In the majority of cases, undesirable behaviour is resolved through positive teaching practices, effective classroom management, guided reflection and, where necessary, appropriate College-based sanctions. The College considers suspension to be a severe sanction that is reserved only for circumstances where on-site behaviour support methods are not deemed appropriate.

The Principal may suspend a student from a period of attendance at the College for the whole or part of each day during the suspension period. A suspension may be deemed necessary by the Principal when a student's behaviour causes significant disruption to themselves, other students or staff, and is for the purpose of providing an opportunity for:

- The student, other students and staff to calm and recover.

- All to reflect on and learn from the incident, including where appropriate participating in restorative processes.
- The College to evaluate existing behaviour support plans, meet with any internal or external stakeholders, seek advice on how better to support the student, and put in place any adjustments to plans, resources, staff or strategies that may be required.
- The parent's / care givers to meet with the College to discuss the student's behaviour.

When a student is suspended from attendance at the Australian Islamic College the following process will be followed:

- Parents will be informed of their child's behaviour and notified of the College's intention to suspend.
- Parents may be asked to collect their child from College that day if deemed necessary.
- The suspended student will be required to attend a re-entry meeting with their parents on the morning they return to College (before release back into our duty of care) and sign a contract of agreed behaviour.
- Parents, the suspended student and College staff will confirm further support if required through a documented plan

Code of Conduct for Transport

Students are held to the same standards on AIC buses, as they are on the campus. Drivers are required to record behaviour incidents and pass them onto the Bus Coordinator.

The Bus Coordinator shares all information with Behaviour Coordinators who unify these incidents on the AIC system. The first incident occurrence on a bus, a student receives a verbal and incident is recorded. On the second occurrence, the parents of the student are notified via the Behaviour Coordinator, who warns the family of the potential termination of their bus contract. If an incident occurs for a third time, the student revokes their privilege of using the AIC bus system and will no longer be picked up.

Australian Islamic College

Mobile Phone Policy

Any student phone SEEN or HEARD will be confiscated

FIRST OFFENCE

- The device will be confiscated by the teacher and passed onto their COORDINATOR at the end of the lesson.
- The device may be collected by the student at the end of the school day, except where the breach of rules has seriously affected another student or staff member then the incident must be referred to the Principal.
- The Incident will be entered in Student Behavioural Records.

SECOND OFFENCE

- The device will be confiscated by the teacher and passed onto their COORDINATOR at the end of the lesson.
- The device may be collected by the student at the end of the school day, except where the breach of rules has seriously affected another student or staff member.
- Parent contact will be made and warned of the consequences for a third offence.
- The incident will be entered into Student Behavioural Records.

THIRD OFFENCE

- The device will be confiscated by the teacher and passed onto their COORDINATOR at the end of the lesson.
- It will need to be collected by a Parent or Guardian at their earliest convenience.
- The incident will be entered into Student Behavioural Record; any repeat offence will result in a repeat of the third offence.

IMMEDIATE SUSPENSION

If an electronic device is used to record, distribute, display or upload any images or videos (as previously defined) of any staff, student, **College property / ground or parent / visitor at any time will result in suspension.**

Late to College Policy

At the Australian Islamic College, we are committed to provide our students excellent learning opportunities both academically and socially to become responsible young adults both within the College and the greater community.

The College starts at **8.30 am** every day. It is essential that you ensure that your child arrives

At the College on time to prevent disruption to your child's own learning and that of others.

After 8.30 am gates will be locked. Students can only enter through the front gate and must provide an explanation note from the parent for being late. If the explanation seems genuine, for example, medical certificate, medical appointment, other written evidences etc. the student will be allowed to attend the College. If there is no explanation from the parent/ guardian, students will be recorded for their lateness by the admin staff. Explanation like 'woke up late', traffic jams, needs to drop other children somewhere else are not considered genuine causes for lateness.

A list of late students will be collated each day by the admin staff. There is a two-strike policy whereby students arriving late to the College **on second & subsequent occasions in one week** will serve a one-day suspension. The admin staff will notify the year level Coordinator who will contact parents to inform them of the impending suspension.

First Offence

- The Home Group teacher interviews student and discusses further consequences for repeat offences.
- Reprimand given with a clear warning about repeat offences.

Second Offence

- Program Coordinator interviews and reprimands student.
- Text sent home regarding lateness to the College.
- Student serves an after school detention

Third & Subsequent Offence

- Coordinators will contact parents for reasonable cause and student on recess and lunch detention.
 - Letter sent home informing the parents of Detention.
 - Parents are called for interview.
-

Truancy (intentional absence)

Attending school is a legal requirement for all students until the year the child turns 17 years of age, subsequently class attendance is compulsory.

Truancy is considered to be a breach of our College policy as we have a duty of care for our student's safety and wellbeing. Any students found truanting class will be suspended immediately. The year coordinators will be responsible for the follow-up of student attendance and the ensuring of an accurate daily absentee record, highlighting lateness and truancy. The system operated by the coordinators is designed such that students are notified the next day of their breach and the necessary consequence their action has attracted.

Any student found to have purposefully missed assembly, Prayer, any classes or leaving College grounds without permission from parents and the College will incur an automatic one-day suspension.

Lateness to class

Being late for class is disruptive to the general flow of a class and disrespectful to the teacher. It also has a negative impact upon the late students learning capacity as they are missing important information.

A second bell has now been introduced to identify when the classroom teacher and all students are aware of when they are expected in class. This has been introduced to alleviate any indiscretions within individual teachers' times and for the fair and equitable treatment of all students.

Students will have six minutes to get from one class to another. If the students do not reach their specific class by the ending of the second bell, the following consequences will apply.

Lunch detention is specific to gender; females will serve their detention during girl's lunch time and males during boy's lunchtime. On Friday there will be a combined detention for students who have come late.

Students who forget to attend their lunch detention will be expected to make up their missed detention. Three Missed detention without valid explanation can result in automatic 1-day suspension.

Please note specific Behaviour Coordinator will keep a record of all students who are late to class.

Absence from College Policy

At the Australian Islamic College, student attendances are considered as high priorities. We know that students who regularly attend are more likely to be successful.

It is a legal requirement for any absence to be recorded by a phone call, text messages, email or written explanation from the student's parent or legal guardian. Parents are requested to ring Central Office on **83407799**, send an email to Centraloffice@aic.sa.edu.au or send a written explanation with the child.

Permission to Leave the College During the Day

Students who need to leave the College for an appointment or medical reasons, will need to have their parents come to the front office to sign them out. The student will have a form which their Coordinator and front office will sign before allowing a student to leave.

The parent / guardian must sign the register. On returning to the College, students must sign back in at Student Reception.

Students will NOT be allowed to leave the College grounds without a parent / guardian

School work missed due to absence caused by suspension from the College

The College suspends students after several warnings, counselling, and contact with parents or sometimes due to extreme unacceptable behaviours. In this situation the College will not be liable to send school work

to the students if the suspension is less than a week. Students are required to follow the teaching-learning programs given them before. If the suspension is more than a week, parents have the responsibility to contact the Year Coordinators to make arrangement for the school work. The College will not take any responsibility for the students' academic progress due to their suspension.

Appendix 1 - Behaviour Referral Form

Student Name:		ID:		Location (please tick)	
Date:	Time:	Class:	Yr.:	Outside	
Referring staff member:				Prayer Rooms	
				Classroom	

Problem Behaviour					
Phase 1 – 3			Phase 3 – 5		
Defiance/Disrespect Low intensity, brief failure to follow directions.			Defiance/Disrespect Continued refusal to follow directions, talking back and / or socially rude interactions.		
Physical Contact Student engages in non-serious but inappropriate physical contact.			Physical Aggression Actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, scratching etc.).		
Inappropriate language Low intensity language (e.g. shut up, idiot etc.).			Inappropriate /Abusive language Repeated verbal messages that involve swearing or use of words in an inappropriate way directed at other individual or group.		
Disruption Low intensity but inappropriate disruption.			Disruption Repeated behaviour causing an interruption in a class or playground. (e.g. Yelling or screaming, noise with material, disrupting games, sustained out of seat behaviour etc.).		
Property Misuse Low intensity misuse of property.			Vandalism Student engages in an activity that results in substantial destruction or disfigurement of property.		
Dress Code Student wears clothing that is near, but not within, the dress code guidelines defined by the College.			Dress Code Refusal to comply with College dress code.		
Safety Student engages in brief or low-level safety violation not involving hurting any other individuals or groups.			Safety Student engages in frequent unsafe activities where injury may occur.		
Dishonesty Student engages in minor lying/cheating not involving any other person.			Major Dishonesty Student delivers message that is untrue and / or deliberately violates rules and/or harms others.		
Other			Harassment / Bullying Repeated teasing, physical and verbal intimidation of a student.		
			Other		

Lunch Detention Required?		Yes	No
Student made aware referral form given:	Yes	No	Teachers Signature:

Student Name & ID: _____ BEHAVIOUR FORM (Late Sheet) Week & Date: _____

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:
2	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:
3	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:
4	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:
5	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:
6	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:
7	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:	Subject: Teacher: Behaviour Code:
Parent Signature					

1. Excellent Behaviour

2. Good Behaviour

3. Completed task/Average Behaviour

4. Off Task/Talkative

5. Poor Behaviour/Disturbing Class

6. Late to Class

Behaviour Classifications

Minor Behaviour	Definition	Examples	Phase	Non-Examples
Inappropriate Verbal Language	Any spoken, written, or non-verbal communication that insults, mocks, belittles, or slanders another person will be considered inappropriate.	Put-downs, taunts, or slurs of a non-offensive nature.	0-1	Cursing, slandering another person, hostile threats either written, spoken, or non-verbal.
Physical Contact / Physical Altercation	Any incidence in which a student engages in inappropriate physical contact with another student.	Silly horseplay, playful grabbing, pinching, non-aggressive punching or slapping, chasing, shoving.	0-1	Shoving match, slapping, or other such low impact incident not severe enough to constitute a fight.
Defiance / Disrespect / Non-compliance	Brief or low-intensity failure to respond to adult request.	Talking back, not following directions, sleeping, refusal to complete assignments, ignoring request of adult.	1-2	Refusal to comply with established rules, leaving class without permission.
Disruption	Low-intensity, but inappropriate disruption.	Intentional distractions: noises, pranks, annoying statement / questions; breaking line, making mess, throwing paper wads, etc.	0-1	Loud talk, yelling, screaming; noise with materials; horseplay / roughhousing; any behavior more than nagging.
Dress Code Violation	Student wears clothing that does not fit within the dress code	Refer to the College Uniform Policy	1-3	
Property Misuse	Low-intensity misuse of property.	Breaking pencils / crayons, kicking furniture, mishandling text books	0-1	Damaged property as result of aggressive behaviors, etc., tampering with equipment.
Tardy	Student is late to class	Student enters College / classroom after the bell rings without excuse or an admit slip	2-3	Leaving the College without permission
Computer Use Violations	Student playing computer games or accessing website not specified by their teacher	Instead of working on given task student is checking sports results over the weekend.	0-1	
Consuming Food/Drink in class	student eating during class time	Student is hiding his / her sandwich, eating in class	0-1	

Major Behaviour	Definition	Examples	Phase	Non-Examples
Abusive Language / Inappropriate Language	Verbal messages that include swearing, name calling, or use of words in an inappropriate way	Cursing, slandering another person, hostile threats either written, spoken, or non-verbal	1-4	Put-downs, taunts, or slurs of a non-offensive nature, mild oaths not directed at an individual Offensive communications targeting race, etc.
Fighting / Physical Aggression	Actions involving serious physical contact where injury may occur	Hitting, punching, kicking, hair pulling, scratching, choking	4-5	Silly horseplay, playful grabbing, pinching, non-aggressive punching or slapping, chasing, shoving.
Defiance / Disrespect / Insubordination / Non-Compliance	Refusal to follow directions, talking back, and/or socially rude interactions communicated in writing, by words or tone of voice	Refusal to comply with established rules, leaving class without permission, verbal defiance / argumentative; inappropriate public display of affection	3-4	Talking back, not following directions, sleeping, refusal to complete assignments, ignoring request of adult
Lying / Cheating	Student delivers message that is untrue and/or deliberately violates rules	Telling untruths / wrongful accusations, copying, obtaining questions / answers to school assignments / tests	2-4	Forged notes from parents, doctors, teacher, etc., plagiarism, stealing, hiding / purchasing stolen property, aiding someone in stealing, pretending to be another student's parent over the phone
Harassment/Tease/Taunt	Student delivers repeated disrespectful messages (verbal or gesture), to another person that includes threats and intimidation, obscene gestures, pictures, written notes.	Bullying, repeated verbal harassment or abuse, inappropriate touching, gesturing, notes and pictures.	2-4	Physical assault / battery, threats involving weapons and minor offenses such as name calling, put-downs, taunts, or slurs of a non-offensive nature, mild oaths not directed at an individual.
Truancy	Student leaves class / College without permission or stays out of class / College without permission	Laying out of class; over two minutes late to class; leaving the College without permission	3-4	Students enters the College / classroom after the bell rings without excuse or an admit slip

Forgery / Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without the person's permission	Forged notes / calls from parents, doctors, teacher, etc., plagiarism, stealing, hiding / purchasing stolen property, aiding someone in stealing.	3-4	Telling untruths / wrongful accusations, copying, obtaining questions / answers to school assignments / tests
Vandalism	Vandalism is the malicious, intentional defacing or damaging of public or private property.	Writing / painting graffiti On the College wall, keying a car, tampering with a College sign, damaging a locker, carving/writing name on a desk.	2-3	Breaking pencils / crayons, kicking furniture, mishandling text books.
Physical Aggression	Any physical contact occurring with the intent to cause discomfort or an incidence of slight physical contact will constitute an altercation between students.	Shoving match, slapping, or other such low impact incident not severe enough to constitute a fight.	2-4	Horseplay, playful grabbing, pinching, nonaggressive punching or slapping, chasing, shoving. "Not keeping hands / feet to self."
Disruption	Behavior causing an interruption in a class or College activity	Loud talk, yelling, screaming; noise with materials; horse-play / roughhousing; any behavior more than nagging	1-3	Intentional distractions: noises, pranks, annoying statement / questions; breaking line, making mess, throwing paper wads, etc.

DEFINITIONS

Child abuse:

Four forms of child abuse are covered by WA law, being:

- 1) Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or a child's caregiver.
- 2) Sexual abuse, in relation to a child, includes sexual behaviour in circumstances where:
 - a) The child is the subject of bribery, coercion, a threat, exploitation or violence;
 - b) The child has less power than another person involved in the behaviour; or
 - c) There is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.
- 3) Emotional abuse includes:
 - a) Psychological abuse; and
 - b) Being exposed to an act of family and domestic violence.
- 4) Neglect includes failure by a child's parents to provide, arrange or allow the provision of:
 - a) Adequate care for the child; or
 - b) Effective medical, therapeutic or remedial treatment for the child.

Corporal punishment:

Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm: from UN Committee on the Rights of the Child, General Comment No. 8 (2006), paragraphs 11 and 15: CRC/C/GC/8, 2 March 2007.

Degrading punishment:

Any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child (from UN Committee on the Rights of the Child, General Comment No. 8 (2006), paragraphs 11 and 16: CRC/C/GC/8, 2 March 2007).

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