

Mundaring Christian College Behaviour Procedure

Mundaring Christian College’s vision to be a thriving Christian community that is inspired and equipped to learn and live well. Part of learning well is also behaving well inside and outside the classroom. Behaviour, attitudes and engagement of students contribute to the culture of our College. Disrupting our culture and ability to learn is not the MCC way. Every student has a right at Mundaring Christian College to feel safe, have a sense of belonging and to be given an opportunity to correct behaviours or attitudes that may be impacting others or their own learning.

The behaviour policy at MCC has been refined and clarified so all students, parents and teachers are aware of how behaviour is managed by all stakeholders.

Send Outs – Inside, Outside and Immediate Send Outs

Any seen or perceived disruptive behaviour is dealt with using a form of the Canter Assertive Discipline System. In addition to this system, the Restorative Model is used to ensure students are given opportunities to adjust their behaviour and for teachers to make the process clear to the student. We want our students to not only be aware of impact on others and how their behaviour can impact the culture of the College, but how they can improve their behaviour.

Clear communication every step of the system and support after the discipline process is provided to the student to ensure the student understands their impact of behaviour and how to move forward from the Dean of Year and/or Head of Student Wellbeing. This system encourages a without a fuss approach and a process to encourage a student to adjust their behaviour and make positive choices to not just impact their learning but also the learning of others.

Inside Send Out: Behaviours Impacting Learning.	Examples of behaviours that would lead to an inside send out:
<ul style="list-style-type: none"> Name, tick, send out process in the classroom for behaviours that are impacting student’s ability to learn in the classroom. The student is given opportunity to correct their behaviour two times before they are asked to leave the classroom and go to Student Services and will be interviewed by the Head of Student Wellbeing. The student will complete a reflection sheet where they are given an opportunity to reflect on the situation and have a voice. The teacher will also provide feedback on the send out and given an opportunity to meet with the student with the Dean of Year and/or Head of Student Wellbeing before they return to the class the next day. 	<ul style="list-style-type: none"> Distracting behaviour whilst learning is occurring. Time wasting behaviour and impacting others. Being disrespectful/rude to a staff member and/or another student.
Outside Send Out: Behaviours Impacting Culture.	Examples of behaviours that would lead to an outside send out:
<ul style="list-style-type: none"> Immediate send out for behaviours that are outside the classroom from a staff member. The student is sent to Student Services and will be interviewed by the Head of Student Wellbeing. The student will complete a reflection sheet where they are given an opportunity to reflect on the situation and have a voice. The teacher will also provide feedback on the send out and given an opportunity to meet the student with the Dean of Year and/or Head of Student Wellbeing if appropriate. 	<ul style="list-style-type: none"> Breach of safety or student code of conduct. Verbal or physical abuse to a student or staff member. Defiant behaviour such as refusing a reasonable request from a staff member. Misuse of equipment (including damage and vandalism).
Immediate Send Out (Inside and Outside)	Examples of behaviours that would lead to an immediate send out:
<ul style="list-style-type: none"> Behaviours that are deemed unsafe to the student or another student or staff member. Behaviours that are disrespectful and need to be addressed immediately. The student is sent to Student Services and will be interviewed by the Head of Student Wellbeing. The student will complete a reflection sheet where they are given an opportunity to reflect on the situation and have a voice. The teacher will also provide feedback on the send out and given an opportunity to meet the student with the Dean of Year and/or Head of Student Wellbeing if appropriate. 	<ul style="list-style-type: none"> Breach of safety or student code of conduct. Verbal or physical abuse to a student or staff member. Defiant behaviour such as refusing a reasonable request from a staff member. Misuse of computers or other equipment (including damage).

The following Inside Send-Out Process is for the length of a school year.

The Inside Send-out System: Behaviours Impacting Learning	
A student sent out of any class seven (7) times throughout a school year, is withdrawn by their parents or the Principal will permanently exclude them from the College.	
First send-out	<p>Verbal warning by the Head of Student Wellbeing and formal letter written home to inform parents of the send out and process moving forward.</p> <p>Dean of Year is notified of send-out and has an informal meeting with the student.</p>
Second send-out	<p>Formal letter sent home to parents indicating that the student has been sent out of class on two occasions.</p> <p>A parent interview is requested by the Head of Student Wellbeing.</p> <p>The student will receive a follow up interview with the Dean of Year and will be placed on a weekly Action Plan.</p>
Third send-out	<p>In-school suspension for half a day – separate recess and/or lunch breaks, with no contact with students.</p> <p>Parents are notified as soon as possible via phone and will receive written communication of a formal letter. A parent interview with the Head of Student Wellbeing is required.</p> <p>The student will receive a follow up interview with the Dean of Year and will be placed on a daily Action Plan.</p>
Fourth send-out	<p>In school suspension for one day – separate recess and/or lunch breaks, with no contact with students.</p> <p>Parents are notified as soon as possible via phone and will receive written communication of a formal letter. A parent interview with the Head of Student Wellbeing and Dean of Year.</p> <p>The student will receive a follow up interview with the Dean of Year and will be placed on a daily Action Plan.</p>
Fifth send-out	<p>Out of school suspension for one day – total suspension from the College.</p> <p>Parents are notified as soon as possible and asked to collect their child at their earliest convenience. Parents will receive written communication of a formal letter. Parent and student interview with Head of Student Wellbeing and Principal before the student can return to the College.</p> <p>The student will receive a follow up interview with the Dean of Year and will be placed on a daily Action Plan.</p>
Sixth send-out	<p>Out of school suspension for two days – total suspension from College.</p> <p>Parents are notified as soon as possible and asked to collect their child at their earliest convenience. Parents will receive written communication of a formal letter. Parent and student interview with Head of Student Wellbeing and Principal before the student can return to the College.</p> <p>The student will receive a follow up interview with the Dean of Year and will be placed on a daily Action Plan.</p>
Seventh send-out	<p>Immediate contact with parents. Parent interview with Head of Student Wellbeing and Principal. Withdrawal or permanent exclusion from College.</p>

See below of examples of inside send out behaviours.

Inside Send Out Behaviours: Impacting Learning

Examples of behaviour that may warrant a verbal warning, name on the board, tick and then send out inside the classroom:

Distracting behaviour

- Talking/singing/making noises when not appropriate to disrupt learning or a teacher's instructions.
- Walking around the room when asked not to or to remain seated.
- Continuously swinging on the chair when asked not to by the teacher.
- Calling out to disrupt learning or a teacher's instructions when asked not to or to raise their hand.
- Distracting a student in class from learning or from another class through the window or door.
- Interfering with another student's work.
- Mobile phone going off in class and/or being used inappropriately eg. Youtube.
- Using an electronic device without teacher permission.
- Throwing an item to another student instead of passing it.

Time-wasting behaviour

- Completing work from another subject in class.
- Off task behaviour such as refusing to complete a task when asked by a teacher.
- Drawing pictures on paper and/or self when a task should be completed.
- Not completing a reasonable amount of work within the given timeframe when requested by a teacher.

Being disrespectful/rude to a staff member or another student

- Name-calling to a student.
- Putting another student down with words or actions.
- Speaking rudely to a teacher.
- Making inappropriate comments to a student, teacher or class.
- Disobeying a teacher's instructions.

Immediate Send-Out Behaviour

A student may be sent out of class without the verbal warning, name, tick, send out process for the following behaviour in class:

Breach of Safety

- Throwing an object in class that injures an individual.
- Intentionally pushing/knocking a student off a chair.
- Not following safety guidelines in practical lessons.

Verbal Abuse

- Swearing at another student.
- Swearing at a staff member, parent or visitor to the College.

Defiant behaviour

- Refusing to complete a task or reasonable request from the teacher after being asked and given opportunities to abide by the request.
- Deliberately wasting time to return to a class after a break.
- Intentionally avoiding a class by walking around the school or visiting other classes.

Misuse of Computers and/or Other Equipment

- Changing settings of classroom, lab, or College computers.
- Accessing, attempting to access or showing inappropriate material via the internet.
- Attempting to access restricted areas on the College computer network.
- Intentional misuse of equipment provided during a lesson.
- Graffiti.
- Vandalism.

The following behaviour results in an automatic send out in or outside the classroom and will warrant an immediate send-out with the outcome of a suspension:

- Breach of safety or student code of conduct.
- Verbal or physical abuse to a student or staff member.
- Defiant behaviour such as refusing a reasonable request from a staff member.
- Injuring or intimidating an animal on College grounds.
- Misuse of computers or other equipment (including damage).

The examples provided above are as provided as a guide. Discretion may be applied by Head of Student Wellbeing, Head of Secondary and/or Principal on the impact on student, other students and the context of the situation.

The following Outside Send-Out Process is for the length of a school year.

The Outside Send-out System: Behaviours Impacting Culture	
If a student is suspended four (4) times in one school year, for an outside send-out for any reason, they are permanently excluded from the College. Each time a student receives an outside send-out, they are immediately suspended from school for a period of time.	
First outside send-out	In school suspension for one day – total suspension from College. Parents are notified as soon as possible. The student will receive a follow up interview with the Dean of Year.
Second outside send-out	Out of school suspension for two days – total suspension from College. Parents are notified as soon as possible and asked to collect their child at their earliest convenience. Parent and student interview with Head of Student Wellbeing and Principal before the student can return to the College. The student will receive a follow up interview with the Dean of Year.
Third outside send-out	Out of school suspension for three days – total suspension from College. Parents are notified as soon as possible and asked to collect their child at their earliest convenience. Parent and student interview with Head of Student Wellbeing and Principal before the student can return to the College. The student will receive a follow up interview with the Dean of Year.
Fourth outside send-out	Immediate contact with parents. Parent interview with Head of Student Wellbeing and Principal. The student will be placed on provisional enrolment. Conditions of the provisional enrolment will be outlined by the Principal.

Suspensions and Provisional Enrolments

Suspensions are issued with inside and outside send outs. Once a student has received two suspensions from an inside and/or outside send out in total, they will be required to have a meeting with their parents with the Principal and Head of Student Wellbeing. In this meeting, they will be placed on a provisional enrolments and conditions of their enrolment moving forward will be discussed and confirmed.

All send outs, suspensions and provisional enrolments are communicated verbally and in writing.

Students that are on provisional enrolments in 2022 will be revised for 2023 and informed of their status based on their behaviour and demonstrated improvements.

See below of examples of outside send out behaviours.

Outside Send Out Behaviours: Impacting Culture

The system for dealing with inappropriate behaviour outside the class operates differently from the inside behaviour support system. If a student behaves impacting the culture of MCC in a negative way, they are addressed by the teacher and sent straight to Student Services with an outside send out.

Breach of Safety

- Deliberately throwing an object that injures an individual.
- Intentionally punching, slapping, tripping, hitting, pushing and/or knocking a student outside of class time.
- Not following safety guidelines in the playground.

Verbal Abuse

- Swearing at another student.
- Swearing at a staff member, parent or College visitor.

Defiant behaviour

- Leaving campus without school permission.
- Leaving campus in another student's vehicle without school permission.

Anti-social behaviour

- Harassing or intimidating an individual in person or online.
- Fighting – physical or verbal.
- Truancy.
- Leaving the College grounds with school permission.
- Poor online conduct.
- Stealing.

Breach in Student Code of Conduct

- Verbally or physically bullying a student in person or online.
- Punching, slapping, tripping or hitting another student.
- Punching, slapping, tripping or hitting a staff member.
- Injuring or intimidating an animal on College grounds.
- Indecent exposure of self or another student including mooning.
- Sending inappropriate images to another peer.
- Filming a student or staff member without permission.
- Posting on a social media platform in College uniform.
- Use or providing illegal substances or illegal objects to a student.
- Possession and/or selling of illegal substance or illegal objects.
- Defamation of a student or staff member on social media.
- Conducting or filming social media challenges on College grounds or in College uniform.

Immediate Expulsion

Unfortunately there are behaviours that do not support the College ethos and Student Code of Conduct, and will result in a student being asked to be withdrawn by the parents or immediately expelled by the Principal.

Behaviours that may result in immediate expulsion:

- Online predatorial behaviour.
- Bringing alcohol to school and/or the consumption of it.
- Bringing drugs and/or drug paraphernalia to school, using and/or selling.
- Showing illicit material to others or viewing it on College grounds (images/videos of high violence or pornographic in nature).
- Selling, distribution or consuming alcohol, drugs or medication on College grounds.
- Bringing and/or using weapons to the College.
- Performing sexual acts on College grounds.
- Threatening, intimidating, or assaulting a teacher, student, parent or visitor of the College
- Threatening/intimidating/injuring an animal

Examples of student behaviour and consequences

Offence	Category	Consequence
<ul style="list-style-type: none"> Littering No hat after a warning Out of bounds after a warning Repeated uniform breach Not completing homework in a learning area time period 	Light	Detention Homework catch up class (for homework not completed)
<ul style="list-style-type: none"> Disrupting the class repeatedly Calling out when asked not to Not completing set work in class 	Moderate	Name, tick, send out = inside send out
<ul style="list-style-type: none"> Bullying – name calling, intimidation (first offence) Rough/dangerous play Disobeying a teacher’s instructions Student leaving a class without permission Truancy Vandalism 	Moderate	Detention, inside send-out or outside send-out
<ul style="list-style-type: none"> Fighting and/or injuring a student Leaving the College grounds Smoking, vaping, alcohol Poor online conduct Injuring or intimating a student 	Severe	Outside send out
<ul style="list-style-type: none"> Assaulting a student, teacher, parent or animal Online predatory behaviour Bringing alcohol to school and/or the consumption of it Bringing drugs and/or drug paraphernalia to school, using and/or selling Showing illicit material to others or viewing it on College grounds (images/videos of high violence or pornographic in nature) Bringing weapons to school 	Serious	Immediate expulsion

Vaping Policy

It is illegal in Western Australia to sell e-cigarette devices and vaping products to anyone regardless of age, unless they are prescribed by a doctor for smoking cessation purposes and obtained with a prescription from a pharmacy for medical reasons. It is also illegal to sell vapes to friends at school or in the community.

Our policy on e-cigarettes and vaping products are as follows:

- Students found selling vapes to individuals of our community, on or off school grounds will be issued with a five day at home suspension.
- Students found using a vape on school grounds will be issued with a two day at home suspension.
- Students found purchasing a vape from another student of MCC will be issued with a one day in school suspension.

Students that are issued with an at home suspension will have an interview with Head of Student Wellbeing and the Principal with their parents before returning to school and re-entering our community. Students found using or selling vapes will be issued with a situational provisional enrolment at their first offence. Repeat offenders will be withdrawn from the College.

Electronic Device Policy

Mobile phones and all electronic devices including Smart Watches, Earbuds, EarPods, Bluetooth Headsets and Air pods are not permitted to be used at the College during school hours. Students may choose to carry a mobile phone and/or electronic device to and from school for pastoral, safety, security, or emergency reasons.

Students are required to communicate with parents during school hours through Student Services. Parents can also leave messages for students through Student Services.

If a student chooses to use one of the above electronic devices without the permission and supervision of a staff member, they will be asked to take their electronic device to Student Services immediately.

Students that refuse to hand in their item and/or do not take their item to Student Services when asked, will be issued with an outside send out.

Electronic device policy breaches process	
1 st breach	Warning and email home to parents from Student Services via pastoral care notifications.
2 nd breach	Repeat offenders will be given a detention; this will be issued by Student Services and an electronic device contact will be confirmed with parents via pastoral care notifications.
3 rd breach	Repeat offenders will then be put on an electronic device contract which involves handing over their electronic device at the start of each day for a week to Student Services.
4 th breach	The electronic device will be confiscated and returned to their parents only. The student will also go on an electronic device contact.
5 th breach	The electronic device will be confiscated and returned to their parents only. The student will also go on an electronic device contact and be issued with a suspension.

Each Term, the electronic device tally of breaches will be reset if a student has only breached twice. If a student has breached three or more times, the tally does not reset for the year.

ICT Breach

Inappropriate computer use in class will warrant an ICT breach. This includes playing games, sending inappropriate images to peers, watching YouTube, and/or not completing the set task of the class.

Students will be asked to hand in their device to Student Services and will need to collect their device at the end of the day.

Students that refuse to hand in their item and/or do not take their item to Student Services when asked, will be issued with an outside send out.

ICT breach process	
1 st breach	Warning and email home to parents from Student Services via pastoral care notifications.
2 nd breach	Repeat offenders will be given a detention; this will be issued by Student Services and communication will be sent home to parents on the breach. The Dean of Year will have an interview with the student on appropriate ICT use and the student will be issued with an Action Plan.
3 rd breach	Parent interview with Dean of Year and/or Head of Student Wellbeing. Action plan created with student and parents. Further breaches will result in an interview with the Principal and Head of Student Wellbeing.

The Detention System

The detention system serves to address student behaviours and actions may not necessarily affect the classroom or other students but will have an impact on students. The detention system operates to motivate students to modify those behaviours that interfere with the smooth running and/or appearance of the College.

Behaviours that impact the classroom and students will be addressed with the name, tick, send out process.

When a student is issued with a detention, they are to sit the 20-minute detention at the designated lunch time, Monday to Thursday. It is the student's responsibility to attend, and any outstanding absences will be followed up by the appropriate Dean of Year. Communication is sent home each afternoon to the parent by Student Services on the detention being issued and the staff member the detention is from.

Students that fail to attend a detention will be followed up by the Dean of Year and PC teacher. Failure to attend multiple detentions after communication with the Dean of Year may result in a student being issued with a suspension.

Detentions may be issued for the following:

Behaviour outside the classroom

- Repeated uniform breaches in a five-week period during a term.
- Repeated electronic device breaches in a five-week period during a term.
- Repeated ICT breaches in a five-week period during a term.
- Inappropriate use of an item, resulting in it being confiscated repeatedly in a five-week period during a term.
- Repeated late to class and/or school in a five-week period without an appropriate and/or approved reason during a term.
- A student being out of bounds on College grounds after warning.
- Inappropriate affectionate behaviour with a student after a warning eg. Kissing.

Academic infringements

- Homework repeatedly not completed in a five-week period during a term based off each department's homework expectations (see table below).
- No sports uniform when required for a Physical Education lesson repeated in a five-week period during a term.
- Coming to class unprepared repeatedly in a five-week period for the same subject during a term (see table below).

Homework repeatedly not completed in a five week period during a term. The tally is reset by each teacher after the five week period.	
Learning Area	Detention given for homework when not completed
Maths and Science	Three times not completed in a 5 week period each term.
English and Humanities	Two times not completed in a 5 week period each term.
Other courses	Two times not completed in a 10 week period.

No equipment repeatedly not brought to class in a five week period during a term. The tally is reset by each teacher after the five week period.	
Learning Area	Detention given for not bringing the correct equipment to class
Maths, English, Science, Humanities	Three times not correct in a 5 week period each term.
Other courses	Two times not correct in a 5 week period each term.
Living Well and Effective Learning	Three times not correct in a whole term.