

BEHAVIOUR IMPROVEMENT POLICY

James 2:12-13

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 3:13

Who is wise among you? Let him show it by his good life, by deeds done in humility that comes from wisdom.

Torrens Valley Association for Christian Education Inc is a member school of Christian Education National (CEN).

The Christian basis of the School is its Educational Creed as stated in Article 3 of the Constitution. All policies and procedures flow from this basis and are applications of it for all areas of School life, including teaching and learning, discipline and discipling, professional and administration.

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

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

Torrens Valley Christian School is committed to establishing and maintaining a school 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 school 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 school, 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 school 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 school. It is not a static code of the school rules and disciplinary actions.

The Torrens Valley Christian School Behaviour Improvement Policy comprises four components:

- A general statement of the expectations of teachers, students and parents / caregivers of the school community
- A statement of behavioural expectations, practices and consequences
- Behaviour Improvement procedures – implementation guidelines for staff
- Specific structures in the school 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 School's policies in all aspects of school 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 School 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 school and the parents/caregivers, recognising that parents play a pivotal role in the education of their children.
- Actively support the School's homework policy.

Student Expectations

It is expected that each student will:

- Accept responsibility for their actions and hence learn to develop self-discipline. The School 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 School's policies and to discipline appropriately if the student's behaviour is unacceptable.
- Accept and respect every other student and other members of the School community. Where a student's selfish behaviour is detrimental to the welfare of other members of the school community, the student will be expected to change this behaviour and accept appropriate disciplinary action.
- Respect the property of the school, of all other students and of all members of staff.
- Accept the right of every student to enjoy a safe, secure school 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 School and support the devotional activities and Pastoral Care Programme the School 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 Torrens Valley Christian School, their parents / caregivers have chosen this school to provide their formal schooling needs. The School expects that parents / caregivers of each student will:

- Both, or at least one, be an active Christian involved in a Church congregation
- Genuinely encourage and show continuing interest in and concern for all aspects of the student's development
- Be familiar with the aims of the School and support the school in its efforts to achieve these aims
- Actively foster cooperation between staff and students
- Support good channels of communication between home and school
- 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 School 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 school. Parents / caregivers are encouraged to discuss areas of concern with the appropriate personnel at the School 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 School 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 fulfill 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 School 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 willfully 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 detention.
- Teachers will keep track of student lateness and will record detentions in the Detention 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 school grounds – a safe, pleasant, clean, environment

Expectations

- Students respect and care for each other.
- Members of the school community should support each other. They should not harass, but encourage others to also be supportive.
- Students respect and care for school buildings and grounds.
- School 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 school views harassment as a serious matter and offenders may ultimately be dealt with as a matter of school discipline.
- The school 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 SCHOOL

Expectations

- Students are expected to attend school regularly and to remain on campus during school hours as part of the duty of care towards each student.
- Students who leave the school for any purpose must use the 'Sign In / Out Book' in the School 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 school day and professional appointments.
- All Primary / Middle School students who have school-time appointments must be met at the School Office by parents who sign the 'In / Out Book'. This is a requirement of the School Child Protection Policy.
- Parents or Care / givers are to notify the school to explain absences. Students who need to leave the campus during school 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 school.

Consequences

- Students who arrive late to school twice within a two week period (without an acceptable reason) will be issued with a detention.
- Continual lateness to school and unauthorised absences may result in a range of consequences as appropriate including warning, suspension of privileges, detentions 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 Torrens Valley Christian School are expected to wear the school 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 school community.
- Students representing the school 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 detention.

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.

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 school 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 school on public buses will conduct themselves at all times in a responsible manner, reflecting a positive image of the school 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.

Consequences

- Students who do not behave responsibly according to the school's expectations and who have been reported by the bus company or a member of the general public for inappropriate behaviour will be warned, expected to write a letter of apology, a school-based penalty will be applied and the student may be excluded temporarily from using public 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 school diary.
- The school diary is not a personal diary, and should not contain personal notes or comments.
- The school expects positive and open communication about school matters between parents / caregivers, students and staff through the use of the school diary.

Consequences

- Diaries will be used daily by all students at Torrens Valley Christian School.
- 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 school, do so at their own risk.
- Students are to switch off their phones while at school.
- Students are not to text message each other in the classroom.
- Students may use their phones to contact parents to communicate changes to school 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 use their mobile phone at inappropriate times will have the phone held at the Front Office for 7 days – refer to diary agreement "Electronic Devices (Mobile Phones, i-Pods, Hand-held computer games etc) Protocol".

STUDENT DRIVERS

Expectations

- Senior students who drive vehicles / motor bikes to and from school 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 school 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 school regularly must include siblings' names on the Permission Form
- The Student Driver Form is applied for from the Senior School Coordinator upon request.
- Student's who use their car as transport for school-related business (i.e. school excursion / camps) and who will carry other students must have written permission from the said students' parents / caregiver and the School for this to occur. The Senior School Coordinator 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 school 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 Torrens Valley Christian School.
- Students who do not have written parental consent to transport other students to and from a school 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 school-related excursion will be dealt with seriously by Senior Management. Parents will be notified and appropriate action will be taken.

CROSSING GRAND JUNCTION ROAD

Expectations

- Students are expected to cross Grand Junction Road by using either the Valley Road pedestrian crossing lights or the pedestrian lights in front of the Lutheran Homes.
- Students will not cross in between these two pedestrian crossings.
- Students will follow the walk / stop signals at all times and walk in a safe manner quickly across the road.

Consequences

- Students who are reported for not using the designated crossings or do so inappropriately will be given a detention and parents will be notified.

USING HOPE VALLEY SHOPPING CENTRE IN SCHOOL HOURS

Expectations

- Year 12 students have the privilege of buying food from the shopping centre. They may visit the shops during recess or lunch without staff permission.
- Year 12 students will only shop for themselves or other Year 12 students.
- The Shopping centre is 'Out of Bounds' for all other students during the school day except with written permission from a staff member for a specific purpose.
- Students are to use the school lunch order system for food purchases for lunch or bring a packed lunch from home.
- Students may visit the shopping centre before they come to school to purchase goods but may not visit the centre once they have come onto the School campus. This applies also to after school – students may visit the centre on their way home but not return to school with goods unless it is for a specific purpose i.e., musical practice, Electronics Bus. Written permission needs to be sighted if requested.

Consequences

- Year 12 students who abuse this privilege in any way will have the privilege rescinded for a designated time.
- Other students reported for being at the shopping centre without written permission from a staff member will be given a detention and the food may be confiscated.

STUDENTS USING ALCOHOL, TOBACCO AND DRUGS

- Refer to the School's policy on *Illegal Drugs and Substances*

BEHAVIOUR IMPROVEMENT PROCEDURES

CARD SYSTEM		
STEP 1	WARNING	Verbal, name on board
STEP 2	CONSEQUENCE	Teacher applies a specific consequence, e.g. move seat, stay in at recess or lunch, yard duty, time out, After School Detention
STEP 3	ORANGE CARD	Orange sticker in diary, Coordinator notified, After School Detention may be given
STEP 4	RED CARD	Sent to Deputy Principal

At the first sign of inappropriate behaviour the student will be warned by the teacher. If this behaviour is repeated, the teacher applies specific consequences, e.g. move seat, stay in at recess or lunch, yard duty, time out, After School Detention.

If inappropriate behaviour continues, or if the inappropriate behaviour is serious enough in itself, the student may be given an **Orange Card**: an orange sticker, with details on it, will be placed in the student's Diary, and the Primary, Middle or Senior School Coordinator will be informed. The student may receive an After School Detention as well at this point.

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 Primary or Secondary Deputy Principal, who will give the student a **Red Card**. Parents will be informed and the student will receive an After School Detention or Internal Suspension at the school.

If a student receives three Orange Cards in one term, or four Orange Cards in a semester, these will be converted to a Red Card. Four Red Cards in one school year will result in a review of the student's enrolment.

After School Detention

Detentions are held on Friday afternoons from 3.30 pm to 4.30 pm in the Resource Centre. Detentions may be given for repeated lateness without a significant reason / note from parents, failure to do homework without reason, uniform infractions, or other failures to comply with school rules and policies. Parents are informed of detentions through a diary sticker. If a student receives three detentions in one term, or four in a semester, these will be converted to a Red Card as above.

Internal Suspension

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

External Suspension

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

Document Information:

Document Code: Policy: Behaviour Improvement

Date of issue: May, 2013

Last Updated: February, 2014

Author: Senior Management Team

Owner: Curriculum Coordinator