



LAUTOKA ANDHRA SANGAM COLLEGE

Registration No: 9764 Established: 1994 P.O. Box 5451, Lautoka, Fiji. Phone/Fax: 6664406
School Mobile: 9278166 Email: lautokaandhra@connect.com.fj

BEHAVIOUR MANAGEMENT POLICY

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1.0 POLICY OBJECTIVE

The purpose of this policy is to institute a framework to guide Lautoka Andhra Sangam College to manage student offences and indiscipline. It establishes clean expectations for appropriate student behavior and consequences if breach of school code of ethic occurs. The policy ensures that student's offenders will go through a reform process encompassing three counseling with appropriate stakeholders (Offenders, parents / guardians, BMC Representatives). Upon recurrence of breach of school code of ethics, the child would be subjective to suspension ranging from two days to two weeks. In case of lack of cooperation from parents / guardians will be deemed as negligence and would be reported to the external disciplinary council (Social Welfare, School Head, Senior Education Officers)

2.0 POLICY

- 1 The Principal shall create and maintain a safe and conducive learning environment for the effective management of student behavior.
- 2 The BMC shall develop a school based behavior management policy which reflects the full intent of the Ministry of Education Policy.
- 3 BMC will use the following approaches to address behavioural issues:
 - * Counsel offender
 - * Counsel offender with Parents / Guardians
 - * Suspension (2 days – 2 weeks) depending on the seriousness of the offence.

6.0 PROCEDURES

6.1 SCHOOL BEHAVIOUR MANAGEMENT PLANNING

Principal will establish two school disciplinary committees and plan for the effective management of student behavior which will be documented. The document will outline the approach to creating a safe and positive learning environment and early intervention procedures, which is sighted / understood and signed by the parents / guardians and students upon enrolment. It should also focus on optimizing teaching and learning experiences for all students including both the positive and preventative approaches to managing student behavior as well as the appropriate use of consequences and sanctions.

The Principal will develop procedures which contain the following:

- a A code of conduct developed collaboratively with larger cross sections of the community and endorsed by the school committee (Appendix B)
- b An outline of the rights and responsibilities of the school community (Appendix C)
- c A description of pro-active strategies in place to establish and maintain a safe and supportive culture in a positive learning environment.
- d Processes to prevent and manage all forms of disruptive behavior and breach of code of conduct.
- e Descriptions of the types of behaviours which will be considered a breach of school discipline that have been determined in collaboration with the disciplinary committee established by the Principal.
- f A description of the range of processes that will apply when student behavior is disruptive and constitute a breach of school discipline. The following elements need to be taken into consideration.
 - f.i Enabling the child to reason out the causes and the effects of the action
 - f.ii Counselling by teachers or externally appointed counselors
 - f.iii Involving parents/guardians to solicit their cooperation in helping address the issue without causing embarrassment to the child
- g Details of assistance available to staff, students and parents/guardians

- h A communication strategy that will ensure that all staff, students and members of the school community are aware of and understand the schools behavior management processes and the schools code of conduct
- i An outline of the processes in place to ensure the school's behavior management plan is monitored and reviewed regularly

6.1.1 **ESSENTIAL ELEMENTS WITHIN SCHOOL BEHAVIOUR MANAGEMENT PLANNING**

The following elements must be considered in dealing with behavior management in schools

- i Use of moral and virtues programmes in addressing behavioural problems in students such inter faith outreach program, morning talks and gender meetings
- ii Use of mother tongue as an alternative to dealing with behavioural issues
- iii Using teachers to address children's behavioural issues though values may cut across all subjects in classrooms
- iv Having an out-reach program for the community that includes the parents and community members such as 'talatalas', 'pundits' and pastors to create a cultural awareness amongst students

6.1.2 **SCHOOL DISCIPLINARY COMMITTEES**

6.1.2.1 There will be two Disciplinary Committees dealing with behavior issues in school namely the Internal Disciplinary Council and the External Disciplinary Council.

6.1.2.1.1 **INTERNAL DISCIPLINARY COUNCIL – BMC**

- a Assist the Principal in developing the school's Code of Conduct and appropriate consequences for breaches (Appendix A) of the school's code of conduct
- b Chaired by the Vice Principal and membership to be selected from the teachers
- c All students who commit an offence or have discipline problems that are classified as serious will appear before the school's Disciplinary Council (BMC)
- d The Disciplinary Council will investigate the students who appear before it and find out the root cause of their indiscipline or offence
- e In certain cases the offence may be a one off or done on the spur of the moment, while in others indiscipline may be habitual
- f The Disciplinary Council will make suitable recommendations to the Principal but none of the recommendations will be for expulsion

The recommendations could be for the following:

- 1 some form of punishment to be performed in school in the case of an offence as detention as stated
- 2 counselling by any member of the staff or externally appointed counselor
- 3 suspension for a period of not more than two weeks or 10 school days
- 4 mentoring by a member of staff
- 5 referral to the external disciplinary council

6.1.2 **EXTERNAL DISCIPLINARY COUNCIL**

- a Chaired by the District Senior Education Officer, - Secondary or Primary (whichever applies) and to be made up of external school stakeholders including a PTA representative, Social Welfare, student's religious body representative, Old Scholars' representative and the Principal (secretariat)

- b This council will be convened upon the advice of the Principal to hear and resolve cases beyond the Internal Disciplinary Council's powers
- c The council's secretariat shall advise the Permanent Secretary of the council's recommendations
- d Apart from the secretariat, the advice to the Permanent Secretary must include the other council members' signatures

6.1.3 PREVENTING AND MANAGING BULLYING

The Principal must have plans to address the problem of bullying in school. This includes a justification on:

- a A statement outlining the school's commitment to prevent and manage bullying in school as per school code of conduct
- b A whole school approach identifying bullying
- c An acknowledgement on ways to work together to prevent bullying in school and that everyone in the community has a role to play in addressing the problem of bullying in school
- d The ministry's common understanding of bullying issues include:
 - d.i The definition of bullying
 - d.ii An explanation of the types of bullying
 - d.iii The roles of bully, bully-victims and bystanders; and
 - d.iv The use of terminology

APPROPRIATE MEASURES

The school in addressing the problem of bullying shall include:

- 1 Adopting a whole school approach in addressing bullying problems in school
- 2 Targeted early intervention;
- 3 Intervention for bullying incidents; and
- 4 Developing anti-bullying policies for schools
- 5 Processes to review and monitor the schools strategy to prevent and manage bullying

As parents/guardians of a child whom you suspect is being bullied or as a student witnessing bullying:

- 1 Report the bullying incident to the class / form teacher
- 2 The incident shall be recorded by the class / form teacher who will ascertain further action depending on the seriousness of the case
- 3 For minor cases the class / form teacher may abide in accordance to 6.2
- 4 In cases of serious bullying the school Principal shall be notified who may process on with further disciplinary measures as specified in 6.3

6.1.4 MOBILE PHONES

Mobile phones are becoming a noticeable feature in Fiji schools as some parents provide for social security and communication purposes. Students of Lautoka Andhra Sangam College are strictly not allowed to bring mobile phones to school. In case of any emergencies, school mobile phone will be utilized for communication with the child and parent. In case a mobile phone is confiscated from a student by a teacher during school hours, the mobile phone will be kept in school and returned to the parent/guardian at the end of the academic year.

The College, however is not liable if the mobile phone is stolen or missing from the College premises.

The other types of common offences at Lautoka Andhra Sangam College is listed below (refer to list)

6.2 MANAGING BREACHES OF SCHOOL DISCIPLINE

Effective school discipline and behavior management plans will include the use of appropriate consequences for breaches of the school's code of conduct. Staff must consider the use of consequences as part of an educative and restorative process. When staff is considering the use of consequences for the management of behavior the following procedures will apply. This will be our line of action.

6.2.1 DETAINING STUDENTS AFTER SCHOOL

Regardless of the duration of the detention, staff will ensure that detention only takes place when:

- 6.2.1.1 Parents have been contacted to inform them of the reasons for, and the duration of, the detention and
- 6.2.1.2 The parent and the staff member have agreed on the way the student will return to the parent's care following the detention
- 6.2.1.3 If duty of care requirements cannot be met, an alternative sanction needs to be imposed
- 6.2.1.4 Staff must keep records of the use of detention in the school log. These will include the date and time of the detention and the length of the detention
- 6.2.1.5 Nature of detention shall include the following but not restricted to completing the school work, gardening, clearing

6.2.2 WITHDRAWAL OF STUDENTS FROM CLASSROOMS

6.2.2.1 Sending the child to HOD/AP/VP shall mean withdrawal of students from classrooms is a planned strategy to de-escalate disruptive behavior and for the safety of other students and be considered only when it:

- a is used to provide students exhibiting disruptive behavior with the opportunity to calm down, and reflect on their own behavior
- b provides an opportunity to negotiate and plan discipline and behavior management strategies; and
- c provides an opportunity for restorative processes to be implemented

6.2.2.2 Staff must provide a student withdrawn from classes with opportunities to complete assignments or assessments to fulfil course requirements

6.2.2.3 Staff must supervise students to ensure safety and security requirements are met at all times. Decisions about the withdrawal location, supervision arrangements and the duration of withdrawal must take into account:

- a the developmental status of the student; and
- b the potential emotional, academic and social impact of such withdrawal on the student

6.2.2.4 Staff must inform parents/guardians of their child's withdrawal from the classroom and keep records regarding this process in their subject log/ academic log

6.2.3 MANAGING OTHER RELATED PROBLEMS

Problems such as Glue sniffing and truancy have a detrimental effect upon the learning process of children. Problems of the above nature need to be analysed procedurally, with proactive actions

developed and monitored with the assistance of the family and counselors as well. Reasoning based on causes and effect should be facilitated to enable children to realize the short and the long term effects of such abuses.

7.0 GUIDELINES

- 7.1 BMC need to consult widely with Principal, parents / guardians and concerned student to accommodate the discipline and behavior in the school.
- 7.2 Planning should not be prescriptive as all behaviours should be considered within the context in which they occur.
- 7.3 Clear procedures must be set out to help students on suspension. For example: it would not be appropriate to suspend a child on the first offence, maximum of two counseling session, dependant on grade of offence, third offence one hour detention, 4th offence suspension with Principal's approval.
- 7.4 A BMC member may detain a student from 3.10p.m. to 3.30p.m. as a consequence of a breach of school rules.
- 7.5 Contemporary definitions of bullying are inclusive of physical, verbal and cyber.
- 7.6 Children are vulnerable and sensitive to correction and so whatever form of anti-social behavior exhibited by them must be dealt with greatest care and positive reinforcement rather than imposing reactive measures on them.
- 7.7 The school Principal can suspend a student from attendance at school when the BMC considers s/he has committed a serious breach of school rules.
- 7.8 The Principal may give a student permission to be on school property for specific activities or programmes during a period of suspension. A student entering school premises without specific permission will be in breach of suspension conditions. In such cases, the time of day the student is seen, consultation with parents and student will take place to discuss possible consequences for the breach of suspension conditions. An additional period of suspension can be imposed. Continuous breaches could lead to a recommendation for other options.
- 7.9 The Principal is able to suspend immediately for a serious breach of school rule.
- 7.10 If the parents/guardians disagree with the suspension imposed, then they may request a review of the decision. Such a request to be made to the school Principal and if the parents/guardians still disagree they may consult the District Education Office. A review does not prevent the period of suspension being imposed or continuing in effect.
- 7.11 If staff have provided opportunities for course requirements to be completed and the student has not done so then staff may impose sanctions upon the student. The Principal may give a student permission to return to school to submit an assignment, or to complete an assessment task in an isolated environment under BMC officer supervision.

A The maximum period of suspension is between 2 days to 2 weeks depending on the nature of offence identified below:

Offence	Clarification	Action	Comments
Stealing	serious cases	3 days	Refer to Police
	major	5 days	Refer to Police
Cheating / Plagiarism		2 days	Student will be awarded 0 in the exams.
Smoking	Possession or use	2 days	Refer to Police
	intent to supply	5 days	Refer to Police
Swearing at teachers		5 days	
Swearing at students		3 days	
Insubordination to a teacher		3 days	
Pornography		5 days	Refer to Police
Adverse publicity		2 weeks	Case referred to Police or cybercrime
Forgery		5 days	referred to Police
Substance abuse <ul style="list-style-type: none"> • Glue sniffing • Alcohol • Smoking • Illegal Drugs • 	Possession or use	5 days	referred to Police
Substance abuse <ul style="list-style-type: none"> • Glue sniffing • Alcohol • Smoking • Illegal Drugs 	Intent to supply	7 days	Refer to Police
Rape		Indefinite suspension	Referred to Police
Sexual Offence		5 days	Referred to Police
Physical assault of staff		5 days	Referred to Police
Possession of dangerous weapon <ul style="list-style-type: none"> • Knives 		3 days	

<ul style="list-style-type: none"> • Cutter • r/blade 			
Cybercrime	<ul style="list-style-type: none"> • hacking • defamation of character on social media • cyber bullying 	5 days	Referred to Police
Indecent exposure	<ul style="list-style-type: none"> • inappropriate clothing • love bites 	2 days 5 days	
Gambling	<ul style="list-style-type: none"> • non-monetary • monetary 	2 days 5 days	
Willful offence against property	<ul style="list-style-type: none"> • vandalism of property on school premises • graffiti 	5 days 2 days	Case may be referred to Police.
Inciting mass disobedience or revolt	<ul style="list-style-type: none"> • boycotting • illegal meetings • illegal march • protest 	5 days	
Physical abuse or harassment	• of students	3 days	Refer to Police
	• of staff	5 days	Refer to Police
Verbal abuse or harassment	• of students	2 days	
	• of staff	3 days	

- B Consultation with parents should be done by BMC to remind parents for the students return during the time of suspension through the phone
- C Authorization from the Principal should only be given to a student who is suspended when an arrangement to get the student home is agreed to with the student's parents.
- D The parent should be responsible for the student during the period of suspension from school.
- E The school should consider other options when a student has been suspended for a total of 10 or more days in a school year.
- F No permission shall be granted for the student to attend school during their period of suspension.

- G The district education office will assist the school, family and relevant agencies to formally review all aspects of the student's situation and jointly develop a documental plan. The plan must be monitored and reviewed. Information regarding the suspension must be entered into the school's records system and copied to the district education office.

This Policy was reviewed on 04/01/2022 as part of Professional Development on the Student Free Day and will be reviewed on termly basis or as and when need arises.

Approved By:

Mrs Aruna Singh
Principal

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