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Student Discipline Policy

Consequences of a Breach of the Rules

Important Note

Consequences for a breach shall be based on the severity of the breach and on prior disciplinary actions at the relevant level set out below. Some consequences are progressive and also will be applied as appropriate (see Appendix A). Further sanctions may be applied at the discretion of the Head of Campus, Principal, or the Wellbeing staff depending on the severity of the breach.

Progression in the discipline policy can only be applied to a student once behaviour records are logged at each level.

Note: The consequences below range from mildest (Level 1) through to most severe (Level 5).

Level 1 (Classroom Teacher/Head of Department/Primary Year or Stage Coordinator)

- Implement classroom behaviour management strategy.
- Issue a letter home - teachers may require that the student attend a detention, pickup rubbish, or write lines etc...At the conclusion of the detention, the teacher will issue letter home 1.
- Continued misbehaviour will result in the teacher and subject coordinator conferring with the student. The head of department may provide advice about disciplinary issues arising from teaching strategies, observe a lesson or provide feedback about managing difficult classroom behaviour.
- The details of the incident and conference details must be logged on the schools Behaviour Management System (Sentral) by the Teacher and continued misbehaviour will be referred to the Year Advisor.

Level 2 (Year Advisor / Primary Year or Stage Coordinator/ High School Co-ordinators BP & HP)

- Seek advice from a welfare coordinator regarding the misbehaviour.
- Contact Parents and hold a conference about ongoing misbehaviour and complete a plan of improvement.
- Issue an afterschool detention if no improvement is made.
- Post Detention: In addition, the teacher, student, chaplain or other appropriate person such as counsellor will meet with the student at the discretion of the Year Advisor.

Level 3 (Welfare / High School Co-ordinators BP & HP in consultation with Head of Campus)

- **Short Suspension Parents** to be contacted for a face to face meeting. Short Suspension (1-2 days): this can only be given by the Heads of Campus. Students will be excluded from attending school. Parents are to be notified. Students who are suspended from school may not participate in any school sponsored activities and are not permitted on school grounds during the period of suspension.
- **In-School Suspension:** Alternatively, a student may be temporarily removed from school participation for particular cause and placed in a reflection room. The student's phone will be confiscated during this time and returned at the end of each day.
- **Post Suspension:** Student is placed on a conduct card for 1 week post suspension.

Level 4 (Head of Campus / Deputy Principal/Principal)

- **Long Suspension:** the Head of Campus, after discussion with the Deputy and Principal, may suspend a student for up to 10 school days.
- **In-School Suspension:** Alternatively, a student may be temporarily removed from school participation for particular cause, and placed in a reflection room provided that the parents/guardian can provide evidence they are unable to care for their child during this time. The student's phone will be confiscated during this time and returned at the end of each day.
- Students who are suspended from school may not participate in any school sponsored activities and are not permitted on school grounds during the period of suspension. A full and fair investigation will always be held by the appropriate people before any decision on suspension is made.
- **Post Suspension:** Head of Campus / Deputy Principal mentors student for 2 days and arranges a meeting with the school counsellor/chaplain for further mentoring.

Level 5 (Principal)

- The Principal, after due process, may determine that a student be permanently removed from the school.
- Appeals against expulsion must be carried out by the Principal.

Positive Behaviour Interventions and Supports program is a whole school program that encourages a proactive as opposed to a reactive approach. Systems are put into place that promote positive behaviour, making it easier to succeed in the school environment.

Primary Positive Reward Systems

Reward System One

Green Cards are issued to students who are following the school rules about being a Safe, Respectful Learner. These behaviours may include:

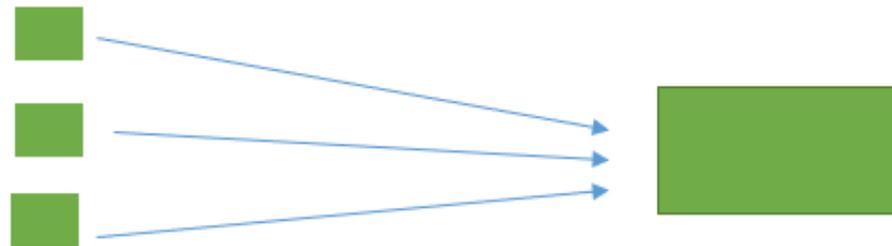
- Walk quietly to and from assembly
- Hands and feet to yourself
- Play in the right place
- Use equipment carefully
- Be sun safe and wear a hat
- Enter and exit quietly
- Use good manners
- Clap sensibly
- Stand still for the National Anthem
- Use the bins to keep area tidy
- Take care of school property
- Line up and wait quietly
- Wait in the waiting area during carline

These cards are presented by teachers and collected throughout the year, accumulating to allow students to receive higher awards.

- 5 Green Cards = 1 class award
- 10 Green Cards = Bronze Award
- 20 Green Cards = Silver Award
- 30 Green Cards = Gold Award
- 40 Green Cards = Diamond Award

Reward System Two

Two students from each class will receive a Class Award at the K-6 assembly. Once a student receives 3 class awards they'll receive an Achievement award.



**Negative Behaviour
Consequence System**

Teachers will use classroom behavior management strategies to manage behavior in the classroom. This will be supplemented by the following:

**Documented evidence of student behaviour and levels of intervention/counselling offered must be cited and present before expulsion occurs.*

1. YELLOW CARD

Issued by teachers on duty or homeroom teachers

Yellow cards are issued for minor incidents that require ongoing monitoring

eg. Out of bounds, littering, disrespect to staff and peers, punctuality issues, uniform issues, disruptive in class, failure to listen to teachers, homework



Consequence

Time out, discussion with teachers, reflection sheets
lunch time detention

2. ORANGE CARD

Issued by teachers on duty/homeroom teachers and executive staff.

Orange cards are issued after a student has been issued with a yellow card. Orange card is issued for repeated failure to follow rules and instructions.



After school detention, behaviour monitoring card

3. RED CARD

Issued by executive Staff
Red cards are issued for the most serious of issues eg. Weapons, violence, drug possession



Expulsion

- | | |
|---|---|
| 1. Abuse: verbal, written or otherwise expressed. This includes using profanity and it also includes frightening or threatening another person with bodily or property harm, pushing, bumping or tripping with the intent to frighten or threaten. It also includes students arousing alarm in others through the use of language that is discriminatory, abusive, threatening or obscene | 1, 2, 3, 4, 5 |
| 2. Assault – Physical: acting with intent to cause fear in another person intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. | 2, 3, 4, 5 |
| 3. Assault – Verbal: written or otherwise expressed, confrontation with a student or staff member which bullies, intimidates, threatens or causes fear of bodily harm. | 2, 3, 4, 5 |
| 4. Bodily Harm: committing an act which intentionally inflicts bodily harm upon another person. | 3, 4, 5 |
| 5. Bullying: Including verbal, exclusion or physical. | 1, 2, 3, 4, 5,
restorative
justice practises |
| 6. Cyberbullying: the ongoing abuse of power to threaten or harm another person using technology. | 2, 3, 4, 5
restorative
justice practises |
| 7. Chewing Gum: Students chewing gum. | 1, 2, 3, 4, 5 |
| 8. Damage of Property (Vandalism): defacing, cutting or otherwise damaging property, including chewing gum that belongs to the school, other students, employees or others. | 1, 2, 3, 4, 5
restitution |
| 9. Defamation: Damaging the good reputation of someone, including teachers. This could be online, in person or through publication. | 3, 4, 5 |
| 10. Disruption: any behaviour which disrupts or interrupts the normal teaching - learning process. | 1, 2, 3, 4, 5 |
| 11. Driving, careless or reckless: driving on school property in such a manner as to endanger persons or property, parking on school grounds without permission. | 1,2 Loss of
Permission to
enter school
driving |
| 12. Disregard of after school detention: Failure to serve assigned detention. | 2, 3, 4, 5 and
double time
allocated |
| 13. Fighting: adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting/instigating a fight, participating in a fight verbally or through behaviour. | 3, 4, 5 |
| 14. Forgery/Plagiarism: the signing of a note for a parent or staff member. This includes changing exam answers and cheating in exams. Loss of credit for the assignment/exam. | 1, 2, 3, 4, 5 |

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| 15. Harassment, including sexual or racial: participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including displaying pornography and words or actions that negatively impact on individual or group based on their racial, cultural or religious background, their sex, their sexual orientation, any disabilities they may have, or their colour and nationality. | 3, 4, 5 |
| 16. Illicit Substances: (i) this includes over the counter or prescription drugs, including alcohol, used for the purpose of mood alteration or intoxication, or inhaling the fumes of certain volatile substances for their mood altering or intoxicating effect. Prescription medication must be left with and administered by the school nurse. | 5 Police referral may follow. |
| (ii) Smoking: inhaling or exhaling of illicit substances including tobacco | 5 |
| 17. Insubordination: wilful refusal to follow an appropriate/reasonable direction given by a staff member. | 2, 3, 4, 5 |
| 18. Littering: carelessly or deliberately dropping rubbish, includes not assisting with clean up duties. | 1, 2, 3, 4, 5 |
| 19. Mobile Phones/Electronic Devices: Electronic devices including mobile phones, smart watches, radios, headsets, Bluetooth speakers etc...that are permitted in school but must not be seen. | 2,3,4,5
Confiscation of device and return to parent ONLY. |
| 20. Tardiness: being late to school or class with no valid excuse | 1, 2, 3, 4, 5 |
| 21. Theft, or knowingly receiving or possessing stolen property: the unauthorised taking of the property of another person or receiving or possessing such property | 3, 4, 5 Police referral may follow |
| 22. Uniform: This includes inappropriate haircut, wearing makeup or not wearing the correct uniform including sport uniform and jewellery/body paint (Henna) | 1, 2, 3, 4 and issue rectified |
| 23. Weapon or lookalike weapon: possessing any device intended to look like a weapon that would be capable of producing bodily harm. | 5 |
| 24. Truancy: illegal absence from school, not being present in class without permission. This includes departure from school grounds without permission during school hours | 2, 3, 4, 5 |