

# DISCIPLINE POLICY

## INTRODUCTION

Victory Christian College is committed to the wellbeing of all members of the College Community. The College seeks to create a Christ-centred environment where staff and students are nurtured, valued and cared for. The Discipline Policy provides a framework which develops mutual respect and facilitates a safe, supportive, and collaborative working and learning environment. (...Love your neighbour as yourself; Matt 22:37-39).

## AIMS

- To build a school environment based on positive behaviour, mutual respect and cooperation.
- To manage poor behaviour in a positive and professional manner.
- To establish well understood and logical consequences for student behaviour.

## IMPLEMENTATION

- The Discipline Policy does not endorse or permit corporal punishment of any student.
- The Student Code of Conduct is designed to provide guidelines of safe conduct within the College environment. These guidelines fulfil Occupational Health and Safety and duty of care requirements.
- The Code of Conduct is provided in the student diary which is distributed to all children in classes from Year Five to Year Twelve. A copy is available in the Staff Manual and Parent Handbook.
- Each class is expected to develop their own set of classroom rules based on the Student Code of Conduct. These should be phrased in positive terms. E.g.
  - Follow directions
  - Respect other's personal space and belongings
  - Use words and actions that encourage
  - Listen when others are speaking
  - Be prepared for learning
  - Walk indoors and on the walkways
- All staff members are on duty while at work at the College. Staff members should be aware of student behaviour inside buildings and outside in the grounds. Inappropriate behaviour should be corrected as part of the duty of care. Duty of care extends to all students at the College, not only those whom you teach on a daily basis.
- Every effort should be made by the teacher to ensure that any correction imposed on a student should be appropriate to the expectations or rules. In particular, care should be taken with giving out tedious or demeaning tasks.
- Staff should avoid berating an individual student publicly as this is demeaning and embarrassing for the student involved.
- Staff should maintain records of corrective strategies used with students.
- It is essential that parents are kept informed in a timely manner, of the process of correcting inappropriate behaviour, so that they can provide support and consistency in the approaches used.
- Positive student behaviour will be appropriately recognised.
- Staff will undertake professional development on student behaviour management as required.
- The curriculum will include social skills programs which incorporate Christian values.
- Ongoing behavioural issues will be monitored closely by staff and recorded on a 'concern form'.
- Staff are not permitted to raise their voices at students in anger or frustration at any time. All discipline matters will be dealt with in a fair, impartial and professional manner.

- Students who are experiencing difficulty achieving positive behavioural outcomes will undertake individualised behaviour management plans or contracts focussing upon agreed goals.
- Consequences for ongoing inappropriate behaviour will involve a graded series of sanctions including counselling, withdrawal/detention, loss of privileges or suspension.
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## **DISCIPLINE PROCEDURES - PRIMARY**

If a student is exhibiting inappropriate behaviours the following process will be followed:

Step 1: A warning / reminder of appropriate behaviour.

Step 2: The student will be asked to leave their current seating and move to a place with limited distraction opportunities.

Step 3: The student will be given 'time out' in another classroom where they will continue to work.

Step 4: The student will be given a lunchtime detention and removed from the class for the rest of the session.

For serious offences, which include repeated disobedience, wilful damage, or intentionally hurting another student, appropriate disciplinary action will be taken and parents will be notified to discuss.

## **DISCIPLINE PROCEDURES - SECONDARY**

Teachers are to ensure students are respectful to each other and staff, on task and in correct uniform at all times. If a student is exhibiting inappropriate behaviours in a class, the following process will be followed:

Step 1: A warning / reminder of appropriate behaviour.

Step 2: The student will be asked to leave their current seating and move to a place with limited distraction opportunities.

Step 3: The student will be given 'time out' outside the classroom for five minutes.

Step 4: The student will be given a lunchtime detention and removed from the class for the rest of the session.

- Inappropriate or disruptive behaviour in class, could result in a detention being issued immediately.
- Serious breaches of the Student Code of Conduct could result in an after school detention or suspension.
- A concern form will be filled out for breaches deemed a concern.

NOTE: It is up to individual Teacher discretion concerning the need to jump steps, depending on the seriousness of the behaviour.

## **DETENTION PROCEDURES**

- Detentions may be given for behavioural issues, late submission of work or uniform infringements.
- If a student is out of uniform without a note from a parent, a uniform infringement notice (yellow sticker) will be issued in the diary. If a student receives three yellow stickers within a term, a lunchtime detention will be issued.
- When a behaviour detention is issued by a teacher, a sticker is inserted into the student diary, with the date of issue, reason why, and when the detention is to be served. Stickers must be signed by a parent and returned to school before or on the day of the detention. A student will continue to serve lunchtime detentions until the signed detention sticker has been cited by the supervising teacher.
- The first three behaviour (red sticker) and six homework (green sticker) detentions given will be lunchtime detentions. Parents will then be emailed detailing the detentions that have already been served and notifying them that should another detention be issued, it will be an after-school detention.
- The next two detentions issued will be after-school detentions. (blue sticker)
- Should a student receive a detention beyond two after school detentions in a term, parents will be notified. This will be served as a full day in-school suspension. Any ongoing discretions will result in further disciplinary actions.
- This process applies on a term by term basis.

**NOTE:**

- Students can be asked to sit the detention the day it is issued. Parent notification is still required.
- Students who deliberately do not attend their allocated lunchtime detention will be issued with an after-school detention.
- Behaviour and Homework detentions are at the discretion of the Homeroom Teacher.

**SUSPENSION**

- The College reserves the right to suspend a student's enrolment for incidents of serious misconduct.
- Students may be suspended for repeated behaviour issues, or incidents of serious misconduct which put themselves at risk or harm other students, staff or school property.
- Suspension is at the Principal's discretion and the length of the suspension is determined by the degree of seriousness of the incident/s.
- Suspension may either take place within the school, with the student withdrawn from regular classes, recess and lunch, or at home. The aim of suspension is for students to reflect on their behaviour and understand that certain behaviours are unacceptable. It is hoped that once a student returns to normal classes following a suspension, that an improvement in behaviour and attitude is evident.
- Counselling will be provided to the student to help the student resolve any issues which may have led to the suspension. The student's behaviour and interactions with others will also be monitored to ensure that everyone involved is able to move on and feel safe.
- Parents will be notified if a suspension has been issued.

**TERMINATION OF ENROLMENT - EXPULSION**

- The College reserves the right to terminate a student's enrolment for incidents of serious misconduct.
- Expulsion is viewed as very serious and is only used in extreme circumstances.
- A student may be expelled for significant behaviour incidents, or an ongoing defiant attitude of school rules and authority, which has resulted in serious concerns for student and staff safety and wellbeing.
- Parents will be notified in person if expulsion of their child is being considered.
- All efforts will be made by the College to give a student every chance of improving their behaviour in consultation with parents if possible, before this action is taken.

**GENERAL COLLEGE RULES**

- Students are required to mark all their possessions clearly with their names.
- Students should not bring large amounts of money or valuable items to school. If it is necessary on a particular occasion, the money or valuables should be deposited in the Administration Office for safe keeping.
- Smoking by students is forbidden. Cigarettes, tobacco or matches must not be brought to school. Students must not smoke while travelling to and from school..
- Alcohol, illicit drugs, pornographic material and implements which may endanger other students (e.g. knives) are not permitted on the school premises.
- For safety, students should not run along verandahs or walkways and are asked to keep to the left to facilitate smooth traffic flow. No sitting or swinging on handrails.
- Students are to play in the designated play areas of the school grounds. They must stay away from out of bounds areas.
- Students are asked to take care of our environment, look after all school property and take care near trees and gardens. Any damage must be reported to the Administration Office or yard duty teacher..
- Food should not be eaten in the school buildings unless supervised directly by a teacher.

- Chewing-gum is prohibited on the school grounds.
- Bins are provided for paper and food scraps. Please don't litter.
- Mobile phones is not permitted during school hours and should be stored in lockers, and turned off.
- During class time, students should not be out of classrooms without permission from a teacher.
- At period changeover, students should move directly and quietly from one room to another. It is important for students to be punctual.
- Classes should line up quietly outside their classroom at the beginning of each period.
- Bags should be stored in lockers or bag boxes as appropriate.
- Classrooms are out of bounds during recess and lunchtime.
- Exemplary behaviour by students is expected while students travel to and from school. Complaints about students will be investigated and action against offenders may lead to a suspension of bus travel.
- Bicycle and scooter riders must wear safety helmets to and from school. Bicycles and scooter should be parked in the bicycle racks provided.
- iPads and other devices are to be used appropriately during class, (not used during recess and lunchtime) as directed by the ICT and Internet Acceptable Use Policy.

## STUDENT CODE OF CONDUCT

*Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity. 1 Timothy 4:12*

### **All students have the right to:**

- Feel safe and be safe (inc. physically, sexually and online)
- Be treated in a fair and courteous manner
- Respectively express opinions and ideas
- Be treated with respect
- Receive encouragement and biblical correction
- Learn in a cooperative environment and develop their God given talents and abilities
- Have the opportunity to achieve their full potential
- Work and play in a clean and pleasant environment

### **All students have the responsibility to:**

- Inform a trusted adult if they or others don't feel safe
- Respect the rights of others to learn
- Communicate with others in a courteous and respectful manner
- Respect the property of others and the property of the College
- Cooperate with College requirements in relation to uniform, attendance and punctuality
- Maintain a clean and pleasant environment.
- Take full advantage of the educational opportunities offered by the College
- Follow the College Digital Citizenship guidelines
- Act in accordance with the College goals and policies.