

DISCIPLINE POLICY

PREAMBLE

Victory Christian College is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction, in a Christ-centred environment in which the spiritual, academic, social and physical development of the individual can be fostered in harmony with the home and the church community.

Further, it is essential to the religious purpose for which the College exists that its operations be conducted in accordance with its religious doctrines, beliefs or principles. In the context of Christian schooling, conduct that is inconsistent with the Christian beliefs of the College can impact detrimentally on:

- a) the ability of the College to be conducted in conformity with its Christian doctrines, tenets, beliefs or teachings;
- b) its ability to maintain its religious ethos; and
- c) its ability to model a Christian standard of conduct to each individual student and to the student body.

Such conduct can remove the ability of the College to act in conformity with its doctrines, beliefs or principles and can incur injury to the religious sensitivities of adherents of its religion. Such conduct may also be prejudicial to the interests or reputation of the College.

This Policy may be varied from time to time by the College. This Policy does not form part of any contract of enrolment.

The procedures outlined in this Policy are intended only as a guide to the disciplinary procedures which may be implemented by Victory Christian College. In every case, Victory Christian College will determine the actual disciplinary procedure to be adopted in its discretion and in consideration of the circumstances of the case as a whole. Nothing in this Policy prevents Victory Christian College from acting according to any applicable enrolment contract, issuing a final warning at any stage of the process or otherwise taking urgent or immediate action where the circumstances require such.

INTERPRETATION

All Victory Christian College documents, policies, procedures, guidelines, handbooks, codes of conduct and other documents are to be interpreted in a manner that is consistent with the Statement of Faith. the College may adopt, supplement, vary or rescind its documents, policies, procedures, guidelines, handbooks, codes of conduct and other documents it has adopted at any time in its absolute discretion by the provision of notice.

The College may update, amend, innovate, supplement, vary or replace its policies, rules or procedures at any time by the provision of notice to caregivers. Students will be treated as being bound by the policies, rules and procedures. As a condition of enrolment, caregivers undertake to ensure the student has understood the policies, rules and procedures (including as amended, innovated, supplemented, varied or replaced from time to time). In this document, 'policies, rules and/or procedures' means the College policies, rules and/or procedures available via the College website and/or parent portals and/or in publications that the College makes available, as updated, as amended, innovated, supplemented, varied or replaced from time to time.

If any part of this Policy, or part thereof, is, becomes or is declared by any judicial or other authority to be invalid, void, voidable, illegal or otherwise unenforceable, the provision, or part thereof, will be either:

- severed from this Policy; or
- read down,

in the manner that best achieves the purpose of the College without illegality, and the remaining provisions of this Policy shall remain in full force and effect unless the College in the College's discretion decides that the effect of such declaration is to defeat the original intention of the College in which event the College may update, amend, innovate, supplement, vary or replace this Policy by the provision of notice.

INTRODUCTION

Victory Christian College (VCC) 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*; Matthew 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

Guiding Principles

- The College does not endorse or permit corporal punishment of any student.
- All discipline matters will be dealt with in a fair, impartial, and professional manner (see Procedural Fairness section of this policy).
- Staff are not permitted to raise their voices at students in anger or frustration.
- Positive behaviour will be acknowledged appropriately.
- Social skills programs embedded in the curriculum will reflect Christian values and reinforce the proactive steps students can take to avoid disciplinary issues.

Student Code of Conduct

- 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 students 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

Staff Responsibilities and Duty of Care

- All staff members are on duty while at work at VCC. 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 staff teach on a daily basis.
- Staff should not berate an individual student publicly or privately as this is demeaning and embarrassing for the student involved.
- Staff should maintain records of corrective strategies used with students.
- Staff will participate in professional development related to student behaviour management as required.

Behaviour Management Practices

- 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 not to give out tedious or demeaning tasks.
- It is essential that parents/guardians 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.
- Ongoing behavioural issues will be monitored closely by staff and recorded on Compass.
- Students who are experiencing difficulty achieving positive behavioural outcomes will undertake individualised behaviour management plans or contracts focussing upon agreed goals.

Consequences and Interventions

- Consequences for ongoing inappropriate behaviour will involve a graded series of sanctions including counselling, withdrawal/detention, loss of privileges or suspension.
- If the inappropriate behaviour involves bullying, interventions will be put in place which relate to the nature of the behaviour. Further information about these interventions and the preventative measures VCC has in place can be found in the Bullying and Harassment Policy.
- Restraint and seclusion will only be used when there is an imminent threat of physical harm or danger to the student or others; and where such action (i.e. to physically restrain or seclude) would be considered reasonable in the circumstances, and there is no less restrictive means of responding in the circumstances. Further details can be found in the Restrictive Interventions Policy.
- In cases where it is verified that a student intentionally or carelessly damaged College property, parents will be required to compensate the College for costs incurred for repair or replacement.

Behaviour Management Procedures

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 may be removed from class to work elsewhere.

Serious breaches of the Student Code of Conduct could result in an immediate after-school detention or suspension. A concern form will be filled out for breaches deemed a concern. Teachers must exercise professional judgment when determining whether an issue requires escalation, based on the seriousness of the behaviour.

Detention Procedures and Escalation Pathways

1. Behaviour or Uniform Breach Identified	A teacher observes a behavioural concern or uniform infringement.
2. Teacher Discretion Applied	The teacher determines whether a detention is appropriate, based on the nature and seriousness of the breach.
3. Lunchtime Detention Issued via Compass	- A notification is sent to the student and their parent/guardian. - The reason for the detention, date of issue, and time to be served are clearly stated. <i>Students may be required to complete the detention on the same day it is issued.</i>
4. If Failure to Attend Lunchtime Detention	If a student deliberately fails to attend their scheduled lunchtime detention, an after-school detention will be assigned.
5. If Multiple Detentions Recorded in a Term	Students who accumulate multiple behavioural or uniform-related detentions may be required to complete an after-school detention.
6. If Continued Behavioural Concerns	If the concerning behaviour persists, an in-house suspension (half or full day) may be issued.

This process applies on a term-by-term basis.

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.
- Examples of serious misconduct include, but are not limited to:
 - physical violence
 - damage/destruction of property
 - dishonesty
 - offensive language
 - single incident (severity to be assessed)
 - repeated discourteous and disrespectful behaviour in class and on school grounds
 - bullying
 - vaping
 - smoking
 - consuming alcohol
 - inappropriate use of ICT
 - gambling
 - behaviour that habitually disrupts the educational instruction of other students
- Suspension is at the Head of Campus, Deputy Principal, or 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/guardians 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 toward school rules and authority, which has resulted in serious concerns for student and staff safety and wellbeing.
- Examples of serious misconduct that may lead to expulsion include, but are not limited to:
 - unsatisfactory attendance at school
 - repeated consumption or distribution of alcohol
 - smoking
 - vaping
 - selling or using an illicit substance whilst on College premises
 - not participating in the educational program in a way that is beneficial to their educational progress
 - consistently failing to comply with the student Code of Conduct
 - behaviours that result in significant reputational damage to the College.
- Parents/guardians will be notified in person if the 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 parent/guardian, if possible, before this action is taken.

Procedural Fairness

VCC is committed to ensuring procedural fairness exists when investigating breaches of the VCC Student Code of Conduct and College Rules and Policies. All VCC students have the right to:

- know and understand the VCC Student Code of Conduct
- know and understand the behaviour expected of students
- have decisions determined by a reasonable and unbiased person
- know and understand the allegations made
- the opportunity to respond to allegations made
- appeal an outcome

Any information or documentation provided by the student must be reasonably considered to determine a fair and appropriate outcome. Where possible, restorative practices will be applied to address student behaviour and encourage future growth.

Procedural Fairness in Suspension and Expulsion

Victory Christian College is committed to ensuring procedural fairness when disciplining a student. All decisions about the discipline of a student will be conducted in accordance with the Student Discipline Policy.

Where a decision is being considered to suspend a student, the Head of Sub-School or the respective Year Level Coordinator, will meet with the student to investigate the circumstances of the alleged incident. The following information will be considered and communicated in line with procedural fairness:

- allow the student to have a support person in their Head of Sub-School or Year Level Coordinator meeting.
- outline the reasons that the student is under consideration for suspension or expulsion.
- provide the relevant expectations, policies and/or standards of behaviour alleged to have been breached.
- detail the relevant allegations said to warrant suspension or expulsion.
- allow the student to provide a response- either in writing or verbally.
- arrange a meeting with the student, and the student's parents/guardians with the Head of Sub-School and Year Level Coordinator.
- arrange for an interpreter if one is required.
- meet with the student and the student's parents/guardians and/or support person.
- ensure that such a meeting is recorded in writing and that a decision is confirmed and conveyed.

Suspension and Expulsion – Consideration

The Head of Sub-School and a Deputy Principal, after following the procedures set out in this policy, will consider all information presented regarding the allegations against the student. The Deputy Principal will then decide whether to suspend a student based on the following considerations:

- the safety of all students, staff and visitors at the College
- the seriousness of the student's acts
- the response or remorse of the student, if applicable
- the pastoral care and welfare of the student
- the student's prospects for rehabilitation
- the extent to which the student's actions may have undermined the religious ethos of the College, including as articulated in the Statement of Faith.

- the extent to which such action is reasonable, proportionate, conforms with the beliefs of the College, including as articulated in the Statement of Faith and is and reasonably necessary to avoid injury to the sensitivities of adherents of the College's religion.
- whether there are any potentially relevant considerations arising from the need to ensure compliance with the requirements of the Equal Opportunity Act 2010 (Vic).
- Matters involving consideration of expulsion will be referred directly to the Principal.

Appeals

A student may seek a review of a suspension or expulsion decision under this policy. All appeals must follow the processes outlined in the College's Complaints Procedures policy.

Register of Suspensions and Expulsions

The College will document all information pertaining to breaches of the Student Code of Conduct and Behaviour Expectations using the electronic student information system, Compass. All documentation should be uploaded to the student's file.

The Compass portal includes the College's Suspension and Expulsion Register that incorporates the following information:

- The student name and year level
- Date/s of sanction issue and student's return to College (if applicable)
- A brief outline of the breach and actions undertaken
- The staff member responsible for management
- Any written documentation to parents/guardians

The register will be updated by the Head of Sub-School or other authorised person as soon as practicable after a decision is made to sanction a student with a suspension or to terminate their enrolment at the College. All documentation and evidence collated in relation to a suspension or expulsion will be securely stored on Compass.

RELEVANT RESOURCES AND LEGISLATION

- Australian Human Rights Commission Act 1986 (Cth)
- Behaviour Policy and Advisory Library (PAL), Victorian Department of Education and Training
- Child Wellbeing and Safety Act 2005 (Vic.)
- Disability Discrimination Act 1992 (Cth)
- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Equal Opportunity Act 2010 (Vic.)
- Occupational Health and Safety Act 2004 (Vic.)

RELATED POLICIES, PROCEDURES AND OTHER DOCUMENTS

In addition to the College Discipline Policy, appropriate behavioural and expectations are also outlined in the following policy and procedure documents:

- Attendance Policy
- Bullying and Harassment Policy
- Bus Travellers Code of Conduct
- Child Safety and Wellbeing Policy
- College Handbook
- ICT and Internet Acceptable Use Policy
- Restrictive Interventions Policy
- Statement of Faith
- Student Code of Conduct
- Uniform Policy
- VCE Policies

APPENDICES

1. General College Rules
2. Student Code of Conduct

POLICY DEVELOPMENT AND MANAGEMENT

Version	1.0
Date of Approval	20/10/2025
Approved By	VCC Board
Review Date	20/10/2028

APPENDIX 1: 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/ vaping by students is forbidden. Cigarettes, vapes, tobacco, matches or lighters must not be brought to school. Students must not smoke/vape while travelling to and from school, on school grounds, or when in school uniform outside of school grounds.
- 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 verandas or walkways, paths or inside buildings and are asked to keep to the left to facilitate smooth traffic flow. No sitting or swinging on handrails.
- When crossing roads, students must only cross at the designated crossing areas.
- Students are to play only 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.
- Aerosol products are not permitted on the College grounds.
- Bins are provided for paper and food scraps. Please do not litter.
- Mobile phones are not permitted to be used during school hours and should be stored in lockers.
- 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 when waiting for class.
- Bags should be stored in lockers.
- Classrooms are out of bounds during recess and lunchtime unless supervised by a teacher.
- Exemplary behaviour by students is expected while students travel to and from school on VCC buses or public transport. Complaints about students will be investigated and action against offenders may lead to a suspension of travel privileges.
- Bicycle and scooter riders must wear safety helmets to and from school. Bicycles and scooters should be parked in the bicycle racks provided.
- Electronic devices are to be used appropriately during class (not during recess/lunchtime) as directed by the 'ICT and Internet Acceptable Use Policy'.
- Students in Years 5 to 10 are not permitted to listen to music on their devices during class or at recess/lunchtime. AirPods/ headphones are to be kept in lockers, unless directed otherwise by a teacher.

APPENDIX 2: STUDENT CODE OF CONDUCT

An excerpt of this code of conduct can be found in student diaries, and the Staff and Parent handbooks.

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

Student Code of Conduct

Victory Christian College is committed to providing a safe, supportive and social environment where students feel nurtured as they learn. Teaching provided by employees of the College will be consistent with the Statement of Faith and will at all times be provided in a safe environment, being respectful and attentive to the individual needs and circumstances of all students.

It is essential to the religious purpose for which Victory Christian College exists that its operations be conducted in accordance with its religious doctrines, beliefs or principles. In the context of Christian schooling, conduct that is inconsistent with the Christian beliefs of the College can impact detrimentally on:

- a) the ability of the College to be conducted in conformity with its Christian doctrines, tenets, beliefs or teachings;
- b) its ability to maintain its religious ethos; and
- c) its ability to model a Christian standard of conduct to each individual student and to the student body.

Such conduct can remove the ability of the College to act in conformity with its doctrines, beliefs or principles and can incur injury to the religious susceptibility of adherents of its religion. Such conduct may also be prejudicial to the interests or reputation of the College.

The Student Code of Conduct may be varied from time to time by the College and does not form part of a contract of enrolment. This code of conduct can be found in student diaries, Staff and College (Parent) handbooks.

To the extent that it is consistent with the religious beliefs of the College, including as articulated by the Statement of Faith, all students have the right to:

- Feel safe and be safe (including physically, sexually, and online.)
- Be treated in a fair and courteous manner.
- Respectfully express opinions and ideas.
- Be treated with respect regardless of background, cultural heritage or identity.
- 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 cultural background of others, including those of Aboriginal and Torres Strait heritage.
- 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 ICT and Internet Acceptable Use Policy.
- Act in accordance with the goals and policies of the College, including the College's mission and its need to uphold the Christian ethos of the College in conformity with its religious beliefs, including as articulated in the Statement of Faith.

Where there is a failure to comply with these conditions or other breaches of College policies and guidelines, the College reserves the right to suspend or terminate enrolment at its discretion.