

# DISCIPLINE POLICY

## 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; 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 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
- 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.
- 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.
- 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.
- 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.
- 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 that incorporate Christian values.
- Ongoing behavioural issues will be monitored closely by staff and recorded on XUNO.

- 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 (see Procedural Fairness section of this policy).
- 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.
- 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.

## 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.

## DISCIPLINE 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.

PLEASE NOTE: It is up to teacher discretion concerning the need to escalate the issue depending on the seriousness of the behaviour.

## DETENTION PROCESS

- Detentions may be given for behavioural issues or uniform infringements.
- If a student is out of uniform without a note from a parent/guardian, a uniform infringement and a lunchtime detention will be issued through XUNO.
- When a behaviour detention is issued by a teacher, a XUNO notification is sent to parents/guardians/student, with the date of issue, reason why, and when the detention is to be served.

- If the student has multiple behavioural or uniform detentions, they may be required to complete an afterschool detention. An in-house suspension (half or full day) will be issued if the behaviour has not changed.
- This process applies on a term-by-term basis.

## NOTE:

- Students can be asked to sit the detention the day it is issued and will be logged through XUNO.
- Students who deliberately do not attend their allocated lunchtime detention will be issued with an after-school detention.
- Uniform and Behaviour detentions are at the discretion of the teacher.
- Students that are consistently following College policies and do not receive any detentions will be rewarded with a free lunch at the end of each term.

## 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 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
- 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 – PROCEDURES FOR 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 Discipline Policy (this document).

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

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, XUNO. All documentation should be uploaded to the student's file.

The XUNO portal includes the College's Suspension and Expulsion Register which 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 the management of this sanction
- 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.

## **RELATED POLICIES AND PROCEDURES**

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
- Child Safety and Wellbeing Policy
- Complaints Procedure Policy
- ICT and Internet Acceptable Use Policy
- Restrictive Interventions Policy
- Student Code of Conduct
- Uniform Policy
- VCE Policy

## 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 by students is forbidden. Cigarettes, vapes, tobacco or matches must not be brought to school. Students must not smoke while travelling to and from school. Students must not smoke while travelling to and from school or when in school uniform.
- 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 are 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, unless supervised by a teacher.
- Exemplary behaviour by students is expected while students travel to and from school. Complaints about students on buses 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 scooters should be parked in the bicycle racks provided.
- Electronic devices are to be used appropriately during class, (not used during recess and lunchtime) as directed by the ICT and Internet Acceptable Use Policy.
- Students are not permitted to listen to music on their devices during class or at recess/lunchtime.

## APPENDIX 2: STUDENT CODE OF CONDUCT

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*

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

- Feel safe and be safe (including 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 ICT and Acceptable Use Policy
- Act in accordance with the College goals and policies.