



Discipline System

Aim:

- To allow teachers to engage students in the learning process free of disruption and misbehavior.
- To give positive recognition to students who are 'doing the right thing'.
- To work in partnership with parents when consequences for poor choices are given.

Sanctions used by the College include:

- Warnings and pastoral conversations
- Steps
- Levels
- Suspensions
- Exclusion

Behaviours that may begin a student on the system of name, tick, send out, but not limited to:

Distracting behaviour

- Talking/singing/making noises
- Walking around the room
- Swinging on a chair
- Calling out
- Distracting someone from another class

Time-wasting behaviour

- Writing/reading notes in class
- Completing work from another class
- Drawing pictures
- Not completing a reasonable amount of work within a given timeframe

Being disrespectful/rude to a staff member or another student

- Name-calling
- Putting another student down
- Speaking disrespectfully to a teacher
- Making inappropriate comments

Steps

Steps are usually allocated for behaviour related to personal management issues including but not limited to:

Organisation Expectations

- Homework not completed every 3 times in a cycle determined by a classroom teacher
- Late to class or Form 3 times in a two-week period
- No sport uniform 3 times in a term and every subsequent time after
- Forgetting to bring the College diary to class
- Unprepared for class 3 times in a cycle determined by the teacher
- Incorrect use of iPad or Chrome Book, first offence only
- If after File Check Friday an item is still missing when rechecked the following Monday

Uniform and College Expectations

- Excessive make-up
- Wearing jewellery that is not part of the College uniform
- Hair below the collar should be tied back and all hair should be off the face
- Not wearing the uniform neatly and correctly at all times
- The College blazer should always be worn during terms 2 and 3
- A hat should be worn when outside during Terms 1 and 4
- A report by a member of the public or observation by a staff member of a student outside of school wearing the uniform incorrectly
- Chewing gum is not permitted

Inappropriate Behaviour-rude/disobedient

- Swearing not directed at another
- Not following the instructions of a teacher

Levels

Levels are the result of being sent out of class for disrupting learning or for serious zero tolerance incidents that occur in the schoolyard.

Level Backs

Students can earn back one level per semester by completing a level back program attained from the student's Head of Year.

Automatic Send-Outs (Levels)

A student may be sent out of class without warning for anything deemed as zero-tolerance such as **but not limited to:**

Breach of safety

- Throwing an object in class
- Knocking a student off a chair
- Not following safety guidelines in practical lessons

Physical Abuse or Verbal Abuse

- Punching another student
- Swearing at another student
- Swearing at a teacher
- Using inappropriate racial or sexual overtones towards a student or staff member
- Using inappropriate racial slurs

Misuse of Computers or Other Equipment

- Changing settings of classroom or Library computers
- Accessing or attempting to access inappropriate material via the internet
- Attempting to access restricted areas on the College computer network
- Intentional misuse of equipment provided in a lesson

Disrespect to a Relief Teacher

- Any form of disrespect to a relief teacher such as but not limited to talking, arguing, failure to follow instructions, not completing assigned work.

Zero Tolerance

Levels, suspension or permanent exclusion may result from students inciting or participating in any of the following:

- Fighting
- Possession, supply and / or sale of dangerous illegal, unlawful substances or materials
- Vandalism or graffiti to school property or other property students are using such as contracted buses
- Harassment/Bullying
- Theft including outside of school hours
- Plagiarism and cheating
- Unsafe driving
- Sexting, online bullying and harassment, including outside of school hours
- 24/7 accountability for inappropriate use of social media directed towards another student/s
- Refusing to leave a class
- Deliberately choosing not to attend an assigned class without a valid reason (Wagging class)
- Disrespectful behaviour towards a teacher such as lying, giving false information, refusing to follow instructions
- A report by a relief teacher of poor class behaviour
- Inappropriate conduct of a sexual nature between students

Levels for mobile phone/Bluetooth earbuds/smart watches

- Accessing a mobile phone whilst on school property without permission from a staff member
- Choosing to carry a mobile phone on their person
- Using a mobile phone to contact home
- Accessing a VPN or Hotspot to bypass College internet security protocols
- Wearing a smart watch
- Choosing to wear Bluetooth earbuds

Automatic level and suspension

- Accessing a mobile phone in a banned space.

Suspension

In-school suspensions are issued at various times on the Discipline System. Out-of-school suspensions are only issued for medium or high impact zero tolerance incidents.

Discipline Flow Chart

Steps (e.g. Uniform and personal management) Parents are notified by email at each step
1
2
3
4
5 Email informing parents
6
7
8
9
10 Email informing parents
11
12 Loss of Good Standing Parent Meeting (HOY) 1 day in school suspension
13
14
15 Loss of Good Standing Parent Meeting (DHW) 1 day in school suspension
16
17
18 Loss of Good Standing Parent Meeting with DHW 2 day in-school suspension
19 Offer withdrawal to parents DHW and H of S
20 Exclusion DHW and H of S

Levels (Eg, class send outs/automatic send outs/zero tolerance)
1
2
3 Loss of Good Standing One day in school suspension (HOY or DHW).
4 Loss of Good Standing One day in school suspension and HOY and DHW meeting with parents.
5 Loss of Good Standing Two-day out of school suspension. DHW and H of S meeting with parents. Offer withdrawal to parents.
6 Exclusion or withdrawal by parents. Parents may appeal.

Zero Tolerance (Depending on the significance of the incident, permanent exclusion may result on the first instance) Eg. Fighting, possession, supply and/or sale of illegal substances; vandalism or graffiti to school property; bullying/harassment; theft including outside of school hours; unsafe driving; sexting, including outside school hours; 24/7 inappropriate use of social media; refusing to leave class
Loss of Good Standing
Low Impact Low perceived risk ➤ On self-Level (HOY) ➤ On self and/or others-Level (HOY)
Medium Impact Medium perceived risk ➤ On self- One level and one day in-school suspension (DHW or H of S). ➤ On self and/or others-Two levels and 'out-of-school' – length of time as determined by (DHW or H of S).
High Impact High perceived risk ➤ On self-Two levels and 'Out-of-school' suspension – length of time as determined by (DHW and H of S). ➤ On self and/or others-Exclusion and parent interview (H of S and DHW).