

## **Discipline Management Policy Secondary College**

### **1. Introduction**

An effective discipline policy is integral to the achievement of all elements of the College's vision and mission, and a key objective of this Policy is to support the right of each member of the College to a learning environment that:

- Is safe and enjoyable
- Has clear, consistent boundaries, expectations and consequences in place
- Promotes respect for self and others
- Enables everyone to become the best that they can be
- Honours God and people through its practices and relationships

The goal of discipline is to engender self-discipline, respect for appropriate boundaries and the recognition that all behaviour choices have consequences, both positive and negative.

To effectively manage student behaviour, staff, parents and administrators must support each other and send consistent messages to students.

Where a student breaches the code of conduct, the College will ensure that parents are notified of concerns and instances where their children have engaged in inappropriate behaviour and involved as necessary in the discipline process.

Parents are encouraged to clarify details with staff where they have concerns regarding management of student behaviour.

The College Discipline Management Policy explicitly forbids the use of any form of child abuse, corporal punishment or any other form of degrading punishment.

### **2. Code of Conduct**

All staff, parents and students are responsible for:

- Promoting a College environment that values self-respect, self-esteem and self-discipline.
- Representing the College with excellence within College grounds and during excursions or camps, including correct wearing of College uniform.
- Accepting responsibility for and learning to manage their own behaviour and actions.
- Enabling students to become all that God created them to be as they strive for excellence.
- Providing a safe, inclusive and positive learning environment.
- Encouraging open, meaningful communication among College community members.
- Valuing all members of our College community.
- Showing respect and care for equipment, the environment in general and their personal environment.

### **2.1. Classroom Code of Conduct**

Classroom expectations apply to activities when students are under the direction of a teacher, whether in the classroom, outside for PE activities, on excursions or during other formal events such as assemblies and carnivals. As examples of appropriate behaviour, students are expected to:

- Follow Teacher instructions immediately
- Speak positively and respectfully to others at all times
- Not engage in distracting or disruptive behaviour
- Adopt a positive attitude toward learning and encouraging a healthy learning environment in the class
- Speak respectfully to teachers, fellow students, parents and other visitors
- Present themselves in good time and prepared for class activities
- Complete all learning activities in a timely manner and to the best of their abilities.

### **3. Discipline Management Process**

The management of student discipline has three components. These are:

- Infringements
- Inside system
- Outside system

Consequences include the receiving of in College and out of College suspensions. Any student receiving an out of College suspension will lose the right to attend extra-curricular activities planned for the remainder of the Term in which the suspension is received, or the following Term if the suspension is received near the end of a Term – for example clubs, camps, incursions and excursions.

#### **3.1. Infringements**

Infringements are recorded by teachers for behaviour that reflects lack of appropriate, expected discipline. A record of infringements is maintained in the Administration Office, being completed by the Teacher issuing the infringement.

An infringement note is written and given to the student, so that it can be taken home to parents.

Students do not receive any detention or suspension or get sent to the office for an infringement.

After:

- 5 infringements: A letter is sent home
- 10 infringements: A letter is sent home and parents are requested to attend an interview
- 15 infringements: Parents are contacted and the student receives an out of College suspension. Parents are requested to attend an interview and counselling/behaviour management plan are implemented as appropriate
- 20 infringements: Parents are contacted and the student receives an out of College suspension. Parents are requested to attend an interview, counselling and behaviour

## **FCC Discipline Management Policy Secondary College**

management plan are reviewed. Parents and student are made clearly aware of consequences of receiving further infringements.

- 25 infringements: The student is excluded from the College on receipt of 25 infringements during one school year.

### **Examples of infringements include, but are not limited to:**

- Late to class without a late note
- Homework not completed (after the third instance, every time thereafter for the term)
- Not having expected equipment in class (after the third instance)
- Writing, reading, passing around notes in class to other students during lessons
- No Diary (after the third instance)
- Going 'out of bounds'
- Uniform not to a reasonable standard of upkeep
- Incorrect uniform items worn (e.g. socks, pants, hat)
- Inappropriate adornments (e.g. incorrect colour hairbands, bracelets, inappropriate earrings)
- Long hair not tied up
- Wearing nail polish, false nails, lipstick or make up
- Chewing gum
- Throwing food or littering
- Swearing (that is not directed at another person)

### **3.2. Inside System**

Inside the classroom (including class activities that are outside the classroom such as excursions or lessons in the grounds), a simple three step process is implemented (known as the Canter System). When a student does not respond to the teacher's correction, the student's name placed on the board. This is the first warning. If disruptive behaviour continues, a second warning is issued and a tick is placed next to the student's name. If disruptive behaviour continues, the student is removed from the classroom and sent to the office.

Some behaviour warrants an immediate send out, without the two warnings. These behaviours include the following types of behaviour:

- Intentionally pushing or knocking another student off a chair, or intentionally hitting another student
- Throwing objects in the classroom
- Swearing at a staff member or another student
- Intentional unsafe or inappropriate use of equipment
- Accessing or attempting to access inappropriate websites or restricted areas of the College computer network

## FCC Discipline Management Policy Secondary College

- Using a mobile phone or other mobile device (internet connected or not) in class without permission

When sent out of class, the student presents themselves at the office and waits to be seen by the Principal.

After:

- 1 send out: A verbal warning from the Principal
- 2 send outs: A letter is sent home and parents are requested to attend an interview
- 3 send outs: In school suspension with separate recess and lunch breaks. A third letter is sent home and parents are requested to attend an interview. Behaviour management plan and counselling are implemented as appropriate
- 4 send outs: The student receives an out of College suspension, a letter is sent home, parents are requested to attend an interview and informed clearly about consequences of further send outs. Behaviour management plan and counselling are reviewed as appropriate
- 5 send outs: The student is excluded from the College

### 3.3. Outside System

Outside the classroom (before or after school, recess, lunch time or outside College grounds and wearing the College uniform) behaviour management is treated as light, moderate or severe.

#### 3.3.1. Light Outside Offences

These are dealt with by the responsible Teacher as deemed appropriate. Light offences are not recorded and are generally behaviours that warrant correction to avoid safety concerns or escalation of negative behaviour amongst students.

#### 3.3.2. Moderate Outside Offences

Moderate offences (general inappropriate behaviour, being rude, disobedient, or acting dangerously) result in a Moderate Outside Send Out: the student is sent to the office and the send out is recorded.

- After 4 Moderate Outside Send Outs: A letter is sent to parents
- After 5 Moderate Outside Send Outs: The student receives an out of College suspension, parents are requested to attend an interview

If this is repeated three times (15 Moderate Outside Send Outs), a behaviour management plan and counselling are implemented as appropriate.

If a student receives five out of College suspensions (after 25 Moderate Outside Send Outs) during one school year, the student is excluded from the College.

#### 3.3.3. Severe Outside Offences

- Severe outside offences include the following types of behaviours:
- Willfully damaging property (i.e. vandalism or graffiti)
- Causing hurt to others or damage to property through careless behaviour
- Overtly refusing to follow a Teacher's instructions

## **FCC Discipline Management Policy Secondary College**

- Using or attempting to use a mobile electronic device without permission
- Willfully hurting or intimidating another person
- Truancy
- Stealing
- Drug or alcohol possession or use

A student can be immediately excluded from the College at the first offence, for example in cases of physical abuse, sexual abuse, bringing a weapon to College or substance abuse.

Severe outside offences result in an immediate out of College suspension. After each suspension, a letter is sent home.

- After 1 Severe Outside Send Out: A letter is sent home and parents are requested to attend an interview, a behaviour management plan and counselling are implemented as appropriate. Student and parents are clearly informed about consequences of further send outs
- After 2 Severe Outside Send Outs: A letter is sent home and parents are requested to attend an interview. The behaviour management plan and counselling are reviewed as appropriate. Parents are clearly informed about the consequence of a further send out
- After 3 Severe Outside Send Outs: The student is excluded from the College.

### **4. New Year Clean Slate**

At the end of the College year, all students will be given a 'clean slate' as far as sanctions for behaviour incidents is concerned.

All disciplinary records, however, remain in the student's file and the Principal has the discretion of imposing particular conditions on students from the beginning of a new year that will assist in moving the student toward making appropriate behavioural choices, notwithstanding the clean slate.