

	<p>PARADE COLLEGE, BUNDOORA</p>
<p>POLICY:</p>	<p>STUDENT DISCIPLINE</p>

PREAMBLE

This policy aims to set out for the benefit of all involved a clear process to be followed when students fail to exhibit the type of behaviour required of them in the College Expectations Policy. It does not aim to establish an exhaustive list of rights and responsibilities and it cannot detail specific or absolute responses to all cases of inappropriate or offensive behaviour. It recognises that individual cases must be treated with due concern for the causes and with pastoral discretion. It presumes a high degree of effective interaction and cooperation between the teacher, the coordinator and the parents. At the same time, it recognises the need for clear behavioural boundaries for students and a need to see that each situation is taken seriously and responded to with justice and compassion.

The policy covers conduct at school, on the way to and from school, at official school functions or sporting fixtures, and when students are dressed in school uniform.

PRINCIPLES

1. Teachers need not, and ought not, work in isolation, especially in a secondary school where students have different teachers for each subject. Communication and co-operation between tutors, teachers and House Leaders are essential to ensure balanced and appropriate outcomes for students who misbehave.
2. Teachers in any class have a responsibility to assert effective discipline to ensure safety and an effective learning atmosphere and will be supported in this by the House Leader and Deans of School in so far as the teachers establish the necessary pre-conditions for good discipline and to the extent they attempt to follow this policy.
3. While every attempt is to be made to understand why a student is misbehaving, it is important that a student who does misbehave experiences some form of reaction which indicates to that student and, to others that the behaviour is unacceptable. This reaction, however, need not be a mechanical recourse to a set penalty.
4. Generally, penalties applied to students should be positive in aim and be appropriate to the misbehaviour and the circumstances of the student. When a penalty is given, the teacher has an obligation to the process to ensure that it is properly completed, just as a student has an obligation to complete the penalty.
5. Discipline must be viewed as a process in which the overall needs and performance of the student are considered. A student exhibiting frequent misbehaviour is in a process of discipline and the reactions of staff are to be appropriate to a stage in the process determined cooperatively with teacher, tutor and House Leader.
6. Both good communication between the College and parents and accurate and appropriate recording of misbehaviour are essential to this process. House Leaders and Deans of School will

agree on what records will be passed on year by year and which will be wiped at the end of a year. Records at all stages will be treated with appropriate confidentiality.

7. It is recognised that there are differing levels of seriousness of misbehaviour, and penalties should reflect this. Penalties are applied according to where a student is in the overall process and not according to the degree of frustration of the staff or public nature of the offence. However, serious infringements will naturally incur more substantial penalties. Uniform infringements are considered separately from this policy.

8. Students who misbehave will be offered appropriate advice on methods of improving behaviour and establishing right relationships with others. All staff involved will aim to bring about a reconciliation between the student and the offended party. Students have access to the College counsellors at any stage and he and his parents will be offered suitable support services.

GUIDELINES

1. The keeping of accurate records is the essence of this policy and the House Leader is the key person in this process. The House Leader ensures that there is appropriate response to inappropriate behaviour and keeps other parties informed. Discussion between students, parents and staff is encouraged at all stages.

2. The process is highly structured and the principles of good management demand that matters be dealt with at the most immediate and local level. The subject teacher or group supervisor is always responsible for initiating and following through the appropriate response. When the teacher feels that particular poor behaviour is becoming frequent or evident in other classes, the matter should be brought to the attention of the Tutor. Similarly, the Tutor will enlist the aid of the House Leader at what he or she judges the appropriate time, and, in turn, the Dean of School will be formally involved.

3. The College will always view any form of substance abuse seriously. Students are never to bring alcoholic substances or any drug of addiction on to the school property. This will invoke an immediate suspension. Anyone found trading in illegal substances will be reported to the appropriate authorities and will jeopardise his place in the College.

4. The use of tobacco products anywhere on the school property or by students dressed in any College uniform will not be tolerated. Smoking is also prohibited by Government regulation in or near school buildings. A separate Health and Safety Policy covers this point.

5. Any form of harassment of any other member of the College community is a serious disregard for the dignity of persons and has no place in this environment.

6. No form of bullying will be tolerated and infringements will be taken seriously by the College. (See College Bullying Policy)

7. Vandalism in any form is a denial of the right of others to a proper working environment and will be treated seriously by the College. Students reasonably suspected of wilful damage to the property of the College or its members will be expected to make good the damage prior to returning to school. A suitable penalty is cleaning work on the College buildings or grounds.

8. For lesser infringements a student may be required to

- complete a litter duty for half recess or lunch breaks
- complete written or work penalty
- complete extra homework

- apologise to the offended party
- write an account of the incident

For more serious infringements or repeated unacceptable behaviour a student may be required to

- complete an after-school detention
- be suspended temporarily from a particular class or activity
- miss an excursion or other significant activity
- complete a substantial written penalty
- meet with a student counsellor

At this level the parents will be informed and the House Leader will always be involved. The student and parents may be required for interview.

For very serious infringements or sustained unacceptable behaviour a student may be required to

- attend a weekend detention of three hours
- attend extended after-school detention
- be suspended from school for an assigned period of time
- meet with a student counsellor
- enter into a formal contract of appropriate behaviour with the College

At this level, the student and parents will be required for interview and the Dean/Deputy Principal will always be involved. At an appropriate time as judged by the Deputy Principal, the College Disciplinary Committee will meet with the student and the parents to decide on an appropriate response. At this stage the Principal will be informed.

Ultimately, a student may reach the stage where the College can do no more to assist and he indicates by his actions that he no longer wants to be part of the College community. The Discipline Committee will meet again and make a recommendation to the Principal. The Principal will meet with the student and the parents to formalise the outcome.

IMPLEMENTATION

1. In a situation of danger to others, a student may be asked to leave the class or activity to stand outside the room or attend a nominated place of appropriate supervision. This will usually not be for a whole class period or more.

2. A detention may involve a formal written exercise or assigned work in the buildings or grounds. Failure to attend or complete the assigned task will invoke a further interview and penalty.

3. The College Disciplinary Committee will comprise the Deputy Principal (Chair), the Dean of School and House Leader and Tutor if appropriate. The committee will make recommendations to the Principal.

4. Students who display unacceptable behaviour will be case-managed by the House Leader in conjunction with the Tutor. Subject teachers will raise concerns with the Tutor.

5. House Leaders meet regularly to ensure that interpretation and application of this policy are consistent and equitable across all Houses and year levels in the College.

6. Except in cases of lateness and uniform infringement, Tutors will normally contact parents by phone before an after-school detention is issued.