

# POLICIES AND PROCEDURES

## Student Discipline Policy



**Date**            **February 2024**

**Review**        **February 2026**

### Introduction

The Education Training and Reform Regulations 2017 (Vic.) (sch 4 cl 12) outlines the School's obligations to ensure the care, safety and welfare of all students attending the School. In discharging its duty of care responsibilities, the school and teaching staff must exercise professional judgment to achieve a balance between ensuring that students do not face an unreasonable risk of harm and encouraging students' independence and maximising learning opportunities. Non-teaching staff, volunteers and external providers must exercise judgment appropriate in the circumstances. The school must also comply with legislation related to Occupational Health and Safety for staff.

This document is informed by relevant Australian and Victorian legislation including:

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005 (Cth)
- Equal Opportunity Act 2010 (Vic.)
- Occupational Health and Safety Act 2004 (Vic.).

This document is informed by the Victorian Registration and Qualifications Authority (VRQA) policy requirements.

### Overview

The School Discipline Policy ensures all students behave in a respectful and courteous manner and adhere to the procedures designed to promote and address good safety and good management of the school.

Every student has the right to:

- An environment in which she will engage in her learning free from harassment
- Feel safe when attending School
- Be treated with fairness and dignity

Guidelines for managing student behaviour aim to enable students to:

- Take ownership and responsibility for their behaviour
- Respect the rights of others and acknowledge their responsibilities towards others
- Support positive relationships within the School community
- Support the teaching and learning process in a positive learning environment

In addition to the School Discipline Policy, appropriate behavioral and expectations are also outlined in:

- Bullying Prevention and Intervention Policy
- Restrictive Interventions Policy
- ICT Acceptable Use Policy

Date reviewed: Feb 24, reviewed bi annually

This is a controlled document by Principal

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- Acceptable use of Social Media Policy
- Drug and Alcohol Policy
- Student Code of Conduct

Students are required to follow the directions of staff members within the School.

### Procedural Fairness

Students have a right to procedural fairness when decisions are made about behavior management and discipline. In order to ensure there is procedural fairness students should:

- Know and understand the behavior expectations of the School
- Be clear about the breach of behavior expectations and have an opportunity to respond to allegations made against them
- Know that an unbiased investigation will be completed before a decision is made
- Have the right to request a review of the decision within a timely period

### Prohibition of Corporal Punishment

The use of corporal punishment by any staff member is not permitted and would result in disciplinary proceedings. School policies and procedures do not sanction the administering of corporal punishment by non-school persons, including parents/caregivers, to enforce discipline at School.

### Policy

The establishment of clear expectations for the behavior of students will promote a school environment in which students learn how to respect the rights, responsibilities and worth of themselves and others.

Strategies for developing this include:

- Communication and reinforcement of the School's Student Code of Conduct
- Communication and reinforcement of the School's Student Discipline Policy
- Having a classroom management framework for teachers which promote student engagement in their learning
- Working with parents to understand and support the Student Code of Conduct and Student Discipline Policy
- Acknowledging the positive behavior and actions of students
- Maintaining records on all matters related to the management of student behaviour

### Student Management Practices:

Teachers will enact reasonable student management practices in classrooms and other School activities. Reasonable student management practices include:

- Asking a student to have a private conversation regarding their behavior which is in breach of the Student Code of Conduct
- Correction of a student in the class or school activity where the behavior has an immediate impact on learning, including, stating the inappropriate behavior, directing the student to cease their behavior
- Persistent poor behavior of one or more students which impacts on the class as a whole may result in the student/s to being directed to leave the classroom where the teacher can speak privately to the student/s about their behavior

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- Asking a student to report directly to the Year Level Coordinator, Head of School or Principal

### Breaches and Consequences

When there is a breach of the School's Discipline Policy and expectations as set out in School policies, or failure to follow instructions provided by a staff member, the student may be subject to disciplinary consequences.

In determining disciplinary consequences, the School will base its decision-making on the seriousness of the alleged breach, the context in which the alleged breach occurred, the age of the student and whether the student has breached behavior guidelines on previous occasions.

In the Junior School, parents/caregivers will be notified of all breaches of conduct and consequences.

In the Senior School, parents/caregivers will be notified by a member of staff of breaches of conduct and consequences, where appropriate.

### Low level or minor conduct or behavior breaches:

In the **Junior School** when a student's conduct or behavior breaches the School's behavior guidelines due to low level or minor inappropriate behavior, the student may be required to:

- Write an apology to the person/s impacted upon
- Receive a warning
- Have privileges withdrawn
- Complete a lunch time activity with a teacher
- Be provided with strategies to modify her behavior which will be followed through by her classroom teacher

In the **Senior School** when a student's conduct or behavior breaches the School's behavior guidelines due to low level or minor inappropriate behavior, the student may be required to:

- Receive a warning
- Write an apology to the person/s impacted upon
- Complete a lunch time lesson with a teacher
- Provided with strategies to modify her behavior which will be followed through by her classroom teachers

### Low level or minor inappropriate behavior range from:

- Late to school or class
- Uniform infringements
- Failure to bring correct equipment to class
- Failure to complete homework
- Rude or disrespectful behavior

The above list provides examples of low level or minor inappropriate behavior, and other incidents may also arise which would result in a student receiving a behavior consequence.

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### High Level or serious inappropriate behavior

High Level or more serious incidents inappropriate behavior include but are not limited to:

- Repeated and/or extreme cases of inappropriate low level or minor behaviour
- Damage to School property
- Defiance of a direct instruction
- Lying to a staff member
- Cheating or plagiarism
- Truancy
- Bullying or harassment
- Physical violence
- Possession distribution or consumption of cigarettes, drugs or alcohol
- Stealing

The above list provides examples of how High Level or more serious inappropriate behavior, and other incidents may also arise which would result in a student receiving a behavior consequence.

The following members of staff will take responsibility for managing incidents of inappropriate behavior:

- Classroom teacher
- Year Level Coordinator
- Howqua House Tutor
- Howqua Coordinator of Boarding and Pastoral Care
- IB Coordinator
- VCE Coordinator

More serious matters will be referred to the Deputy Principal - Wellbeing, Deputy Principal-Learning and Innovation, Vice Principal- Howqua Campus, Vice Principal- Head of Junior School or the Principal.

The consequences imposed will be determined having considered the incident and the context in which it occurred, and whether the student/s had breached the behavior guidelines previously.

Behavior consequences may include:

- Friday after school detention
- Saturday Detention
- Morning or afternoon service activity (Howqua campus)
- Suspension
- Expulsion

### Steps for managing suspensions and expulsions:

The disciplinary procedures and penalties adopted by the School will vary according to the seriousness of the alleged behavior. Where the alleged behavior, if proved, may result in suspension or expulsion, and as such:

- the student and parents/caregivers will be informed of the allegations and procedural steps to be followed in dealing with the matter
- full and clear details of the matter against the student will be set out

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- the student and parents/caregivers will be informed of the proposed penalty
- the student will be provided with an opportunity to respond and the Principal will consider the response and any other relevant information provided
- the appropriateness of the suspension or expulsion will be considered against other available options

Suspension and grounds for taking disciplinary action:

- the conduct of the student poses a danger to the health, safety or wellbeing any person
- the student causes significant damage to or destruction of property
- the student is involved in theft
- the student possesses, uses or sells illicit substances or weapons
- the student consistently behaves in an unproductive manner that interferes with other students

Expulsion and grounds for taking disciplinary action:

- the student behaves in a manner that would justify suspension and
- the behavior is of such magnitude that, having regard to the need of the student to receive an education, compared to:
  - need to maintain health and safety of other students and staff
  - need to maintain the effectiveness of the school's educational programs
- Expulsion is the only available mechanism.

This policy is not intended to extend responsibilities of the School beyond the law.

The School reserves the right to change or modify this policy at any time by notice on the school website and in correspondence with parents.

### Implementation of Policy

The policy will be implemented by:

- Communicating this policy to the School community
- Providing professional development on behavior management to members of staff
- Monitoring the effectiveness of this policy
- Reviewing this policy every two years