

# DISCIPLINE POLICY



## A. PREAMBLE:

In accordance with the Mission Statement of the College Discipline Policy contributes to the maintenance of a nurturing, stimulating and Biblically-directed environment in the College. In so doing, the policy assists parents in their responsibility to bring up their children in 'the training and instruction of the Lord'. (Eph.6:4)

## B. FRAMEWORK:

Donvale Christian College is a learning, nurturing and serving community. Everyone within the community - students, teachers, parents, administrators - has a right and a responsibility to be learning in a Biblically-directed environment. All share the responsibility of providing a nurturing, stimulating and orderly environment where everyone is able to learn, to be cared for and to contribute to the well-being of others.

This positive focus on achieving and maintaining the highest standard of teaching, learning, nurturing and serving is the foundation of an effective discipline policy - a policy which aims to achieve in everyone a self-discipline which is motivated from within rather than imposed from without.

- \* **Students:**  
Students have a responsibility to learn and to contribute to an environment which encourages learning, care, respect and service to others.
- \* **Teachers:**  
Teachers have a responsibility to provide a high standard of teaching and nurturing in their classrooms and to be models of learning, care, respect and service to others.
- \* **Administrators and Office Staff:**  
Administrators and Office Staff have a responsibility to provide the best possible environment for the promotion of teaching and learning and to be models of learning, support and service to others.
- \* **Parents:**  
Parents have a responsibility to foster and encourage a love of learning in their children and to be models of learning, love and concern for others.
- \* **Principal:**  
Within the College, and during school-related activities outside of the College, the Principal is responsible to the College's Board of Directors for the learning and nurturing environment and for the behaviour of students and staff. He or she must be a model of learning, care, respect and service to others.

## **C. CORRECTIVE MEASURES:**

- i Corrective discipline procedures will be applied if any member of the College community is impeding the right and opportunity of others to learn and to be nurtured in a safe and orderly environment.
- ii The school rules are framed in order to contribute to such an environment. The rules are reviewed and re-published each year and all students are expected to abide by them.
- iii A variety of corrective measures and procedures may be applied as befits the student and the circumstance.
- iv Should a student's behaviour seriously or continuously impede the learning or nurturing of others in the classroom environment, that student has forfeited his or her right to remain in the classroom. In such instances, a 'withdrawal from class' procedure is followed.
- v Continuance of unacceptable behaviour which is disruptive to the learning or nurturing of others, whether in or out of the classroom, may result in suspension and, in the extreme, expulsion.
- vi In some circumstances a student's behaviour may result in immediate suspension rather than withdrawal from class.
- vii The application of the discipline policy will be firm, but flexible enough to recognise the developmental stage, social context or welfare needs of an individual student. The College community will attempt to provide support, help and advice to students whose behaviour is substantially the result of difficult individual circumstances.
- viii In its corrective discipline procedures and welfare concerns, the College relies on parental advice and support in seeking to achieve a change of behaviour in the student concerned.

## **PROCEDURES**

### **A. SECONDARY**

#### **1. The Classroom Teacher**

The classroom teacher will ensure that clear classroom rules are formulated and implemented. The classroom teacher will use a variety of corrective measures to maintain an orderly classroom environment.

#### **2. The Year Level Co-ordinator**

The Year Level Co-ordinator monitors the behaviour of students at a particular level, applies corrective measures as appropriate, and communicates any significant concerns to parents.

#### **3. Detention System**

(a) Classroom teachers may detain students at lunchtime or recess when their general behaviour, punctuality or attitude to work, is not appropriate.

(b) Formal lunchtime detentions are conducted for a variety of minor offences. This may involve students in helping with projects within the College grounds.

- (c) Students who persistently offend or who commit a more serious offence may be required to attend an after-school or Saturday detention.

#### **4. Student Monitoring System**

At the discretion of the Year Level Co-ordinator, the Student Monitoring System may be activated. The System requires the student to have his or her card signed by the class teacher at the end of each period and by the parent at the end of each day. The performance of the student is monitored by a number 1,2 or 3.

- 1 (Excellent),**  
**2 (Satisfactory)**  
**3 (Unsatisfactory)**

The overall performance of the student is assessed each week by the Year Level Co-ordinator in consultation with parents.

- (a) *Classwork Card*  
This card monitors the concentration and commitment of the student to the work that is set in class.
- (b) *Homework Card*  
This card monitors the performance of the student in respect of the set homework.
- (c) *Behaviour Card*  
This card monitors the behaviour of a student in class and, when required, in the playground.  
It is used in two circumstances:
- where some aspect of a student's behaviour has not been corrected by other measures and is likely to improve with close monitoring
  - where a student has returned to the College after suspension

#### **5. Withdrawal From Class**

Should a student's behaviour or attitude seriously impede the learning or nurturing of others, that student may be sent from the class to the Year Level Co-ordinator or Head of Secondary. When a student is sent from the class, the YLC must be informed.

Appropriate work will be set by the YLC and parents will be informed if a student is in 'time out' on more than one occasion. In cases of continuous behaviour problems the student may return to class on a behaviour card and parents will be notified.

#### **6. Suspension**

- (a) Continuance of behaviour which is disruptive to the learning or the safety and security of others could result in a suspension of up to fourteen days. The Principal is responsible for all suspensions.
- (b) Automatic suspensions apply to certain offences. (e.g. A student who has cigarettes at the College is automatically suspended for

two days).

- (c) In some circumstances a student's behaviour may result in immediate suspension rather than withdrawal from class. Such decisions are the responsibility of the Principal.
- (d) When the Principal suspends a student he/she shall notify the parent/s or guardian/s to that effect and state the grounds upon which the suspension is determined. A student who is so suspended shall not enter upon any of the College grounds for any purpose during the period of suspension without the express permission of the Principal. Such suspension may be subject to such terms and conditions as may be imposed and may include debarring a student from any right or entitlement expressed or implied to sit for public and/or other examinations conducted by or at the College.

## **7. Expulsion**

- (i) The Principal may expel a student in the following circumstances:
  - (a) The continuance of unacceptable behaviour after a student has already served a time of suspension.
  - (b) A particularly serious offence which jeopardises the safety and security of other members of the College community or which seriously imperils the reputation of the College.
  - (c) The possession or use of an illegal or dangerous substance.
- (ii) When the Principal expels a student from the College, the student's enrolment at the College shall thereby be terminated. The Principal shall forthwith remove the student's name from the school roll which shall debar the student from any further attendance at the College for any purposes and he/she shall notify the parent/s or guardian/s to that effect and state the grounds upon which the expulsion is determined.

## **8. Advice to the College's Board of Directors**

The Principal must provide an appropriate explanation and any associated documentation to the Board when a student has been expelled.

## **B. PROCEDURES - PRIMARY**

### **1. The Head of Primary**

The Head of Primary monitors the behaviour of students in the Primary School, applies corrective measures in consultation with the classroom

teacher (and College Counsellor where appropriate) and communicates any significant concerns to parents.

## 2. The Classroom Teacher

Each classroom in the Primary School has a 'Behaviour Guidelines' chart. In consultation with the whole class, the classroom teacher will formulate a clear set of rules/guidelines for their class that supports the Primary School's guidelines. A basic principle is established that in each classroom, students will be given two warnings about their inappropriate behaviour. If a student continues with this type of behaviour, then a *Time Out* will be given.

The classroom teacher will use a variety of positive and corrective measures to maintain an orderly classroom environment. General concerns will be communicated to parents via the diary or a telephone call or direct contact before or after school.

## 3. Time Out

Time Out is conducted during the first half of lunchtime, from 12:40 until 1:05 p.m. in a designated room.

A notice of the Time Out is sent home for parents to sign with the student.

### The Process:

Prep to Year 2 students are given a piece of paper that has been divided into six boxes. They are asked to draw six 'good choice' pictures that aim to help the student to reflect on the behaviour choices they have made and the ones they should make in the future.

Year 3 to 6 students are given a *Four W* Sheet. This sheet asks the student four key questions for students to reflect on their inappropriate behaviour and how to make better choices in the future.

The four questions asked are:

**What did I do?**  
**Why did I do it?**  
**What rule did I break?**  
**What should I do next time?**

Students may also receive a Time Out for one of the following reasons:

- Being out of correct P.E. uniform three times in a term.
- Being out of correct School uniform three times in a term.
- Gaining three Late Passes in a term. These can be issued for being late to class either at the beginning of the day, after recess and lunch breaks.

## 4. Lunchtime Detention

A Lunch Time Detention is the next level of punishment. These are supervised by either the Head of Primary or the Assistant Head of Primary. Students who have had three Time Outs in a term will be given a Lunch Time Detention, as will students who seriously or consistently

break the College rules.

Lunch Time Detentions are conducted over the whole of lunch time. Parents will be informed by a letter explaining why the Lunch Time Detention has been given and when it was served. The letter will be sent home through the mail.

If a student receives two or more Lunch Time Detentions in a term, the parents will be asked to meet as soon as possible with the Head of Primary, the Classroom Teacher and/or the School Counsellor to discuss and implement an action plan that can help the student improve their behaviour.

Accumulated Detentions:

- (a) 3 detentions in a term may result in a 1 day internal suspension from the College.
- (b) Any further detentions may result in either a 2 day internal suspension or a 1 day external suspension.

## **5. Conduct Card System**

Any student whose classroom behaviour remains persistently disruptive and unmanageable within the normal classroom discipline procedures will be referred to the Head of Primary. The Head of Primary will assess the child's behaviour and decide whether the student should be put on a Conduct Card.

### ***How does the Conduct Card System operate?***

- i If a student is put on a Conduct Card the parents will be asked to attend an interview with the Head of Primary
- ii A student on a Conduct Card will be required to work with the teacher and his/her parents, targeting specific behaviour which needs to be improved. Improvements will be noted and rewarded by the teacher.
- iii At the end of each teaching session / period, the Classroom Teacher or Specialist Teacher will assess the student's behaviour in terms of acceptable behaviour and record the assessment on the card.
- iv At the end of each day the student will take the Behaviour Card home and it is to be signed by the parents.
- v At the end of each week the student's Behaviour Card is reviewed by the Head of Primary.
- vi Students will be removed from the Behaviour Card when their behaviour is consistently appropriate.
- vii Persistent misbehaviour may also lead to a student being withdrawn from class for a set period.

### **Notes**

- (1) Parents will be notified of any withdrawals from the classroom and of any detentions.

- (2) Where possible, prior to any suspensions, parents are to meet with the Head of Primary to discuss the issues involved.
- (3) Prior to any decision concerning the child's continuing enrolment, parents will need to meet with the Principal and the Head of Primary.

## **6. Suspension**

There are two types of suspension that can be administered.

1. Internal Suspension: The student attends the College but is not permitted to enter the regular classroom activities for the set period. The student will complete the assigned work under the supervision of the Head of Primary or the Assistant Head.

2. External Suspension: The Student is required to stay at home for the set period and has lost the privilege of attending school. Prior to recommencing back at the College, the student and parent(s) must attend a briefing session with the Head of Primary. The College Counsellor may also be asked to attend this briefing.

- (a) The Head of Primary may suspend a student as a result of their progression through the 'Conduct Card System'.
- (b) The Head of Primary may suspend a child for a serious offence which jeopardises the safety and security of him/herself or of others, or which seriously reflects on the reputation of the College.
- (c) When the Head of Primary will notify the parents to state the grounds upon which the suspension is determined. A student who has an external suspension shall not enter upon any of the College grounds for any purpose during the period of suspension without the express permission of the Principal.

## **7. Expulsion**

- (i) The Principal may expel a child in the following circumstances:
  - (a) The continuance of unacceptable behaviour after a child has already served a time of suspension.
  - (b) A particularly serious offence which jeopardises the safety and security of other members of the College community or which seriously imperils the reputation of the College.
  - (c) The possession or use of an illegal or dangerous substance.

- (ii) When the Principal expels a student from the College, the student's enrolment at the College shall thereby be terminated. The Principal shall forthwith remove the student's name from the school roll which shall debar the student from any further attendance at the College for any purposes and he/she shall notify the parent/s or guardian/s to that effect and state the grounds upon which the expulsion is determined.

**7. Advice to the College's Board of Directors**

The Principal must provide an appropriate explanation and any associated documentation to the Board when a student has been expelled.

*Reviewed every 5 years*

*Affirmed September 2005*