

**GEELONG BAPTIST COLLEGE**  
**SECONDARY CONDUCT AND DISCIPLINE POLICY**



**Adopted By:** Principal

**Review Date:** 2016

**To Be Reviewed:** 2017

### **General Conduct**

All students and teachers have the right to:

- learn or teach free from disruption;
- be treated courteously, receiving care and acceptance;
- work in a clean, safe and healthy environment;
- be treated with justice

### **Discipline Policy Goal**

GBC is a community where:

- students grow to become responsible, respectful and reliable young adults
- there is a caring, nurturing relationship between students and staff
- behaviour standards and boundaries are well understood
- response to student behaviour is appropriate and consistent
- consequences are just, progressive and predictable
- discipline procedures will be positive, systematic and restorative
- feedback, guidance and support is given to both students and families

By such means, students will understand that although teachers may at times have to address student behaviour, that students are in fact cared for and respected.

*There are many ways in which students are encouraged to be well disciplined.*

These include:

- Positive reinforcement of effort given through: diary notes, commendatory letters, newsletter recognition, certificates, recognition and rewards in assemblies and in class.
- Verbal praise, thanks and encouragement given to students.
- Awards given through Merit Certificates, Prizes and Trophies.
- The allocation of positions of trust and responsibility to students.

### **Students' Responsibility**

Some children find it difficult to choose acceptable options in behaviour. In such cases the outworking of justice will mean consequences such as lunch time suspensions and school suspensions. When necessary, students will receive counselling, welfare, guidance, suggested strategies and support, but it is expected that they will demonstrate improvement in their behaviour.

Students who continue to undermine community values will jeopardise their place at GBC. The aim is to encourage the choice of effective behaviour options and a healthy respect for outcomes of wilful error. To attain maturity, children need to learn that they are accountable for their own behaviour and that wrong or inappropriate actions have consequences.

### Staff's Responsibility

Central to the effectiveness of discipline is the manner in which it is administered. Discipline should be fair and consistent. In every situation, the teacher should work towards the goal of genuine change on the part of the child and, once the matter is resolved, evidence of a restored relationship.

Staff will never implement or utilise corporal punishment of any level. Teachers understand that physical punishment of students, which includes putting hands on a student as a disciplinary action, is not permitted by GBC. On occasions, it may be necessary for a teacher to touch a student in times of self-defence or to protect the student or another person from potential harm.

### GBC discipline system has 4 parts:

1. Power Points and Demerit System
2. Send Outs
3. Send Ins
4. Severe Offences (including bullying)

#### 1. Power Points and Demerit System

This system recognises and supports responsible effort, and discourages irresponsible behaviour.

**Power Points:** Awarded when students are demonstrating exceptional or outstanding effort or behaviour. These seek to affirm students by 'empowering' them as they display positive behaviours.

**Demerits:** Given when students fail to meet clearly outlined College rules and standards.

Being out of bounds without permission	Accessing unrelated material to the lesson on the internet/computer
Being late for class without proper reason	Writing 'graffiti' on own books, equipment, skin
Writing/passing notes in class	Incidental swearing/ inappropriate language
Not returning notes on time	Eating or chewing gum
Interfering with others' property	Littering, a demerit and picking up extra rubbish
Tossing items in class	Recklessly snapping a ruler, rubber etc.
<b>Homework:</b> 1 <sup>st</sup> time warning in diary, each time thereafter (same subject), a demerit will be given for homework tasks not completed.	
Not applying oneself to a set task: A demerit may be given if a stipulated work requirement in class is not met. Parents need to be informed that their child is not	

working in class.
Failure to wear the correct <u>uniform</u> without a uniform pass (Inc. hair issues) or wearing the uniform incorrectly. <b>If students arrive at school with major uniform issues, especially in regards to hair or dress / skirt length, they will also be sent home.</b>
Falsifying signatures - 1 <sup>st</sup> time, demerit with warning in diary that if repeated 2 <sup>nd</sup> time, it will be classed as a Severe Offence.
Displaying inappropriate boy/girl relationships: 1 <sup>st</sup> time, demerit (depending on level), if repeated, Send In, Send Out or Severe Offence
<u>Diaries:</u> If a pattern develops where the diary is not signed, indicating that parents are not receiving the information contained within, the Homeroom teacher will contact parents. Subsequent demerits will then be issued.
<u>Lesson Equipment:</u> If a pattern of organisational difficulties occurs, (eg repeatedly not bringing equipment to classes) parents will be contacted. Subsequent demerits will then be issued.
<u>Copying or cheating:</u> Demerits may be issued and the parents notified. Subsequent offences may result in Send Out or Severe Offence. In an exam situation, DEECD rules are applied where the script will be removed, the student starts with a clean sheet and the matter is dealt with post the exam.
<u>Plagiarism:</u> Depending on level – demerit, Send Out, Severe Offence. Penalties to final grade of the task.

### Procedures for Accrual of Demerits

Demerits accrued are an indication of a student not upholding the College standards. Students have control of the behaviours which will attract a demerit.

### Progressive consequences are as follows:

At 5 demerits – a letter is sent home informing parents that this stage has been reached and advising of further steps in the system. (Homeroom teachers will speak with students about their behaviours).
At 10 demerits – a letter is sent home informing parents that this stage has been reached and advising of further steps in the system.
At 15 demerits – the student is placed on in-school suspension for lunch time of 1 day and parents are informed. (A parent interview is requested).
At 20 demerits – the student is suspended from the College for a half day.
At 25 demerits – the student is suspended from the College for a full day.
At 30 demerits – the student is withdrawn from the College.

\*\* The role of the Discipline Coordinator and Homeroom Teacher is to discuss and offer students support, advice, strategies, counselling as required, guidance and appropriate consequences. They will also communicate with other relevant staff (eg Chaplain, Homeroom teachers, Principal) and parents.

\*\* The role of the College Chaplain is not to discipline students, but to provide welfare, counselling and support; and may be involved in the above process at any time as deemed necessary for the student and/or family.

## Recording Demerits and Power Points

During class time, demerits are recorded directly in the student diaries while for positive behaviours, a student may be given a Power Point. Upon a student being awarded a Power Point or a Demerit, students are encouraged to show these to their parents.

Every time students attain 10 Power Points, a letter affirming their behaviours will be sent home. A Power Point Draw will take place at the end of each term where a winner will be drawn to receive a significant prize.

Students are reminded that the consequence for receiving 30 Demerits, in one calendar year, is exclusion from the College.

For outside Demerits, the teacher will fill out a red demerit slip and place it into the student's Homeroom Folder for distribution to the student the following morning. All demerits will also be centrally recorded at the office.

Requirements for interviews, letters and suspensions will be passed onto the Discipline Coordinator or Principal.

## 2. Send Outs

Students who persist with inappropriate or disruptive behaviour or disrespect during class time will be removed from classes, receive support through counselling, but may ultimately lose their enrolment at GBC.

Examples are listed below:

<ul style="list-style-type: none"><li>• Talking</li><li>• Annoying other students</li><li>• Misuse of equipment</li></ul>	<ul style="list-style-type: none"><li>• Inappropriate comments made during discussions</li><li>• Rude or disrespectful to teacher (minor level, if major – immediate Send Out)</li><li>• Mobile phone usage in class is an immediate Send Out</li></ul>
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Any seen or perceived disruptive behaviour is dealt with using a standard procedure:

- i) Verbal reminder: at teacher's discretion, or immediate recording of name on the board if the teacher has clearly outlined behavioural expectations in the circumstance
- ii) Further disruption, teacher writes **name on the whiteboard**. This is the first formal warning.
- iii) Further disruption results in a **tick being placed next to the name**. This is the second warning.
- iv) Further disruption from same student, they are **sent to the Office** to complete a "Send Out" note.  
\*\* Another student should be sent along to ensure that the disruptive student arrives at the office.
- v) The student receives a yellow 'GBC Discipline Report' and is sent to the Discipline Coordinator to complete it and to discuss the incident.
- vi) The teacher completes the green 'GBC Discipline Report'.
- vii) The Discipline Coordinator may speak with the teacher and arrange a meeting between the teacher and student to allow for restoration.
- viii) Appropriate action and consequences are followed through

Send out	Procedure
1 <sup>st</sup>	Meeting with the Discipline Coordinator, letter sent home.
2 <sup>nd</sup>	Letter sent home, a parent interview with the Discipline Coordinator or Principal may be requested depending on the type of infringement by the student. The student may be referred to the Chaplain, and/or Homeroom teacher for advice, strategies and counselling.
3 <sup>rd</sup>	Letter sent home, interview with parents. Student has half day in school suspension and will be referred to the Chaplain, and/or Homeroom teacher for advice, strategies and counselling. A truth and restoration meeting may be initiated. A Yellow Card (Behaviour Monitoring Sheet) may be issued.
4 <sup>th</sup>	Parents are called and asked to collect their child as soon as possible. Student remains out of class for the rest of the day. Student is suspended from the College for one day. Letter sent home, interview with parents. Further counselling for student. A Yellow Card (Behaviour Monitoring Sheet) may be issued.
5 <sup>th</sup>	Parents are called and asked to collect their child as soon as possible. Student excluded/withdrawn from the College.

**The Send Out System for Secondary Students is as follows:**

**“Time Outs”**

Students who have special needs will be acknowledged and accommodated within this system via agreed exceptions, as long as other students’ learning or safety is not put at risk.

At times, students may have personal or family issues that impact their ability to meet the College’s expectations or to be able to concentrate in class. If the family has informed the College that their child requires some extra understanding or support for a brief time, teachers are notified and appropriate considerations will be granted.

Parents must notify the College prior to the student arriving at school via a phone call or send a signed note along with the student; otherwise any required disciplinary procedures will be carried out as previously outlined.

‘Time Outs’ – may also be used at times but only for ‘identified students’ (as explained above) and should last only for a few minutes. These are useful for ‘breaking’ the pattern of behaviour or if a student is requiring a brief interlude to gain composure when upset, frustrated or stressed. Unless it requires action from the Discipline Coordinator or Principal, students should remain in supervision of the teacher or be sent to another class with a note. Time Outs are not a student’s ‘right’ and are used at the teacher or Discipline coordinators discretion.

**Automatic Send Outs: A student may be sent out of class without warning for:**

# The examples given in each section are not comprehensive but are provided as a guide.

<p><u>Breach of Safety:</u></p> <ul style="list-style-type: none"><li>✓ Throwing an object in class</li><li>✓ Knocking a student off a chair or removing a chair while student is to sit</li><li>✓ Not following safety guidelines in practical lessons</li><li>✓ Wilful misuse of equipment</li><li>✓ Skipping classes</li></ul>	<p><u>Misuse of Computers or Other Equipment:</u></p> <ul style="list-style-type: none"><li>✓ Graffiti on College furniture, walls or equipment</li><li>✓ Causing disruption by changing computer settings</li><li>✓ Accessing or attempting to access inappropriate material (offensive, illegal or dangerous sites) via the Internet</li><li>✓ Attempting to access restricted areas on the College computer network</li><li>✓ Using a mobile phone in class including texting, checking the time or receiving calls/texts (phone confiscated)</li><li>✓ Using an electronic device in class without permission (device confiscated)</li></ul>
<p><u>Physical Abuse:</u></p> <ul style="list-style-type: none"><li>✓ Punching or spitting at another student or a teacher – depending on severity and circumstance, this could also be classed as a Severe Offence</li></ul>	<p><u>Verbal Abuse:</u></p> <ul style="list-style-type: none"><li>✓ Swearing at another student or at a teacher – depending on severity, and circumstance this could also be a Severe Offence</li><li>✓ Wilful rudeness (name on board, or immediate Send Out depending on level)</li></ul>

**\*\*Teachers may give explicit instructions, which students may choose to disregard. In these instances, refusing to obey an instruction given by a teacher will also be treated as an Automatic Send Out.**

**Electronic Devices and Mobile Phones**

The use of i-Pods, MP3 Players, electronic games etc, is not acceptable between 8.15am and 4.00pm and these devices will be confiscated.

Students may have mobile phones (at own risk as the security of the mobile phone is the student's responsibility) but these must not be turned on or used during school hours (8.15 am to 4.00pm as the office is open) without teacher permission.

In order to minimise opportunities for Cyber bullying, students requesting to go to the toilet during class time, will be required to place their mobile phone on the teacher's desk. This will also prevent students calling parents if they are hurt, sick or upset, a safety concern for staff who cannot be available to assist. It is vital that if students want to call their parents that they come to the office. (Privacy requests will be accommodated).

Likewise, it is important that parents do not call their children on their mobile phones; if it is urgent to contact a student, parents should call the College office.

Consequences of using a mobile phone without teacher permission:

- “Name on Board” (if used during class time) or Yard Send Ins (if used during recess or lunch time)
- The phone will be confiscated and the student can collect it from the office after school.

### **3. Yard Send Ins: Outside Behaviour**

#### **Guidelines:**

Light Offences are dealt with by the teacher, mostly through demerits. For example:

- > Incidental swearing/ inappropriate language
- > Students climbing trees – if fairly safe a demerit is given, but if up high and unsafe, a Send In will be given

Moderate Offences are behaviours equivalent to immediate Send Outs. For example:

- > Use of mobile phones and any other electronic devices – which are to be confiscated
- > Throwing sticks/ rocks,
- > Intentional swearing or rude, inappropriate language to students or teachers
- > Misuse of school property or equipment, interfering with other students’ activities or belongings

#### **Progressive Consequences for Moderate Offences:**

1 <sup>st</sup> time	Student sent to the Office, name recorded, 30 minute lunch time suspension.
2 <sup>nd</sup> time	As Above.
3 <sup>rd</sup> time	Student sent to the Office, half day in school suspension. Student will meet with the Chaplain, Discipline Coordinator or Homeroom teacher for counselling. Letter home, parents asked to come to an interview.
4 <sup>th</sup> time	Student sent to the Office and parents are asked to collect the student as soon as possible. Student will have a one day home suspension. Interview with parents to discuss strategies and ideas. Student will meet with the Chaplain, Discipline Coordinator or Homeroom teacher for counselling.
5 <sup>th</sup> time	Student sent to the Office and parents are asked to collect the student as soon as possible. Student will have a one day home suspension. Interview with parents to discuss strategies and ideas. Student will have further counselling.
6 <sup>th</sup> time	Student is to be withdrawn or permanently excluded from the College.

#### Forms to be completed:

\* Both students and teachers complete a Send Out form and recount the behaviour as a narrative.

### **4. Severe Offences**

\*\* Severe offences may occur either in the yard or during class times. For example:

- Punching a student or teacher, fighting, spitting on a student,
- Throwing something at a student or teacher

- Dangerous behaviour to oneself or towards others
- Stealing/theft
- Wilful damage to school or other's property including serious graffiti
- Bullying (even verbal bullying if repeated after initial warning)
- **Plagiarism** - depending on the level of plagiarism, it may either be classed as a demerit, Send Out or Severe Offence. The student will be required to resubmit the assessment and a penalty will be applied to the final grading of the task.

**Consequences:**

The student is sent to the Discipline Coordinator or Principal and is suspended. If a student repeats this procedure **3 times in a year** they are withdrawn or permanently excluded from GBC.

**\*\* A student could be excluded from the College on the first serious offence in relation to physical abuse, bringing a weapon to school, substance abuse (drugs) and sexual abuse.**

**ABUSIVE SUBSTANCE**

Students may not bring weapons of any sort, alcohol, cigarettes or other drugs or drug equipment onto the College site, including buses, nor have possession of them at any College function (including excursions, camps etc), while representing the College, or while in College uniform.

**Violation by students of any of the above will be treated seriously and may lead to immediate loss of enrolment, even for a first offence.**

## **Bullying Prevention Policy**

- Bullying is a form of abuse. It may be planned, deliberate, spontaneous or even unintentional on the part of the perpetrator. GBC defines bullying as any behaviour that occurs on more than one occasion which has the effect of hurting or scaring others, or which is identified by the other as unwelcome and hurtful.
- Students are encouraged that whenever they feel hurt or threatened by someone or by a group, not to ignore it, but to tell somebody!
- Geelong Baptist College aims to proactively tackle bullying issues and aims to provide sound support structures for victims of bullying.
- Staff at the College have a duty of care to students, ensuring a safe and non-threatening environment for all.

### Bullying can come in various forms. Some examples:

<b>Verbal:</b>	Name calling, put downs, racist, sexist, derogatory comments to or about another, laughing at, deliberate isolation, making unwelcome fun of another, threats, name calling; constant teasing; insults; gossiping, ridiculing.
<b>Physical:</b>	Hitting, punching, kicking, scratching, spitting, tripping, throwing things at victim, taking or damaging the victim's property.
<b>Social:</b>	Ignoring, excluding, ostracising, alienating.
<b>Psychological:</b>	Spreading rumours, stalking, stealing, hiding, interfering or damaging another's possessions, extortion, demanding help or money.
<b>Electronic:</b>	Emails, chat rooms, "face book", "my space", "twitter", phone texting.
<b>Zero Tolerance:</b>	Bullying is never acceptable at GBC and our purpose is to 'extinguish' any signs of it. Bullying will not be tolerated.

**\*\* Bullying out of school hours that affects a member of the school community is equally unacceptable.**

### **Consequences for Bullying**

All bullying is recorded and ends in a recorded warning, demerit, Yard Send In, Class Send Out or Severe Offence, depending on the severity of the bullying and the student's previous history regarding bullying.

In each situation, the victim's parents, as well as the perpetrator's parents, are contacted.

### **Support Provided**

During the above procedures, discussions will take place with the student, the family and also possibly the College Chaplain. The hope would be to assist the student to understand and alter his/her behaviour, through counselling, suggestions, advice, strategies etc., but ultimately, if the student cannot or will not abide by the College standards, they will be asked to leave the College, or will have their enrolment withdrawn.

### **Prevention Policy**

Purpose of Prevention Policy:

- to prepare and assist students and the College community to manage and resolve conflict in non-aggressive and non-violent ways
- to further minimise the incidence of bullying in the College
- to create an opportunity for students and staff to develop the skills necessary to handle these situations with the minimum of distress

This is done through:

- a) The Student Discipline Policy and the response to bullying
- b) The College Environment
- c) The Curriculum and general class discussions

## **Response to Bullying**

- i. On the report of an incidence of bullying the Discipline Coordinator will interview the victim in a safe setting away from the bully and other students.
- ii. The safety of the victim and his/her welfare is the prime consideration at this stage. Where a student is distressed, a staff member will remain with the student.
- iii. Any witnesses are interviewed.
- iv. The bully is interviewed and allowed to speak freely to give their view.
- v. Where bullying is evident this will be discussed with the bully, and an appropriate consequence given.  
The bully is also warned regarding any revenge / having friends take revenge / further bullying of the victim. The warning is recorded.
- vi. The victim is provided with feedback, including the warning for the bullying and the implications should anything further arise. Ongoing support structures are offered e.g. from staff, counsellor, psychologist, etc.
- vii. Mediation opportunities for the students may also be implemented when appropriate to the situation.
- viii. A record will be kept of all reported incidents on the relevant student's file including details of harm to the victim, personal factors of the students involved, care / action taken on behalf of the College and / or other agencies e.g. police, any underlying causes.
- ix. Any repeated occurrences/similar instances must also be documented.
- x. Support for victim (and witnesses where applicable) is recorded.
- xi. Parents of both the victim and the bullying student are contacted.

### **Cyber Bullying – Not tolerated!**

Cyber bullying is when one student is targeted by another through the use of digital technology, mobile communication devices or through the internet. The aim of this targeting may be harassment, stalking, threats or other forms of intimidating behaviour.

Cyber bullying takes many forms and may involve the use of websites, mobile phones, chat rooms, social networking sites, email, SMS, and the uploading of pictures or videos.

### **Off-Campus Bullying**

Parents are responsible for out of school behaviour of their child. The College is involved when students are travelling to and from school and any school events held off campus.

## **ADDITIONAL INFORMATION**

**Suspensions:** Suspensions relating to any of the 4 discipline components will involve students discussing strategies to modify their behaviour. Students are not to sit or talk with peers. Students may at times be involved in College community work such as tidying up a specific area of the school.

**External College events:** At the discretion of the College, at times students' consequences for any of the 4 discipline components may also involve the loss of privilege in representing the College at external events.

**Camps:** Camps are not optional and it is expected that all students attend camps. Camps play a vital role in uniting the student body, cultivating resilience, personal development as well as assisting in the social and emotional development of students as they grow towards maturity and independence.

**Piercings:** Students are *not* to have piercings done during the ordinary course of the academic year. Nose and earrings (other than the lower lobe conventional ring/stud) should *only* be performed during the extended December/January holiday break so that they are not worn during the school term. No "spacers" or "clear" options are permitted nor may they be covered over with a Band-Aid. Parents are please to assist their children in making the right decisions which will ensure that they are not compromised in regards to any of the school rules.

**Sporting Carnivals:** Students are expected to attend ALL of the official sporting carnivals on the College calendar (including athletics and swimming) and to actively participate in events. Attending these events is not optional and parents play a vital role in encouraging students to be involved and derive maximum benefit from these activities.

## COMPUTER AND INTERNET CONDITIONS OF USE

The following actions are not permitted:

1. Sending, displaying or accessing offensive sites, messages or pictures.
2. Using obscene language, harassing, insulting or attacking others (including e-mail abuse).
3. Interfering with another's use of the computer or using another person's passwords/account.
4. Intentionally wasting resources or damaging computers, computer networks (by changing settings, creating, introducing or spreading computer viruses, hacking, physically abusing hardware, etc).
5. Software piracy (illegal copying). The legal rights of software producers and network providers, and copyright and license agreements, must be honoured.
6. Violating copyright laws when researching materials on networked software (such as CD-ROMs) should not be plagiarized. Any sources used in research must be cited and credit given to the author.
7. Employing the network for commercial purposes or activities for/by profit institutions or organisations, product advertisement or political lobbying.
8. Using a network to disrupt its use by other individuals or connecting networks.
9. Disrespect of other's privacy and intellectual property or trespassing in others' folders, work or files.
10. Transmitting any material in violation of state, federal or international regulations.

Students are also to be aware that:

1. All communications and information accessible via the network should be assumed to be private property.
2. Computer and security problems must be brought immediately to the attention of the attending teacher.
3. Students may only use those Internet services to which they have been given legitimate access.
4. Students may not access Hotmail or similar internet e-mail programs, other than the e-mail system specified by the College.
5. From time to time, student work may be selected to be published on the Internet.
6. The College reserves the right to monitor individual student usage of the College network and check files and folders as deemed necessary.

**Violating this agreement may result in suspension and/or exclusion from the College; the College may also seek legal advice if necessary.**

**TO THE STUDENT/PARENT/CAREGIVER: Computer and Internet Policy**

I understand that access to the Internet is a privilege, not a right and understand that it is revocable.

I accept the responsibility of following the “Computer and Internet Conditions of Use” thereby ensuring that Geelong Baptist College will not be liable for damages that could result from the misuse of the College’s Internet and Computers.

In addition, I will take full responsibility and liability for the results of my actions with regards to the use of the Internet and Computers. I release Geelong Baptist College of any liability relating to consequences resulting from the use of the Internet and Computers.

I understand that some of my work may be published in class situations on the College web site (under my first name only – for identification and safety purposes) and that I may use e-mail within the above guidelines.

**Please sign and return the reply slip below to the College Office. Enrolment of a student will not be finalised until the College receives this signed agreement.**

☐ .....

**TO THE STUDENT/PARENT/CAREGIVER: GBC Discipline Policy**

Please read the above policy carefully before signing. Your signatures state that you have read and understand the Discipline Policy and agree to support it and abide by it.

I (student) ..... have read and understand the Geelong Baptist College Discipline Policy. I understand the consequences that may be imposed and agree to, and will abide by this policy.

Student Name ..... Year Level .....

Student signature .....

Parent Name/s .....

Parent signature/s .....

Date ...../...../.....

**\*\* If more than one child needs to sign, please write their name and year level, and ask them to sign as well.**