



Adopted By: Principals

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To Be Reviewed: January 2018

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
- 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, stickers, 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 suspensions. When necessary, students will receive support, guidance, suggested strategies, advice and counselling, but it is expected that they will demonstrate improvement in their behaviour.

Students who continue to undermine community values will jeopardise their place at the College. 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 utilise corporal punishment of any level. Teachers understand that physical punishment of students as a disciplinary action, is not permitted by the College. 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.

In Primary, teachers recognise that when children commence their schooling, there are many aspects of school to which young children need to adjust. Understanding and abiding by the College's rules and expectations is one of those areas. Consequently, young students may initially receive more guidance and redirection rather than immediate consequences. Each situation and incident will be carefully considered and relevant consequences given as appropriate.

The discipline system has 4 parts

1. Merit and Demerit System
2. Class Send Outs
3. Yard Send Ins
4. Severe Offences, including Bullying

1. Merit and Demerit System

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

Merits: Awarded when students are demonstrating exceptional or outstanding effort or behaviour.

Merits	Outcome	
5	Letter to parents, certificate and school pen / pencil	To ensure the College regularly rewards students and keeps parents informed, students need to present their merits at the office in the semester they have been earned.
10	Letter to parents, certificate and school water bottle	
20	Letter to parents, certificate and school calculator	
30	Letter to parents, certificate and Movie Pass	
40	Letter to parents, honorary certificate and Kmart Voucher	
After 40, students continue to receive certificates but recommence the reward system with a range of different rewards.		** Merits will continue to accrue for the year, but after Semester 1, <u>any old merits will expire.</u>

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
Homework: 1 st time warning in diary, each time thereafter, a demerit will be given for homework tasks not completed.	
Not working in class / not applying oneself to a specific set task: only 1 demerit can be given per session for this reason.	
Failure to wear correct <u>uniform</u> without a uniform pass (inc. hair issues). If students arrive at school with major uniform issues, especially in regards to hair or dress / skirt length, they will also be sent home.	
Falsifying signatures - 1 st time, demerit with warning in diary that if repeated, it will be classed as a Severe Offence.	
Displaying boy/girl relationships: 1 st time, demerit (depending on level), if repeated, Send In, Send Out or Severe Offence.	
Diaries: If a pattern develops where the diary is not signed, indicating that parents are not receiving the information contained within, the teacher will contact parents. Subsequent demerits will then be issued.	
Lesson Equipment: If a pattern of organisational difficulties occurs, (eg repeatedly not bringing equipment to classes) parents will be contacted. Subsequent demerits will then be issued.	
Copying or cheating: Demerit, parent notified. Subsequent offences may result in Send Out or Severe Offence.	
Plagiarism: Depending on level – demerit, Send Out, Severe Offence. Penalties to final grade of the task.	
Bullying behaviours: 1 st time, warning and demerit, subsequent times, Send In/Out/Severe Offence depending on level	

Procedures for Accrual of Demerits

Each term, individual students may attain 3 demerits without consequences. On the third demerit, students will have an interview with the Discipline Coordinator to inform them that improvement is expected.

(Students may attain 3 demerits each term and in this manner accrue 12 throughout the whole year without consequences. Such few demerits implies students are mostly upholding the College standards.)

As soon as a student accrues the 4th demerit within a term, staff will see this as an indication of an unwillingness to comply with College expectations. Hence students will then enter into the next phase of discipline which involves a series of consequences.

Progressive consequences are as follows:

Demerits	Outcome
3 in a term	Interview with Principal / Discipline Coordinator outlining entry into the next phase if another demerit is attained.
4 th in a term	Student enters next phase where demerits accrue for the remainder of the year with the following consequences.

SYSTEM PHASE

5	15 min lunch time suspension, letter to parents and student sees Discipline Coordinator for advice / strategies
10	30 min lunch time suspension, letter to parents and student sees Discipline Coordinator and or Chaplain (advice etc.)
15	½ day in school suspension – student meets with relevant staff as necessary Letter to parents requesting interview - discuss strategies
20	Full day suspension at home (or in school) Letter to parents requesting interview
25	Full day suspension at home (or in school) Letter to parents requesting interview – outline procedure for remainder of year
29	Phone call informing parents that if student attains one more demerit, they will lose their place at the College
30	Enrolment withdrawn

** The role of the Discipline Coordinator is to discuss and offer students support, advice, strategies, counselling as required, guidance and appropriate consequences. They will also conduct the lunch time suspensions and communicate with other relevant staff (eg Chaplain, 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 Merits

During class time, merits and demerits are recorded directly in the student diaries on the relevant page, outlining details. For tallying purposes, these are also briefly recorded in the back of the diary on the Diary Log. Upon a student being awarded a merit during an 'outside class' or 'yard time' they are presented with a small green merit card to staple into their diary.

Every time students attain 5 or 10 merits, they present their diary at the office and subsequent rewards are followed through. As outlined earlier, to ensure the College regularly rewards students and keeps parents informed, students need to present their merits at the office in the semester they have been earned. Merits will continue to accrue for the year, but after each semester, any **old merits will expire**.

For outside demerits, the teacher will fill out a red demerit slip and place it into the student's Classroom Folder for distribution to the student the following morning and for the teacher to record it on the Diary Log. Demerits will also be centrally recorded on a Demerit Log located on the Staff / X Drive as this allows easy tracking for Office staff. Teachers must record demerits on School Management System (SMS) as well, for individual student monitoring purposes.

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

2. Class Send Outs

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

Examples are listed below:

Talking	Rude or disrespectful to teacher (minor level - name on board, major – immediate Send Out/ Severe Offence)
Annoying, disrupting other students	
Misuse of equipment	Mobile phone usage in class – confiscate phone, return at end of day (minor level – name on board, major – immediate Send Out/ Severe Offence)
Inappropriate comments	

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** onto 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 with 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 ‘Truth and Restoration Form’ and is sent to the Discipline Coordinator to complete it and to discuss the incident.
- vi) The teacher completes the ‘Central Discipline Report’.
- vii) The Discipline Coordinator speaks with the teacher and arranges a meeting between the teacher and student to allow for restoration.
- viii) Appropriate action and consequences are followed through.

Each time a student has a name and tick on the board, this is **recorded on SMS** so that possible patterns can be identified and evidence recorded of their behaviour for future reference and for relevant support and guidance.

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.

<u>Breach of Safety:</u> <ul style="list-style-type: none"> • Throwing an object in class • Knocking a student off a chair • Not following safety guidelines • Wilful misuse of equipment • Skipping classes 	<u>Misuse of Computers or Other Equipment:</u> <ul style="list-style-type: none"> • Graffiti on College furniture, walls or equipment • Causing disruption by changing computer settings • Accessing or attempting to access inappropriate material (offensive, illegal or dangerous sites) via the Internet • Attempting to access restricted areas on the College computer network • Using an electronic device in class without permission (device confiscated)
<u>Physical Abuse:</u> <ul style="list-style-type: none"> • Punching or spitting at another student or a teacher – depending on severity and circumstance, this could also be classed as a Severe Offence 	<u>Verbal Abuse:</u> <ul style="list-style-type: none"> • Swearing at another student or at a teacher – depending on severity and circumstance this could also be a Severe Offence • Wilful rudeness (name on board, or immediate Send Out depending on level)
<u>Refusing to Obey Teacher Instructions:</u> <ul style="list-style-type: none"> • Choosing to disregard an instruction and refusing to obey the teacher 	

The Send Out System for Primary Students is as follows:

Send Out	Procedure
1	30 minute lunch time suspension, letter sent home, student meets with the Discipline Coordinator
2	30 minute lunch time suspension, letter sent home, parent interview with Discipline Coordinator / Principal. Student sees the Chaplain, Discipline Coordinator or class teacher for advice, strategies and counselling.
3, 4 & 5	½ day in school suspension and meets with relevant staff member. Letter home, interview with parents.
6 & 7	Student is suspended from the College for 1 day. Parents are called and asked to collect their child as soon as possible. Student remains out of class for the rest of the day. Letter home, interview with parents.
8	Parents are called and asked to collect their child as soon as possible. Student remains out of class for the rest of the day. Withdrawal from the College.

“Time Outs”

Time Outs may be used, but 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.

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.

Electronic Devices and Mobile Phones

I-Pods, MP3 Players, electronic games etc, are not acceptable between 8.15am and 4.00pm and will be confiscated.

Students may have mobile phones, 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. Phones should be stored in student bags.

Students bring phones at their own risk as the security of the mobile phone is the student’s responsibility.

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 which is a safety concern as staff cannot be there to help.

It is vital that if students want to call their parents that they come to the office; privacy requests will be accommodated.

If a student does contact their parents via their mobile phone, we ask that parents ring the school and inform staff of the situation.

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

Consequences of using a mobile phone without teacher permission:

- “Name on Board” (if used during class time) or Yard Send In (if used during recess or lunch time)
- The phone will be confiscated and the student can collect it from their class teacher at the end of the day. If confiscated during break times or specialist classes, students will need to get the phone back 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 and will be classed as Yard Send Ins.

For example:

- Usage 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 st time	Student sent to the Office, name recorded, 30 minute lunch time suspension, letter home.
2 nd time	As Above.
3 rd time	Student sent to the Office, half day in school suspension. Student meets with Chaplain, Discipline Coordinator or class teacher for counselling. Letter home, parents asked to come to an interview.
4 th time	Student sent to the Office and parents are asked to collect their child as soon as possible. Student will have a one day home suspension. Interview with parents to discuss strategies and ideas. Student meets with Chaplain, Discipline Coordinator or class teacher for counselling.
5 th time	Student sent to the Office and parents are asked to collect their child 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 th time	Student is to be withdrawn or permanently excluded from the College.

Forms to be completed:

- Teachers complete the 'Central Discipline Report'
- Students complete a 'Truth and Restoration Form'

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 redo the assignment during lunchtimes under supervision 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.
- The College aims to proactively tackle bullying issues and aims to provide sound support structures for victims of bullying.
- College staff have a duty of care to students, ensuring a safe and non-threatening environment for all.

Bullying can come in various forms.

Some examples:

Verbal:	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.
Physical:	Hitting, punching, kicking, scratching, spitting, tripping, throwing things at victim, taking or damaging the victim's property.
Social:	Ignoring, excluding, ostracising, alienating.
Psychological:	Spreading rumours, stalking, stealing, hiding, interfering or damaging another's possessions, extortion, demanding help or money.
Electronic:	Emails, chat rooms, "Face Book", "My Space", "Twitter", phone texting.
Zero Tolerance:	Bullying is never acceptable at GBC. 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

- a) 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.
- b) 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.
- c) Any witnesses are interviewed.
- d) The bully is interviewed and allowed to speak freely to give their view.
- e) Where bullying is evident, this will be discussed with the bully, and an appropriate consequence given. (If warning is relevant, an initial demerit is given, or a Send Out / Send In, subsequent bullying may be classed as a Severe Offence.)
- f) The bully is also warned regarding any revenge / having friends take revenge / further bullying of the victim. The warning is recorded.
- g) 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.
- h) Mediation opportunities for the students may also be implemented when appropriate to the situation.
- i) A record will be kept of reported incidents on the relevant student's file including details of harm to the victim, personal factors of the students involved, any underlying causes, care / action taken on behalf of the College and / or other agencies e.g. police.
- j) Any repeated occurrences / similar instances must also be documented.
- k) Support for victim (and witnesses where applicable) is recorded.
- l) Parents of both the victim and the bullying student are contacted.

Cyber Bullying

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.

DISCIPLINE POLICY - 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, consequences for inappropriate action in any of the 4 discipline components may also involve loss of privilege in representing the College at external events.

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) they 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. Students may not access Hotmail or similar internet e-mail programs, other than the e-mail system specified by the College.
4. From time to time, student work may be selected to be published on the Internet.
5. 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 the 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.

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TO THE STUDENT/PARENT/CAREGIVER: GBC Discipline Policy

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

I, (student) have read and understand the 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.**