

DISCIPLINE POLICY

Rationale

The aim of the College community is to provide a positive learning environment that recognises and respects the rights and obligations of all its members. To that end, an understanding of those rights and obligations, and a commitment to honouring them, are central.

Key Principles

1. All staff, students and parents have the right to be treated with respect.
2. All students and staff have a right to be free from harassment, intimidation and violence.
3. All students have the right to learn and all teachers have the right to teach without obstruction.
4. All students and staff have the right to work in an ordered, clean and safe environment.
5. All students, staff and parents have the right to pride in the College and its Catholic ethos and tradition.

Implications for Action

All Staff, Students and Parents have the Right to be Treated with Respect

Each student shall show respect for themselves and others, as each is a person loved by God. The rights and feelings of others should be considered in all words and actions and each person should be valued for their particular talents and contribution to the College.

This respect will be demonstrated by:

- Practising honesty and openness in dealings with others
- Showing courtesy and good manners towards others
- by speaking positively to others
- by being polite and co-operative
- Accepting responsibility and behaving in public in such a way as to uphold the good name of the College.
- Maintaining a high standard of personal appearance and by wearing the correct College uniform at all times.
- Acting at all times with respect towards College staff; listening to, and following, all instructions from staff.

All Students and Staff have a Right to be Free from Harassment, Intimidation and Violence

This right will be respected by:

- Not intimidating or harassing (bullying) others, either physically or verbally, or in a written form.
- Not using offensive material, language or behaviour.
- Behaving in a considerate and co-operative manner on buses, excursions, camps and other occasions students are together.
- Not cheating.
- Being honest.
- Respecting the property of others and by not being involved with vandalism or theft.

All Students have the Right to Learn and All Teachers have the Right to Teach without Obstruction

This right will be respected by:

- Contributing to establishing a classroom environment that is well ordered and positive in its approach and where each student accepts responsibility for any behaviour that interrupts the learning program.
- Every student accepting responsibility for their own learning and ensuring that the work is done to the best of their ability.
- Completing all set work.
- Completing all assigned work or homework.
- Handing work in on time.
- Making effective use of the student personal diary.
- Striving to develop the skills of an independent learner.
- Guaranteeing attendance at all classes when on the campus.

All Students and Staff have the Right to Work in an Ordered, Clean and Safe Environment

This right will be respected by:

- Being on time for school.
- Being on time for class.
- Having no unauthorised absence from class (i.e. no student is to leave the campus during the school day) or school (i.e. all absences are to be covered by written permission from a parent/guardian and sign-out procedures followed).
- Not chewing gum.
- Not littering the classroom or school grounds and not placing graffiti on anything.
- Not being involved in the possession, sale, supply or use of offensive literature (print, non-print or electronic).
- Not being involved in the possession, sale, supply or use of alcohol, tobacco or drugs (illicit or otherwise).
- Not damaging any part of the school or its equipment.
- Reporting any dangerous object or situation to staff.
- Using appropriate procedures for borrowing items and equipment and returning all borrowed equipment.

All Students, Staff and Parents have the Right to Pride in the College and its Catholic Ethos and Tradition

This right will be respected by:

- Demonstrating and supporting the Catholic ethos and tradition of the College.
- Taking care of the school buildings and the school grounds.
- Maintaining a high standard of behaviour within and beyond the College; that is, at all school events, assemblies, excursions, etc.
- Demonstrating an outstanding work ethic and code of behaviour when representing the College in Workplace Learning.
- Participating fully in all activities arranged by the College such as retreats, Frayne Day celebrations, sporting carnivals, excursions, and other school activities (non- attendance to be covered by a note or medical certificates)
- Being available to represent the College in sporting and cultural activities, even when they take place outside of normal school hours.
- Being polite and co-operative towards others, both within and beyond the College.

Consequences of Behaviour

Rewards

It is essential that students who act in accordance with this charter be acknowledged for their good behaviour. This recognition will be through:

- Merit Certificates
- Incentives
- Notes of commendation in the student diary
- Verbal acknowledgment

Penalties

Where students demonstrate by their words or actions that they do not respect themselves, their obligations, the rights of others or the reputation of the College, penalties will be applied to sanction the behaviour.

Breaches

- Instances of unacceptable behaviour in the classroom, in the playground or at school functions may result in students being given a task determined by the staff member, additional work being given and/or parents contacted.
- The task given will normally be done at recess or lunchtime, under the supervision of a teacher.
- Correct procedures for ensuring compliance need to be followed.

Serious Breaches

- For more serious instances of bad behaviour, the student's enrolment may be suspended. Exclusion from the College may result in extreme circumstances. Exclusion is the prerogative of the Principal. The suspension of a student can only be affected by the Principal, Vice Principal or Head of School.
- Suspension will only be given if the student has violated the rights of other members of the school community in a wilful or continual manner, has seriously compromised their safety or that of another student(s), has failed to respond to or respect a staff member, has significantly compromised the reputation of the College or has serious and or numerous breaches of their Enrolment Agreement.
- The use or possession of illicit drugs or alcohol on school property or at school functions or acts of physical violence towards a student or staff member will result in immediate suspension of the student(s) involved. This may lead to forfeiture of the right to retain a place at the College and may also involve referral of the matter to the Police.

Procedures

Exclusion

- In determining whether to pursue this course of action, the Principal will consider and implement the principles and procedures of the Catholic Education Commission Policy Statement 'Exclusion of Students for Disciplinary Reasons'.

Suspension

- A suspension will not proceed without formal telephone contact with the parent(s), followed by written notification.
- Once a student is suspended, the parent must contact the College to arrange a suitable time to meet with the Principal, Vice Principal and/or Head of School. The return of the student to school will depend on the outcome of this meeting.

Detention

- The issuing of a detention is at the discretion of the Head of School or Cluster Leader.
- No detention will proceed without formal written notification to the parent(s). Any student given a detention will have this recorded in their Student File and on the SEQTA system.