



The SCOTS PGC College

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<b>POLICY TITLE:</b>	<b>BEHAVIOUR DEVELOPMENT AND MANAGEMENT</b>
<b>POLICY NUMBER:</b>	<b>E8</b>
<b>DATE OF IMPLEMENTATION:</b>	January 2007 (Reviewed Dec 2008, Oct 2010, Dec 2011, 2013, 2015, 2017)
<b>DATE TO BE REVIEWED:</b>	December 2018
<b>RESPONSIBLE:</b>	Head of Senior School
<b>RELATED DOCUMENTS:</b>	A1 - Student Mobile Phone Policy A2 - Student Computer Use Policy A4 – Student Use of Vehicle Policy A5 – Drug and Alcohol Policy A6 – Student Appearance Policy D1 – Child Protection Policy D4 – Sun Protection Policy D10 – Student Mental Health Policy D11 – Child Protection Compliance Policy D18 – Breathalyser Use Policy E9 – Bullying Policy E24 - Cyber Bullying Policy I2 – Discipline in Sport Policy The SCOTS PGC College Investigation Process

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## **RATIONALE**

The SCOTS PGC College is committed to providing all members of its community with an environment that is safe and conducive to the promotion of learning.

The Behaviour Development and Management Plan has been developed by the College as a plan that will be used by the whole College community from Prep to Year 12. It is acknowledged however, that there will need for teachers and administrators of the College to relate the contents of this document at a level which is suitable to the age of the student(s) concerned.

Working in partnership with our parents and community we can educate students about appropriate behaviour

## **1. BEHAVIOUR MANAGEMENT AT SCOTS PGC**

SCOTS PGC has a **whole College** policy that involves students, parents, teachers, pastoral carers, and administrators and takes into account the needs, goals and values of all parties.

This proactive policy develops, maintains and supports appropriate behaviour and brings consistency to the way behaviour is managed. It is essential that all members of the College community feel a sense of ownership and are prepared to work together to ensure that consistency and fairness are paramount in applying the expectations of the College. When inappropriate behaviour occurs it is important that our response is consistent.

The purpose of this policy is two-fold. Firstly, the aim is to **teach** behaviour by providing both a supportive environment and a program that positively and proactively develops and sustains appropriate conduct. Secondly such an environment and good behaviour of students is the basis for the core business of the College – **the promotion of learning**.

## **2. MANAGEMENT OF BEHAVIOUR IN A SUPPORTIVE SCHOOL ENVIRONMENT**

### **Managing behaviour**

Managing behaviour in a supportive school environment requires strategies to encourage effective learning and teaching, based on a shared statement of purpose, rights and responsibilities.

#### **2.1 Statement of Purpose**

The College is committed to providing the best educational outcomes for every student through:

- Excellence in teaching and learning;
- A quality curriculum that contributes to students leading morally responsible and productive lives in society;
- Fair and equitable practices;
- Sensitivity to cultural diversity and special needs;
- Productive partnerships between teachers, parents and students; and
- Innovative, responsive and accountable leadership and management.

Our purpose is to improve learning outcomes for every student through:

- Continuing to build a positive culture in which all members of our school community feel valued and supported;
- The acceptance of excellence as a common goal;
- Ensuring that teacher time, classroom activities and resourcing are focussed on the core activity of learning;
- Restructuring school organisation and the curriculum to facilitate effective and relevant pedagogy;
- Effective and efficient use of technology in the learning environment; and
- Providing and facilitating learning experiences beyond the classroom environment.

#### **2.2 Our Rights**

In order to achieve this purpose, the following behavioural principles must be maintained:

- Students should be able to pursue their studies unhindered by disruptions;
- Teachers should be able to pursue their work unhindered by disorder or disrespect;
- Teachers should be able to find fulfilment in their vocation;
- All members of the College community should expect respect, courtesy and freedom from harassment and physical, emotional and verbal abuse;
- Students should be able to feel proud of their school uniform;
- All members of the school community should be able to work in an attractive environment;
- Students should be able to learn through consideration of a range of learning styles and teaching practices;
- Students should be able to solve their own problems and plan their own behaviour; and
- Students should be able to understand the consequences of inappropriate behaviour.

#### **2.3 Our Responsibilities**

If members of the school community are to be guaranteed these rights, then everyone is required to act responsibly.

See Table of "Rights and Responsibilities" that follows.

<b>RIGHTS</b>	<b>RESPONSIBILITIES</b>
<p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>• be able to teach without interference from others</li> <li>• have reasonable requests carried out promptly</li> <li>• work in a pleasant, healthy and safe environment</li> <li>• know their property is safe</li> </ul>	<ul style="list-style-type: none"> <li>• care for the welfare of their students</li> <li>• teach to the best of their ability</li> <li>• consider all students as learners</li> <li>• prepare lessons and units suitable to the abilities and interests of the students in accordance with Scots PGC guidelines</li> <li>• help students make informed decisions and plans about their behaviour</li> <li>• be punctual and prepared for classes</li> <li>• implement and review the Behaviour Development and Management Plan</li> <li>• follow school procedures consistently</li> <li>• model respect and courtesy</li> </ul>
<p><b>Students</b></p> <ul style="list-style-type: none"> <li>• be able to learn without interference from others</li> <li>• have access to help</li> <li>• learn in a pleasant, healthy and safe environment</li> <li>• know their property is safe</li> </ul>	<ul style="list-style-type: none"> <li>• respect the rights of other students to learn in a happy and safe environment</li> <li>• cooperate with teachers and other members of the school community</li> <li>• be prepared and punctual for all classes</li> <li>• receive and give help</li> <li>• be courteous when addressing others</li> <li>• care for the school environment to keep it neat and clean and be prepared to remove litter</li> <li>• respect the property of others</li> <li>• adhere to safety regulations</li> <li>• behave in a way that reflects well of their College</li> <li>• wear the correct uniform appropriately</li> </ul>
<p><b>College Administrators</b></p> <ul style="list-style-type: none"> <li>• receive cooperation from staff and students</li> <li>• work in a pleasant, healthy and safe environment</li> </ul>	<ul style="list-style-type: none"> <li>• implement and review the Behaviour Development and Management plan</li> <li>• ensure compliance with the procedures in the plan</li> <li>• ensure management procedures accord with regulations</li> <li>• protect rights of staff and students</li> <li>• ensure appropriate responses to staff referrals</li> <li>• support staff in their efforts to maintain order</li> </ul>
<p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• know their child has access to appropriate learning experiences</li> <li>• have access to appropriate school staff to discuss progress/problems</li> <li>• be kept informed of their child's progress, problems or areas of concern</li> <li>• know their child is in a safe and healthy environment</li> </ul>	<ul style="list-style-type: none"> <li>• ensure their child has appropriate equipment and books and access to suitable study conditions</li> <li>• support and work with school staff in their efforts to teach effectively (e.g. help control inappropriate behaviour in their child and to help overcome problems etc.)</li> <li>• encourage and support their child to achieve to the best of their ability</li> <li>• ensure their child is dressed appropriately and is punctual for school</li> <li>• be aware of the school rules and support them</li> <li>• support the school where possible.</li> </ul>

## **Code of Behaviour**

The relation between rights and responsibilities can be summarised as follows:

Everyone in the school community, students, teachers, parents and administrative staff has the **responsibility to respect the rights of others.**

The following school rules clearly identify responsible behaviour:

### **3. SCHOOL EXPECTATIONS**

Students need to understand that behaviour is a choice made by individuals within a social context and that a school community, by its very nature, defines particular expectations. The School has developed consequences for responsible and irresponsible behaviour and, at the same time, provides opportunities for students to develop self-management skills, which enable them to recognise that behaviour is a choice and that different choices result in different consequences.

The College rules or expectations are defined for the good of the entire College Community. They define the parameters within which the life of the College functions.

## **Safety**

Extreme care must be taken at all times when in the vicinity of Locke, Oxenham and East Streets. Particular care must be taken in the morning before school and in the afternoon after school. Unruly behaviour of any type on the footpaths (particularly when waiting for the buses) will not be tolerated.

Students must use the pedestrian crossing when moving from the Senior Campus to the Junior or Middle School Campus across Oxenham St and East St

### **3.1 Respect for Yourself**

#### **3.1.1 The College Uniform**

The College uniform must be worn correctly at all times. Wear the uniform with pride, for the uniform identifies students as members of the SCOTS PCG College community.

The uniform should be neat and tidy, shoes must be clean and the hat is an essential part of the uniform. Shirts are to be tucked in at all times and the top button done up when wearing a tie.

#### **Plain Clothes Day**

The minimum standard of dress accepted on these days is

- Clean and presentable collared polo shirt or shirt. T-shirts are not to be worn (offensive slogans are unacceptable)
- Shorts (boxers are unacceptable)
- Runners and socks or appropriate footwear (sandals, thongs etc are unacceptable)
- Bare midriffs are unacceptable

## **Personal Grooming**

Hair must be such that it can be kept well groomed and tidy. The basic expectation is that the hairstyle be conservative.

### **For Boys**

Hair should be above the collar at the back for boys. Extremes of fashion and/or hair colouring should be avoided. Minimum blade cut is number 2. Length of sideburns is to be no lower than middle of the ear. All boys must be clean-shaven at all times.

### **For Girls**

Extreme fashion cuts and/or hair colouring should be avoided. For girls with long hair (ie on the collar), it must be tied back with a ribbon which is in approved College colours. (e.g. Bottle green or navy or tartan)

### **Jewellery**

The wearing of a wristwatch is acceptable, as is one earring per ear (maximum) in the lower part of the earlobe. These need to be either a clear “sleeper” for boys, or a simple gold or silver stud or small hoop (no larger than 1cm in diameter), or single small pearl earring for girls. Coloured studs or large earring are not acceptable.

Wristbands or “Friendship Bands”, rings, charms, bracelets are not to be worn by students at any time whilst in the College uniform.

***Students who ignore the College’s regulations on uniform and grooming will be asked in the first instance to rectify their uniform or grooming. If they refuse to do this, they will be sent home until such time as their uniform and/or grooming meets the expectations of the College.***

### **3.1.2 Drugs**

Drugs, narcotics and hallucinogens are absolutely forbidden. Students are not permitted to produce, use, possess or supply illegal drugs. The College has the right to search any student and their personal property (including bags, lockers or automobiles on College grounds or at College sanctioned events), suspected of having in their possession, selling or using illegal drugs.

The Principal is required to report any possession of illegal drugs or drug paraphernalia, production or supply of illegal drugs to the police.

Students who breach this requirement are considered to have committed a serious offence and will be excluded from both classes and boarding. Such exclusion may be permanent depending on a range of factors including past history, student attitude and family cooperation

In all cases in which a permanent exclusion is not made, families will be required to provide tests to prove non-use as a condition of their return to the College community and at routine intervals in the subsequent year. The provision of such test results will be a non-negotiable condition of continued enrolment.

### **3.1.3 Alcohol**

Immediate medical attention will be sought for any student who appears to be under the influence of drugs or alcohol and who is deemed to be in need of such attention.

It is inappropriate to consume alcohol or be in possession of alcohol at the College, at any College activity or in any public place. The College will apply severe consequences to any student within its jurisdiction who consumes, sells, possesses or is under the influence of alcohol. The College has the right to search any student and their personal property (including bags, lockers or automobiles on College grounds or at College sanctioned events) should a student be suspected of having in their possession, selling or using alcohol for the protection of all students the College.

Students who breach this requirement are considered to have committed a serious offence and it is likely that the student will be externally suspended from the College. A repeated offence may lead to the student being asked to leave the College.

Students who have taken alcohol will be required to submit themselves for breathalyzer tests at either routine intervals or at prescribed times as a condition of their return to the College. This is also a condition to continuation of boarding.

### **3.1.4 Smoking**

The College is a **SMOKE FREE ZONE**. Students, staff and visitors to the College must observe these conditions. Students are not permitted to produce, possess, supply or use tobacco or tobacco products.

It is inappropriate to smoke on College grounds, during travel to or from the College or at any College function. Students must avoid bringing smoking materials to the College or to any College function. Students found in the company of smokers will face the same consequences as any student who violates the non-smoking rule of the College.

The production, use, supply or possession of tobacco is regarded as a serious offence and may result in suspension from the College. Students will be required to seek medical support / guidance where it is felt that the student has an addiction to tobacco.

### **3.1.5 Inhalants**

Students are not permitted to inhale, or otherwise ingest a solvent, other industrial product or any other non-medical aerosol. The possession and supply of such products for the purpose of inhalation is prohibited.

The production, use, supply or possession of inhalants is regarded as a serious offence and may result in suspension from the College. Students will be required to seek medical attention and review prior to returning to the College.

## **3.2 Respect for Others**

The College expects that students show respect to teachers, to fellow students, and to visitors to the College. Courteous polite behaviour includes the following:

- Politely acknowledging any known adult who is met out of doors with a greeting. Adults should be addressed as “Sir” or “Mam” or by their title (Mr, Dr, Mrs, Miss) followed by their surname.
- Extending due courtesy to any visitors to the College and offer guidance and assistance if necessary or if asked
- Courteously and with good will obeying any instruction from a member of staff, Gap Assistant, or a College Prefect.
- Reporting to the nearest teacher any accident or damage involving self or other students
- Keeping the voice and conversation in public to a tone and to topics, which are acceptable to others.

### **3.2.1 Bullying**

The College is totally opposed to bullying in all its forms – physical, psychological and verbal. Please see the College Bullying Policy and Cyber Bullying Policy.

### **3.2.2 Unacceptable Behaviour**

While College rules encourage a desirable pattern of conduct based on positive values it is necessary to state clearly that the following behaviours are deemed unacceptable in the College community:

- Obscene or offensive language
- Being in a classroom during recess or lunch without a teacher being present.
- Spitting
- Possession of knives or other dangerous implements
- Running on concrete pathways around the College Buildings or within buildings
- Graffiti in all forms
- Intentionally damaging College or any other property
- Playing ball games in inappropriate areas (e.g. The Quad and along Oxenham St near the Administration area) during school hours.
- Noisy behaviour while waiting for class
- Non-compliance with College Computer/Internet policy.
- The removal of AV equipment from any classroom without the permission of a teacher.

### 3.2.3 Respect for each other

Relationships between students should be based on mutual respect and recognition of the rights of others. Where boy/girl relationships are concerned, the College encourages normal friendships, but it must be understood that these relationships should remain on a platonic level. Over familiarity or unduly demonstrative behaviour is not permitted.

Common sense and decency are to prevail at all times.

## 3.3 Respect for Property

Students must take care of their own property and respect the property of others. The College would prefer that **articles of value that are not needed for the purposes of study are not to be brought to school.**

### 3.3.1 Theft

Just as theft in society is a serious crime, theft in the College community must be treated in the same way. In proven cases of theft, a student can expect severe consequences such as suspension from the College and possible expulsion. Matters of proven theft may also be referred to the police.

All students in the College should take great care of their property and under no circumstances may any student interfere with the possessions of another. The "hiding" of a College bag as a "joke" will be treated as the unlawful removal of another person's property.

Wallets/purses should NEVER be left in College bags. During sports and PE periods, wallets and valuables should be left with a responsible person.

### 3.3.2 Mobile Phones, IPODS and other valuables

Should an IPOD, Mobile Phone or other item of value be brought to school, it should be understood that the school accepts no responsibility for its replacement should it be lost or stolen. Of course, reasonable effort will be made to recover any such equipment. **Students are encouraged to use their supplied locker for all items of value.**

Mobile phones are part of the modern world. For reasons of safety and people leading busy lives, many parents may feel the need to be in mobile telephone contact with their children.

However, there is a downside to students carrying or using mobiles at school. Loss, damage, misuse and theft cause unnecessary disruption to the school day.

Students are not allowed to use or access a mobile phone during class or any other official College event/ function. This includes using a mobile phone in the Dining Hall or the Assembly Hall. If a student brings their mobile phone to the College or any College function they must abide by the Mobile Phone Policy.

Use/access may include:

- incoming/outgoing calls and text messages
- playing games
- using calculators
- checking time
- taking photos and
- listening to FM radio which is possible on some phones

If parents deem that it is necessary for their son or daughter to carry a mobile to and from the College, then it must be registered with the College.

Students found using their phone during class or inappropriate times will have the phone confiscated for the remainder of the day. A second breach will result in the phone being confiscated for the period of one week and parents will be contacted.

Students needing to make an emergency call will be able to use the Front Office phones.

It should also be understood by students that the use of a MP3/IPOD Player is discouraged during the school day, and they must not be used during lessons except with the permission of the class teacher. Students are NOT to walk around the campus with their earphones in listening to music. This behavior does not promote positive interactions between members of the College Community. In the event of any staff member wishing to talk to a student who maybe using a music device, the student is to remove their earplugs and turn the device off. Any inappropriate use will result in confiscation in the same way as it applies to mobile telephones.

Students should **not bring to school the following items:**

- Large amounts of cash
- Pocket knives
- Expensive computer materials or software
- Expensive sports gear or runners
- Infra red hand controllers of any type
- Collector's cards or items of a similar nature.

If the items, including those listed above, are brought to the College, they may be confiscated and returned at the end of term, if appropriate. The College will not be held responsible for the loss/theft of any of the items listed above.

### **3.3.3 For the Protection of your Property**

- If, for any reason, circumstances require bringing an item of value to the College, secure this material with the Head of Junior and Middle School / Pastoral Care Clan Leader/ Head of Boarding, or at Reception.
- All clothing including hats should be clearly and permanently marked with the student's name and Clan. All books and equipment must be clearly marked with name and clan.

### 3.3.4 Litter

The College has spacious and beautiful grounds. Littering pollutes this environment. Procedures are in place for all members of the College community to assist with the task of keeping the College grounds clean.

Students found littering the College grounds will be dealt with severely.

### 3.3.5 Use of Motor Vehicles

#### 3.3.5. A Day Students

- If a day or boarding student wishes to drive a vehicle to the College, they must complete a "Permission to Drive" application and lodge this with the Head of Senior School before commencing to drive to school. These can be obtained from the Senior Staff Secretary. This privilege is only extended to Year 12 students.
- Students who have gained permission to drive are not to carry other students as passengers unless the parents of these students have filed a "Permission to Drive with another student" application and lodged this with the Head of Senior School. This application will be kept on file.

#### 3.3.5.B Boarding Students

- Boarding Students of the College are **not** permitted to drive a vehicle once they have arrived at the College. The only exception is for a work place apprenticeship and this arrangement needs to be put in place with the College Principal.
- Boarding students are not allowed to store a vehicle off campus for use whilst they are a student of the College.
- Boarding students are not to be a passenger in a car with any day student without filling in a "Permission to Drive with another student" application and lodged this with the Head of Senior School. This application will be kept on file.

### 3.3.6 Public Transport

Students should maintain the highest standards of behaviour on public transport.

On public transport

- Students are not to occupy seats when adult passengers are standing. It is a sign of maturity and courtesy to offer your seat to an adult.
- Students are to keep their conversations to a level acceptable to the general public and to refrain from topics, which can cause offence to other members of the public.
- Students are, under no circumstance, to drink alcohol on buses when travelling to and from the College
- Students are not to interfere with or make another passenger's trip uncomfortable or unpleasant.

Students are to abide by the **Code of Conduct for School Students Travelling on Buses** as published by the Queensland Government on 23 Jan 2006.

### 3.4 Late Arrival and Absences from School

All students should report to their assigned teacher promptly at 8.40am (8.50am Junior School) to have their name checked off. Any student who arrives late to school in the morning must report to Reception to record their arrival and their reason for being late

If students are away because of illness or some other unforeseen circumstance, a telephone message must be left with Senior, Middle and Junior School Reception before 8.15am. Parents should also write a note in the College diary which students would show to their Class Teacher / Tutor or Pastoral Care Clan Leader on the day the student next attends school.

If an absence extends over several days for whatever reason, a letter of explanation and/or a doctor's certificate is required.

The College publishes well in advance the term and holiday dates. ***The Principal needs to be directly informed of any extended leaving during term time. Extended leave is considered as 3 or more days away from school.***

### 3.5 Bounds

All students must remain within the school grounds during school hours. *Students must be visible at all times during breaks* The following areas are **strictly out of bounds**, unless there are special circumstances determined by staff members:-

#### 3.5.1 Junior School

- a) Any area beyond Oxenham and East Streets without a staff member
- b) Boarding Houses
- c) The area beyond Kingswood
- d) **All classrooms**, except during class, or as specified by a staff member (teaching/resident);

#### *Middle School*

- a) The Senior School Campus apart from when attending lunch or going to reception.
- b) Behind Yr 7 Classroom and Uniform Shop
- c) Behind the Yr 5 & 6 Classrooms
- d) **All classrooms**, except during class or prep times, or as specified by a staff member (teaching/resident);
- e) East Street, other than to go to the Gym, Agriculture area or Technology Centre.

#### 3.5.3 Senior School

- a) The area west of the waterway below the tennis courts;
- b) The area beyond Buss oval;
- c) All boarding houses during school time (8.20am and 3.10pm) to all boarders and day students;
- d) **All classrooms, Assembly Hall and Chapel, Gym**, except during class or prep times, or as specified by a staff member (teaching/resident);
- e) The weir and river;
- f) East Street, other than to go to the Gym, Agriculture area or Technology Centre.
- g) Behind the bag room between the Art room and the Health Centre, except when attending the Health Centre.
- h) All car parks

Bounds for boarders are defined in their separate boarding house rules.

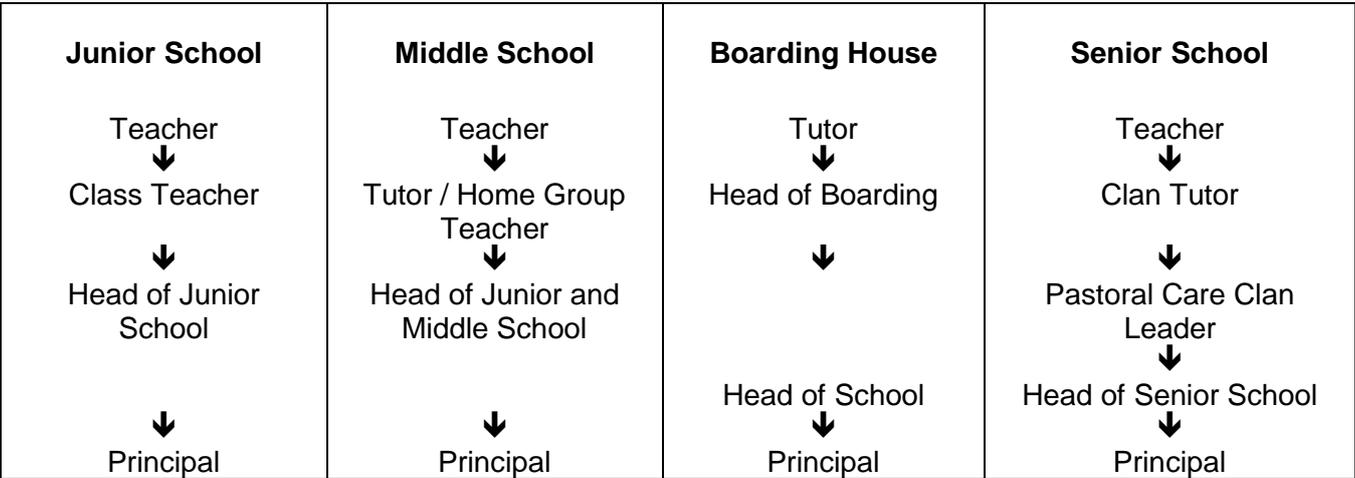
After arrival at school each day students may not leave the College grounds without the permission of the Head of Junior and Middle School, Head of Senior School or Director of Learning. Students must sign in and out at Reception.

**4. CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR**

**4.1 Process of Intervention**

In the Junior, Middle and Senior Schools, there is a clear pathway for dealing with discipline problems. Professional judgement must be used in determining the extent of intervention at each level.

The following diagram shows the process for dealing with disciplinary matters within the College



**NOTE : Serious misdemeanours may need to be referred directly to the Head of School or the Principal.**

It is vital that this process is followed if the Behaviour Management System of the College is to be effective. The teacher is not to send a student to the Head of Senior School without following these logical steps. The only exception is in the case of a serious breach of College Rules or Guidelines.

**4.1.1 Teacher**

Within the classroom the teacher should utilise a range of management strategies culminating in the imposition of natural or logical consequences i.e. a student writing on a desk would clean the desk during his\her own time. It may also be appropriate to advise the class teacher / tutor, parent/s or Pastoral Care Clan Leader of the student’s actions through a note in the diary. Where a teacher feels the problems extend beyond the routine, the matter should be reported to, and discussed with the Class Teacher / Tutor and it may be appropriate for a Friday detention to be awarded.

**4.1.2 Class Teacher / Tutor**

The class teacher / tutor, on becoming aware of an issue, would discuss the matter with the student. The class teacher / tutor may make an additional note in the diary to draw attention to, or emphasise the importance of the matter to the parents. If persistent problems exist or should a more serious breach of discipline occur, the following referrals would take place.

- The Class Teacher / Tutor will inform the Head of Junior and Middle School / Pastoral Care Clan Leader (Senior School) of the problem and will seek their involvement in the

resolution of the conflict / problem. There may be a need to place a student on diary signing for a week where the student will have to have his/her diary signed each lesson.

- For students whose behaviour has been a problem over a period of time, the Head of Junior and Middle School / Pastoral Care Clan Leader (Senior School) along with the Class Teacher/ Tutor, will interview the student and may draw up a Behaviour Contract. This contract will be forwarded to the Head of Senior School.

#### **4.1.3 Head of Junior and Middle School / Clan Leaders**

The role of the Head of Junior and Middle School / Clan Leader (Senior School) in the day school is to liaise between the Class Teacher / Tutors and Head of Senior School in all discipline matters.

The Head of Junior and Middle School / Clan Leader accepts the responsibility for the welfare and support of each child in their School / Clan. This responsibility includes the monitoring of each child's academic program and progress, his/her involvement in the life of the College, and the provision of pastoral care support in all matters relevant to their welfare and personal growth as an individual.

The Head of Junior and Middle School / Clan Leader is expected to be the first point of contact between the College and the family in all matters concerning the welfare of each child and to relate in a positive and individual way to each child in the Clan.

#### **4.1.4 Head of Senior School / Head of Junior and Middle School**

The Head of Senior School and/or Head of Junior and Middle School will be involved with students who participate in serious misdemeanours or have ongoing problems and will inform the Principal on a regular basis of students who are displaying poor behaviour.

#### **4.1.5 Principal**

The Principal, in conjunction with the Head of Senior School will deal with all serious discipline matters, which may result in suspension or expulsion of the student.

***Serious misdemeanours may need to be referred directly to the Head of Senior School or the Principal.***

### **4.2 Process of Discipline**

In the course of their teaching at SCOTS PGC College, teachers will encounter a variety of discipline situations. These will range from mild to very serious. It is important that a teacher's response to a discipline situation be appropriate and constructive.

#### **Student Behaviour Situations**

The following list is intended as a guide to assist teachers in determining the seriousness of a discipline situation. Clearly, teachers will use their judgement in making this decision. Certain contexts (e.g. laboratory or workshop where safety issues must be considered) or histories (e.g. a pattern of poor behaviour from a student) can increase the seriousness of a discipline situation. Where uncertainty exists, the situation should be discussed with a Pastoral Care Clan Leader, Head of Junior and Middle School or the Head of Senior School.

It is the responsibility of each teacher to set clear expectations about student behaviour and insist that these are met. Where possible, these expectations should be stated explicitly by the teacher at the beginning of a course of work and revisited from time to time. Naturally, expectations will vary from one class to another depending on the level of maturity of the students and the nature of the subject. Expectations need to be negotiated with students within the guidelines of the College rule and expectations.

In general, teachers will deal with mild discipline situations within the classroom and the Tutor system. A variety of strategies will be used with each class and/or student. The following list is not exhaustive. It is presented to provide a guideline for staff and students to work from.

Staff should be guided by the Learning Ladder and other statements (that follow) used by the College to indicate to students the level of intolerance for behaviour that disrupts the effective function of the College.

## Learning Ladder

<b>Reward Level 6</b>	Principal calls home	Impressive act of service, initiative or courage
<b>Reward Level 5</b>	Contact with home from Head of School, and Certificate of Achievement	Unfailingly positive attitude across all aspects of school life reflected in Semester 2 report. Awarded by Head of School in Year 5-12 Assembly. All C of A winners will be entered in a 'draw' for special prize at the final assembly of the year.
<b>Reward Level 4</b>	Subject Certificate / Pastoral Certificate	Unfailingly positive attitude in a subject area/co-curricular/pastoral pursuit over a year. Awarded by Clan Leader/HOF/HOD in Year 5-12 assembly
<b>Reward Level 3</b>	Commendation Certificate	Exceptional piece of extended project work Excellent attitude to learning over a term Exceptional service to Clan/Tutor/Year group. Awarded by Clan Leader at Year Group meeting.
<b>Reward Level 2</b>	Seqta pastoral 'Credit Note'  10 = Commendation Certificate	Very good quality homework or classwork consistently over > 1 week Improved attitude to learning over a week Consistently well turned out and polite/sociable, eager to help others 100% attendance for a month Consistently arriving in class ready to learn/well equipped
<b>Reward Level 1</b>	Verbal praise	Focused and positive attitude to learning throughout lesson Answering with enthusiasm / insight in class Showing new skills and/or understanding

LEVEL	STUDENT ACTION	STRATEGY*
<b>Sanction Level 1</b>	Any of the following: arriving late without good reason, minor misbehaviour, chewing gum, littering, (always made to pick it up first) lack of courtesy to peers, not settling to work, first occasion of arriving unequipped, uniform/appearance infringement(s), failure to complete homework, mild swearing, or other offences of this type.	Verbal warning.
<b>Sanction Level 2</b>	Any of the above repeated. Poor behaviour outside classrooms, disrespectful and disruptive behaviour towards peers, lack of courtesy to staff, persistent wasting of time, loud/sustained swearing, minor misuse of IT, etc.	Short detention - 5 minutes at recess or lunch, extended verbal warning. Seqta pastoral note to Tutor and Clan Leader.
<b>Sanction Level 3</b>	Any of the above repeated. Also for intentional/reckless damage to school or other student property, persistent talking out of turn, disobedience.	15 minute recess or lunch detention with classroom teacher. Seqta pastoral note sent to Tutor, CL and HOD.
<b>Sanction Level 4</b>	Any of the above repeated (if in same subject area, HOD oversees sanction, if different subject areas, CL) Also for not attending teacher detention.	25 minute HOD/CL detention at lunch. Tutor to phone home and then send Seqta pastoral care note to CL, HOD and HOSS.
<b>Sanction Level 5</b>	Any of the above repeated. Fighting. Also for not attending HOD detention.	Friday detention issued. CL to notify parents. Green Card to be issued for subsequent week.
<b>Sanction Level 6</b>	Any of the above repeated. Swearing at a member of staff. Offensive misuse of social media/mobile phone on single occasion. Also for not attending detention for Stage 5, Friday detention must still be served.	Phone call home from CL. Saturday detention issued. Red Card (2 weeks) issued after meeting between the student, parent (if possible) Tutor, CL and Head of School.
<b>Sanction Level 7</b>	Failure to modify behaviour(s) after Stage 6 intervention; other serious breaches of the College's expectations of student behaviour.	Student future discussed in meeting with student, Principal and pastoral staff. Parents contacted.  Internal suspension as a first response likely, although at the discretion of Principal external suspension may be thought appropriate.  Principal's Contract may be issued and immediate and sustained improvement required in order to avoid possibility of suspension from school.

## **Notes**

\* Teacher discretion is always expected in regards to a decision over the appropriate 'tariff' for a behaviour, positive or negative. However, a Friday detention cannot be issued without the prior consent of a Clan Leader in the Senior School or Head of Middle School for Year 7 and 8 students.

Saturday detentions may only be issued with the consent of a Head of School.

Commendation Certificates to be awarded by Clan Leaders at Year Group meetings.

Subject/Pastoral Certificate to be awarded by either Head of Faculty/Department or Clan Leader at Year 5-12 assembly.

### **Friday Detention (Yr 7 -> 12 Only)**

One-hour Friday academic detentions are awarded for more serious offences. Only a Clan Leader, Head of School or the Principal has the authority to award a Friday Detention. When a Friday Detention is awarded it is important that the student is aware of why this imposition has been awarded.

Detentions awarded on Friday are held over until the following week.

No one may postpone a Friday Detention except the Clan Leader awarding the Detention or the Head of Senior School/Head of Junior/Middle School. In only exceptional circumstances will a Friday Detention be postponed.

**Students under Year 7 will not be awarded a Friday Detention.** In the case where a lunchtime detention has not had the required response for a student in Prep to Year 6, the class teacher will make contact with the parent to discuss the incident.

### **Saturday Detention (Yr 7 -> 12 Only)**

Saturday detentions of two (2) or three (3) hours' duration are awarded for serious offences at the discretion of a Head of School or the Principal.

The Head of Junior and Middle School or the Head of Senior School will allocate Saturday Detentions after recommendation from a member of staff.

The Head of Junior and Middle School/Head of Senior School completes a Saturday Detention Form, giving reasons for the detention. The student subsequently has the form signed by his/her parents, or in the case of a boarder the Head of House, and returns the form to the Head of Junior and Middle School/Head of Senior School.

Detentions awarded on Friday must be held over until the following week.

The Principal, Head of Senior School or Head of Junior and Middle School are the only people with the authority to postpone a Saturday Detention. In only exceptional circumstances will a Saturday detention be postponed.

*A Saturday detention takes precedence over sporting fixtures or other commitments.*

### **4.2.4 Boarding House Detentions**

Detentions will also be issued within the boarding community. Where possible these are administered by the Boarding House Staff with logical consequences relating to the boarding

house. It is important to realise that students who are boarders at the College see the Boarding House not as an extension of school discipline system.

Detentions in the Boarding School will include:

- Gating
- Friday Detention
- Saturday / Sunday Detention.

It is imperative that all incidents are documented. In the case of severe misdemeanours, the In-School Investigation Process must take place and referred to the Head of Senior School as soon as possible)

#### **4.2.5 Suspension and Exclusions**

In all circumstances, a Head of School will have reviewed an investigation into any misbehaviour that is then deemed requiring this level of response from the College. The Head of School will then consult with the College Principal who will have the final decision on all disciplinary matters. In all cases, the Principal will make contact with the Chairperson of the College Council before any student external suspension or expulsion takes place.

A student will only be suspended from the College for a significant breach of the College rules.

In the case of a student being excluded, the student will have demonstrated repeated breaches of College Rules or will have brought the name of the College into disrepute.

### **5. STUDENT SUPPORT SERVICES**

The College has a supportive school environment. Personnel and programme support provide students, staff and parents with assistance in a variety of areas when needed:

<b>Program Support</b>	<b>Personnel Support</b>
<ul style="list-style-type: none"> <li>• Academic Curriculum</li> <li>• Pastoral Care activities</li> <li>• Special Needs programmes</li> <li>• Religious education</li> <li>• Co-curricular programmes</li> <li>• Life Skills</li> <li>• Vocational Education</li> <li>• Learning Support</li> <li>• SDIEA Careers</li> <li>• SDIEA Membership Programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Senior School/Heads of Schools</li> <li>• Clan Leaders</li> <li>• Clan Tutors</li> <li>• Heads of Subject/Faculty</li> <li>• Classroom Teachers</li> <li>• Co-ordinators of Activities</li> <li>• Administration members</li> <li>• Headspace</li> <li>• SDIEA Liaison Officer</li> <li>• College Prefects</li> </ul>

**IN THE SENIOR, MIDDLE AND JUNIOR SCHOOLS THERE ARE VARIED OPPORTUNITIES FOR STUDENTS TO DEVELOP SELF- MANAGEMENT AND POSITIVE BEHAVIOURS. These are:-**

- Leadership roles in the school
- Leadership roles in the classroom
- Assembly presentations
- Student Representative Council
- Cadets
- Cultural events
- Co-curricular activities
- Residential and Outdoor Education Programs
- Parent/Teacher evenings.

## **The Process**

Competent teachers accept responsibility for behaviour in the learning environment. Many alternatives exist to deal with inappropriate choices by students.

Some examples may be:-

- Talking/listening to the student after the lesson and arranging for the student to return to see the teacher at a convenient time.
- Running a lunchtime detention on the same day.
- Negotiating additional work to be done
- Contacting the student's parents by telephone on the same day as the misdemeanour or sending a Direct message. Communicating positively and directly with parents is a most effective practice as it keeps parents instantly informed and if you provide details of the misdemeanour you will usually get support. Tutors must always be copied into such messages, and the relevant Clan Leader.
- Communicating with the student's other teachers, pastoral carers, Learning Support staff and Counsellors

## **MANAGEMENT OF SERIOUS MISBEHAVIOUR**

Generally the offender will be detained immediately in the office of the Head of Senior School or Head of Junior and Middle School.

### **Truancy**

Truancy is to be reported to the primary pastoral care teacher. The Head of Senior School / Head of Junior and Middle School.

- a) will deal with cases of chronic truancy.
- b) Parents will be notified by phone.
- c) A note of unexplained absence will be entered into the student file.
- d) The Senior Staff Secretary or Junior School Secretary is to monitor absences vital class roll. All instances of truancy must be brought to the attention of the students Pastoral Care teacher.

### **Violence**

Reported to The Head of Senior School or The Head of Junior and Middle School.

- a) Recorded by Head of Senior School or The Head of Junior and Middle School and consequences applied.
- b) Parents contacted.
- c) Parent/guidance officer counseling if deemed necessary.
- d) Persistent offenders may be suspended and with recommendation for exclusion for serious, premeditated or continuous assault.

### **Drug Related Matters**

- a) Smoking
  - first offence: parents notified, work detail (Saturday Detention)
  - second offence: parents notified, 2 day suspension, successful completion of QUIT Smoking program
  - third offence: parents notified, extended 5 day suspension

- b) All known or suspected student possession, use or sale of dangerous or prohibited drugs must be reported immediately to the Principal.
- c) The Principal will investigate the circumstances and will take disciplinary action which will include the following steps:
  - search of belongings
  - parent notification
  - suspension
  - possible exclusion
  - police investigation

### **Bullying**

See the College Bullying and Cyber Bullying Policy.

### **COLLEGE PRINCIPAL**

#### **POLICY UPDATES**

This policy and associated procedures may be updated or revised from time to time. The College will not notify you each time the policy or procedure is changed. If you are unsure whether you are reading the most current version, you should contact the Principal's Personal Assistant.