PREAMBLE

This policy is the third in the set of Pastoral Care Policies and should be read in conjunction with them. It aims to set out for the benefit of all involved a clear process to be followed when students fail to exhibit the type of behaviour required of them in the College Expectations Policy. It does not aim to establish an exhaustive list of rights and responsibilities and it cannot detail specific or absolute responses to all cases of inappropriate or offensive behaviour. It recognises that individual cases must be treated with due concern for the causes and with pastoral discretion. It presumes a high degree of effective interaction and cooperation between the teacher, the House Leader and the parents. At the same time, it recognises the need for clear behavioural boundaries for students and a need to see that each situation is taken seriously and responded to with justice and compassion. The policy covers conduct at school, on the way to and from school, at official school functions or sporting fixtures, and when students are dressed in school uniform.

PRINCIPLES

1. COMMUNICATION: Communication and co-operation between teachers, Tutor Teachers, House Leaders and parents are essential to ensure balanced and appropriate outcomes for students who behave inappropriately. Teachers ought not work in isolation, and parents should be kept informed.

2. PROFESSIONAL RESPONSIBILITY: There is a responsibility for teachers to assert effective discipline to ensure safety and an effective learning atmosphere in each of their classrooms, on excursions and incursions and in the yard. They can expect to be supported in this by the House Leader and Assistant Principal – Student Welfare, to the extent that they establish the necessary pre-conditions for good discipline and attempt to follow this policy.

3. CONSISTENCY: Students need and expect consistent treatment from teachers, period to period, each day. Therefore the approach taken to student discipline at Parade College should be a whole-of-school approach.

4. PROCESS-DRIVEN: Discipline must be viewed as a process in which the overall needs and performance of the student are considered. The process is highly structured and the principles of good management demand that incidents be dealt with at the most immediate and local level. A student exhibiting frequent misbehaviour is in a process of discipline and the reactions of staff are to be appropriate to the stage in the process and determined cooperatively with teacher, Tutor Teacher and House Leader.

5. ASSERTIVE DISCIPLINE: The process of assertive discipline, with appropriate encouragement and sanctions for student behaviour, will be generally adopted as the basis for the approach taken by teachers.
6. RESTORATIVE JUSTICE: In considering the seriousness and the consequences of misbehaviour the College will promote as a priority, the restoration of right relationships between the parties. House Leaders, in particular, will use the three key questions when managing a situation with students:–

- what were you thinking at the time?
- who have you hurt with your actions? and
- how can you fix this situation?

Students who misbehave will be offered appropriate advice on methods of improving behaviour and staff will aim to bring about reconciliation between the student and the offended party.

7. ASSISTANCE: Appropriate support services are offered to staff, students and parents. Access to the College Counselling Staff is available to a student at any stage of a disciplinary process.

8. SUBSTANCE ABUSE: The College will always view any form of substance abuse seriously. Students are never to bring alcoholic substances or any drug of addiction on to the school property. This will invoke an immediate suspension. Anyone found trading in illegal substances will be reported to the appropriate authorities and will jeopardise his place in the College. The use of tobacco products anywhere on the school property or by students dressed in any College uniform is unacceptable and prohibited by Government regulation in or near school buildings. A separate Health and Safety Policy covers tobacco use.

9. BULLYING/HARASSMENT: Any form of harassment or bullying of any other member of the College community is a serious disregard for the dignity of persons and has no place in this environment. All infringements, which are made known to staff, will be taken seriously by the College and these are covered in detail in separate policies. (See College Bullying Policy and College Sexual Harassment Policy)

10. VANDALISM: Vandalism in any form is a denial of the right of others to a proper working environment and will be treated seriously by the College. Students reasonably suspected of wilful damage to the property of the College or its members will be expected to make good the damage prior to returning to school.

POLICY
Parade College believes that effective student management is fundamental to community building Christian community and the growth of its members and must be collegially and consistently applied.

GUIDELINES

1. RECORDS: The keeping of accurate records is the essence of this policy and the House Leader is the key person in this process. The House Leader ensures that there is appropriate response to inappropriate behaviour and keeps other parties informed. Discussion between students, parents and staff is encouraged at all stages. House Leaders and Assistant Principal – Student Welfare will agree on what records will be passed on year by year and which will be wiped at the end of a year. Records at all stages will be treated with appropriate confidentiality.

2. INITIAL RESPONSE: The subject teacher or group supervisor is always responsible for initiating and following through the appropriate response. When the teacher feels that particular poor behaviour is becoming frequent or evident in other classes, the matter should be brought to the attention of the Tutor Teacher. Similarly, the Tutor Teacher will enlist the
aid of the House Leader at what he or she judges the appropriate time, and, in turn, the Assistant Principal – Student Welfare will be formally involved.

3. DEGREES OF SERIOUSNESS: There are differing levels of seriousness of misbehaviour, and penalties should reflect this, with serious infringements naturally incurring more substantial penalties. Penalties are applied according to where a student is in the overall process and not according to the degree of emotional involvement of the staff involved or the public nature of the offence. Uniform infringements are considered separately from this policy.

4. DISCIPLINARY PROCESS:
   a. For lesser infringements a student may be required to:
      • Apologise to the offended party
      • Have an interview with the teacher after class
      • Attend a lunchtime detention
      • Undertake appropriate restitution (eg litter duty/desk cleaning at a ½ lunchtime within a week of the infringement)

      *Note:* These sanctions would be arranged and supervised by the teacher who will log the matter on the student’s file

   b. For more serious infringements or repeated unacceptable behaviour a student may be required to:
      • Apologise and make restitution to the offended party
      • Complete an after-school detention
      • Be placed on a tracking card to monitor progress for a period of time
      • Have an interview with a School Counsellor or House Leader and parents
      • Incur a withdrawal of privileges (eg miss an excursion, a social or representing the College at ACC sport/any other activity)

      *Note:* These sanctions would be arranged and supervised by the House Leader in tandem with the Tutor Teacher and Teacher concerned. At this level, parents will be informed and the student and parents may be required for interview. The matter will be placed on the student’s file by the House Leader.

   c. For very serious infringements or sustained unacceptable behaviour a student may be required to:
      • Attend a supervised mediation session
      • Apologise and make restitution to the offended party
      • Attend a weekend detention of three hours
      • Be suspended from classes for an assigned period of time
      • Incur a significant withdrawal of privileges
      • Meet with a Student Counsellor
      • Enter into a formal contract of appropriate behaviour with the College

      *Note:* These sanctions would be arranged and supervised by the Assistant Principal – Student Welfare and House Leader. At this level the student and parents will be required for interview. The matter will be fully documented by the House Leader and placed on the student’s file. At an appropriate time as judged by the Assistant Principal – Student Welfare, the College Disciplinary Committee will meet with the student and the parents to decide on an appropriate response. At this stage, the Principal will be informed.

   d. Ultimately, a student may reach the stage where the College can do no more to assist and he indicates by his actions that he no longer wants to be part of the College community. The College Disciplinary Committee will meet again and make a
recommendation to the Principal. The Principal will meet with the student and the parents to formalise the outcome.

e. The College does not permit the use of corporal punishment under any circumstances

IMPLEMENTATION

1. Students who display unacceptable behaviour will be case-managed by the House Leader in conjunction with the Tutor Teacher. Subject Teachers will raise concerns with the Tutor Teacher.

2. House Leaders and the Assistant Principal – Student Welfare meet regularly to ensure that interpretation and application of this policy are consistent and equitable across all Houses and year levels in the College.

3. The College Disciplinary Committee will comprise the Assistant Principal – Student Welfare (Chair) and House Leader, and Tutor Teacher if appropriate. The committee will make recommendations to the Principal.

4. A detention may involve a formal written exercise or assigned work in the buildings or grounds. Failure to attend or complete the assigned task will invoke a further interview and penalty.

5. In a situation of danger to others, a student may be asked to leave the class or activity to remain outside the room or attend a nominated place of appropriate supervision, whilst the teacher of the class seeks appropriate assistance from colleagues in nearby classrooms or from a House Leader or Assistant Principal. This will usually not be for a whole class period or more.

6. Detentions need to be confirmed by the House Leader and contact will normally be made with parents by phone before a detention is issued.

7. Unacceptable behaviour is often allied to issues of learning (See Teaching and Learning Policy) and issues of attendance/lateness (See Appendix D – Student Attendance Management and Procedure). A flow-chart is included as Appendix A to illustrate the procedures involved.

8. For the benefit of staff a schematised: Student Behaviour Management Protocol is included as Appendix B; Student Learning Management Procedure is included as Appendix C; Student Attendance Management Procedure is included as Appendix D.

Approved by the College Board: August, 1999, March 2010
Revised and Re-approved: October, 2001
Revised and Re-approved: November, 2004
Revised and Re-approved: June 2006
Revised and Re-approved: June 2008
Revised November 2009
## Appendix B

### Student Behaviour Management Procedure

“We strive to teach and learn in a life-giving and safe community”
Parade College Mission Statement, 2004

<table>
<thead>
<tr>
<th>Levels</th>
<th>Examples of Behaviours</th>
<th>Suggested Responses</th>
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</table>
| Level 1  | • Disrupting the learning environment                                                 | **Teacher/Supervisor:**
| Minor    | • Failure to comply with teacher direction                                           | • Verbal correction or warning
|          | • Inappropriate lateness to class / tutor group                                        | • Relocation of student to another part of the room or yard
|          | • Inappropriate use of computer in class time                                          | • Lunchtime Dialogue
|          | • Inappropriate use of teaching and learning resources                                 | • Discussion with student at Recess / Lunch
|          | • Intimidation between students                                                       | • Sent From Class Form
|          | • Littering                                                                            | • Pro Forma Letter home re: outcomes
|          | • Off task behaviour in class                                                         | • Apology
|          | • Offensive / inappropriate language                                                  | • Temporary relocation to another class
|          | • Out of bounds                                                                       | • Litter duty supervised by issuing teacher
|          | • Spitting                                                                            | • Application of bullying policy
|          | • Uniform infringement in the school grounds                                           | **House Leader, Tutor Teacher and reporting Teacher**
|          | • Other                                                                               | • School Detention
|          |                                                                                      | • Contact with parents
|          |                                                                                      | • Apology
|          |                                                                                      | • Incident Report to student file
|          |                                                                                      | • Interview with House Leader
|          |                                                                                      | • Daily tracking card for students
|          |                                                                                      | • Counselling
|          |                                                                                      | • Application of the bullying policy
|          |                                                                                      | • Application of appropriate policy document
| Level 2  | • Continued disruption of the learning environment                                    |                                                                                     |
| Medium   | • Continual lateness to class /tutor group on a number of occasions                   |                                                                                     |
|          | • Inappropriate use of teaching and learning resources                                 |                                                                                     |
|          | • Involvement in a fight                                                              |                                                                                     |
|          | • Offensive / inappropriate language                                                  |                                                                                     |
|          | • Continued uniform violations                                                       |                                                                                     |
|          | • Sustained failure to complete set tasks                                              |                                                                                     |
|          | • Failure to comply with reasonable directions                                         |                                                                                     |
|          | • Intimidation between students                                                       |                                                                                     |
|          | • Uniform infringement in a public place                                              |                                                                                     |
|          | • Other                                                                               |                                                                                     |
| Level | Medium | Serious | | Level 3 | Medium | Three detentions in the term  
Abortion from class or school without permission  
Conduct in the public domain that brings the College into disrepute  
Consistent lateness to class / pastoral group  
Continued and sustained disruption of the learning environment  
Direct involvement in a fight involving low level physical violence  
Inappropriate challenging of a teacher’s authority  
Inappropriate use of computer resources  
Failure to give name or i.d.  
Possession of offensive or otherwise inappropriate materials  
Racist or otherwise hurtful language directed at a person  
Smoking in uniform  
Sustained failure to comply with instructions  
Sustained failure to comply with reasonable directions  
Sustained intimidation between students  
Vandalism  
Level 1 Bullying offence  
Other |  
Asst Principal – Student Welfare  
House Leader, Tutor Teacher |  
Saturday Morning Detention  
Interview with parents  
Apology  
Internal/External Suspension  
Community Service  
Referral to House Leader  
Counselling  
Application of the bullying policy  
Referral to Discipline Committee |
| Level 4 | More Serious | Actual physical violence  
Conduct in the public domain that brings the school into disrepute  
Possession of illicit or illegal substances / material  
Repeated inappropriate actions directed towards a teacher  
Sustained failure to comply with instructions  
Theft or destruction of property  
Threats of physical violence made to a staff member  
Threats of physical violence made to a student  
Level 2 Bullying offence  
Other |  
Asst Principal – Student Welfare  
House Leader, Tutor Teacher |  
Saturday Morning Detention  
Interview with parents  
Apology  
Internal/External Suspension  
Community Service  
Referral to House Leader  
Counselling  
Application of the bullying policy  
Referral to Discipline Committee |
| Level 5 | Most Serious | A breach of Contract of Behaviour  
Major theft or wilful destruction  
Level 3 Bullying offence  
Serious criminal offence  
Sustained failure to comply with College Rules  
Trafficking in illicit substances  
Other |  
Principal, Asst Principal – Student Welfare  
House Leader, Tutor Teacher |  
Negotiated Transfer from School  
Referral to Police  
Suspension from school  
Application of the bullying policy  
Referral to Discipline Committee |
### STUDENT LEARNING MANAGEMENT PROCEDURE

<table>
<thead>
<tr>
<th>LEVELS</th>
<th>EXAMPLES OF BEHAVIOUR</th>
<th>SUGGESTED RESPONSES</th>
</tr>
</thead>
</table>
| **Level 1** | - Failure to complete homework  
- Classwork not completed  
- Failure to contribute to class activity  
- Arriving at class without materials/appropriate uniform/aprons  
- Work not submitted on due date  
- Absent from class on due date  
- Absent for test/GAT/outcome | - Verbal correction or warning  
- Discussion with student at recess/lunchtime  
- Work completed at recess/lunchtime  
- Note to parents in student’s planner  
- New submission date (within 7 days) negotiated |
| **Level 2** | - Continued failure to complete homework  
- Continued failure to complete classwork  
- Absent for negotiated date for test/GAT/outcome/submission | - School detention to complete work  
- Contact parents  
- Contact HL for action  
- Director of Student Support Services contacted  
- Support Group established |
| **Level 3** | - Work is UG standard  
- Work is D or E grade (Year 10 & 11)  
- Absence from Semester Exam  
- Absence from Trial Exam (Year 12) | - Yrs 7 – 10 students resubmit/referred to HL  
- VCE students referred to VCE Invigilator  
- Referred to Student progress Committee  
- PSG  
- Parent contact |
| **Level 4** | - Work not submitted by extended date  
- Work submitted by extended date but is UG standard  
- Continued absence on due dates or days of GATs, tests or outcomes | - Student Progress Committee  
- Interview with Careers Advisor  
- Study skills/Revision program  
| **Level 5** | | - Student not adequately prepared to progress to next level |
## STUDENT ATTENDANCE MANAGEMENT PROCEDURE

<table>
<thead>
<tr>
<th>LEVELS</th>
<th>EXAMPLES OF BEHAVIOUR</th>
<th>RESPONSES</th>
</tr>
</thead>
</table>
| **Level 1** | - Student is late/absent from any class or Tutor period | Tutor, Teacher  
- Lateness/absence recorded on e-space  |
| **Level 2** | - Three latenesses to class in one term without satisfactory explanation  
- Failure to supply absence note  
- Unexplained period absence | Tutor, Teacher, House Leader  
- School detention  
- Tutor Teacher to follow up unexplained absences  
- Further action by Tutor Teacher and House Leader |
| **Level 3** | - Truancy Incident | Tutor Teacher, House Leader  
- Saturday detention  
- Further action as necessary |
| **Level 4** | - Multiple absences | House Leader, Asst Principal – Student Welfare  
- Interview with parents  
- Further action as necessary |
| **Level 5** | - Chronic lateness  
- Multiple truancies  
- School refusal | House Leader, Asst Principal – Student Welfare, Director of Counseling Services  
- Appropriate action |