



(This policy applies to all students enrolled at Heatherton Christian College.)

Rationale

Discipline is a very broad and extensive area because it, by definition, covers the whole process of pedagogy of training a child.

This programme is driven by a Biblical Christian understanding of training children. It is influenced by the peculiar need of schools to maintain a disciplined context for teaching groups of children. The following statement is designed to be the philosophical base for the discipline programme under these two influences.

Man was created in God's image but, through rebellion against God, each individual is born with the need for salvation. A part of ongoing salvation in a child's life is the process of training that entails both teaching of living principles and their application through discipline.

To this end, God has ordained the process of a child's "listening" to the instruction of elders as the chief process of his receiving training. He has instructed parents to teach children the right ways to live and to correct them, if necessary with punishment, when they fail to obey.

Teachers are seen as a group of ministers delegated by parents to assist in the training of their children. God's instructions to parents, then, equally apply to teachers.

In a school situation the words "training" and "discipline" become somewhat synonymous. This is to be seen as a positive process where the objectives of appropriate attitudes, behaviour, habits and responses are set before the children as desirable and attainable. These objectives will be qualified in detail as the child matures until a large degree of the ideal of the internalization of discipline (or mature self discipline) is attained. Teachers, therefore, must so structure their interaction with their students as to provide for their proper training in a disciplined lifestyle.

The integrity of this discipline-orientated interaction then becomes the vehicle within which the whole school curriculum is carried. The formal and informal, the planned and incidental facets of curriculum will be successfully transmitted only to the degree that is facilitated by a functioning culture of disciplined activity and interaction.

Where punishment is needed it must be seen not judicially (ie, as the just desserts for felony) but as a part of the training process. It must, therefore, be administered so as to produce a degree of remorse for wrong actions or attitudes that will lead to repentance and restoration in the child's life. It needs to always be related to both God's and the teacher's love for the child and our concern for his/her long-term well-being.



Policy aim and objectives

To provide a set of procedures to ensure that students who fail to meet the expectations of the College are treated with consistency, whilst taking into account the individual circumstances of each student. In doing this, we will:

1. Provide students with a clear understanding of the commitments that they make to their studies, to the College community and its environment.
2. Ensure that students adhere to key College policies and guidelines, in particular the College Uniform policy, computer network agreement, homework policy and other school rules as stated in the College information book.
3. Ensure that disciplinary actions are coupled with support for the student which takes into account their individual circumstances.
4. Document all actions taken with students.

Procedures for implementing the student disciplinary policy

Various levels of disciplinary offences with examples included are as follows:

Level 1 – Pink LTD Card + Same Day Lunchtime Detention

- lateness to class
- uniform violation without explanatory note from parents
- chewing gum in class
- out of bounds / inside classrooms when not authorised
- littering
- incomplete class work or minor homework
- assessment or major homework not submitted on time**
- answering back to a teacher
- more serious classroom disturbances
- mistreatment of other students
- talking out of turn*
- uncooperative behaviour*
- not bringing correct equipment to class
- minor disturbances*
- student out of seat*
- poor work ethic in class*
- diary not brought to school
- diary not signed after being given warning previous day

These and other similar offences should result in a same day lunchtime detention.



LTD (Lunchtime Detention) procedures

Lunchtime detention will be allocated by teachers to the next available lunchtime with a pink slip which will be placed in the LTD box in the College Office (preferably the same day or the following day). These detentions will be supervised by a rostered teacher.

Students should work on the homework/assignment they failed to submit during the lunchtime detention. Students who are on detention for general poor work ethic or other classroom based misbehaviour will be given an appropriate writing activity for the course of the detention.

Lunchtime detentions will take place from 12.55 pm until 1.25 pm. All students must attend until 1.25 pm after which they may be dismissed.

If a student receives 3 LTDs in one term, the student in question will be interviewed by their Year Level Coordinator to discuss the reasons for this repeated pattern of poor work ethic.

A further 2 LTDs at any time during the year will result in a further interview with the relevant Year Level Coordinator. Parents may be contacted via letter and the student given an after school detention and placed on a work assistance card.

All LTDs will take place in Room 21.

***Those offences marked with an asterisk are at the discretion of the teacher.**

****Any late assessment without a satisfactory written excuse signed by parents will be penalized by a half grade per day late until finally submitted or until the grade drops to a 'UG' whereafter it must still be submitted or be subject to further sanctions.**

Level 2 – Yellow Card + Letter sent Home + After School Detention

- persistent Level 1 offences
- plagiarism*
- offensive or abusive language*
- lower-level discrimination, bullying or intimidation
- damage to property
- accumulating 5 lunchtime detentions
- graffiti

These and other similar offences should result in a yellow card being issued and an after-school detention with a senior teacher from 3.15 - 4.00 pm on Monday after school. A letter will be sent home to parents informing them of the detention. Year Level Coordinators should follow up all yellow cards issued by interviewing the student involved and also at their discretion implement Student Behaviour Cards in order to assist in counselling students against this level of breach of the Student Code of Conduct.

NB As a guide, yellow cards should be rarely given. They are a very serious punishment and should only be given for poor behaviour after a clear warning. The offences marked with an asterisk above, however, should result in an immediate yellow card as they are clear cut.

*Plagiarism will warrant a zero grade being applied to the section or piece of work in question.



Level 3

- three Level 2 offences
- wilful defiance
- very serious damage to property
- serious vandalism
- discrimination, bullying or intimidation towards other students
- leaving the College premises without permission

These and other similar offences result in a Saturday detention which will be supervised on a rostered basis by teachers between 9.30 - 11.30 am. Internal suspension may also apply at the discretion of the Assistant Principal or Principal. Year Level Coordinators would also be authorised to implement Progress Cards in order to assist in counselling students against this level of breach of the Student Code of Conduct.

Level 4

- persistent Level 2 or 3 offences
- behaviour that threatens the health and/or well-being of staff, volunteers and/or students
- serious discrimination, bullying or intimidation against other students
- possession of weapons
- immoral behaviour
- smoking or associating with smokers
- drug possession and/or use
- alcohol possession and/or consumption

These and other similar offences may warrant: suspension which will be overseen by the Assistant Principal or Principal. Some offences may warrant police involvement. Parent interviews would be conducted as a part of the implementation of suspension procedures and would require that the action be remedied immediately in order for the student to continue at the College. Counselling may therefore be either recommended or mandated. A student may, furthermore, be placed on a written contract to be signed by the student and at least one parent, such that a breach of this contract would ultimately result in his or her expulsion from the College.

Level 5

Any student who continues to engage in Level 2, 3 or 4 offences, or who shows an unwillingness to make restitution for the offences leading to a suspension and an unwillingness to desist immediately from such behaviour, may be expelled from the College at the discretion of the Principal and in conjunction with the Heads of school.



The Roles of the School Community Members in the School Discipline Policy

Parents

Parents are informed about the Discipline Policy and their support for the school is encouraged through the Parents & Friends Association. Parents are encouraged to support the Policy by developing their children's understanding of rights and responsibilities. Parents are encouraged to contact the school at any time to discuss their child's progress or welfare. This can be done by phone, post or e-mail.

Teachers

Classroom teachers provide lessons which are relevant and which will assist students in their learning. They will help students whenever possible and will offer advice when they feel it is needed. In the first instance, teachers are responsible for dealing with any discipline problems in their class. They will notify the Year level Coordinator of any ongoing discipline issues and they will reward student effort and achievement when appropriate. They can also liaise directly with parents when necessary.

Year Level Coordinators

Year Level Coordinators are closely involved with the welfare of students. They advise students regarding personal concerns and encourage students to achieve their personal best. Year Level Coordinators are involved in assisting students to develop self discipline through discussion of rights and responsibilities.

Assistant Principal (Head of Secondary)

The Assistant Principal may encounter student discipline and welfare issues on a daily basis. Much of the school organisation which aims to provide for student discipline and welfare is administered by the Assistant Principal (Head of Secondary). The Assistant Principal works closely with students, staff and outside agencies, providing both encouragement and assistance in dealing with school problems or concerns. Serious discipline issues may be referred directly to the Assistant Principal.

Principal

The Principal provides leadership and direction in relation to the Discipline Policy at Heatherton Christian College and supports the staff and executive in implementing this policy. The Principal encourages an atmosphere which allows all students to achieve their personal best in all areas of school life. The Principal has the authority to take immediate action in situations where serious student misbehaviour occurs.

School Chaplain

The school chaplain is able to assist students in solving problems that impact on their school life. Students and parents have direct access to this confidential service.