

Section 8.12

Discipline – Practices and Procedures

Introduction

The maintenance of good discipline is essential if the College is to ensure that it provides “educational excellence in a caring environment.” The maintenance of good discipline is first and foremost a pastoral action as it allows students to feel welcome and safe and to undertake their studies in a context conducive to learning.

Maintaining good discipline is the responsibility of all staff members. Every teacher is responsible for the discipline within their own class and will be supported by their colleagues, the College Administrators and the practices, processes and procedures that operate within the College.

A fundamental understanding regarding discipline at St John Bosco College is that each and every student is responsible for their own behaviour and that all students can expect to be held accountable for their behaviour.

This section contains information regarding:

- o Student Code of Conduct (see also Section 9.2)
- o School Rules (see also Section 9.3)
- o Pastoral Care (see also Section 6)
- o Basic Classroom Procedures
- o Merit System
- o Caution System
- o Detention
- o Other Sanctions
- o Bullying
- o Banned Items

Student Code Of Conduct

The College’s “Student Code of Conduct” can be found in Section 9.2 of the Staff Handbook.

The Student Code of Conduct outlines the College’s basic expectations for students and the some of the possible consequences that may be applied when students experience difficulty in living out the College’s expectations.

College Rules

The College Rules can be found in Section 9.3 of the Staff Handbook. These rules give practical expression to the Student Code of Conduct and apply to all students.

Pastoral Care

Inappropriate behaviour can sometimes be an indication of social and emotional difficulties. This does not excuse the student’s behaviour but may help to understand it. The student remains responsible for their own behaviour.

The College’s pastoral care personnel, services and procedures can be utilised to assist students. Staff concerned about the welfare of a student should refer the matter to the Pastoral Teacher, Year Co-ordinator, Pastoral Care Co-ordinator, Assistant Principal, or Principal depending upon the nature of the concern.

The College Counsellor can be access via the Pastoral Care Co-ordinator.

The College's Pastoral Care philosophy, personnel, structures, programs and services are outlined in Section 6 of the Staff Handbook.

Basic Classroom Procedures

It is the teacher's responsibility to ensure there is adequate supervision of students in the classroom. The following guidelines are to be observed by all teachers.

- o Entry and Exit Procedures
 - o Teachers should be punctual to class and insist that students are likewise punctual.
 - o Students should be lined up outside the room and only enter when instructed to do so. This is also a good place and time for teachers to ensure that students are wearing their full uniform correctly.
 - o Teachers should greet the class in an appropriate manner before the beginning of the lesson.
 - o Teachers should ensure that there is adequate time at the end of the lesson to pack up and clean up.
 - o At the conclusion of the last teaching period in each room, teachers should ensure that windows are closed and locked, electrical equipment is turned off, lights are turned off and the doors locked.
 - o Teachers should exchange an appropriate greeting with students at the end of the lesson.
 - o Teachers should ensure that students are wearing their full uniform appropriately before dismissing them.
 - o Students are not permitted to leave the classroom until instructed by their teacher.
- o Teachers must never leave a class unattended. Continual supervision of students is a legal requirement.
- o Classrooms that are kept neat, tidy and clean are more conducive to learning. Rooms and equipment should be looked after and any graffiti or damage should be seen to immediately.
- o Students are not to eat or drink in the classroom unless a room has been designated due to wet weather procedures.
- o Teachers may arrange the room in any way appropriate to their lesson but should be mindful of the fact that others may teach in that room at some other stage of the day.
- o Failure to observe classroom protocols leads to unnecessary tension amongst staff. Teachers do not appreciate the disruption or inconvenience of having to clean up or arrange desks before starting a lesson.
- o Students are not to operate equipment, air conditioners / fans, move desks, chairs, curtains or partitions.
- o Classrooms are to be locked at the end of each lesson.
- o At the conclusion of the last lesson in that room for the day the teacher is responsible for locking the door and windows, ensuring all rubbish is picked up, chairs are stacked on desks and lights are turned off.
- o Before dismissal students' uniforms should be neat and tidy. Under no circumstances are classes to be dismissed before the final bell.

Merit and Caution Systems

St John Bosco College operates a dual merit and caution system. The merit system is intended to recognise effort, contribution and achievement in various aspects of College life. The caution system is intended to keep students on task whilst enabling them to accept responsibility for their own actions.

A full description of the Merit System and the Caution System can be found in Section 6.03 (pages 15 – 17) of the Staff Handbook. Teachers should apprise themselves of the full details of the Merit and Caution Systems.

Teachers are encouraged to use the merit and caution systems as a strategy for motivating students.

Merit System

The Merit System affirms students who strive to achieve personal excellence in many areas of College life and within the wider community. Merits are intended to recognise effort and may be given for academic achievement, high standards of behaviour and uniform, sporting achievements, service to others, honesty, participation, etc.

Students who collect set numbers of merit cards are eligible for the Year Co-ordinator's Award and, ultimately, the Principal's Award. The relevant criteria are defined out in Section 6.03 (page 16).

Caution System

The Caution System is intended to keep students on task whilst enabling them to accept ultimate responsibility for their own actions. A "*caution*" is a small consequence for a small, but non-trivial, inappropriate behaviour. Students may receive a caution for a number of reasons including inappropriate or unacceptable behaviour, infringements of school rules, or failing to meet expectations.

The caution system is designed as a consequence for small breach of discipline and should not be seen as replacement for appropriate in the case of more serious breaches of discipline.

Students may be issued with a caution in their diary for disrespectful or inappropriate behaviour, uniform infringements, lateness, failure to complete homework, failure to bring equipment or books to class, not having diary signed, etc.

Cautions are recorded in a student's diary. When the student has six cautions he or she is placed on an after school detention. The caution tally returns to zero after the completion of the detention and at the end of each term.

Teachers should apprise themselves of the full details of the Caution System which can be found in Section 6.03 (page 17) of the Staff Handbook.

Detention

Formal "After School Detention is conducted on Tuesday afternoons from 3:15pm - 4:15pm. It is used as a consequence of more serious matters. The following guidelines regarding detention apply:

- o Each staff will be allocated supervise of after school detention once or twice over the course of the year;
- o When it is deemed necessary and with the approval of the Assistant Principal, students may be placed on detention on days other than Tuesday;
- o The teacher requesting these detentions may be required to assist with supervision;

- o To place a student on an after school detention:
 - o The teacher speaks with the relevant Year Level Co-ordinator;
 - o Together with the Assistant Principal a decision is made as to whether or not the detention is appropriate and warranted;
 - o The Detention Form is completed – this is the usual way of notifying parents that their son or daughter is required for detention – **the parents must always be notified;**
 - o The student returns the detention form before the start of the detention period.

Other Sanctions

Where appropriate other sanctions may be employed. These include:

- o discussions / interview with student/parent;
- o “caution” or note in the College diary;
- o loss of privileges;
- o lunch time detention (second half);
- o placement on a conduct card;
- o suspension (internal or external) – this may only be approved by the Assistant Principal or the Principal;
- o conditional enrolment status – the Principal may place a student’s continuing enrolment at the College on a “conditional status”, in which case certain conditions and review requirements will need to be met.;
- o expulsion – this occurs only in the most serious situations and may only be approved by the Principal.

Bullying

All students have the right to be educated within a safe, secure and welcoming College community. The College has a “hands off” policy, which is to be strictly enforced by all teachers. No one is permitted to touch another student’s person or property on the way to or from school, in the playground or in class. All games played at recess or lunch must be non-contact in nature. Any form of harassment whether it is physical, verbal or psychological will not be tolerated and will be dealt with accordingly.

Refer to College Anti – Bullying Policy in Section 10.02 of the Staff Handbook.

Banned Items

The following items are not permitted to be brought onto the College grounds or to College functions or events:

- o scooters, skates, rollerblades, skateboards;
- o items to sell to other students;
- o chewing gum;
- o cigarettes and tobacco, and tobacco related items;
- o alcohol;
- o permanent marker pens and liquid paper;
- o the use of mobile phones – students who do have a mobile phone at school must not use them during school hours. Mobile phones that are used will be confiscated. The College accepts no responsibility for the safe keeping of students’ phones;
- o dangerous or illegal items including knives, weapons and illegal substances such as drugs.

Please note:

- o **Students who bring illegal substances or implements to the College/College events immediately place themselves outside the school community.**
- o **the College reserves the right to search the bag, locker or personal effects of any student suspected to be in possession of illegal, dangerous or banned substances/implements.**