

# POLICY

## BEHAVIOUR MANAGEMENT



### PURPOSE

Scotch College has certain preferred practices for each child and young person enrolled at Scotch College. These relate to:

- behaviour at School, while involved in School activities, travelling to and from School, and while in School uniform;
- attendance;
- completion of work;
- uniform; and,
- general tidiness.

These preferred practices should be understood as occurring within a shared understanding of your rights and responsibilities as a child or young person enrolled at the School, and those of the teachers of the School, which derive from the values of Scotch College and include respect for the dignity of the individual. The preferred practices of the School set the expectations for teachers' management of behavioural issues on a day-to-day basis.

The School's Behaviour Management Policy sets the expectations and defines the procedures which govern breaches of discipline and school rules and other circumstances in which sanctions may be imposed by the School in relation to inappropriate behaviour and conduct.

This policy should be read in conjunction with the *Student Rights and Responsibilities* document and the following policies, copies of which can be found in the Student Record Book and accessed via the School's website:

- the Bullying and Harassment policy;
- the ICT Resources – Student Use policy; and,
- the Drugs policy.

### BEHAVIOUR EXPECTATIONS

The *Student Rights and Responsibilities* document, (a copy of which is located in the Student Record Book), describes the School's behaviour expectations and the values to which you should aspire. In so doing, the *Student Rights and Responsibilities* document establishes a code of behaviour for all children and young people enrolled at the School.

To ensure your safety, and that of staff and members of the broader School community, to create security of personal and School property and to uphold the values of the School, it is necessary from time to time to apply sanctions as a consequence of your behaviour. Such sanctions seek to initiate a change in behaviour, and, when appropriate, are applied subsequent to attempts to achieve improved conduct by providing targeted behavioural or educational support.

The School supports both a restorative and a corrective approach to discipline matters and deals with them in such a way that the rights of all individuals involved are protected. Where it is necessary for a sanction to be imposed, it will be done in such a way as not to be biased, or seen to be biased. In addition, the circumstances surrounding the breach of expectations will be considered, as will the interests of the individual and the School community. The nature of the sanction will be developmentally appropriate, and take into account your educational needs, and your residential and social circumstances.

### SANCTIONS

The following is a graded series of sanctions which may be imposed on you as a consequence of unsatisfactory behaviour or conduct occurring whilst attending school, travelling to or from school or engaging in any school activity away from the School (including travelling to or from that activity), whilst in school uniform or within the vicinity of the School premises. These sanctions take precedence over other School commitments. The sanctions, except for those marked with an asterisk which apply only in the Senior School, apply in both the Junior School and Senior School.

Before a sanction is imposed (other than suspension or withdrawal from the School Roll), you must have had a reasonable opportunity to be heard, any information or documentation you provide must have been considered in making the decision, and other forms of action to address the behaviour must have been considered. The procedures for suspension or withdrawal from the School Roll are set out later below.

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- **Academic task** – Class teachers may require you to make good work which is not done, incomplete, inadequate or untidily presented. Such work is to be done at a reasonable time and place, and presented to the class teacher at a time and place determined by the teacher.
- **Behavioural task** – Staff may impose specific tasks for poor behaviour. These tasks are to be done before or after School or at lunchtime
- **Demerit\*** – Demerit marks are imposed for minor instances of misbehaviour. A total of four demerits in a term may result in a detention being issued by your Head of House or Form Teacher.
- **Detention** – Imposed for minor indiscipline or breaches of rules. A detention may be either half an hour or one hour in length.
- **Saturday Detention\*** – Imposed for a serious breach of School discipline or rules. Saturday detentions are given by the relevant Head of House or Head of School. The Head of House or Head of School will inform your parents that a Saturday detention has been issued. Saturday detentions commence at 9am, and are up to three hours in duration, and take precedence over any other school commitment.
- **Suspension** – You may be suspended from attendance at the School for serious breaches of School discipline or rules, or of an individual behaviour management plan previously agreed by you, or while the Principal reviews your continuing enrolment at the School. Suspension is viewed by the School as a final warning. You and your parent/s (or guardians), must meet with the Principal before returning from suspension and being readmitted to class,
- **Withdrawal from the School Roll** – For serious breaches of School discipline or rules, or for habitual or repeated breaches, and in the interest of the School, your name may be removed from the School Roll such that further attendance at the School is barred.

The School does not make use of corporal punishment.

The sanction imposed is not publicised; it remains a matter between the School, you and your family. However, in some circumstances, the Principal may inform the Chairman of Council.

### DETENTION

A member of the teaching staff may detain you during School recess or lunch breaks or after School for not longer than 30 minutes after school unless the School has taken all reasonable steps to ensure that an arrangement is in place for you to get home, or the School is otherwise satisfied that you are able to arrive home without the assistance of a person responsible for you.

A period of detention may be set for any School day other than the day on which the breach of School discipline or rules took place.

The date on which a detention is issued, its duration and the reasons for the detention will be recorded by the teaching staff member on the School's Student Information System.

### SUSPENSION

The Principal, or persons authorised by the Principal, may suspend you from attendance at the School if, in the opinion of the Principal or the authorised person, you have committed a serious breach of School discipline or rules, or of an individual behaviour management plan previously agreed by you, or while your continuing enrolment at the School is reviewed by the Principal.

A suspension can be issued for up to a maximum of five days. During a period of suspension the School may make arrangements for you to obtain education instruction, and to submit assignments or complete assessment tasks in isolation under staff supervision. The support services of the School will be made available whilst suspended.

Before the Principal invokes a suspension, the Principal or authorised person will inform you and your parent/s (or guardians) of the reasons for, and the duration of, the proposed suspension and any conditions attached to the suspension. However, a suspension may be imposed immediately if in the opinion of the Principal it is necessary to protect the safety of other persons, or because of the serious nature of the allegations against you. In such a case, notice of the suspension will be provided to the parent/s (or guardians) at the earliest opportunity.

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The parent/s (or guardians) will be given a reasonable opportunity to discuss with the Principal or authorised person why the suspension should not proceed or, in the case of an immediate suspension, why the suspension should not have been issued or why it should not continue. If the School then decides to proceed with the suspension, or to continue with it, the parent/s (or guardians) will be informed in writing of the reason for the suspension, its duration, the date on which a return to school can occur, and any conditions attached to the suspension.

A return to School after a suspension can occur only after you and your parent/s (or guardians) have met with the Principal or an authorised person.

A period of suspension, the date on which it commenced and ended, and the reasons for the suspension will be recorded in your School file and in the Suspension Register located in the Principal's office.

### WITHDRAWAL FROM THE SCHOOL ROLL

Only the Principal has authority to remove enrolment from the School. Removal of enrolment may occur as a consequence of, but not limited to:

- a serious breach of school discipline or rules or of an individual behaviour management plan
- unsatisfactory attendance at school
- not participating in the educational program of the School in a way that is of benefit to your educational progress
- failure to comply with a requirement of any applicable code of conduct at the School.

If the Principal considers that enrolment at the School should be withdrawn, a suspension will be imposed immediately while your continuing enrolment is reviewed. During this time the Principal will advise the parent/s (or guardians) and you of the allegations against you, and of the Principal's view that enrolment should be withdrawn. The parent/s (or guardians) will be given a letter indicating the Principal's intention to remove your name from the School roll, and the date at which this will occur.

Before the Principal makes a final decision regarding your enrolment, the parent/s (or guardians) will then be given a reasonable opportunity to discuss with the Principal reasons, and to make written submissions and put forward matters, as to why your enrolment should not be withdrawn. The Principal will consider all matters and any submissions from the parent/s (or guardians), and will consult with other School staff members to assist him to decide whether or not to withdraw your name from the School roll. After considering all matters before him properly, fairly and without bias, including the impact your behaviour had on other affected parties, the Principal may:

- withdraw your name from the School Roll, thereby barring further attendance at the School;
- permit you to return to the School after the period of suspension, including on such terms and conditions as the Principal may require, and subject to the parents (or guardians) and you agreeing to those terms and conditions;
- decide not to proceed with the suspension and permit you to return to School.

### SERIOUS BREACHES

Matters involving serious breaches of School discipline or rules or of your individual behaviour management plan are dealt with by the relevant Head of School, or the Vice Principal (Senior School) or Deputy Head of Junior School, and reported to the Principal.

Examples of serious breaches include (but are not limited to):

- absence from School without an acceptable excuse
- drinking alcohol at School or when engaged in a School activity
- language deemed to be offensive
- gambling
- bullying and harassment of a student or member of staff \*
- the possession, use of, or dealing in any prohibited drugs
- the possession of a prohibited weapon, or knife (without reasonable cause)
- smoking when at School or when engaged in a School activity
- theft
- plagiarism

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- dishonesty
- vandalism
- inappropriate use of social media and electronic communications
- inappropriate physical interaction
- conduct that has adversely affected or threatened the safety of any person or which has caused or is likely to result in damage to property
- behaviour that habitually disrupts the educational instruction of others.

### RECORD KEEPING

The School will maintain a Suspension Register and an Expulsions Register which will include the following information:

- your name;
- the name of your parent/s (or guardians); and
- the dates of the suspension and/or expulsion.

The Registers must be updated by the Principal or other authorised person as soon as practicable after a decision is made to invoke a suspension or to remove enrolment with the School. All documentation and evidence collated in relation to a suspension or expulsion will be securely stored by the School under the supervision of the Principal.

### COMMUNICATION

The School community will be informed of this policy by publishing it on the School website and in the Student Record Book.

### REVIEW

The operation and effectiveness of this policy will be reviewed every two years, but more frequently if circumstances require this.

*\* Incidences of Bullying and Harassment of a member of staff are dealt with by the Vice Principal or Deputy Head of Junior School and reported to the Principal.*