STUDENT ENGAGEMENT / DISCIPLINE POLICY

1 PURPOSE

The Student Engagement and Discipline Policy provides expectations in the areas of engagement and behaviour. Taylors College recognises that the basis for successful learning is self-esteem and self-responsibility. Everyone deserves to be treated with respect and dignity. This policy supports the rights and expectations of every member of our school community to engage in and promote a safe and inclusive environment. Taylors College seeks to advocate and facilitate such an environment, where students can learn and achieve their full potential.

2 SCOPE

This policy applies to local and overseas students undertaking any of the following courses:
- Year 10
- Year 11

3 DEFINITIONS

The student engagement and discipline policy is a document which provides
- opportunities and support for students to succeed,
- students with rights to enjoy and responsibilities to assume regarding their own behaviour,
- staff, parents, carers and students with a framework regarding the right of students to learn and the right of teachers to teach,
- procedures for the school’s management to deal with the student misbehaviour.

4 POLICY

Taylors College is a unique and vibrant learning community with the following expectations of students

<table>
<thead>
<tr>
<th>Commitment to</th>
<th>Responsibility through</th>
<th>Engagement by</th>
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<td>attendance</td>
<td>independence</td>
<td>active participation</td>
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<td>punctuality</td>
<td>motivation</td>
<td>class preparation</td>
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<td>respectful conduct</td>
<td>homework/revision/submission</td>
<td>communication</td>
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<td>consistent application</td>
<td>authentication requirements</td>
<td>contribution</td>
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<td>achieving goals</td>
<td>examination procedures</td>
<td>collaboration</td>
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<td>seeking support as required</td>
<td>appropriate use of technology</td>
<td>questioning</td>
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<td>co-curricula</td>
<td></td>
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<td>extra-curricula</td>
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School actions and consequences (for most matters, including bullying)

Student engagement, regular attendance and positive behaviours will be supported through relationship based on whole-school and classroom practices, including:
- establishing predictable, fair and democratic classrooms and school environments
- ensuring student participation in the development of classroom and whole school expectations
• providing personalised learning programs where appropriate for individual students
• consistently acknowledging all students
• empowering students by creating multiple opportunities for them to take responsibility and be involved in decision-making
• providing physical environments conducive to positive behaviours and effective engagement in learning

Inappropriate behaviours, including anti-social and disruptive behaviours, irregular attendance, will be responded to through a staged response, including:

• understanding the student’s background and needs
• ensuring a clear understanding of expectations
• providing consistent school and classroom environments
• scaffolding the student’s learning program

Taylors College does not permit the use of corporal punishment.

Broader support strategies will include:

• involving and supporting the parents/Care Givers/homestay
• mentoring and/or counselling
• convening student support group meetings
• where appropriate developing individualised learning plans
• providing access to other educational programs

This policy and procedure is communicated to students, staff and the school community in the following ways:

• On the school website
• At Orientation
• In classes
• Explained to students as the need arises – ie. When the need for discipline has arisen

5 PROCEDURE

Wherever possible, action will be taken to assist the student to achieve self-discipline and to assist with problems which may underlie the unacceptable behaviour. Where appropriate, action will be taken as a direct consequence of the misbehaviour; for example, persistent misbehaviour in a class may lead to withdrawal from the class. However, punishment may be required as a deterrent to the student and to other students, and to indicate to students that certain forms of behaviour are unacceptable at Taylors College.

Action to be taken following breaches of school rules may include:

• Discussion with student, advice to, or discussion with parents, reference to guidance personnel, etc. It is school policy to advise parents and Care Givers of all serious or persistent breaches of school rules.
• Student considering ways in which they can make amendments for hurt or injury that they may have been responsible for.
• Student researching/reading and reflecting on issues surrounding breach.
• Detention and the imposition of tasks which will benefit the school. Detentions may be given for up to half of any recess period and for up to one hour after school. Parents/Homestays/Care Givers and the student will be given notice of any after school detention at least one day in advance.
• Taking a student out of a school activity or situation; for example, withdrawal from class, or exclusion from excursions.
• Reparation - the student may be required to make good some damage, clear up a mess which has been made, etc. When it can be established that damage has been caused by one or more individual students, the Principal may bill the student for all or part of the full cost of the repairs, depending on whether the student’s actions were malicious, negligent or careless.
Suspension from school.

**Procedures Within the Classroom**

Teachers are strongly advised to give students a clear statement of their expectations concerning classroom behaviour, and to demand high standards of behaviour from students at all times. Action which may be taken by classroom teachers includes reprimands, warnings and isolation of students within the classroom, detentions organised by the teacher or extra work. Students may be sent out of the room for brief periods of time if the teacher can exercise appropriate supervision.

For more serious misconduct the student should be sent to the Principal. Teachers may refer students to their Head of Faculty where the misconduct is serious or repeated. Heads of Faculty and other relevant staff may be asked to give advice concerning appropriate classroom strategies.

**Referral to Senior Staff and Incident Report**

Students who are guilty of serious or repeated misconduct are normally reported to the Head of Faculty. Where a year Mentor Teachers or the Head of Faculty is unavailable, or in cases of very serious misconduct, the Principal may be involved in the first instance. Where a student is referred to senior staff, an incident report must be completed.

Sanctions available to Head of Faculty or Student Welfare & Support include:

- Discussion with student resulting in undertakings being made.
- Discussion with parents
- In some cases, referral to the school counsellor
- Behaviour Management Plan
- Exclusion from particular classes, or all classes for periods of time
- Detentions, including recall on student-free days.
- Suspension and expulsion, with the agreement of the Principal.

**Discipline procedures – suspension and expulsion**

A student may only be excluded from school in situations where all other measures have been implemented without success or where an immediate suspension is the only appropriate course of action in response to the student’s behaviour.

Consequences which may be used prior to suspension include:

- Withdrawal of privileges
- Withdrawal from class if a student’s behaviour significantly interferes with the rights of other students to learn or the capacity of a teacher to teach a class, that student may be temporarily isolated from regular classroom activities or, in more severe cases, required to leave the classroom for a specified period of time. Where appropriate, parents/carers should be informed of such withdrawals.
- Detention - teachers may require a student to finish school work that has not been completed in the regular classroom or to undertake additional or new work or duties at a reasonable time and place. No more than half the time allocated for any recess may be used for this work. Parents/carers are informed at least the day before the detention. Where family circumstances are such that the completion of after-school work would create undue hardship (for example, where students regularly supervise younger siblings in the absence of parents/carers), the school may choose to negotiate alternative disciplinary measures with parents/carers.

**Grounds for suspension**

A student may, by order of the Principal, be suspended for misbehavior if, whilst attending school or travelling directly to or from school or engaged in any school activity away from the school, including travel organised by the school, the student:

- Behaves in such a way as to constitute a danger to the health of any staff member, student or any other person assisting in the conduct of school activities; or
• Commits an act of significant violence or causes significant damage or destruction to property, or is knowingly involved in the theft of property; or
• Possesses, uses, or deliberately assists others to use illegal drugs or substances prohibited by the law
• Consistently behaves in a manner that interferes with the educational opportunities of any other student or students; or
• Behaves in a way which threatens the good order of the school’s program or facility; or
• Engages in unacceptable discriminatory behaviour (including harassment). This includes discriminatory behaviour towards another person based on sex, race (including colour, nationality and ethnic or national origin), marital status, the status or condition of being a parent, the status or condition of being childless, religious beliefs, political beliefs, or physical or mental disability or impairment.

The Principal may also suspend a student who is fifteen years of age, or older, if the student deliberately and consistently fails to take advantage of educational opportunities provided by the school.

**Expulsion/Cancellation of Enrolment**
The Principal can expel a student from the school if, whilst attending school or directly travelling to or from school or engaged in any school activity away from the school, including travel organised by the school:
• the student does anything mentioned under Grounds for Suspension AND
• the student’s behaviour is of such magnitude that having regard to the need of the student to receive an education compared to the welfare and safety of other students at the school and the need to maintain order and discipline within the school, a suspension is inadequate to deal with that behaviour.

**Complaints and appeals**
Taylors College will inform the student of its intention to suspend or cancel the student’s enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access the internal complaints and appeals process. If the student accesses the complaints and appeals process, the suspension or cancellation cannot take effect until the internal process is completed. Details of the process are described in the Complaints and Appeals policy.
FLOWCHART OF DISCIPLINE PATHWAY

CLASSROOM INCIDENT
- Rudeness
- Disruption
- Work not done

POSSIBLE ACTIONS
- Verbal request
- Move student within classroom
- Remove student from classroom
- Detention
- Discussion with student
- Referral to Student Services if issue revealed

Improved behaviour

No improvement in behaviour
Repeated misconduct

DISCIPLINE INCIDENT REPORT

REFER TO
- Head of Faculty
- Support Services Manager

POSSIBLE ACTIONS
- Discussion with student
- Referral to Student Services for Counselling
- Behaviour Management Plan
- Exclude student from class
- Detention
- Inform parents/caregiver – verbal

Improved behaviour

No improvement in behaviour
Serious misconduct incident

DISCIPLINE INCIDENT REPORT

REFER TO
- Support Services Manager
- Principal

POSSIBLE ACTIONS
- Discussion with student
- Referral to Student Services for Counselling
- Behaviour Management Plan
- Exclude student from class
- Inform parents/caregiver – verbal and/or written
- Suspension
- Reporting to Police
- Other

Expulsion/Cancel Student’s Enrolment

Improved behaviour

Version Control

Document: Student Engagement Discipline
Approved by: Principal  Date: 1 January 2014
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