

# SECONDARY BEHAVIOUR & DISCIPLINE PROCEDURE

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*Last amended: June 2017*

*Next review: June 2018*

## Rationale

This document explains the procedures that the Secondary Department will follow to maintain a safe and engaging learning environment. The procedures put in place are designed to restore the student back into community living through reconciliation, restitution, repairing and rebuilding relationships. They are not designed to be punitive. The process follows safe biblical principles and adheres to principles of procedural fairness.

## Details

### *1.1 Teacher's Responsibility*

Each teacher is responsible for demonstrating good teaching practice and student management in their classroom. They are responsible for proactively addressing any inappropriate behaviour and encouraging acceptable behaviour. Teachers are to maintain a classroom environment that optimises learning by providing a safe, consistent and secure environment for students. In situations where student behaviour causes concern, teachers have a range of strategies at their disposal, including:

- Communicating with parents/carers via student diary, communication slips or email
- Lunch detention (for being in the wrong bus lines, wrong uniform etc)
- Withholding privileges
- Organising homework detention sessions for any incomplete or unsatisfactory work
- Removal from class (for repeated breaches of discipline) and sent to Year Advisor

### *1.2 Year Advisor's Responsibility*

Year Advisors are responsible for the coordination of student pastoral care. Their role involves rewarding, growing and encouraging students and not simply dealing with discipline issues. When a student is referred for repeated and/or serious breaches of discipline, the Year Advisor should keep in mind the need to keep the parents/carers informed as appropriate. In these circumstances, Year Advisors have a range of strategies at their disposal, including:

- Interviewing the student
- Requesting a written statement from the student
- Consulting and reporting back to the referring teacher
- Ensuring that all documentation is filed in the student's personal file on SEQTA
- Organising a daily monitoring sheet for the student
- Communicating with parents/carers via phone call or interview
- Implementing Level 1 disciplinary process
- Encouraging students to restore any broken relationships

### *1.3 Coordinator's Responsibility*

Coordinators will work closely with teachers and Year Advisors, advising and directing so that low level issues are dealt with at the appropriate level. They can issue Level 2 consequences, which can involve in-school suspension, or removal of specific privileges.



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### 1.4 Head of Secondary's Responsibility

The Head of Secondary will be informed at the level 2 stage if there is no noticeable improvement in a student's behaviour. The Head of Secondary will, in consultation with the Principal, discuss Levels 3 or 4.

### 2. Inappropriate behaviour

2.1 Inappropriate behaviour is defined as being any breach of the Code of Conduct, Code of Respect and/or ICT Policy (Student).

2.2 Any inappropriate behaviour to and from school on buses should be referred directly to the Head of Secondary.

### 3. The Disciplinary Levels System

*The disciplinary levels system is a structure to help students take responsibility for, and make significant changes in their behaviour.*

3.1 Students are placed on the disciplinary levels system after consultation with Year Advisors, Coordinators and the Head of Secondary.

3.2 The Principal is notified and informed of levels of discipline by Head of Secondary. However, the Principal is only directly involved at Levels 3 and 4.

3.3 Students must understand that the level system does not require them to be placed on a lower level before he/she is placed on a higher level. The degree of inappropriate behaviour is determined by the staff and students are placed on the corresponding levels.

#### 3.4 Lunch detentions

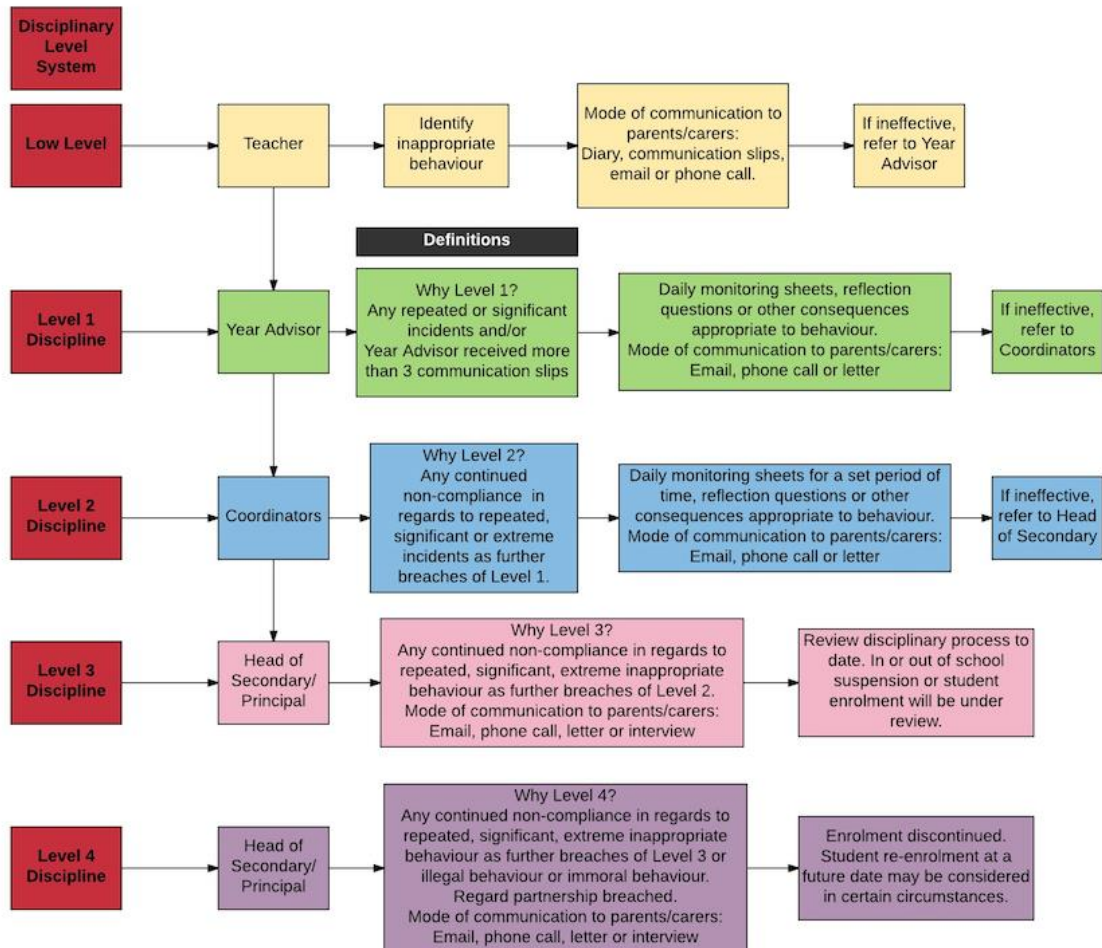
These detentions are held on Tuesdays and Thursday each week and supervised by a Coordinator from 12.25 pm until 12.50 pm. Students on lunch detentions are those who have breached one or more of the following behaviours:

- Wearing the wrong uniform or wearing uniform incorrectly
- Inappropriate behaviour in bus lines
- Diary not signed or not having their diary
- Misusing mobile phones

Any staff member who witnessed any students who are not adhering to the above behaviours are to place them on lunch detention in SEQTA. Parents/carers are to be notified through student diaries.

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## 3.5 Summary of Secondary Teacher Responsibilities & Level Systems



### 4. Process of Procedural fairness

The essential elements of procedural fairness should be:

- i) The right to be heard: This includes the right to know of any allegation and the way in which issues will be determined. It also provides the right of the student to respond or explain their version of any allegation.
- ii) Impartiality: Any bias or perceived bias should be removed from the process. This may involve other staff in the process and in some cases, parents/carers.
- iii) Justice: The consequence of inappropriate behaviour should be reasonable, consistent and appropriate.

### 5. Related Documents

- Student Behaviour & Discipline Policy
- Code of Conduct
- Code of Respect
- ICT Policy (Student)