



## DISCIPLINE POLICY

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### Rationale

Galstaun College expects that all of our students will learn to exercise self-discipline and comply with the College's standards as outlined in the College diary and as communicated to the parents of our College Community.

The college believes that the use of positive discipline is the most appropriate and effective method in developing respect and responsibility within our students. However, the college also understands that a balanced approach is required which not only recognises and encourages student achievement, but also has set procedures for dealing with unacceptable behaviour. This balanced approach allows the college to create an environment which not only allows the students of this college to excel socially and academically, but also create conditions which allow teachers to concentrate on and enjoy their teaching.

The support of all relevant stakeholders is required in improving welfare and discipline within this college. This aim of this policy is to improve communication for all relevant stakeholders as well as gain support in the efforts of the college in shaping the future of its students.

It should be noted that corporal punishment is not and must not be administered nor should parents be encouraged to administer it to their children on our behalf.

We expect every parent to support and encourage their child to comply at all times.

### Purpose

The College affirms its duty of care for all of our students. We are committed to the creation of a safe and caring environment in which each student is valued and all students are encouraged to learn and grow to maturity. This growth to maturity involves developing meaningful relationships, abiding by the rules of the College Community, exercising self-discipline as well as serving and respecting others.

The role of staff is to facilitate this growth by engaging all students in the learning process, by providing a safe and supportive environment and establishing boundaries within which healthy interpersonal relationships can be developed, by teaching students a variety of responsible behaviours and modelling what we advocate in the way we live.

The College acknowledges that there will be occasions when a student does not meet the expectations of required student behaviour. Students who are guilty of such transgressions will be counselled and disciplined in a compassionate, fair, firm and consistent manner.

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## **BEHAVIOUR MANAGEMENT STRATEGIES**

Throughout the course of each term, Galstaun College students will participate in activities that promote the attributes of a Galstaun College student – to be independent, resourceful, respectful, open-minded and resilient. A whole College approach has been adopted that focuses on skills being explicitly taught and built upon in each year level to ensure continued development.

It is extremely important for the students to work towards positive goals both socially and academically. The College award system is used in the **High School** to reward students who consistently demonstrate pride, effort and excellence towards their College and themselves. The reward system used by the College includes:

1. Merit Awards – issued by the class teacher
2. Principal Awards – this equals 10 Merit awards and is presented on assembly
3. Student Award Scheme – Bronze Badge (50 merits), Silver Badge (100 merits), Gold Badge (150 merits & College Bar/Ring (200 merits)
4. Academic Awards – these are awarded on Speech Night
5. College Awards for Service – these are the “Special” awards presented on Speech Night

Staff may use a number of strategies regularly in their classrooms to reinforce positive behaviour or manage inappropriate behaviour and these are at the discretion of the staff member.

In addition, House points will also be awarded during each week to individual students with the aim of promoting a positive team environment for all students. A tally will be maintained to determine a winning House at the end of each week and then year.

In the event that a student makes a poor choice in behaviour, the College responds with a consequence based on natural justice in the first instance. When relationships have been affected, these will be addressed through restorative practices and discussion. Parents will be notified of significant events via the Student Diary, by email or by phone as desired by College staff.

### **More Serious Behaviour Issues**

If the behaviours are serious, such as theft, swearing at individuals, fighting, vandalism or aggression, class teachers will investigate and then refer the situation and student/s to the Deputy Principal immediately. The 5 level flow chart outlines how we deal with differing situations across the College.

### **Important Information**

If at any stage as a parent you feel that you require additional information about a particular incident, please feel free to contact the staff member concerned for a more detailed account of the incident. Once this has been clarified and if you still have any concerns about the procedure followed please consult the Head of Primary for Primary School matters and the Head of High School for Secondary School matters.

## **Behaviour in Public**

We rely heavily on the good sense and appropriate conduct of our students and their parents. Bad behaviour is likely to be reported to the College. We will act, and have done so, when we have information at hand. With reference to appearance and behaviour, the reputation of the College largely depends on how the students are seen to act outside the College grounds and rests on the shoulders of the individual students and their parents. We can oversee public appearance en masse, but rely on parents and students for any other occasion.

## **Behaviour on Public Transport**

Students should show every courtesy to fellow travelers, i.e. greeting the driver politely, standing/offering a seat to adults, stowing College bags away from aisles, thanking the driver etc. Students are not to move about the bus or train and should only converse with the students near them. They should not shout, call out loudly or engage in long conversations with the bus driver. In the train, students should move down the aisle, leave the doorway free and be careful their bags do not knock passengers. Students should always stand for adults and allow people to alight before they enter the train or bus.

## **Consequences: Primary & Secondary**

(please refer to the 5 Levels in our Behaviour Level System for more detail)

## **Detentions**

Recess and lunchtime detentions are issued by teachers as part of a “parcel” of interventions to manage student behaviour. Please see the Behaviour Level System for Students.

Any student who fails to attend a scheduled detention may incur another detention as well as the one already issued. Repeated failure to attend will result in a Saturday Morning detention.

## **Frequent Detentions Issued to a student**

The number of detentions issued to students is monitored by Class teachers and Senior Staff. Once a student has received 3 detentions in any one week, parents will be contacted and requested to attend an interview with their son/daughter and the Deputy Principal.

## **Saturday Morning Detentions**

Saturday Morning detentions are issued for more serious offences after consultation with the Principal. These will run at the College from 9.00am to 12.00pm and will be supervised by the Principal. Failure to attend a Saturday Morning detention will lead to a more severe consequence.

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## **BULLYING POLICY**

The college implements a whole school approach in handling student welfare and bullying to make sure that every student is safe and happy at school. The anti-

bullying policy aims to protect students from bullying and foster a school culture where bullying is unacceptable.

## **Bullying**

This college has an anti-bullying policy in place to deal with bullying promptly and effectively by involving counseling, parental involvement, mediation, warnings and disciplinary action. Bullying includes any sort of infringement involving physical, verbal, social, psychological and property abuse.

### Physical

- Fighting
- Physical contact such as pushing, shoving or tripping with the intent to harm the other person.
- Throwing an object at another student

### Verbal

- Teasing or name calling
- Derogatory terms directed towards another person or their family

### Social

- Deliberately ignoring, excluding, ostracising, alienating other students
- making inappropriate gestures

### Psychological

- spreading rumours about others
- Malicious SMS and email messages, intimidation using the Internet or social media and inappropriate use of camera phones.

### Property

- Taking, hiding or damaging another students property

## **Procedures for reporting bullying**

Please use the following guidelines for reporting bullying of students within this college.

### Procedures for students when reporting bullying

A student is to report an incident of bullying to their pastoral teacher, teacher on playground duty, the relevant Head of School, Principal the school counsellor.

Once a concern has been raised,

Students can also choose the option of Peer Mediation which provides students with an alternative method of mediation. Students can request mediation through a staff member or senior student with the senior student being agreed to by the college.

The incident is not reported on the welfare system and remains confidential. However, the relevant Head of School reserves the right to get involved in the mediation process.

#### Procedures for Teachers when reporting bullying

Teachers who suspect or witness any form of bullying are to immediately report the incident to the discipline coordinator. The Discipline coordinator will communicate with the school counsellor and Principal before enforcing the Anti-Bullying Policy.

#### Procedures for Parents when reporting bullying

If a parent suspects that their child is a victim of bullying then they need to contact the school counsellor or Principal as soon as possible. Once the matter has been investigated, parents will be notified regarding appropriate action. Parents of the victim and the perpetrator will be kept informed throughout the process.

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### **REWARD SYSTEM**

The college uses positive discipline through the use of a number of award systems to reward students who consistently demonstrate pride, effort and excellence in their college and themselves.

The use of positive discipline aims to:

- Encourage students to cooperate through understanding
- Motivate students to act responsibly
- Help students to take initiative
- Develop positive discipline through mutual respect

The reward systems used by the college include:

1. Merit awards
2. Principal Awards
3. Student Award Scheme
4. Academic Awards
5. College Awards for service

#### Merit Awards

The Merit Award recognizes excellence and effort in a wide range of schooling activities including academic, sport and school service. The accumulation of ten merit awards will earn the student an Achievement Award. Merit awards are located at the front of the diary and can be awarded by any staff member. It is the role of the pastoral care teacher to inform the discipline coordinator when a student has reached ten merit awards.

#### Principal Award

The accumulation of ten merit cards will earn the student an Achievement Award. The Achievement Award recognises and encourages excellence and consistency in

a wide range of school activities. The Achievement award plays an important role in the Student Award scheme with students having to receive five achievement awards to qualify for the College Award Scheme. The Achievement Award will be presented by the principal during school assembly.

### Student Award Scheme

Students can participate in the Student Award Scheme which awards students for excelling in a variety of key areas throughout their schooling years. The award scheme allows students to be rewarded for consistent excellence and involvement in their studies and college life.

The aim of the *Student Award Scheme* is to encourage and recognise participation and excellence in a wide range of school activities.

There are four categories of award. These categories include

- Bronze badge
- Silver badge
- Gold badge
- College ring

The award can only be obtained at the end of each year at the College awards ceremony. A student must receive a bronze, before receiving silver and a silver badge before receiving gold. Following gold, a student will be awarded a College ring with the school crest.

A student can be awarded a badge by completing a number of set criteria for achievement. Students must successfully complete five of the following categories

## **BEHAVIOUR LEVEL SYSTEM**

The College's Discipline Policy and Procedures provides the over-arching guide to the management of student behaviour. Underlying the College's approach to student behaviour is that of **positive reinforcement** for **positive behaviour**.

The following level system is a guide for how negative behaviours will be dealt with at Galstaun College. This list does not include all possible infringements but acts as a basis for teachers, the executive staff members and senior management to apply consequences when students do not adhere to behaviour expectations.

**All infringements at LEVEL 2 or above will be noted on the Student's File.**

The aim is to re-direct students to the positive behaviour expectations of the College and to ensure that repeated poor behaviour does not occur.

### **LEVEL 1: Recess or Lunchtime detention/clean-up in classroom or in Playground**

- Unsatisfactory classwork/homework
- Disruptive behaviour in class/talking/touching etc.
- Failure to have diary signed

- Using mobile/electronic device (items will be confiscated until end of day)
- Incorrect uniform and breaches in grooming
- Not bringing correct material to class
- Lateness to class, frequent and/or unexplained
- Chewing gum/eating in classrooms
- Failure to complete work
- Classwork not presented to an acceptable standard
- Throwing projectiles/food in the College grounds
- Littering
- Failure to attend assembly
- Poor sportsmanship

**Classroom / Supervising Teachers may issue recess/lunch time detentions/clean ups.**

Students may be placed on a student engagement card (behaviour/academic progress monitoring card) at this level if need be.

**LEVEL 2: *After-school detention + Letter sent home + Parent telephoned***

- Failure to report to a teacher
- Repeated (3 times) failure to have diary signed, disruptive behaviour, homework not completed
- Fractional truancy
- Bad language/swearing
- Defacing furniture or school property (payment for damage may apply)
- Disrespect to a teacher/back-answering/smart comment
- Inappropriate use of electronic devices (item confiscated for 1 week)
- Bullying, derogatory remarks about others/putting others down
- Absent from a compulsory College event without a valid reason
- Persistent lateness to class
- Persistent incidents of minor behaviour
- Repeated Level 1 offences

**These are issued by Executive Staff and the Principal.** Failure to attend an after-school detention will result in a **Saturday Morning detention from 9 – 12pm.**

Students may be placed on a student engagement card (behaviour/academic progress monitoring card) at this level if need be.

**LEVEL 3: *In-school suspension + Parents telephoned + Letter sent home***

- Verbal abuse to a teacher
- Vandalism and Graffiti; deliberate and serious destruction of school property (payment for damage will apply)
- Truancy
- Combinations of the above, e.g. truancy + telling lies
- Belligerence/fighting/physical violence
- Serious breaches of behaviour

- Persistent bullying/provoking other students
- Leaving the College grounds without permission
- Disruptive behavior on public transport or in public
- Major insolence or rudeness to staff
- Anti-social behaviour
- Persistent failure to meet behavior expectations of the College
- Persistent failure to complete set tasks in the classroom or with homework
- Abuse of the College computer system and the internet
- Cheating and plagiarism
- Repeated Level 2 offences

**The suspension may be for 1 or 2 days as determined by the Principal.**

A meeting with the parent/s will take place and a Progress Report will follow this suspension to monitor ongoing conduct.

As part of the re-entry process to the College, students will be placed on a student engagement card (behaviour/academic progress monitoring card) with each teacher signing off and commenting after every lesson and the parents signing it each evening. This must be shown to the Principal every morning prior to roll call. An unsatisfactory monitoring card will be seen as a failure to comply with the College learning requirements and a further parental interview will take place with a Level 4 suspension.

**LEVEL 4:    1- 5 day At-home suspension + Parents telephoned + Letter sent home**

- Repeated bullying and belligerence
- Fighting or aggressive behavior towards a student or staff member
- Smoking at College/College activities
- Stealing
- Repeated truancy
- Graffiti and vandalism
- Behavior that brings discredit to the College
- Accessing inappropriate material on the College internet
- Arriving at school unable to function due to the effects of drugs and/or alcohol, parents will be contacted with the request that they remove their child from the premises.

**These are issued by the Principal.** A meeting with the parent/s will take place and a Progress Report will follow this suspension to monitor ongoing conduct.

**LEVEL 5:    Expulsion. Parents will be contacted immediately by the Principal and asked to collect their child**

- Selling drugs/alcohol/stolen goods
- Use/possession of illegal substances
- Use / Carrying of a weapon

*In these instances the matter may also be reported to the Police.*

***It is at the Principal's discretion to amend levels of punishment as deemed appropriate.***

***It is important to realise that principles of procedural fairness will apply and that students will have the opportunity to appeal any decisions. Parental involvement will be required in such incidences, with the appropriate Executive Staff, or Principal.***

## **PROCEDURAL FAIRNESS**

Procedural Fairness plays an important role in the college discipline policy as it ensure that fair procedures have been followed in the making of decisions. This means that students and parents have certain rights such as the process of a 'hearing rule', 'the right to an unbiased decision as well as the right to appeal.

Students have the basic right to the process of a 'hearing rule' as well as the 'right to an unbiased decision'.

### **Hearing Rule**

The 'hearing rule' includes the right of the person against whom an allegation has been made to:

- know the allegations related to a specific matter and any other information which will be taken into account in considering the matter;
- know the process by which the matter will be considered;
- provide a process to respond to the allegations
- know how to seek a review of the decision made in response to the allegations

### **Unbiased decision**

The 'right to an unbiased decision' include the right to:

- impartiality in an investigation and decision making
- an absence of bias by a decision-maker."
- "The review mechanism adds to the fairness of the process."

### **Appeals**

Students and parent(s) or carer(s) may appeal a discipline decision if they consider that correct procedures have not been followed, or that an unfair decision has been reached.

The student (and parent/s) would be advised that if they wish this preliminary decision to be reviewed they may make application for a review to the discipline coordinator and submit any information they want to be considered during the review process. Parents can also arrange a meeting with the discipline coordinator in order to review a decision. Appeals should be made in writing, stating the grounds on which the appeal is being made.

The Principal will then either confirm the preliminary decision as final or amend the preliminary decision based on the additional information provided. Students and parents will be notified in writing of the decision/review.

## **UNIFORM**

The school uniform provides an identity for our school within the local community as well as developing a sense of belonging. The school uniform plays an important role in students representing pride in themselves and for their college and community.

The school uniform is monitored on a daily basis as soon as students arrive at school. It is the responsibility of the student to ensure that they are wearing the correct uniform but also wearing it properly.

Students who are wearing the incorrect uniform will have a note in their diary informing the student that he or she will be sitting a lunchtime detention. The note will outline the student name, year group and date of the detention. For example, a uniform infringement in the morning would mean a lunch detention that day, while a uniform infringement after lunch would mean the student would sit a detention the next day. Students can also receive a warning if they are not wearing their uniform correctly with a detention being issued for repeated infringements.

Any item of clothing which is not part of the school uniform will be confiscated immediately.

The college requests the support of parents in administering the college uniform and grooming policy. This can be achieved through constant communication with the college as well as making sure that students are correctly dressed and groomed when leaving for school in the morning.

## **GROOMING**

There are a number of grooming issues regarding boys and girls that the college will monitor and enforce. The various issues for both boys and girls have been outlined below.

### **Boys Grooming**

Grooming rules for boys include:

#### No Facial Hair

Students are to have NO facial hair. Students will be asked to immediately remove any facial hair. This includes any moustache or attempted beard. Students who refuse to shave may be given a detention or isolated until they comply with the college grooming code.

#### No Inappropriate Haircuts or Styles

Hair is to be neatly groomed and all extremes of style are to be avoided. All male haircuts are to be:

- above the collar (no mullets)
- needs to be blended in (e.g. no undercuts or mo-hawks)
- Needs to be a minimum length of no. 2 length

- Students are to have no lines shaved into their eyebrows

Any student which attends school with an inappropriate haircut will be immediately taken to the local hairdresser to get the haircut fixed.

### Jewellery

- A minimum of jewellery can be worn such as a cross and watch.
- No earrings/nose rings are allowed for the boys.
- No body piercings or tattoos

### Shirts & Ties

- Shirts need to be tucked in at all times, not necessarily including recess and lunch.
- Ties need to be up at all times. This also includes the doing up of the top button

### **Consequences**

Students who do not comply with the grooming and uniform code of the college can receive a detention or be isolated or sent home for serious breaches. Isolation from school activities may last until the student addresses the grooming issues. Parents are asked to ensure that their children come to school with the appropriate hair style and grooming. Parents will be informed if their child is involved in repeated offences. Parental support in this matter would be much appreciated.