



Doctrina Vitae

**Bacchus Marsh
Grammar**

POLICY

GOV.028 Student Discipline Policy

Approved: 27/10/2016



1 Statement of Context and Purpose

Bacchus Marsh Grammar is committed to providing a calm, safe and positive environment for students and staff; that maximises learning outcomes.

The school's ultimate aim is for all members of the community to regulate their behaviour in such a way that these outcomes are achieved through self-discipline rather than through externally imposed sanctions.

The school's Discipline Policy is predicated on the belief that in no circumstances is the use of corporal punishment with the school either appropriate or effective. As such the school explicitly states that it will under no circumstances allow the use of corporal punishment within the school.

2 Application

The Policy applies to all students and staff who currently attend Bacchus Marsh Grammar. A willingness to adhere to the School Discipline Policy is a requirement to be considered for enrolment at the school and for continued enrolment as a student at the school.

3 Reference Points/Background Papers

- Discrimination and Harassment Policy.
- Bullying and Harassment Policy
- Enrolment Policy
- Bacchus Marsh Grammar Rules and Regulations

4 Policy Principles

A number of basic principles form the foundation of the Discipline Policy and Procedures

- 4.1.1 Students should at all times follow the direction/instruction of members of staff. No students should engage in activities that are unsafe or potentially unsafe.
- 4.1.2 All students are expected to work to the best of their ability.
- 4.1.3 Students are expected to be polite and courteous to teachers, other students and members of the community at all times.
- 4.1.4 No students should interfere with the happiness or the ability of other students to carry out their work.
- 4.1.5 The school reserves the right to cancel a student's enrolment at the school if the Principal forms the opinion that a student is not adhering to the basic principles of the discipline policy or the rules and regulations that flow from them. Acceptance of this right is a condition of enrolment.
- 4.1.6 A commitment in administering the Policy to the concept of Due Process.
- 4.1.7 The Principal or Deputy Principals will publish/announce from time to time rules/regulations or directions in relation to these Principles. These form Attachment A of this document and are published regularly in the School and other School publications. These may be changed from time to time to enable the good

management of the School. It is a condition of enrolment that there is an acceptance of the School's right to appropriately alter rules / regulations.

5 Policy

5.1.1 5.1.1 If students in the opinion of staff do not comply with rules/regulations/directions then a series of sanctions may apply.

5.1.2 Students who are considered to have not complied with rules/regulations/directions will have a chance to discuss issues and may be directed towards appropriate resources such as counselling as well or instead of having sanctions applied. Students have access to a student counsellor and pastoral care teachers in this regard. The Principal may decide to offer other approaches to discipline in-lieu of sanctions. This may include positive reinforcement or restorative service.

5.2 Sanctions

5.2.1 Sanctions will usually (but not always) be applied in a hierarchy of severity The sanctions that are used by the school in order of their severity are:

- Warning
- Short unrecorded sanctions e.g. Picking-up paper, time out, moving seats in a classroom.
- Removal of privileges or access to activities
- After school detentions (3:30pm -4:30pm weeknights)
- Saturday detentions (9:30am-12:30pm Saturday morning on nominated Saturdays)
- Internal Suspension
- External Suspension
- Removal

5.2.2 Corporal punishment is explicitly excluded as a sanction.

5.2.3 In the case of internal and external suspension a meeting of parents/guardians with the Principal or is/her delegate will be a requirement of any return to class.

5.3 Serious Issues

5.3.1 The issues that the school considers to be serious are listed (but not necessarily limited to) in the school diary. They include:

- Deliberate and/or premeditated harassment- sexual, racial or other - of another person
- The possession of any item that may be used as a knife or weapon
- Drinking or possession of alcohol at a school function
- Smoking when at school or in uniform, or when engaged in any school related activity
- The possession at school or during a school activity, of tobacco, alcohol or a substitute that may be regarded as a medicine or drug (legal or illegal) in a way not covered by the School's procedures for the handling of medication
- Bullying (refer to policy below)
- The use of any prohibited drugs or any dealings in drugs
- Assault
- Damage to school property
- Breaking and entering
- The use of violence or the threat of violence
- Forging a person's signature
- Rudeness or physical aggression towards students or staff
- Any behaviour, which in the view of the Principal is potentially harmful to the reputation or management of the school.

5.4 Procedure for Removal from School

If a student has been involved in a serious issue that may involve the removal from school, the following procedure will apply:

- 5.4.1 An initial interview of the student and others involved in the matter will take place.
- 5.4.2 If the Principal or a Deputy Principal forms the initial view that the issue is:
- Potentially serious enough to result in a student being removed from the school
 - Is one of a series of events in which a student has failed to comply with rules/regulations or instructions

They will be suspended indefinitely.

- 5.4.3 Initial contact will be made with Parents/Guardians by telephone that a student has been indefinitely suspended.
- 5.4.4 As soon as practicable, one or both of the Parents/Guardian will receive a letter explaining that their student has been suspended and may be in a position where they are asked to leave the school.
- 5.4.5 Further investigation of the matter(s) will be conducted.
- 5.4.6 A meeting will be conducted with the Principal, other appropriate staff, the student and his Parents/Guardians in which:
- Questions and queries about the issue will be discussed and clarified.
 - The student will have the right to put any points they wish to make in relation to the incident.
 - After the meeting the Principal will make a final decision and inform parents of his/her decision on the matter in writing.
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5.5 Procedure for Other Sanctions

- 5.5.1 The Principal has final responsibility in all matters relating to the day-to-day running of the school, including student's behaviour and discipline. The Principal may delegate that responsibility to other members of staff, particularly the Deputy Heads of School.
- 5.5.2 In matters of student discipline the Principal's decision is final. School Council plays no direct role in issues of student management other than setting broad policy positions. It does not involve itself in specific discipline issues.
- 5.5.3 Parents/Guardians will be notified of issues relating to discipline or sanctions. This will be either by:
- Phone call
 - Diary entry
 - Formal Letter
- 5.5.4 Notification to parents of detention or suspension will occur before the sanction takes place.
- 5.5.5 Parents will also be notified in writing of all sanctions. Written notification may or may not be finalised before a sanction is completed or commenced.
- 5.5.6 Parents/Guardians have the right to make an appointment to discuss issues of sanctions at any stage. With the exception of the most serious issues this will usually be with a Head of Year, class teacher or Deputy Principal.
- 5.5.7 Similarly, members of staff will from time to time request appointments with parents/guardians. It is expected that Parents/Guardians will attend such appointments.

5.6 Conditions of Enrolment relating to Discipline

- 5.6.1 It is a condition of enrolment that the Principal or delegate may need to interview or discuss a matter of concern with a student.
- 5.6.2 The school will not have its ability to properly investigate a potential matter limited by either a student or a parent (on a child's behalf) refusing to cooperate in the investigation of matters relating to behaviour and

discipline. If such a situation arises, the student in question will be unable to attend class or school until such time as the matter or matters can be appropriately resolved.

- 5.6.3 A position at the school is at the prerogative of the Principal (refer to the Business Notice), and is based on a full acceptance of the sanctions and procedures of the school. Further, to acknowledge and agree that the failure of a student or a parent | guardian to accept a decision of the Principal or staff in a matter of conduct or discipline may result in enrolment cancellation.

6 Rules and Regulations

6.1 General

School Rules and Regulations apply to all students at Bacchus Marsh Grammar:

- 6.1.1 At all times the students is on school property;
- 6.1.2 Whenever a student is participating in a school activity within or outside school grounds;
- 6.1.3 While travelling to and from school
- 6.1.4 While wearing the school uniform

6.2 Behaviour

At all times students should:

- 6.2.1 Promote the safety of all people and property.
- 6.2.2 Behave in a manner, which reflects credit on themselves, their parents and the Grammar.
- 6.2.3 Not interfere with or damage school property or the property of any other student or member of staff.
- 6.2.4 Comply with the directions of the Principal and staff.
- 6.2.5 Promote a safe and harmonious working environment.
- 6.2.6 Be punctual.
- 6.2.7 Keep voices and conversation in public to a tone and to topics which are acceptable to others including those who are not members of the school.
- 6.2.8 Keep school grounds and rooms as well as the public areas free from litter.
- 6.2.9 Not bring chewing gum to school nor use it at school.
- 6.2.10 Not enter any area which has been designated out of bounds (e.g. building sites).
- 6.2.11 Move in classrooms and around the school safely and consider the well-being of other people and property.
- 6.2.12 Exhibit appropriate restraint in behaviour in such a way that the amenity and safety of other students is not interfered with.
- 6.2.13 Any other rules and regulations promulgated from time to time by the School Principal for the good management of the School.

6.3 Academic Discipline

- 6.3.1 Students must attend all classes and be punctual in attendance. A late notice must be collected from the Main Administration Office if a student is late to school.
- 6.3.2 Students must be properly equipped for lessons including sport and P.E.
- 6.3.3 All homework and assignments must be recorded in Diaries and work must be completed by the prescribed time. (Refer to Assessment Policy).
- 6.3.4 Diaries must be carried and kept available so that regular entries can be made by students, staff or parents.
- 6.3.5 Students must be diligent in developing good study habits and techniques.
- 6.3.6 Students must not in any way interfere with the learning of others or the conduct of classes.
- 6.3.7 Any other rules and regulations promulgated from time to time by the Principal for the sound academic management of the School.

7 Privacy and Confidentiality

- 7.1.1 Privacy legislation informs the Discipline Policy. The investigation of any matters relating to the Policy should be cognisant of the basic requirements of the Schools policy in this area and legislation.
- 7.1.2 It should also be noted that making public individual matters of discipline or disciplining action are not one of the consequences the School will use in relation to this policy; nor will the School discuss disciplinary actions taken against students with other students, parents or members of the community.

8 Communication of Policy Including Key Responsibilities

- 8.1.1 Bacchus Marsh Grammar will ensure that:
- all staff are aware of this policy and associated procedures on an annual basis
 - details of the policy will be published annually in the School diary and any changes made known through the School newsletter or letters to parents.
 - A current copy of the policy and regulations will be available through the parent portal and the School website.

9 Consequences of a Breach of this Policy

- 9.1.1 Bacchus Marsh Grammar emphasises the need to comply with the requirements of this policy. Any employee found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of employment.
- 9.1.2 Employees should refer to the Performance Management, Misconduct and Disciplinary Action Policy.
- 9.1.3 Failure of students to abide by the policy may see their position at the School terminated.

10 Implications for practice

10.1 At Board/Principal Level

To properly implement this policy, Bacchus Marsh Grammar, the Board and/or the Principal must ensure:

- 10.1.1 that this policy is endorsed on an annual basis;



- 10.1.2 that copies of this policy are made available to employees and prospective employees, for example on the Bacchus Marsh Grammar intranet, in physical form in the staff room and on employee bulletin notice boards;
- 10.1.3 that this policy is incorporated into the Board's / Principal's record of current policies;
- 10.1.4 that this policy is incorporated into Bacchus Marsh Grammar's induction program, to ensure that all employees are aware of the policy, have read and understood the policy, and acknowledge their commitment to comply with the policy;
- 10.1.5 that periodic training and refresher sessions are administered to all employees in relation to this policy.

10.2 At Other Levels

- 10.2.1 To properly implement this policy, all Bacchus Marsh Grammar's employees must ensure that they will abide by this policy and assist Bacchus Marsh Grammar in the implementation of this policy.

11 Adoption

- 11.1.1 This Policy has been adopted by a resolution of the School Council.
- 11.1.2 This Policy will be reviewed at least once every two years.

12 Authorisation

Council Document No.	GOV. 028	
Council Document Name	Student Discipline Policy	
Approval Authority	Chairperson BMG School Council	
Administrator	Secretary to BMG Council	
Approval Date	27 October 2016	
Effective Date <small>[Current version if different from amended date]</small>	27 October 2016	
Amendment History		
Date of Next Review	27 October 2018	To be reviewed at least once every two years