



Doctrina Vitae

Bacchus Marsh
Grammar

School Board Policy

Governance

GOV-028 Student Discipline Policy

Approved by the School Board 31 October 2019





Student Discipline Policy

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1 Statement of Context and Purpose

- 1.1.1 Bacchus Marsh Grammar is committed to providing a calm, safe and positive environment for students and staff; that maximises learning outcomes.
- 1.1.2 The purpose of this policy is to ensure that all students are made aware of the Schools approach to discipline and the consequences of breaching school regulations, policies and procedures.
- 1.1.3 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.
- 1.1.4 The School's Student Discipline Policy is predicated on the belief that in no circumstances is the use of corporal punishment within 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

- 2.1.1 The Policy applies to all students who are or will be enrolled at Bacchus Marsh Grammar. A willingness to adhere to all applicable school regulations, policies and procedures is a requirement to be considered for enrolment at the School and for continued enrolment as a student at the School.
- 2.1.2 As a guide, students and parents/guardians should refer to the Related Documents in Section 3.

3 Related Documents

- Alcohol
- Assault (Student against Student) Policy
- Conditions of Enrolment
- Cyber Safety Policy
- Enrolment Policy
- School Bus Travel Code of Conduct
- School Rules and Regulations Policy
- School Uniform and Dress Code Policy
- Social Media – Student Usage Policy
- Student Acceptable Online Usage Policy
- Student Bullying and Harassment Policy
- Student Resolution and Grievance Policy

4 Policy Principles

A number of basic principles form the foundation of the Student Discipline Policy and related 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 Students are expected to work to the best of their ability.
- 4.1.3 Students are expected to be polite and courteous to teachers, **staff**, 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 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.
- 4.1.6 The Principal or delegate may need to investigate, interview and or discuss a matter of concern with a student and or their parent/guardian in accordance with the procedures outlined in this policy and acceptance of this process is a condition of enrolment.
- 4.1.7 The school reserves the right to terminate a student's enrolment at the School if the Principal forms the opinion that a student is not adhering to the School's rules, regulations, policies and or procedures including but not limited to the School's Enrolment Policy and Conditions of Enrolment, the School

Rules and Regulations and or the Student Discipline Policy. Acceptance of this right is a condition of enrolment.

- 4.1.8 The School makes a commitment to administer this policy in accordance with the concept of Due Process.
- 4.1.9 Bacchus Marsh Grammar will endeavour to apply the principles of natural justice and procedural fairness to the resolution of any issue or complaint raised for both complainants and respondents. Resolution processes are fair and impartial and ensure the matter is addressed in a prompt, consistent, transparent and equitable manner.
- 4.1.10 The Principal or Deputy Principals may publish/announce amendments or changes to this policy 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, policies and or procedures at any time and without notice. Generally, amendments or changes to this policy will be published accordingly (e.g. school website, student diary).

5 Policy

- 5.1.1 If the Principal forms the opinion that a student has not complied with one or more School rules, regulations, policies and or procedures, then a series of sanctions may apply in accordance with this policy.
- 5.1.2 Students who are considered to be non-compliant with this policy will be given an opportunity to discuss issues and may be directed towards appropriate resources such as counselling as well as or instead of having sanctions applied. Students have access to a Student Wellbeing Officer and pastoral care teachers in this regard.
- 5.1.3 The Principal, at his/her discretion may decide to offer other approaches to discipline in-lieu of sanctions. This may include positive reinforcement or restorative service.
- 5.1.4 Failure of a student or student's parent(s)/guardian(s) to abide by a decision of the Principal or staff in a matter of conduct or discipline made in accordance with this policy, may result in termination of enrolment.
- 5.1.5 If a student has a grievance with respect to the process and or sanctions applied, they have the opportunity to raise their grievance in accordance with the Student Grievance Resolution and Investigation Policy.

6 Sanctions and Serious Issues

6.1 Sanctions

- 6.1.1 Sanctions will usually (but not always) be applied in a hierarchy of severity.
- 6.1.2 The sanctions that may be used by the School (in order of severity) are as follows:
- Warning
 - Short 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)
 - Removal from School i.e.:
 - Internal Suspension
 - External Suspension
 - Termination of enrolment
- 6.1.3 Corporal punishment is explicitly excluded as a sanction.
- 6.1.4 Sanctions may be either informal (unrecorded) or formal (recorded), based on the discretion of staff imposing the sanction.



- 6.1.5 The severity of the sanction(s) applied may be determined based on an assessment of the behavior of the student in question, if the issue is **serious in nature**, as well as consideration of one or more sanctions previously applied to the student.

6.2 Serious Issues

- 6.2.1 A non-exhaustive list of the issues that the School considers to be **serious in nature**, is listed in the school diary.
- 6.2.2 Such issues include (but are not limited to) the following:
- Deliberate and/or premeditated harassment- sexual, racial **and** 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
 - 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
 - Theft
 - Filming, taking photographs or recording members of the school community without express permission from the School or other parties.
 - Uploading or circulating photos or videos of Bacchus Marsh Grammar students without permission.
 - Any behaviour, which in the view of the Principal is potentially harmful to the reputation or management of the School.
- 6.2.3 Any behaviour deemed to relate to a serious issue(s) may be considered as grounds for removal from the School, including terminating a student's enrolment.

6.3 Procedure for Removal from School

- 6.3.1 If a student has been involved in a serious issue that may involve removal from school (**i.e. a** suspension or termination of enrolment), the following procedure should take place:
- 6.3.1.1 An initial interview of the student and others involved in the matter should take place.
- 6.3.1.2 If the Principal or a Senior Deputy Principal forms the initial view that the issue is:
- a. Potentially serious enough to result in a student being removed from the School,
 - b. Is one of a series of events in which a student has failed to comply with rules/regulations or instructions
- The student may be suspended for a period of time and/or indefinitely.
- 6.3.2 Initial contact should be made with parents/guardians in a timely manner to inform of the decision that their child has been suspended and/or that their child's enrolment may be terminated.
- 6.3.3 As soon as practicable, one or both of the parents/guardians should receive a letter explaining that their child has been suspended and may be in a position where their child's enrolment may be terminated.
- 6.3.4 Further investigation of the matter(s) will be conducted.
- 6.3.5 A meeting should be conducted with the Principal, other appropriate staff, the student and their parents/guardians in which:



- a. Questions and queries about the issue should be discussed and clarified.
- b. The student should have the right to put any points they wish to make in relation to the incident.
- c. After the meeting the Principal will make a final decision and inform parents/guardians of his/her decision on the matter in writing.

- 6.3.6 In the case of internal or external suspension a meeting of parents/guardians with the Principal or his/her delegate may be a requirement prior to any return to class.
- 6.3.7 It is a condition of enrolment that the Principal or delegate may need to interview or discuss a matter of concern with a student.

6.4 Procedure for Other Sanctions

- 6.4.1 Parents/guardians should be notified of serious issues relating to discipline or sanctions. This may be either by:
- Phone call
 - Diary entry
 - Formal Letter
- 6.4.2 Notification to parents/guardians of detention or suspension should occur in a timely manner.
- 6.4.3 Parents/guardians should also be notified in writing of all sanctions that are not trivial in nature. Written notification may or may not be finalised before a sanction is completed or commenced.
- 6.4.4 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 Level, Class Teacher, Head of School or Senior Deputy Principal.
- 6.4.5 Similarly, members of staff will from time to time request appointments with parents/guardians. It is expected that parents/guardians will attend such appointments.

7 Privacy and Confidentiality

- 7.1.1 Privacy legislation informs the Student Discipline Policy. The investigation of any matters relating to the policy should be cognisant of the basic requirements of the School's 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/guardians or members of the School community unless it is required/permitted to do so as part of further action taken (e.g. legal proceedings).

8 Communication of Policy Including Key Responsibilities

- 8.1.1 Bacchus Marsh Grammar will ensure that:
- 8.1.1.1 all students, teachers and staff are aware of this policy and associated procedures on an annual basis
 - 8.1.1.2 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/guardians.
 - 8.1.1.3 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.
- 9.1.2 Any student found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of enrolment.

- 9.1.3 Failure of students to abide by this policy, including failure to abide by sanctions imposed or procedures outlined under this policy, will constitute a breach of this policy and the conditions of enrolment.
- 9.1.4 Failure of a student and or their parent/guardian/carer to cooperate with an investigation, or agree to and or attend an interview, will constitute a breach of this policy and the conditions of enrolment.
- 9.1.5 The School will not have its ability to properly investigate a potential matter limited by either a student or a parent/ guardian/carer (on a child's behalf) refusing to cooperate with a sanction imposed or 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.

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 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 Senior Deputy Principals.
- 10.1.2 In matters of student discipline the Principal's decision is final. The School Board plays no direct role in issues of student management other than setting broad policy positions. It does not involve itself in specific discipline issues.
- 10.1.3 That this policy is endorsed on an annual basis;
- 10.1.4 That copies of this policy are made available to students, parents/guardians and staff, on the Bacchus Marsh Grammar website;
- 10.1.5 that this policy is incorporated into the Board's / Principal's record of current policies;

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 Board.
- 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	Chair of the School Board	
Board Approval	Moira Berry Chair of the School Board Bacchus Marsh Grammar	
Administrator	Company Secretary	Greg Gough
Approval Date	31 October 2019	
Date of Next Review	31 October 2020	To be reviewed annually

13 History

Date	Amendment
22 October 2019	<ol style="list-style-type: none">1. Revised to reflect the change to Company Limited by Guarantee2. Review completed and updates to terminology3. New format