

The Riverina Anglican College	Policy No. 9	
Safe and Supportive Environment Discipline to comply with 2012 RANGS Manual 3.7	Effective: November 2009 Revised September 2014	Page 1 of 7

The Riverina Anglican College has policies relating to discipline of students attending the school that are based on principles of procedural fairness.

The Riverina Anglican College expressly prohibits corporal punishment. The school does not sanction the administering of corporal punishment by non-school persons including parents to enforce discipline at the school.

The Act requires that policies related to the discipline of students be based on procedural fairness to all parties concerned. It is the responsibility of the school to determine incidents that may require disciplinary action and the nature of any penalties that may apply. The process that leads to the imposition of such penalties, particularly but not exclusively in relation to suspension, and expulsion, must be procedurally fair.

Suspension is a temporary removal of a student from all of the classes that a student would normally attend at a school for a set period of time.

Expulsion is the permanent removal of a student from one particular school.

Procedural fairness is a basic right of all when dealing with authorities. Procedural fairness refers to what are sometimes described as the ‘hearing rule’ and the ‘right to an unbiased decision’.

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
- respond to the allegations
- know how to seek a review of the decision made in response to the allegations.

The ‘right to an unbiased decision’ includes the right to:

- impartiality in an investigation and decision-making
- an absence of bias by a decision-maker.

It should be stressed that good teachers always seek to reinforce by commendation a student’s good work or behaviour. We should always be trying to improve the self-image and attitude of every student. The College also has programmes such as Rock and Water, Pal Up Program and Resilience Days to support and educate students. The college also works with the School Liason police to educate staff and students about anti bullying strategies. This is a most important part of the pastoral duty of every member of The Riverina Anglican College staff.

It will help if one’s class control is fair, firm and friendly (though not familiar) — strictly in that order.

Where a student demonstrates an inappropriate behaviour a formalised and carefully graded system of consequences, including punishments, is provided for use where encouragement does not have the desired effect, and the procedures to be used at The Riverina Anglican College are outlined below.

ON NO ACCOUNT IS ANY OTHER KIND OF PUNISHMENT TO BE GIVEN, INCLUDING SHAKING OR POKING A STUDENT OR STRIKING HIM OR HER WITH HAND OR RULER.

1. Rebuke and caution the student though not in a demeaning fashion.
2. Set the student additional work — appropriate in terms of the time it will take to complete. The work set should be of a useful nature (avoid “lines”) and should be recorded in your teacher file. It is essential to follow up to ensure the work is completed.
3. Detain the student during part of lunch or recess. This can be a useful form of punishment in that the teacher is present with the student or group, providing the chance for further interaction and perhaps the development of better understanding.
4. Reporting of student behaviour to the Head of Department for academic indiscretions, or Year Co-ordinator for welfare issues. If needed follow up with referral to Deputy Principal and / or Principal.
5. Where a student, after persistent warnings, fails to listen to directives or to fulfil the requirements to ensure a productive class environment the student should be taken to the Year Co-ordinator or Deputy Principal.
6. Whole class group detentions are not desirable as they inevitably lead to the punishment of innocent as well as guilty students. This is naturally often resented by both students and parents as unfair and is not in keeping with the tone of the School’s Mission Statement. If a staff member believes a whole class detention is necessary it should be held for no more than half an hour during lunch hour and must be supervised by the teacher concerned.

Ideally in any school environment there should be consistency in the expected standards of behaviour governing relationships between staff and students. Clearly it is impossible, and indeed may be deemed to be inadvisable, to be too prescriptive in such matters as there is an infinite variety of circumstances which present themselves for attention within a school setting.

Nevertheless, the following guidelines are included.

Promoting Positive Relationships

The Riverina Anglican College is committed to the promotion of a healthy, safe and respectful environment. The Code of Conduct encourages positive relationships within the school community. The school recognizes that bullying and harassment may occur, and that such behaviour needs to be addressed for the well-being of all concerned.

The school identifies bullying as acts of aggression, causing pain, discomfort or embarrassment to another.

It includes but is not limited to:

- Repeated name calling, teasing or put-downs
- Purposely leaving someone out of activities
- Damaging, removing or hiding belongings
- Demands for money or possessions
- Physical violence or threats
- E bullying, when a student is threatened, intimidated or embarrassed by the posting of electronic material in any form.

The College has two methods of reporting incidents of bullying. The College Library hosts the anti-bullying post box for handwritten concerns.

Alternatively students can email concerns to the email address:

Bullied?@trac.nsw.edu.au

What the school will:

- Ensure complaints are followed through, dealt with appropriately and followed up at a later date
- Support both parties to resolve the issues through counselling and mediation
- Keep records of incidents of bullying

The Police Liaison Officer is also contacted to assist with specific incidences of bullying. The Police Liaison Officer is also invited to speak to student groups to educate them about bullying and its consequences.

Welfare Policy - Procedure

The College strives to make effective provision for the personal guidance of each student. We recognise the responsibility with which we have been entrusted. Effective pastoral care cannot hope to fulfill its aims without continual co-operation and communication between school and home. Every member of staff is aware that they have a pastoral role both in acting as a role model but also in everyday guidance and support. The College will endeavour to communicate directly with parents if a pastoral issue emerges with their child. Parents are encouraged to communicate directly with the Principal should changed circumstances at home be seen as potentially influencing a student's behaviour or attitude. In this manner teachers and parents share the common goals of producing bright, lively and balanced children keen to function co-operatively in both family and school life.

The College's Welfare System encourages students to attain larger goals by gradually achieving smaller ones. The level system places a student at a level from one to ten. Students on levels four to one need to reflect and evaluate their behaviour in order to progress to a higher level. Students on level ten would be regarded as displaying outstanding effort and high participation in academic, citizenship, sporting endeavours and creative arts. All students will start on level five.

Level	Qualification	Conditions
10	5 Awards from ONE discipline only OR 10 Uniform Awards	Students may not use awards from the same discipline used to progress to Level 9. This includes Uniform Awards. Students may, if they wish, substitute two Creative and Performing Arts Awards in place of another discipline.
9	5 Awards from one discipline only OR 10 Uniform Awards	Students may not use awards from the same discipline used to progress to Level 8. This includes Uniform Awards.
8	5 Awards from one discipline only OR 10 Uniform Awards	
7	5 Awards from any discipline	2 Uniform Awards can be submitted in place of an Academic, Sporting or Service Award
6	5 Awards from any discipline	2 Uniform Awards can be submitted in place of an Academic, Sporting or Service Award

For students to progress in the level system, they must have five awards. Once a student has received five awards they must take their certificates to their year co-ordinator along with an application sheet. (Application sheets are available at the College office).

Level eight to ten Awards will be presented by the Principal at the College assembly each week.

Level six to seven will be presented at Year Assemblies.

Upward movement in the merit system often occurs for outstanding effort in:

- Academic achievement
- Sporting achievement
- Service to the school community
- Creative Arts Achievement

A variety of incentive awards within the Welfare System are offered each term.

Level 9 & 10 Community Service

Since 2005 students on Level 9 and 10 of the College Welfare System have been required to complete some community service in order to maintain this current level on the Welfare System. Students must accumulate at least twelve hours of unpaid community service over the course of the year to maintain their level. Students are required to have a community service form signed by an authorized person from the relevant agency/group following their community service. This form is available from Year Co-ordinators.

If a student does not complete this community service aspect of the Welfare System they will not retain their level category.

The aim of this initiative is to challenge our students and continue to support the College's Mission Statement which aims at "producing responsible and contributing members of society".

Downward movement in the merit system often occurs for the following reasons:

- Expressions of concern from teachers regarding the students work attitude or behaviour towards others.
- Serious irresponsible conduct.
- Receiving a number of conduct cards

Any movement in the Welfare System will result in parental notification. Where a student is situated at any time is confidential. However, student's levels will be recorded for the benefit of teachers and will appear on students' pastoral report at the end of each semester. Students should view this system not as a system of punishment but a system of rewards. Students, through their own actions, can actively improve contribution to the school community and reap the rewards at each step.

A part of the College's Welfare System is the discipline system. Discipline within the classroom is essentially a matter for the teacher, providing all action is within the College's Safe and Supportive Environment Policies. What follows is an outline of discipline measures which are applied when the student fails to respond to correction. The College's discipline system is based on the student understanding there are clear consequences for anti-social behaviour.

As stated previously the basis of the College's discipline system is in the classroom with the responsibility being that of the individual teacher. If a student's behaviour is not acceptable in the classroom there are a range of measures the teacher can employ:

1. Isolate the student in the classroom.
2. A note written in the student's diary outlining the concern, which is to be signed by the parent/guardian and returned to the College.
3. Lunchtime detention.

If a student fails to respond to these techniques, the classroom teacher will record the incident on a "yellow card" and refer the problem to the respective studies co-ordinator. The Head of Department, the classroom teacher, and the respective Year Co-ordinator along with the student will work together establishing strategies that will aim at correcting the misbehaviour. The "yellow card" remains the property of the Year Co-ordinator who places it in the student's welfare file.

If this behaviour is serious or recurring it may result in the student moving down a level on the Welfare System. Other consequences may be parental contact, an afternoon detention or referral to the Deputy Principal-Welfare for further action.

If a student's behaviour is considered dangerous or too serious for the classroom teacher to deal with immediately, the teacher can remove the student and send them to the respective Year Co-ordinator or the Deputy Principal-Welfare. At the conclusion of the lesson the classroom teacher will complete a "yellow card" and work with the appropriate studies co-ordinator and Year Co-ordinator, along with the student establishing strategies that will aim at correcting the misbehaviour.

Consequences of this misbehaviour maybe:

1. Moving down a level on the Welfare System.
2. Parental contact.

3. Detention.
4. The student carrying a conduct card (Green Card).
5. Referral to the College Counsellor for the development of strategies.

If a student is placed on Level 3 or below they cannot participate in any College extra curricula activity.

If these behaviours continue further action will be taken under the guidance of the Principal and the Executive which may include:

- i) Internal suspension from class.
- ii) External suspension from the College.
- iii) Voluntary withdrawal or expulsion from the College.

Students have the right of appeal. This is to be done in writing within 24 hours of the punishment being delivered. The appeal will be heard by a panel of 3 senior staff, not previously involved in the incident, under the guidance of the College Principal.

The College's Safe and Supportive Environments Student Welfare Policy supports the College's Mission Statement which aims at "producing responsible and contributing members of society".

Specific Standards

1. Students in possession of illegal drugs at school will be deemed as users or suppliers and will be expelled from the College.
2. The possession of real or replica firearms, knives or razors is forbidden.
3. Students who injure, harm or threaten other members of the school (staff or students) or the wider community by wilful or aberrant behaviour can expect suspension and possible expulsion from the College. The student's place in the school will be reviewed by the Principal.
4. Students who, through their aberrant behaviour, have a negative impact on the teaching and learning of others at the College will have their place in the school reviewed. Failure to respond to written warnings will lead to suspension or expulsion, at the discretion of the Principal.
5. Students in possession of tobacco and alcohol will be deemed as users or suppliers and will have their future in the College reviewed by the Principal. Repeat offenders should expect expulsion from the College.
6. Students need reminding that theft, like vandalism, is a most anti-social act. It destroys trust and it creates an atmosphere of unease and uncertainty. No school community can tolerate either of these activities and the perpetrator can expect suspension and to have their place in the College reviewed. To minimise temptation students are asked not to leave valuables in unattended places. Respect for the personal property of others, including the school's is mandatory.
7. The College is most concerned with reports of unruly or inconsiderate behaviour by our students travelling by public transport. The College's image in the community is important to us and poor behaviour will bring the College's name into disrepute. Prompt action will be taken against misdemeanors in public.
8. Bullying whether threatened or actual, physical or psychological, conducted by a group or individual is unacceptable.
9. Chewing gum is not permitted.

10. Students are expected to abide by the guidelines in the Uniform section of the College's Student Diary at all times.
11. Students must not leave the school grounds between 9.00am to 3.20pm without permission. See also Policy 10 Attendance and Policy 18 Students Driving to School.

Electronic Bullying

The College rules regarding bullying and intimidating behaviour are directly applicable to either the transfer or posting of information on internet sites or by direct contact through texting or messaging. The most effective techniques to combat cyberbullying are the same ones to combat bullying of any kind. The College encourages any student who feels they are being cyber bullied to approach staff about the incident. Students must feel comfortable to report incidents rather than engage the bully. Bullying is not new, this is just a new vehicle.

There are a number of very good publications available to assist parents in meeting the challenges of internet safety. The Australian Government Net Alert site has produced 'A Parent's Guide to Internet Safety'. Copies are available from the front office.

To encourage the students to report incidents of cyber bullying the following rules are in place at TRAC.

- 1 A text message between students is treated in the same manner as an audible conversation on school grounds. If a student feels threatened or bullied by the message they should retain a copy and report it to the Year Coordinator or the Deputy Principal- Welfare or the Principal.
- 2 Students must not record by film, camera or phone other students images or conversation that may be used to bully or intimidate. This includes posting the material on any site including Facebook, Twitter, My Space, You Tube, Be Bo or the like. Offended students should bring the site to the attention of staff members listed above.
- 3 Students must not post any material or other downloaded words that threaten, bully or harass any other student of the College. Offended students should draw the site to the attention of staff members listed above.