



Kingsway Christian College

DISCIPLINE POLICY

Learning occurs best in a caring, cooperative and safe working environment. Policies and procedures that are fair, firm and friendly are needed to maintain reasonable order so that learning can occur in the classrooms and so that teachers can effectively direct the learning process.

1.0 Purpose

The Kingsway Christian College Discipline Policy has been established to maintain a Christian environment where teachers and parents work with students so that students can develop their God given potential.

2.0 Definition

The Biblical word discipline has two aspects: firstly, a notion of training, instruction and knowledge; secondly, a notion of reproof, correction and punishment. Both aspects are important. Our growth towards maturity is dependent on discipline becoming internalised where our actions flow from principles we value, rather than, guided by fear of a consequence or punishment.

The principles that govern the administration of discipline are a subset of our world view assumptions. A Biblical World View is based on absolutes: beliefs/instructions that are seen as direct instructions from God. These instructions or life principles come from a creator who knows best for His creation and who seeks to provide contentment and happiness for His people.

3.0 Beliefs

The following are a set of beliefs, or assumptions underpinning the Kingsway Christian College discipline policy and procedures.

3.1 A Fallen World

The Bible sees man in a fallen state with a propensity to do evil unless restrained (Romans Ch 1-6). Furthermore, there is a consistent theme throughout the Bible that puts punishments/consequences and incentives/rewards in the following framework (2 Chronicles: 7)

- If my people ...(verse 14 – instruction)
- Then(verse 14 – reward/incentive/positive outcome)
- But(verse 19 – consequence or judgement for disobedience).

3.2 Personal Growth is Fundamental

Individuals need to grow toward what God wants them to be in the context of the greater Christian and Societal communities. When they become a Christian they are seen as new creatures (2 Corinthians 5:17) who have the responsibility to grow-up in Christ (Colossians 1: 3-14; 2 Thessalonians 1:3-4; 1 Corinthians 3:1-3).

3.3 Good Can be Defined

Good is defined in a Biblical context. For example, the Ten Commandments (Exodus 20) provide principles from which rules and regulations can be derived. Furthermore, a

spiritually filled life can be contrasted with one ruled by evil desires (Ephesians 4: 17-32; 5: 1-21).

3.4 Individuals are Accountable

One day individuals will be called to give an account of their lives. People are all individually accountable for their actions. This is illustrated in Matthew 25 where the parable of the talents is followed by the analogy of the separation of the sheep from the goats.

3.5 Evil Needs a Response

God has a given time of grace. Jesus said "I have not come to judge, but to call sinners to repentance (Luke 5: 32)." Individuals have a time to choose between God's salvation plan or other alternatives. However when this time expires, people will be judged as is illustrated in the parable about the separation of the sheep and goats (Matthew 25: 33-46).

3.6 Repentance is Possible

People can change. God's Holy Spirit can transform from their lives so that people truly become new creatures (2 Corinthians 5:17).

4.0 School Discipline

The Biblical principles can be applied to defining good behaviour, working out appropriate rewards and consequences and encouraging personal responsibility.

4.1 Good has been Defined

Kingsway Christian College has clear College rules.

4.2 Rewards

A reward is something given or received in return for service, merit, hardship, etc. God rewards his people for faithfulness to His will. Rewards are a part of Kingsway Christian College life and can take various forms. For example, verbal encouragement should be given when appropriate and not just for the sake of giving it. Staff have a responsibility to encourage students to achieve the purposes of God.

4.3 Consequences

Consequences are penalties for a breach of a norm or rule. They need to be:

- Just/appropriate.
- Clear.
- Enforced systematically and with the avoidance of inappropriate anger.
- Graded in severity. Furthermore, the graded series of consequences needs to end with expulsion. In a Biblical context, God has given people a time of grace where they have the opportunity to accept His salvation plan. However, when this period of grace expires, individuals will be judged and sentenced according to their choice.

4.4 Encourage Personal Responsibility

The Kingsway Christian College discipline procedures encourage personal responsibility. Students who do not take responsibility for their actions are faced with a system that escalates the consequences for misbehaviour. The escalation process reaches a point where the student is faced with serious consequences for their misbehaviour and is encouraged to make decisions that may lead to positive behaviour changes. In the very serious cases, the escalation of consequences may lead to a crisis where the individual will have to take personal responsibility and make decisions for

change. In most cases, a student will not take any guidance/teaching seriously unless a crisis is reached. Furthermore, genuine change may only occur when the individual has a change of heart. If there is no possibility of gaining this change of heart, then expulsion (final judgement) becomes inevitable.

5.0 The Administration of Discipline

There are various domains of the administration of Kingsway Christian College discipline procedures. For the purpose of this document, three are considered: Firstly within the classroom; secondly, the playground; and thirdly, serious discipline breaches.

As a teacher enacts the discipline system, a distinction between normal and serious issues needs to be made. Serious incidents are those that include **swearing directly at a teacher; smoking; consuming alcohol whilst at school and/or giving it to others; illegal substances such drug use or possession; fighting; bullying; vandalism ; cyber-crime and seriously disrupting classroom processes**. They can occur at any time and need to be dealt with quite separately from a normal escalating discipline sequence. Such serious incidents need to be dealt with by the Deputy Principal and will result in a Time-Out, a 1, 3, 5 day suspension or an expulsion. If a 5 day suspension and panel is called, then the Principal must be involved in the decision-making process.

5.1 In the Classroom

There are two areas of classroom discipline to consider: firstly, how to avoid problems; and secondly, when all attempts to avoid them have failed; what should the teacher do?

5.1.1 Avoiding Discipline problems

Teachers need to work at averting classroom discipline problems. There is a professional wisdom that suggests that discipline problems can be averted by ensuring:

- Classroom work is appropriate to the needs of the students
- Instruction is interesting
- Instruction is not confusing
- Expectations of students are clear
- Classroom management techniques are good such as even-handedness and enforcement of lateness rules
- Punishments are meaningful and effective.

5.1.2 When all Else Fails

When a teacher's normal classroom management techniques are exhausted and a student continues to disrupt, a teacher needs to initiate procedures to remove the student from the classroom. A suggested procedure for dealing with any defiance is:

- Define the boundaries before they are enforced. (the rules)
- When defiantly challenged, respond with confident decisiveness.
- Distinguish between wilful defiance and childish irresponsibility. Wilful defiance needs to be responded to immediately with a consequence/punishment.
- Reassure and teach after the confrontation is over. i.e. the consequence/punishment has been delivered.

When a teacher responds to wilful defiance by enacting the agreed predetermined consequence, there is a need to avoid inappropriate anger. It is the consequence/punishment, and not the anger, that stimulates the change response in the child.

5.2 The Playground

The teacher can deal with most minor discipline issues immediately and with common sense. However, when considered appropriate, the teacher is to use the College's procedures to ensure that reasonable order is maintained in the yard.

5.3 Serious Discipline Breaches

When the discipline problem cannot be resolved within the classroom context, or in the playground, the Kingsway Christian College discipline procedures:

- Identify students at risk
- Enact consequences that are graded in severity
- Treat each child as an individual
- Provide the structure so that individuals can make decisions for change
- Have clear end points
- Are well documented and communicate to all involved
- Are compassionate and seek a change of heart and are forgiving
- Have the ultimate sanction of expulsion.

DISCIPLINE PROCEDURES OUT OF CLASS INCIDENTS

For out of classroom incidences, the teacher is to ensure that there is a staging of instructions so that it is clear that the student is being defiant. For example, if a teacher gives a student a lunch-time detention (supervised by the teacher concerned) and the student fails to turn up, the teacher is to warn the student that failure to turn up will result in the incident being logged on Student Access. If the student fails to comply again, they will be required to meet with the Head of Students who will investigate the issue. The consequence will depend upon what level the student is in the discipline system.

Note: More serious out of class incidences such as **swearing directly at a teacher; smoking; consuming alcohol and/or sharing it with others; illegal use and/or possession of substances such as drugs; fighting; bullying; vandalism; cyber-crime and seriously disrupting classroom processes** do not need a warning.

A teacher witnessing an out of class incident is to:

- Take or send the student to Student Services
- Get the student to write an account of what happened
- Write down names of any other witnesses
- The teacher or Head of Students will log the incident on to Student Access

The Head of Students will:

- Ensure that the incident is thoroughly investigated
- Ensure that the incident is logged on Student Access
- Advise the teacher of the outcome
- Notify parents by phone and with a formal letter at the one day suspension level and above
- Refer more difficult cases to the Deputy Principal (Students)

In some cases, it is the school's responsibility to intervene in out of school incidents. Where a student is wearing the College Uniform, then the Code of Conduct still applies, regardless of whether or not the student has left the College Grounds. If a student is travelling on either College hired buses, Public Transport or private vehicles, and their behaviour is less than exemplary then punitive action can be taken.

When the process of responding to an out of class incident is completed the Head of Students is to:

- Issue a standard contract to the student that informs the student of their breach of discipline and the subsequent consequences. The contract should be signed by the student, the Head of Students and the Deputy Principal (Students). The Principal should be informed of 5 day Suspensions and should be included in panel decisions concerning consequences.

Heads of Students will be rostered during Lunch and Recess breaks so that the Head of Students Centre is always attended to receive students.

DISCIPLINE PROCEDURES IN CLASS INCIDENTS

Teachers have responsibility to use their own methods to manage low level incidents of misbehaviour within the College. This may involve such things as eye contact, verbal direction, cleaning the room, litter duty or moving the position of the student in the class using seating plans.

When all attempts at managing a student in the classroom have failed, normal classroom discipline incidents are to be dealt with via an escalating process where there are 5 levels.

For serious disciplinary breaches (for example swearing at a teacher, direct disobedience to a reasonable teacher instruction, fighting, drug or alcohol taking, vandalism, cyber-crime such as hacking into the computer system or accessing pornographic material on the internet), the student is to be escorted to the Heads of Students Centre by the teacher or an administration person and held until a decision is made by either the Deputy Principal (Students) or Principal as to whether they are suspended or expelled.

For other discipline breaches, the teacher is to use the specified process outlined below:

For repetitive, deliberate defiance, the teacher is to stamp the Diary with an infringement notice and record the incident on Student Access. In the classroom setting this will entail the following, or the teacher's own graded warning system:

- Verbal warning with name written on the board.
- Tick against a student's name on board with a continued warning that continued defiance will result in the student receiving an infringement stamp in the diary. The teacher needs to explain to the student what behaviour the student is engaging in that will result in a stamp and entry on to Student Access. Students also need to understand that if they receive several of these notifications on Student Access, the Discipline System will be enacted resulting in a first level suspension.
- Heads of Students are required to monitor Student Access each day and follow up immediately any students who have several entries. The Discipline process must be enacted with the student receiving a suspension.
- For continued disobedience, the teacher is to send the student to the Head of Students Centre. If a student argues, then the teacher is to state: I have asked you reasonably to go to the Head of Students Centre! Are you going to go? Yes or No? If a student refuses, then the teacher is to send a runner to the Heads of Students Centre so that a suspension can be organised for the student.

If the Head of Students Centre is unattended, the Deputy Principal (Students) will deal with the issue immediately. The student will be isolated in the interview room until such time that the Head of Students can contact parents.

DISCIPLINE CAMPS, EXCURSIONS OR SPORT

- Students receiving an infringement that requires a one day suspension will not attend any camps or excursions for the duration of 1 semester from the time the suspension occurred. One game of extra curricular sport will be forfeited where applicable.
- Students receiving a three or five day suspension will not go on excursions or camps for the rest of the school year. Three or five games respectively of extra curricular sport will be forfeited, depending on the advice of the Deputy Principal (Students) and the severity of the offence.
- Heads of Students will monitor all suspensions providing a list for each year group so there is a quick reference for teachers taking students on excursions.
- A list can be downloaded from Student Access on a regular basis and made available to staff.

CONTRACT

- The contract is to include a line to warn of the inability to attend camps, excursions or extra-curricular sport:

For example:

Level 1: Warning/time-out

I understand that if I receive a one day suspension I will not be able to attend excursions for the duration of one semester (20 weeks) from the date of the offence. I will also forfeit one game of extra-curricular sport.

Level 2: One Day Suspension

I understand that if I receive a three day suspension I will not be able to attend excursions or camps for the rest of the year and forfeit three games of extra-curricular sport. I also understand that I currently will not be able to attend excursions or camps for one semester (20 weeks).

Level 3: Three Day Suspension

I understand that due to my behaviour at school, I will not be able to attend any excursions or camps. I will also forfeit at least five games of extra-curricular sport.

SUPPLEMENTARY NOTES ON DISCIPLINE

- As the consequences of an infringement and Student Access entry are profound, a teacher is not to use them for trivial events; rather they are to ensure that the issue is direct and deliberate defiance of authority and not childish irresponsibility.
- The teacher needs to always remain calm and issue the consequences without anger or yelling.
- Even if the infringement is not acted upon and is only issued as a warning, the incident **MUST** be logged onto Student Access.
- Out of class incidents should always be logged on to Student Access giving as much detail as possible. Include the date of the incident, time of the incident, students involved and the names of any witnesses.
- In serious cases, individual written reports **MUST** be collected from the students involved before they have time to collaborate their stories.

NOTE: STUDENT FILES:

- The student files are located in the Heads of Students Centre in a locked filing cabinet. All staff through Heads of Students can access them, when the appropriate log is signed. Files are NOT to be removed from the Heads of Students Centre.

NOTE: CONTRACTS:

- Contracts on students run for the duration of the school year.
- In and out of class incidents can escalate the discipline process.
- It is up to the discretion of the Deputy Principal (Students) or Principal to decide the consequences of an infringement. If a student has not offended for a lengthy period of time, they may wish to hold the student at the same level giving another 3 or 5 day suspension rather than escalating the student to the next level.
- Bullying, fighting, alcohol/drug possession or use, cyber-crime and other serious actions result in contracts which run for the duration of the student's life at Kingsway Christian College.

LEVEL 1: WARNING/TIME-OUT – IN CLASS INCIDENTS

The Head of Learning Area is to:

- Stamp the diary with an infringement notice and record on Student Access.
- Organise for the student to be placed in an appropriate upper school classroom for the duration of periods prior to a break such as recess or lunch. The student is to be issued with a "Time-Out" form that has space for the supervising classroom teacher and the supervising recess or lunch duty teacher to sign. When the student returns the signed form to the Head of Students, the time-out is completed.

The Head of Students at a later date is to:

- Investigate the incident, recording notes and ensuring that the infringement notice and Student Access entry is appropriate
- Follow up with the student and walk them through the issues, ensuring that he/she fully understands why they have received an infringement.
- Walk the student through why they are receiving the contract and what the consequence will be for breaking it.
- Develop a contract for the student.
- Post a standard notification to parents.
- Issue a standard contract to the student that informs the student that their next infringement may result in a suspension. The student, Head of Students, and Deputy Principal (Students) is to sign. File the original and give the student a copy.
- Check that all appropriate documentation has been added to the file. This includes any notes relating to the investigation, the letter to parents informing them of the Infringement or suspension and the completed contract.

LEVEL 2: ONE-DAY SUSPENSION

If a student receives an infringement that would reach a one day suspension the Head of Learning Area is to:

- Organise for the student to be placed in an appropriate upper school classroom for the duration of periods prior to a break such as recess or lunch. The student is to be issued with

a “Time-Out” form that has space for the supervising classroom teacher and the supervising recess or lunch duty teacher to sign. When the student returns the signed form to the Head of Students, the time-out is completed.

The Head of Students at a later date is to:

- Investigate the incident, recording notes and ensuring that the infringement notice and Student Access entry is appropriate
- Follow up with the student and walk them through the issues, ensuring that he/she fully understands why they have received an infringement.
- Walk the student through why they are receiving the contract and what the consequence will be for breaking it.
- Develop a contract for the student.
- Post a standard notification to parents.
- Issue a standard contract to the student that informs the student that their next infringement may result in a suspension. The student, Head of Students, and Deputy Principal (Students) is to sign. File the original and give the student a copy.
- Check that all appropriate documentation has been added to the file. This includes any notes relating to the investigation, the letter to parents informing them of the Infringement or suspension and the completed contract.

DEPUTY PRINCIPAL (STUDENTS) IS TO:

- Take note of students who reach a one day suspension through consultation with Heads of Students.

When the process of responding to an infringement is completed, the Head of Students is to ensure:

- An entry has been logged on Student Access
- A standard contract (Semester duration) is issued to the student that informs the student that their next infringement will result in a suspension. The student, Head of Students, Deputy Principal (Students) is to sign the form. File the original and give the student a copy.
- Check that all appropriate documentation has been added to the file. This includes any notes related to the investigation, the letter to parents informing them of the Time-Out or suspension and the completed contract.

LEVEL 3: THREE-DAY SUSPENSION

If a student receives an infringement that would reach a three-day suspension the Head of Students is to:

- Organise for the student to be placed in an appropriate upper school classroom for the duration of periods prior to a break such as recess or lunch. The student is to be issued with a “Time-Out” form that has space for the supervising classroom teacher and the supervising recess or lunch duty teacher to sign. When the student returns the signed form to the Head of Students, the time-out is completed.

THE HEAD OF STUDENTS IS TO:

- Investigate the incident to ensure that the actioning of the contract is fair and appropriate. Make a judgement as to how long the student is to be suspended.
- Inform the student they are suspended for the appropriate number of days starting on the next day.
- Notify the parents by phone and with a formal letter.

- Ensure the student and parents are aware that continued defiance will result in a three or five day suspension.
- Ensure that the **College Chaplain** has a copy of the infringement and suspension letters so that the appropriate support is placed around the student.
- Ensure that the appropriate contract is developed and signed by the Head of Students and Deputy Principal (Students). File the original and give the student a copy.
- Liaise with the Deputy Principal (Students) and the Leadership Team Meetings to advise details of students who reach three day suspensions.

LEVEL 4: FIVE DAY SUSPENSION

If a student receives an infringement that would result in a five day suspension, the Head of Students is to:

- Organise for the student to be placed in the Time-Out Office for the duration of periods prior to a break such as recess or lunch. The Head of Students or Deputy Principal (Students) will monitor.
- If the Time-Out Office is unsupervised, the student should be supervised by the Deputy Principal (Students).
- The Deputy Principal (Students) in liaison with the Head of Students is to investigate the incident and ensure that the actioning of the contract is fair and appropriate. All notes to be filed.
- Suspend the student for 5 days, notifying parents of process that is to unfold. Convene a Case Conference that is to involve the Deputy Principal (Students), College Chaplain (if applicable), Head of Students and parents. Recommend connection with the parent's local Church.
- Ensure that an individual suspension letter is written and delivered to parents making clear what has occurred, the consequence and what is to happen if the contract is broken.
- Ensure an appropriate contract is developed and signed by the student, parents, Head of Students and Deputy Principal (Students). File the original and provide a copy to student.
- Inform the Principal.

The Case Conference is to ensure:

- The student and parents are aware that continued defiance will result in an expulsion panel being convened to decide the future of the student in the school.
- That appropriate support is placed around the student through the College Chaplain.

The Head of Students will ensure that:

- All appropriate documentation has been added to the file. This will include any notes made during the investigation, the letter to parents informing them of the suspension and the completed contract.

LEVEL 5: EXPULSION

If a student on an expulsion contract receives an infringement, or breaks the contract, the **Head of Students is to:**

- Organise for the student to be supervised in the Head of Students Centre, pending contact with the parents.

The Deputy Principal (Students) is to:

- Suspend the student for 5 days pending the outcome of a meeting of an expulsion panel.
- Arrange for a panel to meet and decide whether or not the student should be expelled. The panel should include the College Chaplain, the Head of Students, The Deputy Principal (Students), the Principal and other nominated members.

If the decision for expulsion is made, then the:

- Deputy Principal (Students) should call the parents to advise of the outcome of the panel.
- Convene a meeting with parents to discuss any points which require clarification.
- The College Chaplain is to offer support to the parents to deal with the issues they are facing.
- Provide a letter to the parents advising of the expulsion.
- Ensure that all the appropriate documentation, notes, and copy of the expulsion letter is placed on the student file.

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