

Discipline Policy

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Hastings Association of Christian Education (HACE) Ltd

Mission Statement

“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: Love your neighbour as yourself. There is no commandment greater than these.” *Mark 12:30-31 New International Version (NIV)*

Our Deep Hopes

Our Deep Hope is that by being part of the Heritage family, our students will become part of a place where they get to be themselves as God intended them to be.

As part of Heritage, they will get to create a vision for what their future could look like. We want them to know that the best future for them lies in pursuing God’s will for their life. We want them to build upon the Strengths that God has given them in order for them to walk with Him into their future.

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Important related documents:

Child Protection Policy

Enrolment Policy

Attendance Policy

Anti-bullying Policy, Student

Grievance Policy

Privacy Policy

ICT policies

Staff Code of Code

Student Code of Conduct

Code of Conduct for Parents and Visitors

Relevant Legislation:

Education Act 1990

NSW Anti-Discrimination Act 1997

References:

DEC Suspension & Expulsion of School Students, Procedures 2011 (updated April 2015)

Disability Standards for Education 2005

1 INTRODUCTION

The school's main task is the education and socialisation of children, so that each student can achieve his or her potential. An effective learning environment is crucial for this; and every member of the school community has the responsibility to respect the rights of others to learn and work to the best of their ability.

The welfare of children at the school is foundational to their training in Christian attitudes and behaviour. (See HCS Welfare Policy) It therefore includes nurturing, building, encouraging and supporting; but also training, direction and correction.

The Heritage Christian School Discipline policy describes the philosophy and processes followed by the school in restoring a student to responsible behaviour, both personally and within the community; and to train and guide them in appropriate self-discipline.

2 CHRISTIAN RATIONALE

The purpose of Heritage Christian School is to honour and glorify God by giving each child a Christ-centred education, as a complete person created by God in His image, and of infinite worth in His sight. The school's vision, 'to raise up leaders of Godly character', is a goal of parents who select HCS to provide education for their sons and daughters. In partnership with parents, the school seeks to equip young people who will contribute to society, and be responsible in their work place, family and in their own lives.

While we all possess great potential because we are made in God's image, we also have an inbuilt tendency to do what is wrong (sin). Children need to be nurtured to attain their potential while learning to recognise and reject sin. The system of discipline at HCS is therefore considered to be integral to the welfare of the child, as it trains and encourages students to make better choices about their behaviour.

Discipline is part of their complete training; rather than a system of punishment. It provides consistent direction, controlled consequences of poor choices, and the application of restorative processes to right any wrongs done to another, or to property. It is an outworking of the school's responsibility to the student, and their family.

'Train a child how to live the right way then even when he is old, he will still live that way.'
(Proverbs 22:6)

3 PURPOSE OF THIS DOCUMENT

This document explains the processes that the school will follow to maintain a well-ordered and responsible learning environment; and which will be put into practice when a student breaches the Student Code of Conduct and School Rules.

4 WHO MUST COMPLY

Responsibilities	Evidence of Compliance
Principal	
Maintain policies and procedures related to discipline of students that are based on procedural fairness	This document
Ensures staff training in Discipline Policy and procedures	CPL calendar; staff meetings
Assist teachers to adopt a uniform, consistent caring approach to class management and discipline	HCS Vision, Mission & Aims; Staff Handbook
Suspend students when necessary and report to the Board regarding withdrawal of enrolment	SchoolPro records; Board reports; Confidential notes on secure server files
Board	
Note Principal's decisions of expulsion student in Board Minutes.	Board reports
Deputy Principal	
Oversee implementation of discipline system	This document
Support staff in the implementation of disciplinary procedures; Staff training – Annual CPL 1 st Term	SchoolPro; staff meetings; CPL calendar
Investigation of incidents and allegations of student misbehaviour	SchoolPro; Secure server files
Contact with parents	SchoolPro
Faculty Heads	
Support staff in classroom management and discipline issues that are beyond the responsibility of the teaching staff	Section meetings; Staff appraisal
Oversee the welfare of students within their section of the school	SchoolPro; Behaviour Modification Cards
Liaise with the Deputy Principal about issues of concern within their section of the school and the implementation of behaviour modification programs	SchoolPro; Confidential notes on secure server files
Contact with parents	SchoolPro; Confidential notes on secure server files
Teachers	
Classroom management in accordance with school policy and procedures	Staff Appraisal; Staff Handbook
Monitoring of general behaviour; and supervision of students	Student Monitoring Cards; SchoolPro
Consultation with parents/ Faculty Heads/ Deputy Principal	SchoolPro
Support Agency	
Follow up pastoral care, if required; Report significant issues to Executive	SchoolPro; secure server files
Students	
Comply with behavioural expectations set out in HCS Student Code of Conduct	Signed Student Code of Conduct (annually)

Discipline Policy

Comply with requirements of School Rules	SchoolPro
Cooperate with disciplinary measures determined by the school	SchoolPro; student Behaviour Modification Plan
Parents	
Affirm and encourage their children in behavior that complies with the HCS Student Code of Conduct and School Rules	Enrolment Agreement; Student Code of Conduct
Support the school's discipline policy and procedures; engagement in discipline process; assist their child to comply with any restorative measures	Enrolment Agreement; SchoolPro; student Behaviour Modification Plan
Pursue external assessment in regard to their child's well-being if indicated	Student health records (SchoolPro)
Inform the school of circumstances which may affect the welfare of their child	Notes; SchoolPro

- 30/7/18

5 POLICY

In the pursuit of helping students to grow in godly character, maturity and self-discipline, Heritage Christian School:

- Promotes a proactive and strategic stance on issues of student welfare and discipline.
- Seeks the building up and training of students in all aspects of school life.
- Maintains procedures of pastoral care, and behaviour modification, for students through teaching staff, Section Coordinators, the Deputy Principal, Principal, Chaplain and administrative staff.
- Maintains centralised record keeping (SchoolPro) as an ongoing profile of a student's welfare, behaviour and any interventions exercised by the school.
- Regularly addresses the school's Discipline Policy and procedures with staff to ensure comprehension and compliance.
- Expressly prohibits corporal punishment from the school's discipline procedures.
- Does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the school.
- Partners with parents, the school community and external specialists to support student development and address issues of concern.
- Promotes opportunities and learning experiences in school for students to develop self-awareness and to develop their skills and maturity.
- Fosters a relationship with the School Liaison Police Officer (SLP) to encourage students to build a positive relationship with the Police.

6 PROCEDURES

6.1 Communication

(a) To Parents:

School policies & procedures are made available to parents & students upon enrolment; are available on the school website; and are reviewed in newsletters, parent information nights, and parent-teacher meetings.

(b) To Students:

The HCS Student Code of Conduct and School Rules are made available to students upon enrolment; and are reviewed at the beginning of each year in class. Further reminders are made as needs arise.

(c) To Staff:

New staff are made aware of welfare and discipline policy and procedures at induction. Staff training takes place within sectional and whole school staff meetings; and particular issues or concerns are raised as required.

(d) To Chaplain:

The Chaplain is available for follow up pastoral support; but not engaged in discipline meetings.

(e) Records:

Are maintained on SchoolPro. Confidential records are kept in a secure file on the school server.

6.2 Student Code of Conduct

The welfare of students is paramount in every aspect of school discipline; so that young people are trained in self-discipline and respect for others: attitudes which are important for all their lives.

The Student Code of Conduct, with the School Rules, sets out the responsibilities and rights of every student. Attention to these guidelines for student behaviour will ensure optimal learning conditions in classes, and mature social development throughout the student's schooling. These documents (Appendix) outline the expectations of the school regarding student attitudes and behaviour for the awareness of teachers, students and parents.

Students, and their parents, are expected to sign the Student Code of Conduct and School Rules upon enrolment, and at the beginning of each year, to indicate that they have read, understood and agreed with the school's requirements.

Maintaining appropriate behaviour is a condition for continuing enrolment at HCS.

6.3 Encouragement of Development of Maturity in Student Behaviour

To promote students' understanding and development of godly character and responsible behaviour, the school:

- (a) Commits time daily for Biblical Studies and Discipleship, in partnership with family and church activities, for the development of Christ-like character and attitudes.
- (b) Sets out in the Student Code of Conduct a positive set of expectations that allow students to confidently know how to behave in the school setting.
- (c) Provides a set of School Rules, and regularly reinforces students' understanding of their responsibilities as positive contributors to school life.
- (d) Develops an individual behaviour modification plan for a student demonstrating a consistent pattern of disruptive behaviour which breaches the Student Code of Conduct, that provides direction and both positive and negative consequences for behaviour choices at school.
- (e) Provides an on-site Chaplain for student and staff support.
- (f) Allows leadership opportunities to develop personal skills in the school context.
- (g) Encourages the development of an outward focus through involvement in charities, mission work, overseas experiences and other events designed to help others in our local or wider community.
- (h) Provides opportunities and experiences that develop relationships; and challenges that build resilience.
- (i) Offers a range of extra-curricular activities for students to try new things, mix with students in other year groups, and to learn from invited guests who can build positively into the lives of students.
- (j) Maintains processes to resolve issues that adversely affect children's social development and learning within the school.
- (k) Involves parents early in the process of handling a student's behavioural infractions, and maintains regular communication.
- (l) Partners with external providers in planned programs for additional support for students within the school, as required.

6.4 Grounds for Suspension

See also HCS **Student Code of Conduct, and School Rules** (Appendix)

The aim of imposing a period of suspension from school upon a student is to intervene in negative or destructive behaviour, with the goal of successfully restoring that student to the school community as soon as possible.

In doing so, the school seeks to:

- partner with parents in taking an active role in modifying the inappropriate behaviour of their child;

- give the student time to reflect on his or her behaviour, and to acknowledge and accept responsibility for that behaviour, and to make a response to change the behaviour; and
- create time for the school to plan appropriate support and strategies for the student's successful return.

(a) Suspension

A decision to suspend a student can be made by the Principal, Deputy Principal, or Heads of School according to the seriousness of the offence, the possible consequences of the action/s and the age, individual needs, any disability and the developmental level of the student.

In consideration of the above, a student may be suspended if, whilst attending school, travelling directly to or from school, or engaged in any off-campus school activity, the student:

- Behaves in such a way as to constitute a danger to the health of any staff member, student or any other person assisting in the conduct of school activities
- Commits an act of significant violence; or causes significant damage or destruction to property; or is knowingly involved in the theft of property
- Possesses, uses, or deliberately assists others to use illegal drugs and/or drug implements or substances prohibited by law
- Possesses or uses alcohol
- Exhibits a consistent attitude, or performs a significant act, of deliberate defiance which could endanger the student or others
- Consistently behaves in a manner that interferes with the educational opportunities of any other student or students
- Behaves in a way which significantly interferes with any of the school's programs or facilities
- Engages in unacceptable discriminatory behaviour (including harassment) towards another person based on gender, race (including colour, nationality and ethnic or national origin), marital status, the status or condition of being a parent, the status or condition of being childless, religious beliefs, political beliefs, or physical or mental disability or impairment
- Deliberately and consistently fails to take advantage of educational opportunities provided by the school.
- Is in possession of a firearm, prohibited weapon or knife
- Serious criminal behaviour related to the school
- Aggressive or hostile behaviour, including via electronic media

(b) Informing Parents

Notification of suspension shall be made to parents prior to the suspension being effected.

In the event of immediate suspension, the school shall ensure parents or a nominated adult is available to take charge of the student.

6.5 Grounds for Expulsion

(a) Expulsion

The Principal may make the decision to expel a student if, whilst attending school, or directly travelling to or from school, or engaged in any school activity away from the school, the student:

- Does anything mentioned under Grounds for Suspension; AND
- Exhibits behaviour of such magnitude that, having regard to the need of the student to receive an education, compared to the welfare and safety of other students at the school, and the need to maintain order and discipline within the school, a suspension is inadequate to deal with that behaviour.
- Is in the possession of drug implements, or supplies illicit drugs, alcohol or any other controlled substance to another student of Heritage Christian School, whether at School or not, will represent grounds for immediate expulsion.
- Where a student is to be expelled from the School, the Principal will advise the School Board at the next Board Meeting of the expulsion, for it to be noted in the Board Meeting Minutes.

(b) Informing Parents

Parents shall be asked to attend an interview concerning their child's likely expulsion. The decision shall also be confirmed in writing.

6.6 Return to School

The student and their parent/s shall attend a resolution meeting with the Executive member who issued the suspension, to discuss the way forward for the student, and any restorative actions required. The school Executive may require the student to sign a contract before the student may return to school.

A Risk Assessment may be indicated if the student's behaviour included violence, potential harm to children, damage to property, or posed any risk to the welfare of others.

6.7 Investigation of a Significant/ Serious Incident or Allegation

In all our dealings with parents and students in our community we aim to cover our moral, spiritual and legal responsibilities. The investigation of disciplinary issues will be conducted along principles of procedural fairness. (NSW Education Act 1990)

- (a) Students shall be informed of the process by which the matter will be considered.
- (b) Students and their parents shall be informed of the allegation against the student, whilst protecting the identity of witnesses providing evidence, as far as possible.
- (c) Students and their parents shall be informed of the likely consequences of the student's misconduct; or of continuing, or escalating, behaviour.
- (d) Students and parents shall be given opportunity to provide an explanation.
- (e) Interpreter services will be provided for parents if required.
- (f) All relevant evidence will be considered, with a view to making a finding on the balance of probabilities, as to what happened.
- (g) As far as possible, the investigation shall be impartial and without bias by those making both the allegation and the decision.

- (h) Where an interview concerns a serious matter, a long suspension or possible expulsion, a support person may attend formal interviews.
- (i) A brief summary is taken, in writing and kept in the student's files. (SchoolPro)
- (j) The school ensures right of review or appeal in respect of suspension and expulsions.

7 THE SCHOOL DISCIPLINE PROCESS

Our school discipline process is structured to indicate the behaviour of students, to ensure consistency of standards, sanctions and rewards, and to assist students to become self-disciplined, develop a sense of responsibility for their behaviour and to be respectful of the rights of others.

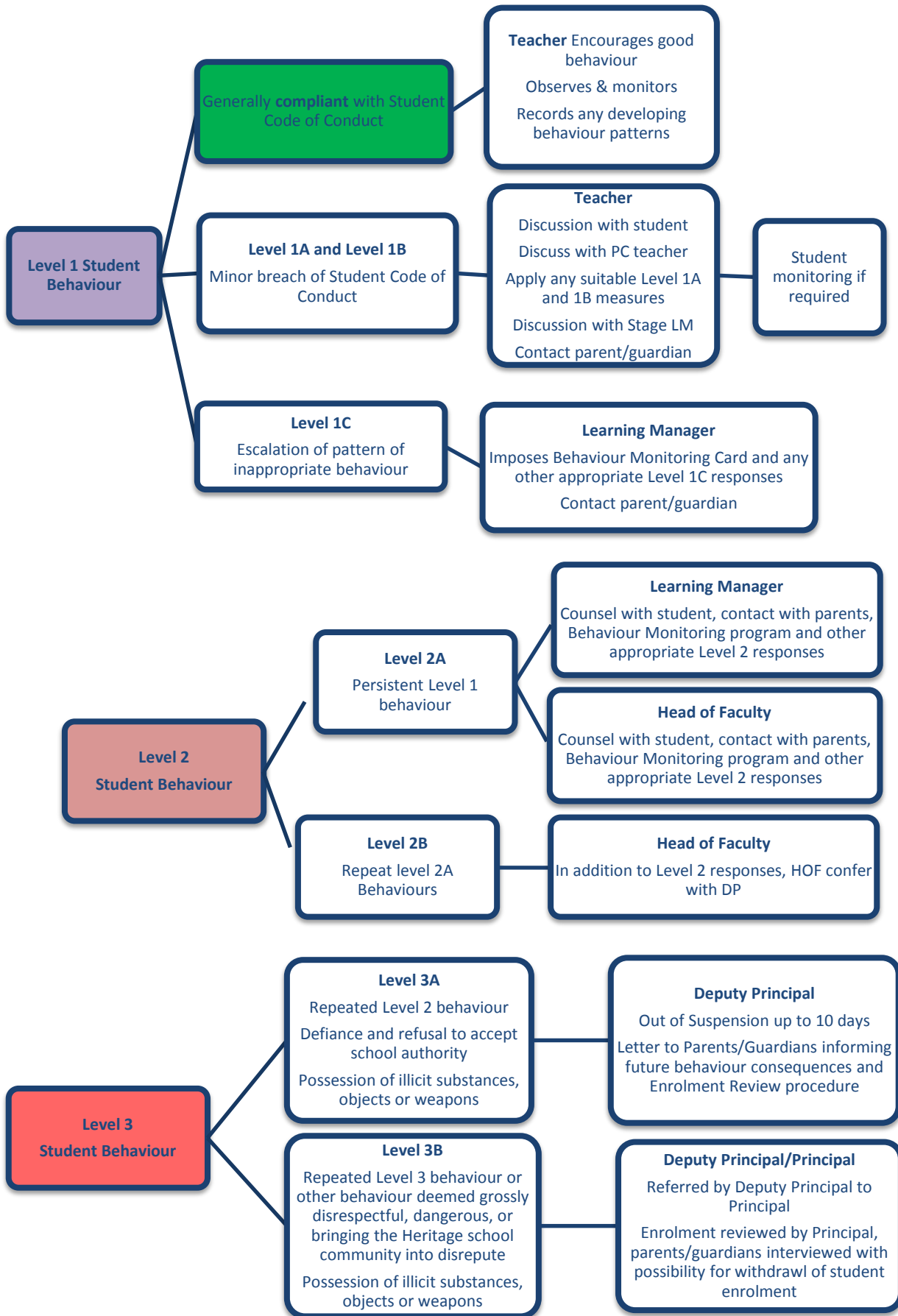
Note; In the case of a student supplying drugs and/ or illicit substances to another student in the school, whether that supply takes place on school activities or not at the school maintains a zero tolerance policy and immediate expulsion may take place.

Discipline Process Table

This table reflects the HCS Discipline Policy. See the Discipline Policy for further explanation or process Respect – Obedience – Compassion – Knowing Christ and making Him known

Level	Behaviour Indicators	Suite of Actions	Responsibility
1A	Talking, inappropriate language or comment, minor disobedience, minor harassment in class, failure to complete tasks (not including learning difficulty or adjustment)	Discuss with student, withdrawal of privileges, lunchtime detentions, other appropriate actions	Classroom teacher
1B	Bullying, uniform infringements, Pastoral care issues (initial response)	Provide initial pastoral guidance, phone call to Parents/Guardian, refer to Learning Manager	Classroom/ PC Teacher
1C	Repeated uniform infringements, rudeness or disrespect, harassment/bullying (including by use of social media), initial partial truancy, Pastoral care issues	Counsel with student on behaviour, phone call to Parent/Guardian, Behaviour Monitoring Program, referral to Student Support, detention, In-school suspension (when referred to Head of Faculty)	Learning Manager
2A	Persistent offences (continued Level 1 behaviours), stealing, serious rudeness or disrespect, defiance, harassment or ongoing bullying, property damage, truancy	Counsel with student, phone call to Parent/Guardian, Behaviour Monitoring Program, referral to Student Support, detention, In-school suspension, Out-of-School suspension up to 3 days (Head of Faculty see <i>Procedures for Suspension</i>)	Learning Manager/ Head of Faculty
2B	Repeated examples of 2A, verbal or physical or published (eg social media) abuse of a member of the school community, fighting, truancy, other serious offences (including smoking, possession of alcohol at school or other school function)	Phone call to Parent/Guardian, administer behaviour monitoring sheet, referral to Student Support, detention, In-school suspension, Out-of-School suspension up to 3 days, referral to Deputy Principal, Warning letter	Head of Faculty
3A	Serious or repeated level 2A or 2B offences, defiance or refusal to accept school authority, possession of illegal substances, items that are weapons or may be used as weapons, referral from HOF for above level behaviours	Suspension up to 10 days, contact with Parents/Guardians, Warning letter outlining process of future referral to principal and leading to possible withdrawal of enrolment (see <i>Procedures for Suspension and/or Expulsion</i>)	Deputy Principal
3B	Repeated Level 3A or other behaviours as determined by the Deputy or Principal which may intentionally endanger, disrespect or dishonour members of the school community, or bring the school community into disrepute	Referral to Principal by Deputy Principal, parent and student interview, process for withdrawal of enrolment	Principal

Discipline Process Chart



HERITAGE CHRISTIAN SCHOOL

Student Code of Conduct

INTRODUCTION

The aim of this Code is to ensure that the school is a safe place in which effective learning takes place; that students develop self-discipline and consideration for others; and that the property and reputation of the school is protected.

The vision of the school, *to raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God*, will come about as each student, with God's help, fulfills his or her responsibilities with integrity, and respects the rights of others in the school and community.

The important things are; living right with God, peace, and joy in the Holy Spirit. Anyone who serves Christ by living this way is pleasing God and will be accepted by other people. So let us try to do what makes peace and helps one another. Romans 14:17b-19. We express this in the school by using the R.O.C.K acronym. Respect. Obedience. Compassion. Knowing Christ and making Christ known.

STUDENT RESPONSIBILITIES

<p>General Behaviour:</p> <p>Obey all school rules.</p> <p>Maintain a neat appearance; wear full school uniform, including sports uniform when required.</p> <p>Behave safely and courteously; also when travelling to and from school.</p> <p>Uphold the reputation of the school by behaving appropriately when wearing school uniform, or engaged in off-campus school activities.</p> <p>Students are not permitted to possess or smoke cigarettes; possess, use or be under the influence of alcohol or non-prescribed drugs, or other substances harmful to health whilst wearing school uniform or engaged in any off-campus school activities.</p> <p>When using social media be respectful of others, understanding all normal school rules apply</p>	<p>Behaviour Towards Others:</p> <p>Show respect at all times for teachers, other school staff and visitors to the school.</p> <p>Treat other students with dignity and respect.</p> <p>Respect the learning needs of other students.</p> <p>Do not disrupt class activities or impede others' learning.</p> <p>Behave in a manner which does not endanger the health and safety of yourself or others.</p> <p>Respect the authority of members of staff.</p> <p>Report any dangerous activity to the teachers.</p> <p>Report any incidents of bullying; cooperate with staff in investigation of disciplinary cases.</p> <p>Accept correction in a respectful manner.</p>
<p>Attitude to Property:</p> <p>Care for property belonging to yourself, the school and others.</p> <p>Remain out of the buildings during recess and lunchtime, unless supervised by a teacher or authorized staff member.</p> <p>Follow all safety rules, such as: do not climb on buildings, trees or unsuitable equipment; do not run inside or where there are many people about.</p> <p>Play safely in designated areas.</p>	<p>Attitude Towards School and Learning:</p> <p>Attend school every day, unless legally excused.</p> <p>Be in class on time, with all materials and ready to learn.</p> <p>Take responsibility for your own learning; complete work set by teachers promptly and to the best of your ability, including homework and other assignments.</p> <p>Take full advantage of the opportunities offered by the school.</p> <p>Ensure all school communications are delivered to parents.</p> <p>Follow instructions.</p>

EVERY STUDENT HAS THE RIGHT TO:

Be safe and to feel secure in school
Learn in an interesting environment
Develop their God-given talents, interests and ambitions positively without intimidation
Work to the best of their ability
Be treated with respect by other students and school staff
Be listened to

BREACH OF THE STUDENT CODE OF CONDUCT

BEHAVIOUR THAT INFRINGES ON THE SAFETY OF OTHERS WILL NOT BE TOLERATED

This includes:

- Harassment, bullying, illegal or anti-social behaviour of any kind
- Dangerous activities and violence
- Intimidating behaviour
- Cyber bullying, including on social media

The School Principal and staff members accept their obligation to fairly, reasonably and consistently enforce the requirements of the Student Code of Conduct. It is school policy to advise parents of all serious or persistent breaches of school rules. (HCS Welfare and Discipline Policy)

ACTION WHICH MAY BE TAKEN WHERE THE CODE OF CONDUCT IS BREACHED

Wherever possible, action is aimed to assist the student to achieve **self-discipline**, and to assist with problems which may underlie the unacceptable behaviour. Where appropriate, action is taken as a direct consequence of the misbehaviour.

In general, teachers will deal with instances of unacceptable behaviour in the classroom; cases of persistent or extreme misconduct may be referred to Learning Managers. **Heads of School** are responsible for the general overview of discipline. The Deputy Principal will exercise overview of discipline procedures of the school as a whole.

Disciplinary action may include:

Discussion:	With student, and/ or parents Referral to school Chaplain
Setting of tasks:	Service to the school in line with the infringement
Detention:	Up to half of any recess period.
Withdrawal:	Exclusion from a school activity Restriction to certain parts of the school grounds
Cost of repair:	The school may bill the student for all or part of the cost of repair, or replacement
Suspension:	Set period of disciplinary non-attendance at school
Probationary enrolment:	Set period of enrolment, conditional upon improved behaviour
Expulsion:	The school discontinues the enrolment of the student

COMPLAINTS

Any decision of the School, with which a student, or his or her parents, does not agree, may be reviewed by following the procedure set out in the school's Grievance Policy.

Note:

The Student Code of Conduct may be varied at any time by the Principal in consultation with the Executive team.

I have read and agree with the standards and requirements of this Code of Conduct:

Parent: _____ Student: _____

School Representative: _____ Date: _____

HERITAGE CHRISTIAN SCHOOL

School Rules

EVERY PERSON IN THE SCHOOL COMMUNITY HAS THE RIGHT TO BE SAFE AND SECURE. Therefore, the School considers the following forms of behaviour to be unacceptable:

<ul style="list-style-type: none"> • Fighting, bullying or any other form of aggressive behavior; including cyber bullying • Rude and offensive behaviour or attitudes • Throwing sand, stones or other dangerous objects • Using or carrying weapons (sticks, knives etc) • Harassment (cultural, religious, sexual, disability or racial); teasing and name calling • Stealing • Graffiti • Possession of chewing gum • Possession of aerosols 	<ul style="list-style-type: none"> • Leaving the school grounds without permission • Leaving class without permission • Unauthorized riding of bikes, skateboards etc, in the school ground • Running in the school buildings; or on hard surfaces • Climbing trees, roofs or structures other than designated playground equipment • Being in school buildings without teacher supervision • Tackle football, or similar games • Violence-based games
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Personal Items and Belongings

Students are not permitted to bring to school: Weapons or dangerous objects or materials; Electronic games; Jewelry (except as allowed by Uniform Code); Expensive personal belongings; Pets; Personal iPads or other devices

Mobile phones brought to school must be left at the front office until the end of the day.

Authorised medications required to be taken during the school day must be handed in at the front office with a medication plan. (Unless exception eg asthma puffers)

Out of Bounds Areas: Behind classrooms; Out of direct vision; Car parks; Classrooms without supervision

Students Travelling by Bus:

Attendance

Students shall be punctual and shall attend all classes. Students who are absent from school must provide written explanations from their parents on the day of return. (Parents are required to inform the school as soon as possible if the student will be absent for more than two consecutive days).

Students who arrive late to school must obtain a late note from the front office.

Students shall not leave the school grounds during the day except on official school excursions, unless they have a note from their parents to leave early.

Wait in designated area for bus travellers	Protect bus property and report any vandalism
Show travel passes to the driver on boarding and when requested	Behave appropriately at all times (no offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus)
Wear full school uniform when travelling by bus	Behave safely at all times
Maintain possession of the travel pass at all times	Keep arms, legs and other parts of body inside the bus
Respect the needs and comfort of other passengers	Follow the driver's instructions about safety on the bus
Adhere to bus operator rules about eating and drinking on the bus	Only attract the attention of the bus driver in case of an emergency

AGREEMENT:

I have read these School Rules and agree with the requirements for appropriate behavior at Heritage Christian

School. Parent: _____ Student: _____

School Representative: _____ Date: _____