

DISCIPLINE

Manning Valley Anglican College explicitly prohibits the use of corporal punishment (caning, paddling, smacking, etc.) in relation to the discipline of students at the College.

Furthermore, the College does not explicitly or implicitly sanction the administering of corporal punishment by parents/guardians or other non-College persons to enforce discipline at the College.

At Manning Valley Anglican College (MVAC) we endeavour to provide a safe, supportive and connected school culture characterised by teaching, staff modelling and promotion of pro-social values and expectations for behaviour. This includes caring and respectful student-peer relationships, student-teacher relationships and teacher-teacher relationships, and clear demonstration of respect and support for student diversity in the schools inclusive actions and structures.

MVAC believes building positive relationships with our students is the first step in fostering a safe and supportive school. Student behaviour, safety and wellbeing are enhanced when students feel connected to their school, have positive and respectful relationships with their peers and teachers, feel confident about their social and emotional skills and satisfied with their learning experiences.

MVAC strives to provide an environment where the risk of all types of harm is minimised, diversity is valued and all members of the school community feel respected and included and can be confident that they will receive support in the face of any threats to their safety or wellbeing.

Pastoral care at MVAC involves a comprehensive and diverse range of actions. The following guidelines for Behaviour Management are only one part of a Pastoral Care system that also recognises appropriate behaviour, and rewards effort and excellence.

The following guidelines are based on self-respect for others and respect for the school and the right of individuals to learn and develop their full potential in a safe, positive and supportive school environment. Manning Valley Anglican College recognises that there are times when individual circumstances may need to be taken into account and that the judicious use of flexibility is a reasonable and necessary part of any behaviour management system.

For this Behaviour Management system to be successful, it is expected that members of staff will communicate effectively with students, parents and each other, and that each member of staff will take personal responsibility for ensuring that the guidelines are implemented consistently and fairly.

Staffs are required to use student diaries to make comment of incidents and to keep a record of student misdemeanours and initial consequences of classroom infringements in order to ensure effective follow up takes place. For more serious matters staffs are asked to use the Red Card as a referral to coordinators.

It is important to note that MVAC's behaviour management guidelines are based on procedural fairness. The underlining principle of behaviour management is underpinned by three basic tenants:

1. The right to be heard
2. The right to an unbiased decision and

3. That all decisions are based on evidence

**THE FOLLOWING APPLIES TO ALL
MANNING VALLEY ANGLICAN COLLEGE STUDENTS**

The Secondary School's behavioural sanctions are defined as follows

Imposition set by a member of staff

- Breach and consequence recorded in College diary.
- Student required by classroom teacher / teacher on duty or roll call teacher to complete a set task (such as class detention or litter duty).
- Roll call teachers monitor diaries daily. After **three** notations roll call teacher records in college database (TASS).
- Year Coordinator accesses TASS year group reports regularly.
- Serious incident (e.g. truanting or altercations) referral to Stage Coordinator.

Tuesday after school detention

- May be given by the Deputy Principal, Head of Senior School or Stage Coordinator.
- After **three** notations in diary or a more serious breach.
- Duration of one hour and 20 minutes - until 4.30pm. Students and parents will be given at least 48 hours' notice.
- At this point parents **must** be contacted by phone by the Year Coordinator. Not turning up for a Tuesday detention means that it converts to a Saturday afternoon detention.
- **Three** Tuesday detentions per Semester or failure to attend would constitute Saturday detention.

Saturday detention

- May be given by the Deputy Principal and the Head of Senior School. There is a maximum duration of 3 hours. Saturday detention may be a combination of both academic and physical work. Students and parents will be given at least 72 hours' notice.
- Daily monitoring form
- Parent interview

Escalation of consequences

- Where a student has demonstrated repeated lack of self-discipline or committed a more serious offence sanctions may be introduced including
 - Suspension (internal or external)
 - Parent interview to discuss place at the college
 - Possible expulsion (in severe circumstances) after discussion with chair of College Council.

Counselling to be part of ALL processes

Daily Monitoring Form – Secondary Students may be given a daily monitoring card as encouragement for self discipline and behaviour conducive to academic progress. It is to be completed by all of their teachers identifying their work conduct, attitude and effort. This process would normally span a period of two weeks and involves comment from each of the student’s teachers. The relevant Stage Coordinator will monitor the card on a regular basis. This card will only be issued after discussion with the parents of the student concerned.

Student behaviour management

*The purpose of **behaviour management** is to promote a positive, caring classroom community that encourages student learning, positive peer and teacher relationships and self-motivation.*

Discipline referrals lose their impact on students

Overuse of discipline referrals in the classroom and the repeated threat of their use may result in loss of impact and may not have the same impact as when they are saved for major behavioural problems. Students end up not taking discipline referrals seriously. Similarly, don't threaten to use them all the time either. Again, if you threaten to use them but never do, students will not respond positively, and they will have a negligible impact. Consistency in your choice of classroom management is imperative.

Consequences

Where possible choose a sanction that is appropriate to, and related to the offence. Try to include a positive component. Teachers should follow up to ensure the student has completed the sanction in an acceptable manner.

The consequences should be appropriate

You should match the behaviour management you use in your classroom to how serious the infraction is. If you use a red card for minor breaches, then there is nothing to turn to if worse behaviours occur. Instead, you should try and implement your own behaviour management plan in such a way that it has degrees of consequences and reward.

Possible alternatives....

- Rearranging the classroom environment
- Being positive
- Encouragement
- A private response
- Lunch detention

RED CARD – To be used with discretion

Classroom rules

BE ORGANISED

- Line up outside the classroom and wait for the teacher
- Enter the room with all equipment and diary, stand to greet the teacher. This is a sign to be quiet as the lesson has begun.
- Attempt all tasks to the best of your ability
- Tidy and leave the room under the direction of the teacher

BE COURTEOUS

- Follow the directions of the teacher
- Remain in the designated seating plan, even with a casual teacher
- Raise your hand to contribute during lessons

BE RESPECTFUL

- Respect yourself
- Allow other students to learn without interruption or distraction
- Respect other people's property and behave in a way that ensures the safety of everyone in the lesson
- Respect others' opinions-no put downs

The Secondary School Behaviour Management Procedures

S T A G E 1	Stage 1 refers to single minor breaches of the College expectations. These breaches will be recorded through diary and college database notation (TASS)		
	Examples of Non-compliance may include but are not limited to	Consequences of Non-compliance may include but are not limited to	Staff
	ACADEMIC		
	<ul style="list-style-type: none"> • Non completion of homework • Failure to bring equipment to class • Failure to bring diary to class/roll call • Late to class 	<ul style="list-style-type: none"> • Reprimand and warning • Diary Notation • Complete or resubmit work • Detention with subject teacher 	Subject teacher Roll call teacher
	PASTORAL		
	<ul style="list-style-type: none"> • Disruptive, impolite or uncooperative behaviour • Unsafe or inappropriate behaviour • Being out of bounds • Chewing gum • Littering 	<ul style="list-style-type: none"> • Reprimand and warning • Diary Notation • Litter duty • Detention with subject teacher • Discussion with Teacher 	Subject teacher Teacher on duty Roll call teacher
UNIFORM			
<ul style="list-style-type: none"> • Breach of College Uniform regulations 	<ul style="list-style-type: none"> • Reprimand and warning • Diary Notation • Litter duty • Discussion with Teacher 	Subject teacher Teacher on duty Roll call teacher	

Stage 3 refers to serious or repeated breaches of the College rules and expectations. Students and parents will be informed of the consequences of repeated non-compliance and the incidents will be

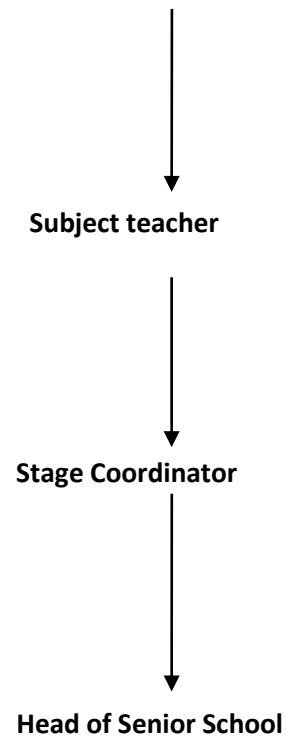
S T A G E 2	Stage 2 is referred to for recurrent (3+ times) minor breaches, breaches of a more serious nature or when students fail to comply with Level 1 consequences. Students will be informed of future consequences of repeated non-compliance and the incident(s) are logged on the College database (TASS).		
	Examples of Non-compliance may include but are not limited to	Consequences of Non-compliance may include but are not limited to	Staff
	ACADEMIC		
	<ul style="list-style-type: none"> • Repeated level 1 academic breaches • Non-completion of assessment task • Plagiarism • Breaching of College OH&S regulations 	<ul style="list-style-type: none"> • Diary Notation / TASS • Referred to Head of Secondary • Referred to Stage coordinator • Tuesday afternoon detention • Letter sent home to parents • Resubmission of set work • Behavioural monitoring card 	Year Coordinator Head of Senior School
	PASTORAL		
<ul style="list-style-type: none"> • Repeated level 1 pastoral breaches • Truancy • Use of Mobile phones or electronic devices in class or playground • Bullying or Harassment • Behaviours such as back chat, water fights, throwing objects, foul language, damage to property • Misbehaviour on excursions or camp • Misbehaviour on the way to and from College • Involvement in minor altercations 	<ul style="list-style-type: none"> • Diary Notation/TASS • Referred to Head of Secondary • Referred to Stage Coordinator • Tuesday afternoon detention • Letter sent home to parents • Meeting to resolve issues • Exclusion from out of College activities for a set period of time. • Confiscation of property • Replacement of damaged property • Behavioural monitoring card 	Year Coordinator Head of Senior School	
UNIFORM			
<ul style="list-style-type: none"> • Repeated level 1 uniform breaches 	<ul style="list-style-type: none"> • Diary Notation/TASS • Referred to Stage Coordinator • Tuesday afternoon detention • Letter sent home to parents • Referral to Head of Secondary 	Year Coordinator Head of Senior School	

S T A G E 3	Stage 3 refers to serious or repeated breaches of the College rules and expectations. Students and parents will be informed of the consequences of repeated non-compliance and the incidents will be logged on the College database (TASS).		
	Examples of Non-compliance may include but are not limited to	Consequences of Non-compliance may include but are not limited to	Staff
	ACADEMIC		
	<ul style="list-style-type: none"> • Repeated level 2 academic breaches • Repeated non-completion of assessment task • Repeated Plagiarism • Repeated or serious breaching of College OH&S regulations 	<ul style="list-style-type: none"> • Diary Notation/TASS • Referred to Head of Secondary • Referred to Principal • Saturday morning detention • Letter sent home to parents • Formal interview • Resubmission of set work • In-school suspension • External suspension • Behavioural monitoring card • Contract for continuing enrolment at the College. • Expulsion 	Head of Senior School Deputy Principal Principal
	PASTORAL		
<ul style="list-style-type: none"> • Repeated level 2 pastoral breaches • Three Tuesday detentions / semester • Failure to attend Tuesday detention • Ongoing Truancy • Repeated use of Mobile phones or electronic devices in class or playground • Ongoing bullying or Harassment • Ongoing or significant damage to property • Repeated or significant misbehaviour on excursions or camp • Repeated or significant misbehaviour on the way to and from College • Involvement in significant altercations 	<ul style="list-style-type: none"> • Diary Notation/TASS • Referred to Head of Secondary • Saturday morning detention • Letter sent home to parents • Formal interview • Meeting to resolve issues • Exclusion from out of College activities for a set period of time. • Confiscation of property • Replacement of damaged property • In-school suspension • External suspension • Behavioural monitoring card • Contract for continuing enrolment at the College. • Expulsion 	Head of Senior School Deputy Principal Principal	
UNIFORM			
<ul style="list-style-type: none"> • Repeated level 2 uniform breaches 	<ul style="list-style-type: none"> • Diary Notation/TASS • Referred to Head of Secondary • Saturday morning detention • Letter sent home to parents • Formal interview • Meeting to resolve issues • In-school suspension • External suspension. 	Head of Senior School	

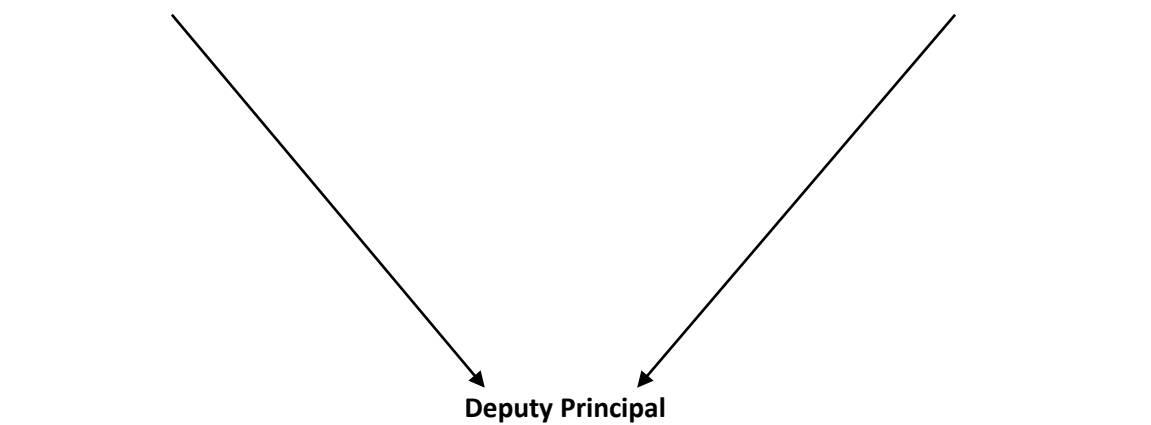
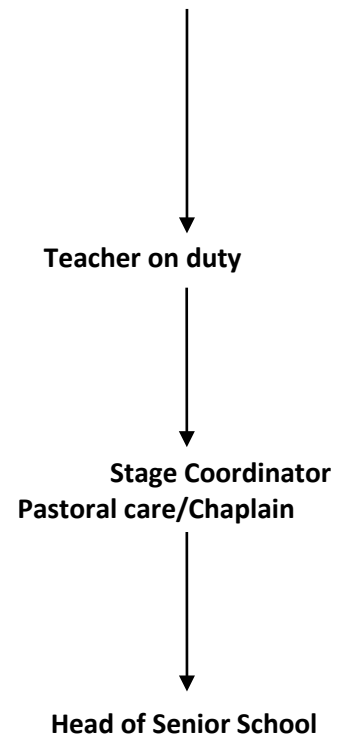
		<ul style="list-style-type: none"> • Contract for continuing enrolment at the College. • Expulsion 	
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General Flow of information and staff responsibility - behavioural and academic (may vary in some circumstances).

IN CLASS ISSUES



OUT OF CLASS ISSUES



1 Policy Governance

Tier	1
Process Owner	Manning Valley Anglican College
Policy Owner	Deputy Principal
Policy Name	Discipline Behaviour Management Senior School
Policy Approver	Bishop
Date of Approval	February 2023
Version	V1.5
Issue Date	February 2023
Next review date	February 2024
Published externally	Manning Valley Anglican College Website