

HARTFORD COLLEGE DISCIPLINE POLICY

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1. Preface

The Education Act requires that policies related to the discipline of students be based on procedural fairness. Hence the process that leads to disciplinary action and the implementation of associated penalties, particularly but not exclusively in relation to suspension, expulsion and exclusion, must be procedurally fair.

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2. The Hartford College Discipline Policy

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Discipline needs to be consistent, fair, age-appropriate and proportional to the misdemeanour. Sanctions are to serve as a means of modifying behaviour and to help students realise the need for self-discipline and teamwork. If a sanction is to be administered it should be given, if possible, on the day of the incident.

It is important that the reasons for any sanction are explained and understood by the student and appropriate documentation made, if necessary, i.e. mentor notes, student observation notes, lunchtime detention book, student diary or phone call to parents.

Sanctions need to be delivered soon after the misdemeanour, proportionate to the misdemeanour, supervised if requiring student attendance out of class time and communicated to the parents via the diary.

All major incidents are recorded. Copies are sent to the College executive, to the student's mentor and to other relevant teachers.

Discipline at Hartford College is underpinned by these principles and procedures. Furthermore, the College encourages students to use their freedom responsibly, to be self-disciplined and to take charge of their own behaviour as part of a positive and true development of their character through their schooling.

At Hartford College school based disciplined rules have been formulated and established to provide all students with clear expectations of behaviour and associated and appropriate consequences pertaining to infringements and misbehaviour. The consequences are dependent on the severity, degree of intent and frequency of the offence to ensure the principles of equity and justice are maintained.

All misconduct and breaches of College rules will be investigated thoroughly, followed-up appropriately and acted upon promptly. In all dealings with student discipline, Hartford College will follow procedural fairness, in a manner ensuring fair practice and equity, respecting all parties (including parents) and due observance of confidentiality.

3. Self-Discipline & Character Development

Self-Discipline is the basis of any good and effective discipline structure. Hartford College recognises the need to focus on *clear expectations, consistent application of consequences, early intervention and the development of positive patterns of behaviour.*

Whilst students are encouraged to act with a spirit of freedom it should always be framed by personal responsibility. As students develop in character and self-discipline, their behaviour is motivated internally because of personal conviction, needing fewer external sanctions to meet the high standards of behaviour expected at Hartford College.

4. Behaviour Code

The Hartford College Behaviour Code is explained in depth earlier in this document. It has been developed based on the **rights and responsibilities** of students.

In brief Behaviour Code aims to:

- treat all students fairly and justly.
- set high standards of behaviour in support of character development.
- promote effective teaching and learning.
- create a positive and enriching environment that fosters mutual respect.
- encourages students to take full responsibility for their behaviour.

Individual Rights & Responsibilities under the Behaviour Code:

As a Student at Hartford College, I have the right to:	Therefore, I have the responsibility to:
Be treated with understanding and respect and feel part of the College family.	<ul style="list-style-type: none"> ● Treat others with understanding and respect by - not laughing at them and helping them when they are in need. ● Respect the Anti-Bullying policy that applies to all persons at Hartford College
Wear the College uniform with pride.	<ul style="list-style-type: none"> ● Be well groomed always, wearing all aspects of the College uniform correctly as an ambassador of the College. ● Protect and respect the property of others and of the College.
Experience a safe environment.	<ul style="list-style-type: none"> ● Respect and care for the safety of others by following procedures and rules. ● Not bring to the College any item that may harm myself and/or others
Experience maximum benefit from all my lessons.	<ul style="list-style-type: none"> ● Cooperate with teachers and other students to contribute to a positive learning environment and keep up to date with required work. ● Not to interfere with the right of other students to learn. ● Not to be late to classes and participate in all College activities such as excursions, carnivals and sporting events.
Receive appropriate homework/ assignments that will benefit me, with clear expectations of what is required.	<ul style="list-style-type: none"> ● Complete all homework/ assignments on time and to the best of my ability. ● Use my school diary /canvas/student intranet/email appropriately to convey and record information.
Experience a broad education in a pleasant, well-resourced and clean environment.	<ul style="list-style-type: none"> ● Care for the College environment – by not vandalising College property and reporting incidents of such vandalism. ● Return all borrowed items in good condition and never chew gum on College property.

5. Natural Justice and Procedural Fairness principles

When concerns are raised about a student's behaviour:

- the student will have a fair opportunity to know and understand the concerns and the supporting evidence used in arriving at those concerns.

- the student will also be given a reasonable opportunity to think about the matter and prepare a response. In serious cases students have a right to seek guidance from parents/guardians/Mentor or support person of their choosing before responding
- the student's parents/guardian/Mentor will be informed as soon as is practicably possible.
- the investigation process will be conducted in an unbiased, impartial and objective manner.
- the decision based on a considered assessment of this evidence will be made with total impartiality.

Corporal Punishment Statement

The use of corporal punishment to enforce discipline, or for any other reason, by any member of staff, or other person associated with the College is strictly prohibited. Hartford College neither explicitly nor implicitly sanctions the use of corporal punishment by non-College persons, including parents, to enforce discipline.

6. Academic Review

The Academic Review process aims to help students take more personal responsibility for their application and behaviour in class.

Students can nominate to go on to the academic review or may be required to undertake the review in response to a pattern of unsatisfactory application or behaviour.

Academic Review will last for two weeks but will be extended if goals have not been achieved.


If a student receives a 1 grade they will lose 15 minutes of recess or lunch, and where appropriate catch up on work not completed during this time.

Academic Review Procedure

Students

1. Students must present the Academic Review card to their teacher at the start of every lesson.
2. The student will reflect on their performance at the end of the lesson with the teacher and obtain their review card with their scores.
3. The student must get his card signed off by their parents at the end of the day.

Teachers



Academic Review

Learning Objectives		Assess					
1	2	3	4	5	6	7	8
Attendance	Conduct	Quality	Effort	Participation	Homework	Preparation	Review
Date and Day: _____							
Goals		Assess					
Come prepared for class with books and materials		P1	P2	R	P3	P4	P5
Treat others during the class							
Responded to instruction and requests							
Used appropriate and respectful language with teachers and classmates							
Completed all tasks for the lesson							
Completed homework previously set							
Teacher Initials							
Additional Comments:							
Parent Signature: _____							

1. Teachers will indicate using a 1 – 4 scale (refer to matrix) on how the student has performed in relation to the expectations in application, completion of work, and behaviour.
2. Teachers should aim to give specific feedback in the notes section as to what behaviour led to the result. This is particularly important for a low grade (1 or 2).

Parents

1. Students should present the card to you at the end of each day to sign.
2. Please sign off on the bottom of each day.

7. Timeout, Suspension, Expulsion & Exclusion of Students

a. Timeout

Teachers have responsibility for making sure classrooms are safe and productive places to learn, so teachers also have authority to temporarily remove a student if they are being disruptive or unsafe.

Specifically, teachers have the authority to temporarily remove a student if there is:

Continuing Disruptive Behaviour: If the student's behaviour is disrupting the class, and the teacher has tried ways to support the student in meeting behaviour expectations, but the disruptive behaviour continues, the teacher can send the student out of the class temporarily.

An Immediate Threat of Substantial Disruption or Danger to Others: If the student's presence is threatening to substantially disrupt the class or put other students or staff in danger, the teacher can send the student out of class. In those situations, the principal should be notified immediately.

A student should be counselled and settled before re-entering the classroom.

b. Suspension (internal/external suspension)

When a student's conduct and/or behaviour is considered prejudicial to the safety, good order, or reputation of Hartford College or any of its persons, the student may be given a suspension from the College or any of its activities. This means that a student's right to attend the College or any of its activities has been withdrawn for a period not exceeding 10 school days. In the case of an internal suspension this means the student's right to attend classes has been

withdrawn for a period not exceeding 5 school days (the student is still expected to attend the College in full College uniform).

In compliance with procedural fairness, discussion between the Principal the appropriate members of staff and the student will take place before the Principal decides on the manner of suspension.

A Discipline Report must be completed by the staff member involved or appropriate.

Once a decision to suspend has been made, and before the suspension is implemented, the Principal or member of the executive team will immediately inform the parents/guardian of the decision by phone. The parents will be notified more formally in writing thereafter. The Parents may come to the school and meet with members of the executive team to discuss the matter prior to the suspension. The student may have a support person attend formal interviews if they wish. All letters of suspension must be approved by the Principal.

During the period of suspension, the College, parents, and the student will work together on the resolution of the problem that has led to the suspension.

All suspension matters must be authorised by the Principal, who may consult with the Executive Committee, if required.

c. Expulsion

Expulsion means the total withdrawal of a student's right to attend the College. It involves termination of the contract entered by the College and the parents at the time of enrolment.

A Discipline Report must be completed by the staff member involved or appropriate.

Expulsion is a very serious step for the College to take and will only be considered when the student's presence at Hartford College places other members of the College community at risk, the student is involved in illicit activities contrary to the well-being of others or if the student's behaviour over an extended period is deemed to put in jeopardy or disallow the College to administer its duty of care to others. The Principal will inform the parents of the decision by phone followed formally by a letter. All measures will be taken to ensure that the emotional and physical safety of the expelled student is attended to during his transitional phase. The student's Mentor will be in attendance with the student until the parents or guardian is at hand.

d. Exclusion

At the moment Hartford College is not part of any association of schools and does not exclude students from any other school other than itself.