



Discipline Policy

Corporal Punishment is not permitted at The Knox School

CODE OF CONDUCT AT THE KNOX SCHOOL

At Knox everyone has RIGHTS

STUDENTS have the right to:

- learn, work and socialise in a friendly, safe and supportive school
- feel valued and respected and to be listened to
- work toward academic, personal and social success
- to express ideas and opinions appropriately

TEACHERS have the right to:

- teach in a friendly, safe and satisfying school which is supported by the whole school community;
- expect and receive respect.

PARENTS have the right to:

- feel welcome and to know that their children are working, learning and socializing in a friendly, safe and supportive school
- be listened to with respect
- participate as a member of the school community

At Knox, everyone has RESPONSIBILITIES

STUDENT Responsibilities

- to foster positive, respectful and appropriate relationships with all
- to be an active learner and take responsibility for aspects of their own learning
- to be accountable for their own behaviour
- to support and care for one another
- to respect the rights of others
- to represent the school in a positive manner
- to follow the school rules

STAFF Responsibilities

- to foster positive, respectful and appropriate relationships with students, and also with parents and other staff
- to support and promote each student as a valued member of our community
- to support students in learning
- to support colleagues
- to provide a curriculum which is appropriate and designated to encourage students to succeed and maximize their potential
- to undertake professional development
- to encourage and support students to take responsibility for their own behaviour
- to be consistent in the implementation of the policies of the school

PARENT Responsibilities

- to support their children in their learning across all programs
- to inform the school of circumstances that may impact on the students progress and behaviour
- to communicate concerns to the school
- to inform the school of any knowledge they may have of bullying incidents involving any students at the school
- to support the policies of the school

The basis on which we make our rules:

School rules and procedures should have the following characteristics:

- they should not be complex
- they should be enforceable
- they should be moral in that they should reflect community standards and the standards towards which our community aspires
- they should conform to all relevant legislation and local council by-laws
- they should be communicated uniformly and available to students

Review of Policy

These Policies and procedures may be reviewed from time to time to meet changing community standards and to take account of experience in implementation of Policy and procedures. Each new version will be communicated to the Students, Teachers and Parents.

CONSEQUENCES OF A BREACH OF THE RULES

Important Note:

Consequences for a breach shall be based on the severity of the breach and on prior disciplinary actions at the relevant level set out below. Consequences are not progressive but will be applied as appropriate. Further sanctions may be applied at the discretion of the Head of School, Vice Principal or Principal, depending on the severity of the breach.

Note: The consequences below range from mildest (Level 1) through to most severe (Level 6).

- **Level 1:** Conference: the teacher will confer with the student and may contact parents by phone. In addition, a meeting may be required with a teacher, student, counsellor, parent or other appropriate person.
- **Level 2:** Detention: teachers may require that the student attend a detention, or the co-ordinators and/or Head of School may issue a Friday, Saturday or holiday detention.
- **Level 3:** Temporary removal from class: a student, for cause, may be removed from a given class and referred to the appropriate Co-ordinator or Head of School. The appropriate letter to parents must be completed and followed up.
- **Level 4:** Internal Suspension: this can only be given by the Head of School, Vice Principal or Principal. Students will work in a designated area at school, but be excluded from all classes and contact with other students. Parents are to be notified.
- **Level 5:** Suspension: the Head of School, after discussion with the Vice Principal or Principal, may suspend a student for one to ten school days. Students who are suspended from school may not participate in any school sponsored activities and are not permitted on school grounds during the period of suspension (see flowchart). A full and fair investigation will always be held by the appropriate people before any decision on suspension is made.
- **Level 6:** Expulsion: the Principal, after due process, may determine that a student be permanently removed from the school.

SAMPLE BREACHES AND CONSEQUENCES

This sample list is provided by way of indicative guidance and it is not intended to be a comprehensive list of all the possible Breaches which may occur, or of all the possible levels of Consequences.

Students are expected not to engage in the following activities.

The consequences apply regardless of whether this misbehaviour took place in school, on the school bus, or out of school when the student is in school uniform. The consequences may also apply for misbehaviours which take place at other locations, but directly affect school programs or activities. This includes interschool sports, camps, carnivals, excursions and the like.

We recognise that there can be an enormous variation in breaches and hence the range of sanctions that may apply.

These consequences are a guideline only and variations may occur at the discretion of the Principal or Vice-Principal.

The Principal, Vice Principal or Head of School may recommend longer suspensions, expulsion, denial of transportation privileges or other discipline on a case by case basis. This may include severe consequences for students with multiple offences in different categories of misbehaviour.

Important Note:

The consequences for breach will be based on the severity of the breach, and on prior disciplinary actions. Consequences are not progressive but will be applied as appropriate. Further sanctions may be applied at the discretion of the Head of School, Vice Principal or Principal, depending on the severity of the breach.

BREACH OF THE RULES LEVEL OF POSSIBLE CONSEQUENCE

| BREACH OF THE RULES | LEVEL OF POSSIBLE CONSEQUENCE |
|---|-------------------------------|
| 1. Abuse: verbal, written or otherwise expressed – arousing alarm in others through the use of language that is discriminatory, abusive, threatening or obscene. | 1, 2, 3, 4, 5, 6 |
| 2. Alcohol or chemicals: possession or use while on school grounds, involved in school activities or in school uniform. | 5, 6 |
| 3. Assault – Physical: acting with intent to cause fear in another person intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. | 1, 2, 3, 4, 5, 6 |
| 4. Assault – Verbal: written or otherwise expressed, confrontation with a student or staff member which bullies, intimidates, threatens or causes fear of bodily harm. | 1, 2, 3, 4, 5, 6 |
| 5. Bodily Harm – Inflicting: committing an act which unintentionally inflicts bodily harm upon another person. | 1, 2, 3, 4, 5, 6 |

| BREACH OF THE RULES | LEVEL OF POSSIBLE CONSEQUENCE |
|---|---|
| <p>6. Damage of Property (Vandalism): defacing, cutting or otherwise damaging property that belongs to the school, other students, employees or others.</p> | <p>1, 2, 3, 4, 5, 6 Restitution</p> |
| <p>7. Disruption: any behaviour which disrupts or interrupts the normal teaching - learning process</p> | <p>1, 2, 3, 4, 5, 6</p> |
| <p>8. Driving, careless or reckless: driving on school property in such a manner as to endanger persons or property, parking on school grounds without permission</p> | <p>1,2 Loss of permission to drive to school.</p> |
| <p>9. Failure to serve assigned detention.</p> | <p>1 and double time allocated</p> |
| <p>10. Fighting: adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting/instigating a fight, contributing to a fight verbally or through behaviour.</p> | <p>2, 3, 4, 5, 6</p> |
| <p>11. Forgery: the signing of a note for a parent or staff member.</p> | <p>1, 2, 3, 4</p> |
| <p>12. Harassment, including sexual or racial: participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including displaying pornography and words or actions that negatively impact on individual or group based on their racial, cultural or religious background, their sex, their sexual orientation, any disabilities they may have, or their colour and nationality.</p> | <p>3, 4, 5, 6</p> |
| <p>13. Illicit Drugs: this includes over the counter or prescription drugs used for the purpose of mood alteration or intoxication, or inhaling the fumes of certain volatile substances for their mood altering or intoxicating effect. This does not include any prescription or over the counter medication a student is required to take. These must be left with and administered by the school nurse.</p> | <p>The school has a zero tolerance policy, so expulsion applies. Police referral may follow</p> |
| <p>14. Insubordination: wilful refusal to follow an appropriate direction given by a staff member.</p> | <p>2, 3, 4, 5, 6</p> |
| <p>15. Intimidation: frightening or threatening another person with bodily or property harm, pushing, pumping or tripping with the intent to frighten or threaten.</p> | <p>2, 3, 4, 5, 6</p> |
| <p>16. Leaving school grounds: departure from school grounds without permission during school hours.</p> | <p>1, 2, 3, 4, 5, 6</p> |
| <p>17. Littering: carelessly or deliberately dropping rubbish, includes not assisting with clean up duties</p> | <p>1, 2, 3, 4</p> |
| <p>18. Nuisance devices: causing a nuisance with objects that cause distractions, such mobile phones, radios, headsets, universal remote controls and laser pointers</p> | <p>1, 2, 3, 4</p> |
| <p>19. Plagiarism: the use of words or ideas without acknowledgement. Loss of credit for the assignment.</p> | <p>1, 2, 3, 4</p> |

| BREACH OF THE RULES | LEVEL OF POSSIBLE CONSEQUENCE |
|---|---|
| <p>20. Profanity/obscenity: written or oral language or drawings that offend the senses or the standards of morality of the school and the community.</p> | <p>1, 2, 3, 4, 5, 6</p> |
| <p>21. Safety: endangering the safety of others.</p> | <p>2, 3, 4, 5, 6</p> |
| <p>22. Tardiness: being late to school or class with no valid excuse.</p> | <p>1, 2, 3, 4</p> |
| <p>23. Theft, or knowingly receiving or possessing stolen property: – unauthorised taking of the property of another person or receiving or possessing such property.</p> | <p>1, 2, 3, 4, 5 6 Police referral may follow</p> |
| <p>24. Tobacco: possessing, using or distributing tobacco at school, or whilst in school uniform. Students present during use or serving as lookouts will incur the same consequences.</p> | <p>4, 5, 6</p> |
| <p>25. Weapon or lookalike weapon: possessing any device intended to look like a weapon that would be capable of producing bodily harm.</p> | <p>4, 5, 6</p> |
| <p>26. Truancy: illegal absence from school.</p> | <p>1, 2, 3, 4, 5, 6</p> |
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