

DISCIPLINE FRAMEWORK

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Context

Margaret Jurd College (the College) is a Ministry of the Uniting Church in Australia. A registered non-government secondary special school established to support disadvantaged young people who have complex needs due to the following:

- Mental health/behavioural disorder at a level that is recognised as a disability in accordance with the Department of Education and Training criteria.
- Complex trauma history
- Autism

Margaret Jurd College is dedicated to providing students with a supportive alternative to mainstream schooling. We embrace young people who want to complete secondary schooling that live with mental health conditions that can be seen as challenging behaviours.

General Behaviour Expectations

- Be Where you are meant to Be
- Be Respectful
- Have a Crack

College Rules

- Respect the property, person, feelings and beliefs of yourself and others - this includes students, staff, and visitors to the College.
- No violence, verbal abuse or aggressive behaviours.
- No bullying, harassment, discrimination, or vilification (name calling, leaving people out, threatening, intimidation, setting people up, making others pick on someone).
- No deliberate damage to property – this includes graffiti.
- No stealing or stolen property.
- No sexual harassment (physical or verbal).
- No sex, sexting, sexual contact, or pornography.
- cyberbullying (bullying using mobile phones, Snap Chat, Facebook etc).
- No drugs, drug-taking paraphernalia or alcohol and no coming to the College under the influence of drugs or alcohol (this includes prescription and non-prescription medication).
- No smoking.
- No weapons.
- No swearing.
- No leaving the premises without permission.
- Margaret Jurd College maintains a “hands-off” rule. Students and staff are to respect each other’s personal space and refrain from physical contact.

	What	Who	When
1	Follow general behaviour expectations.	Students.	At all times.
2	Follow College Rules.	Students.	At all times.



Discipline

To ensure that, in accordance with the Education Act 1990, the College undertakes discipline in a way that demonstrates due process and procedural fairness.

Policy

All students and staff at Margaret Jurd College have the right to be treated fairly and with dignity in an environment free from violence, intimidation, harassment, and discrimination in accordance with the Anti-Discrimination Act 1977. This is achieved through the implementation of disciplinary procedures within the College that uphold the rights of individuals to be provided with a safe supportive learning and working environment.

All disciplinary procedures in place at Margaret Jurd College are in line with principles of procedural fairness as outlined in the Education Act 1990.

Procedural fairness is generally recognised as having two essential elements, these are:

- The right to be heard, and
- The right of a person to a fair and impartial decision.

Margaret Jurd College expressly prohibits the use of corporal punishment as a means of discipline in any situation for any reason. Margaret Jurd College does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at school.

Procedure

General Behaviour Expectations

- Be respectful of other students and staff.
- Attempt all work.
- Be where you are meant to be.

College Rules

- Respect the property, person, feelings and beliefs of yourself and others - this includes students, staff, and visitors to the College.
- No violence, verbal abuse or aggressive behaviours.
- No bullying, harassment, discrimination, or vilification (name calling, leaving people out, threatening, intimidation, setting people up, making others pick on someone).
- No deliberate damage to property – this includes graffiti.
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- No smoking.
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- No swearing.
- No leaving the premises without permission.
- Margaret Jurd College maintains a “hands off” rule. Students and staff are to respect each other’s personal space and refrain from physical contact.

	What	Who	When
1	Undertake discipline in a way that demonstrates due process and procedural fairness.	Margaret Jurd College.	At all times.
2	Provide a safe & supportive learning and working environment in accordance with the Anti-Discrimination Act 1977.	Margaret Jurd College.	At all times.
3	Conduct disciplinary procedures in line with the Education Act 1990.	Margaret Jurd College.	At all times.
4	Do not under any circumstances administer corporal punishment for any reason.	Margaret Jurd College.	At all times.
5	Follow General Behaviour Expectations.	Students.	At all times
6	Follow College rules.	Students.	At all times.

All staff and students are encouraged to operate initially under the principals of *Positive Reinforcement*:

This entails identifying positive behaviour and offering rewards for that behavior in the hope of reminding the students that doing the right thing has positive benefits.

All staff and students are encouraged to operate then under the principles of *Restorative Justice*. If minor behaviours requiring consequences are engaged in by the student then it is advised that the staff member who has been affected by the behavior do their best to engage in the principles of restorative justice. This does not have to be a formal process although it can be. It should operate under the following framework:

Restorative Justice is a theory of justice that emphasises repairing the harm caused by particular behaviour. It is best accomplished through cooperative processes that allow students who have demonstrated the behaviour to meet the staff that have been affected by the behaviour to identify the effect of the behaviour and to develop strategies to avoid the behaviour together. This can lead to transformation of people and relationships.

If it demonstrated that the former two methods are not the best approach at any given time then the College will resort to its standard method of *action = consequence* which will include the following actions:

Student Discipline

When a student is in breach of College rules they will fall subject to the College’s disciplinary procedure. The procedure is based on the principles of procedural fairness and provides for all



parties involved the opportunity to be heard. Parents/carers will support the College in the implementation of the College's disciplinary procedures inclusive of collecting or organising the collection of their child from College when requested.

NB: All breaches of College rules will be investigated in line with principles of procedural fairness. There may be instances where the College investigates a breach of College rules however, mitigating circumstances and/or the student's disability has impacted on their ability to fully understand the consequences for their actions or their ability to comply with the College rules. In these instances, the College will refer to Disability Standards for Education in line with maintaining the College's duty of care responsibility to all parties involved when deciding the disciplinary outcome.

Staff will enforce the consequences up to the point of detention. Only the Principal or member of the Executive Team maintain the right to make the decision to suspend, exit or expel a student. It is advisable that, where possible, all such decisions should be made in consultation with a second member of the Executive Team.

All major breaches of Margaret Jurd College rules are reported by staff to the Campus Coordinator or other members of the Executive Team. The Campus Coordinator will meet with the student/s to determine the disciplinary outcome necessary.

If breaches are found to be valid, the following disciplinary procedures are enforced. The severity of the breach will determine which level of discipline the student commences at. For example, ***weapons, physical violence, or deliberate malicious damage to property will automatically start at suspension and can result in exit or expulsion.***

The Campus Coordinator will examine these breaches based on provocation, student history, and all other mitigating circumstances surrounding the offence before reaching a final decision. This decision is made by the Campus Coordinator or other member of the Executive Team after examining all of the surrounding circumstances to ensure that the decision is fair and just. For serious matters that may result in a lengthy suspension or students losing their placement, **students may be sent home during the decision-making process to allow time for procedural fairness to be enforced.**

Breaches surrounding classroom or playground behaviour that could be considered minor are dealt with by teaching and/or support staff on duty. A report will still need to be noted on SEQTA. These breaches may result in detention, loss of lunch time activities, loss of excursions etc.

All breaches of a serious nature that need intervention from steps 3 through 6 must be investigated and addressed in consultation with the Campus Coordinator or other members of the Executive Team. Consequences ranging from 5 to 7 are advised to be made in consultation with another member of the Executive Team or, if deemed appropriate, a student's caseworker.

If the breach of rules is an alleged illegal act the police will be contacted, and formal charges may be laid. Parents/caregivers are required to present at the College in the event of police involvement (see policy regarding the interviewing of students by police or JIRT).

	What	Who	When
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1	Report any breaches to the Campus Coordinator.	Staff.	In the event of a breach.
2	Meet with the student to determine the disciplinary outcome.	Campus Coordinator.	In the event of a breach.
3	Examine the breach based on provocation, student history & all other mitigating circumstances.	Campus Coordinator.	In the event of a breach.
4	Examine any breaches around classroom or playground behaviour.	Teaching staff.	In the event of a minor breach.
5	Contact the Police.	Executive Staff.	If a breach of rules is also an alleged illegal act.

Exclusions from the College

If the Principal or Campus Coordinator considers that a student is guilty of a serious breach of the College rules or has otherwise engaged in conduct that is prejudicial to the College or its students or staff, the Principal or Campus Coordinator may exclude the student permanently or temporarily at their absolute discretion and in accordance with the relevant legislation.

If the College Board or the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent/caregiver and the College has broken down to the extent that it adversely impacts that relationship, then the College, the College Board or the Principal may require the parent/caregiver to remove the child from the College.

This exclusion from the College may take place in one of two forms. An **exit** allows the student to reapply at a later date at which point the actions of the student to address the challenges they faced when previously enrolled at the College will be assessed by the College.

An **expulsion** excludes the student from reapplying at the College at a later date.

The College will only exercise its powers under this clause to exclude a student permanently if it has provided the student and the parents/caregiver of the student with details of the conduct which may result in a decision to exclude the student and provide them with a reasonable opportunity to respond.

College rules are subject to change from time to time. Parents/caregivers will be notified in writing of any upcoming rule change with an explanation of why the College has made the change and how the change benefits your child.

What	Detention- A detention is completed at lunch-time and requires the student to be set an achievable task to complete within a specific amount of time	Short Suspension - A temporary exclusion from the College for not more than 5 days.	Long Suspension - A temporary exclusion from the College for more than 5 days but not more than 20 days	Exit – exclusion from the College with the chance of future enrolment if certain requirements are met	Expulsion - The permanent exclusion of a student from the College with no possible chance of re-enrolment
General minor disobedience	All Staff				
Refusal to attend the classroom	All Staff				
Refusal to engage in the work	All Staff				
Refusal to attempt multiple detentions (no longer than 2 days of exclusion)		Executive Team			
Smoking on campus		Executive Team			
Repeated/ obvious disobedience on College grounds		Executive Team			
Damage to College Property		Executive Team			
Taking illicit substances or presenting at the College under the influence of illicit substances		Executive Team			
A short suspension that has been increased to a long suspension as the student has previously been suspended for the same behaviour several times			Executive Team		
Engaging in violence on College grounds			Executive Team		
A temporary exclusion from the College for more than 5 days that falls under the proviso of a medication review and happens in consultation with other medical stakeholders			Wellbeing Coordinator		
Selling drug/ drug paraphernalia on College grounds				Executive Team	
Engaging in extreme violence on College grounds				Executive Team	
Knowingly bringing weapons onto				Executive Team	



College property					
Continual refusal to engage in the program					Campus Coordinator and Principal
A break-down in trust between the College and the contract holder					Campus Coordinator and Principal

Assisted School Travel Program (ASTP)

All students accessing assisted school travel must comply with the rules and regulations of this program when arriving or leaving school.

- When leaving the vehicle students must enter the College gates immediately. No students are permitted to leave the College grounds inclusive of the College car park before entering the College gates.
- Once students have arrived they are transferred from the care of the Department of Education to the care of Margaret Jurd College. **All College rules apply from the time of arrival.**
- At the end of the school day students are to leave the College grounds and alight the ASTP vehicle immediately. Students are transferred from the care of Margaret Jurd College to the care of the Department of Education when they move into the vehicle. Students are not permitted to loiter in the car park area or the neighbouring property before alighting the vehicle. **All College rules continue to apply until students leave the area in the vehicle.**
- If a student does not use ASTP in either direction on any given day, the parent/caregiver must contact the assisted school travel operator and notify them in accordance with the ASTP Policy.
- The College must be notified by parents or caregivers on occasions when students are not accessing ASTP to travel home.
- A member of the Executive Team or their delegates are rostered on to monitor drop off and pick up by ASTP inclusive of keeping a daily record of which students have accessed the service by way of marking a paper roll. In the event of a student refusing to get on transport and/or absconding from the College, parents/carers must be notified by phone immediately.

Please Note: The Assisted School Travel Program is a privilege. Continual noncompliance with the regulations regarding notification or usage will place the student's transport in jeopardy.

	What	Who	When
1	Enter the school gates immediately upon arriving at the College.	Students.	When arriving at the College.
2	Adhere to the College rules upon arrival.	Students	When arriving at the College.

3	Leave the College grounds and alight ASTP services as soon as they arrive.	Students.	When ASTP arrive.
4	Notify the school if a student is not utilising ASTP.	Parents/carers.	If the student is not using ASTP
5	Monitor ASTP drop-off.	Executive Team	Every day.

Confiscation

- Mobile phones are permitted to be kept by students however are not to be accessed during class time without the explicit permission of the classroom teacher in each class. Students who refuse to put their phones away or are continuously breaching this rule may have their phones confiscated by the classroom teacher or another member of the Executive Team. If a student refuses to hand their phone in, they may be sent home
- Mobile phones which are confiscated will be handed back to the student at the end of the day.
- No cigarettes, lighters vapes, or sharp implements, they will be confiscated. Sharp items will be disposed of after a member of the Executive Team has been alerted. Continued breaches of this rule may result in an automatic bag search each morning. This decision will be made in consultation with the Wellbeing Coordinator.
- Material that contains inappropriate content eg drug references, violence, explicit language, nudity or sexual content will be confiscated or asked to be removed/placed out of sight. If a student refuses to do this they may be sent home for the day. A member of the Executive Team will make that decision.
- Energy drinks eg V, Mother, Red Bull etc can prove to be a disruption in class and can cause the student to disrupt the class. If one of the previously mentioned products is brought onto the College campus it will be stored in the fridge and returned to the student at the end of the day.
- If an item has been confiscated, such as a lighter or cigarettes, that cannot be legally supplied to a person under a certain age then parents will be informed and asked to collect the item. If parents have not collected the item within two weeks the item will be disposed of.

	What	Who	When
1	Do not access mobile phone unless expressly allowed by classroom staff.	Students.	Whilst in class.
2	Return any confiscated mobile phones to student at the end of the day.	The staff member who confiscated the phone.	As required.

3	Cigarettes, lighters, vapes and sharp implements will be confiscated.	Executive Staff.	As required.
4	Material that contains inappropriate content will be confiscated.	Executive Staff.	As required.
5	Energy drinks will be confiscated and returned to students at the end of the day.	Staff.	As required.
6	Inform parents that an item that cannot by law, be returned to a person under a certain age.	Executive Staff.	As required.
7	Dispose of any items that cannot be returned to a person under a certain age if they have not been collected by a parent/carer after two weeks.	Executive staff.	As required.

Anti-Bullying

The purpose of this policy is to outline the College’s policy on maintaining a safe and positive environment for staff and students, making bullying less likely to occur.

This policy covers anti-bullying within the College through any medium. It applies to all students, employees, volunteers, and visitors to the College.

Policy

Margaret Jurd College maintains the rights of young people to be provided with a safe secure educational and living environment, free from bullying. Margaret Jurd College maintains a zero-tolerance policy for bullying. All bullying behaviour will be addressed through the College disciplinary procedures and the programs provided.

Definition:

What is Bullying

Whilst there is no universally accepted definition of bullying, there is a general consensus that bullying behaviour has the following elements:

A desire to hurt; the perpetration of hurtful behaviour (physical, verbal, or relational) in a situation in which there is an imbalance of power; the action being regarded as unjustified, typically repeated and experienced by the target of the aggression as oppressive, and by the perpetrator as enjoyable. (Ken Rigby, 2002)

Bullying is a pattern of uninvited ongoing behaviour directed by a more powerful person or group to intentionally or unintentionally hurt, injure, embarrass and/or distress a less powerful person or group. Bullying may be physical, verbal, psychological, or social.

Bullying can take many forms, all of which potentially cause distress.

Examples of Bullying include but are not limited to:

Physical: Hitting, pushing, tripping, kicking, spitting on others.

Extortion: Threatening to take someone's possessions, food, or money.

Verbal: Teasing, using offensive names, ridiculing, spreading rumours.

Non-Verbal: Writing offensive notes or graffiti about others, using email or text messaging to hurt others, rude gestures, facial gestures, consistently staring at someone and encouraging others to do the same.

Exclusion: Deliberately excluding others from the group, refusing to sit next to someone.

Property: Stealing, hiding, damaging, or destroying property.

Cyber: Offensive/threatening images, offensive/ threatening/ hurtful comments, rumour spreading via emails, SMS chatrooms etc.

The key features of bullying are that it:

- Causes hurt and distress to the target and others eg family.
- Is repeated.
- Involves the use of power in an unfair way.
- Removes the feeling of safety in our College community.

Bullying is not always instigated by the older or stronger. "Bullying up" is bullying done by the smaller, the younger and the weaker, who either use anonymous means to bully, such as cyberbullying, or overt means to bully, knowing that any retaliation would make the provoked person look like they are the bully.

Symptoms of Bullying

For behaviour to be classified as bullying, it needs to involve repeated actions that are intended to cause hurt.

There is a difference between bullying behaviour and what can be described as normal interpersonal conflict. The symptoms associated with bullying include, but are not limited to:

- Not wanting to attend College.
- Change in friends and social activities.
- Anger.
- Sadness.
- Depression.
- Low self-esteem.
- Symptoms such as headaches and stomach aches that don't appear to have a viral cause.

Withdrawal and reluctance to "join in" can be a warning sign, as can truancy, misbehaviour, and aggressive behaviour. Cuts, bruising, torn clothing, and requests for extra food or money can also

be clues that a student may be suffering from bullying.

Any form of bullying is unacceptable for a Margaret Jurd College student who, many times has been the victim of bullying and has attended the College with an understanding that this is a community that operates free from the risk of bullying. In the same way, it is against all that Margaret Jurd College stands for.

Those who are identified as bullies will be asked to accept (own) their behaviour and, if the behaviour continues they will be dealt with firmly and may be exited from the College.

Cyber Bullying

Cyberbullying is undertaking bullying, as described above, via modern technologies such as the internet and other forms of social media, and through the use of smart phones and other mobile devices.

Cyberbullying is a growing problem in society. Modern technologies give the individual, even the most unlikely of individuals, a huge ability to cause harm. It can be an attractive means of bullying for it can appear to be able to happen without anyone knowing who is doing it.

Cyberbullying can be damaging because of the capacity it has to humiliate, hurt, and harm a person in front of a huge “audience” and the bully can remain anonymous.

A dangerous feature of cyberbullying is that it can be done quickly and easily which is why it may seem like an attractive option for a potential bully.

A further problem with cyberbullying is that the bully is often unaware of the extent of the harm they are causing because cyberbullying seldom occurs face-to-face. No one sees what happens to a “victim” in their own home, so it appears that the bully is protected from an understanding of their bullying behaviour.

The College’s anti-bullying policy will still be enacted when the bully uses technology. Some examples of cyberbullying, which are unacceptable at any time, whether at or away from College are listed below. In extreme cases, this kind of bullying may be referred to the federal or local police.

- Sending a text message to another student containing threats or insults or inciting anti-social behaviour.
- Sending or forwarding an email containing a destructive rumour about another student.
- Creating a social media profile impersonating another student.
- Impersonating another person on social media.
- Filming a teacher or another student and uploading the footage on YouTube.

Sexting

Another expression of cyberbullying is sexting. Sexting is taking sexually explicit photos and making them available for others to see via a carriage service such as a mobile phone or computer.

Sending explicit images of anyone, including yourself, is a crime if you are under the age of 18

years. If the person in the picture is under 16 years, it can be a very serious crime possibly resulting in charges of paedophilia. If sexting involves the distribution of images of a person under the age of 16 then the College may choose to involve the NSW police.

Mobile Phones and Cyber Bullying

Using mobile devices to bully (also known as cyberbullying) and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour. Students are reminded that it is a criminal offence to use a mobile phone to bully, harass or offend another person and all calls, text messages and emails can be traced at the request of the College (through Telstra/ Optus or Vodaphone etc).

Mobile phones or other mobile devices must not be used to take photos/videos of any other students or teachers without their consent. It is also prohibited to upload photos/videos of other students/teachers to social media websites or email photos/videos to others if doing so would embarrass, humiliate, or cause discomfort to the subject of the photo/video. Students are reminded that the use of mobile phones in toilets or changing rooms is strictly prohibited and may end in police involvement. If a staff member at the College becomes aware that their image has been uploaded by a student without their consent then this may warrant police involvement.

Student Guidelines

Due to new social media available to students, student products and documents have the potential to reach audiences outside the classroom or the College. This means that everyone has a greater level of responsibility and accountability.

Below are guidelines students are required to follow when using internet tools in the classroom or during College activities. Students should follow these guidelines anytime they post material that could identify themselves, others, or their relationship to the College.

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Even if you post to sites like *Snapchat* that have the appearance of immediate deletion this does not actually happen and remains accessible for those who know how to retrieve it. Do not post anything you wouldn't want friends, parents, other family members, teachers, or a future employer to see.
2. Follow the College's Code of Conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it respectfully. Make sure that criticism is constructive and not hurtful or abusive. What is inappropriate in the classroom or at the College, in general, is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Talk to College staff (specifically your caseworker) if you feel you have been unsafe or have been asked to share information that you feel may make you unsafe.
4. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity. This can be thought of as fraud or slander and may be dealt with by the police.
5. Know that the most frequent use of the internet is for illegal activities such as scams, pornography, and gambling.



6. If you are concerned about something on the internet or social media that makes you feel uncomfortable, or is not respectful, inform staff or parents/carers right away.

Cyber Anonymity

Students need to remember that something sent electronically can never be entirely removed even with a press of the “delete” button. The image or statement or contents of a chat group may emerge at any stage in their future life and lead to serious consequences. Using pseudonyms, passwords and avatars do not protect the identity of a cyberbully. Technologies exist to identify those who misuse modern technologies to harm others.

When using a social networking site, the College recommends that you set your profile to private and only allow access to people you know and trust. Do not upload any personal details that could lead to your identification by strangers. If taking pictures, it is advised that you turn off your location settings particularly if you intend to post those pictures online.

How does Margaret Jurd College discourage Bullying?

Margaret Jurd College is a Uniting Church school and, as a College founded on Christian values; it encourages all members of the College community to establish relationships that are grounded in equity, compassion, reconciliation, and justice. These values dictate that we do not accept ideas, beliefs and behaviours that victimise people.

The College encourages the development of positive strategies for socialising with one another.

Procedures

If you believe that you or someone that you know is being bullied you are encouraged to report your concerns immediately.

The report should be made to your class teacher, caseworker, teacher’s aid, psychologist, parent/carer, or any adult with whom you feel comfortable.

- The person receiving the complaint will report it to the Campus Coordinator for action.
- Any reported bullying incident will be followed up and actions taken and documented.

The reporting of anti-social behaviour is one way Margaret Jurd College students can defend and protect their peers and the College’s safe environment.

Who	What	When
All students particularly student leaders within the College.	Refuse to engage in bullying behaviour and represent true leadership within the College.	At all times.
All students	Know that staff are there to provide support to them when they are experiencing or	At all times.

	witnessing bullying.	
All students	Report any bullying behaviour a staff member or to the Campus Coordinator for investigation.	Whenever they need to.
All staff	Report any bullying behaviour the Campus Coordinator for investigation.	Whenever it is reported to the
Campus Coordinator	Investigate the situation by conducting interviews and collecting evidence such as video footage or witness statements.	Whenever it is reported to the
Campus Coordinator	Inform parents and carers, in writing, if a student is found by the College to be engaging in bullying behaviour.	According to the outcome of a investigation.
Campus Coordinator	Respond to parent concern in regards-to bullying ensuring that College policy is followed throughout investigation and disciplinary process.	As needed.

Intervention

It is also acknowledged that many perpetrators of bullying behaviour have themselves been victims of bullying in the past. The College response to bullying will take that into consideration and work toward the goal of a safe environment for every student and the education of those who would engage in bullying to remind them of more appropriate strategies for engaging with their peers. Margaret Jurd College, through the wellbeing program and the use of outside support and facilitators, continues to develop and implement programs for bullying prevention.

Early intervention support is available for students who are identified as having previously experienced bullying or engaged in bullying behaviour.

The College, depending on the situation, will work closely with the Police College Liaison Officer, Senior Constable Jalam Glossop.

Constable Glossop will assist with mediation, education, and advice on effective intervention strategies for the College.

Other Methods of Intervention

1. **PD/HEALTH/PE Class** incorporating education programs focusing on assertive behaviours, anger management, self-esteem, rights, and responsibilities, what is bullying and self-responsibility.

2. **Wellbeing programs** targeting the above-mentioned categories on an individual basis as well as focusing on the individual issues faced by the students in a one on one confidential setting.
3. **Referral** to specialist agencies eg, mental health professionals, counsellors, medical practitioners etc.
4. **Family work** where possible to incorporate all parties in behavioural change strategies.

Responsibilities and Delegations

College staff have a responsibility to:

- Respect and support students.
- Model and promote appropriate behaviour.
- Have knowledge of Margaret Jurd College's and departmental policies relating to bullying behaviour.
- Respond in a timely manner to incidents of bullying.

In addition, all staff have a responsibility to:

- Provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

Students have a responsibility to:

- Behave appropriately, respecting individual differences and diversity.
- Behave as responsible digital citizens.
- Follow the College anti-bullying philosophy.
- Behave as responsible bystanders.
- Report incidents of anti-social behaviour immediately.

Parents and Carers have a responsibility to:

- Support students to become responsible citizens and to develop responsible online behaviours.
- Be aware of the College anti-bullying plan and assist their students in understanding bullying behaviour.
- Support their students in developing positive responses to incidents of bullying consistent with the College's anti-bullying plan.
- Report incidents of College related bullying behaviour to the College.

Margaret Jurd College reserves the right to alter the means and ways by which it discourages bullying. If any member of the College community would like to suggest an improvement in the way bullying might be discouraged at Margaret Jurd College, they are invited to send their suggestions to the Principal.

What should you do if you are being Bullied?

If you are being bullied, it is important that you talk to an adult who is in a position to help you.

There can be a reluctance to report bullying because of a fear of being labelled a "dobber" and going

against an unwritten code of student behaviour. This concern is understandable but must not prevent a student from reporting bullying behaviour. Most students dislike bullying and would support your attempts to stop it.

Some students may not want to report bullying because they feel it might only make matters worse. Again, this fear is understandable, but most teachers and mentors are trained in ways to help victims of bullying in a manner that protects the victim.

It can take courage to challenge the bully, to expose them for who they are and to play a part in improving our community by ridding it of bullying behaviour. Margaret Jurd College expects its students to show this courage and not tolerate bullying as a bystander or as a victim.

Everyone at Margaret Jurd College should be committed to making the College a safe and happy community.

If you are being bullied, you must tell a responsible adult who has the capacity to help.

Options include:

- Parent/carer, guardian, or adult relatives.
- Teacher, caseworker, or teachers aid.
- Psychologist, chaplain.
- Principal, Campus Coordinator, Wellbeing Coordinator, Teaching and Learning Coordinator.

If needed, further help can be obtained from:

Kids Helpline – 1800 551 800

Lifeline – 131 114

Salve Youth Line – 9360 300

Confiscation

- In the event that a student is found to be in possession of an item that they are not permitted to have the item will be confiscated. If the item is found to be an illegal item e.g. drugs, weapon; the police will be called. Refer to policy on Police Involvement with students of Margaret Jurd College.
- The student will be requested to give the item to staff. If the student refuses to give the item to staff the young person will come subject to the Margaret Jurd College Disciplinary Procedure.
- If staff deems the item to create a risk to the student, others or the college the student's parent/caregiver will be contacted to collect their child and the item in question.
- If the item is believed to be illegal or if the young person becomes threatening the police will be called.
- The item will be labelled with the child's name on it and secured in the office area.
- The student's parents/caregivers are contacted and informed of the confiscation.
- The item can be collected from the office by the students' parents/caregiver.
- The College cannot return cigarettes, lighters or matches to students, they will be placed in the rubbish. **They will be labelled with the student's name and held in the reception office**

for collection by a parent/caregiver only. If the items have not been collected within 1 week they will be placed in the rubbish. Under no circumstance will the school release these items to a minor.

- Illegal items are handed in to the Police.
- Electronic devices such as Mobile phones and iPods will be returned to students at the end of the school day.

Uniforms

In order to assist our students, feel part of the College community we believe it is necessary that all students wear the College uniform. This also assists staff members to identify students when off College grounds on an excursion. The College also understands that financial concerns may underpin a student's inability to wear a uniform. As a result, the College will subsidise uniforms as much as practicable.

Policy

- a. The College will set uniform requirements.
- b. The College supports the wearing of school uniform which promotes a sense of belonging for students and creates a positive identity for the College community. College uniforms also contribute to the personal safety of students by allowing easier recognition of students inside the College and in the community.
- c. The College expects students to wear the uniform during College hours, while travelling to and from College, and when engaged in College activities out of College hours.
- d. All students should have the opportunity to access the full range of College activities, including physical activities while wearing a College uniform, and girls must have the option to wear shorts and pants.
- e. College uniform requirements should take into account the diverse nature of our student population.
- f. The College's response to a student not wearing a uniform will be appropriate, fair, and consistent, and a student cannot be suspended or expelled for not wearing the College uniform. The College's approach to a student not wearing the uniform will be dictated by the College's Discipline Policy. Whilst the Colleges should positively encourage the wearing of the uniform, the Principal or delegate may consider making exemptions for not wearing a uniform, if considered appropriate after discussions with parents or carers.
- g. Decisions about College uniform requirements must comply with work health and safety and anti-discrimination legislation. A College uniform should promote the health and safety of students by identifying items necessary for particular activities to protect students from injury (for example, items for sun protection or safe footwear). Students should be encouraged to wear sun safe hats for outside activities whenever possible, even though hats may not be a part of the College's uniform requirements.
- h. The College uniform should include items that are affordable, comfortable, made from easy-care fabrics, appropriate for activity and suitable for all body shapes.
- i. The College will advise parents on how they can access financial support if they are unable to purchase uniform items after the initial set is provided. To assist families, the College should organise facilities such as clothing pools that are able to be used by the Wellbeing Coordinator or delegate.
- j. The College uniform requirements should be reviewed when the need arises. Parents and carers must be given sufficient time to purchase items if necessary and the College may need to give parents more time to change more costly items.

Procedure

College Uniform

The College provides uniforms to all students comprising:

- 3 x College polo shirts
- 1 x College microfibre jacket

Along with provided College polo it is a requirement that students wear navy blue or black items of clothing inclusive of;

- Mid-thigh to knee length shorts.
- Pants inclusive of trackpants, chinos, jeans, or dress pants.
- Jumper, cardigan.

It is a requirement that students wear closed-in shoes.

No ballet flats, no canvas slip on shoes, no thongs, no slippers or Ugg boots permitted unless direct permission is sought from the College Principal or delegate.

Skirts, dresses, skorts, tights, bike shorts, board shorts and active wear are not permitted unless direct permission is sought from the College Principal or delegate.

When students are in attendance at the College or on a College outing, they must adhere to the following dress code for students:

- No inappropriate pictures or comments on clothes, i.e., no drug, alcohol, abusive or sexual references.
- No visible undergarments.
- No mid-rift to be visible.
- Shorts to be mid-thigh in length.
- No excessive cleavage to be showing.
- No thongs.

	What	Who	When
1	Always adhere to uniform policy.	Students.	At all times.

Detention

Students who breach rules within the College that are subject to detention as outlined in the College's disciplinary procedure or students who refuse to complete their schoolwork in class time are subject to spending a portion of the second lunch break on detention to complete the work not completed in class. Detention will procedure is as follows.

- When a student breaches a College rule that is subject to the disciplinary process of detention they will be told they are on detention for second lunch for that day.

- Staff placing the student on detention complete the details of the detention in the college management system (currently Edumate).
- At the commencement of the second lunch break student will collect their food, take 10 minutes to eat their lunch and make their way to the room where detention is being supervised.
- Staff will support the students on detention in completing the task set out for detention for that day.
- Students who are on detention are to remain in the detention room until they complete work as set.
- During this time students are to complete any tasks as set by the staff member who has placed them on detention. In the event that there is no set work to complete students are to write a description of the behaviour that has led to their detention, the reason for their behaviour and alternative positive choices that could have seen their needs met without being placed on detention. Staff will assist students to explore their behaviours and the possible reasons behind their behaviours as well as positive behavioural options. Certain behaviours have pre-arranged worksheets set out for completion to target these outcomes.
- In the event that students refuse to complete their detention they will be required to complete the detention on the next day that they are at College for a lunch period.
- In the event that a student continues to refuse to complete their detention they will be placed on suspension.
- The aim is education and empowerment with the focus remaining positive. Students will follow up their behavioural goals and strategies discussed in detention as part of their individual plan with the college wellbeing staff.
- In the event that students continue to make poor behavioural choices and continue to be placed on detention for the same reason, more punitive disciplinary measures may be implemented e.g. withdrawal of outings or excursions, suspension etc. (see 3.02 Margaret Jurd College Disciplinary Procedure)

N.B It is encouraged that, students negotiate with staff to have their detention reversed through restorative practice i.e. apologizing for behaviour, negotiating to have the opportunity to complete work at home etc.

Suspensions, Exits & Expulsions

Margaret Jurd College understands that children sometimes need to be removed from the College for a variety of reasons. These reasons can be for time out because of breaking school rules. The College also understands that people, particularly children, make bad choices; we also understand that these bad choices are vital for the development and growth of children.

All students and staff at the College have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination in accordance with the Anti-Discrimination Act 1977. This is achieved through the implementation of disciplinary procedures within the College that uphold the rights of an individual to be provided with a safe supportive learning and working environment.

All disciplinary procedures in place at the College are in line with principles of procedural fairness. Procedural fairness is generally recognized as having two essential elements, these are:

- The right to be heard, and

- The right of a person to a fair and impartial decision.

The rules at Margaret Jurd College have been developed in line with state and federal laws and societal expectations of behaviour. All rules in place are there for the safety and protection of students, staff and the College. Students who breach these rules come under the College's disciplinary procedures as outlined in The Margaret Jurd College Disciplinary Procedure document. As noted in the Margaret Jurd College Disciplinary Procedure students may be suspended, exited or expelled from the College. In the event that a student is suspended, exited or expelled the following procedure will be followed.

Procedure

1. Parent/caregiver will be contacted by telephone by Margaret Jurd College staff, explaining the rule that has allegedly been breached and the circumstances surrounding the breach. Students are always offered to have their parents invited in to the College to support them and be part of the disciplinary process.
2. All parties involved and or witness to the breach will speak with the College Principal and/or Coordinator with ample time given to all parties to allow them to have their point of view heard.
3. Where possible students will have wellbeing staff present to provide support throughout this process.
4. The executive team will explore all of the issues surrounding the breach of rule to best gain an understanding of the point of view of each party involved.
5. The Principal will decide the best action to be taken given the seriousness and all factors of the incident, the behavioural history of the student/s involved, statements and indicators of remorse, incidents of recidivism.
6. Students may be suspended pending outcome of the investigation which may result in further action being taken by the College for any of the following:
 - Physical violence
 - Verbal abuse of staff
 - Possession of an illegal substance (not including tobacco)
 - The supply of illegal or prescription drugs to another person
 - The possession of weapons
 - Malicious damage to College property, or to public/private property within the community surrounding the College

Due to the illegal nature of these branches the Principal will decide if there is need to have police involvement. In the event of violence, the victim will be offered the support of the College if the family wish to have police involvement. Parents/caregivers are requested to attend the College in the event of Police involvement.

1. Students are at risk of suspension for:
 - a) Verbally abusing and/or threatening neighbours of the school
 - b) Continual refusal to participate in the College's programs
 - c) Continual refusal to follow staff direction
 - d) Verbally abusive and aggressive behaviour
 - e) Continual harassment, intimidation and/or vilification of other student/s (see bullying policy)
 - f) Leaving the College grounds or group whilst on an outing without supervision or

- g) permission
- g) Engaging in illegal activity whilst at College e.g. stealing.
- 2. Parents are informed of the findings and the outcome of the investigatory process however the names of other students will be withheld for privacy.
- 3. Students may be placed on suspension for a minimum of two days and a maximum of two weeks.
- 4. All students placed on suspension are given school work to be completed whilst on suspension via the online MyEd system.
- 5. A written notice of suspension is forwarded to parent/caregiver in the mail on every instance of suspension and a record kept in the student's records. The notice of suspension will include
 - a) Date and time of incident
 - b) Details of incident
 - c) Duration of suspension
 - d) Return to College date
 - e) Other action taken by the College e.g. Legal action
 - f) Any support the College would like the parents/caregivers to assist with i.e. ensuring the suspension is not simply treated as a holiday, ensure that work set is completed etc.
 - g) Parents are requested to attend a return from suspension meeting with the college executive staff on the student return to the college. Parents are welcome to request the principal to be present at this meeting. This is an opportunity for the parents and student to discuss any concerns they may have regarding the return to College and any supports the College may need to put in place to make the return a success.
- 2. In the event that a student continually breaches College rules with no demonstrated desire or attempt to change the student will be exited from the College.
- 3. We understand that some students come into the program at a time where they are simply not ready to settle into the College environment. It is the policy of Margaret Jurd College to provide students with opportunity to learn and grow inclusive of second chances at enrolment. This second chance is at the discretion of the College Principal and must be accompanied by the students' demonstrated changes and desire to continue their education e.g. Anger management, counselling, demonstrated behavioural changes at home etc.
- 4. A student may be expelled in the event of the following
 - a) Extreme or unprovoked violence
 - b) The use of an implement as a weapon or the threat of use of a weapon against another person
 - c) Malicious damage to College property or to public or private property in the surrounding community
 - d) Continued misbehaviour, refusal to follow directions, refusal to participate in College programs after a second chance has already been granted.

Parents/Caregivers are invited into the College throughout the disciplinary process. Open communication is sought by the College with the parents/caregivers in an attempt to work together toward behavioural change in the hope to maintain the student placement.



Suspension and exits are used as behavioural tools as students sometimes need to know that certain behaviours or continual defiance of College rules impact on the other student's ability to focus and on the teacher's ability to deliver curriculum.

Expulsion is the last resort, and all measures are taken by the College to avoid such an outcome.

Definitions

Suspension: A temporary debarment from the education and/or the residential program

Exit: An exit from the College with the opportunity to reapply for enrolment at a later date if desired by the student.

Expulsion: The permanent removal of the student from the College

Suspension's Exit's and Expulsions can only be implemented by the College Manager or Delegate.