



Discipline Policy

Mazenod College seeks to provide the means by which the full potential of each of its students and that of the school Community is realised. These are presented under the College aims which are broken into four basic categories: Faith, Academic, Community and Personal Development.

Mazenod College also seeks to instil in its students a sense of their own worth and to promote initiative, self-reliance, integrity and leadership. There is also the broader objective of instilling in students a genuine respect for all, especially those of different cultural and social backgrounds. In regards to discipline the College's ultimate aim is for all members of the community to regulate their behaviour in such a way that these outcomes are achieved through self-discipline rather than externally imposed sanctions.

CODE OF CONDUCT AT MAZENOD COLLEGE

At Mazenod College everyone has RIGHTS

STUDENTS have the right to:

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

TEACHERS have the right to:

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

PARENTS have the right to:

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

At Mazenod College, everyone has RESPONSIBILITIES

It is the responsibility of all students to:

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

It is the responsibility of all staff to:

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

It is the responsibility of all parents to:

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

The basis on which we make our rules at Mazenod:

School rules and procedures should have the following characteristics:

- they should be simple;
- they should be enforceable;
- they should be moral, reflecting community standards and the standards;
- 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. Consequences are not progressive but will be applied as appropriate. Further sanctions may be applied at the discretion of the Dean of School, Deputy Principal or Principal, depending on the severity of the breach.

Note: The consequences range from mild (Level 1) through to the 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 in consultation with the Year Level Coordinator may require that the student attend a detention after classroom management strategies have been applied.

Possible detentions range from 45 minutes or 60 minutes with a Year Level Coordinator or Dean of School. In more severe cases a lengthier Saturday or Student free day detention may be applied.

- **Level 3:** Temporary removal from class: a student, for cause, may be removed from a given class recommended by the YLC and approved by the Dean of School. The appropriate communication to parents must be completed.
- **Level 4:** Internal suspension: this can only be given by the Dean of School, Deputy 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 Dean of School, after discussion with the Deputy Principal or Principal, may suspend a student for one to nine 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. A full and fair investigation will always be held by the appropriate staff 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 Deputy Principal.

The Principal, Deputy Principal or Dean of School may recommend longer suspensions, expulsion 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 a 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 Dean of School, Deputy Principal or Principal, depending on the severity of the breach.

Corporal Punishment is not permitted at Mazenod College

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
6. Damage of Property (Vandalism): defacing, cutting or otherwise damaging property that belongs to the school, other students, employees or others. Chewing Gum	1, 2, 3, 4, 5, 6 Restitution
7. Chewing Gum: is not permitted.	1, 2 Restitution
8. Disruption: any behaviour which disrupts or interrupts the normal teaching - learning process.	1, 2, 3, 4, 5, 6
9. Driving, careless or reckless: driving on school property in such a manner as to endanger persons or property, parking on school grounds without permission.	1, 2 Loss of permission to drive to school.
10. Failure to serve assigned detention.	1 and elevated to the next detention level
11. Fighting: adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or multiple students contributed by verbally instigating a fight and/or physical	2, 3, 4, 5, 6

action. Promoting/instigating a fight, contributing to a fight verbally or through behaviour.	
12. Forgery: the signing of a note for a parent or staff member.	1, 2, 3, 4
13. 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.	3, 4, 5, 6
14. 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.	The school has a zero tolerance policy, so expulsion applies. Police referral may follow.
15. Insubordination: wilful refusal to follow an appropriate direction given by a staff member.	2, 3, 4, 5, 6
16. Intimidation: frightening or threatening another person with bodily or property harm, pushing, bumping or tripping with the intent to frighten or threaten.	2, 3, 4, 5, 6
17. Leaving school grounds: departure from school grounds without permission during school hours.	1, 2, 3, 4, 5, 6
18. Littering: carelessly or deliberately dropping rubbish, includes not assisting with clean up duties.	1, 2, 3, 4
19. Use of Mobile devices: causing a nuisance with objects that cause distractions, such as mobile phones, radios, headsets, universal remote controls and laser pointers.	1, 2, 3, 4
20. Plagiarism: the use of words or ideas without acknowledgement. Loss of credit for the assignment.	1, 2, 3, 4
21. Presentation Policy: out of uniform, poor wearing of uniform, not shaven, inappropriate haircut, piercings.	1, 2, 3, 4, 5
22. Privacy: filming, taking photographs or recording members of the school community without permission. Uploading or circulating photos or videos of Mazenod students or staff without permission.	2, 3, 4, 5
23. Profanity/obscenity: written or oral language or drawings that offend the senses or the standards of morality of the school and the community.	1, 2, 3, 4, 5, 6

24. Safety: endangering the safety of others.	2, 3, 4, 5, 6
25. Tardiness: being late to school or class with no valid excuse.	1, 2, 3, 4
26. Theft, or knowingly receiving or possessing stolen property: – unauthorised taking of the property of another person or receiving or possessing such property	1, 2, 3, 4, 5, 6 Police referral may follow
27. 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.	4, 5, 6
28. Weapon or lookalike weapon: possessing any device intended to look like a weapon that would be capable of producing bodily harm.	4, 5, 6

DETENTIONS

- Lunchtime conferences of no longer than 20 minutes which are conducted and supervised by Classroom Teacher.
- Year Level Coordinator detention from 3:15 pm – 4:00 pm, which are conducted by Year Level Coordinator / Assistant Year Level Coordinator and communicated to parents through a generated letter.
- Deans of School / Deputy Principal detention on Fridays from 3:15 pm – 4:15 pm, which are conducted by the Deans of School and Deputy Principal and communicated to parents through a generated letter.
- Saturday Detention (academic and behaviour) from 9:00 am – 11:00 am, which are conducted by the Deans of School and Deputy Principal and communicated to parents through a generated letter.