



Primary Only	Secondary Only	<b>Combined Policy</b>
<b><i>Both Campuses</i></b>	<i>Taylors Hill Only</i>	<i>Mernda only</i>
<b><i>Policy Type: Behavioural</i></b>		

## RATIONALE

The Discipline/Tier 3 Committee deals with all major behaviour issues across P-12. It meets on an ad hoc basis whenever an issue arises and determines consequences for the issue(s) in question. This policy ensures that the Committee has a consistent structure and format to ensure the continuity of behavioural outcomes.

## IMPLEMENTATION

### Structure

1. The Discipline Committee is made up of the following members:
  - a) The Principal
  - b) The Head of Primary
  - c) The Head of Secondary
  - d) A Chaplain
  - e) A Primary teacher (two-year term)
  - f) A Secondary teacher (two-year term)
  - g) Deputy Heads of Primary (as needed)
  - h) Deputy Heads of Secondary (as needed)
  - i) The Wellbeing Co-ordinator (as needed)
2. One of the Committee members is chosen as the Secretary for that year. Their responsibility is to ensure that accurate minutes of the meetings are recorded.
3. Deputies (Primary and/or Secondary) are invited to meetings applicable to their own investigations.
4. For the Committee to make a valid decision a quorum must be present. A quorum must include the principal, one Head of School, one teacher and a chaplain. This limited Committee must only be used when other members are unable to attend.
5. In circumstances when the principal is not available (nor contactable) a quorum must include both Heads of School and any decision made by the Committee must be approved by the principal as soon as practicable.
6. School Captains may be invited to attend, if the Committee feels they may have something to contribute.
7. When dealing with serious issues the Committee may invite the 'defendant(s)' and/or the 'victim(s)' to attend to speak in their defence. They may appoint a representative to speak on their behalf or a staff member with knowledge of the circumstances may speak to the issue.

### Format

8. The Committee meets during break time (recess or lunch) or at another time by arrangement, when other members are able to attend.

9. The Committee meets in the College Council room.
10. Committee meetings are conducted in the following format:
  1. *Start with prayer when all members present*
  2. *Issue is explained and explored*
  3. *Issue is discussed*
  4. *Student's record is examined*
  5. *Consequences are discussed*
  6. *Outcome is decided*
  7. *Parent communication is confirmed*
11. Depending on the circumstances, students may be suspended or isolated pending further investigations. This may include:
  - a) Removal from classes,
  - b) Being sent home,
  - c) Being isolated in an office,
12. All decisions regarding consequences are made via an open vote, with members free to argue in favour or against particular decisions.
13. Details of the Committee's decision are recorded in the student files on SEQTA. This is usually done by the Head of School or their deputies.
14. Where behaviour has resulted in the police being called the decisions of the Committee will take into account the outcomes and advice of the police in attendance.
15. Decisions of the Committee are communicated to the students and parents concerned on the day they are made, and if possible, as soon as the Committee meeting is over.
16. The decisions of the Committee are also communicated to the student body at the next available opportunity. If the issue is serious enough it is also communicated to parents via email. Any communication of the issue must maintain the principles of confidentiality and privacy for all students and staff concerned.
17. All decisions made by the Committee are final except those involving expulsion. Expulsions need to be ratified by the College Council.

### **Appeals**

18. If a student or parent feels a decision of the Committee is not just, they have a right to appeal the decision.
19. An appeal must be made in writing within two weeks of the decision. The appeal should contain the reasons why they feel the Committee's decision was unjust and how they propose to bring justice to the situation.
20. The appeal will be considered by the Committee (preferably the same members who made the initial decision) and a final decision made.
21. If the parents do not agree with the final decision of the Committee, they are free to contact ASV for further action. The principal will deal with ASV in this matter.

*This policy was shared with Taylors Hill staff May 2013*

*This policy was shared with Mernda staff May 2013*

*This policy was checked by ADCOM May 2022*

*This policy was ratified by the College Council -*

*This policy was updated Aug 2022*

*This policy is due for review in 2026*