

Behavioural Expectations Policy:

Expectations and Responsibilities

A Girton student:

- Participates actively in learning in all classes
- Completes all assigned learning tasks on time and to the best of ability
- Works co-operatively with teachers and peers to allow for a positive learning environment at all times.
- Seeks assistance and is willing to express a point of view in an appropriate manner.
- Accepts gracefully and acts upon constructive criticism which is fairly given.
- Follows all reasonable and lawful instructions from staff.
- Is truthful, fair, caring and considerate through actions and behaviours at all times.
- Respectfully understands differences within Girton and the broader community.
- Seeks and accepts challenging experiences both in and out of the classroom and within the wider community.
- Positively supports and participates in the Co-Curriculum (at least two per Term).
- Strives to maximise individual and team potential.
- Celebrates successes and excellence of all.
- Makes responsible and thoughtful choices
- Respects all property of self and others.
- Demonstrates pride in the School and its symbols (e.g. uniform).
- Follows the prescribed expectations established by the classroom teacher and adheres to the Girton Classroom and School Grounds Protocols.
- Adheres to the School's Uniform and Grooming Policy.
- Perpetuates the good name of the School.

Rights of a Girton Student

- To be provided with a range of learning experiences.
- To be able to learn in well managed learning environments.
- To be taught a curriculum that is challenging, relevant and will lead to a choice of tertiary studies after Year Twelve.
- To have all work expectations made clear.
- To receive timely, respectful and constructive feedback from teachers.
- To be valued as an individual.
- To be treated justly and respectfully.
- To feel safe and secure.
- To have all personal property respected.
- To be provided with a selection of challenging and enjoyable co-curricular activities.
- To raise concerns about any unfair or unreasonable behaviour from staff or students with the House Tutor, Head of House or any Senior Staff.
- To enjoy the benefits of the School's good name.

Girton Classroom Protocols

- Be punctual and well prepared for class.
- Remain lined up quietly outside of the classroom until the teacher invites entry.
- Be correctly groomed, dressed and equipped.
- Leave bags neatly, safely and considerately, as directed by staff.
- Enter the room quietly, standing behind chairs until asked to sit.
- Stand quietly when a visitor enters the room.
- Treat others and their property with respect.
- Finish the lesson only when dismissed by the teacher.
- Listen respectfully to others and refrain from calling out.
- Move around the room only as required by the teacher.
- Behave in a respectful and attentive manner.
- Work to the best of ability.
- Leave the classroom in a clean and tidy state.

Girton School Grounds Protocols

- Be respectful always of the other students in the school grounds and their right to enjoy the open spaces without hindrance
- Be very careful of the age and size of other students in your immediate vicinity and do not engage in selfish occupation of areas all students have a right to enjoy i.e. Ensure that your games are being conducted safely with due consideration for other students.
- Consistently and continuously dispose of your litter into the bins provided.
- Wear hats/caps always in Terms 1 and 4 when outside at recess and lunchtime and for Physical Education classes and Inter-House competitions. The Sun Smart Policy is to be adhered to consistently and rigorously.
- Observe the highest standards of behaviour, language and respect for school property.
- Never bully another student.

Framework for Managing Discipline

The School may take the following processes and actions when dealing with inappropriate behaviour. Intervention will vary according to the frequency and seriousness of the misbehaviour.

The School may employ short-term strategies to respond to the problem. These strategies may include:

- A clear direction to stop the misbehaviour.
- A request to move to another part of the classroom or school yard.
- Redirection to engage in appropriate behaviour.
- A longer discussion between the teacher and student. This discussion may focus on defining the problem, the effect on others and clear directions about appropriate future behaviour. A Parent Notification may be issued, and disciplinary action may still follow.

Stronger disciplinary actions may be applied, especially for serious or repeated behaviours. Such disciplinary actions may include:

- Informal Detentions (teacher keeps student in classroom to catch up on work).
- Community Service.
- Formal Detentions (after school, Saturdays, Vacations).
- Removal from class.
- Behaviour Report Sheet.

The School may require a Support Plan that allows students to make better decisions. e.g. Academic or Pastoral Care Panels where clear goals may be set. Parents may be invited to attend Academic and Pastoral Panels. The support plan may involve referrals to professional personnel (e.g. psychological services or the Learning Resource Centre). At the Head's discretion, students may be suspended or expelled. Parents are normally consulted prior to this happening. The Head is the final arbiter of all Discipline matters pertaining to students and staff.

It is a condition of all Victorian Schools' registration that they explicitly state in their discipline policies that they do not practice corporal punishment. Teachers and staff at Girton are not permitted to use any form of corporal punishment. In any case, such treatment of children and young people is utterly at odds with the School's Mission and Values.

Sanctions: For any infringements of the Behavioural Expectations policy, the following sanctions are available:

- Reprimand of students, aimed at directing students back to task
- Moving students to a position in the classroom where their learning can be more directly monitored and fostered
- Sending a student to the Deputy Head / Senior Master / Head of Pastoral Care/Head of House
- Restorative justice conference involving a staff member and student
- The imposition of a daily written report which monitors students to identify specific behavioural problems.
- Short lunchtime or other detention (no longer than 30 minutes)
- Formal after-school detention (after consultation with the Head of Pastoral Care)
- The performance of clean-up or other remedial duties for a set period of time
- Saturday morning detention or vacation detention (after consultation with the Headmaster)
- Suspension or expulsion (after consultation with the Headmaster)

Detentions:

- i. For minor offences or for poor attempts in class or with homework, students may be detained by a teacher so that the work is completed or the offence expiated. Such detention may take place before school starts, during lunch breaks or after school. At least overnight notice must be given to a student if the detention is outside the hours 8.45am to 3.30pm.
- ii. For more serious offences or where a minor detention is not possible, a School Detention can be given by a member of staff either on his/her own account or at the request of a Senior Student doing Duty or a volunteer adult (e.g. sports coach). This School Detention usually takes place on Thursday afternoon from 3.45pm, but this may be varied by the Head of Pastoral Care. Attendance is compulsory and notice is given to the student by the Wednesday prior. Such a Detention overrides all other School Activities, including co-curriculum, except at the discretion of the Headmaster.
- iii. A Saturday Detention from 9.00am to 12 noon or other hours may be applicable for very serious offences or for an accumulation of School detentions. A "Saturday" may be given only by the Headmaster or by a Deputy Head on the advice of any staff member. The imposition of a Saturday Detention is a very serious matter and parent(s)/guardian are required to acknowledge by signature its imposition. Should a student have a number of "Saturdays" imposed in any Term, a most serious view will be taken. Ordinarily, parents and the student would be called for formal interview and further action taken as appropriate.
- iv. Vacation Detentions may be set in the closing weeks of any term at the discretion of the Headmaster.
- v. Suspension or Expulsion would be considered only for very highly dangerous or extremely serious offences or continual breaches of the Rules of the School.

Principles:

A number of important principles underline Girton's approach to the imposition of sanctions against those students who break this code of behaviour.

These are:

- that when a student is disciplined, this will be done in such a manner that embarrassment is minimised and the student's sense of dignity is preserved
- that the sanction, as far as possible, is appropriate to the breaking of the code
- that any sanction imposed should be the minimum sanction which is likely to have the effect of punishing a misdemeanour while still effecting a change in long-term behaviour
- that classroom sanctions are essentially the responsibility of the classroom teacher. In exercising correct judgement on the control and sanctioning of students, all teaching staff will act in accordance with the guidelines set down in this discipline code and in the principles set out in school endorsed professional development materials
- that parents will be informed if students continue to break the rules