

# HIGH SCHOOL DISCIPLINE POLICY & PROCEDURES

## POLICY

The purpose of Behaviour Management at Kesser Torah College (KTC) is to ensure that a caring and efficient learning environment is provided, in keeping with KTC's vision of growing the minds and nurturing the character of students.

Students are required to abide by KTC's rules and to follow the directions of teachers and staff with authority as delegated by the Principal. Where disciplinary action is required, the consequences imposed may vary in accordance with the nature of the conduct and student prior behaviour. Students may progress through the Behaviour Levels outlined in this document as necessary. Any disciplinary action taken should be done with all procedural fairness and afford students the right of reply over issues concerning them or their behaviour.

Classroom teachers are responsible for managing the student behaviour in class. Students should only be sent out of class once other disciplinary measures have been implemented.

This document is designed to show procedural fairness when dealing with students who are subject to disciplinary procedures resulting in, but not limited to: suspension, expulsion or exclusion.

The use of **corporal punishment is expressly prohibited** and KTC does not explicitly or implicitly sanction the administration of corporal punishment by non-school persons, including parents, to enforce discipline at KTC. Corporal punishment is clearly shown as excluded from the list of discipline methods used at KTC as evidenced in this document.

### Prohibition of Corporal Punishment

It should be noted that **corporal punishment** as a means of punishment for unacceptable behaviour is **strictly prohibited** and KTC does not explicitly or implicitly sanction the administration of corporal punishment by non-school persons, including parents, to enforce discipline at KTC. Corporal punishment does not appear in any form as a manner of punishment for unacceptable behaviour at KTC.

### Procedural Fairness

Procedural fairness or the 'hearing rule' includes the right of the person against whom an allegation is made to:

- know the allegation related to a specific matter and any other information which may be taken into account in considering the matter
- know the process by which the matter may be considered
- respond to the allegations in a timely manner
- know how to seek a review of the decision made in response to the allegations
- have a support person in any interview

The '**right to an unbiased decision**' includes the right to:

- impartiality in relation to an investigation and decision-making
- an absence of bias by the decision maker.

## PROCEDURES

### Procedures for Handling Unacceptable Behaviour

KTC is committed to ensuring **procedural fairness** when disciplining a student. Students have a right to procedural fairness including when decisions are made relating to disciplinary outcomes.



The College will implement the principles of procedural fairness by ensuring students know what the rules are, and what behaviour is expected of them

- have decisions determined by a reasonable and unbiased person
- be informed of, and have an opportunity to respond to, any allegations against them
- be heard before a decision is made
- have a decision reviewed (but not to delay an immediate punishment).

### **Strategies to Promote Good Discipline**

The College seeks to develop a culture of positive discipline by implementing strategies such as:

- clearly setting behaviour expectations
- establishing specific teaching and learning programs
- communicating expectations with the wider College community
- acknowledging positive behaviours in a range of ways from informal verbal acknowledgement to a House Points system
- Maintaining records relating to student behaviour.

### **School Rules and Expected Standards of Behaviour**

Students are expected to abide by the rules of the College and to follow reasonable directions given by the College's staff. Examples of written rules that students are expected to follow are dealt with in:

- Student Diary
- Anti-Bullying Policy
- Student Code of Conduct
- High School Uniform & Mobile Phone Policy
- Student Attendance Policy (K-12)
- Guidelines for student use of computers, internet, and email

Students are expected to abide by these rules while:

- at the College
- undertaking College activities
- attending College functions
- wearing the College uniform
- in any and all interactions with members of the College community, including on social media.

### **Potential Consequences**

The College may implement consequences should a student breach College rules or bring themselves or the College into disrepute. These include but are not limited to:

- warnings or reprimands (verbal or written)
- discussions or counselling about behaviour
- clean up duties
- behaviour reflection
- monitoring booklets
- withdrawal of privileges, including sporting teams and informal Jewish programs
- parent contact
- demerits
- behaviour contract
- lunch detentions
- after-school detentions
- suspension: either internal (in-school), or external (at home)

- Expulsion
- Exclusion

*From time to time, KTC may use video from its CCTV cameras around the College campus to help manage incidents relating to student welfare or discipline.*

The College may make decisions around such consequences in its absolute discretion.

### Suspension, Expulsion and Exclusion

**Suspension** is the temporary removal of a student from all classes that a student would normally attend in a school day for a set period of time. **Expulsion** is the permanent removal of a student from the school. **Exclusion** is the act of preventing the admission of a student to a number of schools. As KTC is a single school entity, **Exclusion** does not apply to its students.

A decision to suspend, expel or exclude a student from the College may only be made by the Principal. A decision to internally suspend a student may be made by the Head of High School together with the Coordinator of Behaviour Management.

The College may use suspension to allow a proper opportunity to investigate and consider a situation and manage any risks that may arise. The College may also use suspension as a disciplinary measure.

### Procedures for Expulsions

1. Where a disciplinary issue arises which may result in expulsion, the school will investigate the circumstances surrounding the issue. The Principal or his delegate may direct the student not to attend school while the investigation takes place. An investigation will include the student being provided with information about the nature of the allegations and being given an opportunity to respond.
2. If after receiving the results of the investigation and hearing representations from the student, the Principal's delegate forms the view that the student should be expelled, they will make a recommendation to that effect to the Principal and advise the student and parents/carer that this recommendation has been made.
3. The parents/carer or student may appeal against that recommendation to the Principal, setting out the reasons why the Principal should not act on the recommendation. Any appeal must be provided to the Principal no later than five (5) school days after the parents/carer have been advised of the recommendation.
4. If no appeal is made within the time specified, the Principal will decide whether to accept the recommendation and advise the student and parents/carer of the decision.
5. If the student or parents/carer appeal, the Principal will consider the recommendations and the reasons provided by the student or parents/carer for not following the recommendation and will decide whether to accept the recommendation of the Principal's delegate. The Principal will then advise the student and parents/carer of the decision.
6. The decision made by the Principal will be final.

### Individual Behaviour Management Plan (IBMP)

Depending on the nature of the discipline issue, an Individual Behaviour Management Plan (IBMP) may be developed and implemented. An IBMP may generally be discussed with the College staff, students, and parents/guardians before it is implemented. The IBMP will consider the student's age, developmental needs and behavioural context.

The College may refer the student to other support available and review, assess, change, and modify the plan as needed.

### General

This policy is implemented by:

- Notification to all students during whole school assemblies, Homeroom meetings and signage around the school and in College diaries

- Communicating this policy to the school community by via Parent/carer email, Term notifications and beginning of year notices
- Monitoring the effectiveness of the policy
- Reviewing and evaluating the policy annually.

### Behaviour Levels

The following table shows the overall management of unacceptable behaviour by students in and out of the classroom. These levels are designed to show clearly to both students and teachers what is and is not acceptable behaviour in and out of the classroom and the associated consequences. The Levels in the table are designed to show procedural fairness when dealing with unacceptable student behaviour.

Level	Definition	Communication	Possible Consequences	Personnel
<b>0</b>	Any student removed from class	<ul style="list-style-type: none"> <li>▪ Student is removed from class and returned following lesson after discussion of unacceptable behaviour and informed of the process</li> <li>▪ Parent/carer contact by <b>Classroom Teacher</b> and informed of unacceptable behaviour</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reflection sheet</li> <li>▪ Lunch detention</li> <li>▪ removal from class for rest of lesson</li> </ul>	<p><b>Managed by:</b> <b>Classroom Teacher</b></p> <p>Report to: Assistant Heads of Welfare</p>
<b>1</b>	Students with a consistent pattern of misbehaviour across classes	<ul style="list-style-type: none"> <li>▪ Student informed of unacceptable behaviour and the process that may happen</li> <li>▪ Email sent to parents by Assistant Heads of Welfare</li> <li>▪ Student or parent/carer can ask Assistant Heads of Welfare for a review of the allegation</li> <li>▪ Student can have a support person present for any interviews if they wish</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lunch detention</li> <li>▪ Behaviour reflection</li> <li>▪ Behaviour booklet</li> <li>▪ Monitoring by Heads of Welfare</li> </ul>	<p><b>Managed by:</b> <b>House Coordinator</b></p> <p>Report to: Assistant Heads of Welfare</p>
<b>2</b>	Students on Level 1 who do not show improvement in behaviour	<ul style="list-style-type: none"> <li>▪ Parent phone call from Head of Welfare informing them of unacceptable behaviour</li> <li>▪ Student informed of unacceptable behaviour and that parent/carer should be contacted</li> <li>▪ Student or parent/carer can ask Head of High School for a review of the allegation</li> <li>▪ Student can have a support person present for any interviews if they wish</li> </ul>	<ul style="list-style-type: none"> <li>▪ After school detention</li> <li>▪ Loss of privileges</li> <li>▪ removal from class until behaviour is acceptable</li> </ul>	<p><b>Managed by:</b> <b>Assistant Heads of Welfare</b></p> <p>Report to: Heads of Welfare</p>
<b>3</b>	Students on Level 2 who show no improvement in behaviour	<ul style="list-style-type: none"> <li>▪ Parent and Student Interview by Heads of Welfare and Head of High School</li> <li>▪ Formal letter from school regarding behaviour</li> <li>▪ Referral to School psychologist and/or Head of Welfare</li> <li>▪ Student or parent/carer can ask Director of Teaching &amp; Learning for a review of the allegation</li> <li>▪ Student can have a support person present for any interviews if they wish</li> </ul>	<ul style="list-style-type: none"> <li>▪ After school detention</li> <li>▪ Loss of privileges</li> <li>▪ Counselling</li> <li>▪ in-school suspensions</li> </ul>	<p><b>Managed by:</b> <b>Head of High School and Heads of Welfare</b></p> <p>Report to: Head of High School and Principal</p>

<b>4</b>	Probationary enrolment	<ul style="list-style-type: none"> <li>▪ Parent and Student Interview with the Principal</li> <li>▪ Return to school plan</li> <li>▪ see Procedures for Expulsion in this document</li> </ul>	<ul style="list-style-type: none"> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Exclusion</li> <li>▪ Loss of privileges</li> </ul>	<b>Managed by: Principal</b>
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There are several behaviours that KTC deems unacceptable and may result in immediate escalation through the behaviour levels outlined above.

These include but are not limited to:

- Inappropriate language use or swearing towards teachers / teacher aides
- Racist, sexist, homophobic, or otherwise derogatory remarks
- Illegal activity – such as smoking, drinking, vaping etc.
- Physical violence
- Property damage
- Bullying
- Outright defiance of a teacher / staff member (including Casual teachers)

Decisions around escalation through the behaviour levels will be made by Head of High School in consultation with Head of BHS/GHS Welfare, where appropriate.

### Uniform Infringements

Definition	Consequences
Any student in the incorrect uniform for the day. Includes: <ul style="list-style-type: none"> <li>▪ All black shoes</li> <li>▪ Cross ties</li> <li>▪ No Jewellery</li> <li>▪ Sports uniform only on sports day</li> </ul>	<ol style="list-style-type: none"> <li>1. Students should be given a uniform slip and recorded as being out of uniform.</li> <li>2. <b>Home Room Teacher</b> will email home about incorrect uniform</li> <li>3. Repeat offenders will be followed up by the <b>Head of High School</b></li> </ol>

\* Any student who misses this assigned detention may be given a full lunch detention the following day.

### Boys' High School Uniform

Specific Item and Description		T1/4	T2/3
School uniform	<ul style="list-style-type: none"> <li>▪ KTC blue cotton button-down shirt</li> <li>▪ Black school shoes / dress shoes</li> <li>▪ Dark socks (navy, dark grey or black; no anklets)</li> <li>▪ Grey (regular) school trousers / pants</li> <li>▪ Tzitzis<sup>1</sup> &amp; Kippa<sup>2</sup></li> </ul>	✓	✓
Jumper / jacket	<ul style="list-style-type: none"> <li>▪ V-neck jumper / sweater</li> <li>▪ Puffer coat (blue / black) may be worn when playing outside or travelling to/from school; not permitted in classrooms</li> </ul>		✓
Cap	<ul style="list-style-type: none"> <li>▪ For outdoor play, "No Cap – No Play"</li> </ul>	✓	✓
Blazer / soft 'shell' jacket	<ul style="list-style-type: none"> <li>▪ Worn on Friday at the start of the day and Assembly (incl. special assemblies, guest speakers – mandatory events will be communicated to the boys in advance)</li> </ul>	✓	✓
Sports attire	<ul style="list-style-type: none"> <li>▪ KTC sports pants</li> <li>▪ KTC school shirt</li> <li>▪ Sneakers / joggers (sports shoes, any)</li> </ul>	✓	✓

<sup>1</sup> Tzitzis must be worn at all times on campus, especially during shachris. We understand that wearing tzitzis can be challenging for some in the warm months. We encourage you to discuss with your son, the value of wearing tzitzis and the various material types available.

<sup>2</sup> Kippa must be worn at ALL times on campus. We understand that this may be challenging for some, particularly when playing sport. When playing sport outdoors, there is a "No Cap – No Play" Policy. When indoors, students may use clips to secure the kippa, or wear a cap. Students in breach will not be permitted to participate in sport.

Accessories	<ul style="list-style-type: none"> <li>Plain wristwatch</li> </ul>	✓	✓
Hair	<ul style="list-style-type: none"> <li>Normal length (#3-5 clipper or similar scissor cut), ensuring peyos are kept to the bone             <ul style="list-style-type: none"> <li>Must be neat, tidy (no 'buzz cuts', mullets, no #1-2 clippers; layers or 'steps' (defined differing length) must have minimal visible difference (i.e. &lt;2 sizes)</li> </ul> </li> </ul>	✓	✓

### Girls' High School Uniform

Specific Item and Description		T1/4	T2/3
School uniform	<ul style="list-style-type: none"> <li>Shirt sleeves must be worn below the elbow</li> <li>Skirt must cover the knees when sitting</li> <li>Cross-tie</li> <li>Black school shoes / dress shoes</li> <li>Navy (solid colour) knee-high socks or navy/black opaque tights</li> </ul>	✓	✓
Jumper / jacket	<ul style="list-style-type: none"> <li>V-neck jump / sweater</li> <li>Puffer coat (blue/black) may be worn when playing outside or travelling to/from school; not permitted in classrooms</li> </ul>		✓
	<ul style="list-style-type: none"> <li>Year 12 permitted to wear "Year 12 Jersey" (must be buttoned up)</li> </ul>	✓	✓
Cap	<ul style="list-style-type: none"> <li>For outdoor play – "No Cap – No Play"</li> </ul>	✓	
Blazer / soft 'shell' jacket	<ul style="list-style-type: none"> <li>Worn on Thursday at the start of the day and Assembly (incl. special assemblies, guest speakers – mandatory events will be communicated to the girls in advance)</li> </ul>	✓	✓
Sports attire	<ul style="list-style-type: none"> <li>KTC sports skirt must cover the knees when sitting</li> <li>KTC school shirt must be worn below the elbow</li> <li>Sneakers / jobbers (sports shoes, any)</li> <li>Navy / black leggings (plain, no patterns)</li> </ul>	✓	✓
Accessories	<ul style="list-style-type: none"> <li>Plain wristwatch</li> <li>Ears: one (1) plain, metallic (no pattern), small sleeper or stud in each ear lobe</li> </ul> <p>NOT PERMITTED: bracelets, rings, make-up, nail polish, necklaces, dyed or streaked hair, nose piercings or after-lobe jewellery or accessories</p>	✓	✓
Hair	<ul style="list-style-type: none"> <li>Hair of sufficient length must be completely tied up in a ponytail (preferably blue or white accessories)</li> <li>Hair that reaches the shoulder or shorter (that cannot be put up in a ponytail) is the only exception – i.e. no 'half up' or 'half down'.</li> </ul>	✓	✓

### Student Use of Mobile Phones

We discourage the use of mobile phones at school, however, acknowledge that communication with home / parents is important. To ensure a safe learning environment, **ALL** students with mobile phones are required to use the "Drop Box" system – i.e. deposit their phones by 8.00am (BHS), 8.20am (GHS) daily.

If a mobile phone is seen or heard during the day on campus, it will be confiscated for 24 hours.<sup>3</sup> If a mobile phone is seen or heard on a second occasion by a student, it will be confiscated by a staff member and must remain secured on campus for a week.

### Lateness to Class

It is expected that students are on time for every class. If a student is late to class, the following process will occur:

1. Three late will result in a lunch detention.

<sup>3</sup> Must be collected by a parent.

2. A further three lates will constitute an after-school detention.

Repeat offenders must be flagged with Assistant Head of Welfare and will be followed up with appropriate consequences, which may include a meeting with parents.

Students should be allowed to go to the bathroom during class, but only one at a time.

### Food Policy

All food brought to school by students must be Kosher. As part of the Kashrus policy, students may also not bring meat to school. As well we are a nut free school. For more information on Kosher food products, please see our Kosher Snack list found on the KTC Quick Links page and the Kashrut Authority website at <http://ka.org.au>.

<b>Policy &amp; Procedure</b>	<b>KTC High School Discipline Policy &amp; Procedures</b>
<b>P&amp;P Owner</b>	<b>Principal</b>
<b>Date</b>	25-11-24
<b>Changes</b>	24-02-25
	Minor title and procedures changes
<b>Date for Review</b>	24-02-26