



COOMERA  
ANGLICAN  
COLLEGE



# COOMERA ANGLICAN COLLEGE HANDBOOK

## *Section 4 Behaviour and Discipline*

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## **Discipline - Raise Responsibility System**

Our philosophy reflects the overall educational and spiritual mission of Coomera Anglican College. At this College we endeavour to uphold Christian principles and values so as to provide a safe, friendly and cooperative environment. Well established procedures and natural justice, with the opportunity to reflect upon, and learn from inappropriate behaviour, will form the cornerstone of the College's approach to discipline. The College looks to provide quality practices in curriculum, educational management and the development of healthy relationships.

The College respects the basic values of the home and promotes socially acceptable behaviour based on the fundamental principles of the right to learn/teach without disruption; care and consideration for each other; care of the environment and property and the right to feel valued and safe at all times.

Ultimately, Coomera Anglican College believes that students are responsible for their own behaviour. The Raise Responsibility System adopted by the College, aims to foster independence and responsibility of students through this approach. The Coomera Anglican College approach to discipline outlines various steps through which a child progresses, depending on the type of misbehaviour.

The Raise Responsibility system has been developed by Dr Marvin Marshall, a teacher, counsellor, school leader, author and international speaker. It is based on the knowledge that people learn best in a positive environment. In this approach, teachers use positive classroom management strategies based on establishing routines, practising procedures and explaining the reason for those expectations. Students are asked to acknowledge any unacceptable behaviour and reflect on what they did; what they can do to prevent it happening again and what they will do in the future. More information about the system is available from Dr Marshall's website: [www.MarvinMarshall.com](http://www.MarvinMarshall.com)

Communication with parents is always made when a child's behaviour indicates that this is necessary. Parents are requested to inform the class teacher (Primary) or Pastoral Care teacher/Head of Year (Secondary) when a child's College work or behaviour might be affected in some way by circumstances not known to the College. (eg: serious illness or other family disruption). (Refer to the Code of Conduct section).

Our ethos is based on Christian Values. "Treat others as you wish to be treated" (the 'Golden Rule') is the underlying principle for the approach to discipline within the College.

The approach relies on:

- Consistency
- Impartiality
- Respect for reason, evidence, and truth



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## Values

The College values include commitment to:

- Equality of treatment. Clear rules that uphold our values and protect our rights
- Self respect and a realistic sense of self
- Self discipline and responsibility
- Pride and effort
- Consideration of others at all times
- Christian virtue; acknowledging our heritage - the Anglican Church

## Code of Conduct

Being enrolled at the College clearly indicates a student's acceptance of the Code of Conduct and the consequences of infringement. The Code is mandatory for all students in the College from Preparatory to Year 12.

- Each student is expected to demonstrate a commitment to learning which is of course, the primary goal of the College. Every student must, to the best of their ability, take responsibility for their own learning. This involves full participation in all classes and full cooperation with teachers, other staff, parents, coaches or visitors.
- Both in the classroom and outside, students must display respect for the rights of others. This includes demonstrating mutual respect and tolerance for other students, teachers, other staff, parents, coaches and the wider community. This also includes respecting the property of others and that of the College.
- Students have the right to learn without distraction and interference from others.
- All set homework tasks and assessment tasks are to be completed to the best of the student's ability. Where problems occur in completing tasks, students should see their class, subject or Pastoral Care teacher as soon as is practicable. Parents/guardians should note any causes for concern in the Student Diary.
- The College uniform is to be worn at all times designated and as detailed in uniform lists and the College Handbook. Full day uniform is to be worn to and from the College unless otherwise stated. The Uniform Code will be updated from time to time but at all times students will acknowledge the need to wear their uniform as requested by staff. Students who breach the Uniform Code may be required to:
  - Contact home in order to meet the College's uniform requirements
  - Return home to acquire the correct items of uniform



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- Remain in isolation, withdrawn from classes, until the correct uniform is obtained
- Face other consequences, such as detention, for repeat offences
- When students are on excursions, camps, exchanges, sporting or music tours etc., they must still abide by the College Code of Conduct, as well as codes of conduct specific to those excursions or activities.
- Students who undertake instrumental lessons, cocurricular activities such as dance, and students in Years 4 - 12 who take part in APS fixtures, must attend set training or rehearsals. Commitments to these activities must be honoured. If students are unable to attend, a note from the parent/guardian is to be submitted to the supervising teacher. Each cocurricular activity may have specific rules of conduct or expectations to which the students must adhere. These may include safety regulations or uniform and/or equipment requirements (e.g. mouthguards).
- Student who are members of outside clubs or teams, are obliged to meet their training obligation to the College as their first priority.
- It is not acceptable for 'transport difficulties' to prevent students from attending training on a regular basis. A commitment to APS training on designated afternoons is a condition of enrolment at the College.
- No student is to drive to the College or to and from College events without written permission of parents/guardians. Students who do drive must abide by the College regulations and the road rules in and around the College. As well, they are not to park on the verge of the roadways or in parking bays designated for staff. Students may not carry other students as passengers without written consent from both sets of parents. This permission must be forwarded to the Principal or their delegate. Permission Forms are available from the Student Services Office. Students are not to access or move their car during school hours, leave the College during school hours or allow other students to drive their car.
- Students must not leave the College grounds during College activities (including lessons, sport training, music lessons, rehearsals, performances, etc.) unless they have permission of the Principal or their delegate.
- Students arriving late or leaving the College early must be signed in/out at Primary Reception or Student Services (Secondary Campus) by the adult responsible for the student.
- The College must be notified each day that a student is absent and a note from a parent/guardian explaining the absence must be submitted to the class or Pastoral Care teacher upon return.



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- There are certain non-negotiable behaviours which, if breached, may be dealt with by designated management, the Head of Secondary or the Principal. Where the law has been broken, police will be notified.

These non negotiable behaviours include, but are not restricted to:

- Possession, use or selling of an illegal substance.
- Possession, use or selling of legal substances including alcohol, cigarettes, and prescription and over the counter analgesics without authorisation.
- Physical Violence, verbal abuse and possession or production of inappropriate written or visual matter
- Swearing and offensive language of an ongoing or persistent nature.
- All forms of discrimination and harassment (eg: sexual, religious, racial, disability)
- Misbehaviour on buses or other public transport
- Truancy. All students of the College must attend on all days the College is in session unless the Principal or their delegate has granted leave, or the parent/guardian has notified the College of the student's absence.
- Theft. This is defined as being in possession of someone else's property without their permission. Valuables should not be brought to the College. Where this is unavoidable they should be left in Reception. Student Mobile Phones **MUST** be left at Reception.
- Internet and Computer abuse. The use of the College Computer Network is subject to compliance with the contract issued to all students from Preparatory to Year 12.
- Vandalism including damage to College property and that of others.
- Accessing or using mobile phones during school time

In matters not specifically covered in this Code of Conduct, students should observe and apply the principles upon which it is based. This Code of Conduct is subject to regular update and change.

## **iLR**

*We are connected and our livelihood is bound up together. One way we choose to belong and live out our core Christian values is through the use of three principles:*

**iLR**  
imagine listen respect  
the language of our Values Culture



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*These three principles are verbs, doing words, directing our values into action.*

*iLR are the tools and technology we use together to:*

*relate, work and learn, resolve conflict, build, plan, heal, problem solve, communicate, dream and grow. These and much, much, more.*

*These tools neither constrain nor control, rather empower and enliven both student and adult alike.  
iLR is an invitation for us to grow well together.*

IMAGINE: hope filled life

LISTEN: valuing life

RESPECT: loving life

## **A Childcare approach to iLR**

Our children are in the beginning stages of language development, so iLR happens through simple words and positive practice.

**Imagine:** Be kind to our friends.

**Listen:** Is your friend feeling sad? How can we help make them feel better?

**Respect:** We are all special people.

## **A Primary approach to iLR**

**Imagine:** Be creative, think openly, look at it differently, what if . . .

**Listen:** Stop, look, listen, be still, listen and think; seek understanding.

**Respect:** Showing care, kindness and love; treating others as you would like them to treat you.

## **A Secondary approach to iLR**

**Imagine:** The art of putting aside prejudice, presumption and the preconceived to creatively engage the present in a way that makes for a future of promise.

**Listen:** The art of attending fully to the present, granting the space for things to be and become.

**Respect:** The art of honouring the connectedness, dignity, beauty, and giftedness of the world about, affording unconditional positive regard.

## **Playground Expectations**

### **Prep - Year 6**

- No students are to play on or around the bridge joining the Primary campus to the oval, or the bridge to the small oval.



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- No Primary students are to move between the two campuses without approval being obtained from a member of the Leadership and Management Team.

## *Years 7 - 12*

- Upstairs verandahs are out of bounds and there is to be no access to classrooms unless accompanied by a teacher.
- Secondary students can only access the Computer Classrooms and Library with teacher supervision.
- Change rooms are out of bounds during morning tea and lunch time.
- Classrooms are to be locked during break times.
- The area South of S block is out of bounds.

## **Eating Areas - Prep - Year 6**

### *Morning Tea*

Students should be encouraged to take only a snack out to morning tea and not their whole lunch box so they can eat quickly in the undercover area and move to their areas to play. Prep and Year 1 students will eat morning tea on the Prep verandah. Year 2 and 3 students will eat morning tea in the undercover area. Years 4 - 6 will eat in the Year 4 - 6 area.

### *Lunch*

For the first ten minutes of the lunch break students are to be supervised by a teacher. The duty teacher must supervise the cleaning up of this area EACH day. Prep and Year 1 students will eat their lunch on the Prep verandah.

## **Bullying**

### *Philosophy*

Coomera Anglican College considers bullying to be an unacceptable form of behaviour. The College has a responsibility to endeavour to create a caring community where all students feel safe and valued and where there are no barriers to learning.

It is most important that all members of the College community are aware of this policy.

### *Aims of Policy*

To the best of the College's ability and resources:

- to counter views that bullying is an inevitable part of life
- to provide a safe, secure learning environment for students



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- to create a supportive climate and break down the code of secrecy
- to provide suitable counselling for the bully and support for the victim
- to provide a physical environment which engenders good behavioural patterns
- to move beyond a crisis-management approach to an environment free from abuse

Students in Years P - 12 are given a brochure, pertinent to the campus on which they are located, outlining the procedures for dealing with bullying and examples of bullying. It is important that students, parents/guardians and teachers form an alliance in dealing with bullying. It is also important that families are able to discern between malicious intent by students and that of general childhood/adolescent behaviour. For example, one incident of name calling does not necessarily constitute bullying.

## ***What is bullying?***

We seek a community in which everybody feels valued and safe, and where individual differences are appreciated, understood and accepted. Every child has a right to enjoy their time at the College.

Bullying is repeated, unjustifiable behaviour that is intended to cause fear, distress or harm to another. It is different from other forms of aggression in three ways.

- A power imbalance is present. Children who bully use their power negatively for a variety of reasons (eg: to be popular and admired, to get what they want, out of a fear of being left out, jealousy).
- The aggressive act is unprovoked by the victim or perceived as unjustified by others.
- The act is repeated between the same individuals.

## **WE DO NOT TOLERATE BULLYING**

**iLR** calls us to:

<b>IMAGINE</b>	Imagining what it feels like to be bullied or put down
<b>LISTEN</b>	Being aware and empathic when others are feeling hurt
<b>RESPECT</b>	Acting in a positive and friendly way towards everyone



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## *The College*

- ☑ Expects a consistently high standard of behaviour and self discipline
- ☑ Promotes a safe and caring environment for all
- ☑ Employs sound strategies for detecting, preventing and dealing with bullying
- ☑ Educates students about issues related to bullying behaviour
- ☑ Offers support to all students through our pastoral care programme.

The College is sincere in its efforts to support all students when bullying behaviour occurs. Staff members endeavour to respond to reports in a systematic way. There are three levels of responses based upon the frequency and severity of the reported bullying:

## AT COOMERA ANGLICAN COLLEGE EVERYONE HAS RIGHTS AND RESPONSIBILITIES

### RIGHTS

To feel safe  
To learn and grow  
To be respected  
To be valued

### RESPONSIBILITIES

To respect yourself  
To respect others  
To use commonsense  
To support others

Bullying, or harassment is a serious offence and Coomera Anglican College is committed to maintaining a safe and just environment for all its members.

Respect for the rights of others is the core of this policy, and everyone has the responsibility to actively protect the rights of individuals in our community.

It is your right and responsibility to report bullying, whether it happens to you or to someone else.

## *What Will Happen?*

### Level 1:

The Pikas Method of Shared Concern interview technique is used to encourage students who are bullied and students who bully to work together to decide on a mutually agreeable way to deal with the situation. Details of the bullying report and outcome/s are logged in student records by the teacher involved.



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## Level 2:

An interview with the Head of Year will take place if bullying recurs. Mediation is undertaken with the students involved and appropriate intervention is arranged to facilitate the termination of the bullying. Again, details are recorded for future reference.

## Level 3:

In cases of persistent bullying or one-off very serious incidents, a family conference with the Head of Secondary and/or the Principal is arranged to discuss enrolment.

In any cases of suspected bullying, parents/guardians and students need to inform the class teacher/pastoral care teacher with specific details.

It is therefore the intention of the whole College community that we do our utmost to minimise bullying. Coomera Anglican College encourages an environment that allows the whole community to feel safe, secure and cared for. Our College Counsellor, Dr Lee-Ann Prideaux has put together some information about Bullying for parents and this is available from the College Administration or the College Website. She is also available for parents and students for consultation regarding suspected bullying issues and the best way to deal with them.

## **Detentions**

Detentions are a consequence of academic work being incomplete or as a consequence of inappropriate or ongoing misbehaviour. Appropriate counselling is part of the process and may involve teacher and/or management speaking to the student about alternative ways of dealing with situations.

Detentions can range from short periods away from designated breaks for minor misbehaviour to out of hours detention supervised appropriately. Often this type of detention involves management and parents/guardians will be informed.

Out of hours detention is considered very serious and in the Secondary Campus, includes Principal's Detentions which are held on Saturday mornings. Students may be issued with a detention out of hours for failing to meet their academic responsibilities; repeated lateness to College or class; unauthorised absence from sports training, scheduled activities or classes.

In addition, an out of hours detention may also be issued by teachers to students for a variety of infractions relating to uniforms, poor organisation and for inappropriate or undisciplined behaviour. Generally parents are notified in writing or by phone of these detentions and they are required to support the College on these occasions by allowing these out of hours detentions to be served on the dates that they have been scheduled. Rescheduling is not always possible and tends to undermine the immediacy and effectiveness of these detentions as a consequence for less than satisfactory behaviour.



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Parents are required to contact the College in writing or by phone if it is necessary for a detention to be rescheduled. Any unauthorised absences from a scheduled activity or class, including detentions, may result in a Principal's Saturday Morning Detention.

## **Student Courtesy**

One of the most important ways that a Coomera Anglican College student can 'stand out' is through courtesy.

The following requirements have been put into place for students:

1. On all occasions, in the classroom or outside, a student is to refer to a member of staff by "Sir", "Maam/Miss" or by their name. This applies to all interactions. "Yes" is not acceptable. The response should be "Yes Sir" or "No, Miss" or "Yes, Mrs Brown".
2. Students should stand back from doors to give way to adults when they are using the same door.
3. All classes from Prep to Year 10 should line up outside a classroom on all occasions.
4. Students are encouraged to ensure that uniform, grooming and behaviour remain consistent with College expectations when in the community. This is especially the case when students are wearing the College uniform.

Courtesy should be a mark of a Coomera Anglican College student around the Gold Coast.

## **College Property**

Where College property is damaged or destroyed as a result of irresponsible behaviour by students, an appropriate form of discipline is administered and the student/parent/guardian are required to pay for the cost of repairs or replacements.