

# TVAC

## Discipline Levels

*Procedure & Practice Overview*

Principal: Mr Paul Fua  
Board Chairman: Pr Vernon Parmenter  
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*Nurture for today, Learning for tomorrow, Character for eternity*



## Rationale:

The purpose of the TVAC Discipline Levels is to aid in the development of a refined character and provide clarity to students and teachers about behaviour expectations and consequences. Applying biblical principles of 'justice and mercy' it is intended that the consequences will provide sufficient reason to reflect on poor choices without breaking the spirit.

*For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it. Hebrews 12:11 ESV*

While the use of these levels will be consistently administered throughout the college, teachers and administration may exercise their professional judgement in the delivery of these levels when considering the circumstances of an event.

Consistent with these principles, TVAC does not seek to use shame or humiliation as a method of correction; neither does it use or support the use of corporal punishment by staff, parents, or any members of our college community. TVAC aims to always preserve and maintain the dignity of students as did the Master Teacher.

## Year K-12 Discipline Levels – 2023

Students who consistently work within the guidelines of the discipline policy will be periodically acknowledged during the year through certificates, small rewards, or extra-curricular opportunities.

Combined Misdemeanours	Consequences
Failure to report to an official teacher appointment.	Lunch time detention (parent notification by phone or email for any detention) and carry out the teacher appointment.
Failure to report to detention.	An additional lunchtime detention and Yellow Behaviour Card.
Ongoing uniform infringements.	Detention.
Three detentions in a term.	Yellow Behaviour Card and Parents Notified.
Failure to complete Yellow Behaviour Card.	Red Behaviour Card including Isolation during break times & Parent meeting.
Failure to complete Red Behaviour Card.	Referral to Discipline Committee for suspension.
More than two Yellow Behaviour Cards in a year.	Red Behaviour Card including Isolation during break times & Parent meeting.
Failure to complete Blue Behaviour Card.	Referral to Discipline Committee for Expulsion.
<b>Rule to note:</b> Visible mobile phone /iPod/iPad/smart watches during school hours without permission. Between arrival at school - 3:15pm.	1-day suspension and phone confiscation for the day.
<b>Rule to note:</b> Arriving at school out of uniform.	Isolation until the uniform issue can be resolved.

### Level One – Teacher Administered Discipline

#### MISDEMEANOUR

#### CONSEQUENCES

- Failure to follow classroom rules.
  1. Follow instructions
  2. Work and play safely
  3. Respect others. Be kind with your words and actions.
  4. Work quietly. Do not disturb others.
  5. Respect school and personal property and respect the environment.
- Chapel and assembly times are considered as class time and the roll teacher will address misdemeanours.
- Late to class
- Littering
- Uniform infringements (shirt out/hair down, wrong uniform items, like sport jackets, on formal uniform days).

- Consequences at teacher's discretion
  - Lateness to be recorded in SEQTA (Discipline Coordinator issues consequences)
  - Uniform infringements to be corrected and entered in SEQTA. (Discipline Coordinator issues consequences)
  - Teacher appointments for behaviour will be longer than 20 minutes and are to be recorded into the SEQTA database.
- A Teacher appointment may incorporate:
- Discussion of the behaviour and working towards solutions with the teacher.
  - Cleaning and straightening the classroom.
  - Completing a reflection activity.

Reasons for giving a detention in the classroom include:

- Refusal to follow a reasonable request by the teacher.
- Failure to report to a Teacher Appointment.
- Obnoxious or dangerous behaviour.
- Gum.
- Leaving the room without permission.
- Use of putdowns.

## Level Two – Lunch Detention

### MISDEMEANOUR

### CONSEQUENCES

- Repetition of Level 1 offences.
- Failure to attend a teacher appointment.
- Drawing on books/diaries/their person or anywhere else.
- Physical contact (inappropriate student/student).
- Disruptive behaviour in Assembly or Chapel.
- Cheating/copying work.
- Chewing gum.
- Frequently out of uniform.
- Continued disruptive behaviour, disturbing others, preventing them from working and learning.
- Careless disregard for the property of another student, teacher, or the school, leading to loss or damage.
- Out of class/study room without permission.
- Possessing/consuming caffeinated or “energy” drinks. (or equivalent)
- Using computers inappropriately (refer to Technology Usage Policy).
- Swearing.
- Riding a bike without a fastened helmet.
- Dishonesty.
- Using another's password.
- Intentionally wasting limited resources (especially printing).
- Trespassing in another's folders, work, files, locker.
- When self-driving - frequently arriving late or leaving school early without permission.
- Out of bounds within school grounds, including in classrooms without a teacher.
- Disobedience.
- Level A Bullying: - Minor verbal putdowns  
                                   - Spreading rumours/gossip  
                                   - teasing & jokes that ‘putdown.’
- Arguing/answering back.
- Any breach as determined by the Head of School to warrant a lunchtime detention.

- 30min lunchtime detention.
- Parents notified via email or phone.
- Student may be placed on a Yellow Behaviour card.
- When personal or school property is wilfully damaged the item must be repaired or replaced at the student’s expense
- 3 detentions in a term: Yellow behaviour card and parents notified.
- Restorative Intervention between teacher and student as required before re-entry to class.

## Level Three – Behaviour Card System

### Yellow Behaviour Card

Students lose privileges and have their behaviour monitored each lesson by the teacher using the Behaviour Card. Students must demonstrate a concerted effort to correct their behaviour; 5 positive days during a 7-day period (2 days of grace are allowed for students who slip up in their effort to form new positive behaviours).

If the student is unable to demonstrate improvement, or receives a detention while on a Yellow Behaviour Card he/she may be progressed to a Red Behaviour Card.

Actions include: Letter home to parents, Parents to sign behaviour card every night. Students will be required to meet with the Discipline Coordinator each day.

### Red Behaviour Card

Students may be required to complete a Red Behaviour Card if they are unable to demonstrate improvement while on the Yellow Behaviour Card OR are responsible for a serious infringement on level 3.

Students have their behaviour monitored each lesson by the teacher, and recorded on the Behaviour Card. In addition to the requirements of the Yellow Behaviour Card, students are isolated during their break times.

If the student is unable to demonstrate improvement, or receives a detention while on a Red Behaviour Card he/she may be progressed to a suspension.

Actions include: Meeting with parents, Parents to sign behaviour card every night, plus meet with the Discipline Coordinator each day.

#### MISDEMEANOUR

#### CONSEQUENCES

- Extreme Level 2 behaviour.
- Three detentions in a term – yellow card.
- Further infractions/unsatisfactory progress after being on Level 2.
- Deliberate rudeness, abusive or offensive language or behaviour. (Including social networking – Snapchat etc....)
- Unacceptable behaviour during out-of-school activities.
- Truancy from school grounds without permission.
- Forging Parent's or Guardian's signature.
- Dangerous or irresponsible driving.
- Extreme disobedience or insolence.
- Knowingly being in the company of people in possession of or using alcohol or cigarettes, while attending school or a school function or while in school uniform.
- Vigorous shoving or pushing.
- Deliberate/premeditated defiance of the 'Technology Acceptable Usage Policy'.
- Level B Bullying:
  - Serious public putdowns (including on-line)
  - Physical threats, serious cyberbullying
  - Ongoing serious putdowns.
- Serious defiance of a reasonable instruction of a teacher.
- Misbehaviour while at a representative event.

- Possibility of a sport detention.
- Parents are notified and record kept on file.
- Students on a yellow card will lose privileges (External Sport, socials, or carnivals) for the period of the card.
- Students on a red card will lose privileges (External Sport, socials, or carnivals) for the remainder of the Semester.
- Students on the red card system will be isolated during break times.
- For irresponsible driving and lateness, loss of rights to drive a car to school.
- Restorative Intervention between teacher and student as required before re-entry to class.
- Students who hold a position of leadership or responsibility and receive a red card may be removed from their position.

## Level Four – Suspension

MISDEMEANOUR	CONSEQUENCES
<ul style="list-style-type: none"> <li>• Failure to complete Red Card</li> <li>• Repetition of or extreme Level 3 behaviour.</li> <li>• Intimidation or extreme verbal abuse.</li> <li>• Higher level rudeness, abusive or offensive language or behaviour. (Including social networking – Snapchat etc....)</li> <li>• Being in the possession of, or using, or showing the effects of alcohol or cigarettes, while attending school or a school function or while in school uniform.</li> <li>• Being in the possession of weapons, including pocketknives.</li> <li>• Fighting.</li> <li>• Uncovering someone’s modesty, dacking, lifting skirts, etc</li> <li>• Knowingly being in the company of people in possession of or using or showing the effects of illegal drugs (including vaping or the inappropriate use of prescription drugs) weapons, while attending school or a school function or while in school uniform.</li> <li>• Possession or access of pornographic, obscene, occult, or other offensive material.</li> <li>• Possession of/use of a mobile phone or prohibited electronic devices.</li> <li>• Level C Bullying: - Physical bullying/harassment.</li> <li>• Deliberate acts of vandalism against the property of other students, teachers, or the school (breaking, damaging, defacing, graffitiing).</li> <li>• Theft of another's property.</li> <li>• Breaching the TVAC reputation Policy through public (including online) misbehaviour.</li> <li>• Any breach as determined by the Head of School to warrant suspension.</li> </ul>	<ul style="list-style-type: none"> <li>• Isolation from other students in class and during break times at school/suspension.</li> <li>• Interview with parents/guardians to discuss conditions for return to school including a written contract.</li> <li>• Loss of significant privileges (SRC, Captaincy, Excursions, free-range at recess/lunch, driving).</li> <li>• The student may have time out, daily report cards, school service, and referral to counsellor.</li> <li>• Apology and restitution where appropriate.</li> <li>• Restorative intervention &amp; suspension.</li> <li>• Where appropriate, the police may be involved.</li> <li>• Completion of a Blue Card re-entry to school procedure.</li> </ul>

## Level Five – Blue Card

*When a student returns from a school suspension he/she will be placed on a blue behaviour card for 1 week. If the student fails to complete the card or receives a detention while on the card they will be recommended for expulsion. If a student also receives 3 or more detentions in a term after serving a suspension, they will also be recommended for expulsion.*

MISDEMEANOUR	CONSEQUENCES
<ul style="list-style-type: none"> <li>• Fails to complete the blue behaviour card and/or</li> <li>• receives 3 or more detentions in any term following a suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendation to the Discipline Committee for Expulsion</li> </ul>

## Level Six – Expulsion

### MISDEMEANOUR

### CONSEQUENCES

- Extreme Level 4 behaviour.
- When behaviour has not improved after suspension.
- Using a weapon.
- Being in possession of, using, or showing the effects of illegal drugs (which includes vapes or misapplication of prescription drugs) while attending school or a school function or in school uniform.
- Breaching the TVAC reputation Policy through public (including online) misbehaviour.
- Any breach as determined by the Discipline Committee to warrant expulsion.

- Expulsion.
- Where appropriate, the police may be involved.

The levels outlined may not necessarily be followed consecutively. If the misbehaviour is of a very serious nature, the child may go immediately to an appropriate level of monitoring. This will occur in consultation with the Classroom Teacher, Principal, and Discipline Committee.

## Level A Bullying

### MISDEMEANOUR

### CONSEQUENCES

- Minor verbal putdowns.
- Spreading rumours/gossip.
- Teasing/jokes/nicknames that 'putdown'.
- Any targeted behaviour that impacts negatively on another student's wellbeing, either using technology out of school hours or in person.

- Restorative intervention and/or referral to the chaplaincy department & additional consequences at the discretion of the Head of School.
- Repeated Level A bullying offences may be referred to the discipline committee

## Level B Bullying

### MISDEMEANOUR

### CONSEQUENCES

- Serious public putdowns.
- Physical threats, serious cyber bullying.
- On-going serious putdowns.

- Red card / Possible Suspension.
- Restorative intervention and/or referral to the chaplaincy department & additional consequences at the discretion of the Head of School.

## Level C Bullying

### MISDEMEANOUR

### CONSEQUENCES

- Aggressive Physical Bullying.
- Deliberate and /or premeditated harassment: sexual, racial or other – of another person.

- Suspension / possible expulsion.
- Restorative intervention and/or referral to the chaplaincy department & additional consequences at the discretion of the Head of School.

## **Tweed Valley Adventist College Reputation Policy**

Tweed Valley Adventist College reserves the right to protect its culture and reputation against activities that occur out of College hours or that are private in nature, which reflects on the College's reputation. Students who engage in any private activities that detracts from or calls into question the College's Christian ethos or values may be addressed. This response may include warnings and/or disciplinary intervention, which may include the possibility of suspension or expulsion.

This policy includes any kinds of celebratory activity, event, or communication via social media, text or email on any technological device such as: computer, iPad, mobile phone, online etc. This also applies to other activities that may not be specifically mentioned within this policy, but which could reasonably fall within its scope.

This policy applies to all students regardless of whether the activity occurred off the College grounds, out of College hours, on the weekend or in the holiday period. The response from the College is likely to be more elevated if the activity precedes or immediately follows a school event such as a school formal or celebration dinner.

The College reserves the right to report to the police unlawful activities.

### **Exclusion Statement**

**Definition:** The act of preventing a student's admission to a number of schools.

A submission may be forwarded to the Executive Director, Seventh-day Adventist Schools (North NSW) Ltd recommending that a student expelled for extreme circumstances of misbehavior not be admitted to any school, which is part of the Seventh-day Adventist Schools (North NSW) Ltd.

In the submission, the Principal will need to detail the reasons, the action taken to moderate the student's behavior, the school counselor's report, a copy of all required documentation and any responses from the student.

The Executive Director will take the matter to the Board of Director for a final decision.