



Student Behaviour & Discipline Policy

Purpose

This policy explains how Corner Inlet College (CIC) promotes positive student behaviour, responds to behaviour concerns and applies disciplinary action. It is intended to keep the College community safe, support student learning and wellbeing, repair harm where possible, and ensure decisions are fair, proportionate and clearly communicated.

Scope

This code applies to:

- All students, parents/guardians and;
- On all College grounds, during the school day;
- During excursions, camps, work experience, community activities and College events;
- While travelling to or from the College, including on College or contracted transport;
- When using College or personal devices on campus, accounts, networks or online learning spaces; and
- online or out-of-school conduct where there is a clear connection to the College or where the conduct affects the safety, wellbeing, rights, relationships or learning of a member of the College community.

Our Shared Standards

- **Respect:** treat others with dignity, fairness, kindness and courtesy.
- **Protect safety:** act in ways that support physical, emotional, cultural and online safety.
- **Respect diversity:** value difference and reject discrimination, harassment, vilification and exclusion.
- **Support learning:** attend, participate, communicate and work constructively with College staff.
- **Act honestly:** provide accurate information, accept responsibility and raise concerns truthfully.
- **Respect privacy:** protect personal and confidential information, images and communications.
- **Care for property and place** respect College, community and personal property and the environment.

Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- Violence, threats, intimidation, bullying, cyberbullying, stalking, harassment or coercion;
- Sexual harassment, sexual misconduct, harmful sexual behavior or sharing private or intimate material;
- Discrimination, racism, vilification or conduct that undermines cultural safety or inclusion;
- Possession or use of weapons, drugs, alcohol, vaping products or dangerous items;
- Theft, deliberate property damage, unsafe conduct or serious disruption to learning;
- Dishonesty, retaliation, witness interference or deliberately obstructing a College investigation;
- Abusive, aggressive, defamatory or persistently unreasonable conduct by a student or family member;
- Serious or repeated breaches of College policies, safety plans or reasonable directions.

Conduct of this nature will result in the student's immediate suspension pending investigation and a formal review of their enrolment status.

Behaviour Support & Early Intervention

Learning how to make positive choices, manage emotions and build respectful relationships is an important part of growing up. We recognise that students will sometimes make mistakes or experience teachable moments. CIC will support students to reflect, learn, repair harm where possible and make better choices in the future.

Support may include:

- Reviewing student expectations, code of conduct and behavior expectations
- Increasing regular check-ins, mentoring, counselling or wellbeing support;
- Providing reasonable adjustments, differentiated learning or environmental changes;
- Establishing restorative conversations, mediation or supported repair of harm where safe and voluntary;
- CIC will engage parents/guardians in meetings and collaborative planning;
- CIC may implement an Individual Education Plan, Behaviour Support Plan, Safety Plan or Return to School Plan.

Behaviour Response Framework

The levels below guide our decision-making. They are not a mandatory sequence, and the College may move directly to a higher-level response where conduct is serious, repeated, unlawful or creates a risk to safety or wellbeing.

Level	Examples	Possible responses
Reminder and redirection	Low-level or first-time behaviour that can be corrected promptly.	Reminder, re-teaching, redirection, brief reflection or restorative conversation.
Targeted response	Repeated low-level behaviour or a concern requiring closer support.	Parent contact, loss of a related privilege, withdrawal from an activity, supervised reflection, wellbeing support or agreed goals.
Formal behaviour support	Persistent behaviour, significant disruption, harm to relationships, or failure of earlier supports.	Formal meeting, written warning, Behaviour Support Plan, safety measures, restricted activity or monitored return.
Suspension	Serious misconduct, repeated substantial breaches, or conduct creating a significant safety or wellbeing risk.	Short-term removal from attendance while safety, investigation, support and return arrangements are addressed.
Termination of Enrolment	Very serious conduct, serious or repeated breaches, unacceptable ongoing risk, or an irretrievable breakdown of the enrolment partnership.	Permanent termination of the student's enrolment following procedural fairness and written decision.

Family Engagement

The College expects parents/guardians to actively engage and communicate with the College throughout their child's enrolment, particularly when behaviour, safety or wellbeing concerns arise. This may include responding to phone calls or emails, attending requested meetings and working collaboratively with the College to support agreed actions or plans. If a parent or guardian does not engage after reasonable attempts by the College to make contact, the College may determine that the enrolment partnership can no longer be maintained and consider immediate termination of enrolment.

Investigating a behaviour concern

Where fact-finding is required, the College may need to investigate issues or incidents. This may involve:

- CIC taking immediate action to protect safety and preserve information;
- CIC speaking separately with the student concerned, affected students and witnesses;
- Reviewing relevant records, communications, images, device or network information lawfully available to the College;
- Contact parents/guardians and relevant staff or external authorities;

- Make findings on the balance of probabilities for internal disciplinary purposes.

Information will be shared only as reasonably necessary. Families will not ordinarily be given identifying or confidential information about another student. A support person may attend a formal student meeting where appropriate, provided that person does not compromise safety, privacy or the integrity of the process and is an authorised parent / guardian listed on the student file.

Procedural Fairness

Before a serious disciplinary decision is made, the College will:

1. Contact the parent / guardian authorised on file and, if appropriate, inform the student, in age-appropriate language, of the substance of the concern and the possible serious outcome;
2. Give the student and parent/ guardian a reasonable opportunity to respond and provide relevant information;
3. Consider the student's response, the available evidence, individual circumstances, reasonable adjustments and the impact on others;
4. Advise the student and parent/guardian of the decision and reasons, subject to the privacy and safety of others;
5. Explain any available review process.

A different or shortened process may be used where urgent action is necessary to protect safety, comply with law, avoid prejudice to an external investigation or respond to exceptional circumstances.

Suspension

The Principal may suspend a student where temporary removal is reasonably necessary to protect safety or wellbeing, support an investigation, prevent serious disruption, or respond to serious or repeated misconduct. Suspension is not an automatic finding of wrongdoing and may be used as an interim protective measure.

The College will contact the parent / guardian by phone and follow up via email to provide notice stating:

- The reason for the suspension;
- The start date and anticipated duration;
- Any learning, contact or access arrangements;
- The steps required before return, including any meeting or plan;
- A contact person for questions.

The Principal will determine the duration and review the suspension where circumstances change.

Termination of Enrolment

The Principal may expel a student or terminate enrolment where, after considering the circumstances and available alternatives, the Principal reasonably determines that continued enrolment is not in the best interests of the College community or cannot be safely or effectively sustained.

Grounds may include, but are not limited to:

- Serious violence, threats, harmful sexual behavior, unlawful conduct or a serious child safety breach;
- Possession or use of a weapon, drugs or another dangerous item;
- Serious bullying, harassment, discrimination, privacy breach or image-based abuse;
- Serious or repeated breaches of the Student & Family Code of Conduct or another College policy;
- Persistent behavior that substantially disrupts learning or creates an unacceptable risk despite reasonable support;
- Failure to comply with a Behaviour Support Plan, Safety Plan or formal condition of continued enrolment;
- An irretrievable breakdown in the partnership between the College, student and family, including serious or persistent family conduct that prevents the College from safely and effectively educating the student.

The decision and reasons will be given in writing. Where appropriate, the College will assist with transition information and records to support the student's move to another educational setting.

Review Process

Corner Inlet College endeavours to approach all behaviour concerns fairly, impartially and without predetermined outcomes. The College supports procedural fairness by ensuring students and families understand the concerns raised, have an appropriate opportunity to respond and are given a meaningful voice in decisions that affect them. All relevant information will be considered before an outcome is determined.

A parent or guardian may request a review of a suspension longer than five school day and a termination of enrolment. The request must be submitted in writing within 10 school days of the decision and should clearly explain the grounds for review.

Requests should be directed to:

Aaron Thomas
Chair, CIC Board
Email: Boardchair@cornerinletcollege.org

The Chair, or an independent nominee who was not materially involved in the original decision, will review the process and relevant information. The reviewer may confirm, vary or set aside the decision, or return the matter for reconsideration. The outcome will be provided in writing. A review does not automatically pause a suspension, termination of enrolment or safety measure.

Independent school information

Corner Inlet College is an independent school and is not governed by the Victorian Department of Education; however, the College is guided by relevant government legislation, regulatory requirements and recognised educational policies and practices. If a parent or guardian has ongoing concerns after completing the College's internal review process, they/you may contact [Independent Schools Victoria](#) for information and guidance:

- Email: enquiries@is.vic.edu.au
- Phone: (03) 9825 7200

Independent Schools Victoria is not an appeals body and cannot overturn a decision made by the College.

Records, Privacy and External Reporting

The College will keep appropriate records of behaviour concerns, support provided, investigations, suspensions and enrolment terminations. Information will be handled sensitively and in accordance with the College's privacy, child safety and recordkeeping obligations.

CIC complies with all mandatory reporting and other legal obligations relating to child safety. Where staff form a reasonable belief that a child may be at risk of abuse, harm or neglect, the College will make the required report to Child Protection, Victoria Police or another relevant authority. Parents and guardians will be informed where appropriate; however, the College may be legally required to make a report without seeking or receiving family consent.

CIC staff complete the relevant [Protecting Children – Mandatory Reporting and Other Obligations training](#) for non-government schools.

Responsibilities

- **The Board** approves this policy and oversees compliance.
- **The Principal** implements the policy and makes suspension and enrolment-termination decisions.
- **Staff** teach expectations, document and respond to concerns, provide support and escalate serious matters.
- **Students** follow expectations, participate honestly in processes and take reasonable steps to repair harm.
- **Parents/guardians** support attendance, communication, agreed plans, safety measures and the procedural requirements of this policy.

Related Policies

- Enrolment Agreement
- Child Safety and Wellbeing Policy
- Concerns and Complaints Policy
- Bullying Prevention Policy
- Digital Technologies Code of Practice
- Attendance Policy
- Privacy Policy

Acknowledgement

Student name and signature	Date
Parent/guardian 1 name and signature	Date
Parent/guardian 2 name and signature	Date

Internal Use Only Section

Policy owner	Corner Inlet College and Board of Directors	Approved by	CIC Board of Directors
Approval date		Effective date	
Review cycle	Every 2 years or where appropriate	Next review	July 2028
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