



VUEWBANK  
COLLEGE

*“Caring for Excellence”*

## **Student Engagement Policy**

**Developed in conjunction with the DET  
“The Student Engagement and Inclusion Guidance”**

### **Child Safe**

Viewbank College is a child safe environment in accordance with the Victorian Government Guidelines. Viewbank College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. Viewbank College has a Child Safety Code of Conduct consistent with the Department of Education and Training’s exemplar.

### **Purpose**

Viewbank College is committed to providing safe, secure and high quality learning and development opportunities for every student. The Viewbank College Student Engagement Policy is based on the College motto of **“Caring for Excellence”** and the DET **“The Student Engagement and Inclusion Guidance”**. The College provides the opportunities for students to reach their full potential by having a safe, caring and healthy environment with a positive College culture that is fair and respectful. Corporal punishment is prohibited.

Our **College Values** represented by the word **RESPECT** – Responsibility, Experience, Striving, Purpose, Excellence, Care and Teamwork form the foundation on which we perform and conduct ourselves.

The Student Engagement Policy outlines the expectations of Viewbank College in the areas of student engagement.

### **Shared Expectations - Engaging Students in a Positive Learning Environment**

#### **Staff Responsibility**

Staff are to:

- Model the College Values.
- Work collaboratively with students.
- Maintain a respectful and caring approach to students.
- Establish fair and consistent practices.
- Be responsible for managing their classes and following up with consequences.
- Set **Classroom Rights and Responsibilities** (as a reference, start with the **Student Code of Conduct**) with students.
- Ensure that the curriculum and teaching practices assist all students in their learning
- Ensure differentiated learning in all classes (which may also involve developing an individualised learning plan where needed).
- Create stimulating learning in the classroom.
- Acknowledge student effort and achievement with positive reinforcement.
- Communicate with parents regarding outstanding work.

In terms of **attendance** and in compliance with Department procedures staff will:

- Promote regular attendance with all members of the College community.
- Monitor and follow up on student absences. Alert Wellbeing Level Leaders and Assistants to patterns of absences.
- Mark the roll accurately in all classes at the beginning of the lesson on COMPASS.

## **Student Responsibility**

Students are to:

- Do their best to work to their potential.
- Complete and submit set tasks on time.
- Understand that time on task is the expectation.
- Seek help if they are having difficulties.
- Bring all required materials to class.
- Never interrupt the learning of other students.

In terms of attendance, all students are expected to:

- Come to school every school day throughout the school year.
- If students cannot attend their parents/guardian must provide a suitable written explanation, either via COMPASS, email or written note to the College.
- Reason for absence should be illness or circumstances beyond the student's control.
- At VCE no more than ten percent unapproved absence per unit.

## **Parent Responsibility**

Parents are expected to:

- Promote positive educational outcomes for their children by taking an active interest in their child's educational progress.
- Cooperation with the College, including regular communication with the College staff regarding their child's learning and wellbeing.
- Actively support their child's engagement in the College environment.

In regards to **attendance**, parents are expected to:

- Ensure that their child attends school at all times when the College is open for instruction.
- Ensure that their child is on time for school each day.
- Notify the College of their child's absence as soon as possible on the first day of the child's absence and also provide a written explanation through COMPASS, email or written note.
- Ensure that the contact details for the child are correct and up to date.
- Check COMPASS on a regular base, especially the newsfeed and attendance of their child.

## **College actions and consequences**

### **Students who are not prepared for class**

Students are expected to take the required materials to class. Classroom teachers need to note in their Chronicles or on the Student Chronicle on COMPASS when students do not have the required material. Parents of students who do not bring the required materials to class more than three times will be notified by the classroom teacher either via COMPASS or a phone call home in the first instance. If the student continues to not bring their materials, then the classroom teacher will notify the Wellbeing Level Leader who will follow up with parents.

## Steps for Dealing with a student who creates a minor disruption

Minor disruptions are described as the following: talking, chewing, swearing, throwing objects, noises, etc that can distract the teacher and impede the learning of others.

The following steps should be taken to deal with students behaving inappropriately:

- A warning given by the teacher outlining the misbehaviour and the expected behaviour
- If the disruption continues, move the student (within the room, where possible)
- Final warning outlining to the student that they will be asked to leave and report to the Assistant Principal if the behaviour continues
- The classroom teacher may give a detention (or other teacher consequences as appropriate) for no more than ten minutes at recess and twenty minutes at lunchtime. Teachers are to make a note in their chronicle
- Repeat offenders should be noted on COMPASS student chronicle

## Steps for dealing with more serious incidents

Serious interruptions are described as the following: bullying, consistent interruptions, constant talking, refusal to comply with instructions, etc.

The following steps should be taken to deal with students behaving inappropriately:

- The above steps for dealing with a student who creates minor disruption needs to be followed firstly. That is, a teacher warning, followed by the student being moved in the classroom, followed by the final warning
- If the student continues to disrupt and not follow instructions after the third warning, the student should be withdrawn from class and sent to the **Assistant Principal's Office**. The classroom teacher supplies the student with the orange **Exit from Classroom slip** which indicates: student name, form, class, period, time sent out, the reason and work to be completed. In an emergency, a reliable student is to be sent out shortly after to check the arrival, if necessary.
- On arrival at the Assistant Principal's Office, the student will be provided with the **Student Exit from Classroom** form that is **to be filled in by the student during withdrawal**.
- The student will remain at the Assistant Principal's Office until the end of the lesson.
- The **Student Exit from Classroom** form will be photocopied by the Assistant Principal and one copy will be given to the student to give to the classroom teacher at the first possible break. For example, if the student is sent out of class period one or period two, then the student will see the teacher at recess. If the student is sent out period three or four the student will see the teacher at lunchtime and if it is period five or six, then after school. The original will be given to the Year Level leader for follow up.
- The classroom teacher will read the student's account and outline their expectations regarding the student's behaviour for the next class with them.
- At the end of the lesson, the Assistant Principal will give the student an instruction to return to the next scheduled lesson.
- **The classroom teacher is to complete a Discipline Report in the Student Chronicle on COMPASS, which will alert the Year Level Leader before the end of the day.**

## Mobile Devices

Handheld Mobile Devices are not to be brought to class. Breaches of the guidelines will result in the student's mobile device being confiscated immediately by staff. (If the student refuses to hand over the mobile device, the student will be sent to the Assistant Principal's office with their device.) The staff member will hand over the confiscated mobile device to the relevant Assistant Principal. On the first offence, the mobile device can be collected from an Assistant Principal at the end of the school day. Subsequent offences will require a parent/guardian of the student to collect the mobile device at the end of the school day. Repeated breaches of this policy will lead to detention, College Warning and suspension from the College. (Mobile Devices Policy for more detail.)

## Role of the Year Level Leader

- The role of the Year Level Leader is to follow up **Chronicle entries** and **Exit from Classroom Forms** and take relevant action. This action may include a warning, detention, parent meeting or a meeting with the student and classroom teacher.
- Parents are to be informed at the Year Level Leader's discretion, by either the Wellbeing Level Leaders or the classroom teacher.
- The Year Level Leader is to inform the classroom teacher of the action taken.
- The Year Level Leader is to monitor individual student behaviour, arrange parent meetings, and develop Individual Learning Plans for repeat offenders.