



Student Discipline Policy and Procedures

Source of Obligation

The NSW Registration Manual (3.7.1 and 3.7.2) requires the College to have policies relating to discipline of students attending the College that are based on principles of procedural fairness and that do not permit corporal punishment of students.

Where policy and procedures refer to staff, this term include people who are working at or for the College as well as people who are working at or for the Boarding House. Similarly, where policy and procedures refer to students, this term includes all students as well as boarding students.

Discipline Policy

Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They also have the right to be treated fairly and with dignity.

Discipline is necessary to ensure the safety and welfare of all our students, teachers and staff and to provide a conducive learning environment. This policy sets the framework through which St Scholastica's College manages student discipline.

Strategies to Promote Good Discipline

The College seeks to develop a culture of positive discipline by setting clear expectations of students and encouraging positive behaviour. Strategies for developing this culture include:

- 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 through to structured merit awards
- maintaining records with respect to student behaviour.

Prohibition of Corporal Punishment

It is our policy that:

- we prohibit corporal punishment
- we do not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents/guardians, to enforce discipline at the College.

The use of any corporal punishment by a staff member is strictly prohibited. Any staff member who breaches this rule will be subject to disciplinary proceedings which may include dismissal.

Procedural Fairness

Students have a right to procedural fairness in dealings that involve their interests. This includes disciplinary decisions.

The principles of procedural fairness include the right of students to:

- 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).

St Scholastica's College is committed to ensuring procedural fairness when disciplining a student.

College Rules and Expected Standards of Behaviour

Students are expected to abide by the rules of the College, and the directions of teachers and staff.

Examples of written rules that students are expected to follow are dealt with in:

- Student Code of Rights and Responsibilities
- Bullying Prevention and Intervention
- Restricted Items Policy
- Uniform and Presentation Policy.

Consequences

There are a range of consequences that students will face if they breach College rules or are disobedient. These include:

- formal warnings
- attendance at review meetings
- withdrawal from College activities or opportunities
- detentions
- suspension (internal or external)
- expulsion
- exclusion.

A decision to suspend or expel a student may only be made by the Principal or her delegate.

Key Definitions

Suspension is a temporary removal of a student from some or all of the classes that a student would normally attend at a school for a set period of time.

Expulsion is the permanent removal of a student from one particular school.

Exclusion is the act of preventing a student's admission to a number of schools. In extreme circumstances, the principal of a school may make a submission to an appropriate authority, or to other schools, recommending the permanent exclusion of a student from the registration system of which the school is a member, or from other schools.

St Scholastica's College has developed specific procedures that must be followed when considering the suspension or expulsion of a student.

Procedures for Suspension, Expulsion and Exclusion

The disciplinary procedures adopted and consequences imposed by the College will vary according to the seriousness of the alleged behaviour and the College will determine on a case by case basis the appropriate steps to be taken. The College approach will be informed by principles of procedural fairness.

Where the alleged behaviour, if proved, may result in disciplinary suspension or expulsion, the student and parents will generally be informed of the allegations and procedural steps to be followed in dealing with the matter. The College may direct the student(s) not to attend school while the investigation takes place.

The College investigation team will provide a recommendation to the Principal. In the case of disciplinary suspension, expulsion, or exclusion where the Principal has received a recommendation based on the College investigation that the appropriate penalty is disciplinary suspension, expulsion or exclusion they will generally provide the student (and parent/s) with an opportunity to respond to their preliminary view and consider any response provided before making a final decision. The Principal's decision is not subject to any further review or appeal.

Individual Behaviour Management Plan

At St Scholastica's College we endeavour to always work in partnership with students and families. At times, this partnership requires additional structure and support. Where the level of misbehaviour breaches the College's expectations, Behaviour Management Levels may be employed.

Behaviour Management Levels are applied in a meeting with the student, Head of Year, and Assistant Principal. There is also consultation with the family.

The philosophy within the Behaviour Management Level is to create a pathway for the student to return to partnership with the College. The Behaviour Management Level is designed to re-focus the student on their overall experience at the College through a period of time where their College life is monitored and reviewed. Additional support is always available through the College Counsellors.

Teachers' Responsibilities

To support teachers in attaining and maintaining Proficient Teacher accreditation, the College encourages teachers to take responsibility for managing challenging behaviour by establishing and negotiating clear expectations with students and addressing discipline issues promptly, fairly and respectfully.

To support experienced teachers in attaining and maintaining Highly Accomplished Teacher accreditation, the College encourages experienced teachers to take responsibility for developing and sharing with their colleagues a flexible repertoire of behaviour management strategies using expert knowledge and workplace experience.

To support highly experienced teachers in attaining and maintaining Lead Teacher accreditation, the College encourages highly experienced teachers to take responsibility for leading and implementing behaviour management initiatives to assist their colleagues to broaden their range of strategies.

Implementation

This Policy is implemented through:

- staff training and professional development opportunities in behaviour management
- communicating this Policy to the College community
- monitoring the effectiveness of the Policy
- reviewing and evaluating the Policy annually.