



# Calrossy Anglican School

## Student Discipline Policy

### 1. Introduction

#### 1.1 Purpose and scope

It is a requirement that a registered non-government school must have policies relating to discipline of students attending the school that are based on principles of procedural fairness and do not permit corporal punishment of students.

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 Student Discipline Policy sets the framework through which Calrossy Anglican School ("School") manages student discipline.

At the centre of the School's practices lie the principles of mutual respect between all members of the School community, safety for all, allowing the teaching/learning process to be conducted effectively and maintaining effective working relationships.

#### 1.2 Aim

The School Discipline Policy and Procedure must:

- be consistent with legislation and reflect school policy and procedure,
- incorporate the principles of procedural fairness,
- be developed with a strong student welfare context,
- reflect the identified needs of the community,
- outline expected standards of behaviour, and
- define the responsibilities of teachers, students and parents.

### 2. Definitions

**Suspension:** is a temporary removal of a student from all of the classes that a student would normally attend at a school for a set period of time. Suspension may be 'in school suspension' or 'out of school suspension'.

**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. This action does not apply to Calrossy Anglican School.

**Procedural fairness:** is a basic right of all when dealing with authorities. Procedural fairness refers to what are sometimes described as the 'hearing rule' and the 'right to an unbiased decision'. The review mechanism adds to the fairness of the process.

**The 'hearing rule':** includes the right of the person against whom an allegation has been made, to:

- know the allegations related to a specific matter and any other information which will be taken into account in considering the matter,
- know the process by which the matter will be considered,
- respond to the allegations, and
- know how to seek a review of the decision made in response to the allegations.

The **'right to an unbiased decision'**: includes the right to:

- impartiality in an investigation and decision making, and
- an absence of bias by a decision-maker.

### 3. Related School Policies

- Student Code of Conduct
- Anti-Bullying Policy
- Uniform Policy
- Drug Policy
- Classroom Guidelines
- CAS Student Diary
- Social Media Policy

### 4. Strategies to Promote Good Discipline

The School 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 school community,
- acknowledging positive behaviours in a range of ways from informal verbal acknowledgement through to structured merit awards, and
- maintaining records with respect to student behaviour.

### 5. Prohibition of Corporal Punishment

At no time will corporal punishment be used at Calrossy Anglican School. The School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the School.

The use of any corporal punishment by a staff member, including volunteers and contractors is strictly prohibited. Any staff member, volunteer and contractor who breaches this rule will be subject to disciplinary proceedings which may include dismissal or termination.

### 6. 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 to:

- know what the rules are, and what behaviour is expected of students,
- have decisions determined by a reasonable and unbiased person,
- know the allegations that have been made, and to respond to them,
- be heard before a decision is made, and
- to have a decision reviewed (but not so as to delay an immediate punishment).

The School is committed to ensuring procedural fairness when disciplining a student.

The School works with its staff, students and parents to provide a quality learning environment which is:

- inclusive,
- safe and secure, and
- free from bullying, harassment, intimidation and victimisation.

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination. To achieve this, it is an expectation that a high standard of discipline is maintained.

## 7. Rules and expected standard of behaviour

Students are expected to abide by the rules of the School, and the directions of teachers and staff and other people with authority delegated by the School.

Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the School, staff members, volunteers, contractors or other students, the student may be subject to disciplinary action.

The disciplinary procedures undertaken by the School vary according to the seriousness of the alleged offence. Where the allegation, if proved, may result in suspension or expulsion, the student and parents will be informed of the allegations and procedural steps to be followed in dealing with the matter. In relation to all matters to be investigated, students will be informed of the nature of the allegation and given an opportunity to respond to the allegations.

The penalties imposed vary according to the behaviour and the prior record of the student. At the lower end of the scale, an admonition or detention may be appropriate. At the upper end of the scale, the behaviour could result in suspension or expulsion.

## 8. Consequences

There are a range of consequences that students will face if they breach the School's rules, or are disobedient. These include:

- warnings or reprimands (verbal and written),
- time outs,
- cancellation of privileges,
- withdrawal from school activities,
- lunch time or after-school detentions,
- suspension, and
- expulsion.

In the event of a student being suspended or expelled from boarding, this does not necessarily mean suspension or expulsion from the day school. Decisions in this matter will be at the discretion of the Head of Boarding and the Principal.

A decision to suspend a student may only be made by the applicable Head of School and the Principal.

A decision to expel a student may only be made by the Principal.

## 9. Procedures

The School has developed specific procedures that must be followed when considering the suspension or expulsion of a student.

Refer to the Suspension and Expulsion Procedures.

## 10. Individual Behaviour Management Plan

Where the level of misbehaviour is in breach of the School's Code of Conduct, individual behaviour management plans may be made.

Plans will be negotiated between School staff, students and parents/guardians, and will consider the student's:

- age,
- developmental needs, and
- behavioural context.

Desired behaviour/goals of the student will be clearly described. The plan will outline changes required to the learning environment to support the student to modify their behaviour.

The School will refer the student to the School Psychologist or other support available and review, assess, change and modify the plan as needed.

## 11. Implementation

This policy is implemented by:

- Staff training and professional development opportunities in behaviour management,
- Communicating this policy to the School community,
- Monitoring the effectiveness of the policy, and
- Reviewing and evaluating the policy annually.

## 12. Records

Records are kept and maintained on an ongoing basis through the school database network via Synergetic and The HUB (SchoolBox).

## 13. Document Publication

This document is to be made available on:

- The HUB – for staff, parents and students
- The School Website