



## **Student Discipline Policy and Procedures**

### Student Discipline Policy and Procedures

## **Introduction**

The governing body of a registered individual school must demonstrate that the behaviour management and discipline of students observes the principles of procedural fairness and the prohibition of discrimination.

## **Purpose and Objectives**

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 and its Procedures are part of the framework through which the school manages student discipline.

## **Scope**

This Policy and its Procedures apply to all staff, volunteers and contractors at the school.

## **Responsibilities**

### **Teachers' Responsibilities**

To support teachers in attaining and maintaining Proficient Teacher accreditation, **St Paul's** 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, **St Paul's** 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, **St Paul's** encourages highly experienced teachers to take responsibility for leading and implementing behaviour management initiatives to assist their colleagues to broaden their range of strategies.

## Policy

### Student Discipline

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 Paul's Grammar School** manages student discipline.

### Strategies to Promote Good Discipline

**St Paul's** 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 **St Paul's** 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 **St Paul's**.

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 Paul's Grammar School** is committed to ensuring procedural fairness when disciplining a student.

## St Paul's Rules and Expected Standards of Behaviour

Students are expected to abide by the rules of **St Paul's**, and the directions of teachers and staff.

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

- Student Code of Conduct
- Senior School Discipline Procedure and the Junior School Welfare and
- Discipline Procedure. Uniform Policy
- Bullying Prevention and Intervention
- Student Use of Illicit Drugs

## Consequences

There are a range of consequences that students will face if they breach **St Paul's** rules or are disobedient. These include:

- warnings or reprimands (verbal or written)
- time outs
- clean up duties
- cancellation of privileges
- withdrawal from **St Paul's** activities
- detentions
- suspension
- expulsion
- exclusion.

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

## Individual Behaviour Management Plan

Where the level of misbehaviour breaches **St Paul's** Code of Conduct, individual behaviour management plans may be made.

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

- age
- developmental needs
- behavioural context.

The desired behaviour 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.

**St Paul's** will refer the student to other support available and review, assess, change and modify the plan as needed.

## Procedures

### Procedures for Suspension, Expulsion and Exclusion

**St Paul's Grammar School** has developed specific procedures that must be followed when considering the suspension expulsion or exclusion of a student. Refer to our **Senior School Discipline Procedure**

## and the Junior School Welfare and Discipline Procedure.

### Implementation

This Policy is implemented through:

- staff training and professional development opportunities in behaviour management
- communicating this Policy to **St Paul's** community via the website
- monitoring the effectiveness of the Policy
- reviewing and evaluating the Policy annually.

### Definitions

Term	Definition
Suspension	Suspension is temporarily removing a student from all their normal classes.
Expulsion	Expulsion is permanently removing a student from the school.
Exclusion	Exclusion is preventing a student's admission at another school, where an exclusion policy or agreement exists between the schools.

### Source of Obligation

The NSW Registration Manual (B9.1) requires **St Paul's** discipline policy to be based on principles of procedural fairness. The policy must either expressly prohibit corporal punishment or clearly and exhaustively list the school's discipline methods, plainly excluding corporal punishment. A school cannot explicitly or implicitly sanction corporal punishment by non-school persons (such as parents) to enforce discipline.

### Related Policies and Procedures

- Student Code of Conduct
- Senior School Discipline Procedure and the Junior School Welfare and Discipline Procedure.
- Uniform Policy
- Bullying Prevention and Intervention
- Student Use of Illicit Drugs

#### Policy History and Schedule

Responsible: Deputy Head of Junior School Welfare & Director of Students and Family Services

Review – 2 yearly