

ST EUPHEMIA COLLEGE



Discipline Policy K-12

Status	APPROVED by Senior Executive
Date of Approval	31 st January 2024
Owner	Deputy Principal Secondary School Deputy Principal Primary School
Contact	Welfare Coordinator
Review Cycle	Two years
Date for Review	31 st January 2026

Purposes

The NSW Registered and Accredited Individual Schools Manual B9.1 requires 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 that do not permit corporal punishment of students.

Scope

This policy applies to all students and staff of St Euphemia College.

Policy Statement

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 positive learning environment. This policy sets the framework through which St Euphemia College manages student discipline. St Euphemia College does not exclude a student from attending another school.

Prohibition of Corporal Punishment

It is our policy that:

- we prohibit corporal punishment; and
- we do 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 is strictly prohibited.

Procedural Fairness

St Euphemia College is committed to ensuring procedural fairness when disciplining a student.

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 Euphemia College is committed to ensuring procedural fairness when disciplining a student.

Managing a Positive Learning Environment

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 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.

Code of Conduct 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 the student diary.

Extreme or repeated breaches of the student code of conduct should be reported to either the Year Adviser, Faculty Coordinator, Welfare Coordinator, Deputy Principal (Primary) or Principal.

Guidelines

Individual teachers are initially responsible for the discipline of the students for whom they have a duty of care.

However, no teacher should feel hesitant about asking for help if they have a concern regarding a student.

Consequences should be connected to the rights being affected and the rules being broken.

They should:

- Relate to the behaviour
- Have a degree of seriousness and be reasonable
- Allow for appropriate right of reply
- Foster a restorative approach using questions such as:
 - What happened?
 - What harm has resulted?
 - How can you repair the situation

- What do you think is a fair outcome?

Managing the Not so Good

One or more of the following procedures may be implemented:

- Engage in discussion of behaviour
- Counselling about behaviour, including how to repair the harm done
- Parents contacted
- Reflection
- Develop a behaviour support plan
- Appropriate withdrawal of privileges
- Suspension:
 - In School
 - From School
 - Expulsion

As previously mentioned, Corporal Punishment is expressly prohibited.

Suspension, Expulsion and Exclusion

Definitions

Suspension

Suspension from the College is a temporary removal of a student from attending classes and participating in school activities. It can vary in duration depending on the severity of the offense and our policies.

The purpose of suspension is to provide a consequence for the student's behaviour, as well as to give them and the school time to address the underlying issues that led to the misconduct.

Expulsion

Expulsion from school is the permanent removal of a student from attending classes and being a part of the school community. Expulsion is a final and irreversible disciplinary action, meaning the student is not allowed to return to the College. It is usually reserved for serious or repeated offenses that pose a significant threat to the safety or well-being of other students, staff, or the school environment.

Exclusion

St Euphemia College does not exclude a student from attending another school.

Procedures

In relation to all matters to be investigated, students will be informed by the Year Adviser, Faculty Coordinator, Welfare Coordinator, Deputy Principal (Primary) or Principal of the nature of the allegation and given an opportunity to respond to the allegations.

Where the offending behaviour is of such a nature that it may result in suspension or expulsion, the student and parent will be requested to attend a meeting with the Year Adviser, Faculty Coordinator, Welfare Coordinator, Deputy Principal (Primary) and/or Principal. They will be informed of the procedural steps to be followed. Should the parent wish to withdraw their child, a meeting will still be conducted.

Parents will be:

- informed of the alleged infringement;
- informed as to who will make the decision of the penalty;
- informed of the procedures to be followed which will include an opportunity to have a parent or guardian present when responding to the allegations (offer an interpreter service if required); and
- have decisions determined by a reasonable and unbiased person; and
- afforded a right of review or appeal.

At the conclusion of the meeting, the Principal will be informed. They will reach a decision in relation to the allegation and any consequence to be imposed as well as advise the student (and parent/s or carer/s) of the view in writing and verbally.

The student (and parent/s or carer/s) would be advised that if they wish this preliminary decision to be reviewed they may make an application for a review to the Principal and submit any information they want to be considered during the review process. The Principal will then either confirm the preliminary decision as final or amend the decision based on the additional information provided.