

**ST EUPHEMIA COLLEGE**



**Discipline Policy and Procedures  
P-12**

Status	APPROVED by Senior Executive
Date of Approval	31 <sup>st</sup> January 2024
Owner	Principal
Contact	Welfare Coordinator Deputy Principal Primary School
Review Cycle	Two Years
Date for Review	31 <sup>st</sup> 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**

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.

## **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 as it may lead to suspension or expulsion.

## **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 for Suspension and Expulsion**

1. Where a disciplinary issue arises which may result in a suspension or expulsion the school will investigate the circumstances surrounding the issue. The Welfare Coordinator (Secondary School)/Deputy Principal Primary may direct the student not to attend school while the investigation takes place. An investigation will include the student being provided with information about the nature of the allegations and being given an opportunity to respond.

2. If after receiving the results of the investigation and hearing representations from the student, the Welfare Coordinator/Deputy Principal Primary forms the view that the student should be suspended or expelled, the Welfare Coordinator/Deputy Principal Primary will make a recommendation to that effect to the Principal and advise the student and parents/carer that this recommendation has been made.
3. The parents/carer or student may appeal against that recommendation to the Principal, setting out the reasons why the Principal should not act on the recommendation. Any appeal must be provided to the Principal no later than 24 hours after the parents/carer have been advised of the recommendation.
4. If no appeal is made within the time specified, the Principal will decide whether to accept the recommendation and the Principal or Delegate Authority will advise the student and parents/carer of the decision.
5. If the student or parents/carer have lodged an appeal, the Principal will consider the recommendations and the reasons provided by the student or parents/carer for not following the recommendation and will decide whether to accept the recommendation of the Welfare Coordinator/Deputy Principal Primary. The Principal will then advise the student and parents/carer of the decision.
6. The decision made by the Principal will be final.

### **Record Keeping**

Records for suspension and expulsion may include, but are not limited to minutes from meetings, incident reports and correspondence with parents.

The Welfare Coordinator/ Deputy Principal Primary is responsible for filing all documents related to suspension or expulsion. Records may be documented in Student Files or on the Student Management System.