



STUDENT DISCIPLINE POLICY

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Scope of Policy and Source of Obligation

The NSW Registration Manual (5.7.1 and 5.7.2) 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 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 Sacred Heart School manages student discipline.

Strategies to Promote Good Discipline

Sacred Heart 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.

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. 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 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).

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

Students are expected to abide by the rules of the school, 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

School Rules

Bullying Prevention & Intervention

Drugs - Illicit (Student Use Of)

Uniform Policy

Consequences

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

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

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

A decision to expel a student may only be made by the Director of Schools in consultation with the Bishop.

Procedures for Suspension, Expulsion and Exclusion

CSO Armidale has developed specific procedures that must be followed when considering the suspension or expulsion of a student. Refer to Suspension and Expulsion Procedures.

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 other support available and review, assess, change and modify the plan as needed.

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.