

# Student Discipline Policy

## Policy Document Information

COMPLIANCE	
NESA	Registered and Accredited Individual Non-Government Schools (NSW) Manual: <ul style="list-style-type: none"> <li>• B8.1 (Child Protection)</li> <li>• B8.2 (Student Welfare)</li> <li>• B9 (Discipline)</li> <li>• B7.1 (Attendance)</li> </ul>
Legislative Requirements	<ul style="list-style-type: none"> <li>• Education Act 1990</li> </ul>
Other Policy Relationships	<ul style="list-style-type: none"> <li>• Allegations against Employees in the Area of Child Protection Policy</li> <li>• Protecting and Supporting Children and Young People Policy (Child Protection)</li> <li>• Supervision Guidelines</li> <li>• WHS Policy</li> <li>• Excursion Policy</li> <li>• Privacy Policy</li> <li>• Managing Student Behaviour (Commendation) Policy</li> <li>• Managing Student Behaviour (Anti-Bullying and Harassment) Policy</li> <li>• Record Keeping Policy</li> </ul>
KEY DATES	
Date of review by:	August 2024 by Michelle Cairelli and Graeme Evans
Date of ratification by:	12/2024 YPC ELT (M.Cairelli)
Policy Review	This policy will be reviewed every 3 years, or as needed in line with legislative changes and the requirements of the Association of Independent Schools.

The College's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the *Education Act* and of the NESA for registration of the school.

## 1. Foundational Christian Principles

St Philip's Christian Education Foundation (SPCEF) provides quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practices. St Philip's Christian Education's core values of Christ First, Serve One Another, Strive for Excellence, Do What is Right and Build Community are a reflection of our 'faith expressing itself in love' (Galatians 6:5). Our faith permeates through all that we do and underpins the foundation of our lives. It is out of a demonstration of this faith that students will have the opportunity to discover the wonderful privilege of having a genuine relationship with God through His love as we seek to meet their needs in education.

## 2. General Statement

All students have the right to be treated with dignity in a way which promotes procedural fairness for students, in an environment that is free from harassment, intimidation, disruption and discrimination. To that end, St Philip's Christian College will uphold high standards of discipline.

When parents enrol their child at any St. Philip's Christian College, they enter a partnership with the school. This partnership is based on a shared commitment to provide opportunities for students to take responsibility for their actions. Collaboration between staff, students and parents is important. This policy is based on the expectation that students, parents and staff work together in an environment of mutual trust and respect. Parents are expected to support the school in the implementation of the College Behaviour Management (Discipline) policy.

The student behaviour management guidelines and procedures apply to the behaviour of students at school, on the way to and from school and while away from the school site on school endorsed activities. They can also apply outside of school hours and off school premises where there is a clear and close connection between the school and the conduct of students. This includes the use by a student of social networking sites, mobile phones and / or other technology to threaten, bully or harass other students or a staff member for school related issues.

In implementing these associated procedures, which are based on procedural fairness, the Principal, or delegate, will take into account the student's age, individual needs, developmental level and any disability. The Principal and/or delegate will also consider the safety, care and welfare of the student, staff and other students in the class and school. This policy is to be implemented in conjunction with the individual Colleges' procedures, processes and /or guidelines for Managing Student Behaviour (Discipline).

"Love one another just as I have loved you" (John 13:34)

The aspiration of our Colleges is to demonstrate the love of God and for the values of Jesus Christ to permeate the life of each school community. Pastoral care and discipline at St Philip's Christian Colleges, encompasses all that we are and all that we do.

### 3. Definitions

- 3.1 **Parent** includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the Family Law Act 1975 and any person with whom a child normally resides.
- 3.2 **Suspension** is a temporary removal of a student from all the classes that a student would normally attend at a school for a set period of time; normally up to 5 days for students K - Yr 2, and up to 10 days for students Yr 3 - Yr 12. The school may consider an extension of 5 extra days if circumstances warrant.
- 3.3 **Expulsion** is the permanent removal of a student from one particular school.
- 3.4 **Exclusion** is the act of preventing a student's admission to any St Philip's Christian Education schools. In extreme circumstances, the Principal may make a submission to the Central Office recommending the permanent exclusion of a student from its schools.

### 4. Objectives

The objectives of St Philip's Christian Education Foundation under this policy are to:

- 4.1 Create an environment where discipline enables students to grow and mature and become the people God intended them to be.
- 4.2 Develop in students the desire and ability to take ownership of their actions and self-manage in order to positively contribute to their school community and its culture.
- 4.3 Ensure that interactions between staff and students will be respectful.
- 4.4 Facilitate a partnership approach between the school and parents.

### 5. Context

- 5.1 The school prohibits the use of corporal punishment in disciplining students. The school does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including families, to enforce school discipline.
- 5.2 Parents are partners in this process and will be informed of patterns of behaviour that cause a concern within the school and will be involved in the process to address these concerns.
- 5.3 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 or other students, the student may be subject to disciplinary action.
- 5.4 The penalties imposed vary according to the seriousness of 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.
- 5.5 Where the allegation, if proved, may result in suspension or expulsion, the student and parents will be informed of the allegations and procedural steps will be followed in dealing with the matter.

- 5.6.1 Where a disciplinary issue arises which may result in suspension or expulsion, the school will investigate the circumstances surrounding the issue, ensuring that the identity of any witnesses is protected. Responsibility for an investigation lies with the Deputy Principal or delegate (SPCC K-12 schools) or the Head of Campus or delegate (Dynamic Learning Colleges/Young Parent Schools) who 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. An interpreter will be provided if necessary.
- 5.6.2 If, after receiving the results of the investigation and hearing representations from the student, the Deputy Principal/Head of Campus or delegate forms the view that the student should be suspended or expelled, the Deputy Principal/Head of Campus or delegate will make a recommendation to that effect to the Principal and advise the student and parents/carer, in writing that same day, that this recommendation has been made.
- 5.6.3 The parents/carer or student will be informed that they may appeal in writing 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 in writing no later than 2 school days after the student, parents/carer have been advised of the recommendation.
- 5.7.4 If no appeal is made within the time specified, the Principal will decide whether to accept the recommendation and advise the student and parents/carer of the decision.
- 5.7.5 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 Deputy Principal/Head of Campus or delegate. The Principal will then advise the student and parents/carer of the decision.
- 5.7.6 The decision made by the Principal will be final.
- 5.7.7 The Principal may also consider if the student should be excluded from enrolling in any other St Philip's school. If this is the case, the Principal will make a recommendation to the Deputy CEO in the Central Office, and provide documentation to support this recommendation. The Principal will inform the parents of this recommendation and advise they can appeal to the Deputy CEO in writing within 1 week. The Deputy CEO will consider the Principal's recommendation and the appeal (if applicable) and will make the final decision about exclusion. The Deputy CEO will inform the parents of the decision in writing.
- 5.7.8 Written records, such as notes from interviews or meetings and communications with parents will be kept on TASSWeb. This is the responsibility of the executive staff member leading the matter.

## 6. Roles and Responsibilities

- 6.1 **SPELT** is responsible for

- a. The development and monitoring of the Student Discipline Policy
- 6.2 **The Principal and/or delegate** is responsible for:
- a. The implementation of the Student Discipline Policy
  - b. Developing contextual procedures and/or guidelines
- 6.3 **The College Staff** are expected to:
- a. Support the effective implementation of this policy
  - b. Assist students in resolving their difficulties
  - c. Assist in repairing relationships between students
  - d. Strengthen relationships within the school community
  - e. Inform parents of patterns of behaviour
- 6.4 **Students** are required to:
- a. Abide by the school's rules and to follow the directions of teachers and other people with authority delegated by the School.
- 6.5 **Parents** are expected to:
- a. support the school in the implementation of this policy.

### Related Documents

School Based Documents for:

- Managing Student Behaviour (Discipline) Procedures
- Managing Student Behaviour (Discipline) Guidelines

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*(Only if needed) Appendix:*

**Name of Appendix**

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