

Student Discipline Policy

Source of Obligation

The NSW Registration Manual (3.7.1 and 3.7.2) 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 that do not permit corporal punishment of students.

Discipline Policy

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 Kambala manages student discipline. Kambala 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. Any staff member who breaches this rule will be subject to disciplinary proceedings which may include dismissal.

Procedural Fairness

Kambala 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).

Kambala is committed to ensuring procedural fairness when disciplining a student.

Strategies to Promote Good Discipline

The 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.

School Rules and Expected Standards of Behaviour

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 Diary and Handbook
- Student Code of Conduct
- Alcohol and Illicit Drugs (Student Use of)
- Safe and Supportive Environment Policy
- Student ICT Acceptable Use Agreement
- Attendance Policy

Extreme or repeated breaches of the student expectations should be reported to either/both Head of Department and Head of Year / Director of Students or Deputy Head of Junior School and then subsequently to the Head of School.

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?
 - What needs to happen to make things right?

Potential Consequences

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
- Detention
- Develop a behaviour contract
- Appropriate withdrawal of privileges
- Suspension:
 - In School
 - From School

- Expulsion

As previously mentioned, Corporal Punishment is expressly prohibited.

Guidelines for Detentions

- No student may be detained after school unless 24 hours' written notice has been given to parents/guardians.
- No recess detentions.
- Students on lunchtime detention will still be given time to eat lunch
- Teachers on lunch duty do not supervise students on detention.

Procedures for Suspension, Expulsion and Exclusion

In relation to all matters to be investigated, students will be informed by the Director of Students/Deputy Head of Junior School and / or Head of School 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 Director of Students/Deputy Head of Junior School and / Head of School. 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. Kambala does not exclude a student from attending another school.

They 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 penalty to be imposed as well as advise the student (and parent/s) of the view in writing and verbally. The student (and parent/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.

School's Responsibilities to Teachers

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

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.

Version

This policy was reviewed and updated on **9 December 2020**.