

# Richard Gill School

## Discipline Policy

*(Previously - Removal from Class, Suspension and Expulsion Policy)*

**Prepared:** 5 August 2020

### Revision history

Version Number	Changes made	Person responsible	Date updated
<i>Version 1.0</i>	<i>Document creation</i>	<i>C. English</i>	<i>5 August 2020</i>
<i>Version 1.1</i>	<i>Review &amp; Formatting</i>	<i>C English</i>	<i>31 March 2021</i>
<i>Version 1.2</i>	<i>Review &amp; Formatting</i>	<i>C. English</i>	<i>21 May 2021</i>
<i>Version 2.0</i>	<i>AISNSW support, aligned with NESAs requirements</i>	<i>C. English</i>	<i>12 February 2024</i>
<i>Version 2.1</i>	<i>Incorporated Board feedback</i>	<i>C. English</i>	<i>23 February 2024</i>
<i>Version 2.2</i>	<i>Additional AISNSW feedback plus name change</i>	<i>C. English</i>	<i>5 March 2024</i> <i>BOARD APPROVAL – 21 March 2024</i>

### Communication strategy

Manager/staff	Type of communication	Person responsible	Frequency
<i>Principal</i>	<i>Email. Board Meeting</i>	<i>C. English</i>	<i>One off and after each change</i>

# Discipline Policy

Decisions regarding removal from Class, suspension or expulsion will be made in line with the *Student Behaviour Management Policy*, *Behaviour Code (Student Code of Conduct)* and the *Code of Conduct Parents and Carers Policy*.

## School initiated Suspension of Studies

In all instances of poor decision making by children, the ethos of the school is to educate and provide learning opportunities for children to grow, with suspension and expulsion being drastic measures reserved for the most serious of incidents. Procedural fairness and clear, open communication with families underpin the process of suspension or expulsion to be followed by the school.

## Prohibition of Corporal Punishment

The School prohibits corporal punishment and 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. The School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the School.

## Procedural Fairness

Students should generally be provided with procedural fairness in dealings that involve their interests, including disciplinary decisions. The principles of procedural fairness include:

- knowing what the rules are, and what behaviour is expected of students,
- having decisions determined by a reasonable and unbiased person,
- knowing the allegations that have been made, and having an opportunity to respond to them,
- being heard before a decision is made; and
- having a decision reviewed (but not so as to delay an immediate punishment).

## School based suspension

School based suspension is the temporary removal of a student from some or all class/school activities that they would normally attend, for a designated period of time during the school day.

## Off-site suspension

Off-site suspension is the temporary removal of a student from school for a designated period of time. Off-site suspensions may be for a partial day or of 1 or more full days at the discretion of the Principal pending the nature and reason for the suspension.

School based or off-site suspension will occur as the result of any behaviour identified in the *Student Behaviour Management Policy* including but not limited to repeated or aggressive defiance of teacher's instructions; behaviour that puts the safety of other students at risk; or ongoing disruption of learning.

The School may use school based or off-site suspension:

- to allow the School a proper opportunity to investigate and consider a situation and manage any risks arising,
- as a disciplinary measure,
- to allow a student time to reflect on their behaviour, to acknowledge and accept responsibility for that behaviour, and to change their behaviour in the future; and

- allow time for the School to plan appropriate support for the student to assist with successful re-entry.

Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.

Where the student is provided with homework or other studies for the period of the suspension, the student must continue to meet the academic requirements of the course.

Students will not return from suspension until after a satisfactory interview between the Parents and the Principal.

Off-site suspensions will be recorded on the school's database and in the student file. Periods of school-based suspensions will not be included in attendance calculations.

### **Expulsion**

Expulsion is the permanent removal of a student from the school resulting in the cancellation of their enrolment. The school will only expel a student in serious circumstances or where suspensions have not resulted in an improvement in behaviour.

### **Incidents leading to suspension and/or expulsion**

Incidents of serious inappropriate behaviour that may lead to suspension and/or expulsion includes, but is not limited to, behaviour where a student:

- breaches the School Rules,
- repeatedly fails to respond appropriately to the authority of the school including in respect to course progress, compliance with school requirements relating to uniform and equipment,
- persistently demonstrates unacceptable behaviour, disobedience, or insolence,
- persistently disrupts and prevents the learning and teaching of others,
- is in possession of a prohibited weapon/firearm/knife,
- is in possession of a prohibited drugs at school,
- engages in criminal or unlawful behaviour,
- causes a risk to the physical or psychological health, safety or wellbeing of other students, staff or visitors to the School or a school site or event,
- engages in violent physical behaviour on another person including for example: attacks using an implement such as scissors or pens, punching, hitting, kicking, biting, pinching, hair pulling, scratching, or spitting) or threats to commit violence or other conduct that causes those present to fear harm,
- engages in verbal aggression or abuse or abusive language,
- physical damage to property or the learning environment,
- engages in inappropriate sexual behaviour or harassment, including grabbing someone's genitals, breast, or buttock without consent or that which could cause physical or psychological harm,
- engages in harassment or abuse of other students, staff, or visitors to the school,
- engages in any behaviour that significantly undermines the reputation and good standing of the school,
- throws projectiles in a way that deliberately or recklessly causes physical harm (not including participation in sporting matches played according to the rules),
- exhibits physical aggression or violence towards animals and the physical surroundings such as the school's plant life and infrastructure,
- causes damage to information technology systems,
- uses racist, sexist or homophobic language or language mocking the disability of a student, member of staff or visitor to the School,
- engages in bullying including repeated use of statements intended to humiliate and/or provoke another to an act of violence,

- engages in written abuse including writing threatening or abusive letters, graffiti targeting individuals or particular groups, bullying or harassment using text messages or email, posting on internet sites, making inappropriate videos, photographs or sound recordings and/or sharing or texting them and posting them on websites;
- is threatening and/or intimidating,
- engages in physical and/or technological stalking,
- exhibits self-harming behaviours. Self-harming behaviour poses a potential risk to the individual student and to those who might witness self-harming behaviour, and can pose a risk of psychological injury to other students, particularly if they are young and vulnerable, or to staff, or

### **General Process**

Cases of serious inappropriate behaviour by a student, must be reported to the School Principal for further action.

The Principal may ask a student not to attend school for a period of time to provide the school with a proper opportunity to investigate and consider a situation of alleged serious inappropriate behaviour and manage any risks arising before making a decision regarding suspension or expulsion.

The decision to suspend or expel a student will be made by the Principal, or the senior teacher in the Principal's absence.

1. Where a disciplinary issue arises which may result in a suspension or expulsion the school will investigate the circumstances surrounding the issue. The Senior Teacher or Principal 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 Senior Teacher forms the view that the student should be suspended or expelled, the Senior Teacher 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 2 days 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 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 Senior Teacher. The Principal will then advise the student and parents/carer of the decision.
6. The decision made by the Principal will be final.

The Suspension and/or expulsion will be recorded on the school's database and in the student file. During any period of suspension, the school will arrange for work to be provided to the student. A Police investigation of a student's alleged behaviour does not remove the Principal's discretion to deal with the behaviour as a school disciplinary matter.