

## STUDENT DISCIPLINE POLICY

### 1. INTRODUCTION

The Central Coast Steiner School provides a safe and supportive environment for students. Students are treated fairly and with respect. Every student has the right to a learning environment free from bullying and intimidation, and to feel safe and supported at school. Every student has the right to be treated fairly and with dignity. Our school seeks to develop a culture of positive discipline by setting clear expectations of students and encouraging positive behaviour.

### 2 POLICY

The NSW Registration Manual (3.7.1 and 3.7.2) requires schools to have a policy relating to the discipline of students that is based on principles of procedural fairness and that do not permit corporal punishment of students.

This **Student Discipline Policy** is based on the principle of Procedural Fairness. The Central Coast Steiner School supports the right of all students to be afforded Procedural Fairness in any matter involving behaviour and conduct management. Procedural Fairness refers to the following two core principles:

- The **hearing rule**, which defines the right of a person against who an allegation has been made to:
  - Know the allegations related to a specific matter and any other information which will be taken into account in considering the matter;
  - Know the process by which the matter will be considered;
  - Respond to the allegations;
  - Know how to seek a review of the decision made in response to the allegations.
- The **right to an unbiased decision**, which includes the right to:
  - Impartiality in an investigation and decision-making and an absence of bias by a decision maker.

2.1 The Central Coast Steiner School prohibits the use of corporal punishment in disciplining students attending the School. The School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including Parents/Guardians, to enforce discipline at School.

2.2 The Central Coast Steiner School does not practise exclusion in that it does not prevent student attendance at other schools in the enacting of this Policy.

### 3 PROCEDURES

3.1 Students are required to abide by the School's Rules in the **Student Code of Conduct** and to follow the directions of teachers and other people with authority delegated by the School. The daily management of behaviour is the responsibility of all teachers.

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- 3.2 Where a student's behaviour does not align with the School's expectations, the students may be subject to disciplinary action as determined by the Deputy Principal/ Principal. Disciplinary action may be taken if a student disregards rules, disobeys instructions or otherwise engages in conduct that causes harm or negatively impacts on the School's learning / social environment, staff members, other students or community members. Disciplinary action may be taken if a student willfully damages School property or causes damage to the School's reputation, including digital communication.
- 3.3 The disciplinary procedures undertaken by the School vary according to the seriousness of the alleged offence. Where the allegation, if proved, may result in suspension or expulsion, the student and parents/guardians will be informed of the allegations and procedural steps to be followed in dealing with the matter. In relation to all matters to be investigated, students and parents/guardians will be informed by the Principal of the nature of the allegation and given an opportunity to respond to the allegation/s.

The penalties imposed vary according to the behaviour and the prior record of the student. Disciplinary consequences will be measured, fair and reasonable. At the lower end of the scale, a reminder of school's expectations/admonition, conduct monitoring, restorative process, community service or detention may be appropriate. The school issues formal Warning Letters for misconduct. At the upper end of the scale, the behaviour could result in suspension or expulsion.

A suspension can take place in or outside of school. An 'in house' suspension means that the student will not attend lessons but will be supervised at school during school hours.

An out of school suspension is when the school asks the student to leave school for a short time- usually a number of days. Parents and Guardians are responsible for a student's supervision while they are suspended. The student cannot come onto the school grounds without the Principal's permission during the suspension period.

Suspension is a more serious consequence. Only the Principal can decide that a student should be suspended and for how long.

Expulsion is when a student is required to leave school permanently. Expulsion means that a student can no longer attend the Central Coast Steiner School.

Only the Principal can make the decision to expel a student.

Misconduct that may lead to suspension or expulsion is listed in 3.7. A decision to suspend or expel a student will take into account prior offending behaviour and accountability on the part of the student.

- 3.4 Where the offending behaviour is of such a nature that it results in disciplinary action, the Principal or Deputy Principal may issue a warning letter. After two warning letters, any further offending behaviour may result in suspension or expulsion.

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After a suspension, any further offending behaviour may result in suspension or expulsion.

- 3.5 Where the offending behaviour is of such a nature that it may result in suspension or expulsion, the student and parents/guardians will be:
- a) informed of the alleged infringement by the Principal;
  - b) informed as to who will make the decision on the penalty;
  - c) informed by the Principal of the procedures to be followed which will include an opportunity to have a parent or guardian present when responding to the allegations. As part of ensuring the right to be heard, the Principal will establish if parents/guardians require an interpreter and, if so, make arrangements for one to be available. The Principal will notify the student/s and parents/guardians and inform them about the policies and guidelines under which action is being taken.
  - d) afforded a right of review of appeal
  - e) informed that they have the opportunity to withdraw the student involved in a disciplinary process from enrolment at the school.
- 3.6 Suspension or may take place at school (supervised in house) or at a student's home.
- 3.7 The decision for suspension or expulsion is a response to serious misconduct. It may occur as a consequence of the following behaviour:
- a) Sustained and significant disruption of lessons including intentional and repeated non-compliance with staff directives
  - b) Arson/significant damage to school property/vandalism
  - c) The consumption or distribution of illegal or non-prescription drugs and/or alcohol
  - d) Smoking, vaping or consuming alcohol on school grounds or at a school event
  - e) Offensive/sexually explicit material at school or at a school event
  - f) Bullying, including online bullying/violence/aggressive behaviour of an extreme nature/anti-social radicalisation
  - g) Assault/sexual assault/violence or threats thereof directed towards students, staff or community members, or persons present on the school premises or at a school event
  - h) Sexual harassment
  - i) Possession/use of a weapon of any description
  - j) The committing of a crime or inciting other students to commit a crime

The Police will be notified as a matter of course in cases where the law is broken.

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### **4. APPEAL PROCESS**

- 4.1 In all cases involving suspension or expulsion, students and parents/guardians may appeal.
- 4.2 Appeals should be submitted in writing in the form of an email or letter addressed to the Principal, stating the grounds on which the appeal is being made. This should be done within three working days of the decision to suspend or expel a student.
- 4.3 On receiving the written appeal, the Principal will provide a written acknowledgment of the appeal submission in the form of an email and written letter. The Principal will provide information regarding the appeal process and the role of the Chair of the Board or appointed nominee.
- 4.4 Appeals will be referred to the Chair of the Board or an appointed nominee for consideration. A meeting will be arranged with the student in question and/or parents/guardians, (including support person if required), Principal, Class teacher/Year Guardian and Chair of the Board or an appointed nominee to review the matter. They will review the circumstances, hear from the student and/or parents/ guardians and strive to make an impartial decision regarding the future placement of the student in question.
- 4.5 The decision regarding the appeal will be made by the Chair of the Board (or nominee) and the Principal in consultation with the Class teacher/Year Guardian. The appeals process will be finalised as soon as possible, at the latest within one fortnight of the receipt of appeal.

### **5 EVALUATION**

This Policy will be reviewed annually or as required.