

STUDENT DISCIPLINE POLICY

1. PURPOSE

The Central Coast Steiner School provides a safe and supportive environment for students. Students, staff, community members and visitors at our school are treated with respect.

The Central Coast Steiner School strives to uphold a culture of responsible, self-regulated and kind student behaviour. We establish, document and communicate our student behaviour expectations in our **Student Codes of Conduct (Primary and High School)** and our [Student Anti-Bullying Policy](#).

Processes for addressing misconduct are documented in this **Student Discipline Policy**.

2 REGISTRATION REQUIREMENTS

The [NSW Education Act](#) requires that each school's **Student Discipline Policy** is based on procedural fairness.

The [NSW Registration Manual](#) (B9.1) 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.

Upholding procedural fairness includes providing students, parents and guardians with a copy and/or access to of this **Student Discipline Policy**.

3 PROCEDURAL FAIRNESS

This **Student Discipline Policy** is based on the principle of procedural fairness. The Central Coast Steiner School upholds the right of all students to be afforded procedural fairness in any matter involving behaviour management.

Procedural fairness refers to two core principles:

1. The Hearing Rule

The hearing rule defines the right of a person against whom an allegation has been made to:

- Know the allegations related to a specific matter and any other information that will be taken into account in considering the matter. This may include an outline of allegations made in witness statements, whose identity may be protected by the school
- Know the process by which the matter will be considered
- Know how to seek a review of the decision made in response to the allegations

2. The Right to an Unbiased Decision

This includes the right to:

- Impartiality in the investigation and decision-making process.
- An unbiased decision maker.

4 PROHIBITION OF CORPORAL PUNISHMENT

The Central Coast Steiner School prohibits the use, and/or the threat of using corporal punishment in

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disciplining students enrolled at the School. Corporal punishment is strictly prohibited in all NSW schools under the [NSW Education Act](#). Corporal punishment is any punishment in which physical force is used and intended to cause some degree of pain or discomfort.

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.

5 NON-EXCLUSION

The Central Coast Steiner School does not practise exclusion in the enacting of this Policy.

6 STUDENT RESPONSIBILITIES

Students are required to:

- Abide by the School's expectations and rules documented in the **Student Codes of Conduct** and [Student Anti-Bullying Policy](#)
- Follow expectations and directions communicated by teachers and other staff with authority delegated by the School.

7 BEHAVIOUR MANAGEMENT AND DISCIPLINARY ACTIONS

Where a student's behaviour does not align with the School's policies, **Student Codes of Conduct** and communicated expectations, the student may be subject to disciplinary action as determined by the Head of Primary School/Deputy Principal/Principal.

A range of disciplinary actions may be taken if a student:

- Disregards rules, code of conduct and/or [Student Anti-Bullying Policy](#)
- Disobeys staff instructions
- Engages in conduct that causes harm or negatively impacts the School's learning or social environment
- Negatively impacts on staff members, other students, or community members
- Willfully damages School property or resources
- Causes damage to the School's reputation, including through digital communication.

8 INVESTIGATION OF ALLEGED BEHAVIOUR

For serious alleged behaviour under investigation by the school:

- Students and Parents/Guardians will be informed by the Head of Primary School/Deputy Principal/Principal of the nature of the allegation.
- Students and Parents/Guardians will be given an opportunity to respond to the allegations.

The disciplinary procedures undertaken by the School vary according to the seriousness of the alleged offence.

Where the allegation, if upheld (substantiated), may result in suspension or expulsion:

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- The student and Parents/Guardians will be informed of the allegation/s
- The student and Parents/Guardians will be afforded an opportunity to respond and be heard
- The procedural steps to be followed will be communicated, upholding procedural fairness at all times.

9 RANGE OF DISCIPLINARY ACTIONS

Disciplinary actions will be measured, fair, and reasonable. Penalties imposed will vary according to the behaviour, the prior behaviour record of the student, and other relevant circumstances.

Possible consequences on the **lower range** of seriousness include:

- Reminder of the School's expectations/admonition
- Communication of concern to Parents/Guardians/School Well-being Officers
- Restorative processes
- Community service
- Conduct monitoring/**Behaviour Management Plan**
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Disciplinary actions at the **upper range** of seriousness are:

- Formal Warning Letters
- Suspension
- Expulsion

10 FORMAL WARNING LETTERS

If it is decided that the seriousness of the behaviour warrants disciplinary action, the Principal or Deputy Principal may issue a **Formal Warning Letter**.

After two **Formal Warning Letters**, any further non-compliant behaviour may result in suspension or expulsion.

11 SUSPENSION

Suspension is a disciplinary consequence that temporarily removes a student from all classes. It is considered a serious consequence.

The Deputy Principal makes the decision to suspend a student, and determines the duration of the suspension. Following a suspension, any further offending behaviour may result in suspension or expulsion.

Suspensions may occur either **in-school** or **out-of-school**.

An **in-house suspension** means that the student will not attend classes but will be supervised at school during school hours.

An **out-of-school suspension** occurs when the School requires the student to leave the School for a short period, usually several days.

During this period:

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- Parents or Guardians are responsible for the student's supervision
- The student may not enter school grounds without the Principal's permission

12 EXPULSION

Expulsion occurs when a student is required to leave the School permanently.

A student who is expelled is permanently removed from the School, and can no longer attend the Central Coast Steiner School.

The Deputy Principal makes the decision to expel a student.

Misconduct that may lead to suspension or expulsion is listed in section 14 below. When determining whether to suspend or expel a student, the School will consider:

- Prior offending behaviour
- The circumstances surrounding the incident and the individual/s involved
- The level of accountability shown by the student.

13 PROCEDURAL STEPS FOR SERIOUS MISCONDUCT

Where behaviour may result in suspension or expulsion, the student and Parents/Guardians will be:

- Informed of the alleged behaviour by the Principal or Deputy Principal
- Informed about who will make the decision regarding consequences
- Informed about the procedures to be followed, upholding procedural fairness at all times

Students will also be given the opportunity to respond to allegations and may have a parent or guardian present during this process.

To ensure the right to be heard:

- The Principal or Deputy Principal will determine whether parents or guardians require an interpreter and arrange one if required.
- Students and Parents/Guardians will be informed of the relevant policies and **Student Code of Conduct** under which action is being taken. They will be provided a copy of and/or access to this **Student Discipline Policy**.

Students and Parents/Guardians will also:

- Be informed about the right to seek a review or appeal a decision
- Be informed that they may withdraw the student involved in the disciplinary process from enrolment at the school

14 MISCONDUCT THAT MAY LEAD TO SUSPENSION OR EXPULSION

Serious misconduct that may lead to suspension or expulsion includes:

- Non-compliance with the **Student Codes of Conduct**, including sustained and significant disruption of lessons and/or serious failure to follow staff directives
- Non-compliance with the [Student Anti-Bullying Policy](#)

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- Violence, or extreme aggressive behaviour
- Arson, vandalism, or significant damage to school property or resources
- Consumption or distribution of illegal or non-prescription drugs and/or alcohol
- Smoking, vaping, or consuming alcohol on school grounds or at a school event
- Possession, distribution, sharing or communicating offensive or sexually explicit material at school, at a school event, or online
- Behaviour that constitutes anti-social radicalisation
- Assault, sexual assault, violence, or threats directed towards students, staff, or community members, including those present on school premises or at school events
- Sexual harassment
- Possession or use of a weapon of any description
- Committing a crime or encouraging other students to commit a crime

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

15 APPEAL PROCESS

In all cases involving suspension or expulsion, students and Parents/Guardians may appeal.

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.

Upon receiving the written appeal, the Principal will provide written acknowledgement via email and letter. The Principal will also provide information about:

- The appeal process
- The role of the Chair of the Board, or an appointed nominee.

Appeals will be referred to the **Chair of the Board or an appointed nominee** for consideration.

A meeting will be arranged involving:

- The student and/or Parents/Guardians
- A support person if required, to be pre-approved by the School
- The Principal and Deputy Principal
- The Class Teacher or a Year Guardian
- The Chair of the Board or appointed nominee

During the meeting, the participants will:

- Review the circumstances of the case
- Hear from the student and/or Parents/Guardians
- Seek to reach an impartial decision regarding the student's future placement at the School

16 FINAL DECISION

The final decision regarding the appeal will be made by:

- The Chair of the Board (or nominee), and

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- The Principal, in consultation with the Class Teacher or Year Guardian

The appeal process will be finalised as soon as possible, and no later than one fortnight after receipt of the appeal.

17 RELATED POLICIES AND GUIDELINES

- **Student Anti-Bullying Policy**
- **Codes of Conduct for Students (Primary and High School)**
- **Code of Conduct for Parents and Guardians**

18 REVIEW

The **Student Discipline Policy** will be periodically reviewed and updated to ensure its relevance and effectiveness. Any revisions will be communicated.

The **Student Discipline Policy** is accessible to all relevant parties and published on the School's website: <https://ccss.nsw.edu.au/policies-and-resources/>

Reviewed: 23/04/2026 Principal