



# Discipline Policy

## Reference to NESA Manual 3.7

### 1.0 Discipline Policy Statement

The Coffs Harbour Bible Church School upholds the Word of God as the basis of faith and practice. Discipline is part of the Godly life in Christ as students develop Christ-like character. Implementation of this policy will be with love and consistency, with care for souls.

### 2.0 Scope

The Policy for School Discipline is for all students, teachers, staff and parents. Implementation of the policy involves all students, teachers, staff, pastors and parents.

### 3.0 Implementation Guidelines

Staff will maintain standards of student behaviour through kindness, love, and a genuine regard for the students. Students are required to abide by the school's clearly defined rules, which are based on Biblical principles and imperatives, and to follow the instruction of staff and other authority figures placed in positions of responsibility by the school.

#### 3.1 Purpose of Discipline Policy

##### 3.1.1 To show love for God:

The Word of God commands Christians not to participate in specific sinful activity (lying, cheating, disobedience, stealing, immorality, etc.). Obedience to these commands develops Christ-likeness and demonstrates love for God and His ways.

*"He that hath my commandments, and keepeth them, he it is that loveth me: and he that loveth me shall be loved of my Father, and I will love him, and will manifest myself to him." John 14:21*

##### 3.1.2 To show love for others:

Love is lacking if a student expects life to revolve around his/her own desires, without regard for the needs of others. It is the purpose of the policy to ensure that selfless love is implemented by all, to the glory of God.

# The Coffs Harbour Bible Church School

*“But I say unto you, Love your enemies, bless them that curse you, do good to them that hate you, and pray for them which despitefully use you...”  
Matthew 5:44*

### **3.1.3 To help students develop and maintain Godly testimonies:**

A student’s decisions, shown through his/her attitudes and actions, demonstrate to others what he/she values. It is the desire of all staff that each student trust in Christ as his/her personal Saviour from sin, and should this be the case, each student’s goal should be to embrace the values of Jesus Christ and to conduct himself/herself in a manner becoming a Christian. Such conduct includes abstinence from smoking, drinking alcohol, use of narcotics, listening to rock music (including Christian rock music), dancing, swearing, misuse of digital technologies, ungodly/immoral communication and other questionable practices. Furthermore, any conduct which compromises the testimony of the student and the school, even outside of school hours, may result in disciplinary action by staff. Such disciplinary action may result in suspension or expulsion for major breaches of the code of conduct. This school is dedicated to the training of children in a programme of study, activity and living that is Christ-centred and God-honouring.

### **3.2 An Exhortation to Students Regarding School Discipline:**

A critical or cynical attitude grieves the Holy Spirit and is destructive to Christian growth and Christian fellowship. Constructive suggestions from students, made in the right spirit to the Administration, will always be welcomed.

From the Word of God, students are reminded that God expects His children to be disciplined in all areas of life:

*“Let every soul be subject unto the higher powers ...” Romans 13:1*

*“Obey them that have the rule over you, and submit yourselves ...” Hebrews 13:17*

*“For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life.” Proverbs 6:23*

*“He is in the way of life that keepeth instruction: but he that refuseth reproof erreth.”  
Proverbs 10:17*

### **3.3 An Exhortation to Parents Regarding School Discipline:**

If a student complains about a policy or discipline, parents should:

- communicate to the student that the school has reasons for all rules and that they are enforced without partiality

## The Coffs Harbour Bible Church School

- give the staff the benefit of the doubt
- realise that a student's report of the matter may be emotionally biased and may not include all the information
- support the school's decision and, if needed, call the school for all the facts to clarify any misunderstanding

### **(4) Procedural Fairness**

The Coffs Harbour Bible Church School understands that procedural fairness is a basic right of all when dealing with those in authority. The school has adopted procedures in respect to the investigation of a discipline problem. Procedural fairness requires any member of teaching or pastoral staff conducting an investigation into a discipline problem to:

- conduct the investigation without undue delay
- ensure that there is no conflict of interest, otherwise another staff member must continue with the investigation
- act fairly and without bias
- inform the student, with as much detail as possible, of the facts, allegation(s) or complaint(s) against them
- provide the student with a reasonable opportunity to respond, either in writing or orally
- make reasonable enquiries or investigations before making a decision
- consider all relevant, available evidence (both evidence that supports the allegation and evidence that does not support the allegation)
- provide a preliminary view and the intended action to the student under investigation and allow a response or submission before a final decision is made

### **(5) Rewards for Behaviours**

The school understands that discipline is not just the correction of negative behavior but the rewarding of positive behavior.

- To this end a system of 'merits' to reinforce appropriate attitudes and behaviours, and 'demerits' to discourage the opposite is employed. All teachers and monitors have the right to give either merits or demerits within stated limits.
- Twenty merits earn a reward for the students. Three demerits or more earn a student a 'detention'.
- A detention is usually spending half of lunch time in the student's office under the supervision of a teacher.
- To inform the parents of such action, a 'detention slip' is sent home for parents to sign.

## The Coffs Harbour Bible Church School

To maintain discipline, the school understands that it must have clearly defined boundaries within which children can learn. These boundaries will be explained regularly, reinforced and enforced by all staff in accordance with the procedures that are in place.

### **(5.1) Disciplinary Action for Negative Behaviour**

Disciplinary action will vary according to the nature of the breach of discipline and a student's prior behaviour. Action will be carried out firmly and lovingly, followed by prayerful restoration.

#### **5.1.1 Low Level Behaviours and Violations**

Procedural and behavioural violations accrue on a daily basis. In years 1-10, a demerit is normally issued to a student after due warning and exhortations are given. The student is advised whenever a demerit is recorded. A third, and all subsequent demerits, administered in a single day will result in the issuing of a detention, which is served on the day or the following day (please refer to the Procedures for Discipline for further information).

Offences for which demerits may be incurred are listed below. This is not an exhaustive list, but a guide to help parents and students understand what is not acceptable.

- Late to classes
- Homework not completed
- Homework left at home
- Bible not brought to chapel or assembly
- Poor manners
- Answering back
- Unkind acts to other students
- Disobedience
- Disruption in the classroom
- Found to be in an off-limits area
- Inappropriate language
- Irresponsibility

In all matters of correction, students are invited to state their version of events leading up to the need for discipline. Discipline will be administered fairly and according to the seriousness of the misdemeanor.

#### **5.1.2 Serious Behaviours and Violations of Conduct**

Matters that are of a serious nature will be referred to the head teacher for that student, who will then inform the principal. The principal and/or the staff dealing with the serious breach of conduct will continue to make sure that procedural

## The Coffs Harbour Bible Church School

fairness is upheld while dealing with the student. The principal may institute one of the following outcomes based upon the gravity of the circumstances:

- 1) An in-school suspension from class, and advice to parents.
- 2) A short suspension from school, where a student is temporarily removed for a set period of time (up to 4 school days) pending restoration through an agreement between school staff and the offending student and his/her parents. The student's parents will need to give serious consideration to what is happening and follow up with the student.
- 3) A long suspension from school, where the student is temporarily removed for a long period of time (up to 20 school days). This will be enacted in the event that the behaviour warrants the possibility for expulsion. A review by the principal and pastoral staff will be undertaken during this time. The offending student and their parents will be notified within 7 days of the start of the suspension if this will escalate to expulsion, and they will be given the right of reply as to the outcome. Matters of this nature may be referred to the school board upon the discretion of the principal and pastoral staff.
- 4) Expulsion, where the student is permanently removed from the school. This will be enacted if it is not in the best interest for the student to continue and/or there is a continued risk that jeopardises the safety and wellbeing of school staff and students.

These major disciplinary breaches may include the following moral offences:

- Repeated lying
- Repeated cheating
- Stealing
- Repeated bad attitudes
- Filthy language (i.e. sexual innuendos, swearing, etc.)
- Violation of student agreement
- Significant anger
- Fighting
- Provoking to anger
- Repeated disobedience
- Bullying behaviour
- Sexualised behaviour

### **(6.0) Corporal Punishment**

The Education Reform Amendment (School Discipline) Act, 1995, does not permit the use of corporal discipline as part of the school's official policy. The principal will not permit himself/herself or any members of the staff to administer corporal discipline to students attending this school. Further, the school staff will not, explicitly or implicitly, sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the school.

### **(7.0) Policy Review Statement**

The Policy for Discipline is to be reviewed every four years.

# The Coffs Harbour Bible Church School

## **(8.0) References and Related Documents**

- *Discipline Procedure*
- *Student Rewards Policy*
- *Anti-Bullying Policy*
- *Anti-Bullying Procedure*

**- End of Policy -**

# The Coffs Harbour Bible Church School

## Revision History

Version	Approved By	Amendment
March, 2009	Diaconate, Coffs Harbour Bible Church	Implementation
March, 2014	Diaconate, Coffs Harbour Bible Church	Reprinted No Change
March, 2015	Diaconate, Coffs Harbour Bible Church	Reprinted No Change
March, 2016	Diaconate, Coffs Harbour Bible Church	Reprinted No Change
August, 2018	Principal, Coffs Harbour Bible Church School	Major changes and updates to policy
February, 2019	Principal, Coffs Harbour Bible Church School	Minor updates to policy