

# The Coffs Harbour Bible Church School

## Policy and Procedures



### Discipline Procedure

#### PROCEDURES FOR DISCIPLINE

##### (1.0) Implementation Guidelines

Procedural fairness requires any member of teaching or pastoral staff conducting an investigation into a discipline problem to conduct the investigation without delay, to ensure that they do not have a conflict of interest, and act fairly without bias. If the discipline problem becomes more serious, then the staff will involve the head teacher or principal to help with the investigation of the matter.

Outline the alleged behaviour:

- Inform the student of the substance, with as much detail as possible of the facts, allegations or complaints against them.
- Allow the student to respond by providing the student with a reasonable opportunity to present their case either in writing or orally.
- Consider the student's response.
- Make reasonable enquiries or investigations.
- Consider all relevant available evidence that supports/does not support the allegation.
- Indicate the school's view and likely action to the students and/or parents.
- Allow a response or submission before a final decision is determined, particularly in relation to suspension or expulsion.
- Make the final decision.

##### (2.0) Disciplinary Action That May Be Enacted

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.

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/or 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 Correction Notice (detention) slip, which will be served either on the day or following day (whichever is practical).

The school believes that it is unreasonable for a student to incur more than 5 demerits in one day. Should a student incur six or more demerits in a day, the student will be referred to the principal for other corrective measures. The principal will involve the parents at this point for further discussion.

##### (2.1) Detentions and Christian Character Points

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A correction notice (detention) slip is sent home the same day that the detention has been issued. The correction slip is to be signed by one of the parents and returned to school the next day. The detention will normally be served at school lunch (duration of 25 - 30 min).

The detention commences after the student has eaten lunch. The teacher will determine the appropriate discipline based on the seriousness of misbehaviour, in a manner that is consistent with the child's dignity and welfare (additional schoolwork, withdrawal of privileges, and/or detention during lunch, etc.) but must not involve corporal punishment or forms of correction that would constitute Risk of Harm (see Child Protection Policy and Procedure).

A detention will cause a student to lose 2 character points, which will be recorded on their report. If a student incurs 7 or more demerits in a week, this will also cause a student to lose 2 character points. Upon a student receiving 7 or more demerits in a week, the head teacher may, using their discretion, give a detention or refer the matter to the principal. The loss of Christian Character points may cause a student to be ineligible for certain rewards or awards. This decision will be made in conjunction with the head teacher and the principal.

### **(2.2) Students with Disabilities**

Students with disabilities who have an Individual Support Plan (ISP) may have variations to the demerit and merit systems, which may include Christian Character points lost. This should be outlined in their ISP. Teachers will need to refer to their ISP documentation located in the learning centre of the classroom that the student attends.

### **(2.3) Serious Breaches**

The principal and/or head teacher will deal with serious breaches of the code of conduct with procedural fairness according to the gravity of the circumstances, with one of the following outcomes:

- An in-school suspension from class, and advice to parents.
- Suspension from the school, where a student is temporarily removed for a set period of time pending restoration through agreement between school staff and the offending student and his parents. The student's parents will need to give serious consideration to what is happening and follow up with the student.
- Expulsion, where the student is permanently removed from the school.

### **(3.0) Suspension and Expulsion Defined**

Suspension will only be enforced when all other strategies have been exhausted.

#### **(3.1) Short Suspension**

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Up to 4 days may be imposed. It is enforced for:

- displaying continued disobedience in the playground or/and classroom
- aggressive behaviour in the playground or/and classroom
- repeated lying
- repeated cheating
- repeated bad attitudes
- significant anger
- fighting
- provoking to anger
- stealing
- vandalism
- bullying behaviour, harassment or victimisation
- cyber-bullying and improper use of technology

### **(3.2) Long Suspension**

If short suspensions have not resolved the issue of inappropriate behaviour, or the misbehaviour is so serious as to warrant a long suspension, the principal may impose a long suspension of up to, and including, 20 days for:

- physical violence
- filthy language (i.e. sexual innuendos, swearing, etc.)
- violation of student agreement
- repeated bullying behaviour, harassment or victimisation
- repeated cyber-bullying and improper use of technology
- sexualised behaviour
- use of an implement as a weapon
- drug possession

### **(4.0) Suspension Process**

Prior to making the decision to suspend, a formal disciplinary interview must be held with the student. The principal or pastoral staff will ensure that the student is given explicit information about the nature of the allegations, and the opportunity to respond to these.

When decision to suspend is made, the principal will supply parents with a formal letter ([see Appendix A: Short Suspension – Appendix B: Long Suspension](#)) advising of the reasons for and length of the suspension, with a copy of the school's Discipline Policy and Procedures incorporating the process of suspension and expulsion.

The teacher is to provide a package of work so the student can continue with their learning.

The principal is to organise a suspension resolution meeting to negotiate a plan for the student's return. Behaviour monitoring may be one of the strategies used to support a student's successful return.

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### (5.0) Expulsion Process

In serious circumstances of misbehaviour, the principal may expel a student of any age from the school. It is the principal's discretion to determine if expulsion is necessary for the student.

Reasons that might bring about expulsion are:

- a student cannot continue his education at this school because it would be in breach of a Child Protection matter with another student
- 3 or more suspensions, that clearly show a student has not corrected his behaviour
- serious misdemeanour of a sexual or criminal matter

When considering expelling a student for misbehaviour, the principal will:

- ensure, except as a result of a most serious incident, that all appropriate learning and support strategies have been implemented and documented
- convene a formal disciplinary interview with the student, which may include the parent present if they are considered young and/or a student with disability
- ensure that the student is given explicit information about the nature of the allegation(s) and is given the opportunity to consider and respond to the allegation(s)
- notify the student and the parents, in writing, that expulsion from the school is being considered, giving reasons for the possibility ([see Appendix B: Long Suspension - Appendix C: Expulsion](#)).
- place the student on a long suspension, pending the outcome of the decision making process
- allow seven school days for students and parents to respond
- consider any response from the student and parents before proceeding further
- discuss with the student and the parents the implications of expulsion and provide information relating to the right to, and process for, an appeal if the expulsion were to proceed (this could be done by telephone or in a meeting)

Having reached a decision to expel a student from the school, the principal will:

- inform the student and the parents in writing
- give the parents the opportunity to also withdraw their child from school prior to the expelled period ending, as long as they have an approval from another registered school for enrolment

### (6.0) Considerations During the Suspension and Expulsion Process

When dealing with a student with a disability, consideration must be given to the requirements of the *Commonwealth Disability Discrimination Act 1992*, the *Disability Standards for Education 2005* and the *NSW Anti-Discrimination Act 1977*. These require, among other things, that reasonable adjustments are provided to support students with a disability to access and participate in education on the same basis as other students.

Principals must consider whether the incident gives rise to a requirement to make a mandatory report to the Child Protection Helpline (Phone: 132 111).

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In matters involving child protection issues, the principal will refer to the *Child Protection Policy* and be guided by advice provided by Family and Community Services, the Joint Investigation Response Team or the NSW Police Force.

Where a serious disciplinary matter arises and the principal is considering suspension or expulsion of a student, the action should be taken irrespective of any action which may be taken by another agency, including the NSW Police Force.

### **(7.0) Appeals**

Students and parents may appeal if they consider that correct procedures have not been followed, and/or that an unfair decision has been reached.

Appeals should be in writing, stating the grounds on which the appeal is being made and addressed to the principal or pastoral staff.

A response will be given in writing of their findings.

### **(8.0) School Record Keeping of Student Discipline**

The school will record student behavioural incidents, demerits or detentions in the teacher's Goal Check Folder. If a detention is necessary for the student, a Correction Notice (Detention) slip will be sent home for the parents to sign. Before it is sent home, the teacher must make a copy and place it in the admin tray for staff to have a record, in the event it gets lost or parent refuses to sign and send back to the school. Once the correction slip is returned, the teacher will place it in the pocket of the Goal Check Folder. At the end of each term, admin staff will remove the slips from the folder and attach them to the individual Goal Check sheet. These sheets will be kept with the student's file for further review and reference.

Any suspension or expulsion documentation will also be kept on a student's personal file and kept as a reference.

### **(9.0) Policy Review Statement**

The *Policy for Discipline* is to be reviewed every two years.

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

- *Discipline Policy*
- *Anti-Bullying Policy*

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- *Child Protection Policy*
- *Student Rewards Policy*

**- End of Policy -**

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### Revision History

| Version        | Approved By                                     | Amendment                                |
|----------------|---|--|
| March, 2009    | Diaconate,<br>Coffs Harbour Bible Church        | Implementation                           |
| March, 2014    | Diaconate,<br>Coffs Harbour Bible Church        | Reprinted No Change                      |
| March, 2015    | Diaconate,<br>Coffs Harbour Bible Church        | Reprinted No Change                      |
| March, 2016    | Diaconate,<br>Coffs Harbour Bible Church        | Reprinted No Change                      |
| August, 2018   | Principal, Coffs Harbour<br>Bible Church School | Major changes and updates to policy      |
| February, 2019 | Principal, Coffs Harbour<br>Bible Church School | Major updates to policy. Clause 8 added. |
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# The Coffs Harbour Bible Church School

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### Appendix A Letter 1 Short Suspension

Name Address

Dear

This is to inform you that I have today suspended your (daughter/son/etc.), (student's name) from the Coffs Harbour Bible Church School, consistent with its procedures for suspension and this school's discipline policy.

Suspension allows time for the issues that have led to this action to be explored and resolved. It also provides time for the school to plan appropriate support for (student's name) to assist with a successful and safe return to school.

(Student's name) has been suspended for (category – then specific reason/s and details of the incident). (He/she) has been suspended for (number of) school days, from (date) to (date) inclusive.

As a result of (student's name) suspension, both you and I are required to do certain things. I will:

- seek your assistance and work with you in an attempt to resolve the matter
- hold a resolution meeting with you at the earliest possible time to discuss how the matter might be resolved
- provide you with a copy of the school discipline policy and procedure incorporating suspension and expulsion procedures.

You are expected to:

- assist me in resolving the matter
- contact my office as soon as possible to arrange a time to discuss how the matter might be resolved
- be responsible for the supervision, care and safety of (student's name) while on suspension
- ensure that (student's name) is aware that (he/she) is not to enter onto school grounds without my permission, except to attend the resolution meeting.

The school expects that (student's name) will continue with (his/her) studies while suspended. If you consider that correct procedures have not been followed in this case, or that an unfair decision has been made, you may appeal in accordance with the procedures.

Yours sincerely

**Principal**



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### Appendix B Letter 2 Long Suspension

Name Address

Dear

This is to inform you that I have today suspended your (daughter/son/etc.), (student's name) from the Coffs Harbour Bible Church School, consistent with its procedures for suspension and this school's discipline policy.

Suspension allows time for the issues that have led to this action to be explored and resolved. It also provides time for the school to plan appropriate support for (student's name) to assist with a successful and safe return to school.

This matter will be reviewed by a pastoral team and upon review of this suspension, it may also lead to expulsion. In this event, you will be notified in writing of the outcome.

(Student's name) has been suspended for (category – then specific reason/s and details of the incident). (He/she) has been suspended for (number of) school days, from (date) to (date) inclusive.

As a result of (student's name) suspension, both you and I are required to do certain things. I will:

- seek your assistance and work with you in an attempt to resolve the matter
- hold a resolution meeting with you at the earliest possible time to discuss how the matter might be resolved
- provide a study program
- provide you with a copy of the school discipline policy and procedure incorporating suspension and expulsion procedures.

You are expected to:

- assist me in resolving the matter
- contact my office as soon as possible to arrange a time to discuss how the matter might be resolved
- be responsible for the supervision, care and safety of (student's name) while on suspension
- ensure that (student's name) is aware that (he/she) is not to enter onto school grounds without my permission, except to attend the resolution meeting.

If we are able to resolve this matter satisfactorily, this period of suspension may be reduced. The school expects that (student's name) will continue with (his/her) studies while suspended.

If you consider that correct procedures have not been followed in this case or that an unfair decision has been made, you may appeal in accordance with these procedures.

Yours sincerely

**Principal**

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### Appedix C Letter 3 Expulsion Decision

Name Address

Dear

This is to inform you that today I have decided to expel your (daughter/son etc.), (student's name) from this school, consistent with its discipline and procedures policy

(Student's name) will be expelled from this school after the remaining time left of a suspension that the student may be serving has come to an end.

The decision to expel (student's name) from this school has been made after consideration of the information provided in my letter of (date of advice letter), the documentation provided to you, and your response to me.

(Student's name) will not be able to return to this school.

I have previously provided a copy of the school discipline and procedures policy incorporating suspension and expulsion procedure. I again draw your attention to the section of the procedures on expulsion.

You may withdraw your student from this school at any time during this suspension period, however you must provide enrolment details for your student into another registered school for attendance. Failure to do so will require this matter to be referred to Family and Community Services.

If you consider that correct procedures have not been followed in this case or an unfair decision has been made, you may appeal in accordance with these procedures.

Yours sincerely

**Principal**