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updated

## Student Discipline Policy

<b>Vision Statement</b>	The purpose of Pacific Coast Christian School is to provide a Christian educational community as a centre of teaching, learning and serving excellence, founded on Biblically-based beliefs, values and behaviour.
<b>Rationale</b>	<p>All communities require standards of personal and interpersonal behaviour to be clearly stated, understood, and adhered to in order to preserve relationships and allow effective growth and development of the individuals. Personal decisions about behaviour necessarily bring consequences. Good decisions should lead to positive consequences while poor decisions should bring negative consequences.</p> <p>With the purpose of strengthening the community this policy will strengthen understandings about how we should live together, will consider the needs of each individual in our community, and will build or restore relationships to bring new levels of commitment. The result of implementing this policy should be the disciplining of young people to behave in ways that are Christ-like to others and themselves, that show maturity in their response to authority and in their respect within relationships, and that show commitment to the welfare of the community.</p>
<b>Source of Obligation</b>	The NSW Registration Manual (3.7.1 and 3.7.2) requires the School to have policies relating to discipline of students attending the School that are based on principles of procedural fairness and that do not permit corporal punishment of students.
<b>Discipline Policy</b>	<p>Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They also have the right to be treated fairly and with dignity.</p> <p>Discipline is necessary to ensure the safety and welfare of all our students, teachers and staff and to provide a conducive learning environment.</p> <p>This policy sets the framework through which Pacific Coast Christian School manages student discipline.</p>
<b>Strategies to Promote Good Discipline</b>	<p>The School seeks to develop a culture of positive discipline by setting clear expectations of students and encouraging positive behaviour. Strategies for developing this culture include:</p> <ul style="list-style-type: none"> <li>• clearly setting behaviour expectations</li> <li>• establishing specific teaching and learning programs</li> <li>• communicating expectations with the wider School community</li> <li>• acknowledging positive behaviours in a range of ways from informal verbal acknowledgement through to structured merit awards</li> <li>• maintaining records with respect to student behaviour.</li> </ul>
<b>Prohibition of Corporal Punishment</b>	<p>It is our policy that:</p> <ul style="list-style-type: none"> <li>• we prohibit corporal punishment</li> <li>• we do not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the School.</li> </ul> <p>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.</p>
<b>Procedural Fairness</b>	<p>Students have a right to procedural fairness in dealings that involve their interests. This includes disciplinary decisions.</p> <p>The principles of procedural fairness include the right of students to:</p> <ul style="list-style-type: none"> <li>• know what the rules are and what behaviour is expected of them</li> <li>• have decisions determined by a reasonable and unbiased person</li> <li>• be informed of, and have an opportunity to respond to, any allegations against them</li> <li>• be heard before a decision is made</li> <li>• have a decision reviewed (but not to delay an immediate punishment).</li> </ul> <p>Pacific Coast Christian School is committed to ensuring procedural fairness when disciplining a student.</p>
<b>School Rules and Expected Standards of Behaviour</b>	<p>Students are expected to abide by the rules of the school, and the directions of teachers and staff.</p> <p>Examples of written rules that students are expected to follow are dealt with in:</p> <p><b>Student Code of Conduct</b></p> <p><b>Bullying Prevention and Intervention</b></p> <p><b>Drugs - Illicit (Student Use Of)</b></p>
<b>Consequences</b>	<p>There are a range of consequences that students will face if they breach School rules or are disobedient. These include:</p> <ul style="list-style-type: none"> <li>• warnings or reprimands (verbal or written)</li> <li>• time outs</li> <li>• clean up duties</li> <li>• cancellation of privileges</li> <li>• withdrawal from School activities</li> <li>• lunch time detentions</li> <li>• suspension</li> <li>• expulsion.</li> </ul> <p>Details about procedures in relation to discipline are outlined in the <b>Staff Handbook</b>.</p> <p>The decision to suspend a student may only be made by the <b>Head of School, Assistant Principal</b> or <b>Principal</b>. The decision to expel a</p>

**Procedures for Suspension,  
Expulsion and Exclusion**

student may only be made by the **Principal**.

Suspension ProceduresRemoval from class

- The School may remove a student from class studies on the grounds of misbehaviour by the student. Removal will occur as the result of any behaviour identified in the **Student Code of Conduct** including but not limited to repeated or aggressive defiance of teacher's instructions; behaviour that puts the safety of other students at risk; ongoing disruption of learning.
- Removed students must abide by the conditions of their removal from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the **Head of School**.
- Where the student is provided with homework or other studies for the period of the removal, the student must continue to meet the academic requirements of the course.
- Removals from class will be recorded in the school data base and in the student file by the **Head of School**.
- Periods of 'removal from class' will not be included in attendance calculations.

School initiated Suspension of Studies

- The School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student for grounds including:
  - i) Repeated failure to respond appropriately to the authority of the School including in respect to course progress, compliance with school requirements relating to uniform and equipment, and demonstrating acceptable behaviour.
  - ii) Any behaviour that puts the safety of other students significantly at risk that significantly undermines the reputation and good standing of the school or that is identified as being unlawful.
  - iii) Any unacceptable behaviour outlined in the **Student Code of Conduct**.
- 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 **Head of School** or **Assistant Principal**.
- Suspensions will be recorded on the school's database and in the student file.
- Students will not return from suspension until after a satisfactory interview between the Parents and the **Head of School** or the **Assistant Principal**.
- Guidelines in relation to procedural fairness will be followed in relation to all suspensions. This will include an opportunity for students to respond to any allegations and for parents to be involved in the process. Steps are outlined in the **Student Parent Handbook**.

Expulsion

The School may assert its right to expel a student for:

- Repeated failure to respond appropriately to the authority of the School including in respect to course progress, compliance with school requirements relating to uniform and equipment, and demonstrating acceptable behaviour.
- Any behaviour that puts the safety of other students significantly at risk that significantly undermines the reputation and good standing of the school or that is identified as being unlawful.

Expulsion Procedures

- Where a disciplinary issue arises which may result in expulsion the school will investigate the circumstances surrounding the issue. The **Assistant 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.
- If after receiving the results of the investigation and hearing representations from the student, the **Assistant Principal** forms the view that the student should be expelled, the **Assistant Principal** will make a recommendation to that effect to the **Principal** and advise the student and parents/carer that this recommendation has been made.
- 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 7 days after the parents/carer have been advised of the recommendation.
- If no appeal is made within the time specified, the **Principal** will advise the student and parents/carer of the decision.
- 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 the decision will stand. The **Principal** will then advise the student and parents/carer of the decision.
- The decision made by the **Principal** will be final.

Exclusion

Pacific Coast Christian School does not act to exclude students.

For overseas students, please see **Overseas Students Program**.

Details in relation to the Discipline procedures in the School are found in the **Staff Handbook**.

**Implementation**