

# DISCIPLINE POLICY

**Aim** The aim of this policy is to provide a framework in which students can develop the self-discipline necessary to be responsible and effective students in the school community.

**Objectives** Students will know and understand the following:

- their rights and responsibilities of the students;
- requirements and provisions of student visas.

## Disciplinary Procedures

Step 1. Students who breach a responsibility for the first time, are spoken privately by the teacher or counsellor (when requested by the teacher) and the incident is recorded on the student's file.

Step 2. If the problem recurs, the Principal/Academic Manager is notified and students are interviewed by the Principal/Academic Manager and further notations are made on student's file and guardian notified (in case the student is under 18 years of age).

Step 3. If the problem continues, the student is sent a 'warning letter' with copies to:

- the Chief Executive Officer;
- guardian or homestay family; and
- student's file.

Step 4. If the problem has not been resolved, a second warning letter is issued to the student stating that further infringements may result in expulsion, with copies to:

- the Chief Executive Officer;
- parent or guardian (in case the student is under 18 years of age); and
- student's file.

And a meeting is held with the student, Principal/Academic Manager, Chief Executive Officer and guardian (in case the student is under 18 years of age). The student is offered external mediation if appropriate. Further notation is made on the student's file.

Step 5. If the problem is still not resolved, the student will be suspended or expelled from the College and advised that the following will be notified by the Chief Executive Officer:

- Immigration authorities;
- the student's agent (if applicable);
- parents;
- guardian;
- homestay family; and
- school Principal/Academic Manager.

## Policies:

The College has in place policies related to the discipline of students, including but not limited to the suspension, expulsion and exclusion of students, that are based on procedural fairness.

- 1. In cases of breaches of a serious nature, steps 1-4 may be omitted, if the continued presence of the student on the school premises infringes the rights of others, or if the matter must be dealt with immediately.**
- 2. The College's policy either expressly prohibits corporal punishment or clearly and exhaustively list the proposed school' discipline methods so as to plainly exclude corporal punishment.**

3. **The College's policy does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents or guardians, to enforce discipline at the school.**
4. **The College's policy is not to exclude students from attending other schools.**
5. **Procedural fairness will be observed at all times. The process that leads to the imposition of such penalties, particularly but not exclusively in relation to suspension, expulsion and exclusion, must be procedurally fair.**
6. **As part of ensuring the right to be heard, the College may establish any need for parents/caregivers to be provided with interpreter services and, if required, make arrangements for such services to be available.**

Please note:

The 'hearing rule' includes the right of the person against whom 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' includes the right to:

- impartiality in an investigation and decision-making
- an absence of bias by a decision-maker.

If the student is not happy about the College's decision, the student should follow the College's following procedures.

- a. The College has arrangements in place for an easily, immediately accessible, and inexpensive person or body independent of an external to the College to hear complaints or appeals arising from the College's internal complaints and appeals process or refer students to an existing body where that body is appropriate for the complaint or appeal.
- b. If a student is not satisfied with the result or conduct of the internal complaint handling and appeals process, the College advises the student of their right to access the external appeals process at minimal or no cost. The College does not charge for the referral in the case the College refers the student to an external support service such as those listed in 'Outside Professional Counsellors'.
- c. If a student chooses to access the College's complaints and appeals processes as per this standard, the College will maintain the student's enrolment while the complaints process is ongoing.
- d. If the internal or any external complaint handling or appeal process results in a decision that supports the student, the College will immediately implement any decision and/or corrective and preventative actions required and advise the student of the outcome.
- e. The review mechanism adds to the fairness of the process.
- f. In matters where a long suspension, expulsion or exclusion is contemplated, the gravity of the circumstances requires particular emphasis to be given to procedural fairness. This includes the offer of having a support person/observer attend formal interviews. The key points of the interview/discussion should be recorded in writing.