

DISCIPLINE POLICY

IGS is a school community that respects the rights of the individual within the context of the rights of the community as a whole. IGS values the wellbeing of all members of the school community. This is achieved by positive reinforcement of appropriate behaviour and a consequential approach to inappropriate behaviour, which may include exclusion, suspension or expulsion, but will never include corporal punishment. Insofar as is possible this policy will be applied in a manner appropriate to each individual student and each individual circumstance with the ultimate goal of enabling students to make good behavioural choices on their own.

- 1.1 Students are required to abide by the School's Rules and to follow the directions of teachers and other people with authority delegated by the School.
- 1.2 Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the School, staff members or other students, may be subject to disciplinary action.
- 1.3 The disciplinary procedures undertaken by the School vary according to the seriousness of the alleged offence. Where the allegation, if proved, may result in **suspension or expulsion**, the student and parents will be informed of the allegations and procedural steps to be followed in dealing with the matter.
- 1.4 The penalties imposed vary according to the behaviour and the prior record of the student. At the lower end of the scale, an admonition or detention may be appropriate. At the upper end of the scale, the behaviour could result in suspension or expulsion.
- 1.5 If a student's behaviour is a risk to the health and safety or wellbeing of other students, staff or visitors to the school then the student may be excluded (short term) from the school or activity.
- 1.6 The School prohibits the use of corporal punishment in disciplining students attending the school.
- 1.7 Where the offending behaviour is of such a nature that it may result in **suspension or expulsion** of a student, the student will be:
 - a) Informed of the alleged infringement
 - b) Informed as to who will make the decision on the penalty (refer to 1.7)
 - c) Informed of the procedures to be followed which will include an opportunity to have a parent or guardian present when responding to the allegations
 - d) Afforded a right of review of appeal
- 1.8 The Deputy Principals and/or Heads of High School and Junior School will reach a decision in relation to the allegation and recommend the penalty to be imposed to the Principal. The parents will be informed of the finding and recommendation and

may make representations to the Principal in respect of the finding and recommendation. The Principal then makes a final decision.

Last Reviewed: November 2017

Management Responsibility: Deputy Principal Students and Campus Life

Publication: Staff Handbook, Staff Induction Guide, School Website

Audience: Staff, Parents, Students

Related Policies/Procedures:

- Procedures for non-compliance
- IGS Common Courtesies
- Code of Behaviour (School Rules)
- Appendix 1: Suspension and expulsion
- Appendix 2: Violent behavior
- Drug Policy
- Alcohol Policy
- Bullying Policy
- Suspension and expulsion – procedures
- Student reflection Statement – High School/Primary school
- Incident Management

Procedures for Non-Compliance

Serious inappropriate behaviour will include, but is not limited to, breaches of the School Rules or IGS Common Courtesies, in which a student:

- a) is persistently disobedient or persistently insolent;
- b) engages in harassment and abuse of other students or staff;
- c) persistently disrupts and prevents the learning and teaching of others;
- d) engages in violent* behavior (see Appendix 2)
- e) in possession of a prohibited weapon/firearm or drugs at school;
- f) engages in criminal behaviour related to the school; or
- g) causes a risk to the health, safety or wellbeing of other students, staff or visitors to the school.

****Violence does not have to be intentional to give rise to risks and can include:***

- i. any behavior that seriously interferes with the physical and psychological health, safety and wellbeing of staff, students and/or others who may be at a school;
 - ii. seriously inappropriate sexual behavior that could cause physical and psychological harm to the reasonable person;
 - iii. serious and credible threats to commit violence;
 - iv. verbal abuse of others on the grounds of any personal characteristic protected by the Anti-Discrimination Act 1977 (such as race, gender, sexuality and other characteristics) that could cause physical or psychological harm to the reasonable person.
- 1.9 In cases of **serious inappropriate behaviour** by a student, the teacher will refer the matter to the Deputy Principal Students and Campus Life as appropriate for further action.

APPENDIX 1: SUSPENSION AND EXPULSION

The School Principal may place a Student on a short suspension of up to and including four days, a long suspension up to and including 20 school days or an expulsion from the School for serious inappropriate or violent behaviour.

Suspension allows a student time to reflect on their behaviour, to acknowledge and accept responsibility for that behaviour, and to change their behaviour in the future. It also allows time for the school to plan appropriate support for the student to assist with successful re-entry.

In cases where this is not possible, or the conduct in question is sufficiently serious from the outset, then the student will be expelled.

- 1.10 Suspension is the temporary removal of a student from all classes that he or she would normally attend at the school, for a set period of time.
- 1.11 Expulsion is the permanent removal of a student from the school.
- 1.12 The school's approach to **serious inappropriate or**) that warrants suspension and/or expulsion shall be a collaborative approach between the school, the student and their parents or and/or guardians.
- 1.13 Paragraphs 1.1 - 1.4 of the IGS Discipline policy will be applied.
- 1.14 All suspensions shall be recorded in a Suspension Register and all relevant documentation shall be retained on a file at the school,

2. **Suspension**

2.1 **Considerations for Suspension**

- a) In determining whether a student's behaviour is serious enough to warrant suspension, the Principal will consider the safety and welfare of the student, staff and other students in the class or school.
- b) The full range of school student welfare and discipline strategies will have been implemented, in most cases, before a suspension is imposed and in particular the student, parents and/or guardians will have been given the opportunity to respond to the allegations of inappropriate behaviour.
- c) In some circumstances the Principal may determine that a student should be suspended immediately. This will usually be due to reasons such as the safety of students or staff because of violence, threats of violence, the presence of weapons or illegal drugs.
- d) A police investigation of a student's behaviour does not remove the Principal's discretion, to deal with the behaviour as a school disciplinary matter.
- e) The Principal may impose either a short suspension of a few school days (less than a week) or a long suspension of up to and including 20 school days.

2.2 Short suspension

- a) In cases of short suspension from the school, a resolution meeting shall be held with the student and their parents and/or guardians, following the suspension to discuss the basis on which the suspension will be resolved. The key features of the interview will be taken down in writing.
- b) If the **serious inappropriate behaviour** persists after two short suspensions, strategies such as further short suspensions, a longer suspension or alternative programmes maybe arranged depending on the circumstances of each individual case

2.3 Long Suspension

- a) If short suspensions have not resolved the problem, or the inappropriate behaviour is so serious as to warrant a long suspension, the Principal may impose a long suspension.
- b) In cases where consideration is being given to imposing a long suspension from the school, a formal disciplinary interview shall be held with the student and their parents and/or guardians prior to making the decision to suspend. The key features of the interview will be taken down in writing.
- c) The Principal shall ensure all available resources are utilized to enable the student to return to school following the suspension. The aim is to minimize the number of days each student is suspended. A report from the school counselor may be appropriate.
- d) The Principal shall convene a suspension resolution meeting with the student and their parents and/or guardians at the earliest opportunity after the suspension has commenced to discuss the basis on which the suspension will be resolved. The key features of the meeting will be taken down in writing.

2.4 Deciding on a Suspension

The decision to suspend must be taken by the Principal, or, in the Principal's absence, the Deputy Principal.

2.5 Notifying a Suspension

- a) A student will not be sent out of school before the end of the school day without notification being made to a parent and/or guardian and, if necessary, agreement reached about arrangements for the collection of the child from school.
- b) Notification of suspension must be made to parents or caregivers in writing.
- c) Reasonable steps must be taken to ensure that the notification is received, if necessary by alternate or multiple forms of delivery.
- d) In all cases, the notification must include:
 - i. Notice of the suspension
 - ii. The date and probable duration of the suspension;

- iii. The reasons for the suspension;
- iv. The clear expectation that the student will continue with studies while suspended and in the case of a long suspension that a study programme will be provided;
- v. Other appropriate agencies available to provide assistance where necessary;

The notification will also stress:

- i. The importance of parental assistance in resolving the matter;
 - ii. Parental responsibility for the care and safety of the student while under suspension.
- e) If consideration is being given to proceeding to expulsion from the School the notification of suspension or formal warning should make this intention plain.

2.6 Meetings regarding Suspension

- a) Should a parent or guardian require a support person in order to participate fully in a disciplinary interview or suspension resolution meeting, a person acceptable to both the parent or guardian and the Principal may be involved.
- b) The school will establish any need for parents or caregivers to be provided with interpreter services for disciplinary interview or suspension resolution meetings and make arrangements for such services to be available.

3. Expulsion

- 3.1 When considered necessary, a student may be expelled from the school. The Principal shall notify the School Board immediately of a proposed expulsion. The School Board shall be consulted on all expulsions.
- 3.2 The Principal will ensure, except as a result of a most serious incident, that all appropriate student welfare strategies and discipline options have been implemented and documented prior to expelling a student from the school because of inappropriate behaviour.
- 3.3 When considering whether to expel a student from the school the Principal must:
- a) Place the student on a long suspension pending the outcome of the decision-making process. This action should be taken irrespective of any action by another agency, including the NSW Police Service;
 - b) notify the student and the parents and/or guardians, in writing, that expulsion from the school is being considered, giving reasons for the possible action and allowing seven school days for the student, parents and/or guardian to respond;
 - c) consider any response from the student or parents and/or guardians before proceeding further.

- 3.4 If, having completed the action outlined above, the Principal, decides to expel a student from the school, the Principal must provide formal notification to the student and the parent and/or guardian.

APPENDIX 2: VIOLENT BEHAVIOUR

Violent behavior poses a risk to a school and to the staff, students and others within the school. "Violence" is not restricted to physical acts. For example, aggressive and persistent verbal bullying might place individuals at risk of psychological harm; this is considered violent for the purposes of implementing procedures for non-compliant behavior at IGS.

Violence does not have to be intentional to give rise to risks and can include:

1. Any behavior that seriously interferes with the physical or psychological health, safety and wellbeing of staff, students and/or others who may be at a school site or event;
2. Seriously inappropriate sexual behavior that could cause physical or psychological harm to the reasonable person;
3. Serious and credible threats to commit violence;
4. Verbal abuse of others on the grounds of any personal characteristic protected by the Anti-Discrimination Act 1977 (such as race, gender, sexuality and other characteristics) that could cause physical or psychological harm to the reasonable person;
5. Aggressive behavior which is non-contact in nature and persistently
6. Aggressive or abusive language directed to staff, students or others; and
7. Physical damage to property or the learning environment (where such conduct may cause those present to fear harm).

Some examples of incidents of serious inappropriate or violent behavior that may lead to procedures for non-compliance commencing include:

1. Physical attacks (for example, punching, hitting, kicking, biting, pinching, hair pulling, scratching or spitting);
2. Carrying a prohibited weapon, firearm or knife;
3. Grabbing someone's breast or buttocks without consent;
4. Attacks using an implement such as scissors or pens;
5. Throwing projectiles in a way that deliberately or recklessly causes physical harm (not including participation in sporting matches played according to the rules);
6. Physical aggression or violence towards animals and the physical surroundings such as the school's plant life and infrastructure; and
7. Self-harming behaviours.

Other behaviours that could cause psychological harm to the reasonable person that may be identified as inappropriate may include:

1. Persistent verbal bullying including repeated use of statements intended to humiliate and/or provoke another to an act of violence;
2. Damage to information technology systems;
3. Repeated sexual harassment or use of racist, sexist or homophobic language or language mocking the disability of a student, member of staff or visitor to a school;
4. Written abuse including writing threatening or abusive letters, graffiti targeting individuals or particular groups, bullying or harassment using text messages or email, posting on internet sites, making inappropriate videos, photographs or sound recordings and/or sharing or texting them and posting them on websites;
5. Threats and intimidation;
6. And physical and technological stalking.

Self-harming behavior poses a potential risk to the individual student and to those who might witness self-harming behavior and can pose a risk of psychological injury to other students, particularly if they are young and vulnerable, or to staff.