



Student Discipline Policy

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Contact Person	Principal - Nicola Taylor
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1. INTRODUCTION

PLC Armidale is committed to providing a safe and supportive environment for all students and staff. The processes to be followed in settling any concerns are based on the ideals of respect for all and procedural fairness¹. Parents, students and staff have a right to raise concerns regarding discipline matters and have them addressed in a timely manner by an appropriate member of staff. Issues will be handled objectively and with sensitivity.

This policy has been developed with reference to the College's Complaints Handling Policy and Procedures, the Australian Standards AS 4608-2004 Dispute Management Systems, and AS 4269-1995 Complaints Handling and relevant legislation.

2. OUTCOMES

The desired outcomes of this discipline policy are:

- to have a clear process for dealing with discipline matters
- to have all students, staff and parents informed of and understand the processes to be followed
- to implement any necessary changes designed to bring about better educational, pastoral or administrative practices that lead to a clear understanding of the policy

3. POLICY ASSESSMENT

This policy and its procedures will be assessed at regular intervals to determine its effectiveness. This will be determined in part by the number of discipline issues and an expressed satisfaction with the processes involved.

4. THE POLICY

4.1 GENERAL

- 4.1.1 The College requires all students to abide by the high standards outlined in the Code of Conduct found in the Student Diary.
- 4.1.2 The College requires all students to comply with the College standards regarding Conduct, Appearance and Attitude to Study outlined in the Student Diary.
- 4.1.3 Students are required to follow the directions of teachers, senior staff and other people with authority, delegated by the Principal.
- 4.1.4 PLC Armidale is committed to settling student discipline matters of any nature in a timely manner, using procedural fairness and respect for all. Students will have the opportunity to describe and explain their behaviour before any disciplinary actions are determined.
- 4.1.5 In discipline matters students are addressed with due regard for the age, maturity and specific circumstances of the student.

¹ Procedural fairness is a way of proceeding that is fair to persons who might suffer a detriment as a result of a decision. Procedural fairness is generally recognised as having two elements, the right to be heard and the right to an impartial decision. See Section 4.4 for more detail.

- 4.1.6 Corporal punishment is prohibited in the discipline of students at PLC Armidale and is actively discouraged in discussions concerning parental behaviour should the need arise to do so.

4.2 STUDENT RIGHTS AND RESPONSIBILITIES

Flowing from the Mission Statement and the Code of Conduct outlined in the Student Diary, students have the following rights and responsibilities:

Rights	Responsibilities
To be treated with respect	To treat everyone with respect and to discourage others from acting disrespectfully in accordance with the [Anti-Discrimination] Guidelines
To work and learn in a positive environment	To be punctual to class To follow all directions of the teacher, to focus on studies while in the classroom and not cause disruption to others To treat the College environment with respect and to not litter or deface the environment
To feel safe and secure	To not bring weapons, drugs, cigarettes or alcohol on to the College premises or to school events; to not consume or use these items on College premises or events
To be treated fairly	To treat others fairly and encourage other people to treat others fairly
To be free from harassment and bullying	To refrain from harassing, intimidating or bullying others as set out in the Anti-Bullying Guidelines
To have one's property respected	To not damage, destroy, steal or interfere with the property of others or of PLC Armidale
To have one's privacy respected	To respect the privacy of others; to not disclose personal information about others; to not gossip or make false claims about others
To seek help and appropriate support	To inform responsible and appropriate others when one needs assistance with any matters

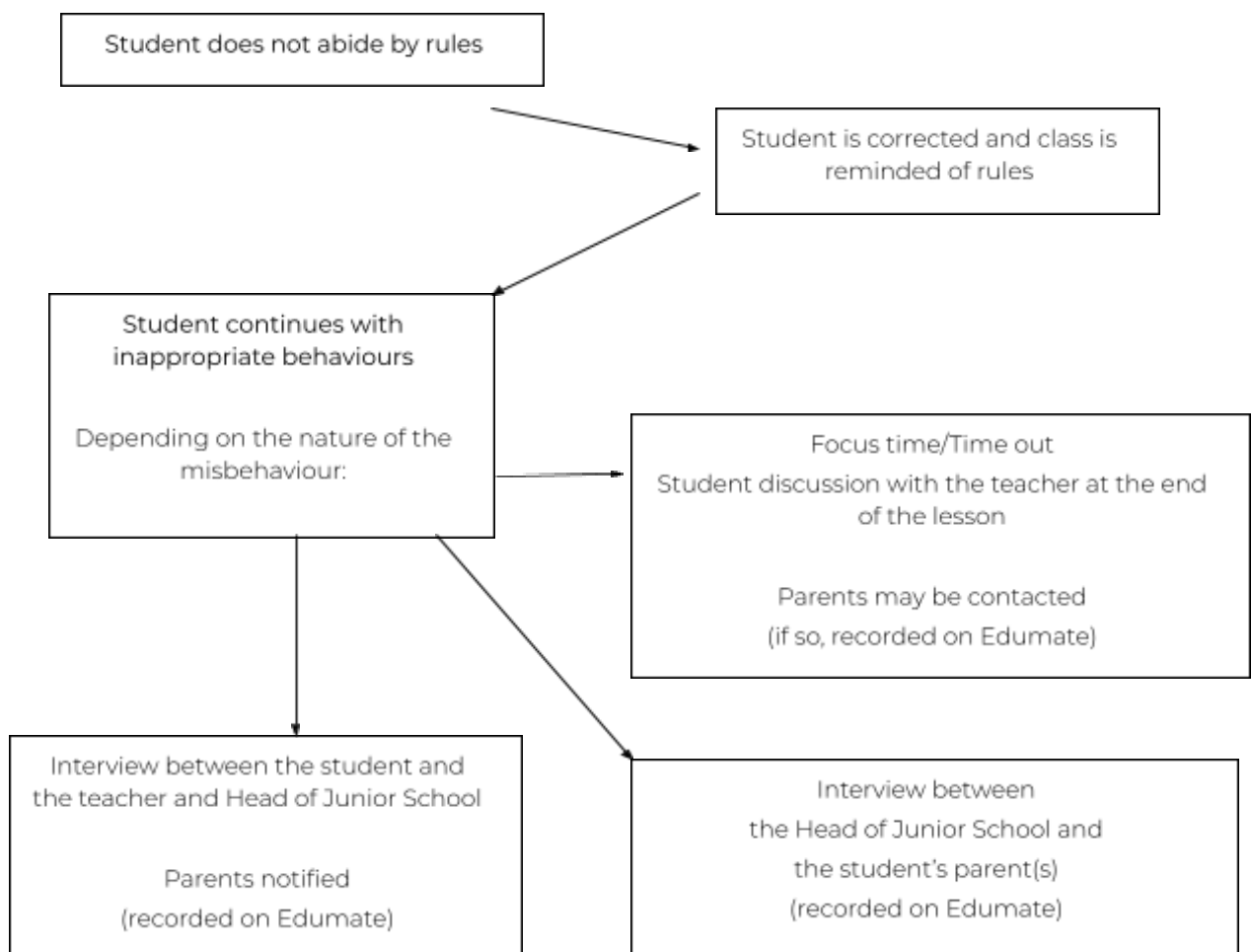
4.3 STAFF PROCEDURES

4.3.1 Junior School

Each class develops their own classroom rules with guidance from the classroom teacher. These rules are displayed in the classroom.

Note that specialist teachers working in the Junior School will report misbehaviours to the student's classroom teacher.

The consequences for not following any of the class, playground or College rules will be dealt with using the following procedures:



4.3.2 Senior School

All students are expected to abide by the College standards published in the Student Diary.

The Student Diary is an important reference point for students, staff and parents as it records and monitors student activity throughout the school day and acts as a means of communication between the home and the school.

Note that specialist teachers working in the Senior School will report inappropriate student behaviour to their Faculty Coordinator.

The consequences for a breach of College standards and expectations will be dealt with using the following procedures:

STUDENT DISPLAYS INAPPROPRIATE BEHAVIOUR

These steps may be taken in conjunction with a report card (Appendix A). This card aims to set individual goals and monitor the progress in achieving them in each class.

Depending on the severity of the offence students may skip steps. If behaviour is erratic steps 1 and 2 may be repeated.

Proceed with the steps below if warnings and the three strike rule has been enforced and unsuccessful.

Step 1

- Discussion with teacher to set goals and organise seating placement in class.

Step 2

- Lunch time detention with classroom teacher.
- Report to Head of Senior School so it can be recorded on Edumate.

Step 3

- One-hour weekday detention.
- Note this in the Student Diary and ensure parents sign acknowledgement.
- Report to Head of Senior School so it can be recorded on Edumate.

Step 4

- Two hour detention.
- Report to Head of Senior School so it can be recorded on Edumate.
- Interview with parents and the Principal.

Step 5

- Withdrawal from class/es. (one or more days)
- Isolation so there are different break times and later finish to the day.
- All devices (including phone) are handed in for the day.
- Principal will inform parents on the day prior to commencement.

Step 6

- Suspension
- Interview with the Principal, parents and student.

4.3.3 Boarding

All students are expected to abide by the College standards published in the Student Diary.

The consequences for a breach of College standards and expectations will be dealt with using the following procedures:

STUDENT DISPLAYS INAPPROPRIATE BEHAVIOUR

These steps may be taken in conjunction with a report card (Appendix B). This card aims to set individual goals and monitor the progress in achieving them.

Depending on the severity of the offence students may skip steps. If behaviour is erratic steps 1 and 2 may be repeated.

Proceed with the steps below if warnings have been unsuccessful.

Step 1

- Discussion with the House Mother to set goals for improved behaviour.

Step 2

- Discussion with the Head of Boarding to set goals for improved behaviour.
- Consequences determined by the Head of Boarding related to the misbehaviour e.g. confiscation of phone for 24 hours.
- Head of Boarding to record on Edumate.

Step 3

- Discussion with the Head of Boarding to set goals for improved behaviour.
- Consequences determined by the Head of Boarding related to the misbehaviour e.g. confiscation of phone for one week.
- Parents notified by phone and in writing of misbehaviour and consequence.
- Head of Boarding to record on Edumate.

Step 4

- Consequences determined by the Principal related to the misbehaviour.
- Interview with parents and the Principal.

Step 5

- Suspension
- Interview with the Principal, parents and student.

4.3.4 Detentions

Detentions may be issued by teaching staff for a breach of College standards as outlined in the Student Diary. Detentions are to be issued with due regard for the age, maturity and specific circumstances of the student and when they have accrued 3 demerits.

Detentions are designed as a firm reminder to a student that her attitude, behaviour or presentation does not affirm the standards upheld by the College. Detentions are also designed to provide a clear indicator from the College that the student has not met her social

responsibilities and has engaged in behaviour, or has exhibited attitudes that need immediate, serious and permanent redirection on her part.

Detentions must be recorded on Edumate by the Faculty Coordinator or Head of Senior School with the reason for the detention clearly outlined and the date of the detention recorded.

a. Weekday Detentions

Behaviour which is a breach of school expectations

For example:

- fractional truancy - refer student to Head of Senior School
- repeated disruptive behaviour in classroom - refer student to Head of Senior School
- abusive behaviour in class or in the playground - refer student to Head of Senior School
- misbehaviour on public transport - refer student to Head of Senior School
- public behaviour which brings the school into disrepute - refer student to Head of Senior School

Requests for Weekday detentions should be referred to the Head of Senior School. The Head of Senior School will approve the detention and may contact parents.

Weekday detentions will operate as behaviour workshops. They will be conducted by the Head of Senior School. They will counsel individual students about their behaviour during the detention session. Students may also be required to make some contribution to the school community during the detention time by completing an assigned task.

A third Weekday Detention in a Semester may lead to a direct suspension.

b. Saturday Detentions

Behaviour which is a serious breach of school expectations.

For example:

- Truancy (more than 1 lesson)
- Smoking
- Issues relating to drugs and alcohol

All requests for Saturday Detentions should be directed to the Head of Senior School for consideration.

Saturday Detentions will be conducted by the Principal. In all cases of Saturday Detention, parents will be contacted by the Principal.

A second Saturday Detention in a year may lead directly to suspension.

4.4 PROCEDURAL FAIRNESS IN MATTERS RELATING TO SUSPENSION, EXPULSION AND EXCLUSION

- 4.4.1 The Principal will delegate the investigation of discipline matters that could involve suspension, expulsion or exclusion. The delegated staff member will report their findings to the Principal for her decision. The delegated staff member should be a member of the Executive Staff who has not been directly involved with the matter being investigated.
- 4.4.2 Procedural fairness in the investigation of such discipline matters ensures that the person against whom an allegation has been made:
- knows the allegations related to the specific matter and any other information which will be taken into account
 - knows the process by which the matter will be considered
 - has an opportunity to respond to the allegations
 - has an opportunity to have a support person present
 - knows the process for review
- 4.4.3 Procedural fairness should also ensure the right to an unbiased decision through:
- impartiality in the investigation and decision making
 - absence of any bias by a decision maker
- 4.4.4 The Review Process. The Principal will reach a preliminary decision in relation to the allegation and any penalty to be imposed, and advise the student (and parent/s) of the view. The student (and parent/s) will be advised that if they wish this preliminary decision to be reviewed they must make a written application for review to the Principal and submit any additional information they want to be considered during the review process. The Principal will then either confirm the preliminary decision as final or amend the preliminary decision based on the additional information provided.

5. CONFIDENTIALITY

Confidentiality and privacy require that all parties must ensure that information is restricted to those who genuinely need to know. Furthermore, those people should only be told as much as they need to know and no more. For example, some people may need to know of the issue so they can provide advice or information, but not the identities of the persons involved.

6. RECORD KEEPING

Records will be kept of discipline matters under the confidential section of the student file in Edumate. The record will include the nature of the offence, the process followed and the consequences applied.

7. COMMUNICATING THE POLICY

This Policy is available on the PLC Armidale College server and in printed form with the Principal, Head of Junior School and Head of Senior School. Copies may be obtained from these offices.

8. TRAINING AND DEVELOPMENT

8.1 TRAINING

All staff will undergo professional development to ensure they have read and understood this policy. Training will be part of the induction process for all new staff. Ongoing training will occur at regular intervals.

8.2 DEVELOPMENT

Systemic and recurring problems will be addressed through such things as the development of training programmes and the provision of guidance directed to minimising the issues that may lead to such problems.

All staff are encouraged to review and supply feedback regarding this Policy so that amendments can be implemented as necessary. Staff are encouraged to take part in training courses and in-service opportunities that enhance their contributions to the College community.

APPENDIX A



NAME:

REPORT CARD

The Report System

1. After teachers have consulted with the Head of Senior School, a student will be placed on report for a week if she is continually behind in work, if she misbehaves in class or if it is felt that close supervision would be in the student's best interests.
2. The student is informed of the reasons for this action and the Principal and parents are informed.
3. This report card is signed by the teacher at the end of each lesson and by the Head of Senior School or Director of Pastoral Care at the end of each day. The responsibility for presenting the report is taken by the student. At the end of the fifth day, the card is to be handed to the Head of Senior School.
4. If the report is unsatisfactory or if it is lost for any reason, the student will complete an additional week on report.
5. At the end of the reporting period, the report is sent home for the parents to sign.
6. If the student is having difficulty meeting the requirements of the reporting system, she can seek extra help from a staff member of her choice.

Instructions to the Student

1. Hand this report to your teacher for comment at the beginning of each lesson.
2. Hand this report to the Head of Senior School each afternoon.
3. After one week, present this report to the Head of Senior School.
4. In the case of loss, report immediately to the Head of Senior School. This will involve you in an additional week on the system.
5. If at any time you would like advice or help, you may seek it from a staff member of your choice.

Goals to focus on:

Day:

Day:

Date:

Date:

Code:

- A – Excellent
- B – Good
- C – Satisfactory
- D - Poor

Code:

- A – Excellent
- B – Good
- C – Satisfactory
- D - Poor

Period	Code	Comment & Initial	Period	Code	Comment & Initial
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7			7		

Head of Senior School:	Pastoral Care:
Other comments:	Other comments:

Day:

Date:

Code:

- A – Excellent
- B – Good
- C – Satisfactory
- D - Poor

Period	Code	Comment & Initial
1		
2		
3		
4		
5		
6		

NAME:

YEAR:

DATE:

Beg of reporting period

End of reporting period

PASTORAL CARE
COMMENTS:

HEAD OF SENIOR
SCHOOL COMMENTS:

Head of Senior School

Date

Parent name:

Parent signature

Date

Day:

Day:

Date:

Date:

Code:

- A – Excellent
- B – Good
- C – Satisfactory
- D - Poor

Code:

- A – Excellent
- B – Good
- C – Satisfactory
- D - Poor

Period	Code	Comment & Initial	Period	Code	Comment & Initial
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7			7		

Head of Junior School:	Teacher:
Other comments:	Other comments:

Day:

Date:

Code: A – Excellent
 B – Good
 C – Satisfactory
 D - Poor

Period	Code	Comment & Initial
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NAME:

1

YEAR:

2

DATE:

Beg of reporting period

End of reporting period

3

PASTORAL CARE

4

COMMENTS:

5

HEAD OF JUNIOR

6

SCHOOL COMMENTS:

Head of Junior School

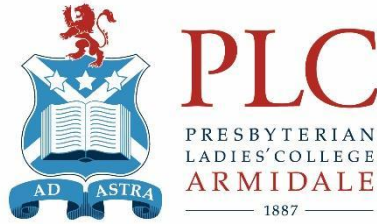
Date

Parent name:

Parent signature

Date

APPENDIX B



NAME:

Day:

Day:

Date:

Date:

Code:

- A – Excellent
- B – Good
- C – Satisfactory
- D – Poor

Code:

- A – Excellent
- B – Good
- C – Satisfactory
- D – Poor

Period	Code	Comment & Initial		Period	Code	Comment & Initial
Before school				Before school		
After school				After school		
Evening				Evening		

Head of Boarding:	Head of Boarding:
Other comments:	Other comments:

Day:

Date:

A – Excellent

B – Good

Code:

C – Satisfactory

D - Poor

Period

Code

Comment & Initial

NAME:

Before
school

YEAR:

After
school

DATE:

Beg of reporting period

End of reporting period

Evening

STUDENT'S COMMENTS:

Were the goals helpful?

What were the strategies you used to improve your behavior?

Other comments:

HEAD OF BOARDING COMMENTS:

Head of Boarding

Date

9. ACKNOWLEDGEMENT OF UNDERSTANDING OF THE STUDENT DISCIPLINE POLICY

This page is to be completed, removed from the Policy and returned to the Principal. If you have any concerns or questions regarding the policy please seek advice from the Principal, Head of Senior School or Head of Junior School.

Name:

Faculty:

I acknowledge that I have read this policy and understand the processes involved in the management of student discipline and my role in the procedures. I acknowledge that I have a duty of care to all people involved at such times, particularly the students and will follow all directions to help ensure the welfare of all.

Signed:

Date: