

Discipline Policy

“The School’s policies which are made from time to time are made pursuant to the requirements set out in section 47 of the [Education Act 1990 No 8 \(NSW\)](#) and of the NSW Education Standards Authority (NESA) requirements for registration of the school.”

1. PURPOSE

Warakirri College has in place disciplinary procedures that are based on principles of procedural fairness and aim to deal with disciplinary matters quickly and effectively to ensure that a positive and productive learning environment is maintained for all students. Warakirri College recognises the vulnerability of the student cohort and is committed to providing the appropriate student support services and providing programs that meet the individual needs of students.

It is also recognised that inappropriate student actions may be symptomatic of challenges created by health circumstances (e.g. anxiety, OCD, ADD), trauma experiences or difficulty with engagement arising from significant gaps in learning.

2. SCOPE

This policy applies to all Warakirri staff, students and any affiliated members of the school.

3. DEFINITIONS

[NESA](#) The NSW Education Standards Authority (NESA) replaced the Board of Studies, Teaching and Educational Standards NSW (BOSTES) on 1 January 2017

4. REFERENCES

[Education Act 1990 No 8 \(NSW\)](#)

5. POLICY

- 5.1. Students are required to abide by the rules outlined in the Student Code of Conduct (On Campus and Virtual Classroom – see attachments) and to follow the directions of teachers and other people with authority delegated by the School.
- 5.2. Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, damage to property, inconvenience or embarrassment to the School, staff members or other students, or acts contrary to the Warakirri College Student Code of Conduct, the student may be subject to disciplinary action.

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- 5.3. The disciplinary procedures undertaken by the School will vary according to the seriousness of the alleged offence and whether the student is enrolled on campus or in the Virtual Classroom. 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, including the right to appeal the decision. In relation to all matters to be investigated, students will be informed of the nature of the allegation and given an opportunity to respond to the allegations during the investigation.
- 5.4. The penalties that can be 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.
- 5.5. The school prohibits the use of corporal punishment in disciplining students attending the school.
- 5.6. The school does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the school.

Procedural Fairness

- 5.7. Where the offending behaviour is of such a nature that it may result in a short suspension of 1 – 5 days:
 - the Head of Campus or Virtual Classroom Coordinator will conduct an investigation
 - the student will have an opportunity to state their case
 - the HOC/ Virtual Classroom Coordinator will make a decision about the appropriate sanction and inform the student
 - the HOC/ Virtual Classroom Coordinator will contact the student's parent to inform them of the nature of the offence and the length of the suspension and make a date for the return from suspension meeting. For student's enrolled in the Virtual Classroom, a short suspension involves temporary exclusion from online lessons and access to G-Suite including the communication application 'Hangouts'.
 - At the end of the suspension the parent and the student will meet with the HOC/ Virtual Classroom Coordinator before the student returns to school.
- 5.8. Where a disciplinary issue arises which may result in a long suspension (from 6 to up to 20 days) or expulsion:
 - the school will investigate the circumstances surrounding the issue, the Head of Campus/ Virtual Classroom Coordinator may direct the student not to attend

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school or temporarily exclude them from the online learning platform G- Suite while the investigation takes place ;

- the student will be informed of the alleged infringement and given an opportunity to respond;
- the Head of Campus, Virtual Classroom Coordinator or Deputy Principal will make a decision regarding the appropriate sanction and inform the student and the parent. (In the case of a suspension, a date for the return from suspension meeting will be set.)
- The parent and the student will be informed of their right of appeal to the Principal.

- 5.9. The parent/carer or student may appeal to the Principal against the suspension /expulsion recommendation, setting out the reasons why the Principal should not act on the recommendation. Any appeal must be provided to the Principal no later than five business days after the parent/carer has been advised of the recommendation.
- 5.10. If the student / parent decides to appeal the decision the student is not to attend school except to attend the appeal meeting with the Principal.
- 5.11. If no appeal is made within the time specified, the Principal will decide whether to accept the recommendation and advise the student and parent/carer of the decision.
- 5.12. If the student or parent/carer has lodged an appeal, the Principal will consider the recommendations of the HOC / Deputy Principal and the reasons provided by the student or parent/carer for not following the recommendation and will decide whether or not to accept the recommendation of the Head of Campus/ Deputy Principal. In most circumstances the appeal process would involve a meeting of the Principal with the student and the parent/carer. The Principal will then advise the student and parent/carer of the decision.
- 5.13. If the appealing parties believe that the decision about the appeal has been unfair and an independent arbiter is required then they can request a meeting with the School Board Chairman who will make the final decision or appoint an appropriate delegate to do so.

Suspensions and Expulsions

- 5.14. The following examples illustrate situations that could constitute grounds for a Student's **Suspension** from the school:
- Minor bullying of other students either online or on campus- suspension for 2 – 3 days;

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- Bringing a weapon or dangerous object to school - suspension for 2 – 5 days;
 - Continued contraventions of the student code of conduct resulting in short suspensions may lead to a longer suspension for 6 – 20 days
- 5.15. The following situations would constitute grounds for a Student's **Expulsion** from the school:
- Threatening or showing aggressive behaviour to a staff member or student either online or on campus;
 - Supplying drugs to other students;
 - Continuous contraventions of the student code of conduct.
 - Ongoing bullying of other students online.

Note: Students will also have their enrolment terminated (as distinct from being expelled) if there is a protracted absence from school or engagement in the Virtual Classroom with lack of contact and refusal to respond to letters or phone calls etc.

6. MONITORING AND REVIEW

Feedback from stakeholders including student and staff exit surveys.

The Senior Leadership Team monitors the implementation of this policy, regularly reviews its contents to ensure relevance and accuracy, and updates it biannually.