



Student Discipline Policy

Purpose	To clarify and confirm North Coast Pathway's student discipline policy.
Scope	<ul style="list-style-type: none"> All North Coast Pathway staff members Students, parent/guardians
Policy Statement	North Coast Pathway's student discipline policy is based on procedural fairness and expressly prohibits corporal punishment as a form of discipline. This policy extends to staff, students, parent guardians and any other associated non-school persons.
Procedure	<ol style="list-style-type: none"> It is the <u>responsibility of all staff</u> to report incidents that may require disciplinary action. Where an allegation arises the Principal and Head Teacher will investigate, ensuring to <ol style="list-style-type: none"> understand and follow the process for considering the matter and responding to the allegations remain reasonable and objective and act justly know the specific allegations and any other relevant information which will be included when considering the matter give students and parents or guardians a copy of the school's discipline policy and procedure provide details of a specific allegation, which may include an outline of allegations made in witness statements consider utilising an independent person to conduct the investigation and offer to have a support person or observer at formal interviews. record all meeting by taking minutes know how to seek a review of the decision made in response to the allegations consider protecting the identity of witnesses provide an interpreter for parents or guardians who need one identify the nature of any subsequent action or disciplinary measures that may be required. The Principal <u>must</u> ensure that North Coast Pathway's discipline policy is publicly available <p>Further, procedural fairness is applied to disciplinary measures which include the <i>hearing rule</i> and the <i>right to an unbiased opinion</i>. The following section is on discipline regarding bullying & harassment.</p> <p>The next section outlines the consequences for serious matters</p> <ol style="list-style-type: none"> <u>Suspension</u> Is temporarily removing a student from all their normal classes. The Principal takes the following steps in issuing a suspension.



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| | <ul style="list-style-type: none">a. Deciding to proceed or not with a suspension consider<ul style="list-style-type: none">i. the cause and impact of the behaviourii. information from staff, school data and other witnessesiii. whether other intervention strategies have been implemented or attemptediv. student factors such as the developmental age, trauma, child protection concerns and cultural considerations, disability and individual needs and circumstancesv. providing the student with the opportunity to respond to allegations.b. Deciding the duration of the suspension<ul style="list-style-type: none">i. the duration can be up to 10 consecutive school daysii. if the number of consecutive school days are insufficient to implement appropriate supports for the student, the principal can extend the suspension for up to 5 additional school days.c. In notifying the relevant parties<ul style="list-style-type: none">i. the Principal issues a notice of suspension which includes<ul style="list-style-type: none">o the ground/s and any specific reasons for the suspensiono the duration, start and end dates, or any other detailso a learning program and clear expectations that the student will continue a learning program while suspendedo contact details of a nominated person from the schoolo information for students and parents /guardians on accessing support services, where relevanto expectations for parents or carers to positively engage with the school to support positive student behaviour and manage behaviour or behaviours of concerno the importance of parents' or carers' involvement with the student and school to support the student's safe and successful return to school following the resolution of the suspensiono parent or carer information, which includes information concerning appeal rights and processes and an appeal templateo clear expectations that the student should not be on school grounds without the Principal's prior permissiono notification that the school will not have duty of care for the student as the suspension is occurring at home and that the parent or carer will be responsible for their |
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	<p>child's care and safety.</p> <ul style="list-style-type: none">ii. immediately notify, or record attempts to notify, the parent or carer verbally, where possibleiii. advise the student verbally, where appropriateiv. provide formal written notification, via email or post, on school letterhead to the parent or carerv. advise school staff. <p>d. In resolving the suspension</p> <ul style="list-style-type: none">i. the Principal will attempt to resolve the suspension and return the student to school on or before the concluding date of the suspensionii. a face-to-face meeting is held with the student and parent/guardian to discuss the student's behaviour and impact and plan support and management strategies to enable the student's successful return to school. <p>e. Providing support for those impacted by behaviour or behaviours of concern</p> <ul style="list-style-type: none">i. staff and students directly impacted by the behaviour leading to the suspension are to be informed of a student returning prior to the student's return and offered support. <p>2. <u>Expulsion</u></p> <p>Is permanently removing a student from the school where behaviour interventions, including suspensions and risk management strategies have not been successful in managing significant behaviours of concern the Principal can consider expelling a student from the school.</p> <p>The Principal takes the following steps in issuing an expulsion.</p> <ul style="list-style-type: none">a. On deciding to proceed or not with an expulsion<ul style="list-style-type: none">i. whether other intervention strategies have been implemented or attemptedii. student factors such as the developmental age, trauma, child protection concerns and cultural considerations, disability and individual needs and circumstancesiii. consideration of all possible alternative programs, strategies and educational settingsiv. advice from the school counsellor, where appropriate.b. When deciding not to proceed with an expulsion<ul style="list-style-type: none">i. will advise the student and their parent or carer of the decision not to expel, by phone where possibleii. the Principal will formally notify the student and their parent or carer in writing, via email or post, on school letterhead
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	<p>within 24 hours of the decision</p> <p>iii. where expulsion was being considered for serious behaviour or behaviours of concern, the principal will return the student to school (see above Resolving the suspension).</p> <p>c. When deciding to proceed with an expulsion</p> <p>i. advise the student and their parent or carer of the decision to expel verbally, where possible</p> <p>ii. formally notify the student and their parent or carer in writing, via email or post, within 24 hours of the decision, and include the implications of expulsion</p> <p>iii. parent or carer information, which includes information concerning appeal rights and processes and an appeal template</p> <p>iv. record the expulsion in the student management system</p> <p>v. finalise the expulsion within 15 school days of the notice of potential expulsion being issued</p> <p>vi. ensure all documentation is retained on file at the school.</p> <p>d. Placing a student on suspension pending expulsion</p> <p>i. if a student is not already on suspension pending the outcome of the decision-making process.</p> <p>e. When issuing a written notice of potential expulsion</p> <p>i. provide a written notice to the student and parent, carer or support person following the initial communications or meetings</p> <p>ii. state that the Principal is considering expelling the student</p> <p>iii. detail the behaviour or behaviours of concern and/or unsatisfactory participation in learning</p> <p>iv. provide the student, parent, carer or support person the opportunity to formally meet with the principal and relevant support services</p> <p>v. advise that the student and parent or carer has the right to a support person in any meeting with the school</p> <p>vi. notify the student and parent or carer that the student is suspended pending the outcome of the decision-making process (up to 15 consecutive school days) and include the same information as required for a notification of a suspension</p> <p>vii. allow seven school days for students and parents or carers to respond before making a final decision</p> <p>viii. document on the school's student management system.</p>
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	<p>f. Convening a formal meeting with student and parents or carers</p> <p>i. organise a formal meeting within seven school days, held face-to-face with the Principal, student and their parent guardian to discuss</p> <ul style="list-style-type: none"> o that expulsion from school is being considered o the reasons or grounds for the possible expulsion o the implications of proceeding with an expulsion o the information and documentation on which the consideration to expel is based. o the Principal will inform the student and parent /guardian of the remaining days left from the original seven school day notification to consider and respond to the information provided before the Principal makes a final decision. o ensure all documentation, records of interventions, meeting minutes, formal communications and responses are stored securely at school. <p>g. When issuing a notice of expulsion</p> <p>i. provide a written notice to the student and parent, guardian following previous communication and meetings</p> <p>ii. assist in arranging an alternative education placement</p> <p>iii. advise school staff and students of the decision.</p> <p>3. <u>Exclusion</u></p> <p>Preventing a student's enrolment at another school, where an exclusion policy or agreement exists between schools.</p> <p>Where the nature of the behaviour is so extreme that the Principal cannot find an alternative placement, the Principal may prepare a submission to the Secretary, NSW Department of Education, recommending to the Minister that a student expelled for serious behaviour or behaviours of concern not be re-admitted to all or any government schools.</p>
Roles and Responsibilities	<ul style="list-style-type: none"> • Principal & Head Teacher – respond and investigate allegations and implement disciplinary procedures • Quality Assurance Manager – to ensure staff members comply with the policy and procedure herein.
Compliance	<ul style="list-style-type: none"> • Education Act section 47(1)(h)