

ALLEGRA SCHOOL COFFS HARBOUR STUDENT BEHAVIOUR POLICY

STUDENT BEHAVIOUR POLICY

Preamble

Allegra School Coffs Harbour encourages positive working relationships and Students learn that behaviour is a choice and their actions have consequences:

- The disciplinary process is in place for Students
- The School promotes procedural fairness and will always aim for fair decisions
- The School does not permit corporal punishment of Students attending the School under any circumstances.

Scope

This policy relates to the Principal, Staff and all Students to ensure all Students understand they have the right to feel safe, supported, accepted and be respected while at School. Students and Staff must respect and accept that people have different beliefs, values and backgrounds. Our policy recognises and supports adjustments that may be required due to displays of behaviour resulting from disability.

Policy:

Discipline is necessary to ensure the safety and welfare of our Students and Staff - and to provide a supportive learning environment that caters to the emotional needs of Students. We believe in fostering a positive and productive learning environment, set clear limits, and apply consequences for inappropriate and/or violent behaviour. Students are required to abide and follow the directions of Teachers and other people with authority delegated by the School.

Allegra School Coffs Harbour is a Safe School. We conduct regular Student Welfare meetings, triaging: Attendance, Safer Children and Academic achievement. This approach is coordinated by the Office of Quality Assurance and includes the Principal, the Student Support Officer and Head Teacher.

Mandatory Reporting

Any behaviour that may cause a Staff member to have reasonable grounds to suspect that a Student may be at risk of harm, can be immediately reported via the *ChildStory Reporter* website or the Child Protection Hotline 132111 and reported to the Principal and/or delegate.

Concerns raised will be treated seriously and fairly - and be dealt with confidentially.

Breach of the Student Behaviour Policy

Definitions

The following is a contextualised extract from the NES RANGS Manual:

Suspension is a temporary removal of a Student from all of the classes that a Student would normally attend at our School for a set period of time.

Expulsion is the permanent removal of a Student from our School.

Exclusion is the act of preventing a Student's admission to a number of Schools. The School does not practice the act of Exclusion.

Procedure

Disciplinary procedures vary according to the seriousness of the alleged offence. Where the allegation is proven and a decision made to place a Student on Suspension or an Expulsion, procedural fairness is ensured. Students and Parents will be advised of the allegation and be given a right to respond.

A member of Staff who believes that a Student has committed a breach of discipline:

- a) Must, as soon as practicable, report the alleged breach to the Principal and/or Delegate, and
- b) May exclude the Student from attendance at the School for the remainder of the day on which the alleged breach occurred, or until a decision can be made regarding the consequences of the breach.

Students are required to abide by our guidelines and behave in line with our School values. Conduct does not cease to be a breach of discipline merely because it takes place elsewhere than on the premises of the School. Should a Student breach our guidelines there are three levels of discipline:

Verbal and or Written Warning

- Discourteous, Dishonest and Inappropriate behaviour
- Minor vandalism
- Lack of participation, Classroom disruption
- Leaving premises without notifying Staff
- Continued Lateness
- Poor Attendance/Truancing

Behaviour Contract / Suspension

- Vandalism, Damage to property
- Bullying and Harassment or threats to Staff/Students and general public
- Discrimination, harass or bully a person on the grounds of the person's age, race, sex, homosexuality, transgender, marital status, physical or intellectual disability or religion
- Continued Poor Attendance/Truancing
- Physical Altercation
- Obstruct or cause a safety concern to a Student, member of Staff or member of the Public
- Repeatedly and wilfully disobey or disregard an order or direction of a member of Staff, including a direction regarding appropriate behaviour or safety
- Continued behaviour listed under Verbal and or Written Warning
- Engaging in behaviour that tarnishes the School image or brings the reputation of the School in disrepute

Expulsion

- Engage in prejudicial acts against Student/Staff
- Inciting hatred, for example toward or serious contempt for, or severe ridicule of, a person or group of persons on the grounds of the age, race, sex, homosexuality, transgender, marital status, physical or intellectual disability, or religion of the person or members of the group

- Under the influence of Drugs and Alcohol, Use of Drugs and Alcohol on premises, Possession of Drugs and Alcohol
- Stealing the property of another person
- Property damage
- Physical violence/assault or threats that jeopardises the safety/welfare of Staff/Students
- Engages a secondary party to commit a breach of discipline on their behalf
- Unlawful activity
- Continued behaviour listed under Behaviour Contract / Suspension

Recording of Behaviour

Behaviour is recorded in Sentral in areas related to the types of behaviour displayed. The behaviour is recorded within the Wellbeing section as an incident under two categories Positive behaviour and Negative behaviour. Teachers are encouraged to recognise and record appropriate behaviour that contributes to the positive learning environment.

Should a Student persist in breaching the guidelines of Allegra School Coffs Harbour the three levels of discipline that can be progressed through are:

1. Verbal and or Written Warning
- ↓
2. Behaviour Contract / Suspension
- ↓
3. Expulsion

The Principal and/or delegate has discretion in the progression of these stages for continual disciplinary issues provided that procedural fairness is observed.

Should Students conduct themselves in a manner that constitutes a serious breach of discipline they can be suspended immediately with Parental notification occurring as soon as practical after the fact.

We believe in finding innovative and flexible ways to assist our Students to make any appropriate changes in their behaviour or attitude.

Some other possible strategies that could be beneficial include:

- Behaviour Contract
- Community Services on our grounds
- Change in timetable
- Exclusion from certain classes or activities
- Mediation etc.

Behaviour Contract

Students in breach of the policy may be placed on a Behaviour Contract which is at the Head Teacher/Principal and or Student Support Officer discretion. An interview is conducted with the Student and a Behaviour contract is jointly constructed. The contract identifies the areas that the Students have breached and identifies their areas of improvement required.

Students who breach the Behaviour Contract may be Suspended at the Principal and/or delegate discretion.

Suspension

Should Suspension be considered, the Student receives notification of the possibility of Suspension from the School in a meeting. The Principal and/or delegate may contact the Parents/Guardians or Caregiver to offer inclusion of involvement, engagement and/or increased support that the Student requires at this time. Terms of the Suspension will be on an individual case basis and will be issued as a written letter.

Procedural Fairness will be given to all Students to allow them the right to appeal the Suspension. This appeal may include revision of the term of Suspension or associated conditions at the Principal and/or delegate discretion.

Suspensions for serious breaches of discipline may be issued as either a short or long Suspension. Short Suspensions will be for 1 to 5 days, depending upon the breach and consideration of the Student records. Long Suspensions will be for 6 or more days but must not exceed 21 days in total. A Long Suspension would be imposed for very serious matters such as bullying and harassment and physical altercation. Suspensions may be issued as either an External, or In House Suspension. In House Suspensions may be issued if there is a concern with Students home life and will only be implemented for a short Suspension, and will be conducted in a quiet space where they can be monitored away from other Students. Work will be provided for the Student to complete.

Expulsion/Withdrawal

Immediate withdrawal and removal from premises

If a situation arises where Staff are concerned that a Student's behaviour calls into question the immediate safety and well-being of other Students and/or Staff, the Student can be immediately suspended and removed from the premises.

The Principal and/or delegate will have to make the decision of contacting Police and notify the Students' Parents/ Guardians or Caregivers as soon as it is practical to do so.

If a Student has a high rate of absenteeism and does not provide documentation or supporting evidence from a Parent/Guardian or Care giver to justify the absences, they may be withdrawn.

The Principal and/or delegate determines that it is no longer in the interests of the Student or the School community for the enrolment to be continued due to being unable to meet the learning, social or health care needs of the Student or other circumstances.

There are four ways a Student can be withdrawn from Allegra School Coffs Harbour. These are

1. Non-attendance – below 17 years of age
2. School decides to withdraw Student
3. Student decides to withdraw from School.
4. Parent/Guardian or Caregiver decides to withdraw Student from School.

All circumstances require completion of a Student Expulsion/Withdrawal Form.

1. If a Student who is below seventeen (17) years of age is no longer attending Allegra School Coffs Harbour and the destination is unknown, the School shall contact a

Department of Education and Training Home School Liaison Officer and inform them of the Student's withdrawal from our program, the Student's name, age and last known address. This contact with the Department of Education and Training Home School Liaison Officer shall be marked in the Student's file prior to the file being closed.

This contact should be made using the HSLO Student Enrolment Destination Unknown Notification Form.

2. Under these circumstances a Student's withdrawal from the School must be finalised in writing and normally follows a meeting with the Student.
 - If the School deems it appropriate to withdraw a Student's enrolment, this must be advised to the Student and their Parent/Guardian or Caregiver in writing.
 - The letter includes Procedural Fairness for the Student's right to appeal the School's decision and be forwarded to the Student by the Principal and/or delegate.
 - The letter should be completed within the shortest time possible after the decision to withdraw a Student has been made
 - The Student Expulsion/Withdrawal Form is included with the letter.
3. If a Student, Parent/Guardian or Caregiver decides to withdraw from the Allegra School Coffs Harbour, they should:
 - Forward a letter signed by the Parent/Guardian or Caregiver to the Principal
 - A meeting is ideally held with the Principal and/or Delegate to discuss the withdrawal request (noting that this may not be practicable)
 - Complete the Student Expulsion/Withdrawal Form
 - The School files the information in the Students' personal file and records this information in Sentral.

Procedural Fairness

Procedural fairness is a basic right of all individuals, the principles of which are expressed in the Allegra School Coffs Harbour values.

Procedural fairness seeks to ensure that decisions made that affect Students – with the exception of Mandatory Reporting which will occur if appropriate - are reached only after the individual Student has been made aware of the allegations made against him/her.

Procedural fairness also requires that the the Principal and/or Delegate reaches a decision on the issue in an impartial manner. Care is exercised to exclude bias from the process. It also seeks to ensure that the Student has had the opportunity to present the claims in relation to the issues and the proposed decisions affecting him/her.

Procedural fairness is generally recognised as having two essential elements.

1. The right to be heard which includes:
 - The right to know why the action is happening
 - The right to know the way in which the issues will be determined

- The right to know the allegations in the matter and any other information that will be taken into account
 - The right of the person against whom the allegations have been made to respond to the allegations
 - The right to request that an interpreter be present
 - The right to have a support person be present
2. The right of a person to an impartial decision, which includes:
- The right to impartiality in the investigation and decision making phases
 - The right to an absence of bias by the decision maker

Allegra School Coffs Harbour will follow the principles set out above in circumstances involving disciplinary matters, including dealings with Students potentially facing Suspension and expulsion.

In cases where there is a perceived incongruence between an individual's actions and our rules and expectations, we will aim for a fair decision, reached by an objective decision-making process using procedural fairness. If a conflict of interest arises due to the involvement of the Principal and/or Delegate in the matter, we will refer the matter to an appropriate independent person.

Corporal Punishment

Corporal punishment includes the use of force, striking or withdrawal of basic life needs to be used as a form of punishment on the Student.

Staff are not permitted to use corporal punishment regardless of whether the Parent/Guardian or Caregiver has requested or given permission to do so.

We do not condone the use of corporal punishment by a Parent/Guardian or Caregiver to reinforce any discipline actions implemented by our School or any disciplinary decision by a Parent/Guardian or Caregiver.

This is not to say that reasonable force cannot be used in self-defence, protection of another Student, or in provision of protection against harm to the person who is acting violently.

Related Policies

Disability Provisions
Pastoral Care
Procedural Fairness
Safe and Supportive Environment

Registered and Accredited Individual Non-government Schools (NSW) Manual Reference No

3.6 Safe and Supportive environment – 3.6.2 Provide a Safe and Supportive Environment,
3.7 Discipline – 3.7.1 Procedural Fairness

Review of Policy

Policy to be reviewed one year from date of effect or earlier if required

Version History

Version	Approved By	Approval Date	Date of Effect	Sections Modified
Original	Board	21 Jan 2020	22 Jan 2020	Change of Name; minor edits; general review

Stages of Behaviour

