Discipline Policy

Rationale

Positive and responsible student behaviour is essential to the smooth running of the school, to the achievement of optimal learning opportunities, and to the development of a supportive and cooperative school environment.

Students are required to abide by the school’s rules and to follow the direction of teachers and other people with authority delegated by the school.

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, the students may be subject to disciplinary action.

All staff are familiar with and will be expected to adhere to the school’s Discipline Policy which is placed on the staff section of the school intranet. New staff will also be introduced to the School Discipline Policy at the new staff induction day prior to the commencement of their teaching at PAL International School.

Returning staff are reminded of procedures relating to this policy at the regular staff meetings which are held throughout the school year. Staff will be asked to familiarise themselves with this policy by referring to the Staff intranet.

Aims

To build a school environment based on positive behaviour, mutual respect and cooperation.
To manage poor behaviour in a positive and professional manner.
To establish well understood and logical consequences for student behaviour.
To ensure that procedural fairness is maintained at all times when punishment regimes are employed which may result in suspension or expulsion from the school.

Implementation

PAL International School has developed, through a process of wide community consultation, a student code of conduct, which outlines amongst other things, agreed behavioural development and management strategies.

Our code of conduct will place significant emphasis on the development and recognition of positive behaviours. Peer mediation and peer counselling will be key strategies employed to guide and develop student behaviour.

The school will employ workshop facilitators to discuss and encourage positive behaviours both in the classroom and in the wider school community. As part of this process staff also will undertake professional development on student behaviour and discipline management. This will occur as the need arises as part of staff development programs.
Whole school rules will be negotiated by encouraging whole staff development in the areas of discipline in this school.

We will provide a wide range of positive extra-curricular activities for students including sporting, theatrical, leadership, community service and appropriate leisure pursuits to enhance the development of the whole child.

Positive student behavioural achievement will be appropriately recognised.

An up-to-date database of student behaviour will be maintained.

The school PD/H/PE curriculum will include units on resilience, peer pressure, positive choices, bullying, conflict resolution and leadership.

Students experiencing difficulty achieving positive behavioural outcomes will undertake individualised behaviour management programs delivered by the school counselling team.

Consequences for ongoing inappropriate behaviour may include counselling, loss of privileges or suspension.

Parents will be kept informed, through telephone calls, mail contact and parent teacher meetings, and actively encouraged to assist in the development of their children’s behavioural performance.

**Corporal Punishment**

- The school expressly prohibits corporal punishment; and

- 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.

**Discipline Methods**

Definitions:

**Imposition**

Involves student completing an academic task in a limited time period

**Class Detention**

Supervised by the teacher setting the detention for a period of time determined by the teacher.

**School Detention**

A lunchtime detention supervised by a member of the teaching staff.
Suspension in-school  The student will be withdrawn from class and will work on a supervised program at the school.

Suspension home  A student will be sent home and only readmitted to the school after discussions with the parents.

Suspension pending dismissal  The Headmaster may suspend a student home pending decision about their dismissal from the school.

Dismissal/Expulsion  A student is dismissed from the student body of the school and will not be readmitted.

Behaviour contract  A student signs a pledge in which they agree to meet a stated standard of behaviour in order to maintain their position in the school.

If a student is involved in a misdemeanour which will result in a punishment at the level of School Detention or greater parents will be advised by personal contact or by mail.

Detentions

Detentions may be issued by teaching staff for a breach of behaviour expectations as outlined in the Student Handbook. Detentions are to be issued with due regard for the age, maturity and specific circumstances of the student.

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

Detention forms must explain the reasons for the detention and outline exactly when the detention is to be served.

Tuesday After School Detentions

*Behaviour which is a breach of school expectations*

For example:

- fractional truancy - refer student to Deputy Headmaster
- repeated disruptive behaviour in classroom - refer student to Head of Department
- abusive behaviour in class or in the playground - refer student to Deputy Headmaster
- misbehaviour on public transport - refer student to Deputy Headmaster
- public behaviour which brings the school into disrepute - refer student to Deputy Headmaster
- failure to bring PE uniform 3 times in a row (after warnings issued)

Requests for Tuesday detentions should be referred through Heads of Department to Deputy Headmaster. The Deputy Headmaster must sign the Detention Notification before it is sent home.

Tuesday Detentions will operate as behaviour workshops. They will be conducted by the Deputy Headmaster. The Deputy Headmaster 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 fourth Tuesday Detention in a Semester may lead to a Friday Detention or directly to suspension.

**Friday After School 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 Friday Detentions should be directed to the Deputy Headmaster for consideration. If an issue is deemed sufficiently serious to warrant a Friday Detention the student must take his/her Detention Notification to the Headmaster for signing.

Friday Detentions will be conducted by the Deputy Headmaster. In all cases of Friday Detention, parents will be contacted by the Deputy Headmaster.

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

Tuesday detentions will be one hour in length and Friday detentions will be two hours in length.
Procedural Fairness in Matters Relating to Suspension, Expulsion and Exclusion

1. The Headmaster will delegate the investigation of discipline matters that could involve suspension, expulsion or exclusion. The delegated staff member will report their findings to the Headmaster for decision. The delegated staff member should be a member of the Executive Staff who has not been directly involved with the matter being investigated.

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

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. The Review Process. The Headmaster 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 written application for review to the Headmaster and submit any additional information they want to be considered during the review process. The Headmaster will then either confirm the preliminary decision as final or amend the preliminary decision based on the additional information provided.

Evaluation

This policy will be reviewed yearly at an annual teacher’s meeting.