

# INABURRA SCHOOL POLICY DOCUMENT

## DISCIPLINE POLICY K-12



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## 1. DESCRIPTION

Through effective behaviour management and disciplinary strategies, Inaburra School aims to maintain a safe and supportive environment for all students. The following School Values undergird our approach to behaviour management and discipline:

- We commit to love because Christ first loved us;
- We treasure each individual, recognising and respecting the image of God in every person; and,
- We cherish community, knowing that relationships are at the heart of living and learning.

This policy outlines the School's approach to discipline.

## 2. PERSONS AFFECTED

- All Inaburra students;
- All Inaburra staff; and,
- The Inaburra community: parents, family, friends, associates.

## 3. POLICY

The School aims to manage disciplinary matters quickly and effectively to ensure that a safe and supportive environment is maintained for all students.

### 3.1 Principles

Inaburra School is committed to procedural fairness in disciplinary matters.

Inaburra School affirms that:

- The primary goal of school discipline is restorative, assisting students to learn how to achieve their best in learning and to enable others to learn effectively;
- All staff are to have the best interests of students in mind when considering difficult issues to do with behaviour management and discipline;
- Disciplining an individual involves the positive aspects of training, instruction, and reward as well as the negative aspects of reproof, correction, and punishment;
- Disciplining is a process of enabling students to assume responsibility for their own behaviour;
- Communication and cooperation between the School and the home are essential elements in the discipline of students;
- The exercise of discipline entails a tension between justice and mercy and therefore there is always a need for the application of discretion; and,
- Procedural fairness helps to ensure justice and clarity of disciplinary processes.

### 3.2 Discipline

Students are required to abide by the School's rules and to comply with the directions 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 student may be subject to disciplinary action.

### 3.3 Procedural Fairness

Procedural fairness is a basic right of all when dealing with authorities. Procedural fairness refers to what is sometimes described as the 'hearing rule' and the 'right to an unbiased decision.'

The 'hearing rule' includes the right of the person against whom an allegation has been made to:

- Know the allegations related to a specific matter and any other information which will be taken into account in considering the matter;
- Know the process by which the matter will be considered;
- Respond to the allegations; and,
- Know how to seek a review of the decision made in response to the allegations.

The 'right to an unbiased decision' includes the right to:

- Impartiality in an investigation and decision making; and,
- An absence of bias by a decision-maker.

Procedural fairness also includes making available to students and parents or caregivers the policies and procedures under which disciplinary action is taken. The right to review or appeal depends on each case's circumstances.

### 3.4 Penalties

The penalties, consequences and sanctions imposed for inappropriate behaviour will vary according to the behaviour, prior record, and the age of the student. At the lower end of the scale, admonition or detention may be appropriate. At the upper end of the scale, the behaviour could result in suspension or expulsion.

As the behaviour becomes more serious and/or sustained and the consequences more substantial, senior staff members become more involved in the process and communication between the school and home becomes more extensive.

Where the allegation of serious inappropriate behaviour, 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. In relation to all matters to be investigated, students will be informed of the allegation and given a chance to respond to it.

### 3.5 Privacy

As a general rule, the disciplinary consequences experienced by individual students will not be discussed with other families, students or staff.

### 3.6 Students with Special Needs

Reasonable adjustments will be made with reference to discipline for students with special needs, where those needs impact on the disciplinary process. These adjustments will be identified and developed with the Learning Support Team and included in any individual education plans. Parents will be consulted and informed with reference to any such adjustments and plans.

### 3.7 Corporal Punishment

The School prohibits the use of corporal punishment in disciplining students and students cannot be restrained as a form of punishment.

Moreover, Inaburra School does not explicitly nor implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline.

### 3.8 Anti-Bullying/Harassment of Students Policy

Inaburra School is strongly opposed to bullying and harassment and seeks to provide a safe, supportive, and caring environment for all its students. The School's approach to bullying is more fully dealt with in the Anti-Bullying/Harassment of Students policy.

## 4. RESPONSIBILITIES

### 4.1 Principal

The Principal is the final arbitrator of disciplinary matters in the School. Appeals and reviews to do with discipline-related matters will terminate with the Principal, although ISL may request a review of policies and procedures in this area.

### 4.2 Heads of Senior School/Junior School

The Head of Senior School and the Head of Junior School are responsible for the oversight of disciplinary matters in their respective divisions of the School. This will entail support and guidance for staff, communicating with families and leading in the development of a safe and supportive environment for all students.

The Head of Senior School and the Head of Junior School can decide to suspend students.

## 5. DEFINITIONS

The School: Inaburra School (Junior and Senior).

ISL: Inaburra School Limited. The governing body of the School.

## 6. ADDITIONAL INFORMATION

Other policies, procedures, and documents of Inaburra School that may have relevance to the topic of discipline at Inaburra School include, but are not limited to:

- Discipline Procedure
- Safe and Supportive Environment Policy K-12;
- Anti-bullying/Harassment of Students Policy;

- Code of Conduct and other material in the Inaburra Student Diary;
- Appropriate Use of ICT Guidelines;
- Child Protection Policy;
- Inaburra Employee Handbook- Teaching Staff K-12

## 7. DOCUMENT CONTROL

### DOCUMENT INFORMATION

<i>Document Owner</i>	James Pietsch
<i>Policy last reviewed</i>	School Executive 13/09/2023
<i>Policy approved by</i>	Endorsed by ISL 13/09/2021
<i>Policy review cycle</i>	Biennial
<i>Date for next review</i>	13/09/2025

### CHANGE HISTORY

<i>Date</i>	<i>Change Number</i>	<i>Details and reason for the change</i>
14/10/05	1	Initial Draft Sample Document
23/11/05	2	First Policy Document
21/09/10	3	Amendments by G. Gordon for Accreditation purposes
6/10/10	4	Amendments by Dr P. Burgis
23/11/10	5	Restructured by A. Cook to reflect standard developed by G. Tree (ICL)
13/02/14	6	Significant revision led by T. Bowden
1/05/15	7	Minor edits – G Powell and T Bowden
15/6/15		Endorsed by ICL
28/01/17	8	Replacement of reference to Staff Professional Practice Manual with Staff Handbook
18/05/2019	9	Addition of disciplinary action during overseas trips. J Pietsch
12/08/2019	10	Principles of Procedural Fairness moved from definitions to become Principle 3.3 G Powell
05/07/2021	11	Major review and separation into a policy document and new procedures document: <i>Discipline Procedure</i> . G Powell
31/08/2023	12	Minor edits. K Low
5/07/2024	13	3.4 Ref to the School internal document removed. K Low