



WESLEY COLLEGE BOARD OF TRUSTEES

## **STUDENT DISCIPLINE PROCEDURE**

(Safe School Policy Guidelines 2 and 6)

### **INTRODUCTION**

The College will implement practices to effectively address the elimination of physical, verbal and emotional conflict and other negative influences.

In helping students realise their full potential schools are required to address barriers to learning and individual needs (NAG 1).

This requires schools to take all reasonable steps to ensure that parents and/or caregivers are told of matters which are putting their child at risk of not achieving, preventing or slowing their child's progress through school, or are harming their child's relationships with teachers or other students (s77 EA99). This implies that any behavioural matters that may lead to stand-down or suspension have previously been brought to the attention of parents.

This also requires schools to take all reasonable steps to ensure that all students get good advice and counselling (ss77 EA 99). This implies that behavioural matters that may lead to stand-down or suspension have previously been acted on in other ways by the school.

Ultimately a Principal has authority to suspend a student for serious or repeated infringement of school discipline.

Ultimately a Board has authority to exclude or expel a student for serious or repeated infringement of school discipline (s15 and 17 EA 99).

### **PROCEDURE**

1. The Principal and Board when discharging their responsibilities on matters of discipline will observe all legal requirements.
2. The Board will establish a Discipline Committee to deal with any student disciplinary matter referred to the Board or the suspension of any student. That Committee will have the power to make decisions in respect of such matters on behalf of the Board.
3. The school's expectations of students with regard to conduct is that they will show respect for others, the rights of others, the property of others, the property of the school and the rules of the school. The school will constantly reinforce this expectation of conduct.
4. Instances of low level misbehaviour will be dealt with by teachers using the school's classroom student management strategies.

5. Detention is authorised as a behaviour management strategy. Where used it will be for no more than 20 minutes during the lunch break, or no more than one hour after school on weekdays, or no more than two hours during the weekend and upon 24 hours notice being given to the student's parents / caregivers.
6. Continued low level misbehaviour will be noted and documented by teaching staff, informing the student's Form Teacher, who will in turn, if considered appropriate, engage the school's pastoral care team for appropriate action and or intervention. The student's form teacher will also advise the student's House Dean and / or the Student Management Co-ordinator [SMC] of any such referrals. The Dean and SMC may choose an intervention to assist with behavioural alignment.
7. This intervention may be to request, where appropriate, that an adult fluent in the student's home language speak with the student to determine why misbehaviour is occurring and, where appropriate, to contact the student's parent(s)/caregiver(s) to advise them of a developing concern and to seek support for the student and the school from those contacted.
8. Such actions and/or interventions taken in 6 and 7 are to be documented.
9. The focus of members of the pastoral care team (Form Teachers, Deans, the Guidance Counsellor and the Chaplaincy Team) in relation to matters of discipline will be on identifying the causes of a student's ongoing misbehaviour and providing appropriate support, guidance and / or counselling to address it.
10. Stand down or suspension will be used when it is considered that a student has not responded to previous interventions. The expectation is that prior communication with the parents has taken place, prior counselling and guidance has been given to the student and behaviour management strategies have been implemented.
11. Stand down will be used first before resort is made to suspension, unless a student has been stood down previously and has not responded to that approach and that a suspension is not mandatory given previous stand down days in any one term / year [s14(2) Education Act 1989].
12. In cases considered to be most serious, suspension may be used as an immediate response.
13. In the case of suspension, in addition to the documents the parents are required to be given at least 48 hours before the Board suspension meeting, the parents will also be given a copy of the School's policy and procedure on student discipline and the Board's procedure for the conduct of suspension meetings.

The Board of Trustees adopted this procedure at the May 2008 meeting.  
This procedure will be reviewed on / before the May meeting 2011.

Signed: N.L. Johnston  
Chairperson

Date: 13 June 2008