



# Operational Policy: **Student Discipline**

**(Web version)**

Cricos Provider Number: 02280D

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## 1. Introduction

PLC is committed to providing a safe and supportive environment for all students and staff. The processes to be followed in settling any concerns are based on the ideals of respect for all and procedural fairness.

Parents, students and staff have a right to raise concerns regarding discipline matters and have them addressed in a timely manner by an appropriate member of staff.

Issues will be handled objectively and with sensitivity.

This policy has been developed with reference to the College's **Complaints Handling Policy and Procedures**, the Australian Standards **AS 4608-2004 Dispute Management Systems**, and **AS 4269-1995 Complaints Handling** and relevant legislation.

## 2. Outcomes

The desired outcomes of this discipline policy are:

- to have a clear process for dealing with discipline matters
- to have all students, staff and parents informed of and understand the processes to be followed
- to implement any necessary changes designed to bring about better educational, pastoral or administrative practices that lead to a clear understanding of the policy

## 3. Policy Assessment

This policy and its procedures will be assessed at regular review to determine its effectiveness. This will be determined in part by a reduction in the number and type of discipline issues and an expressed satisfaction with the processes involved.

## 4. The Policy

### 4.1 General

- 4.1.1 The College requires all students to abide by the high standards outlined in the document known as '**Respect for Others**' reproduced in the student Handbook and displayed in all classrooms of the College – **Appendix 1**.
- 4.1.2 The College requires all students to comply with the **College Standards** regarding **Conduct, Appearance and Attitude to Study** reproduced in the student Handbook.
- 4.1.3 Students are required to follow the directions of teachers, senior staff and other people with authority delegated by the Executive Principal.
- 4.1.4 PLC Sydney is committed to settling student discipline matters of any nature in a timely manner, using procedural fairness<sup>1</sup> and respect for all. Students will have the opportunity to describe and explain their behaviour before any disciplinary actions are determined.
- 4.1.4 In discipline matters students are addressed with due regard for the age, maturity and specific circumstances of the student.
- 4.1.6 Corporal punishment is prohibited in the discipline of students at PLC Sydney and is actively discouraged in discussions concerning parental behaviour should the need arise to do so.

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<sup>1</sup> Procedural fairness is a way of proceeding that is fair to persons who might suffer a detriment as a result of a decision. Procedural fairness is generally recognised as having two elements, the right to be heard and the right to an impartial decision. See **Section 4.4** for more detail.

## 4.2 Student Rights and Responsibilities

Flowing from the **Aims of the College** and the **Respect for Others** document as reproduced in the student Handbook, students have the following rights and responsibilities:

<b>Rights</b>	<b>Responsibilities</b>
To be treated with respect	To treat everyone with respect and to discourage others from acting disrespectfully
To work and learn in a positive environment	To be punctual to class To follow all directions of the teacher, to focus on studies while in the classroom and not cause disruption to others To treat the College environment with respect and to not litter or deface the environment
To feel safe and secure	To not bring weapons, drugs, cigarettes or alcohol on to the College premises or to school events; to not consume or use these items on College premises or events
To be treated fairly	To treat others fairly
To be free from harassment and bullying	To refrain from harassing, intimidating or bullying others
To have one's property respected	To not damage, destroy, steal or interfere with the property of others or of PLC Sydney
To have one's privacy respected	To respect the privacy of others; to not disclose personal information about others; to not gossip or make false claims about others
To seek help and appropriate support	To inform responsible and appropriate others when one needs assistance with any matters

## 4.3 Staff Procedures

### 4.3.1 Junior School

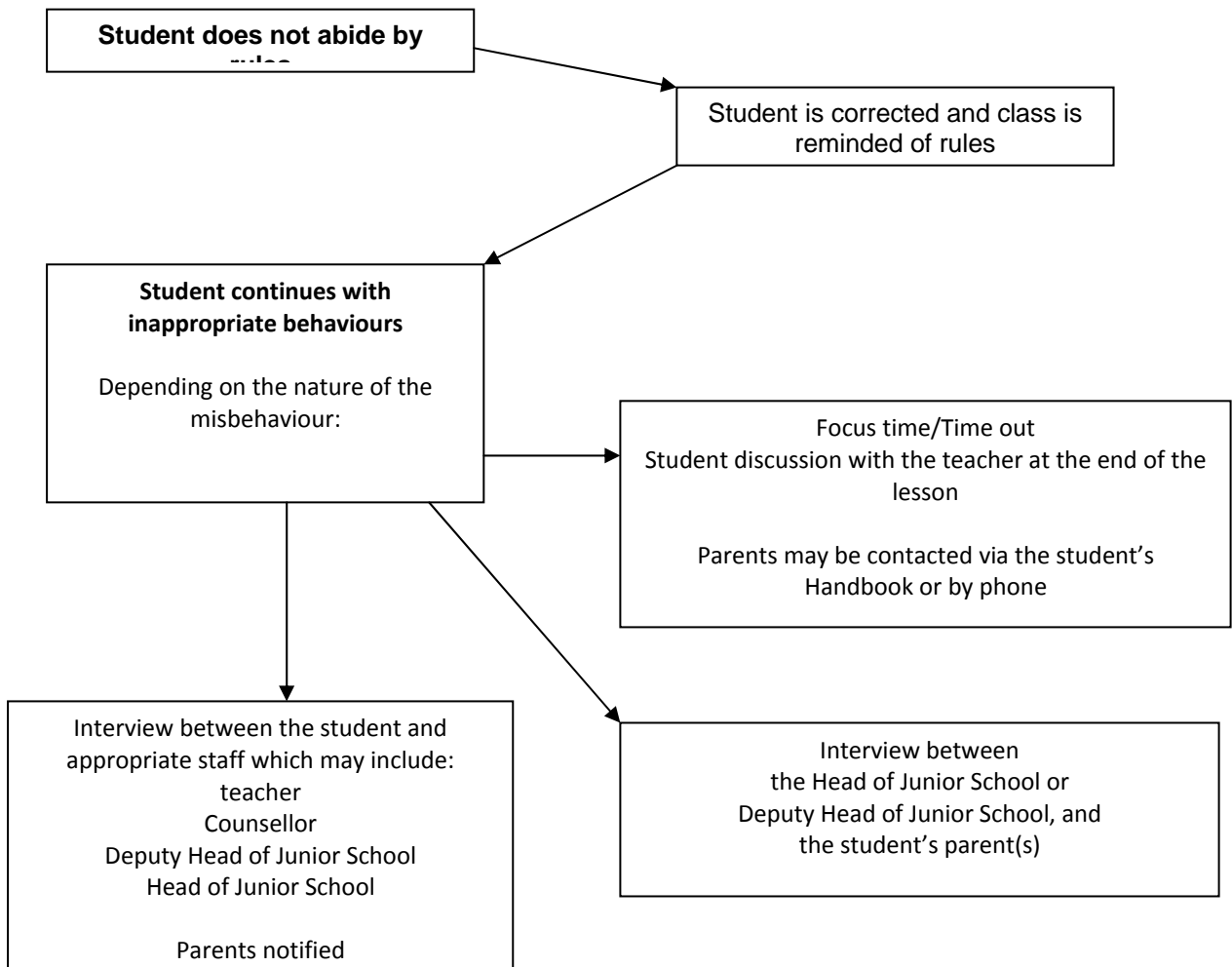
Each class develops their own **classroom rules** with guidance from the classroom teacher. These rules are displayed in the classroom.

**Playground behaviour rules** are reproduced in the *Junior School Staff Handbook* and the *Handbook for Junior School Parents*, and are relayed to the students by the staff.

All students are expected to abide by the **College Standards** published in the student Handbook.

Note that specialist teachers working in the Junior School will report misbehaviours to the student's classroom teacher.

The consequences for not following any of the class, playground or College rules will be dealt with using the following procedures:



### 4.3.2. Senior School

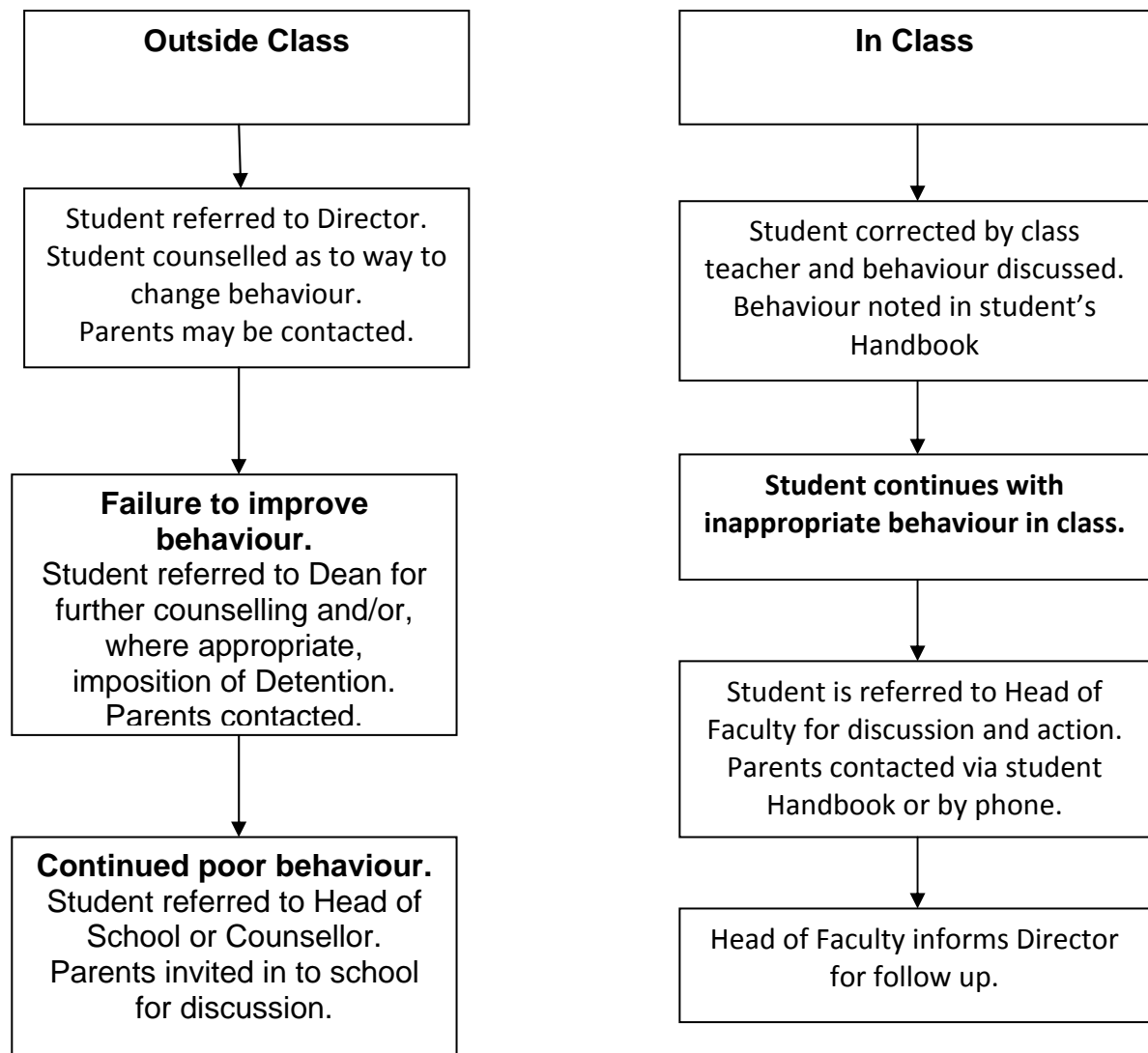
All students are expected to abide by the **College Standards** published in the student Handbook.

The student Handbook is an important reference point for students, staff and parents as it records and monitors student activity throughout the school day and acts as a means of communication between the home and the school.

Note that specialist teachers working in the Senior School will report inappropriate student behaviour to the student's Year Director.

The consequences for a breach of College Standards and expectations will be dealt with using the following procedures:

#### STUDENT DISPLAYS INAPPROPRIATE BEHAVIOUR



### 4.3.3 Detentions

Detentions may be issued by teaching staff for a breach of College Standards 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 College. Detentions are also designed to provide a clear indicator from the College 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.

#### a. **Tuesday Detentions** - see **Appendix 2**

##### **Behaviour which is a breach of school expectations**

For example:

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

Requests for Tuesday detentions should be referred through Directors to Deans. The Dean must sign the Detention Notification before it is sent home.

Tuesday Detentions will operate as behaviour workshops. They will be conducted by the Deans in rotation. Deans 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.



**b. Friday Detentions - see Appendix 3**

**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 Dean for consideration. If an issue is deemed sufficiently serious to warrant a Friday Detention the student must take her Detention Notification to the Principal for signing.

Friday Detentions will be conducted by the Head of Senior School. In all cases of Friday Detention, parents will be contacted by the Dean.

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

## 4.4 Procedural Fairness in Matters Relating to Suspension, Expulsion and Exclusion<sup>2</sup>

- 4.4.1 The Executive Principal will delegate the investigation of discipline matters that could involve suspension, expulsion or exclusion. The delegated staff member will report their findings to the Executive Principal for his decision. The delegated staff member should be a member of the Executive Staff who has not been directly involved with the matter being investigated.
- 4.4.2 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
- 4.4.3 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
- 4.4.4 The Review Process. The Executive Principal 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 Executive Principal and submit any additional information they want to be considered during the review process. The Executive Principal will then either confirm the preliminary decision as final or amend the preliminary decision based on the additional information provided.

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<sup>2</sup> Suspension occurs when a student is prohibited from attending the school for a limited number of days.  
Expulsion occurs when a student is prohibited from attending the school.  
Exclusion occurs when a student is expelled and prohibited from attending related schools.

## **5. Confidentiality**

Confidentiality and privacy require that all parties must ensure that information is restricted to those who genuinely need to know. Furthermore, those people should only be told as much as they need to know and no more. For example, some people may need to know of the issue so they can provide advice or information, but not the identities of the persons involved.

## 6. Appendices

### 9.1 Respect for Others

#### **Respect for Others**

The Bible encourages all of us to treat others in the same way that we would like them to treat us.

When this is our attitude, we help to create a community where everyone can enjoy safety, security, cooperative learning and freedom from all forms of harassment.

This is the kind of community we foster at PLC, and each person has an important part to play in maintaining it.


All members of the College community are expected to relate to one another in ways that will ensure that every person is able to:

- be respected and valued as an individual
- feel safe and secure
- be free to work and learn in a positive environment
- be treated fairly
- be free from bullying
- have his/her privacy and property respected
- feel free to seek and accept appropriate help and support when it is needed.

The College considers that behaviour which does not demonstrate respect for these basic needs and freedoms of others is unacceptable.

## 9.2 Tuesday Detention Notification Form

**Note:** the letter component of this form is common to both Tuesday and Friday Detentions.



Dear Parents/Guardians,

The general community has certain expectations regarding 'good discipline' in any school student:

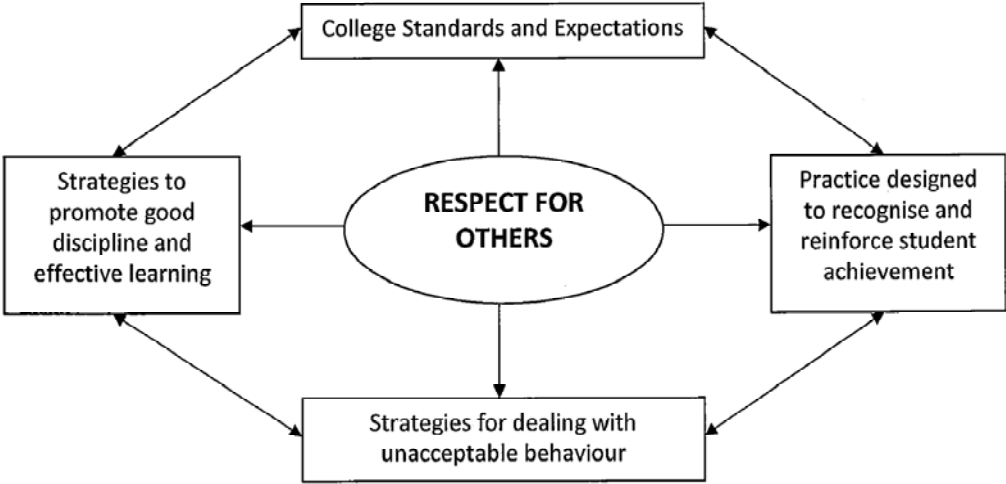
- courtesy to other students, to teachers, and to community members
- due respect for teachers
- peaceful resolution of conflict
- adherence to the standard of dress determined by the specific school community
- compliance with all the school's rules ('Standards and Expectations') and discipline protocols
- no violence, discrimination, harassment, bullying or intimidation
- no weapons
- no illegal drugs, alcohol or tobacco

PLC Sydney is not by itself responsible for, or equipped to develop, socially acceptable behaviour in students. This responsibility is a shared responsibility of parents and students in partnership with teachers.

Subsequently, parents are expected to support the College in the implementation of behaviour management strategies. These strategies will be designed to encourage students to develop and internalise a sense of personal responsibility and self-discipline that is evidenced in their attitude and behaviour to all with whom they come in contact.

The information on **Helping Students to Develop Self- Discipline** in your daughter's Handbook is designed as one aspect both of the pastoral care of students and part of the College's duty of care for students.

As such, it is deliberately a blend of five closely interwoven strands.



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graph TD
    A[College Standards and Expectations] <--> B[Strategies to promote good discipline and effective learning]
    A <--> C[Practice designed to recognise and reinforce student achievement]
    B <--> D[Strategies for dealing with unacceptable behaviour]
    C <--> D
    E((RESPECT FOR OTHERS)) <--> A
    E <--> B
    E <--> C
    E <--> D
    
```

## TUESDAY DETENTION NOTIFICATION FORM

Your daughter/charge: \_\_\_\_\_ of Tutor Group: \_\_\_\_\_

has been given a Tuesday Detention for the following unacceptable behaviour which is a breach of College Standards:

\_\_\_\_\_

\_\_\_\_\_

and will be detained on Tuesday \_\_\_\_\_ for a period of one hour.

PLC Sydney seeks to affirm within all students the development of thoughtful cooperation and the pursuit of excellence in all aspects of College life and in the manner in which students interact as representatives of the College within the community.

These expectations are expressed in writing in:

- **The College Aims,**
- **College Standards and Expectations,** and the
- **Respect for Others Document,** each printed in the Student Handbook.

The Tuesday Detention is a firm reminder that an aspect of your daughter's attitude, behaviour, or presentation does not affirm the expectations upheld by the College.

Three such detentions in a Semester would clearly indicate that a student has not chosen to modify her behaviour appropriately, and may on the fourth occasion lead to a Friday Detention, or even directly to suspension.

\_\_\_\_\_  
(Signature Dean of Students)

### IMPORTANT

To verify you have received notification that your daughter will be detained at the College on the above date, please sign below:

\_\_\_\_\_  
(Parent/Guardian signature verifying receipt of Notification)

Your daughter must:

- **return this Notification tomorrow, signed by parent/guardian, to the Senior School Absentee Clerk**
- **report promptly** to the Senior Staff Common Room foyer on the day of the detention, where she will meet with the specific staff member allocated to supervision of Detention on that date

[SW:PR1428;-2009-02]

### 9.3 Friday Detention Notification Form

#### FRIDAY DETENTION NOTIFICATION FORM

Your daughter/charge: \_\_\_\_\_ of Tutor Group: \_\_\_\_\_

has been given a Friday Detention for the following unacceptable behaviour which is a serious breach of College Standards:

\_\_\_\_\_  
\_\_\_\_\_

and will be detained on Friday \_\_\_\_\_ for a period of one hour.

PLC Sydney seeks to affirm within all students the development of thoughtful cooperation and the pursuit of excellence in all aspects of College life and in the manner in which students interact as representatives of the College within the community.

These expectations are expressed in writing in:

- **The College Aims,**
- **College Standards and Expectations,** and the
- **Respect for Others Document,** each printed in the Student Handbook.

School Detentions are designed to provide a clear indicator from the College that the student has not met her responsibilities and has engaged in behaviours or exhibited attitudes that need immediate, serious and permanent redirection on her part.

Any student who continues to conduct herself in a manner that leads to a second Friday Detention in any year should be aware that this may lead to suspension from the College.

\_\_\_\_\_  
(Signature Dean of Students)

#### IMPORTANT

To verify you have received notification that your daughter will be detained at the College on the above date, please sign below:

\_\_\_\_\_  
(Parent/Guardian signature verifying receipt of Notification)

Your daughter must:

- take this **signed** Notification Form **to the Principal** the next school day for him to sign
- **return this completed Notification to the Senior School Absentee Clerk**
- **report promptly** to the Senior Staff Common Room foyer on the day of the detention, where she will meet with the specific staff member allocated to supervision of Detention on that date

\_\_\_\_\_  
**Executive Principal: Dr William McKeith AM**

[SW:PR1429;-2009-02]