



Kildare Catholic College

Discipline Procedures.

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Policy Description

This document describes the purpose and procedures behind suspension and expulsion at Kildare Catholic College.

Document Location

Discipline

1 Rationale

Controls which schools impose on student behaviour have two purposes. They allow the school to function effectively and they assist students to develop self-discipline from which it is hoped they will benefit when they leave the school situation.

Catholic Education Diocese of Wagga Wagga are committed to *'providing a safe, secure and stimulating environment conducive to learning.'* This is characterised by fairness, mutual trust, respect and reconciliation.

A safe and supportive environment is developed when all members of the College community promote open communication, tolerance and positive relationships and embrace responsive, just and transparent processes. This is in line with CEDWW Vision and Mission statement of *'ensuring fairness and justice within appropriate discipline structures.'*

2 Definitions

2.1 **Behaviour which is not acceptable** at Kildare Catholic College includes, but is not limited to behaviour which:

- constitutes refusal to participate in the education program;
- constitutes disobedience of instructions which regulate the conduct of students;



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- is likely to impede significantly the learning of the other students at Kildare;
- is likely to be detrimental to the health, safety or welfare of the staff or other students of Kildare;
- is illegal;
- causes or is likely to cause damage; or
- is likely to bring the College into disrepute.

2.2 **Detention** is any relatively short period when a student is detained at school, or in a particular class, in student's "non-class" time (recess, lunchtime, recreation time, after school); or excluded from normal classes, or from a particular class, pending negotiated conditions for re-entry (time-out at the Referral Room).

2.3 **Suspension** is the temporary, full-time or part-time withdrawal of a student's right to attend school for a period of two weeks or less, on the authority of the Principal. This includes in-school and out-of-school suspension.

2.4 **Exclusion** is the temporary full-time or part-time withdrawal of a student's right to attend school for a period of greater than two weeks.

2.5 **Expulsion** is the permanent removal of a student from the College.

3 Implementation

3.1 Where the Principal becomes aware of persistent breaches of Kildare's behaviour code by a student to the extent that the reputation of the College or the welfare of staff or other students is jeopardised, it is appropriate for the College to intervene with a disciplinary measure commensurate with the offence.

3.2 The Principal has the authority to recommend to the Director of Schools exclusion or expulsion of a student. Suspensions, when utilised are to be notified to the appropriate CEDWW personnel. As well as sanctions, illegal behaviour will be reported to the police.

3.3 Decisions regarding suspension, exclusion and expulsion are upheld if the CEDWW procedures are followed.



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3.4 Communication to the student's parents or carer should:

- state the facts and details of the suspension/exclusion, including the dates;
- indicate the process that is being followed and the review processes that are available;
- outline the responsibility of parents for students who are under suspension/exclusion; and
- request a parental conference at the College. A parental conference is a normal part of the procedure for suspension/exclusion and re-admission, or expulsion and that it is expected that parents will attend.

3.5 In addition to the use of these sanctions, staff need to consider their overall curriculum offering and their approach to students. Each of these sanctions cause a discontinuity in a student's education. They can exacerbate a cycle of academic failure, followed by unacceptable behaviour as a reaction to the failure. The Principal also should be aware of the logistical, social and financial hardship that any of these sanctions can cause to some families.

3.6 If a student is of post-compulsory school age and living away from home and without the care of a parent/carer, interviews should take place between the Principal or his/her delegate and the student. The student should be expected to accept responsibility for his or her behaviour and its consequences. The Principal should be mindful of the vulnerability and possible educational disadvantage resulting from some sanctions.

4 Prohibition of Corporal Punishment

4.1 It is our policy that:

- We prohibit corporal punishment.
- We do not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the college.

4.2 The use of any corporal punishment by a staff member is strictly prohibited. Any staff member who breaches this rule will be subject to disciplinary proceedings which may include dismissal.



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5 Procedural Fairness

5.1 Students have a right to procedural fairness in dealings that involve their interests. This includes disciplinary decisions. The principles of procedural fairness include the right of students to:

- Know what the rules are and what behaviour is expected of them.
- Have decisions determined by a reasonable and unbiased person.
- Be informed of, and have an opportunity to respond to, any allegations against them.
- Be heard before a decision is made.
- Have a decision reviewed (but not to delay an immediate punishment).

5.2 Kildare Catholic College is committed to ensuring procedural fairness when disciplining a student.

6 Confidential Information

6.1 As a school employee you must only use official information for the work-related purpose it was intended.

6.2 Unless authorised to do so by legislation, you must not disclose or use any confidential information without appropriate approval.

6.3 You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

6.4 You should always exercise caution and sound judgement in discussing other people's personal information with other school employees.

6.5 Former school employees must not be given access to confidential information.

7 Detention

7.1 Detention is intended to:

- provide an immediate consequence for inappropriate, irresponsible behaviour;



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- reinforce the position that participation in class depends upon behaving appropriately; and
- provide an opportunity for a student to work out a solution to his or her behavioural problem without monopolising lesson time or interfering with others.

7.2 The student should be readily observable and supervised, with appropriate work to complete.

8 Suspension/Exclusion

8.1 The purpose of suspension or exclusion is to:

- signal that the student's behaviour is not acceptable and cannot be managed within the College community without further consultation with parents/carers and drawing on CEDWW resources;
- allow an extended 'time-out' period for the student, as well as time for the College to muster resources and set in motion a plan for rehabilitation;
- establish a negotiated process for the student's re-entry to the College, based on the student's achieving some explicit goals related to improved behaviour;
- ensure that the student's parents are aware of the seriousness of the student's unacceptable behaviour and are involved in the process of negotiation for re-entry; and
- protect the right of teachers and staff to work in a safe and professional environment and the right of other students to learn without being unduly disrupted or put at risk.

8.2 Suspension/exclusion allows students time to:

- reflect on his/her behaviour;
- acknowledge and accept responsibility for the behaviours, which led to the suspension; and
- accept responsibility for changing their behaviour to meet the College's expectations in the future.

8.3 It also allows time for staff to plan appropriate structured support for the student to assist with successful re-entry. Both parties for re-entry need to make commitments.



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It is most effective when parent(s)/carer(s) accept and act upon their responsibility to take an active role, in partnership with the College, to modify the inappropriate behaviour of the student. Staff of Kildare and/or the Catholic Education Diocese of Wagga Wagga (CEDWW) will work with parent(s)/carer(s) with the aim of assisting a suspended/excluded student to rejoin the appropriate learning program as quickly as possible.

- 8.5 It is recommended that appropriate work be provided for the student.
- 8.6 Parents/carers have responsibility for their children while they are under suspension/exclusion. Parents need to know that their child may not attend school and that they have a responsibility to provide appropriate supervision.
- 8.7 Suspension/exclusion for students with disabilities is to be cautioned and other strategies are to be explored where appropriate.

9 Expulsion

- 9.1 The Principal exercises the authority to expel a student. This is done in conjunction with their responsibilities to the whole College community and to the principles of procedural fairness. (See [CEDWW Suspension, Expulsion and Exclusion Procedures](#).)
- 9.2 This Policy applies to the behaviour of students at Kildare, on the way to and from school and while away from the College site on school-endorsed activities.

10 Evaluation

The Principal, with the assistance of the College Executive and Pastoral team will evaluate this policy bi-annually.