



# ORANGE ANGLICAN GRAMMAR SCHOOL

## DISCIPLINE POLICY

The NSW Registration Manual (3.7.1 and 3.7.2) requires that a registered nongovernment school must have policies relating to discipline of students attending the school that are based on principles of procedural fairness and do not permit corporal punishment of students.

### **Rationale**

Orange Anglican Grammar School is committed to ensuring that all disciplinary action involving students is done so in a manner that is based on procedural fairness.

The School aims to provide a safe, nurturing teaching and learning environment in which the relationships between all members of the School community are based on mutual respect.

Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They also have the right to be treated fairly and with dignity.

Discipline is necessary to ensure the safety and welfare of all our students, teachers and staff and to provide a conducive learning environment.

This Student Discipline Policy sets the framework through which Orange Anglican Grammar School manages student discipline.

### **Strategies to Promote Good Discipline**

Orange Anglican Grammar School seeks to develop a culture of positive discipline by setting clear expectations of students and encouraging positive behaviour.

Strategies for developing this culture include:

- clearly setting behaviour expectations;
- establishing specific teaching and learning programs;
- communicating expectations with the wider school community;
- acknowledging positive behaviours in a range of ways from informal verbal acknowledgment through to structured merit awards; and
- maintaining records with respect to student behaviour



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### **Prohibition of Corporal Punishment**

Orange Anglican Grammar School expressly forbids the use of corporal punishment in dealing with students.

Orange Anglican Grammar School does not condone parents/carers to use corporal punishment to punish their children for offences that occurred at the School.

### **Procedural Fairness**

When the behaviour is of such a nature that it may result in suspension or expulsion, Orange Anglican Grammar School will ensure that the 'hearing rule' is applied to the student/s involved.

Serious sanctions must only be applied following a process of procedural fairness. The essential elements of procedural fairness should be:

- know what the rules are, and what behaviour is expected of students;
- have decisions determined by a reasonable and unbiased person. Any bias or perceived bias should be removed from the process;
- know the allegations that have been made, and to respond to them. The use of Student Response Sheets in time-out is an example of how we allow students to provide their explanation of what happened;
- be heard before a decision is made;
- to have a decision reviewed (but not so as to delay an immediate punishment);  
and
- fair punishment in accordance to the inappropriate behaviour.

Orange Anglican Grammar School is committed to ensuring procedural fairness when disciplining a student.

### **Behavioural Expectations of Students**

At Orange Anglican Grammar School expectations about the way in which we want students to behave.

These include but are not limited to:

- Respecting and obeying school rules
- Respecting the rights, differences and property of others, and
- Learning and playing in an environment that is free from violence, discrimination and bullying.



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Other examples of written rules that students are expected to follow are dealt with in:

- Student Code of Conduct
- Code of Behaviour
- School Rules
- Anti-Bullying Policy
- Drugs – Illicit (Student use Of)
- Uniform Policy

### Definitions

**“Suspension”** refers to the temporary removal of a student from all the classes that the student would normally attend at the School for a period of time.

**“Expulsion”** refers to the permanent removal of a student from the School.

**“Exclusion”** refers to the act of preventing a student’s admission to a number of schools.

### Consequences

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 member or other students, the student may be subject to disciplinary action.

The disciplinary procedures undertaken by the School will vary according to the seriousness of the alleged offence. When advised of serious allegations the student and parents will be informed of the procedural steps to be followed. Students will also be informed of the nature of the allegation, and will be given an opportunity to respond.

There are a range of consequences that students will face if they breach school rules, or are disobedient. These include:

- warnings or reprimands (verbal and written);
- time outs;
- clean up duties;
- cancellation of privileges;
- withdrawal from school activities;
- lunch time detentions;
- after school detentions;



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- Saturday detentions;
- suspension;
- expulsion; and
- exclusion.

A decision to suspend or expel a student may only be made by the Deputy Headmaster or Headmaster.

### **Reviewing the Disciplinary Decision**

The Headmaster will reach a preliminary decision in relation to the allegation and any penalty to be imposed and advise the student (and parents) of the view. The student (and parents) are advised that if they wish this preliminary decision to be reviewed they may make application for a review to the Headmaster and submit any 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 additional information provided.

Any decision that imposes expulsion will be made in consultation with the Chairman of the School Council.

### **Procedures for Suspension, Expulsion and Exclusion**

Orange Anglican Grammar School has developed specific procedures that must be followed when considering the suspension or expulsion of a student. Refer to Suspension and Expulsion Procedures.

### **Individual Behaviour Management Plan**

Where the level of misbehaviour is in breach of the school's Code of Conduct, individual behaviour management plans may be made.

Plans will be negotiated between School staff, students and parents/guardians, and will consider the student's:

- age;
- developmental needs; and
- behavioural context.



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Desired behaviour/goals of the student will be clearly described. The plan will outline changes required to the learning environment to support the student to modify their behaviour.

The school will refer the student to other support available and review, assess, change and modify the plan as needed.

### **Implementation**

All teachers are involved in the day to day disciplinary matter, with those of a more serious nature referred to the Head of Primary Welfare or Head of Secondary Welfare, and/or the Deputy Headmaster. The School's philosophy is to promote positive behaviour.

This policy is implemented by:

- Staff training and professional development opportunities in behaviour management;
- Communicating this policy to the school community;
- Monitoring the effectiveness of the policy; and
- Reviewing and evaluating the policy annually.

### **Access to the Policy**

Parents/caregivers, as partners in the education process, will be provided with access to the School's Discipline Policy through handouts at Information Sessions, as attachments to the School Newsletter and via the School's website.

A copy of the Code of Behaviour will be displayed in all classrooms.

Students are able to access a copy of the discipline policy on the School's website.

Teachers will ensure that all students are aware of the expectations and that regular discussion to clarify understanding occur throughout each year, in each year group.

### **Code of Behaviour**

At all times I will speak and behave towards others in a courteous, considerate and respectful manner.

#### **1. Within the School I will:**

- Behave sensibly
- Accept responsibility
- Seek opportunities to be kind and helpful to others



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- Care for the school environment

### 2. Within the classroom I will:

- Be positive
- Learn enthusiastically
- Complete every task to the best of my ability
- Work co-operatively
- Bring equipment

### 3. When traveling to and from school I will:

- Be considerate of others
- Obey all rules set by the bus company
- Wear the school Uniform with pride

### Rights and Responsibilities

At Orange Anglican Grammar School we are committed to providing learning opportunities that will enable students to develop self-respect, social responsibility and accountability for their own attitudes, actions and decisions. Complementing the Code of Behaviour are the rights and responsibilities of all members of our school community. At Orange Anglican Grammar School it is the right and responsibility of all members of the School community to:-

Rights	Responsibilities
1. Be treated with understanding.	1. Treat others with kindness and understanding.
2. Be treated with respect and politeness.	2. (a) Treat others with respect and kindness. (b) Respect individual differences.
3. (a) Be safe (b) To feel safe	3. Ensure my actions do not cause harm or injury to others.
4. Expect my property to be safe and respected.	4. (a) Have the responsibility to not take or interfere with the property of others. (b) Be responsible for my own possessions.
5. Obtain maximum benefit from all lessons and classes.	5. Work co-operatively within the classroom.
6. Be proud of my school	6. Represent the School with pride in my actions.
7. Develop self-esteem, self-respect and self-discipline.	7. Respect the individuality of the staff, parents and other students.



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8. Be aware of school rules and guidelines as well as responsibilities and the consequences of unacceptable behaviour.	8. (a) Accept consequences in a respectful and mature way. (b) Accept that consequences may result in the limitation of my rights.
9. To be regarded and treated with respect within their area of expertise	9. Relate and work in a manner which builds and shows respect for others.