



STUDENT DISCIPLINE POLICY

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Policy author	Abigail Sawyer (Head of School)
Approved by	Linuwel School Board of Directors
Consultation	Linuwel School College of Teachers Association of Independent Schools NSW (AISNSW)
Relevant legislation	<i>Education Act 1990</i>

Linuwel Steiner School provides a safe and supportive environment for students and staff, who are all to be treated fairly and with respect. Every student has the right to a learning environment free from bullying and intimidation, and to feel safe and supported while at school. Student rights and responsibilities are laid out in the [Linuwel Student Code of Conduct](#), with which all students are expected to comply.

Behaviour guidance at Linuwel School is positive and supportive. The focus is on age-appropriate guidance and restorative practices. Good behaviour is explicitly taught through the school's curriculum and social-emotional learning programs. We are a restorative school, and all staff are expected to use restorative process as a starting point for resolving issues.

In the event a restorative process is unsuitable, if outcomes from a restorative conference cannot be agreed, or if agreed outcomes have not been adhered to, and/or if collaboration, individual plans, adjustments, and adjustment reviews have been occurring and a student's behaviours are still unacceptable, then a formal disciplinary process will be conducted.

The formal disciplinary process may also be initiated immediately following a serious incident.

Disciplinary processes are implemented in line with this policy, which outlines procedures to be followed by the School.

Policy context

The NSW Registration Manual (Sections 3.7.1 and 3.7.7) requires schools to have a policy relating to the discipline of students that is based on principles of procedural fairness and that does not permit corporal punishment of students.

This Student Discipline Policy is based on the principles of **procedural fairness**, to which all students are entitled when involved in the management of behaviour or conduct. Procedural fairness refers to the following two core principles:

The **hearing rule**, which defines the right of a person against whom an allegation has been made to:

- a) Know the allegations related to a specific matter and any other information that will be taken into account when the matter is considered
- b) Know the process by which the matter will be considered
- c) Respond to the allegations
- d) Know how to seek a review of the decision made in response to the allegations

The **right to an unbiased decision**, which refers to the right to impartiality during an investigation and during decision-making, as well as an absence of bias by a decision-maker.

Definitions

Suspension	Suspension means the temporary removal of a student from normal classes.
Expulsion	Expulsion is the permanent removal of a student from the school. At Linuwel, expulsion is also referred to as cancellation of enrolment.
Exclusion	Exclusion is preventing a student's admission at another school, where an exclusion policy or agreement exists between the schools.

Expectations for students

Students are required to comply with the School's rules as laid out in the Student Code of Conduct and to follow the directions of teachers and other person with authority as delegated by the School. The daily management of behaviour is the responsibility of teachers and other education staff.

Use of corporal punishment

Linuwel Steiner School prohibits the use of corporal punishment when disciplining students attending the School. The School does not explicitly or implicitly sanction the administering of corporal punishment by employees or any other member of the school community, including parents/guardians, to enforce discipline at the school.

Linuwel Steiner School does not practise exclusion, in that it does not prevent students from attending other schools in the process of enacting this policy.

PROCEDURES: DISCIPLINARY ACTIONS

1. Disciplinary actions

1.1 Where a student's behaviour does not align with the School's expectations, the student may be subject to a disciplinary action as determined by the Head of School or Head of School's delegate.

1.2. Disciplinary action may be initiated if a student disregards rules, disobeys instructions or otherwise engages in conduct that causes harm or risk of harm, or that negatively impacts the learning, safety and/or wellbeing of other students or staff.

1.3 Serious student conduct that may lead to suspension or cancellation of enrolment includes, but is not limited to:

- a) Violence, threats of violence or extreme aggression towards another student, staff member or member of the community while on school premises or at a school event.
- b) Possession of a weapon of any kind.
- c) Arson, vandalism or other significant damage to school property.
- d) Consumption, sale or distribution of illegal or non-prescription drugs, alcohol or other prohibited substances.
- e) Smoking, vaping or consumption of alcohol on school grounds or at a school event.
- f) Viewing or distributing offensive or sexually explicit material (pornography) while at school, at a school event, or within online communities of which other Linuwel students are members.
- g) Bullying, including harassment, violence, aggression, or cyberbullying.
- h) Sexual harassment, homophobic or misogynistic abuse.
- i) Persistent, serious disruption of lessons, including repeated and intentional disregard of teacher/staff direction.
- j) Causing reputational damage to the school, including through digital communication with potential to bring the school into disrepute.
- k) Committing a criminal offence, or inciting others to commit a criminal offence.

1.5 In line with the School's mandatory reporting obligations, the Police will be notified of any student misconduct that may constitute a criminal offence.

1.6 Disciplinary actions taken by the School will student misconduct will be fair, measured and reasonable. Disciplinary actions will vary depending on the seriousness of student misconduct and may include:

- time-out from class.
- acts of service (eg washing up, cleaning, or repairing damage done).
- withdrawal from School activities (such as camps or excursions).
- detention (being kept in during a break or missing a play period).
- a formal warning of suspension or suspension.
- cancellation of enrolment (expulsion).

2. Investigation and decision-making

2.1 Where an allegation, if supported, may lead to suspension or cancellation of enrolment, the school will investigate the circumstances surrounding the matter.

2.2 Initial investigation of disciplinary matters will include the student being provided with information about the nature of allegations and being given an opportunity to respond.

2.3 Where further investigation is needed, such as when accounts vary or a student denies involvement, the school will further investigate the matter. The student's parent/guardian will be informed of the allegation and the procedural steps that will be followed during the planned investigation. Where there are safety concerns, the Realm Coordinator or Head of School may direct the student not to attend school while the investigation takes place, in which case the student's absence will be recorded as Approved Leave until a decision is made and the Administration Team advised to mark the roll accordingly.

2.4 Investigation of disciplinary matters is led and managed by the Ream Coordinator, who may speak with other students and/or staff present at the time of the incident to gather information.

2.5 After receiving results of an investigation and hearing representations from the student and/or their parent/guardian, the Realm Coordinator will discuss the matter with the Head of School, giving the Head of School their recommendation in respect to appropriate disciplinary actions.

2.6 On the basis of the recommendation of the Realm Coordinator, the Head of School will communicate their preliminary decision (intention to suspend) to the student and their parent/guardian. The student and their parent/guardian will be given a period (usually three school days) in which to respond to the preliminary decision, after which time the Head of School will make a final decision in respect to the disciplinary action and communicate that decision to the student's parent/guardian.

3. Suspension

3.1 Decisions to suspend or cancel the enrolment of a student will take into consideration the student's past behaviour record and the degree to which the student has taken responsibility for their actions.

3.2 In the event of serious misconduct, the Head of School or their delegate may decide to immediately suspend a student.

3.3 Where a suspension is imposed as a disciplinary action, it can be either in-school or at-home. An in-school suspension involves a student being withdrawn from regular classes and or play periods and the completion of an alternative program of work under supervision. An out-of-school suspension is when the school requires the student not to attend school for a specified period of time (usually up to 1 week).

3.4 Parents/guardians are responsible for the supervision of students while suspended and a program of home learning will be provided.

3.5 A student who is suspended may not enter the School grounds during the period of their suspension without the prior approval of the Head of School.

3.6 Only the Head of School or their delegate can decide to suspend a student, after consulting with the student's class teacher and Realm Coordinator.

4. Cancellation of enrolment

4.1 In the case of extremely serious misconduct, or a persistent pattern of serious misconduct prejudicial to the good order and management of the School, the School may choose to cancel the enrolment of a student. Cancellation of enrolment (also known as expulsion) means that the student will be required to leave the school permanently.

4.2 Only the Head of School or their delegate can decide to cancel a student's enrolment. The Head of School will consult with the student's teacher, Realm Coordinator and others involved in supporting the student's learning and wellbeing before making a final decision.

4.3 Decisions to cancel the enrolment of a student will take into consideration the student's past behaviour record and the degree to which the student has taken responsibility for their actions.

5. Warnings

5.1 Where student misconduct is sufficiently serious to warrant disciplinary action, the Head of School or their delegate may issue a warning letter. After two warning letters, further misconduct may lead to suspension or cancellation of enrolment.

6. Further disciplinary action

6.1 If, within a term of being suspended, a student who has been suspended engages in further misconduct, that student may again be suspended or the Head of School may initiate cancellation of enrolment.

7. Appeals

7.1 In all cases involving suspension or cancellation of enrolment, students and parents/guardians may appeal the decision.

7.2 Appeals should be submitted in writing (email or letter) to the Head of School, stating the grounds on which the appeal is made. This should be done within 3 (three) working days of the decision to suspend or cancel enrolment.

7.3 Upon receiving the written appeal, the Head of School will provide a written acknowledgement of the appeal submission (email or letter). The Head of School will provide information regarding the appeal process and the role of the Chair of the Board or appointed nominee.

7.4 Appeals will be referred to the Chair of the Board or an appointed nominee for consideration. A meeting will be arranged involving the student involved and/or the student's parents/guardians (plus a support person if desired) and the Chair of the Board, who will then consult with the Head of School, Class Teacher/Guardian and others involved in decision-making prior to the disciplinary action. The Chair of the Board will review the circumstances and decide whether to uphold or amend the Head of School's decision.

7.5 The decision in respect to the appeal will then be communicated to the Head of School, who will further communicate the decision to the Class Teacher/Guardian, and then to the student and the student's parent/guardian. The appeal process will be finalised as quickly as possible, within no more than 2 (two) weeks from the receipt of the written appeal.

8. Record keeping

8.1 Written records of conversations with student or staff witnesses during investigations of student misconduct will be made by the Realm Coordinator and stored in the online student record of the student/s involved in the behaviour under investigation.


8.2 The Head of School will communicate preliminary and final decisions about disciplinary actions to the student's parent/guardian in writing via email, storing a copy in the student's online record.

8.3 Where a disciplinary action is taken (suspension or cancellation of enrolment), the Head of School will advise the School Registrar to amend school roll or enrolment register so that it accurately documents the reason for the student's absence.

9. Policy review

Linuwel Steiner School's Discipline Policy and Procedures will be periodically reviewed and updated to ensure relevance and efficacy. Revisions will be communicated on the Linuwel Steiner School website and provided to stakeholders.

DISCIPLINE PROCEDURES: Investigation of serious student misconduct




- Realm Coordinator will inform the student and their parent/guardian of the alleged misconduct.




- Realm Coordinator will inform parent/guardian of investigation and decision-making procedures.



- Realm Coordinator will lead and manage investigation and communicate recommendation re disciplinary action to Head of School.



- Head of School or delegate will advise parent/guardian of preliminary decision in writing and invite response.



- Head of School or delegate will inform student and parent/guardian of final decision and provide information about appeals process if necessary.