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Coogee Boys' Preparatory School

Student Discipline Policy

Context

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, discrimination, inappropriate or illegal behaviours. To achieve this, the school will endeavour to maintain high standards of student behaviour.

There will be cases of unacceptable behaviour where it will be in the best interests of the school community and/or the student involved, for the student to be removed from the school for a period or completely.

School staff, students and parents should be fully aware of the School's Discipline Policy.

In implementing these procedures, the Head of School must ensure that no student is discriminated against. The Head of School must also ensure that the implementation of these procedures takes into account factors such as the age, individual needs, any disability and developmental level of students and must ensure that records are made and retained of any action taken in relation to the implementation of these procedures.

Policy Statement

Suspension is the temporary removal of a student from school or school activities due to serious or repeated misbehaviour. During a suspension, the student is not allowed to attend classes or participate in school events for a set number of days, as determined by school leadership. Expulsion is the permanent removal of a student from the school due to severe or ongoing breaches of school rules. This means the student is no longer allowed to attend the school and must find education in another setting.

Suspension is not intended as a punishment. It is only one strategy for managing inappropriate behaviour within a school's student welfare and discipline policies. We believe that it is most effective when parents are responsible in taking an active role, in partnership with the school, to modify the inappropriate behaviour of their child. The school will endeavour to work with parents with a view to assisting a

suspended student to re-join the school community within a reasonable and appropriate timeframe which will ultimately be determined by the school.

For most students, suspension allows time for the student to reflect on their behaviour, to acknowledge and accept responsibility for the behaviours which led to the suspension, and to accept responsibility for changing their behaviour to meet the school's expectations in the future. It also allows parents time to reflect on their role and responsibility in ensuring that their child is fully supported, prepared and ready to return to school.

The Executive Principal and Head of School has authority, consistent with the provisions of these procedures and associated documents, to suspend or expel a student from their own school. They will exercise this authority having regard to their responsibilities to the whole school community and to the principles of procedural fairness.

The principles of procedural fairness are fundamental to the implementation of these procedures. Procedural fairness is generally recognised as having two essential elements. These are:

- the right to be heard, and
- the right of a person to a fair and impartial decision.

They can also apply outside of school hours and off school premises where there is a clear and close connection between the school and the conduct of students. This includes the use by a student of social networking sites, mobile phones and/or other technology to threaten, impersonate, bully, or harass another student or a staff member.

At Coogee Prep under no circumstances will corporal punishment, or any form of physical violence be used as discipline by a staff member, visitor, itinerant tutor, external provider, parent or volunteer. The School has a policy that does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the school.

General Principles

In determining whether a student's misbehaviour is serious enough to warrant suspension, the Head of School will consider the safety, care and welfare of the student, staff and all community members.

Behaviours That May Lead to Suspension or Expulsion

The School is committed to maintaining a safe, respectful, and inclusive environment for all students and staff. Certain behaviours are considered serious breaches of school expectations and may result in **suspension** or **expulsion**, depending on the severity and frequency of the incident.

Behaviours That May Lead to Suspension

Suspension may be applied when a student engages in behaviour that:

- Involves physical aggression or violence
- Includes verbal abuse, threats, or intimidation towards students or staff
- Constitutes bullying, harassment, or cyberbullying
- Results in wilful damage to school property or the property of others
- Involves the possession or use of prohibited items
- Demonstrates persistent disobedience or refusal to follow reasonable instructions
- Significantly disrupts the learning environment for others

Upon assessment, any of the above behaviours could lead to possible expulsion.

Behaviours That May Lead to Expulsion

Expulsion may be considered when a student:

- Possesses, uses, or distributes illegal drugs or substances
- Engages in serious physical violence resulting in injury or significant risk
- Brings weapons or dangerous items onto school grounds
- Makes threats of serious harm to others or engages in behaviour that endangers safety
- Commits acts of sexual harassment or assault
- Engages in ongoing or extreme bullying despite prior intervention
- Repeatedly engages in dangerous or violent behaviour despite disciplinary action

Suspension/Expulsion procedures:

1. The Head of School will immediately contact the parents of the student(s) concerned.
2. Where a disciplinary issue arises which may result in suspension/expulsion the school will investigate the circumstances surrounding the issue. The Head of School may direct the student not to attend school while the investigation takes

place. An investigation will include the student being provided with information about the nature of the allegations and being given an opportunity to respond.

3. If after receiving the results of the investigation and hearing representations from the student, the Head of School forms the view that the student should be suspended or expelled, the Head of School will make a recommendation to that effect to the Executive Principal and advise the student and parents/carer that this recommendation has been made.

4. The parents/carer or student may appeal against that recommendation to the Executive Principal, setting out the reasons why the Executive Principal should not act on the recommendation. Any appeal must be provided to the Executive Principal no later than two days after the parents/carer have been advised of the recommendation.

5. If no appeal is made within the time specified, the Executive Principal will decide whether to accept the recommendation and advise the student and parents/carer of the decision.

6. If the student or parents/carer have lodged an appeal, the Executive Principal will consider the recommendations and the reasons provided by the student or parents/carer for not following the recommendation and will decide whether to accept the recommendation of the Head of School. The Executive Principal will then advise the student and parents/carer of the decision.

7. The decision made by the Executive Principal will be final.

Record Keeping for Suspension and Expulsion

To ensure procedural fairness, accountability and compliance, detailed records will be maintained for all suspension and expulsion matters.

Where Records Will Be Kept

- Digital records will be stored securely in the school's student management system (Sentral) with restricted access granted only to authorised staff (e.g. Principal, Head of School).
- Hard copy records, if required, will be filed in a locked cabinet in the Principal's Office.

Types of Records Maintained

Based on the nature of the incident, the following types of records will be kept.

- Incident reports and witness statements
- Notification emails to parents/carers
- Suspension/expulsion forms and decision documentation
- Meeting notes and behaviour support planning documents
- Records of communication with families and external agencies
- Risk assessments and return-to-school plans
- Appeals and review documentation

Responsibility for Record Keeping

- The Head of School is responsible for ensuring all records relating to suspension and expulsion are accurate, complete, and securely stored.
- Executive staff may assist in collecting documentation and entering relevant details into the student management system.
- School administrative staff may support the filing and uploading of documents under direction, maintaining confidentiality at all times