



DISCIPLINE POLICY & PROCEDURES

St Lucy's School is an independent Catholic Special School which is part of Dominican Education Australia (DEA). St Lucy's provides for children with a wide range of disabilities.

Introduction

St Lucy's is an independent Catholic special school, providing education for students with disabilities.

St Lucy's is committed to providing a positive, safe and productive learning environment for all students, in which appropriate support strategies are planned and implemented and regularly reviewed in collaboration with parents and carers.

The nature of students at St Lucy's School impacts their understanding of rules, appropriate conduct, and the understanding of consequences. Positive Behaviour Support strategies assist students in their understanding of the school rules and to engage appropriately with their learning, others and school activities. This reduces behaviours that may put student's health, safety and participation at risk.

Purpose: Schools are legally required to develop policies and procedures relating to discipline that include suspension, expulsion and exclusion (if appropriate) and alternatives to corporal punishment (which must be precluded).

To be registered as a School, it is a requirement of a non-government school to have a disciplinary policy that is based on principles of procedural fairness.

Scope: The Discipline policy and procedures apply to the students at St Lucy's School.

Policy

1. The policy and procedures operate within a context of justice, procedural fairness, compassion, reconciliation and forgiveness. The policy is intended to promote the dignity and responsibility of each person while respecting the rights of all members of the community to a safe learning environment.
2. St Lucy's School (The School) prohibits corporal punishment.
3. The School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the school.
4. The School is committed to a positive approach to student behaviour including the teaching of social and emotional learning.
5. The School is required by government regulation to publicly disclose the consequences for serious breaches in relation to student conduct in the form of sanctions. In a special school where challenging behaviour(s) is linked to a child's disability, expressive communication abilities and receptive understanding, responses to breaches need to be considered on an individual student basis in the context of the setting and the cognitive, social and emotional capacity of the student(s) involved.

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Disciplinary sanctions

Disciplinary sanctions include suspension, exclusion and expulsion.

Suspension is a temporary removal of a student from all of the classes that a student would normally attend at a school for a set period of time.

Expulsion is the permanent removal of a student from one particular school.

Exclusion is the act of preventing a student's admission to a number of schools which is not relevant in the context of St Lucy's School.

Major Disciplinary Sanctions are last resort actions, which are only invoked with due process and following the principles of procedural fairness in the event of serious breaches of conduct impacting on the safety of the individual student, peers and/or staff.

Procedures

1. Any sanctions being considered will vary according to the behaviour, the level of understanding of the student and risk posed to themselves or others. If a student is engaging in behaviour(s) that is harmful to them or others, the Positive Behaviour Support Policy and Procedures will be followed, with the aim of assisting them to develop behaviours that increase their participation and safety.
2. Where there has been a significant incident or incidents of behaviour involving injury to staff, peers or self, the Principal may communicate that the student is to remain home until sufficient adjustments are in place to ensure the health and safety of peers, staff and the individual student. This process may include a request for information from external professionals and further risk mitigation by the school.
3. If the Principal considers that a student's behaviour is of such a serious nature that there is a substantial and ongoing risk to other students and staff, the Principal will consider the sanctions of suspension or expulsion.
4. Where the disciplinary sanctions of suspension and expulsion are being considered, the student and/or parents will be informed of the procedural steps to be followed in dealing with the matter.
5. In relation to all matters to be investigated, students and parents will be informed of:
 - the nature of the allegation/behaviour(s) and given an opportunity to respond
 - any further information the school is requesting from external professionals to support decision making and planning
 - who will investigate the allegation and who will make the decision on the sanction
 - the procedures to be followed which will include an opportunity to have a parent/ guardian or support person respond to the concerns/allegations raised
 - a right of review or appeal.
6. Thorough investigation always precedes any such action. Parents will normally be actively involved in the process unless the circumstances require urgent intervention. Counselling or specialist assessment and intervention may be a suggested outcome.



7. The School Principal has responsibility for the implementation of the policy and procedures including the appointment of an investigator and the determination of sanctions.
8. The delegated investigator (Deputy or other appointed delegate) will reach a decision in relation to the allegation/behaviour and recommend the sanction to be imposed to the Principal. The parents will be informed of the finding and recommendation and may make representations to the Principal in respect of the finding and recommendation. The Principal then makes a final decision.
9. The Principal is primarily responsible for the application of due process and appropriate support of a student and family members.
10. Students and parents may make an application in writing for a review to the School Principal, submitting any information to be considered in the appeal process. The appeal process will be carried out by the School Principal or a delegate in a timely manner, reviewing all material and maintaining communication with the student, and parents/guardians. An outside independent adjudicator may be consulted in cases of an allegedly unsatisfactory resolution.
11. Records of the investigation process, decision and any review or appeal will be kept on the individual student's file.

Related Policies and Procedures

Positive Behaviour Support Policy and Procedures

Monitoring the Policy

St Lucy's monitors the implementation of the policy and regularly reviews its contents to ensure relevance and accuracy and updates as needed.

Date Approved/Reviewed	May 2024
Contact Person	School Principal
Approval Authority	School Principal