

POLICY ON STUDENT DISCIPLINE

This version issued: 16.06.2009

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This Policy was approved by the College Council on 21 January 2004. Amended 16.01.2008. Amended 16.06.2009.

1. OBJECT AND APPLICATION**1.1 Object**

The object of this *Policy on Student Discipline* is to specify the College's philosophy and approach to the disciplining of students who misbehave.

1.2 Application

The *Policy on Student Discipline* applies to all teaching and boarding staff of the College.

1.2.1 Academic Misconduct

The *Policy on Student Discipline* does not apply to academic misconduct which is covered by the *Rule on Academic Misconduct* (TEA01.4).

2. UNDERLYING PHILOSOPHY**2.1 Rewarding Good Behaviour**

The College aims to inculcate in its students self-reliance and respect for others. Positive, enhancing behaviour shall be recognised and rewarded at every opportunity.

2.2 Discipline and Tolerance

The College aims to create an environment that is disciplined, relaxed and happy. Students shall be treated kindly and with as much tolerance as is consistent with the smooth and effective functioning of the College.

2.3 Discipline and Learning

The origin of the word "discipline" is found in the Latin "discere" to learn. The focus of discipline at the College shall always be to lead students to learn rather than to simply punish or penalise them.

3. MISBEHAVIOUR**3.1 Misbehaviour Must Not be Ignored**

Staff shall not ignore student misbehaviour as this may give the impression that the misbehaviour is condoned.

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3.2 Deal With Misbehaviour at its Source

Staff who are confronted with student misbehaviour shall normally deal with the misbehaviour at its source. This shall involve:

- a) intervening to stop observed misbehaviour or making enquiries to ascertain culpability where the misbehaviour was not observed; and
- b) imposing a penalty or, if the circumstances warrant, recommending an appropriate penalty to the Head of House or higher authority (see 4 below).

3.3 Serious Misbehaviour

The following misbehaviour is deemed to be serious:

- a) rudeness to staff or visitors to the College;
- b) stealing College or other people's property;
- c) fighting or bullying;
- d) truancy;
- e) vandalism of College or other people's property;
- f) smoking or drinking alcohol or taking or dealing in other illicit or illegal drugs;
- g) committing any act that is a breach of the law.

3.4 Misbehaviour Outside of the College

Where the Head of College is made aware of misbehaviour committed by a student outside of the College (ie when the student is not under the authority and control of the College) the Head of College:

- a) shall inform the student's parents or guardians if the misbehaviour poses a danger to the student or to others; and
- b) may also take disciplinary action if the misbehaviour is likely to reflect poorly on the College.

4. PENALTIES FOR MISBEHAVIOUR**4.1 Penalties**

The following penalties may be imposed upon students who have misbehaved:

by teaching and boarding staff

one or more of the following

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- a) a warning;
- b) a reprimand;
- c) a detention;
- d) a minor imposition (eg picking up papers, cleaning up an area, confining the student to a particular area for a short specified period);

by Heads of House, Assistant Heads of College (Junior and Senior School)

any of the above and in addition

- e) a gating;

by the Head of College

any of the above and in addition

- f) a suspension from the College for a period not exceeding one year; or
- g) expulsion from the College.

4.2 Deciding an Appropriate Penalty

When deciding the appropriate penalty to impose on a student, the following matters should be taken into account:

- a) the student's previous behaviour record;
- b) the seriousness of the misbehaviour (including whether the student has acted illegally);
- c) the effect the misbehaviour has had on other students;
- d) whether the student has been honest when questioned about the misbehaviour; and
- e) whether the student has expressed remorse for the misbehaviour.

4.3 No Corporal Punishment

Corporal punishment shall not be used as it is inconsistent with the College's philosophy on student discipline.

Furthermore, the College does not sanction the administration of corporal punishment by any person (including parents) to enforce school discipline.

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4.4 Referral to the Police

The Head of College shall have authority to refer to the Police, or to some other relevant external body, misbehaviour by a student that is in breach of the law (see 5.2 below).

5. PARENTAL NOTIFICATION**5.1 Student Diary**

Parents and guardians shall normally be informed, by means of comments in a student's diary, of good behaviour that has been recognised and of misbehaviour that has necessitated the imposition of a penalty.

5.2 Direct Notification**5.2.1 Heads of House and Departments**

Parents or guardians will be informed, normally by telephone, by the Head of House their child is gated or placed on a detention for misbehaviour.

5.2.2 Head of College

The Head of College will normally tell parents or guardians, in person or by telephone, about their child's misbehaviour before suspending or expelling their child from the College or referring the matter to the Police.

5.3 Concerns and Disputes

The Head of College shall deal with all cases where parents or guardians are concerned about, or dispute, a penalty imposed upon their child for misbehaviour.

6. RULES

The Head of College may make Rules, consistent with this *Policy on Student Discipline* including but not limited to:

- a) protocols for establishing and maintaining good discipline within the College;
and
- b) procedures for dealing with student misbehaviour.