

## **APGS DISCIPLINE POLICY**

The Australian Performing Arts Grammar School (APGS) is committed to providing a safe and supportive environment for all students and staff. The processes to be followed in settling any concerns are based on the ideals of respect for all and procedural fairness. Parents, students and staff have a right to raise concerns regarding discipline matters and have them addressed in a timely manner by an appropriate member of staff.

APGS has certain expectations of behaviour amongst the school community, such as courtesy and respect; peaceful resolution of differences or conflict; adhering to the dress code and compliance with the school rules and guidelines. APGS does not tolerate discrimination, harassment, bullying or intimidation, or any form of violence. Alcohol, weapons, illegal drugs, tobacco or misuse of other substances are forbidden.

APGS is not by itself responsible for, or equipped, to develop socially acceptable behaviour in students. This responsibility is shared among parents, students and teachers.

Parents are expected to support the school in the implementation of behaviour management strategies. These strategies will be designed to encourage students to develop a sense of responsibility and self-discipline that will be noticeable to those they come in contact with both within and outside the school.

**Issues will be handled objectively, with sensitivity and with respect to the individual's rights to privacy.**

### **Outcomes**

The desired outcomes of this discipline policy are:

- To have a clear process for dealing with disciplinary matters.
- To ensure all students, staff and parents are informed of and understand the processes to be followed.
- To implement any necessary changes designed to bring about better educational, pastoral or administrative practices.

### **The Policy**

1. APGS requires all students to abide by the high standards outlined in the Code of Conduct. This can be found in the student handbook and displayed around the school.
2. APGS requires all students to comply with the standards regarding behaviour, uniform and assessment outlined in the student handbook.
3. Students are required to follow the directions of teachers, administrative staff and PA staff as delegated by the Head of School.
4. APGS is committed to settling student disciplinary matters of any nature in a timely manner, using procedural fairness and respect for all. Students will have the opportunity to describe and explain their behaviour before any disciplinary actions are determined.
5. In disciplinary matters students are addressed with due regard to the age, maturity and specific circumstances of the student.

## Students Rights and Responsibilities

As per the Code of Conduct, students have the following rights and responsibilities:

Rights	Responsibilities
To be treated with respect	To treat everyone with respect and to discourage others from acting disrespectfully
To learn in a positive environment	To be punctual to class To follow directions and not cause disruption To treat the school and school property with respect
Experience a sense of self-worth	To enhance the self-esteem of others
To feel safe and secure	To not bring dangerous items to school or to engage in dangerous behaviours
To be treated fairly	To not use racist, sexist or homophobic language
To be free from bullying	To refrain from harassing and intimidating others
To have privacy and property respected	To refrain from gossip or making false claims about others or to interfere with the property of others
To seek help and appropriate support	To report problems and request assistance as needed
To experience a sense of connection with the wider community.	To participate in school activities and community projects with commitment and enthusiasm

### Procedure of Discipline

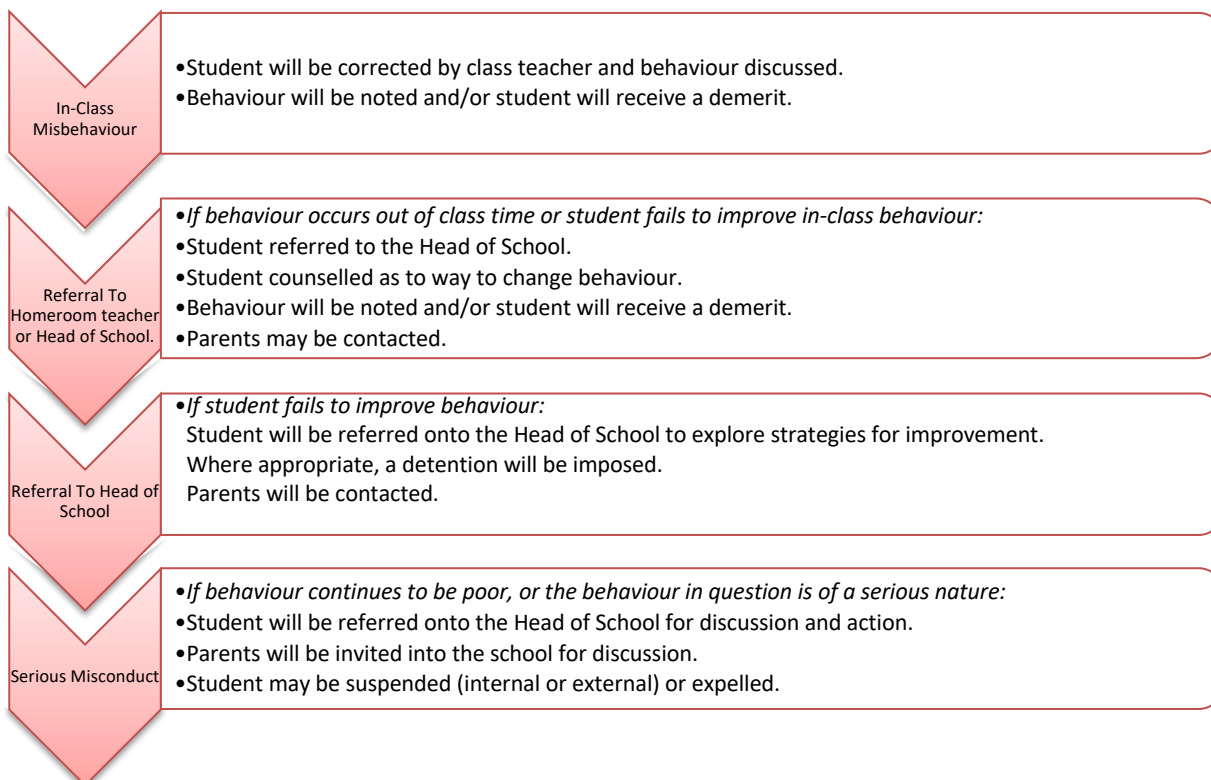
All students are expected to abide by the Code of Conduct published on ePAL. ePal is an important reference point for students, staff and parents as it acts as a means of communication between the home and the school.

Demerits will be given for student misconduct and misbehaviour.

The following regulations

- More than 3 x demerits will result in a detention
- More than 3 x detentions in a semester will result in a suspension and cancellation of Scholarship and/or Bursary
- More than 2 x suspensions will result in an expulsion

Note that *any staff member* working in the school may report inappropriate student behaviour. The consequences for a breach of the Code of Conduct and expectations will be dealt with using the following procedures:



## Detentions

Detentions may be issued by staff for a breach of the Code of Conduct or other forms of academic misdemeanour. Detentions are to be issued with due regard to the age, maturity and specific circumstances of the student. Detentions are designed as a firm reminder to a student that their attitude, behaviour or presentation does not meet the standards upheld by APGS.

Detentions are also designed to provide a clear indicator from APGS that the student has engaged in behaviour, or has exhibited attitudes that need immediate, serious and permanent redirection on their part. Detention forms must explain the reasons for the detention and outline exactly when the detention is to be served.

### Detentions will be issued for breaches of school code of conduct such as:

- Truancy.
- Repeated disruptive behaviour in classroom.
- Abusive behaviour outside the classroom or during PA.
- Misbehaviour in public including online behaviour, which brings the school into disrepute.
- Failure to bring PA or PE uniform to school regularly (unless otherwise advised).
- Use, sale or purchase of cigarettes, vapes, alcohol or prescription medication (unless previously authorised), or any illegal objects while in any identifiable part of school uniform or while on school grounds.

The Head of School must sign the Detention slip once it is received from the student. Detentions will operate according to the needs of the students present. A nominated staff member will conduct them. Students may also be required to make some contribution to the school community during the detention time by completing an assigned task.

## Suspension

The Heads of School, in consultation with parents/guardians, will deal with serious disciplinary issues or constant offenders. If a student continues to behave inappropriately, or the behaviour in question is of a serious nature, a parent meeting will be scheduled and a suspension will be put in place.

Students and parents will be advised of the suspension and will be given a chance to appeal the suspension. Parents will be advised

- The nature of the alleged offence.
- What actions have been taken prior to the suspension (if needed).
- The duration of the suspension including the start and end dates for the suspension.
- Expectations of the student during the suspension period.
- The process for the student's return to school following the suspension.

### Procedural fairness in Matters Relating to Suspension (internal and external) and Expulsion

1. Procedural fairness in the investigation of such discipline matters ensures that the person against whom an allegation has been made:
  - Knows the allegations related to the specific matter and any other information which will be taken into account
  - Knows the process by which the matter will be considered
  - Has an opportunity to respond to the allegations
  - Has an opportunity to have a support person present
  - Knows the process for review
2. The procedure will involve an investigation into the incident. This may involve obtaining written statements from the students involved and any students, or teachers, who were otherwise witnesses to the incident. Students will be interviewed independently.

3. Procedural fairness should also ensure the right to an unbiased decision through:
- Impartiality in the investigation and decision making
  - Absence of any bias by a decision maker

In small schools, such as APGS, where one member of staff is conducting both the investigative and decision-making stages, particular care is given to being objective and reasonable. Ultimately the decision maker must act justly and be seen to act justly.

4. **The Review Process:** The Heads of School will reach a preliminary decision in relation to the allegation and any penalty to be imposed, and advise the student (and parent/s) of the decision. The student (and parent/s) will be advised that if they wish this preliminary decision to be reviewed they must make written application for review to the Executive Committee and submit any additional information they want to be considered during the review process. The Committee will then either confirm the preliminary decision as final or amend the preliminary decision based on the additional information provided.

### **Confidentiality**

Confidentiality and privacy require that all parties must ensure that the level of information is restricted only to those who need to know. For example, some people may need to know the nature of the issue so they can provide advice or information without needing to know the identities of the persons involved.