

## Student Discipline Policy

### OVERVIEW

Students are encouraged and expected to be responsible for their own conduct and behaviour. Each student at Queenwood School (**School**) is required to behave in a way that:

- is considerate to other people;
- is not harmful or dangerous to herself or to others;
- brings credit to herself, her family and to the School; and
- is respectful of others and the property of the School.

Students are required to abide by the School's rules and expectations. These are set out in the School Diary and students are regularly reminded of the required standards of behaviour.

Students are also required to follow the directions of staff members and other people with authority delegated by the School.

### SCOPE

This policy applies to all students at the School.

### THE POLICY

Where a student breaches the School's expectations, disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the School, staff members or other students, or damage to their own reputation or the reputation of the School, staff members or other students, the student may be subject to disciplinary action.

The School's rules and disciplinary policies apply to the conduct of students at all times when they are at school or engaged in activities connected to school. Where there is evidence of misconduct by the Student at other times, the School may apply its rules and disciplinary policies if the Principal

decides, in her absolute discretion, that the interests of the School or the members of the School community are affected.

The disciplinary procedures undertaken by the School will vary according to the seriousness of the alleged offence.

### **Minor inappropriate behaviour**

When a student's conduct or behaviour fails to meet the School's expectations or breaches the School's rules as a result of an incident of minor inappropriate behaviour, the School may issue a school service notice to the student.

Minor inappropriate behaviour ranges from:

- late to class or school;
- uniform infringements;
- repeated failure to bring correct equipment to class;
- repeated failure to complete homework; or
- overdue library book.

This is not an exhaustive list and other acts may also constitute incidents of minor inappropriate behaviour, depending on the circumstances of the case.

### **Serious inappropriate behaviour**

More serious incidents of inappropriate behaviour include, but are not limited to:

- extreme occurrences of the above;
- damage to school property;
- lying to a staff member;
- cheating;
- plagiarism;
- truanting;
- inappropriate conduct including conduct online;
- bullying (including cyber);
- physical violence;
- possession, distribution or consumption of cigarettes, drugs, alcohol or other harmful substances; or
- stealing.

This is not an exhaustive list and other acts may also constitute incidents of serious inappropriate behaviour, depending on the circumstances of the case.

Should an incident of serious inappropriate behaviour arise it will generally be referred to a senior member of staff, such as the Deputy Principal or Head of Junior School.

The consequences imposed will vary according to the circumstances, including the nature of the conduct and the prior record of the student, but could include a reprimand, a detention (including a Saturday detention), suspension or expulsion. This is not an exhaustive list of potential penalties.

The School is entitled to make decisions around such consequences in its absolute discretion.

The disciplinary procedures and penalties adopted by the School will vary according to the seriousness of the alleged behaviour. The School's approach will be informed by principles of procedural fairness. Where the alleged behaviour, if proved, may result in suspension or expulsion, the student and parents will generally be informed of the allegations and procedural steps to be followed in dealing with the matter.

In the case of expulsion, where the Principal has formed a preliminary view that the appropriate penalty is expulsion, she will provide the student with an opportunity to respond to her preliminary view and consider any response provided before reaching a final view.

The corporal punishment of students is not permitted in any context nor at any age level. Neither do our policies and procedures, explicitly or implicitly, sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the School.

This policy is not intended to extend responsibilities of the School beyond the law.

The School reserves the right to change or modify this policy at any time by notice on the School website or in correspondence to parents.

## RELATED DOCUMENTS

Senior Student Code of Conduct

Junior Student Code of Conduct

Queenwood Student Expectations

ICT User Agreements (K - 2); (3 - 6); (7 - 8); (9 - 12)

