



DISCIPLINE POLICY & PROCEDURES

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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 and Wellbeing interventions 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 and increases pro-social behaviour.

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, and reconciliation. 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 and supportive 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 and engagement 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)/conduct is linked to a child's disability, expressive communication abilities, receptive understanding and ability to self-regulate, responses to conduct concerns 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 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, in the event of serious breaches of conduct impacting on the safety of the individual student, peers and/or staff which are only invoked with due process and following the principles of procedural fairness.

Procedures

1. Any sanctions being considered will vary according to the behaviour/conduct, the level of understanding of the student and risk posed to themselves or others.
2. If a student is engaging in behaviour(s) that is harmful to themselves, or others and/or harmful to property, the behaviour will be considered in relation to the Positive Behaviour Support Policy and Procedures, with the aim of assessing the function and triggers of the behaviour and assisting the student to develop behaviours that increase their participation and safety.
3. Where there has been a significant incident or incidents of behaviour involving harm or 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.
4. If the Principal considers that a student's behaviour/conduct is of such a serious nature that there is a substantial and ongoing risk to the student, or others, the Principal may consider the sanctions of suspension or expulsion. This will generally be after the school has exhausted strategies that can be implemented in the school environment.
5. 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. This may involve further information gathering or an investigation.
6. Where a disciplinary issue arises which may result in expulsion, the school will investigate the circumstances surrounding the issue.
7. If it is determined that an investigation is appropriate, the Deputy Principal or other delegate as appointed by the Principal will undertake the investigation.



8. If after receiving the results of the investigation and hearing representations from the student or on behalf of the student, the Deputy Principal or other delegate forms the view that the student should be expelled, the Deputy Principal or delegate will make a recommendation to that effect to the Principal and advise the student and parents/carers that this recommendation has been made.
9. The parents/carers or student may appeal against that recommendation to the Principal, setting out the reasons why the Principal should not act on the recommendation. Any appeal is normally provided to the Principal no later than 14 days after the parents/carers have been advised of the recommendation.
10. If no appeal is made within the time specified, the Principal will decide whether to accept the recommendation and advise the student and parents/carers of the decision.
11. If the student or parents/carers have lodged an appeal, the Principal will consider the recommendations and the reasons provided by the student or parents/carers for not following the recommendation and will decide whether to accept the recommendation of the Deputy Principal. The Principal will then advise the student and parents/carers of the decision.
12. The decision made by the Principal will be final.
13. The School Principal has responsibility for the implementation of the policy and procedures including any appointment of an investigator and the determination of sanctions.
14. The Principal is primarily responsible for the application of due process.
15. Records of the process, decision and any review or appeal will be kept on the individual student's file.

Related Policies and Procedures

Anti-bullying Policy and Procedures

Positive Behaviour Support Policy and Procedures

Wellbeing 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	March 2025
Contact Person	School Principal
Approval Authority	School Principal