

# Italian Bilingual School

## Discipline Policy and Procedures

### 1. Rationale

The School is governed by a code of conduct aimed at teaching and fostering respect for self, for others and for property. The School aims to provide a learning environment that is safe, affirming and conducive to the development of responsible and caring individuals. The Discipline Policy and Procedures provide clear parameters within which students and staff operate. In compliance with Section 47 (f) of the Education Act, the School prohibits corporal punishment of students. The Italian Bilingual School does not explicitly or implicitly sanction corporal punishment by non-school persons, including parents, to enforce discipline at the school.

The Italian Bilingual School is committed to fostering the development of responsible and caring individuals who are able to understand and accept the consequences of their behaviour and make their choices accordingly. Discipline is a part of the process of learning and development of skills and behaviour.

#### 1.1 Dealing with severe misbehaviour

Severe misbehaviour may include:

- the use of violence
- the use of offensive language
- possession of a weapon
- criminal behaviour
- possession of illegal drugs
- persistent disobedience

The consequences of severe misbehaviour may include suspension and/or expulsion.

**Suspension** means that a student's right to attend classes has been withdrawn for a predetermined period of time. It is a disciplinary measure that may be applied by the Executive Principal in consultation with the General Manager when a student's conduct and behaviour are deemed to be prejudicial to the good order or reputation of the School. Suspension allows a period of time during which the School, the parents and the student can work together to reach a resolution to the problem that lead to the implementation of the suspension.

**Expulsion** means a total withdrawal of a student's right to attend the Italian Bilingual School. It involves termination of the contract entered into by the School and the parents at the time of enrolment.

In consultation with the General Manager for the Board of Directors, the Executive Principal has the authority to suspend and/or recommend the expulsion of a student. The Board of Directors has the authority to act upon the recommendation of the Executive Principal to expel a student from the Italian Bilingual School. The Executive Principal, and the Board of Directors will exercise this authority having regard to their responsibility to the entire school community and principles of procedural fairness and natural justice.

## 2. Procedures

### 2.1 Suspension

#### *Urgent circumstances*

- Based on the risk assessment the student could be asked to stay at home or in the office, should home not be possible.
- If a student's behaviour is threatening to other students or staff the Executive Principal may call the police.

#### *Non urgent circumstances*

Where a disciplinary issue arises which may result in suspension the school will investigate the circumstances surrounding the issue. The Executive Principal may direct the student not to attend school while the investigation takes place. The Deputy Principal will investigate the allegation. It will include the student being provided with information about the nature of the allegations and being given an opportunity to respond. Should there be any need for

parents/caregivers to be provided with interpreter services arrangements can be made.

If after receiving the results of the investigation and hearing representations from the student, the Deputy Principal forms the view that the student should be suspended, the Deputy Principal will make a recommendation to that effect to the Executive Principal. The Executive Principal will inform the General Manager for the Co.As.It. Board. The Executive Principal advise the student and parents/carer that this recommendation has been made.

The parents/carer or student may appeal against that recommendation to the Executive Principal setting out the reasons why the Executive Principal should not act on the recommendation. Any appeal must be provided to the Executive Principal no later than **three days** after the parents/carer have been advised of the recommendation.

If no appeal is made within the time specified, the Executive Principal will decide whether to accept the recommendation and advise the student and parents/carer of the decision.

If the student or parents/carer have lodged an appeal, the Executive Principal will consider the recommendations and the reasons provided by the student or parents/carer for not following the recommendation and will decide whether to accept the recommendation of the Deputy Principal. The Executive Principal will then advise the student and parents/carer of the decision.

The decision made by the Executive Principal once approved by the Co.As.It. Board will be final.

A record of actions taken will be securely kept in the Executive Principal's office.

The notice of suspension to parent/carer will include:

- the date and duration of the suspension;
- the reason for the suspension;
- the expectation that the student will continue with studies at home;
- the expectation that during the period of suspension the student will not be allowed to set foot on school premises unless authorised to do so by the Executive Principal;
- the importance of their assistance in resolving the matter;
- their responsibility for the care and safety of the student while under suspension.

## 2.2 Expulsion

Where a disciplinary issue arises which may result in Expulsion, the school will investigate the circumstances surrounding the issue. The Executive Principal may direct the student not to attend school while the investigation takes place. The Deputy Principal will investigate the allegation. An investigation will include the student being provided with information about the nature of the allegations and being given an opportunity to respond. Should there be any need for parents/caregivers to be provided with interpreter services arrangements can be made.

If after receiving the results of the investigation and hearing representations from the student, the Deputy Principal forms the view that the student should be expelled the Deputy Principal will make a recommendation to that effect to the Executive Principal. The Executive Principal will inform the General Manager for the Co.As.It. Board. The Executive Principal must provide a written report detailing:

- a. the reasons
- b. the action taken to moderate the student's behaviour
- c. a Counsellor's report, if applicable
- d. any response from the student, parents or caregivers
- e. advise the student and parents/carer that this recommendation has been made.

The parents/carer or student may appeal against that recommendation to the Executive Principal setting out the reasons why the Executive Principal should not act on the recommendation. Any appeal must be provided to the Executive Principal no later than **7 days** after the parents/carer have been advised of the recommendation.

If no appeal is made within the time specified, the Executive Principal will decide whether to accept the recommendation and advise the student and parents/carer of the decision.

If the student or parents/carer have lodged an appeal, the Executive Principal will consider the recommendations and the reasons provided by the student or parents/carer for not following the recommendation and will decide whether to accept the recommendation of the Deputy Principal. The Executive Principal will then advise the student and parents/carer of the decision.

The decision made by the Executive Principal will be final.

The Board of Directors must approve the expulsion.

Records of the investigation and final decision will be kept confidential in a secure place in the Executive Principal's office.

## Review

<b>Related Policies</b>	
<ul style="list-style-type: none"> <li>• Behaviour Management Policy and Procedures</li> <li>• Antibullying Policy and Procedures</li> </ul>	
<b>Related Forms</b>	
<ul style="list-style-type: none"> <li>• Behaviour Notification Form</li> </ul>	
<b>Prepared by:</b> Valeria De Fina	<b>Date:</b> February 2003
<b>Reviewed by:</b> IBS Advisory Board	<b>Date:</b> April 2003
<b>Reviewed by:</b> IBS Advisory Board	<b>Date:</b> October 2005
<b>Reviewed by:</b> Glenda Fegent and Michelle Krikstolaitis	<b>Date:</b> April 2007
<b>Reviewed by:</b> Robert Ruggeri, Kim Irvine and Anna Formosa	<b>Date:</b> December 2009
<b>Reviewed by:</b> Colin May, Silvia Onorati, Lorenna Milano	<b>Date:</b> March 2015
<b>Reviewed by:</b> Giuseppina Pappalardo and Sara Villella	<b>Date:</b> March 2020
<b>Approved by General Manager as delegate for the. Board on:</b> April 2020	
<b>Reviewed by:</b> Cristina Pisani and Sara Villella	<b>Date:</b> March 2023
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