

# STUDENT BEHAVIOUR & DISCIPLINE POLICY

Last amended May 2017  
Next review 2019

## 1. Rationale

- 1.1. As an outworking of our desire to “provide a Christian educational community founded on Biblically based beliefs, values and behaviour” (Mission Statement), NCS seeks to provide a Christian environment that is conducive to the personal (spiritual, academic, social, physical and emotional) growth and well-being of students and staff.
- 1.2. NCS seeks to “to nurture and train students to accept personal responsibility for themselves and to act within an ethos of service towards others” (Vision Statement). The School is therefore committed to providing a caring, safe, secure and friendly environment, with staff members who demonstrate by their actions that they can be trusted and respected with regard to godly character and fairness.
- 1.3. By entering into the School community, members agree to abide by the *NCS Code of Respect* and acknowledge the need for appropriate discipline.
- 1.4. Each member has a role and responsibility to fulfill in a school community. At NCS, these roles are defined as staff member, student and parents/carers (these responsibilities are outlined in the Behaviour & Discipline procedural documents).
- 1.5. At NCS, we recognise the Biblical imperative that parents/carers have the primary role in the discipline and nurture of their children. NCS seeks to partner with parents/carers in supporting this role.
- 1.6. While we believe that we are all created in the image of God (Gen 1: 27), it is understood that discipline is necessary because students are fallen creatures (Psalm 51:5-6); not an option but a command (Proverbs 22:13); a sign of love (Proverbs 3:11-12 & 13:24, Hebrews 12:5-6); purposeful (Proverbs 6:22-23 & 29:15, Hebrews 12:5-6); and an opportunity to direct students and help them strive against sin. Discipline is therefore positively redemptive in its intention, (Proverbs 23:14), to restore into community (2 Corinthians 2:6-8) and to lead to growth in character. (Hebrews 12:7-13).
- 1.7. Unacceptable behaviour often results from, or leads to, conflict between individuals and/or groups. The School is therefore committed to being an example and a training ground for how to prevent and resolve conflict in a Biblical way, which includes seeking reconciliation wherever possible (Matt. 5:24b).

1.8. This policy relates to all incidents of unacceptable behaviour involving NCS students occurring during/outside school hours and within/beyond school premises. Such incidents have adverse implications for an individual's welfare and/or for relationships within the School and will require the taking of appropriate action.

### 1.9. Definitions

1.9.1. *Discipline* in its proper sense is the process of 'disciplining' or leading someone to grow into Christ. Discipline as such involves many aspects including praise, encouragement, teaching, nurturing, example and correction. It also includes chastisement, censure, warning, punishment and restitution, as well as aspects of justice, grace, repentance, forgiveness, restoration and reconciliation.

1.9.2. *Unacceptable behaviour* refers to actions and words that are inconsistent with the standard of behaviour expected at NCS (as expressed in the *NCS Code of Respect* and the *Student Code of Conduct*).

1.9.3. *Accountability* refers to the act of reminding students of behavioural expectations and that unacceptable behaviour will result in appropriate consequences.

## 2. Details

### 2.1. General

2.1.1. Students shall be encouraged and supported in their efforts to make responsible decisions.

2.1.2. Where unacceptable behaviour occurs at NCS, any individual has the right to expect that incidents will be treated seriously and dealt with promptly and effectively. As a result:

- *perpetrators* shall be held accountable for unacceptable behaviour; and
- *victims* shall be supported, and their health and well-being given careful and compassionate attention.

2.1.3. The School and individual staff members have a duty to take all reasonable measures to protect students in their care from both actual and reasonably foreseeable risks associated with the unacceptable behaviour of other students.

2.1.4. In circumstances where unacceptable behaviour has occurred, or is alleged to have occurred, all students shall be entitled to a fair hearing.

- 2.1.5. The Executive Leadership of the school shall ensure that staff members develop and implement standards for student behaviour as outlined in the *NCS Code of Respect* and the *Student Code of Conduct*.
- 2.1.6. The Executive Leadership of the School shall ensure that NCS is proactive in communicating its policy in relation to behaviour and discipline to students, staff and parents/carers.
- 2.1.7. In addition to this policy, reference should also be made to other related policies, including the *Anti-Bullying Policy* and the *School Grievance Policy*.

## 2.2. Teaching practice and curriculum

- 2.2.1. An essential requirement of teaching staff is to implement quality teaching practices designed to maximise student engagement.
- 2.2.2. Effective student management practices are regarded as essential to the School's endeavours to proactively address unacceptable behaviour and encourage acceptable behaviour.
- 2.2.3. Staff members shall periodically undertake professional development designed to increase awareness of student management practices in schools, and to increase their skill and confidence in dealing with unacceptable behaviour.
- 2.2.4. The Executive Leadership of the School shall ensure that explicit teaching in relation to student discipline and behaviour is included in the curriculum.

## 2.3. Procedural documents

- 2.3.1. All procedural documents clearly identify a range of unacceptable behaviour, and shall provide clear guidelines for investigating and dealing with incidents of unacceptable behaviour in a consistent and fair manner.
- 2.3.2. Procedures in relation to unacceptable behaviour shall be both:
  - preventative (educating students appropriately to avoid incidents of unacceptable behaviour, and educating teaching staff in classroom management strategies designed to provide appropriate support to students requiring welfare and learning support); and
  - corrective (responding appropriately to incidents of unacceptable student behaviour).

*Note: The relevant procedures are outlined in separate NCS Student Behaviour & Discipline Procedures (Primary), and NCS Student Behaviour & Discipline Procedures (Secondary) documents.*

#### **2.4. Disciplinary measures**

- 2.4.1. Disciplinary and corrective measures in relation to proven incidents of unacceptable behaviour shall be determined in accordance with this policy and any related procedural documents. Such measures shall vary depending on the nature and seriousness of the behaviour, however they shall not include corporal punishment.
- 2.4.2. Whilst the School's desire is to reconcile offending students to community wherever possible, disciplinary measures may include detention (including after-school), suspension (including in-school/out of school) or expulsion.
- 2.4.3. Factors in determining appropriate disciplinary measures, including suspension or expulsion, shall include the safety and well-being of staff and other students, the right for other students to learn to their potential, and the degree to which unacceptable behaviour impacts classroom function and effectiveness.
- 2.4.4. Disciplinary and corrective measures in relation to students with a disability shall take into account the degree to which instances of unacceptable behaviour may be directly related to such disability and reasonable adjustments shall be made.
- 2.4.5. Clear lines of communication between School and Home are essential at all stages of the student discipline and behaviour process. Therefore, staff members shall ensure that parents/carers are provided with relevant information and contacted in a timely manner.

#### **2.5. Complaints and appeals**

- 2.5.1. While every effort shall be made to resolve student discipline and behaviour issues in a manner consistent with the principles outlined within this policy, it is recognised that there may be occasions when parents/carers and/or students wish to lodge a complaint and/or appeal a decision.
- 2.5.2. Where a student lodges a significant complaint and/or appeals a decision in relation to a student discipline and behaviour issue, the School will always inform parents/carers regarding this process. Parents/carers, or other individuals by mutual agreement, will have the opportunity to be involved in the process (eg. support and/or advocacy).

- 2.5.3. Where a parent/carer wishes to lodge a complaint and/or appeal a decision in relation to a student discipline and behaviour issue, he or she should follow the steps detailed within the *School Grievance Policy*.
- 2.5.4. As per the *School Grievance Policy*, in most instances, parents/carers should initially raise the matter giving rise to dispute with the teacher directly concerned. Where parents/carers consider that it is not appropriate to do so, or the parents/carers are not satisfied with the response received from the teacher, the parents/carers should refer the matter to the relevant coordinators/year advisors.
- 2.5.5. Further to item 2.5.4 above, where parents/carers are not satisfied with the responses received from the teacher directly concerned and the relevant coordinators/year advisors, the parents/carers may choose to refer the matter to the relevant Head of School as appropriate for further consideration.
- 2.5.6. Further to item 2.5.5 above, where parents/carers are not satisfied with the responses received from the relevant Head of School, the parents/carers may choose to refer the matter to the Principal for further consideration.
- 2.5.7. Further to item 2.5.6 above, where parents/carers are not satisfied with the responses received from the Principal, they may choose to refer the matter in writing to the Board and the Board shall take steps to ensure that matters have been handled in accordance with policy and procedure.

## 2.6. **Search, seizure and records**

- 2.6.1. The School has a right to reasonable access to school lockers and other spaces where student property is housed, which remain the property of the School. Consistent with the School's duty of care to the student body and individual students, where a staff member has cause and reasonable grounds for concern, lockers and other spaces where student property is housed can be searched without prior notification.
- 2.6.2. Students can be instructed to hand over items in their possession that the School considers dangerous or disruptive to their well-being and/or effective teaching and learning. Appropriate disciplinary measures will be implemented in accordance with the provisions of this policy and relevant procedures.
- 2.6.3. Any item confiscated from a student shall be stored in a secure location in the administration office pending return to the student or his/her parents/carers as appropriate, and should not generally be held by a staff member.

- 2.6.4. Information, data, evidence and other items in relation to unacceptable behaviour may be retained by the School. Accurate and timely documentation of all relevant incidents, actions and discussions should be made and these are to be stored securely (eg. SEQTA).
- 2.6.5. The School's rights to retain information, data, evidence and other items do not extend to items of a criminal or illegal nature and/or which may place the School or individual staff members in breach of the law. Any such items shall be reported to appropriate authorities as a matter of urgency, stored securely while held, and handed over at the earliest possible opportunity.

### **Related Documents**

NCS Code of Respect

NCS Code of Conduct

NCS Anti-Bullying Policy

NCS School Grievance Policy