



**RAVENSWOOD SCHOOL FOR GIRLS POLICIES  
AND PROCEDURES**

Policy Group: SAFE AND SUPPORTIVE ENVIRONMENT  
Policy Subject: STUDENT DISCIPLINE

**Policy No:**

**SSE.45**

<b>Contact Officer</b>	DEPUTY PRINCIPAL
<b>Purpose</b>	To inform students, staff and parents of how the school manages the discipline of students based on principles of procedural fairness.
<b>Overview</b>	<p>Students are encouraged and expected to be responsible for their own conduct and behaviour.</p> <p>Each student at Ravenswood School for Girls is required to behave in a way that:</p> <ul style="list-style-type: none"> <li>• is considerate to other people</li> <li>• is not harmful or dangerous to herself or to others</li> <li>• brings credit to herself, her family and to Ravenswood</li> <li>• is respectful of others and the property of the School.</li> </ul> <p>Students are required to abide by the School's rules and expectations. These are set out in the Student Diary and include the rules and expectations set out in:</p> <ul style="list-style-type: none"> <li>• the section on safety (security at school and travel safety)</li> <li>• the school rule</li> <li>• the special rules for Years 11 and 12</li> <li>• the anti-bullying policy</li> <li>• the student ICT acceptable use policy</li> <li>• email protocol for Years 5-12 students.</li> </ul> <p>Students are also required to follow the directions of staff members and other people with authority delegated by the School.</p>
<b>Scope</b>	This policy applies to Junior and Secondary School students.
<b>The Policy</b>	<p>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.</p> <p>The disciplinary procedures undertaken by the School will vary according to the seriousness of the alleged offence.</p>
<b>Minor Inappropriate Behaviour</b>	In the Junior School, when a student's conduct or behaviour breaches the School's rules due to an incident of minor inappropriate behaviour, students may be required to perform community service or the student may be provided with guidance around modifying her behaviour.

Source / Contact: Deputy Principal	Process Owner/ Publisher: Deputy Principal
Created: February 2014	Status: Approved



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In the Secondary School, 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
- failure to bring correct equipment to class
- failure to complete homework
- an 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
- bullying (including cyber)
- physical violence
- possession, distribution or consumption of cigarettes, drugs, alcohol
- 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, Directors of Wellbeing or the 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, an afternoon school service, 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.



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The disciplinary procedures and penalties adopted by the School will vary according to the seriousness of the alleged behaviour. 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, they will provide the student with an opportunity to respond to their preliminary view and consider any response provided before reaching a final view.

The corporal punishment of students attending Ravenswood 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 and in correspondence to parents.

<b>Date Approved</b>	27 March 2014
<b>Approval Authority</b>	Principal
<b>Date of Commencement</b>	31 March 2014
<b>Amendment Dates</b>	May 2015, January 2018
<b>Date for Next Review</b>	31 January 2019
<b>Related Policies, Procedures and Guidelines</b>	Procedure: Discipline
<b>Policies Superseded by this Policy</b>	Student Welfare Policy

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