


AIHS Policy and Procedure		
Doc #: PP - 2.15	Title: Discipline	
Manual: 3.7 NC: 9		
Rev #: 8	Approved By: School Principal	Date: 17/12/2024

1.0 Purpose

- 1.1 The Australian International High School (AIHS) is committed to creating a fair and productive environment for all stakeholders.
- 1.2 This policy and procedure ensures that guidelines are based on procedural fairness.
- 1.3 The policy aims to provide all stakeholders with information regarding discipline matters ensuring a respectful and productive learning environment.

2.0 Scope

2.1 This policy and procedure applies to all students and to the staff who are responsible in implementing this document.

3.0 Definitions

3.1 Corporal Punishment – The application of physical force to punish, control, and/or correct, and as a disciplinary measure intended to cause some level of pain or discomfort to a student, no matter how mild.

3.2 Disputes Committee – Comprises of at least two staff selected, as appropriate, from the Principal and the relevant teaching staff.


3.3 Expulsion – Permanent removal of a student from one particular school.

3.4 Misbehaviour or Undesired Behaviour – Behaviour, actions, or conduct that are unacceptable, negative, harmful, or disruptive to individuals or groups, that create hostility, intimidation, or distress among students, staff, faculty, or the School community. This may include but not limited to the following and may manifest as verbal or physical aggression, or other forms of mistreatment that undermine the dignity and wellbeing of individuals:

- Deliberate disregard for the rules and regulations of the school or the class
- Physical violence (or risk of physical violence) towards other students or staff.
- Criminal activity.
- Unsolicited attention towards another student or member of staff.
- Academic and non-academic misconduct.
- Bullying, cyber bullying, harassment or victimization.

3.5 Procedural Fairness – A basic right of all when dealing with authorities. Procedural fairness refers to what are sometimes described as the ‘hearing rule’ and the ‘right to an unbiased decision’.

3.6 Suspension – Temporary removal of a student from all classes that a student would normally attend at a school for a set period of time.

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4.0 Responsibilities

4.1 Principal – Investigates complaints on student’s behavior or incidents of student’s misbehavior. Approves suspension and expulsion of the student.

4.2 Designated Student Services Officer – Records suspension on PRISMS against the student’s electronic Confirmation of Enrolment (eCoE). Completes the Suspension Record Form. Uploads all documentation regarding the investigation of the misbehaviour and the suspension on Paradigm.

5.0 Procedure

5.1 Upon observing or receiving a complaint regarding misbehaviour by a student, the staff or the teacher notifies the Principal.

5.2 The Principal investigates the complaint and conducts an interview of all concerned parties including the student and parent(s)/guardian(s) of an under-18 student.

5.3 The Principal decides within 10 working days on the disciplinary action to be imposed which may include suspension of the student’s enrolment. The disciplinary measures undertaken by the School may vary according to the seriousness of the offence as well as the student’s previous records. Suspension or expulsion will only be implemented as a last resort after all reasonable measures to address the issue have been exhausted.

5.4 Student and parent(s)/guardian(s) for students under 18 years of age are notified in writing of the decision within 10 working days of concluding the investigation. Notification must include:


- Any impact of the decision on the student visa;
- 20 working days from the notification of the decision to access the internal appeals process;
- External appeals process (Overseas Student Ombudsman).

5.5 Student may appeal against the decision hence the suspension cannot take effect until the internal and external appeals processes are completed, unless extenuating circumstances relating to student’s welfare apply.

5.6 Designated Student Services Officer (SS) notifies the Department of Education and the Department of Home Affairs (via PRISMS) within 31 days (14 days for students who are under 18) of the suspension of the student’s enrolment. The start and end dates of the suspension as well as the last actual day of study in the eCoE are entered in PRISMS along with the student’s current contact details. SS also completes the Suspension Record Form and uploads it on Paradigm.

5.7 After the suspension period, the Principal conducts a re-entry meeting with the student and parent(s)/guardian(s) of under-18 students before allowing the student to attend classes.

Notes:

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- The Principal may decide to extend the suspension if the re-entry meeting does not meet the desired outcomes; or
- If student's behaviour does not improve, the Principal in liaison with the Executive Director (ED) may decide to expel the student leading to the cancellation of the student's eCoE. Refer to cancellation process in ACA's Deferment, Suspension or Cancellation of Student Enrolment Policy and Procedure.


5.8 SS keeps copies of all correspondence and relevant documents in the student's file and uploads the records on Paradigm.

6.0 General Guidelines

6.1 Investigation and decision-making considerations

Before a suspension or expulsion decision is made, the Principal will ensure that:

1. A methodical and comprehensive investigation of the incident(s) has occurred and all available witnesses have been interviewed.
2. All matters raised in any interview/investigation are recorded in writing and kept confidential.
3. The student has been heard in the matter(s) under investigation and has had the opportunity to respond to the complaint(s).
4. The age, developmental levels and specific needs of the student have been taken into consideration in the investigation. Consideration has been given to extenuating circumstances before any action is taken.
5. The student understands the decision timeline and the steps that will be taken in any investigation.
6. Where possible a second School-based adult should be present in interviews where the incident involves the possibility of suspension or expulsion.
7. The student's parent(s)/guardian(s) are provided, in a timely manner, with adequate information on the incident, time to assess the information and the opportunity to respond to the complaint(s). Parents/guardians have the right to be present in interviews, particularly where suspension or expulsion is a possibility.
8. A letter detailing the incident and the factors considered in determining the disciplinary action is provided to the parent/guardians.
9. The student and the parents/guardians are informed of the right to access the appeal mechanism.
10. The School strictly prohibits the use of corporal punishment in disciplining its students under any circumstances.
11. The Principal may determine that immediate suspension or expulsion is necessary in cases involving criminal acts, intimidation, significant breaches of the School's Code of Conduct, or serious concerns regarding the welfare and safety of the student, other students, staff, or members of the School community. Such actions will depend on the severity of the incident and its potential impact.
12. In the case of an immediate suspension or expulsion, parent(s)/guardian(s) must be

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informed. Students are never to leave the school premises until parents/guardians have been notified and arrangements for the student’s return home have been confirmed.

6.2 Suspension

The Principal determines whether to suspend a student and, if so, decides on the appropriate type of suspension to implement.

1. In-School Suspension

During an in-school suspension, the student does not participate in regular classes or school activities. Adjustments to the student’s formal learning arrangements are made for the duration of the suspension. For example, the student may be assigned to complete specific coursework in a designated supervision area, away from the general student body. The student's attendance and compliance are mandatory, and their behaviour will be closely monitored by the Principal or their delegate.

When the Principal is on the school premises, they retain direct responsibility for the student's supervision. If the Principal is offsite, this responsibility may be delegated to a nominated staff member. The Principal must formally notify the delegate of their role and responsibilities before leaving the premises.

2. Out-of-School Suspension


Out-of-school suspension prohibits the student from attending school or being on school premises. This type of suspension provides an opportunity for the School, parent(s)/guardian(s), and the student to collaboratively address and resolve the issue that led to the suspension.

During this period, the student's safety and welfare are maintained, and appropriate records are kept. Student Services and relevant teachers are informed of the suspension, ensuring continuity of learning. The student is provided with work and learning materials to complete independently during the suspension. This helps maintain academic progress while keeping the student separate from the school environment.

Note: The School has a responsibility for the educational wellbeing of the student while on suspension and must put in place appropriate measures to ensure the student’s learning needs are catered for during this period.

6.3 Duration of Suspension

The duration of any suspension is an important decision. Factors that must be considered include the student’s previous records, the age of the student, family and personal circumstances, disclosed disability, the behaviour in question and its impact on others.

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Examples of Suspension for 1 to 9 days:

- Continually disrupts learning and teaching.
- Displays disregard for the rules, standards and codes of the School.
- Is seriously defiant or uncooperative, when asked to follow a reasonable directive.

Examples of Suspension for 10 days or more:

- Engages in bullying, cyber bullying, harassment or victimisation.
- Is abusive or violent.

If the student being suspended is on a student visa, their suspension is recorded in PRISMS by SS.

In the event that a student on a student visa is expelled, the eCoE will be cancelled within 31 days, or 14 days for under 18 students, of the student being expelled from AIHS.

6.4 Re-entry Meeting

A re-entry meeting must be conducted before the student’s return to school. The Principal will inform the parents/guardians who will be in attendance at the re-entry meeting. The student is required to be present at the meeting. The Principal may decide to extend the suspension if the re-entry meeting does not meet the desired outcomes.

Any questions or concerns regarding the suspension should initially be directed to the Principal. If the issue cannot be resolved at that level the student, parent(s)/guardian(s) may discuss the matter with the ED. For students under 18, parents/guardians are also informed about the circumstances of the case.


6.5 Negotiated Transfer

When all other pastoral care and discipline measures, including suspension, have been unsuccessful in addressing serious inappropriate student behavior, a negotiated transfer may be considered as a final option.

Negotiated Transfer means a documented and mutually agreed move to another School is arranged. The Principal manages such transfer in consultation with all relevant parties in both Schools and with the parents/guardians of the student involved. A negotiated transfer may be considered as a way of giving a student a “fresh start”.

6.6 Expulsion

The expulsion of a student from AIHS should only be considered in exceptional

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circumstances. The Principal can only expel a student after consultation with and approval of the ED. Parents/guardians will be notified in writing of the expulsion decision by the Principal.

6.7 Right of appeal against suspension or expulsion

Students and their parent(s)/guardian(s) have the right to request a review of a decision to suspend or expel the student. Parents/guardians have a right of appeal through the ED. Refer to the AIHS Complaints and Appeals Policy and Procedure for more details.

Any review of a decision to suspend or expel will reference all relevant records to determine if principles of procedural fairness were followed in the decision-making process.

6.8 Communication

While the actions outlined in this policy are likely to apply to a small number of students, it is crucial for the School to clearly and regularly communicate to all parents/guardians, students and staff, policies on student management, complaints handling and behavioural expectations.

Clear documentation and communication play an important role in ensuring that decisions and actions are based on published principles and follow pastoral and consistent processes.

6.9 The School prohibits corporal punishment. The School also do not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the School.

7.0 References

7.1 AIHS Complaints and Appeals Policy and Procedure

7.2 ACA Deferment, Suspension or Cancellation of Student Enrolment Policy and Procedure

8.0 Appendices

8.1 Suspension Record Form