



SCHOOL POLICY

PROCEDURAL FAIRNESS

(including Student Discipline and Suspension, Expulsion and Exclusion)

Procedural Fairness

The Athena School has a standard, egalitarian viewpoint in its treatment of students and it is expected the student and their parents/caregivers share that willingness to follow the rules, policies and philosophies of the school. A student cannot be accepted into the school if they, or their parents or guardians or member of their immediate family, are not willing to follow the school's ethos.

Procedural Fairness is to be applied by all staff in all situations. The *Student to Quality Assurance Routing Form* is used to support Procedural Fairness.

Any student who is not doing well within the school environment, ie. misbehaving in a manner which is destructive to the educational environment of the school, is to be placed on the *Student to Quality Assurance Routing Form*.

The Routing Form is to be followed exactly, so that the student can be helped in the most effective way.

In the case of a serious incident involving a student, i.e. an act deemed to be dangerous to the health or wellbeing of themselves or others, that student is to be directed immediately to the Principal, who will assess the situation ensuring that a full investigation is undertaken and take appropriate action.

Student Discipline

It is expected that students will follow the Code of Conduct, *How to Make Good Choices* booklet and the school rules, as laid down in the Athena School Rules booklet and listed in the Parent Information Booklet, which is sent home at the beginning of each school year generally and upon admission to the school individually.

Any student who is apparently not coping well or misbehaving, is placed on the Student to Quality Assurance Routing Form. This form takes students through checks on their academic work and counselling, should it be required. All students are standardly handled per the routing form.

It is expected that staff will apply standard classroom and playground procedures, per our educational philosophy, before resorting to the student in Student to Quality Assurance Routing Form.

Corporal Punishment

At no time does The Athena School condone the use of corporal punishment in any form by any member of the school's community as it violates the ethos that the school operates by.

Suspension, Expulsion and Exclusion

Suspension is a temporary removal of a student from all of the classes that a student would normally attend at a school for a set 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. In extreme circumstances.

It is the policy of The Athena School not to suspend, expel or exclude students unless their behaviour is deemed to reduce the quality of school life for themselves or for others. No student is ever removed from the group without first following and fully completing the Student to Quality Assurance Routing Form.

Approved by the
Executive Council & Board of Directors
of The Athena School Limited

