

Discipline Policy

This Policy must be read in conjunction with the student code of behavior policy.

Any failure to abide with NAHB's policies may result in;

- Issuing of a warning
- Suspension or
- Expulsion.

Procedure

The Trainer will complete a Discipline Report Form within 7 days of the alleged breach.

The completed report will be sent to the CEO.

Training Manager to notify the student in writing stating clearly the time and date of an interview and attach a copy of the completed Discipline Report form. The student must be given three (3) days clear notice of the interview.

The Training Manager will conduct the interview with the student and document the outcome.

The Training Manager must allow the student the opportunity to make a written or oral submission to the CEO about the alleged breach within a specified period.

If after consideration of any submissions made by the student, and the CEO is satisfied that the student is guilty of the alleged breach of discipline, the Training Manager may impose one or more penalties as directed by the CEO's decision.

The Training Manager to notify student of the outcome/ decision within 14 days of the interview

If the student is not satisfied with the decision, the Training Manager will advise him/ her of appropriate external body to assist them.

Appeals

A student may lodge an appeal, against the finding or penalty, to NAHB by giving notice in writing within 14 days of the decision.

1. Warning Letter

A warning letter is issued to the student when a breach of policy occurs, it includes but is not limited to the following reasons;

- Failure to complete assessments and course activities by the due date,
- Failure to attend classes or arrive late for class on a regular basis,
- Failure to comply with the uniform policy,
- Failure to perform cleaning duties,
- Use of offensive language towards others.

2. Suspension

Suspension occurs where a student is prevented from attending school for a specified period of time as a result of a breach of policy.

This includes but is not limited to:

- Failure to pay the school fees;
- Failure to comply with the uniform policy;
- Failure to carry out cleaning duties,
- Behaves in such a way as to pose a danger, whether actual, perceived or threatened to the health, safety or wellbeing of another person;
- Being at school under the influence of drugs, unless prescribed medication, alcohol or other illicit substance;
- Causes significant damage to or destruction of property;
- Commits or attempts to commit or is knowingly involved in the theft of property.
- Possesses, uses, sells or deliberately assists another person to possess, use or sell illicit substances or weapons.
- Failure to comply with any clear and reasonable instruction of a staff member so as to pose a danger, whether actual, perceived or threatened to the health, safety or wellbeing of any person.
- Consistently engages in behaviour that vilifies, defames, degrades or humiliates another person based on age, gender identity, disability, impairment, industrial activity, lawful sexual activity, marital status, parental status or status as a Carer, physical features, political belief or activity, pregnancy, race, religious belief or activity, sex, sexual orientation, personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.
- Consistently behaves in an unproductive manner that interferes with the wellbeing, safety or educational opportunities of another student
- Serious breach of any other policy when the RTO Chief Executive Officer believes the sanction is appropriate according to the circumstances.

In determining whether or not to suspend a student, the CEO must take into account the special needs of a student who has any special impairment or disability and the age of the student.

Suspension is a serious disciplinary measure; it is used when other measures have not produced a satisfactory outcome. A student cannot be suspended for more than 10 school days at a time and more than 20 school days in a school year. School days do not include weekends, public holidays or school holidays.

If the CEO believes that the student's behaviour is serious enough to warrant immediate suspension, he or she can suspend a student immediately from school. The CEO must provide the parents or guardians of the student who is under 18 with a written notice of the suspension within 24 hours of the day when the suspension commences. The notice must state:

- The reasons for suspension;
- The school days when the suspension shall occur; and
- The opportunity for parents and guardians to participate in a suspension conference.

3. Expulsion

Expulsion from the Academy is the most serious disciplinary measure open to the principal and may occur in the following cases:

- Behaves in such a way as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person,
- Causes significant damage to or destruction of property,
- Commits or attempts to commit or is knowingly involved in the theft of property,
- Possesses, uses, sells or deliberately assists another person to possess, use or sell illicit substances or weapon;
- Failure to comply with any clear and reasonable instruction of a staff member so as to pose a danger, whether actual, perceived or threatened to the health, safety or wellbeing of any person.
- Consistently engages in behaviour that vilifies, defames, degrades or humiliates another person based on age, gender identity, disability, impairment, industrial activity, lawful sexual activity, marital status, parental status or status as a Carer, physical features, political belief or activity, pregnancy, race, religious belief or activity, sex, sexual orientation, personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.
- Consistently behaves in an unproductive manner that interferes with the wellbeing, safety or educational opportunities of another student
- Being at school under the influence of drugs, unless prescribed medication, alcohol or other illicit substance in a way the pose a threats to the safety of other students, educators or third parties,
- A grave violation of the Academy's policy or of the law,
- Failure to pay school fees.

To expel a student, the CEO must make sure that other support and disciplinary measures to address the behaviour have been implemented by the Academy without success and that the behaviour is of such magnitude that expulsion is the only appropriate measure.

In determining the expulsion of a student, the CEO must take into account the special needs of a student who has an impairment and the age of the student.

The CEO must provide the parents or guardians of the student who is under 18 with a written notice of the expulsion within 24 hours of the day when the expulsion commences. The notice must state;

- The reasons for the expulsion,
- Contain the date of commencement of the expulsion and
- Include details of the complaint and appeal process

The expulsion commences from the date stated in the notice, irrespective of any review or appeal initiated by the student, parents or guardians.

Related Documents

Deferment, Suspension, and Cancellation Policy

Student behaviour Policy

Complaints and Appeals Policy

