

PORT MACQUARIE HIGH SCHOOL

STUDENT WELL-BEING AND BEHAVIOUR POLICY

Background:

Teachers at Port Macquarie High School manage classroom and playground situations in a professional manner and, where possible, are proactive rather than reactive. They are supported in their maintenance of discipline by the Head Teachers, Deputy Principals and Principal.

Students and staff have the right to feel safe at school. It is also expected that students have the opportunity to learn in a quality teaching environment, free from distractions and disruptive behaviour. Teachers at Port Macquarie High School will support students in these endeavours, and also have the right to teach without being harassed, abused or intimidated.

Port Macquarie High School's Student Well-Being and Behaviour Policy is based on the principles of Positive Behaviour for Learning. The expectations of student behaviour are explicitly taught to students, and where appropriate, staff are expected to model these behaviours.

The principles of Positive Behaviour for Learning underpin the core values of Port Macquarie High School, which are:

- **Proud**
- **Motivated**
- **Honest**
- **Safe.**

DISCIPLINE PROCEDURES:

Classroom incidents should be initially managed by the classroom teacher. Significant / unresolved classroom incidents will be managed by the Faculty Head Teacher and playground incidents by the Head Teacher Playground Duty. In situations which may result in the suspension of a student, staff may refer a student directly to the Deputy Principal. Head Teachers may refer a student to the Deputy Principal if they are unable to satisfactorily resolve an issue, or if they deem further action is necessary.

When a breach of school rules has occurred, teachers are required to enter incidents on the Register for Individual Student Contact (**RISC**). Where necessary, Head Teachers or the Deputy Principal will edit these contacts to inform staff of what further action, if necessary, has been taken. When the appropriate action has been taken, the RISC entry should be recorded as complete.

When a breach of school rules has occurred in **class time**, teachers may:

- issue a warning or reprimand
- record the incident on RISC
- place the student on detention (supervised by the class teacher)
- make contact with parents / carers
- refer the student to their Head Teacher (after initial action has failed to resolve the issue)
- refer the student directly to the Deputy Principal, if the matter is likely to result in suspension

A matter referred to a **Head Teacher** may further result in the student being:

- placed on faculty detention (supervised by the Head Teacher)
- placed on A20 detention
- placed in faculty isolation
- placed on after school detention (Thursday Period 6 or Tuesday 3:30pm – 4:30pm)
- referred to a School Counsellor / Head Teacher Welfare
- referred to the Deputy Principal
- referred to the Learning Support Team

A matter referred to a **Deputy Principal** may further result in the student being:

- placed on a monitoring book
- placed on A20 detention / playground clean-up
- withdrawal of playground privileges
- placed in school isolation
- placed on after-school (Thursday Period 6 or Tuesday 3:30pm – 4:30pm)
- referred to a School Counsellor / Head Teacher Welfare
- referred to the Principal
- referred to the Learning Support Team

A matter referred to the **Principal** may further result in the student being:

- placed on in-school suspension
- placed on suspension from the school
- expelled from the school
- referred to the Learning Support Team

When a breach of school rules has occurred in **the playground**, teachers may:

- request the student to perform playground clean-up
- record the incident on RISC and advise Head Teacher Playground Duty
- refer the student directly to the Deputy Principal, if the matter is likely to result in suspension

A matter referred to the **Head Teacher Playground Duty** may further result in the student being:

- placed on A20 detention
- placed on playground clean-up
- referred to the Deputy Principal

CONSEQUENCES FOR BREACHES OF THE STUDENT WELL-BEING

AND BEHAVIOUR POLICY

The following processes outline the procedures for breaches of the Student Well-Being and Behaviour Policy:

- Playground clean-up
- Class/Faculty detention
- A20 (Lunch) detention
- Withdrawal of playground privileges
- Thursday Period 6 detention
- After School detention (Tuesday)
- Sport detention
- Level 1 Monitoring
- Level 2 Monitoring
- Isolation
- Suspension
- Truancy / Attendance Monitoring

PLAYGROUND CLEAN-UP

- Students may be placed on playground clean-up for misdemeanours in the playground. This will require students to clean the playground under the supervision of a playground duty teacher.
- Students will be supplied with rubbish collectors and/or gloves to pick up rubbish.
- Students may be placed on playground clean-up by Head Teacher PGD, Deputy Principal or Principal.
- Refusal to follow instructions will result in referral to the Deputy Principal.

CLASS/FACULTY DETENTION

- Students who interfere with the learning of other students during class may be placed on a lunch detention with their class teacher. This would normally be for the first half of the lunch break.
- Should the class detention not be attended, or the behavioural issues not resolved, a student may be placed on a faculty detention for the first half of the lunch break, under the supervision of the faculty head teacher.

A20 DETENTION

- Students may be placed on A20 detention by Head Teachers, Deputy Principal or the Principal.
- A20 detention runs on Monday, Tuesday, Thursday and Friday during the first half of lunchtime.
- A20 detention will be given at the discretion of the Head Teacher, Deputy Principal or Principal for (but not limited to) classroom or playground misdemeanours, failing to attend a Faculty detention, not reporting for monitoring, not satisfying requirements of Level 1 Monitoring.
- Failure to attend A20 detention will result in an after school detention.
- Students in A20 detention will not be permitted to eat or drink during the detention.

WITHDRAWAL OF PLAYGROUND PRIVILEGES

- Students will be removed from the playground for a period of time (for playground misdemeanours) under the supervision of the Deputy Principal or Principal.

THURSDAY PERIOD 6 DETENTION

- Thursday Period 6 detention is in C22 and runs from 2:40pm to 3:30pm.
- Detention is supervised by the Head Teacher Administration.
- A detention notice, that includes a reply slip, notifies parents in advance of students who have been placed on after school detention. In some circumstances, parent contact will be made via a phone call.
- Where possible, students will be given a reminder of their Period 6 detention. Should a student fail to attend this detention after being reminded, then they will be placed in isolation for a day, and the detention will be completed the next week.
- Students may be placed on this detention for (but is not limited to) failing to attend A20 detention, smoking, continued disobedience, partial or full day truancy, failing to satisfy Level 2 Monitoring requirements, continued uniform infringements.
- Failure to attend, or poor behaviour in sport detention will result in a Thursday Period 6 detention.

AFTER SCHOOL DETENTION (TUESDAY)

- After School detention on Tuesday is in C21 and runs from 3:30pm to 4:30pm.
- Detention is supervised by the Head Teacher Administration.
- A detention notice, that includes a reply slip, notifies parents in advance of students who have been placed on after school detention.
- Students may be placed on after-school detention for (but is not limited to) failing to attend Thursday Period 6 detention, smoking, continued disobedience, partial or full day truancy, failing to satisfy Level 2 Monitoring, continued uniform infringements.
- Any student who is placed on Tuesday after school detention will be given written notification of the detention and also, where possible, a reminder of the detention. If they fail to attend this detention, they will be placed in isolation for a day, complete the original detention the next week and also be placed on Level 2 Monitoring after completing the isolation. Failure to attend the isolation will result in a suspension, the length of which will be determined by the Principal.

PROCEDURES FOR DETENTION

- Students may bring work to do or a book to read.
- Students will sit in a seat allocated by the supervising teacher and have their names marked off the detention folder.
- Students will be informed of the rules for the detention. This will include, but is not restricted to:
 - not eating or drinking.
 - not listening to music devices.
 - not talking to other students.
 - not using a mobile phone.
 - students asking questions in the appropriate manner.
- Students will be given the opportunity to go to the toilet before the detention begins.
- Students who fail to follow the rules set down for after school detention will be referred to the Deputy Principal. Students may then be:
 - required to do the detention at another time.
 - placed in isolation.

SPORT DETENTION

- Sport detention is held in C21 during sport time on Wednesdays. Students are expected to complete work in sport detention.
- Sport detention is given for misbehaviour at sport or for sport truancy.
- Repeated sport truancy will result in sport detention plus an after-school detention.

LEVEL 1 MONITORING (Orange):

As a result of being placed on Level 1 monitoring, the following will apply:

- The student will be required to report to the Deputy Principal before 9am to have their monitoring book signed. Failure to report prior to 9am will result in an A20 detention.
- The student is required to give the class teacher the monitoring book at the beginning of each lesson and pick it up at the conclusion of the lesson, after the teacher has signed it. Every lesson, including Sport and RED, must be signed by the teacher.
- At the conclusion of the day, the student will take the monitoring book home to have it signed by their parent/caregiver.
- If a student has “not achieved” recorded 3 times on the day, an A20 detention will be given. Classroom teachers will enter a RISC entry if “not achieved” is recorded 3 times in the one lesson.
- If a student has “not achieved” recorded in excess of 3 times on the day, an after school detention will be given. This detention may be Tuesday 3:30 – 4:30pm, or Thursday Period 6. If this detention is not attended, then the student will be placed in isolation for a day, and will be required to restart the Level 1 Monitoring process.
- The Deputy Principal will determine if a student has not satisfied the requirements for a full day, in which case the student will be placed on after school detention (as outlined above), and will be required to repeat that day on their monitoring book.
- Students who “lose” their monitoring book will restart the monitoring process and be placed on an after school detention (as outlined above). Students who lose their book on more than one occasion may be placed on Level 2 Monitoring, at the discretion of the Deputy Principal.
- Students on Level 1 Monitoring may be permitted to participate in extra-curricular activities, at the discretion of the Principal / Deputy Principal. **The exception to this is those students who have been placed on Level 1 Monitoring following Level 2 Monitoring as the result of a long suspension.**

LEVEL 2 MONITORING (Red):

As a result of being placed on Level 2 Monitoring, the following procedures will apply:

- If a student has “not achieved” recorded 3 times on the day, an After School detention will be given. This may be Tuesday 3:30pm – 4:30pm or Thursday Period 6. If this detention is not attended, the student will be placed in Isolation.
- If a student has “not achieved” recorded in excess of 3 times on the day, the Deputy Principal will determine the appropriate course of action, which may include either Isolation or Suspension. Misbehaviour in the Isolation Room will result in immediate suspension.
- The student will be required to report to the Deputy Principal before 9am to have their monitoring book signed. Failure to report prior to 9am will result in an A20 detention on the first occasion, and After School detention for any time after that.

- The student **will not be permitted to leave class at any time**. If there is an urgent need to leave the classroom, you will be directed to the Deputy Principal with a note from your teacher that will have the date and time that you left class on it.
- If the student truants at any time, the student will be placed on an After School detention in the first instance, and any further truancy will result in suspension for persistent disobedience.
- Any playground incidents will result in the student being placed under the supervision of a Head Teacher for recess and lunch.
- Students are to satisfactorily complete 5 days on Level 2 Monitoring, after which they will be placed on Level 1 Monitoring.
- Students who are on Level 2 **will not be permitted** to participate in any non-compulsory extra-curricular activities during the monitoring period. e.g. sporting teams.
- Should a student be placed on Level 2 Monitoring as the result of returning from a long suspension (i.e. suspended in excess of 4 days), then the exclusion period from non-compulsory extra-curricular activities will be **10 weeks**. [This exclusion time will begin from when the student returns to school].
- Should a student be placed on Level 2 Monitoring as the result of returning from a **short suspension** (i.e. suspended for up to 4 days), then the exclusion period from non-compulsory extra-curricular activities will be until the student has satisfactorily completed their monitoring. If a student receives a second suspension in a 12 month period, they will be excluded from non-compulsory extra-curricular activities for a **10 week** period. Students who receive a **long suspension** will automatically be excluded from non-compulsory extra-curricular activities for a **10 week** period. Exclusion from non-compulsory extra-curricular activities is at the discretion of the Principal.

ISOLATION:

Students may be placed in isolation by the Principal or Deputy Principal for (but is not limited to):

- Continued/persistent disobedience which interferes with the learning of other students.
- Failing to attend an after-school detention (as outlined previously).
- Unsatisfactory completion of Level 2 Monitoring. At the completion of the isolation period, the student would be placed back on Level 2 Monitoring.

Students placed in isolation will:

- be required to complete work that is provided in the isolation room.
- not be permitted to communicate with other students in the isolation room.
- have recess and lunch breaks at different times to the rest of the school.
- have their parents / carers contacted to inform them that they have been placed in isolation.
- have the isolation recorded on RISC.

Misbehaviour in the Isolation Room may result in the student being suspended from school for continued/persistent disobedience. In such cases, the student would return to school on Level 2 Monitoring.

SUSPENSION FROM SCHOOL:

- Students will be suspended from school as set out in the “Suspension and Expulsion of School Students – Procedures”. The type (Short, Long, In-School) and length of the suspension will be determined by the Principal (or Relieving Principal).

Students who are suspended will:

- be interviewed by the Deputy Principal and Principal. The Principal will then determine the type and length of the suspension.
- be provided with class work that is to be completed during the time of the suspension.
- be required to attend a return from suspension interview with the Deputy Principal or Principal, their parents / carers and where appropriate the teacher(s) involved in the suspension incident **before the completion of the suspension period**. Successful resolution will result in the student returning to school on Level 2 Monitoring.
- be excluded from non-compulsory curricula activities as outlined in the Level 2 Monitoring process.
- be excluded from school camps. There may be extraordinary circumstances where, at the discretion of the Principal, a student who has been suspended may be permitted to attend camp.

In cases where the suspension is not successfully resolved, then the student may face further suspension or expulsion from the school.

TRUANCY / ATTENDANCE MONITORING:

Students who truant (either partial or full day) will:

- have the truancy recorded on RISC by the class teacher. If this is a single period truancy in the day, the truancy will be handled at Faculty level.
- if multiple trancies occur in a day, the issue will be dealt with by the Deputy Principal. The student will be placed on after school detention and a letter sent home to parents.
- be placed on attendance monitoring for continued partial or full day truancy and have their parent/carer contacted. This will be at the discretion of the Principal, Deputy Principal or Head Teacher Administration. Students will be required to report to Deputy Principal or Head Teacher Administration before 9am for the duration of their attendance monitoring.
- be placed in isolation if further truancy occurs whilst on attendance monitoring.

Persistent truancy will result in a HSLO Referral being made.

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