



Figtree High School

Student Welfare and Discipline System

Student Welfare and Discipline System Summary

The Figtree High School Welfare and Discipline System is based upon relevant Department of Education (DoE) policies, and is tailored to meet the needs of our school. It was developed collaboratively with the school Parents & Citizens Association, students and staff.

The policy reaffirms the values of **RESPECT, RESPONSIBILITY, EXCELLENCE**.

This system provides a structure that facilitates the fair disciplining of students when their behaviour at school is deemed to be unacceptable.

Some features of the system are as follows:

- There are 3 levels in the system with each level targeting specific types and degrees of misbehaviour.
- The levels are assigned a range of specific disciplinary consequences but there is scope for flexibility within the behaviour continuum.
- Parental involvement is central to the policy.
- The policy emphasises the rights of the student and advocates the concept of procedural fairness. The policy includes an "appeals" procedure.
- Students' rights are viewed as a function of their responsibilities regarding the school, their own learning and the learning and welfare of other students.
- Teachers are initially responsible for the management of student behaviour.

The FHS Welfare and Discipline policy is structured on a number of levels known as **The Level System**.

Level 1: targets *persistent failure to meet behaviour expectations*

If the same teacher (or their replacement) identifies a persistent pattern of poor student behaviour in class, or the student's misbehaviour escalates rapidly, the student can be sent to the relevant Head Teacher for a higher level of discipline.

If this occurs the Head Teacher will discuss the matter with the teacher and the student and then the Head Teacher will decide what discipline option is appropriate.

The disciplinary options are:

- immediate placement onto Level 1 or
- a caution could be issued regarding future placement onto Level 1 if behaviour does not improve, and,
- some of the following strategies could also be employed:
 - parental interview
 - referral to counselling or the Learning Support Team
 - Lunchtime Executive Detention/s
 - placing the student onto a weekly faculty-specific behaviour booklet and/or weekly behaviour checks
 - change of class (after consultation with the parents and/or carers and the Deputy Principal) and/or
 - placement into another appropriate teaching space to work, under the supervision of a teacher or Head Teacher, on the same or similar programmed learning material currently being completed by the student's class (maximum one week)

If the Level 1 option is activated the following discipline will apply:

- one week faculty behaviour monitoring
- two lunchtime Executive Detentions

Level 2: targets persistent failure to meet value expectations

Students whose behaviour results in their being placed onto Level 1 by a number of faculties may risk being placed onto Level 2. The School Welfare and Discipline Committee determines if a student is to be placed onto Level 2.

Welfare and Discipline Committee's Role.

The Welfare and Discipline Committee meets weekly to look at the referrals.

The Welfare and Discipline Committee, for each case it examines, will determine which discipline strategies are most appropriate and have the best chance of positively affecting the student's behaviour.

Decisions could include:

- referral to the Learning Support Team
- placement onto Level 2
- extension of time on Level 1
- referral to the School Counsellor
- assigning the student to detentions after school or at lunchtime
- liaising with Year Advisor
- issuing a "Formal Caution to Suspend"
- referral to DoE Behaviour Services or external agencies
- parental involvement
- other appropriate measures

The consequences for students who are placed onto Level 2 are:

- parents notified by way of the Level 2 Booklet and letter
- attendance at two after-school detentions
- successful completion of a two-week behaviour monitoring program (Behaviour Monitoring booklet)
- mentoring by Year Advisor

Students who successfully complete these requirements revert to Level Zero. Those who are not successful in completing requirements will be referred to the Welfare and Discipline Committee.

Level 3: targets serious breaches of discipline.

Students can be placed on Level 3 by the Principal or Deputy Principal for: continuing to not meet behaviour expectations while on Level 2 (recommendation from the Welfare and Discipline Committee) and

- committing a serious breach of school discipline
- open and defiant disregard for the authority of the school
- selling, distributing and/or being in possession of illegal drugs
- physical violence*
- selling or distributing prescription drugs to other students
- extreme offensive behaviour
- extreme threatening behaviour
- possession/use of a weapon*
- serious theft*
- possession or consumption of alcohol
- vandalism
- inappropriate use of technology eg. inappropriate use of mobile phones, accessing unapproved internet sites, cyber harassment (as set out in DoE guidelines)*

** NB: Departmental Policy requires that the Police must be notified about offences designated with an *.*

If the Principal or a Deputy Principal decides that Level 3 is appropriate the consequences or preventative measure for the student could include:

- assigning the student from 2 to 4 afternoon school-detentions
- a short or long suspension from school
- placement onto a two week behaviour monitoring booklet
- referral to DoE Behaviour Services
- referral to the Learning Support Team
- counselling; and/or placement onto an extended Negotiated Behaviour Management Program

Suspension

Students placed on a suspension allows the student time to acknowledge and accept responsibility for their behaviour and to accept responsibility to change their behaviour to meet the school's expectations in the future. It allows time for school personnel to plan appropriate support for the student to assist with successful re-entry.

The decision to suspend is taken by the Principal, or in the Principal's absence, the Relieving Principal. When permitted to return to school from suspension a student will:

- be interviewed by a member of the senior executive (on re-entry to school) who will determine whether or not the inappropriate behaviour that resulted in the suspension has been resolved (a parent/carer should be present at this interview)
- be placed onto a Behaviour Monitoring Program and abide by the conditions of this program
- if appropriate attend at least one counselling session to examine the issues which may be adversely affecting their behaviour and to work on ways of avoiding a repetition of the behaviours

Suspension is only one strategy within a school's student welfare policy and discipline code. It is most effective when it highlights the parent or caregiver's responsibility for taking an active role, in partnership with the school, to change the behaviour of their child.

A student under suspension is not permitted to enter school grounds without permission from the Principal or Deputy Principal.

Appeals

Our policy incorporates "procedural fairness" which allows a student to appeal.

Appeals can only be based upon irregularities in the process of investigation. The judgement of the person managing a discipline case can not be questioned if all reasonable and fair measures to collect the evidence upon which the decision is based has been conducted. All students have the right to politely state their case before a judgement is made. If however, the student cannot be located, a judgement will be made by the case-manager on the basis of available evidence.

Level 1 Appeal

If the student wishes to dispute the circumstances surrounding their placement on Level 1, he/she must arrange to lodge a verbal appeal with the relevant Head Teacher as soon as possible.

Levels 2 and 3 Appeals

Any student who wishes to appeal against being placed onto these levels should complete an Appeal Form that can be obtained from the Deputy. The form must be lodged with the Principal within one week of the student being placed onto the Level that is in dispute.

Level 3: Excursions and Sporting events.

Any student who is currently on Level 3 will not be permitted to participate in special school events. Special school events include such things as:

- In-school events, eg, motivational lectures, drama performances, incursions
- School excursions that require students to leave the school grounds
- Camps
- State knock-out sporting events, eg, the University Shield, Shell Cup
- School dances

- Participation in music or drama performances e.g. Rock Eisteddfods, String Ensemble
- "Gifted and Talented" events
- Normal school sport is a Department of Education curriculum requirement for all students in Years 7-10. Students will not be excluded from school sport entirely if they are on Level 3. However, a student on Level 3 may be excluded from participating in a sport that is held at a venue external to the school premises.

Truancy

Students are expected to attend and remain at school each day.

Truancy, lateness to school and habitual lateness to class can be very disruptive to the learning time of all students. It is the student's responsibility to arrive at school on time and to be in class on time. The policy and procedures for failing to meet these expectations are as follows:

Fractional Truancy (absent from single lessons without permission):

Students who are truanting from lessons will automatically be given one lunchtime faculty detention. The truanting student will also be expected to be able to show evidence that all classwork, homework and assessment tasks that were missed are completed. Failure to complete this work may be regarded as a serious breach to meet student behaviour expectations.

Persistent fractional truancy can result in the student being:

- placed onto Level 2 (with mandatory counselling and two detentions); or
- referred to the Head Teacher for a Level 1 placement.

Lateness to class

A late note from the teacher of the previous class or the teacher the student was seeing prior to the lesson must be presented to the current lesson teacher if a student arrives more than approximately 3-5 minutes late for class. If the student does not have a late note explanation, they may be given one lunchtime faculty detention.

Lateness to School

Continued lateness to school without written explanation will result in appropriate consequences being given by the Principal or Deputy Principal.

Truancy (full or half day)

Full day or half day unauthorised absence from school, and / or leaving the school grounds without permission.

A student who is caught truanting can include:

- be given a Level 2 caution

- be given two after school detentions
- be placed on an attendance card for one week
- referred to the School Counsellor to determine the reason for the truancy

Students who consistently truant may be placed on an **Attendance Monitoring Card**. This card requires the student to be signed into every lesson for a period of time. The card is managed by the Deputy Principal.

Any student who has truanted twice within a period of one term will be referred to the Welfare and Discipline Committee for possible placement onto Level Two. A parent interview may be considered.

Activities in the playground and during change of class.

The Deputy Principal is the reference person for any student failure to meet expected playground behaviours that occur between periods or before school (with the exception of fractional truancy).

Bullying and Harassment

The Welfare and Discipline Committee is also our school's "Anti-Bullying and Harassment" Committee. School expectations are displayed throughout the school in each of our school settings. Students are expected to respect the rights and safety of all members of our school committee. Students are expected to report problems in a prompt and polite manner.

Social Media

The Welfare and Discipline Committee is also our school's Social Media Committee. School expectations are documented in our Technology and Social Media Policy. Students, parents and the greater community are expected to respect the rights and safety of all members of our school community in using the internet and online communication platforms. Any breaches in conduct will be dealt with in line with our Student Welfare and Discipline System.