

## HUNTERS HILL HIGH SCHOOL

### POLICY ON DISCIPLINE AND WELFARE

#### OVERVIEW

Hunters Hill High School is a comprehensive co-educational high school that believes that each and every student has the right to maximise his/her learning potential in a safe learning environment. The welfare and discipline policy is a tool to assist our teachers and students in their efforts to achieve this aim.

The school endeavours to use a range of encouraging and disciplinary strategies to maintain classroom focus, safety and the opportunity for students to take personal responsibility for their behaviour and learning.

The school will endeavour to use the Merit System and positive reinforcement as the preferred method to encourage good student performance and behaviour.

In circumstances where positive reinforcement does not yield the necessary appropriate student behaviour, the school has a structured disciplinary system of measured and reasonable steps to deal with inappropriate student behaviour (when necessary).

The school's discipline system is aligned with the Department of Education's guidelines on Suspension and Expulsion. The school uses the Department's guidelines on procedural fairness when dealing with issues of student behaviour. These include:

- A student's right to explain his/her understanding of events
- A student's right to have a fair and impartial determination made about an incident

#### COUNSELLING

Counselling of students by teachers, Head Teachers, Deputy Principals and the Principal forms a major part in the school's disciplinary strategies. These meetings are intended to focus upon the student's behaviour rather than the student as a person. Features of these sessions will include:

- Asking the student to identify in what way his/her behaviour was inappropriate
- Consideration of how the situation may be redeemed / improved
- A plan for the future to prevent a recurrence of the incident
- Any consequence which may arise from the behaviour

#### STEP SYSTEM

A system of communication letters with parents highlight situations where a student's behaviour has been addressed by the teacher in class without an improvement in the inappropriate behaviour. These letters are issued on a sliding scale.

- **Step 1 Letters** – issued by teachers after unsuccessful classroom intervention and counselling by the teacher
- **Step 2 Letters** – issued by Head Teachers after Head Teacher counselling
- **Step 3 Letters** – issued by Deputy Principals denoting a serious and ongoing failure of a student to address

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#### MONITORING

The school uses a range of monitoring books to permit students, parents and teachers to be more intimately aware of the student's lesson by lesson progress. The books provide the opportunity for feedback between teachers and parents to achieve the aim of increased student focus during class time.

The various books include:

- **Yellow Books** – Faculty managed books relating to one subject only – monitored by teachers or Head Teachers
- **Green Books** – Managed by the Year Advisor and parents, these books look at every lesson in the day. Many students have 'self-referred' asking to be placed on such booklets as the process encourages and reminds them of the need to 'stay on task' during lessons
- **Blue Books** – Managed by the Deputy Principal and parents for more significant breaches of the school's Code of Conduct
- **Red Books** – Managed by the Deputy Principal and parents for serious breaches of the school's Code of conduct such as returning from Suspension

The school will employ strategies of suspension (both short and long) and expulsion in situations of aggressive behaviour, continued disobedience, violence, illegal substances and weapons in accordance with the Department's document *Guidelines on Suspension And Expulsion*. As a general rule, these procedures will be engaged after other strategies have been engaged.

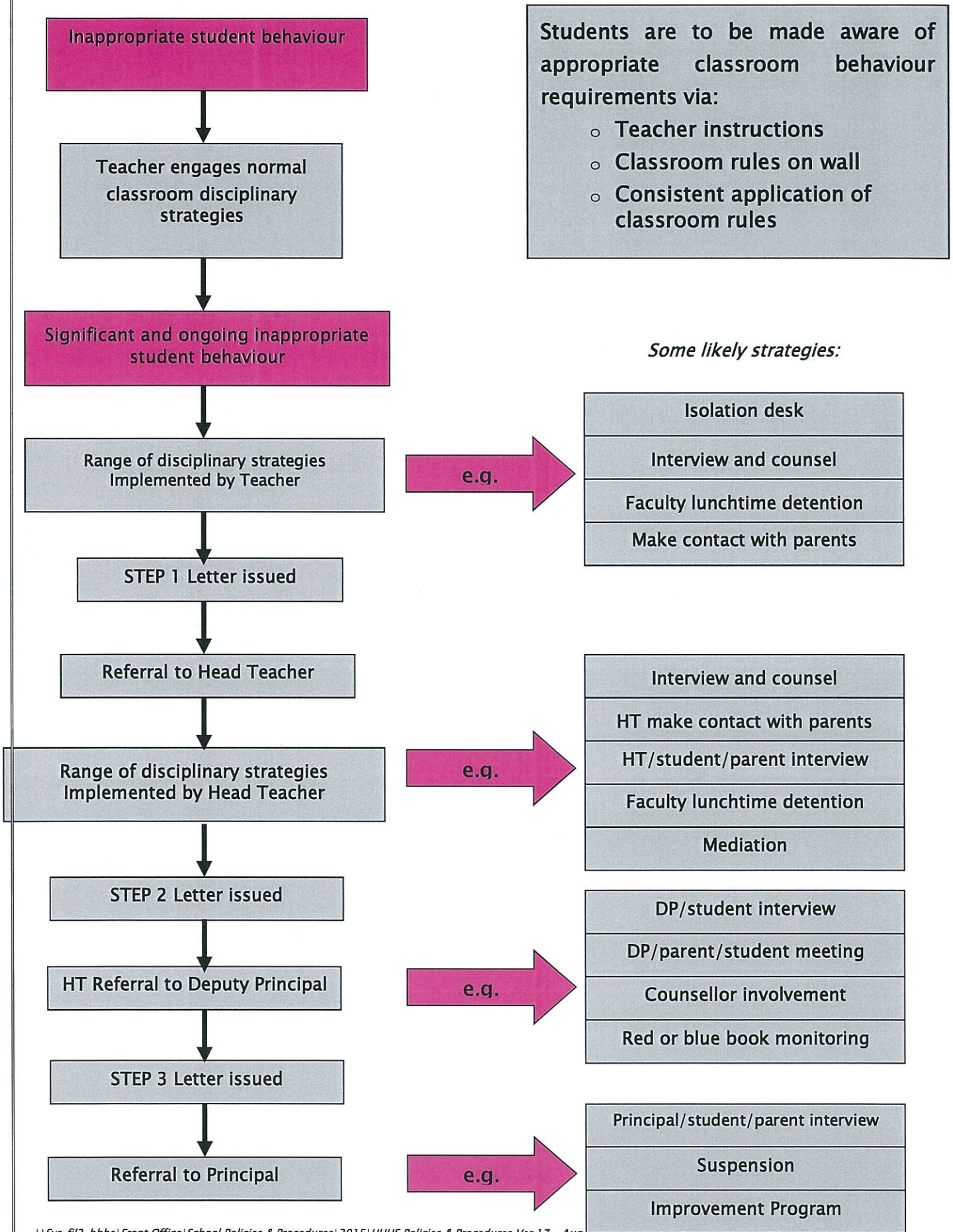
#### DISCIPLINE SYSTEM FLOWCHART

The attached Discipline System Flowchart acts as a guide for school staff in the implementation of disciplinary measures when a student's behaviour is in breach of the school's Code of Conduct.

A degree of flexibility may be exercised in the implementation of this flowchart which considers such factors as the age of the student, mitigating circumstances, the student's level of understanding and the student's emotional well-being.

# HUNTERS HILL HIGH SCHOOL

## POLICY ON DISCIPLINE AND WELFARE - DISCIPLINE SYSTEM FLOWCHART

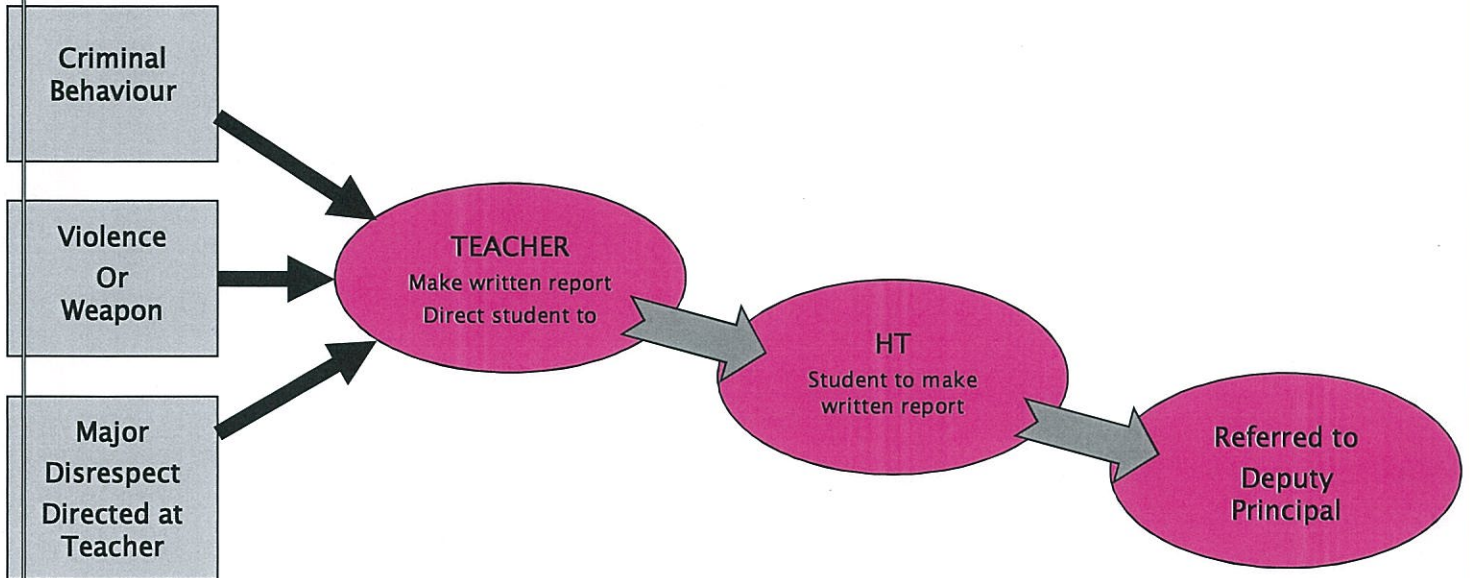




## HUNTERS HILL HIGH SCHOOL

### POLICY ON DISCIPLINE AND WELFARE - DISCIPLINE SYSTEM FLOWCHART

#### QUICK RESPONSE SITUATIONS



DEC disciplinary measures for significant issues of behaviour including:

- Short Suspension
  - Continued Disobedience
  - Aggressive Behaviour
- Long Suspension
  - Violence
  - Illegal Substances
  - Weapons
  - Continued Disobedience
- Expulsion
  - Unsatisfactory Performance
  - Continued Misbehaviour

Note:

1. Only the Principal has the authority to Suspend or Expel.
2. Procedural fairness must be exercised at all times.
3. Each person MUST be treated as an individual – special circumstances may be in play:
  - Family situations
  - Medical issues
  - Mental health issues
  - Counselling plans
  - Long term behaviour plans
  - Where time delays separate the consequence from the behaviour
  - Insufficient conclusive evidence of the misbehaviour exists
4. A strict system of protocols must be employed by the Principal before imposing a Suspension or Expulsion.

## HUNTERS HILL HIGH SCHOOL

### POLICY ON DISCIPLINE AND WELFARE - WELFARE

#### OVERVIEW

Hunters Hill High School endeavours to offer support for students and cater for the well-being of its students. The Learning Support Team meet regularly under the direction of the Deputy Principals oversee this system.

The School Merit System and Achievers' Camp provide strong positive encouragement for students to be engaged as "thinkers, triers and doers". The school works to enhance student resilience through a range of programs and strategies including:

- Achievers' Camp
- Anti-bullying Programs
- Duke of Edinburgh Scheme
- Peer Support
- Peer Support Leader Training
- Recognition Assemblies
- Special Programs such as Assertiveness Training
- Student Representative Council
- Tournament of the Minds
- Year 6 Orientation Program
- Variety Night Talent Program

The monitoring book program uses the partnership between school and home to assist students to obtain regular and ongoing feedback on meeting course and behavioural requirements. This program aims to assist students in the modification of their behaviours to improve classroom performance.

The School Counsellor is available to students through a range of mechanisms including self-referral, teacher and parent referral to provide assistance with issues that arise during adolescence.

Hunters Hill High School has a defined anti-bullying policy. Students have the right to work and learn in an environment that is free from harassment. A range of strategies including mediation, family intervention, teacher intervention and disciplinary measures will be used to address bullying.

*Reviewed DP 2015*