

KINCUMBER HIGH SCHOOL



WELFARE & DISCIPLINE POLICY

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KINCUMBER HIGH SCHOOL – WELFARE AND DISCIPLINE POLICY

STUDENT WELFARE AND DISCIPLINE POLICY

STATEMENT OF PURPOSE

Kincumber High School aims to pursue excellence by providing a positive, stable, caring and safe environment in which each individual student can develop to his or her potential.

The overriding priorities for Kincumber High School are to raise educational standards and levels of educational achievement through the provision of quality education for all students.

Quality teaching and learning is enhanced when a supportive welfare network exists to allow every student to learn and grow. Welfare is a vital part of learning.

Welfare includes everything the school does to meet the personal, social and learning needs of individual students. This policy identifies the objectives and outcomes of welfare and discipline within this school. It is framed on the Behaviour Code for Students (2015) which are set down for all students in NSW Government schools.

Behaviour Code for Students

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our school
- Not bully,harass, intimidate or discriminate against anyone in our school

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

The Student Welfare and Discipline Policy is reviewed regularly and relevant action plans are put into practice. Student Welfare and Discipline is the responsibility of every teacher, student and parent. The Welfare and Discipline Team within the school is made up of the Senior Executive, Supervisor Female Students, Head Teacher Welfare, Year Advisers, Careers Adviser, Aboriginal Education Worker and School Counsellors. All staff are included in the welfare network via regular communication and reporting.

Our parents and community members are expected to participate in the education of young people and share the responsibility for shaping appropriate student welfare and behaviour. In conjunction with this, outside agencies including Headspace, RYSS, Gosford Council Youth Workers, Police and CC Area Health, run programs for groups of students which strive to improve self-esteem, lower bullying and work with students on their individual strengths and weaknesses.

Kincumber High School students are expected to take responsibility for their own learning and behaviour and to participate actively in the life of the school. All students are expected to take responsibility for implementing the anti-bullying policy through Ignore, Walk Away, and Report (written) and by being a 'positive' bystander.

We want you to be a part of the welfare and discipline process. Please do not hesitate to let us know of your concerns before they become major issues.

Janine Debenham
Principal



STATEMENT OF STUDENT’S RESPONSIBILITIES AND RIGHTS

STUDENT RESPONSIBILITIES	STUDENT RIGHTS
<ul style="list-style-type: none">➤ To learn as much as possible and do the best I can at all times.➤ To cooperate with staff and students during lessons and all school activities.➤ To behave in a way that will help all students to learn.➤ To care for others and refrain from verbal, written or physical abuse of other students or teachers.➤ Not to smoke or consume alcohol or other drugs or encourage others to do so.➤ To wear footwear and clothing that is safe for all practical lessons.➤ To be in the right place at the right time and not leave school without permission.➤ To treat others in a polite and respectful manner.➤ To be fair in my dealings with others.➤ To accept and recognize rewards given to others.➤ To accept that others may be different to me and have a right to be different.➤ To respect the property of others or that of the school.➤ Not to steal, damage, destroy or interfere with the property of others or the school.➤ To listen to what others have to say.➤ To accept that others may have views and ideas that is different to mine.➤ To keep the school free from litter by not throwing food or rubbish and to clean up if necessary.➤ To keep the school free from graffiti, not participate, plus notify of any instances and assist with removal.➤ To wear the school uniform at all times.➤ To show respect and courtesy to all.➤ To behave in a responsible manner whilst travelling to and from school or whilst participating in school excursions or other activities.➤ To ensure all work submitted is my own work, not copied or plagiarized.➤ To behave responsibly ‘on line’ and avoid fraudulent log-in, inappropriate language or cyber-bullying.	<ol style="list-style-type: none">1. To expect a quality education and to experience success in schooling.2. To receive explicit feedback from teachers for all tasks.3. To participate in all programmed activities.4. To learn in a safe environment in which all students are free from physical and verbal violence both at school and in travelling to and from school.5. To be treated with politeness and respect and to be recognized for achievement, effort and improvement.6. To access advice and support related to learning, welfare and transition to post-school options.7. To expect all property to be safe and undamaged.8. To be able to express an opinion in an appropriate manner at the appropriate time.9. To enjoy healthy and pleasant surroundings.10. To attend a school with a good reputation.11. To expect procedural fairness when dealing with school authorities.



Student Welfare Policy

Vision: 'To make a positive contribution to the wellbeing of every student'

The welfare team aims to help students to develop:

- a sense of enjoyment and satisfaction from learning and to have a high esteem as a learner and a person,
- a coherent set of values to guide behavior
- a personal sense of dignity, worth and self-reliance,
- a feeling of ownership and belonging in the school and the uniform,
- a sense of cultural identity,
- a feeling of belonging to the wider community and the environment,
- a caring attitude towards others, mutual respect and an ability to form satisfying and stable relationships,
- A sense of safety and comfort within the school environment.

To do this the welfare team will ensure that:

- the desire to learn is promoted by rewarding academic achievement and effort,
- standards of uniform are upheld by establishing processes and protocols, maintaining a uniform pool and ensuring student assistance is offered where needed,
- students who need help with social, emotional, learning and health issues are supported and guided to seek assistance,
- Students are encouraged to maintain high attendance rates through attendance programs such as the HSLO interviews, parent interviews and other appropriate interventions,
- Positive relationships are maintained by ensuring that anti-bullying programs and processes are established and leadership, mentoring and mediation interventions are implemented.

It should be noted that sexist, racist and offensive slogans, photos, pictures or drawings on books, covers, clothing, mobile phones, emails, social networks or anywhere else have no place at Kincumber High School.

If a student has a welfare/wellbeing issue, the first point of contact should be their Year Adviser.



Student Progress at Kincumber High School

Almost all students at Kincumber High School (KHS) progress through school taking advantage of the social, leadership and academic opportunities given to them. These students are mentored by their classroom Teachers, Head Teachers, Senior Executive and Year Advisers in the normal course of the school year.

These students receive rewards for their efforts (discussed later) and they take advantage of opportunities to represent KHS in sport, drama, debating etc... and participate in the many clubs and groups such as chess, sci-fi, volunteering, fishing etc. They form strong social networks/friendships and have few issues with uniform and attendance.

Students who have difficulties in assimilating into school life or reaching the expectations of KHS may need support via their Year Adviser or the Learning Support Team (LST). The LST consist of Deputy Principals, Head Teacher Welfare, Head Teacher SSU, Learning and Support Teacher (LAST) & School Counsellor.

- The Learning support Team (LST) meets every Tuesday.
- Referrals to the Learning Support Team (LST) are made by teachers via the school's Millennium Online Welfare System.
- Referrals requiring action by the LST are presented by the Head Teacher Welfare at the next LST meeting.
- At the LST meeting student issues are reviewed and actions are put in place to support the student in meeting behavior, learning outcomes.
- The LST may choose to refer students to staff in specialist roles within the school including, Careers Adviser, Aboriginal Education Officer and LAST for additional support.
- Students referred to the LST are periodically reviewed to determine the success of implemented strategies and assess the need for further support.
- Year Advisers meet with the HT Welfare in fortnightly meetings to discuss specific wellbeing issues for their students and plan the implementation of targeted wellbeing programs as a part of the whole school wellbeing scope and sequence.



Student Reward and Recognition at Kincumber High School

Rationale:

Positive reinforcement is an essential component of every person's life. Students will be rewarded for work well done whether it is academic, social, community, leadership or sporting achievement.

Merits will be presented to students who work consistently and strive for excellence at their own level.

Aims:

- To reward students for the pursuit of excellence in all areas of education.
- To recognise achievement of students at all levels.
- To involve all staff and faculties in the scheme.

Awards:

- All faculties operate their own classroom Faculty Awards.
- Academic Achievement and Academic Effort Awards are awarded twice a year with their Half-Yearly and Yearly Reports.
- The Top Ten Academic Performers of each Year are recognised along with specific Key Learning Area awards, special donated awards, Principal Awards and Sporting awards at the Evening of Excellence.
- The A+ award system targets positive behaviour. Teachers present students who exhibit positive behaviours with a ticket. Tickets are placed into the A+ boxes located at the Canteen and HT Welfare office. A draw is carried out at each assembly with the winner receiving a canteen voucher.
- Recognition for service to the school and community, including volunteering.
- Values Awards are issued at a Values Award Assembly each semester. They are based on positive behavior entries from teachers on the Millennium Online Welfare System and Year Adviser input.



SCHOOL DISCIPLINE CODE

Introduction

This policy follows the Department of Education and Training documents:

- Student Discipline in Government Schools (2006)
- Behaviour Code for Students (2015)
- Values in NSW Public Schools (2004)

Procedures for the suspension and expulsion of students follow the departmental guidelines contained in the document: *Suspension and Expulsion of School Students* (2011).

The Kincumber High School Discipline Code is the school's policy that outlines standards of behaviour expected of students at school and travelling to and from school. It reflects government legislation and Department of Education and Communities policies and practices and was developed with the support and consultation of the school community including staff, students and parents.

Individual student self-discipline and responsibility is an important aspect of school education and this School Discipline Code. The code and policy is supported by:

- School Reward and Recognition System and,
- Student Behaviour Monitoring Processes.

The School Discipline Code has other clear guidelines and expectations, consequences and support structures. A copy of the School Discipline Code is included in the Student Handbook issued to each student for discussion with parents or caregiver. Staff members are issued with a Fair Discipline Code.

Parents may contact the school for clarification of any issue in the School Discipline Code. Students may discuss any issue in the School Discipline Code with members of the teaching staff at an appropriate time.



STRATEGIES FOR DEALING WITH UNACCEPTABLE BEHAVIOUR

Misbehaviour in class may result in action by the classroom teacher including:

- loss of classroom privileges;
- a planned restitution;
- detention;
- withdrawal from class;
- parental contact with Head Teacher negotiation;
- strategies as deemed appropriate by the classroom teacher.

Continued classroom misbehaviour, or serious misbehaviour, may result in the classroom teacher referring the student to the Head Teacher for further action. Head Teachers will ensure recording of incidents on the student database (Millennium Register).

Misbehaviour in the playground may result in action by the teacher-on-duty including:

- playground clean-up;
- a planned restitution;
- loss of playground privileges;
- parental notification in negotiation with Head Teacher on duty;
- other strategies as deemed appropriate by the supervising teacher/Head Teacher on duty.

Continued playground misbehaviour, or serious incidents, may result in the playground teacher referring the student to the Head Teacher-on-duty for further action. Head Teachers will record incidents on the student database (Millennium Register).

The following are a range of strategies, which *may* be employed in dealing with inappropriate behaviour:

- placement on a conduct monitoring booklet and or attendance in the Planning Room.
- individual management plans and contracts;
- withdrawal from playground;
- parental contact by telephone;
- parental assistance sought;
- parent interview and risk assessment;
- negotiated attendance plans;
- if student is risk assessed as causing harm to self or others they may be excluded from sporting teams/excursions & other events.

Suspension and Expulsion

All students and teachers have the right to be treated fairly and with dignity, in an environment free from disruption, intimidation, harassment and discrimination.

There will be cases of unacceptable behaviour where it will be in the best interests of the school community and/or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and expulsion are options available to the Principal in such circumstances.

The Principal may choose to immediately suspend any student who:

- is in possession of a suspected illegal drug;
(Mandatory police report, confiscation and disposal of illicit substance)
- is violent or threatens serious physical injury;
(Any student intentionally causing injury or threatening serious physical violence against another student or against a teacher is to be suspended immediately - the police must also be notified of violence or threats of violence)
- is in possession of a prohibited weapon.
(Any student in possession of a prohibited weapon, or using, or threatening to use, any item or instrument as a weapon, is to be suspended immediately. The matter must be reported to the police immediately).

Any of these matters will be referred to the School Security Unit for procedural and legal advice.



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The Principal may suspend any student who:

- is persistently disobedient, insolent or engages in verbal harassment and abuse, or persistently disrupts,
- prevents the learning and teaching of others,
- engages in criminal behaviour related to the school (*this will result in police being notified of the circumstances*).

Suspensions may be:

Short suspensions - up to and including four school days;

Long suspensions - up to and including 20 school days.

Short suspension process

- Student's behaviour warrants suspension.
- Appropriate school student support strategies and discipline options have been applied and documented, and appropriate support personnel have been involved. School-based intervention, however, has failed and the student's behaviour continues as unacceptable.
- Discussions with the student and parents/caregiver about misbehaviour that could lead to suspension have taken place (in cases other than those which warrant an immediate suspension).
- When appropriate a formal written caution has been provided detailing the unacceptable behaviour with clear expectations of what is required of the student in future.
- All action is recorded.
- Parents/caregiver informed of the student's suspension and a study plan provided.
- Suspension resolution meeting convened.

If, after two short suspensions, the unacceptable behaviour continues strategies such as further short suspensions, a long suspension or alternative educational programs must be considered. The Director of Public Schools, Department of Education and Communities, must be advised if a student receives more than two short suspensions within a 12 month period.

Long suspension process

- A formal procedural fairness interview will be held with the student before making the decision to suspend.
- The School Education Director will be notified of the long suspension including its probable duration.
- A study program will be provided.
- A Counsellor interview prior to resolution meeting.
- A suspension resolution meeting convened by the Principal.
- School, district and other available resources will be utilised to assist the return of the student to school.

The Principal may not impose more than two long suspensions on a student in a 12 month period without the approval of the Director. If, after two long suspensions, the matter remains unresolved, other strategies must be considered including alternative educational placement or a recommendation for expulsion from the school or the government school system.

The Principal will convene suspension resolution meetings as soon as practicable. A program to support re-entry is negotiated with the student, parents and the school counsellor and documented prior to the suspension being lifted by the Principal.



Expulsion

Expulsion from a school may be made on the basis of:

- misbehaviour of a student of any age; or
- unsatisfactory participation in learning by a student of post-compulsory school age.

The Principal will ensure, except as a result of a most serious incident, that all appropriate student support strategies and discipline options have been implemented and documented prior to expelling a student from the school because of misbehaviour.

In the case of unsatisfactory participation in learning by a student of post-compulsory school age, the student must receive at least one formal written warning that expulsion is being considered. A program of improvement should be developed with the student.

Kincumber High School has a well-developed process of warning letters, parental contact and support from within faculties to ensure students of post-compulsory age are given every opportunity to satisfy course outcomes.

The school will follow the guidelines and requirements of Suspension and Expulsion of School Students – Procedures (2011) when considering suspension or expulsion of school students.

Appeals Process

Students and parents or caregivers, who consider that correct procedures have not been followed, or that an unfair decision has been made in respect of a suspension or expulsion, may appeal. Appeals should be in writing, stating the grounds on which the appeal is being made. Assistance in lodging an appeal is available from the District Office.

The appeals process follows the guidelines set out in Suspension and Expulsion of School Students – Procedures (2011).

The fact that an appeal has been lodged will not delay the Principal's decision to suspend or suspend prior to expulsion from the school, nor will it prevent attempts to resolve the suspension.