

## IN-SCHOOL DISCIPLINE & FAIRNESS POLICY

### SCOPE

This Policy governs the conduct of all students and staff whilst at school.

To be read in conjunction with the Ministry of Education Guidelines on stand-downs, suspensions, exclusions and expulsions Ministry of Education - Guidelines on stand-downs, suspensions, exclusions and expulsions (copy attached to paper copies of this policy). To be read in conjunction with Westlake Girls High School Restorative Practice beliefs and values guidelines.

### OBJECTIVE

To provide a framework for the expected basic conduct whilst at school. The school's **Code of Conduct** forms part of, and is an attachment to this discipline policy.

Other attachments: Learning Support Referral Form and Detention Slip.

### PROCEDURES

- Students are expected to follow the school's **Code of Conduct** and staff are expected to treat students in a fair and consistent manner.
- In addition to the Code of Conduct, the school has established certain responsibilities for students:
  - To treat staff with respect and dignity.
  - To attend school regularly, on time, ready to learn and take part in the school activities.
  - To aim for the highest standards in all aspects of school life.
  - To co-operate with the staff and to accept the authority and rules of conduct of the school.
  - To consider and respect the feelings and property of other people in the school.
  - To care for the grounds, buildings, furniture, equipment and books provided by the school.
- In addition to the Code of Conduct, the school has established certain responsibilities for staff:

***Teaching Staff will:***

- Arrive punctually to all classes.
- Provide well-planned, organised lessons.

***All Staff will:***

- Treat students with respect, dignity, fairness and consistency (whilst recognising individual needs and differences).
- A detention system is operated and students are supervised while they fulfil their obligations. For after school detentions, parents/caregivers are advised and given 24 hours notice, as there may be some disruption to usual travel arrangements.
- Instructions for teachers on the procedure for issuing detentions are held in the staff manual. These instructions cover how the form is to be completed and the procedures to follow. A copy of the WGHS detention form is attached to this policy.
- Infringements to the Code of Conduct and Student Responsibilities carry certain recommended procedures and punishments. These are provided in detail in the staff manual under the heading “Code of Conduct Infringements” and are also appended to this policy and form part of this policy.
- It is recognised that in some circumstances of serious misconduct, severe disciplinary actions may be necessary. In such circumstances, at the judgement of the Principal, the Board of Trustees Disciplinary Committee will make itself available for meetings with students, parents and/or social agencies.

# **WESTLAKE GIRLS HIGH SCHOOL CODE OF CONDUCT**

## **Everyone has the right to learn**

**So that you can make the best use of your class time:-**

- Come to class on time
- Bring your books and equipment with you
- Be quiet and listen when the teacher is speaking
- Participate in class activities
- Do all homework tasks and review your work regularly

## **Everyone has the right to feel part of our school community**

**This is achieved by:-**

- Treating others with courtesy
- Respecting the opinions and cultural beliefs of others
- Enjoying a well-balanced lifestyle

## **Everyone has the right to be in a pleasant, safe environment**

**This comes about when you:-**

- Respect the belongings of other students and teachers
- Take pride in your appearance by wearing your uniform neatly
- Keep classrooms free of litter and graffiti
- Keep the school grounds clean and attractive for all who use them
- Consider others when you move around the school
- Obey the instructions of teachers on duty in the school grounds and outside the school

## **Basic Rules (*be considerate of others*)**

**We are a large community.**

1. Be courteous to visitors, staff and other pupils
2. Be punctual
3. Name all your property. Bring only essential articles to school  
Report loss or damage at once
4. Be of help in keeping rooms, buildings and grounds tidy.

## **Bring a note, leave phone message or send an email from parent/caregiver to explain (*even if parents ring in*)**

1. Absence
2. Lateness
3. Exemption from any school activity
4. Unusual medical condition
5. Failure to do homework
6. Incomplete school uniform
7. Appointments in school time e.g. dentist

Students should bring a note for wrong uniform to their form teacher. Leaving gear or uniform items at a friend's house, at work, or in someone's car are not acceptable excuses and will result in the appropriate detention EVEN if the student has a note. If a student needs to exit early, the note must be given to the Attendance Officer in the administration corridor.

Students must be within the school boundary at all times, including lunchtime, unless they have written permission to leave. Students must sign out at the main office when they leave the school grounds. Students may NOT leave the school during lunchtime except for Year 13 students.

## **Absence, Sickness and Emergency**

### **Absence**

1. If a student is going to be absent we ask that parents ring, or email the attendance office after 8.00 am to tell us of the absence and the reason for it (***a note or email must still be brought/sent to school***).
2. If a student has a dental or medical appointment during school time, an official appointment card and/or note from parents must be brought up to the Attendance Officer in the Administration corridor in Form Period and a yellow slip will be issued.
3. For leave of any other reason (e.g. overseas trips) students must seek prior approval by going to their House Dean to discuss the implications of this leave. A letter from their parent(s) to their House Dean is given (unless in an emergency situation) and an Approved/Unapproved Leave form is given. This must be signed off by all parties and returned to the House Dean.

## Emergency

1. A sick or injured student must report to the Health Centre with a note from a staff member.
2. Only when a parent has been contacted and can take care of the student will the student be released from school (***please emphasise this – students are not to leave of their own accord***)
3. Please keep the school informed of:-  
Changes of address  
Changes of home or work telephone numbers

## Permanently Leaving the School

Any student permanently leaving (e.g. for employment or going to another school) must complete a Leavers form (which can be obtained from their House Dean). This must be signed by their parent/guardian and all school equipment and books must be returned.

## Cell Phones

Cell phones are specifically included in the Westlake Girls High School 'Cybersafety Use Agreement For Students' as 'Privately-Owned ICT' and thus all provisions of this agreement apply to the appropriate use of Cell phones at our school.

Cell phones may be used at school outside of class time or in class under the direction of the class teacher. Students are responsible for the safety of their cell phone.

Students are reminded that it is an offence to intentionally take a photograph/recording of any member of the school community without the express permission of the person concerned. Any student who contravenes this rule or commits any other offence with respect to the use of their phones at school will be dealt with under the appropriate school policy. (For example: Students who are deemed to have been text bullying will be dealt with under the school anti-bullying guidelines.)

Students who use their phones during class time without the permission of the teacher will be asked to put the phone away and given a warning that if they infringe again during the lesson they will be given an after school detention. For students who repeatedly offend and this becomes an on-going issue in the classroom the student is to be referred to the Deans. This protocol will also apply to the inappropriate use of iPods, cameras and any other similar technologies.

## CODE OF CONDUCT INFRINGEMENTS

INFRINGEMENTS	PROCEDURES	CONSEQUENCES
<ul style="list-style-type: none"> <li>• Late to class</li> <li>• Incorrect uniform</li> <li>• Jewellery</li> <li>• No books or other equipment</li> <li>• Homework incomplete</li> </ul>	<ul style="list-style-type: none"> <li>• Complete appropriate lunchtime detention</li> <li>• Homework Monitoring</li> <li>• Daily Report</li> <li>• Learning Support Referral</li> </ul>	1. School lunchtime detention
Disruptive behaviour in class	<ul style="list-style-type: none"> <li>• Withdraw student to a senior class (inform HOD of repeated offences).</li> <li>• Send referral form to Dean of House.</li> <li>• Daily Report</li> <li>• RTLB Referral</li> </ul>	After school detention will be immediate.
Rudeness to others	Inform the Dean or the Senior Manager in-charge of House	After school detention will be immediate.
Litter and graffiti	Inform the Dean	After school detention is automatic.
Theft, vandalism, smoking, drinking, drugs, racism and physical violence.	Report to the Dean or Senior Manager of the Year Level.	After school detention is automatic along with other appropriate action and notification to the Principal.
Truancy	<ul style="list-style-type: none"> <li>• Report to the Dean or Senior Manager of the House</li> <li>• Daily Report</li> </ul>	After school detention is immediate.

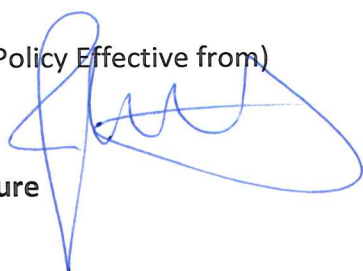
**NOTE:**

- Teachers are encouraged to hold their own impositions for minor offences.
- The nature of the offence and imposition should be advised (in writing) to the Deans of House in order that a record is kept in KAMAR.
- Continual infringements must be referred to the Dean of the House.
- Continual infringements of the Code of Conduct may result in a meeting being convened between the caregiver/parent and the Dean. Further disruption will be referred to the Senior Leader in charge of House who may then refer the matter on to the Principal.

**Date (Policy Effective from)**

**Review Date**

**Signature**



May 2020



Westlake Girls High School  
Detention Slip

57051

Name of Student: \_\_\_\_\_

Form: \_\_\_\_\_ Date: \_\_\_\_\_

Issued by (Teacher Code): \_\_\_\_\_ Period: F/T 1 2 3 4 5

You have received a detention for:

- Lateness
- No Gear
- Non-completion of homework

You are to report to C6 for a detention *during the next lunch time*.  
Failure to attend will result in an after school detention.

Uniform Infringement \_\_\_\_\_

You are to report to Mr Davis' office for a detention *during the next lunch time*.

After school detention in C6 (3.25pm — 4.25pm)

Day: Tuesday / Wednesday / Thursday / Friday

Student selected date: \_\_\_\_\_

Details of infringement: \_\_\_\_\_

Student's signature: \_\_\_\_\_

*Your copy of the Detention Slip is for your parents/caregivers information as well.*