

# ***Bomaderry High School***

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# ***Discipline Policy***

Appreciation: Bomaderry High School Discipline Committee expresses its appreciation to the community of students, staff and parents for their collaboration and willing participation in the compilation of this Policy. The Policy was ratified by the School Council in 2005.

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## OFFICIAL STATEMENT

"Underlying all policies on discipline at school are two equal principles: Children are entitled to an education and teachers are entitled to respect and courtesy at all times. A school must not permit the misbehaviour of any student or students to interfere with the education of those students seeking to learn. A school must not permit the misbehaviour of any student or students to interfere with the professional environment that teachers have a right to expect. In the interpretation of these guidelines, Principals should give first consideration to their responsibility to protect the rights of teachers to teach and students to learn. The personal welfare of students who misbehave is a very minor consideration by comparison."

*Memorandum 87.258  
Department of School Education*

## DISCIPLINE POLICY TABLE OF CONTENTS

	<i>Page</i>
<b>Fair Discipline Policy</b> ... ..	1
Students ... ..	1
Staff ... ..	1
Executive ... ..	1
Community ... ..	1
<b>Student Discipline in Government Schools</b> ... ..	2
Core Rules for Students in NSW Government Schools... ..	2
<b>School Rules</b> ... ..	3
Classroom Rules ... ..	4
<b>Basic Rights</b> ... ..	5
Of Students ... ..	5
Of Staff ... ..	5
<b>Student Responsibilities</b> ... ..	5
<b>Rights Earned by Being Responsible</b> ... ..	5
<b>Strategies Which Promote Good Discipline and Effective Learning at BHS</b> ... ..	6
Curriculum ... ..	6
Support for Students in Achieving Success in Learning ... ..	6
School Discipline ... ..	7
The Role of Parents ... ..	7
Support Programs ... ..	7
<b>Reinforcement for Student Achievement</b> ... ..	8
Quality Card ... ..	8
Merit Awards ... ..	8
Other Reinforcements for Student Achievements ... ..	9
<b>Strategies for Dealing with Unacceptable Behaviour</b> ... ..	10
Unacceptable Behaviour ... ..	10
Information Slip ... ..	11
Discipline Committee ... ..	11
The Level System ... ..	12
Some Infringements and Their Consequences ... ..	12
Level 1 ... ..	13
Level 2 ... ..	13
Level 3 ... ..	14
Level 4 ... ..	15
Level 5 ... ..	16
Shoalhaven Tutorial Centre (STC) ... ..	16
Smoking Offence ... ..	17
Truancy ... ..	17
Playground Pick Up ... ..	17
School Detention ... ..	17
Socials/Excursions/Representing the School ... ..	18
Time Out ... ..	18
How to Return to Level 0 ... ..	18
Support Systems for Students ... ..	18
Anti-bullying Plan ... ..	19-20
Use of Mobile Phones, Portable Computer Games, MP3 Players/IPods Cameras and similar devices at Bomaderry High School ... ..	21-22

# ***Fair Discipline Policy***

## **STUDENTS**

### ***In relation to students, Bomaderry High School will endeavour to:***

- Provide a stable, safe and ordered environment within which students learn effectively and behave responsibly.
- Promote national pride and inspire in students a sense of common purpose.
- Develop self discipline by encouraging students to accept responsibility for their own behaviour.
- Foster in students a feeling of belonging to the school and its community.
- Induce responsible student behaviour and develop practices which prevent irresponsible behaviour.
- Encourage students to value the personal dignity and worth of themselves and others.
- Promote in students a respect for the values that underpin our society and its laws.

## **STAFF**

### ***Bomaderry High School will:***

- Encourage staff to contribute with enthusiasm to establishing and maintaining the desirable tone and direction of the school.

## **EXECUTIVE**

### ***Through the Executive, Bomaderry High School will:***

- Provide strong and effective leadership of the school staff, students and wider community in establishing and maintaining the highest tone and clear direction for the school.

## **COMMUNITY**

### ***Bomaderry High School will endeavour to:***

- Create and maintain positive relationships within the school community.

# ***Student Discipline in Government Schools***

## ***Core Rules for Students in NSW Government Schools***

Students in NSW government schools are provided with a high quality education so that they may learn to the best of their ability and become self-disciplined, tolerant, enterprising and contributing members of the school and community.

Core rules for student behaviour have been developed to establish consistent expectations in all government schools in support of these aims.

These rules are based on our core values of integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.

The critical role of parents and carers is recognised as the primary influence on each child's character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

The Department is committed to supporting principals and school staff in the implementation of these rules through state wide policies and programs, together with regional support staff, professional learning and alternative provisions, in order to promote the highest standards of behaviour and learning in our schools.

### ***The Core Rules***

All students in NSW government schools are expected to:

Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.

Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.

Behave safely, considerately and responsibly, including when travelling to and from school.

Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.

Treat one another with dignity and respect.

Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

# School Rules

**The following School Rules were generated by the whole school community.**

Through a series of meetings involving students from the Student Representative Council, staff, executive and the P & C Association, five School Rules were determined, each with accompanying explanation.

It is expected that every student attending Bomaderry High School is capable of understanding and obeying the Rules indicated below.

Each year the Year 7 Adviser will spend time with incoming students explaining and discussing both the School Rules and the students' *Rights and Responsibilities* booklet which provides details of the benefits of good behaviour and the consequences of poor behaviour.

**BOMADERRY HIGH SCHOOL RULES ARE AS FOLLOWS: *To the student***

***You are to -***

**Attend school regularly and be punctual to all classes**

- Attendance at school is mandatory. A note of explanation from parent/guardian is required when you are absent or parent/guardian may phone the school to explain your absence. This would then be followed up with a note immediately upon your return.

**Behave in a manner which brings credit to you and your school**

To bring 'credit' means that your actions are viewed positively by the school and the community. The student is thought of as a valued member of the school. This can be achieved by:

- Respecting the rights of teachers to teach and students to learn.
- Bringing books and equipment ready for lessons.
- Working to the best of your ability.
- Respecting the property of others.
- Caring for school property and environment by non littering and refraining from any form of vandalism of buildings or equipment.
- Communicating in a polite and courteous way, avoiding remarks or actions of discrimination, harassment, bullying or intimidation.
- Following instructions given by a teacher or person in authority during all school activities.
- Using nonviolent methods to solve conflict that may arise between students or other members of the school community.
- Refraining from over affectionate behaviour which could cause embarrassment to others.
- Act in a responsible and caring manner towards animals confronted at school or on excursions. "Animals", include all vertebrates, i.e. fish, amphibians, reptiles, birds and mammals.

## Act safely at all times

This ensures that no harm comes to you or any other person inside or outside the school during school activities. This can be achieved by

- . Using commonsense at all times.
- . Thinking first before acting.
- . Not bringing anything into the school that could hurt you or another person, e.g. \*illegal drugs, or \*weapons of any sort.  
\*an illegal drug is tobacco, alcohol, marijuana or any other mind altering substance.  
\*a legal drug is prescribed medication. Parents should inform the Principal, Deputy Principals or Head Teacher Welfare if a student is taking prescribed medication at school.  
\*weapon - an instrument or device which may be used to injure another person.

## Complete all classwork and homework to the best of your ability

- . Homework will be set in accordance with each subject's homework policy.

## Wear your school uniform and appropriate clothing for special classes

- Special classes include: Industrial Arts, Home Economics, Agriculture, PE and Sport.
- Shoes must completely encase the foot. No **thongs, slides** or **slip-ons** allowed. The components of the shoe must provide adequate safety for the feet.

## CLASSROOM RULES

1. Allow other students to learn.
2. Listen and obey the teacher
3. Respect property.
4. Be on time.
5. Behave in a safe and sensible way.
6. Bring all necessary equipment to every class.
7. Use language acceptable to the teacher.

# ***Basic Rights***

## **OF STUDENTS**

1. To receive an education.
2. To be safe, both physically and mentally.
3. To expect their property to be safe.
4. To enjoy a healthy and pleasant environment.

## **OF STAFF**

1. To expect co operation in class.
2. To be treated with politeness and respect.
3. To discipline uncooperative pupils in an appropriate way.

# ***Student Responsibilities***

- (A) To follow all school and classroom rules -
1. Allow other students to learn.
  2. Listen and obey the teacher.
  3. Respect property.
  4. Be on time.
  5. Behave in a safe and sensible way.
  6. Bring all necessary equipment to every class.
  7. Use language acceptable to the teacher.
- (B) To cooperate during lessons. To try to learn.
- (C) To act sensibly and to treat others with respect and politeness.
- (D) To attempt to understand the reasons for rules and decisions. To be able to discuss with a teacher the reasons for disciplinary action (should it be necessary) in an agreeable manner.
- (E) To care for the environment - keep it clean and be prepared to remove litter. No vandalism.
- (F) To behave in such a way that the community will respect the school.
- (G) To develop a caring interest in the welfare of other students in the school.
- (H) To wear the school uniform with pride.

# ***Rights Earned by being responsible***

1. To obtain maximum benefit from all classes, lessons and school activities.
2. To be treated with respect and politeness.
3. To have a safe, pleasant environment in which to learn.
4. To represent the school and be proud of it.

# ***Strategies Which Promote Good Discipline and Effective Learning at Bomaderry High School***

## **1. CURRICULUM**

***Bomaderry High School offers a broad and challenging curriculum which is designed to meet the needs of all students***

### **Junior Curriculum**

- The junior curriculum is "outcomes" based and provides opportunities for students to work through appropriate learning experiences towards the achievement of the School Certificate.
- As well as the mandatory study of core and elective subjects, students have the opportunity to study two interest electives in Year 8 (one per Semester) and in Year 9 (one per Semester).

### **Senior Curriculum**

- The senior curriculum is broad across the eight Key Learning Areas and caters for the needs of a full range of post compulsory students. Students may elect courses leading towards the attainment of a Higher School Certificate with a University Admission Index (UAI) or may choose a non University Admission Index pathway.
- A number of Board Endorsed Courses are part of the senior curriculum as well as several Joint Secondary Schools TAFE and Vocational courses.
- Some advanced students have the opportunity for acceleration by beginning the Preliminary Year (Year 11) in Year 10 in some subjects. Accelerated pathways are made available to students upon identification of their exceptional skill(s).

## **2. SUPPORT FOR STUDENTS IN ACHIEVING SUCCESS IN LEARNING**

***Providing an environment where all students experience success in learning is of major importance to Bomaderry High School***

- Ongoing professional development in quality teaching and learning has and will continue to be a major focus of training and development activities at our school.
- Teachers employ a range of strategies within the classroom which cater for individual learning styles and have in place enrichment and remedial programs to assist all students in achieving success in learning.
- A balance of graded and mixed ability classes across the school provides students with the opportunity to achieve positive learning outcomes in all Key Learning Areas.
- A merit system with academic and school service components, including Quality Card, provides incentives for students to do their best.
- The Support Teacher Learning Assistance and the Welfare team provide support for students' learning when appropriate. An Aboriginal Education Assistant provides ongoing assistance to Aboriginal students and liaises with the Aboriginal community.

## **SCHOOL DISCIPLINE**

### ***A well structured discipline system helps all those involved in promoting good discipline at Bomaderry High School***

- Our Rights and Responsibilities Policy, which is published in booklet form for all members of the school community, establishes the framework for effective discipline at our school.
- Clearly stated School Rules which are consistently applied and a Level System which is monitored by the Discipline Committee, provide clear guidelines as to what is acceptable behaviour.

## **THE ROLE OF PARENTS**

### ***Parents are viewed as partners in promoting acceptable student behaviour***

- Parents are encouraged to discuss appropriate behaviour with their child(ren), to support the school's Discipline System and to contact the school if they have any concerns. Parents are formally notified by letter or phone if their child is placed on Levels 2 to 5. Parents of students on Levels 2 to 5 are invited to an interview as soon as possible following the infringement.
- Parents are kept well informed about matters pertaining to student welfare and discipline via meeting forums such as the P & C and School Council as well as via regular information bulletins. Parent/Teacher nights and information nights for parents regarding student subject selections are held to provide information and to foster parent participation in our school.
- As well as half yearly and yearly reports, individual faculties communicate with parents if students are causing concern.

## **SUPPORT PROGRAMS**

### ***Support programs enable the school to assist students in their individual development***

- A Guidance program, which is part of the curriculum for all students in Years 7-9 is taught by Year Advisers and supported by school Counsellors and the Careers Adviser. This program, together with the PD-H-PE program, encourages students to develop self discipline and communication, and conflict resolution skills.
- A school Anti Harassment Policy provides members of the school community with a workable structure to deal with problems in this area.
- In the senior school, special study and personal development programs operate. A senior review panel assists students who are experiencing difficulties in particular subjects or who are causing concern.
- A formal counselling service is available to all students. Additional counselling is readily provided by Year Advisers, executive, and members of staff.

# ***Reinforcement for Student Achievement***

**The following practices are designed to recognise and reinforce student achievement:**

## **QUALITY CARD**

Quality Card has been introduced at Bomaderry High School to encourage all students to consciously strive for excellence and to take greater responsibility for their own behaviour and its consequences.

The award of a Quality Card to a student will be clear evidence of a student's maturity and responsibility. The criteria for the award of this card are:

- ♦ excellent behaviour in all aspects of school life.
- ♦ treats all staff and students with courtesy.
- ♦ not on Level 2 or higher in the 3 Terms prior to application.
- ♦ completion of all assignments and a sound homework record.
- ♦ makes a genuine effort in the classroom.
- ♦ abides by the Library guidelines.
- ♦ abides by the uniform policy of the school.
- ♦ no unexplained absences in the roll at the time of application.
- ♦ regularly attends and behaves responsibly at sport, inclusive of sport carnivals.

Following a successful application, the student holder of a photo identity Quality Card will be entitled to in school privileges as well as discounts with many local businesses.

All Quality Card students will be reviewed continuously and any student who abuses the privileges the card provides, or no longer satisfies the criteria, will forfeit the card. Applications are made in early Term 2 and Term 4 with cards available by the end of Term 2 and by Week 9, Term 4.

## **MERIT AWARDS**

**Teachers may, at any time, award merit slips for:**

- ❖ courteous behaviour
- ❖ general improvement in class
- ❖ assistance given to staff
- ❖ assistance given to another student
- ❖ excellent standard of uniform, and any other form of responsible behaviour that teachers may wish to reward.

Students who earn 5 merit slips can present these to their Year Adviser who forwards an "Assembly Prize Draw" ticket to a Deputy Principal.

## **OUTSTANDING STUDENTS IN EACH YEAR WILL BE RECOGNISED AT THE SCHOOL'S ANNUAL PRESENTATION DAY.**

### **OTHER REINFORCEMENTS FOR STUDENT ACHIEVEMENTS**

- Parent/Teacher nights provide feedback for parents regarding the performance and progress of their child(ren).
- Reports provide regular feedback to students and parents.
- Principal's Awards - a gold sticker placed on outstanding student reports by Principal.
- Year Adviser's Awards - special stickers placed on student reports congratulating students on their good effort or improvement.
- Specific year activities, e.g. pool parties, barbecues or special excursion(s).
- Recognition of positive achievement in Guidance lessons by Year Adviser.
- Visit to Jamberoo Recreation Park by Years 7, 8, 9 and 10.
- Regular information and achievements imparted through local papers.
- Regular assembly presentations in sporting, academic and community service achievements, as well as an annual presentation day.
- Displays of work, pennants or trophies in classrooms, Library and school foyer.

# ***Strategies for Dealing with Unacceptable Behaviour***

## **UNACCEPTABLE BEHAVIOUR**

### **Breaking School Rules which include such things as:**

- Preventing others from receiving their education.
- Bullying, spitting, fighting, verbal or physical abuse, back answering.
- Stealing, vandalism.
- Anything to do with cigarettes, alcohol, drugs.
- An attitude of indifference.
- Insolence, disobedience.
- Truancy.
- Over affectionate behaviour (hand holding, kissing ...) that is inappropriate at school.
- Misbehaviour such as throwing objects, littering, lack of cooperation, or aggression on buses during school excursions.
- Behaving in a dangerous manner, committing a dangerous act or placing other students in danger.

Students are familiarised with Bomaderry High School's Rules during Guidance lessons in Year 7.

Every incoming student is issued with the ***Rights and Responsibilities*** booklet which outlines and explains:

- ⇒ Student and Teacher Basic Rights
- ⇒ Student Responsibilities and the Rights Earned by Being Responsible
- ⇒ The Use of Information Slips
- ⇒ The Five Discipline Levels
- ⇒ The Actions Taken By the Discipline Committee
- ⇒ The Time Out Room
- ⇒ Merits and Quality Card
- ⇒ How To Get Off Levels

### **What is Cyber Bullying?**

Cyber bullying is a form of bullying using text or images posted on personal websites, social networking websites or sent by mobile phone or email. Depending on the nature of the material posted or transmitted, people who engage in cyber bullying may commit criminal offences.

# ***To The Student***

**The following information is provided in the students' *Rights and Responsibilities* booklet**

## **INFORMATION SLIP**

### **What is an information slip?**

An information slip is a piece of paper upon which a Head Teacher writes the nature of your misconduct so that it can be forwarded to the Discipline Committee.

- For infringing the rights of others.
- For continually failing to work.
- For lack of cooperation inside or outside the classroom.
  
- For failing to carry out your responsibilities on buses, on an excursion, or at any school function.
- For unacceptable behaviour.
  
- For failing in your responsibilities, e.g. to report to teachers when asked; completing in school detentions; playground clean ups, etc.

## **DISCIPLINE COMMITTEE**

The Discipline Committee consists of teaching staff, Head Teachers and the Deputy Principals. The composition of the Committee may change from time to time. Each Committee member monitors the progress of students on specific Levels.

The Committee is responsible for:

- ➔ determining Levels.
- ➔ interviewing students (Level 2 to Level 5).
- ➔ interviewing parents.
- ➔ counseling and monitoring student progress.

The Discipline Committee meet each Monday afternoon to discuss the students whose names appear on the information slips. Levels are decided and appropriate action follows. Students placed on a Level may be interviewed by the Committee each Tuesday at lunchtime. Students are counselled and encouraged to do the right thing for self benefit as well as the school's. Students are also warned of the consequences of continued misbehaviour.

## **THE LEVEL SYSTEM**

### **There are 5 Levels**

The Discipline Committee determines your Level using the information slips received as a guide.

Levels exist to protect your rights and make you aware of the rights of others.

When placed on a Level, you remain on that Level for minimum of three days on receipt of the level card. Failure to comply or further disobedience may result in a higher level being issued or you may be given extra time on the existing level. After school detentions with the Principal may be issued for students who do not comply with the level card system.

**It is expected that the student will resolve the issue/identified on the information slip with the class teacher or Head teacher involved.**

- You gradually work yourself off the levels by:
- Behaving in a satisfactory way at all times.
- Presenting your card to your teachers each lesson for their comment and signature.
- Showing your card to your parents for their signature each day.
- Reporting to your supervisor each morning.
- A student who receives a Level 2, 3 or 4 for misbehaviour in a general or sporting excursion must do double time on the levels.

### **Level 5 ... Suspension may follow:**

- Buying or selling drugs in school. (Recommendation for expulsion may result.)
- Verbal or physical abuse to a teacher, including making threatening remarks.
- Antisocial behaviour on buses, trains, restaurants, etc, during excursions and, in particular, those occurrences where members of the public are involved.
- Violence, e.g. assault on another student.
- Vandalism.
- Theft.
- Gross antisocial acts against another student, including threats of violence.
- Culmination of a number of offences (each not serious enough for suspension), where student ignores all counselling and, in fact, is disrespecting the system.
- Bringing alcohol to school and/or consumption of alcohol at school or on excursion.
- Ongoing bullying or harassment of another student or a teacher.
- Third smoking offence in a 12 month period.
- Deliberate, demeaning actions and/or comments about a person's race, colour, religion, sexuality or disability.
- Cruelty to an animal: (fish, amphibian, reptile, bird or mammal). By definition - causing pain or suffering by tormenting, beating, kicking, overriding, overloading or wounding/killing an animal.

## **LEVEL 1**

- Your unacceptable behaviour has caused the Head Teacher of a faculty to place you on this Level.
- An information slip will be forwarded to the Discipline Committee and your Year Adviser.
- Your Year Adviser may interview you.
- If the Discipline Committee receive a number of information slips about you the members will place you on a higher Level.

## **CONSEQUENCES OF LEVEL 1**

- Your classroom/playground/sport teacher will have disciplined you for your misbehaviour. If your teacher is not satisfied with your response he/she will inform the appropriate Head Teacher.
- The Head Teacher will take charge of further disciplinary action and place you on Level 1.
- You may be given a warning by a member of the Discipline Committee.

## **LEVEL 2**

- Your unacceptable behaviour has caused the Discipline Committee to place you on this Level.

## **CONSEQUENCES OF LEVEL 2**

- A letter will be sent home to your parents/guardians informing them of your placement on Level 2.
- You may be interviewed by the Discipline Committee.
- You will be issued with a yellow card which is a daily lesson by lesson record of behaviour for up to one week.
- You will have the card signed by each of your class teachers at the end of the lesson.
- You will show the yellow card to your parent/guardian each day for his/her signature.
- You will show the yellow card to a specific member of the Discipline Committee each morning.
- You may be given some form of school service to complete.
- You will forfeit your Quality Card should you possess one.
- You will be counselled by your Year Adviser or members of the school's Welfare Committee.

### **LEVEL 3**

- You have continued to ignore the rights of others.
- You have not listened to reason or accepted the help offered at lower Levels.

**OR**

- You are guilty of some serious unacceptable behaviour. (*Refer to page 10.*)

### **CONSEQUENCES OF LEVEL 3**

- A letter will be sent home to your parents/guardians informing them of your placement on Level 3.
- Your parents will be requested to contact a specific member of the Discipline Committee or a telephone interview may be conducted.
- You may be interviewed by the full Discipline Committee.
- You will be issued with an orange card which is a daily lesson by lesson record of behaviour for up to one week.
- This card will be signed by:

your class teachers at the end of each lesson,

your parent/guardian each evening,

your supervisor each morning.

- All being well, you will follow the same procedure the next week with a yellow card (Level 2).
- You may be directed to attend one afternoon detention supervised by the school Principal. Your parents will be informed of the date and time you are to be picked up after school.
- You may be given some form of school service to complete and this will be monitored by your supervisor.
- You will forfeit your Quality Card should you possess one.
- You will be excluded from privileged school activities, e.g. excursions, representing the school, sporting visits, school dances/socials, etc, whilst on this Level.
- You may be counselled by your Year Adviser and/or members of the Welfare Committee.

## LEVEL 4

- Your misbehaviour has reached a very serious level.

### CONSEQUENCES OF LEVEL 4

- A letter will be sent to your parent/guardian requesting an interview with a Deputy Principal, or your parent/guardian will be phoned directly by a Deputy Principal.
- You will be interviewed by the full Discipline Committee.
- You will be issued with a red card which is a daily lesson by lesson record of behaviour for one week.
- You will have the card signed by:

# your teacher at the end of each class,

# your parent/guardian each evening,

# the Deputy Principal each morning.

- All being well, you will follow the same procedure the next week with an orange card (Level 3) and the week after with a yellow card (Level 2).
- You may be directed to attend two afternoon school detentions 3.25 to 4pm, supervised by the school Principal. Your parents will be informed of the date and time you are to be picked up after school.
- You may be given some form of school service to complete.
- You will be excluded from privileged school activities, e.g. excursions, representing the school, sporting visits, school dances/socials, etc, whilst on this Level.
- You will make a verbal contract with the Discipline Committee promising improved behaviour or a written contract will be required from more serious offenders.
- You will forfeit your Quality Card should you possess one.
- You may be placed in the TIME OUT room if appropriate.
- You will receive counselling from your Year Adviser and/or members of the Welfare Committee.

## **LEVEL 5**

- You have disregarded all warnings and not taken advantage of help and counselling given to you.
- **Your behaviour warrants suspension.**

## **CONSEQUENCES OF LEVEL 5**

- The Principal will suspend the student.
- Deputy Principal or Principal will request parents to attend an interview.
- At the interview the Principal will determine the duration of the suspension.
- You will be suspended for up to four school days (short suspension).
- You will be required to complete a work package.
- A longer suspension (five to twenty days) or expulsion from school could apply if there have been two previous suspensions in the preceding twelve months, or if the inappropriate behaviour warrants a long suspension.
- Upon your return you will report to a Deputy Principal and you will be placed on Level 4. (All Level 4 consequences will apply.) You will show the Deputy Principal your completed work package before permission is granted to return to class.
- You will be interviewed by the Discipline Committee.
- You will forfeit your Quality Card should you possess one.

You will be counselled by the School Counsellor and/or your Year Adviser or members of the Welfare Committee.

## **SHOALHAVEN TUTORIAL CENTRE (STC) - 1 suspension class / 1 tutorial class.**

- This is a unit open to local high schools and is located opposite our high school.
- Students on suspension may be permitted to attend the suspension class at the STC.
- Students who have difficulty in modifying their behaviour, who have had one or more suspensions and who would benefit from small group instruction can be recommended for a placement into the tutorial class.
- Placements are usually for a minimum of five weeks in the tutorial class, after which the student may begin reintegration into their home school or assisted with school to work planning.

## SMOKING OFFENCE

- Smoking is not permitted at school. Students who are caught smoking receive the following penalties:
  - **1st offence** - Level 2
  - **2nd offence** - Level 3 (parents may be asked to collect the student from school or the student may be required to work in the Time Out room.)
  - **3rd offence - suspension.** Smoking offences remain current for a 12 month period not a calendar year.

## TRUANCY

- The Head Teacher Teaching and Learning (2) monitors attendance noting any partial or whole day trancies.
- Students caught truanting are given a truancy level and a truancy card - green for junior, blue for seniors. The truancy cards are monitored by the Discipline Committee.
- 2T (usually for first offence) - 2 full days on the card.
- 4T (usually second or subsequent offences) - 5 full days on the card. The 4T card can continue for extended periods for those students who continue to truant and who do not respond to the school's efforts to assist.
- Both truancy cards require:
  - A teacher to sign, all periods and breaks, parents to sign the card each day after school, a Discipline Committee member to check and sign the card each morning, 2 detentions.
- Once the students finishes the 2T or 4T card they are off the truancy level. There is no progression down the truancy levels.
- If a student is already on a regular level card, that card can accommodate the truancy level. All breaks must be signed by a teacher in addition to the teacher classroom comment and signature.

**A student on any truancy level is not permitted to attend excursions or socials nor represent the school in sporting or other teams such as debating or rock eisteddfod.**

## PLAYGROUND PICK UP

- All students must pick up litter as directed by any teacher. Students who refuse the teacher's instructions will be referred to the Deputies.
- Plastic bags and gloves are available at the Deputy/Administration office.
- Students may be asked to do school service for any infringement.
- Pick up cards of 2P (4 pick up duties) or 4P (8 pick up duties) can be issued by the Discipline Committee.

## SCHOOL DETENTION

Students who fail to comply with the level system on any level at any time may be placed on detention with the Principal on the recommendation of the Discipline Committee.

## **SOCIALS/EXCURSIONS/REPRESENTING THE SCHOOL**

- Students who misbehave at a social, while on excursion or when representing the school in any outside activity may face additional penalties if placed on level three or four as a result of the infringement.
- Level Placement may require double time i.e. A minimum of 6 days on each level.
- The Discipline Committee will determine penalty.

## **TIME OUT**

Students who have behaved in an antisocial manner or who have continued to ignore teacher instruction, may be placed in the Time Out Room for a period of time to rethink the situation. School work must be completed at this time. This action will be determined by the Deputy Principals or Principal.

## **HOW TO RETURN TO LEVEL 0**

- By behaving responsibly and acceptably.
- It is your responsibility to see the Discipline Committee to have your Level reviewed.

Any recent Merit Certificates you have received, may be considered by the Discipline Committee in determining your Level.

## **SUPPORT SYSTEMS FOR STUDENTS**

- ⇒ Students who find themselves frequently on Levels within the Discipline System, may seek assistance to help sort out their difficulties in the following ways:
  - ⇒ Talk over the matter with the School Counsellor.
  - ⇒ Talk to the Careers Adviser (if appropriate).
  - ⇒ Enter the Mentoring Program (a teacher of the student's own choice is available to help the student through a difficult period).
  - ⇒ Accept the support of the Head Teacher Welfare.
  - ⇒ Discuss the difficulty with a Deputy Principal.
  - ⇒ Seek the assistance of a senior student (peer support) recommended by the Welfare Committee or Principal or Deputy Principals, or a student from the same Year (sanctioned by the Year Adviser).
  - ⇒ Obtain help with uniforms from Principal, Deputy Principals or Head Teacher Welfare.
  - ⇒ Discuss the difficulty with a member of the Discipline Committee.
  - ⇒ Ask about a referral to the Learning Support Team who may arrange access to appropriate support programs.

### **Note:**

The Bomaderry High School Welfare Committee consists of:  
Deputy Principal  
Head Teacher Welfare  
School Counsellor  
Year Advisers

*(The Committee meets weekly.)*

# ***Anti-Bullying Plan***

## **POLICY STATEMENT AGAINST BULLING**

Bomaderry High School provides quality educational experiences for all students. We promote and practice equity, inclusively, fairness and the acceptance of individual differences.

Our Discipline Policy, Anti-harassment policy and Student Welfare Program provide clear guidelines and expectations to the school community about acceptable behaviour.

Our students are encouraged to recognise and respect the rights of these.

### **What is Bullying?**

Bullying is unacceptable and includes deliberate, demeaning actions and/or comments about a person's race, colour, religion, sexuality, gender or disability.

Bullying can be:

- **Physical** - including pushing, shoving, spitting at, fighting and physically intimidating another person.
- **Verbal** - including teasing, abusing, insulting and spreading rumours/lies about another person.
- **Social** - including isolating a person from a group.
- **Psychological** - including using intimidating or demeaning gestures, pranking and stalking another person. Sexual harassment in any form is unacceptable.

### **Responsibilities and Procedures -**

#### **Student Responsibilities -**

If a student believes that he/she is being bullied the following steps should be taken (please note: these steps can also be found in the Anti-harassment Policy.)

#### **Steps To Deal With Complaints -**

Student outlines complaint privately to a class teacher or teacher on playground duty and the matter is assessed. Teacher should handle the complaint and **may** refer it to the Year Adviser (as a last resort).

#### **If Referred To The Year Adviser -**

##### **Recommended Steps -**

1. Student outlines complaint to the Year Adviser. Year Adviser and student may fill in the relevant sections of the "Student Harassment Notification Form" and discuss action.
2. After TWO related offences the Year Adviser may continue to deal with the complaint OR refer the complaint to the Welfare Coordinator if the Year Adviser cannot resolve it.
3. The Welfare Coordinator interviews the students involved. Students attempt to resolve the problem once more. The Welfare Coordinator writes down the agreement reached. Both students sign the agreement.
4. If no resolution is reached OR if there is a repeat of the offence the Welfare Coordinator notifies the Deputy Principal.

### **Recommended Steps - (Cont'd)**

5. The Deputy Principal decides if the student is to be recommended for suspension.
6. The Principal decides if the student is to be suspended.

Note: The Year Adviser may seek the assistance of the Counsellor in resolving the issue.

### **Consequences may include -**

Being placed on detention.  
Being placed on Level One (monitoring) by the Year Adviser.  
Being placed on levels by the Discipline Committee.  
Interviewing the parents regarding the harassment.  
Being recommended for suspension by the Deputy Principal.  
Being suspended by the Principal.

**Cases of serious harassment may go directly to Deputy Principal.**

### **Student Bystander Responsibilities -**

If a student is aware that another student is being bullied then the student should inform a teacher. If the bullied student is a friend then suggest that he/she seeks help from the Year Adviser or Deputy.

Students must not incite physical bullying/assault by egging on the bully, pushing the bully or victim to inflame the situation, providing an audience by forming a group around the bully and victim, running after or following students who are looking for others with a view to bully them.

### **Parents/caregivers Responsibilities -**

If a parent/caregiver believes that their child is a victim of bullying then the child should be asked if they have followed the school procedures (steps outlined above). If not, then the child should be asked to follow the procedures.

If the bullying continues in spite of intervention by the school the parent/carer can contact the Year Adviser for further assistance.

### **Teacher Responsibilities -**

Teachers are to ensure that any complaints about bullying are addressed in line with the school procedures.

Discipline slips are to be written if bullying continues after intervention from the teacher and/or Year Adviser has not solved the problem.

Staff development information and/or activities dealing with student welfare (including bullying) will occur on a regular basis throughout the year.

The Welfare Team will meet each week to discuss student welfare issues (including bullying).

Ongoing monitoring of the incidents of harassment, bullying and teasing will be done by Year Advisers (HARASSMENT FORMS) and Deputy Principals (RISC database). Once per term a formal review and discussion will occur at a Welfare meeting. Depending on the outcome, existing strategies may be strengthened or new strategies introduced to further counter bullying.

# Use of Mobile Phones, Portable Computer Games, MP3 Players/iPods, Cameras and similar devices at Bomaderry High School

## **Mobile Phones, MP3 Players/iPods, Personal Digital Assistants -**

Bomaderry High School acknowledges that students may need to be in possession of a mobile phone at school for reasons relating to their safety in travelling to and from school. Students may also occasionally need to bring an MP3/iPod or personal digital assistant to school as a teacher approved learning tool (diary/data storage). While these and other similar devices can support student learning, their misuse can be very disruptive to teaching and learning and in some cases cause harm.

## **Cameras -**

Taking photographs or videos while at school or engaged in school-related activities by students may only occur if there is a sound reason for the photography. Depending on the particular circumstances and purpose of the photography, the permission of staff, parent/carer or student may be required.

## **Student Responsibilities -**

- The student must take full responsibility for the devices referred to above. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.
- Mobile phones must be turned off and handed into the front office before roll call. A receipt will be issued. The phone can be collected at the end of Period 4. If a student is seen with a mobile phone, the phone will either be confiscated and handed into the front office or the student will be directed to hand the phone into the front office. A receipt will be issued. If the student has handed in the phone at the direction of a teacher, the receipt must be shown to the teacher. Failure to follow the teacher's directions will result in disciplinary action.

If the student has been given permission from the class teacher to use the mobile phone to support learning in the classroom, the phone may be collected by the student at the start of the relevant period and returned at the end of the period. Permission to collect the phone must be obtained from a Deputy Principal. If a mobile phone is used during class time without the permission of the teacher, disciplinary action will occur.

- Students who use their mobile phone or other devices to disrupt the learning environment or interfere with the operation of the school will be disciplined.
- Students must not use mobile phones or other devices to threaten, bully, intimidate or otherwise harass other people through any voice, SMS or text message, photographic, video or other data transfer system available on the phone or for any illegal activity. Such activities will incur disciplinary action. Police may be informed.

### **Student Responsibilities - (Cont'd)**

- Under no circumstances will inappropriate use of mobile phones with cameras be tolerated. Students who use any type of camera to record a dangerous activity, or fight or to invade the privacy of others by taking images without consent, will face disciplinary action. Police may be informed.
- Portable MP3 Players/IPods and similar devices should not be brought to school unless the device is to be used as a learning tool with teacher permission. If a student is seen with any of these devices outside a classroom without the supervision of a teacher, the item will be confiscated and handed into the front office. The student may be directed to hand the device into the front office and return to the teacher with a receipt. The student can collect the item at the end of Period 4. Failure to hand the item to the teacher or front office will result in disciplinary action.
- Electronic devices must not be brought to exams or formal 'in class' assessment tasks, especially devices used to store data. Students caught with these devices will face the cancellation of their exam/assessment paper.

### **Emergency Contact -**

- If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school's main office and a message will be sent immediately to the student.
- If a student needs to make emergency contact with anyone they can do so through the school's main office.
- Students are not permitted to call a parent/carer on a mobile phone to arrange for the parent to collect them from school. If a student is sick, the class teacher or deputy will direct them to the front office.