



HIGH SCHOOL DISCIPLINE PROCEDURES

The main goal of school discipline is to modify the behaviour of the student in a fair and equitable manner. This document relates to the day to day procedures in the high school department. For a more detailed version of the policy and further school procedures please visit the school website and open the document – Student Welfare and Discipline Policy.

1. FOUR DEMERITS IN ONE DAY WILL LEAD TO A DETENTION BEING ISSUED:

If a student receives 4 demerits or more in a day, then they will be issued with a detention. Detentions for 4 demerits are to be signed off by a teacher.

Automatic detentions will be signed by the teacher that issues the detention. Classroom demerits issued in Period 6 each day will be allocated to the next day's demerit count.

Students will receive one mercy detention per term for 4 demerits in a day. **If a student receives an automatic detention then they will not receive a mercy detention for that particular detention.**

2. OTHER FORMS OF DISCIPLINE:

- a. Timeouts – This is when you instruct the student to sit somewhere where there is supervision for a period of time. For instance you could tell someone to sit in the computer room at lunch as a reminder of a rule, instead of a detention.
- b. Take the time to speak with them about their behaviour in a private setting.
- c. If an automatic detention is issued the teacher must inform the student before they receive the detention.

3. STUDENT ORGANISATION

Students may receive one or more demerits or a detention for the following actions:

- a. Student diary is not signed by parent or guardian on a weekly basis. This will no longer build-up from week to week. The onus is on the student and the parent.
- b. Student fails to complete homework by the designated time. (per class)
- c. Student fails to bring required textbooks and workbooks to class. (per class)
- d. Student fails to bring diary to class. (per class if diary is at school, otherwise 1 demerit for the day if diary is left at home)
- e. Uniform violation – This could be hat on inside, wrong item of uniform, shirt untucked in the classroom. Refer to uniform policy on the school website.
- f. Late to class – (per class) This does not mean just making it through the door, this means you are at your desk when the bell goes, or waiting outside the door if the classroom is locked.



- g. Eating in class or during the five-minute break between classes.

4. STUDENT BEHAVIOUR

Students may receive one or more demerits or a detention for the following actions: Please note that depending on the severity of the offense a higher punishment will be issued.

- a. Disruption in the classroom.
- b. Disobedience in any form
- c. Physical contact with a student.
- d. Chewing gum at school is banned, but first offense per term of failure to put chewing gum in the bin as you enter the school grounds or are reminded before 9:00am is one demerit.
- e. Failure to place mobile phone or other electronic device in your school bag before entering school grounds, or before the beginning of period 1 classes.
- f. Hat not on during break times.
- g. Disrespectful behaviour towards another student.
- h. Dangerous behaviour towards another student.
- i. Failure to return detention slip the next school day.
- j. Out of bounds
- k. Cheating
- l. Dishonest behaviour

5. STUDENT BEHAVIOUR THAT WILL LEAD TO A DETENTION OR A HIGHER LEVEL OF DISCIPLINE

Students will receive a detention, an afternoon detention, suspension or expulsion for the following actions.

- a. Second offense of failure to dispose of chewing gum before entering school grounds. (Per Term)
- b. Second offense of failure to place mobile phone or other electronic device in school bag before entering school grounds. (Per Term)
- c. Third offense of failure to place mobile phone or other electronic device in school bag before entering school grounds will result in an afternoon detention. (Per Term)
- d. Wilful use of mobile phone or electronic device (Cellular Watch) on school grounds or school events, including excursions and camps. 1st Offense = Detention, 2nd Offense = Afternoon Detention, 3rd Offense = In-School Suspension (Per Term) **Please see the school's IT policy for students.**
- e. Aggressive physical contact with another student.
- f. Disrespectful behaviour towards another student.
- g. Disrespectful behaviour towards a staff member.
- h. Dangerous behaviour towards another student.
- i. Deliberate damage of school property.
- j. Disobedience in any form
- k. Swearing or any other offensive language, including blasphemy.
- l. Blatant disobedience.
- m. **Bringing the school into disrepute with your behaviour during school, outside of the school grounds, or whilst not in school uniform.**



- n. Physical fighting
- o. Consistent uniform violations.
- p. Bullying in any form, including on-line and social media.

- q. Inappropriate behaviour on-line towards the school, towards another student or towards a staff member.
- r. Dangerous behaviour towards another student.
- s. Failure to bring back detention slip for 2 days.
- t. Physical contact, including but not limited to holding hands, hugging and kissing, between students on school grounds, or whilst in school uniform.
- u. Late to school 3 times in a week.
- v. Cheating
- w. Dishonest behaviour, including but not limited to forgery of parent's signature, and plagiarism.

6. DETENTION PROCEDURES FOR THE STUDENT

When a student receives a detention they are required to take the detention home and have one parent, guardian or carer sign the detention. The detention is then handed in the next day to Mrs Carrick. The student is then required to stay in the computer room during the first half of the lunch break. As stated above (5.p.) if a student does not bring back their detention signed in two days they will be issued with a second detention to serve.

7. AFTERNOON DETENTIONS

If a student receives 3 detentions in a single school week, they will receive an afternoon detention. They are required to take the afternoon detention home and have one parent, guardian or carer sign the detention. Afternoon detention may also be automatically applied should the situation require a more severe discipline measure. A student will serve the afternoon detention the following Thursday from 3:30pm – 4:30pm in the Homeroom.

8. SUSPENSION PROCEDURES

If a student commits an offense that is deemed worthy of being suspended, the school Principal will decide what type and what length of suspension is appropriate. The school has three (3) forms of suspension.

1. In-School Suspension – A student will still attend school but will stay with a teacher in an appropriate place from the time they arrive in the morning, and for all breaks. This allows the student to attend school but they do not socialise with their peers outside of the classroom.
2. Out of School Suspension – A student will be required to be absent from school for a period of between 3- 5 school days.
3. Two Week Out of School Suspension – A student will be required to be absent from school for a period of 10 school days.

The Principal must ensure that written records are kept of the investigation process that has led to the decision to suspend a student.

The Principal will meet the parents, guardians or carers of the student to inform them of the circumstances and the level of suspension.



9. EXPULSION PRODECURES

This discipline procedure should only be used after careful consultation and prayer. The Principal of the school will discuss the situation with a School Board representative and other stakeholders to determine if this measure is required. If this is the outcome of the decision making process the Principal will meet with the student's parents, guardians or carers and inform them of the circumstances and the decision that has been made. The student will then be immediately removed from the school register.

The Principal must ensure that written records are kept of the investigation process that has led to the decision to expel a student.

Parents please note that not every act of disobedience can be listed in this document but is covered under the principles of being respectful to each person and to the property of the school. Many acts of disobedience require a subjective decision by the teacher, and may vary based on the severity of the disobedience.