



NORMANHURST BOYS' HIGH SCHOOL

PENNANT HILLS ROAD

NORMANHURST 2076

FAX: (02) 9489 5722

e-mail: normanhurb-h.school@det.nsw.edu.au

www.normanhurb-h.schools.nsw.edu.au

ABN: 48 553 154 775

PRINCIPAL: Mr J R Bruce B.A., Dip Teach.

DEPUTY PRINCIPAL: Mr F. Johnson B.Sc., M.Ed., M.I.L.A. M.A.C.E.

DEPUTY PRINCIPAL: Mr J. Fielding Dip Teach., Dip I.A. (Ed). M.I.L.A.

TELEPHONES

(02) 9489 1077

(02) 9489 1078

Levels system

In addition to particular strategies which may be applied by individual classroom teachers or faculties, the following discipline scheme has been developed and is in use on a “whole school” basis. This program uses the principles of behaviour modification to assist students who have exhibited behavioural problems at school, or at school associated activities.

Discipline Procedures Summary

Level	Offence	Staff Responsible	Action
1	Minor classroom or playground offence.	Handled by Class or PGD Teacher.	Lunch time detention, appropriate sanctions.
2	More serious or persistent offences.	May be referred to HT	Parents/caregivers may be contacted. Confidential Report into File Discipline Action, eg. “Green Card”.
3	Offences including disruptive behaviour, smoking, truancy, travel offences, continued offences where HT wants stronger action, or where offences occurring across faculties.	Decision by HT or DP. Smoking booklet from DP. Staff notified.	Note to parents/caregivers. Complete Booklet Behaviour Card or other suitable sanctions, eg. detention class. Information placed in RISC. Signing of agreement.
4	Continued offences, or “one off” serious offence, eg. gross insolence.	Decision by DP. Staff notified.	Letter to parent/caregiver. Parents/caregivers Interview. Isolation. Behaviour Card. Behaviour contract where appropriate. School Counsellor involvement.
5	No improvement in	Recommendations	Suspension to DS.

Level	Offence	Staff Responsible	Action
	behaviour or very serious offences, eg. violence.	by DP to Principal.	

2. The Scheme

1. There are **5** levels to the Discipline Policy - Level 1, 2, 3, 4 & 5.
2. Students will be placed on Levels 3 and above after referral to the Executive by school staff.
3. Head Teachers or the Deputy Principals will inform students when they have been placed on a higher or lower level (from Level 3 and 4). They will explain the results of being placed on that level and the procedure to move down a level.
4. Students who are placed on Levels 2, 3 or 4 may be interviewed by their Student Adviser or a member of the Executive.
5. Parents/caregivers will be informed of a student's progression on Levels 3 and 4.
6. The Levels of Discipline will be:
 - i) Level 1 - minor classroom or playground offence.
 - ii) Level 2 - Class Teacher or Head Teacher takes appropriate action.
 - iii) Level 3 - parents/caregivers informed, detentions, behaviour card, work through booklet, suspension from lesson/s, may be banned from socials, excursions and sport.
 - iv) Level 4 - parents/caregivers interview, isolation, separate lunch/recess, banned from socials, excursions/field studies, isolated in lesson/s.
 - v) Level 5 - Suspension.

3. Procedures

1. Head Teachers will place students on Level 3, but will collect a booklet from the Deputy Principal. Students placed on Level 3 or 4 will be notified to staff in the Daily Notices. Students will be placed on Level 4 by the Deputy Principal who will consult with the relevant staff.
2. The following are types of misbehaviour which would lead to a student being placed on one of the levels:
 - Being impolite or inconsiderate of others.
 - Being late for lessons.
 - Breaches of the uniform code.
 - Bringing unsuitable objects to school, such as fireworks, skates, skateboards and anything which might injure students.
 - Classroom disruption.
 - Damaging the school property or the property of others.
 - Disobedience or insolence.
 - Displaying poor manners.
3. Interfering with equipment of others.
 - Intimidation or bullying.
 - Lack of consideration while visiting the canteen.
 - Leaving the school grounds without permission.
 - Littering the school grounds.
 - Misbehaviour on excursions or camps.
 - Playing dangerous games or games which are not permitted.
 - Smoking.
 - Stealing.
 - Throwing stones or any other object which could cause injury.

- Truantiing from lessons during the day.
 - Truantiing from school.
 - Unsatisfactory school work.
 - Unsuitable behaviour at assemblies.
 - Verbal abuse of other students including name-calling and swearing.
 - Wrestling or fighting.
4. Some serious misbehaviour may lead to a student being placed on a level well above their previous level. For example, physical assault on a teacher, will lead to immediate suspension.
 5. Teachers should not allow a student to continually disrupt the work of a class.
 6. The system of *Levels of Discipline* may be unsuitable for senior students.
 7. A special *Detention Class* will be held each Tuesday and Thursday afternoon after school (if required). A Head Teacher may place a student on detention by sending a note to the Deputy Principal.
 8. If teachers or Head Teachers wish to record an incident with a student, they should complete a *Student Report Form* which is located in each staff room. The report should be sent to the student files. These records are important for the Year Adviser to help communication and as a record of offences if a student is to be suspended.
 9. The system of levels does not prevent any faculty from continuing its own methods of discipline.

Referral Schedule

Teachers are to refer to the following procedures for referring problems if necessary:

Classroom incidents:

Class teacher → Head Teacher → DP (year responsible) → Principal

Playground Incidents:

Class teacher → Duty HT → DP (year responsible) → Principal

Incidents between lessons:

Class teacher → nearest HT → DP (year responsible) → Principal

Out of School (To and from school) incidents

Class teacher → DP (year responsible) → Principal

Sports incidents:

Class teacher → (notify sports organiser) → DP (year responsible) → Principal

Incidents on excursions/field studies:

Class teacher → HT → DP (year responsible) → Principal

Suspension and Expulsion

When a student is placed on Level 4 a letter to this effect will be sent home to the student's parent/caregiver. This letter will request that the parents/caregivers contact the school to arrange a time for an interview with relevant school personnel. It will also outline the reasons for the student being placed on Level 4 and indicate that should efforts to modify the student's behaviour fail at this level then suspension will occur on progression to Level 5.

Once a student has been placed on Level 5 of the *School Welfare* Policy program, either by progression through the preceding levels or, in extreme cases as a result of some serious infraction, then suspension from school will be applied. The procedures detailed in the document ***Suspension and Expulsion of School Students - Procedures***, will be followed. In particular:

- Parents/caregivers are to be notified of the reasons for the suspension, the dates of the suspension and are requested to contact the school to arrange a time for an interview to assist in the resolution of the situation.
- A suitable “study program” is to be devised for the student on suspension.
- A record of the details of the suspension is to be maintained by the Principal.

Suspension highlights for the student and the parents/caregivers the unacceptability of the student’s behaviour and the parents/caregiver’s responsibility for remediation of that behaviour.

As long as the behaviour is unacceptable, the student’s continued enrolment will be in jeopardy.

Principals of public schools will suspend, consistent with the procedures, any student who:

- Is in possession of a suspected illegal substance
- Is violent or threatens serious physical violence
- Is in possession of a prohibited weapon
- Is persistently disobedient
- engages in criminal behaviour related to the school.

Students must be formally warned in writing on at least two occasions and their parents/caregivers notified and invited to an interview with the Principal where the reasons for the warning and the required changes will be discussed.

Students will be given adequate time to address the areas of concern and remedy the problem(s). Failure to do so after a second formal warning can lead to the student’s place being expelled which means the student will no longer be a member of the school.

NB: The student can negotiate enrolment into another school following *Expulsion from a Particular School*.