



WAYS Secondary Student Discipline Policy

NESA Manual Section: Discipline (3.7)

Policy

WAYS Secondary (WAYS) prohibit the use of any disciplinary actions by school persons that could be deemed as corporal punishment. The school does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons including parent(s)/caregiver(s) to enforce discipline at the school. WAYS does not prevent students from being admitted to another school (exclusion).

WAYS supports student disciplinary procedures that are based on principles of procedural fairness, consistency and transparency. The primary aims of the WAYS student discipline policy and procedure are to provide clear boundaries around student behaviour and to provide young people with the opportunity to reflect and learn from their actions.

Procedural fairness is a basic right of all when dealing with authorities and refers to what is sometimes described as the 'hearing rule' and the 'right to an unbiased decision'.

The 'hearing rule' includes the right of the person against whom an allegation has been made to:

- know the allegations related to a specific matter and any other information which will be taken into account in considering the matter;
- know the process by which the matter will be considered;
- respond to the allegations;
- know how to seek a review of the decision made in response to the allegations.

WAYS Secondary also supports the right to an unbiased decision which includes:

- impartiality in an investigation and decision making;
- an absence of bias by a decision-maker, and
- the review mechanism adds to the fairness of the process.

WAYS Secondary is committed to ensuring that all students receive ongoing reinforcement and reward for positive behaviours and encouragement to seek help in a safe and supportive environment in order to manage problem behaviours and emotions. The school's student behaviour management processes seek to deal with inappropriate behaviour quickly, effectively and fairly to ensure that a positive and productive learning environment is maintained for all students.

Procedure

At the enrolment interview with the Principal (prior to commencement of enrolment) all students and their parent(s)/caregiver(s) are informed of WAYS Secondary policies and procedures in relation to discipline and behaviour management. Refer to the school *Enrolment Policy*.

Potential for problem behaviours are identified early and at the enrolment interview with the Principal. Once enrolled students are encouraged to seek help (from teachers or WAYS psychologist/case managers) in reducing the likelihood of potential poor behaviour choices.

Should a student indicate that they are willing to receive counselling, this is noted on their enrolment form and the Principal allocates them a counsellor or case manager for when they commence at WAYS. Introduction to the allocated WAYS psychologist and or case manager is made within the first week of enrolment by the Student Support and Administration Co-ordinator.

At enrolment students and parent(s)/caregivers sign a contract which clearly outlines the conditions under which a student may maintain their enrolment. The WAYS Secondary Enrolment Contract at the end of this document provides the requirements that students are to abide by to maintain their enrolment at WAYS.

At the enrolment interview and throughout the year in meetings with teachers, students are reminded that it is their choice and responsibility to stay enrolled in the school and that they will be continually supported to do so by staff.

Behaviour management

In the event that a student displays poor behaviour choices, a range of consequences may apply depending on the specific behaviour. The WAYS behaviour management process may begin with reminders being given and progress through a number of levels ranging from verbal warnings, written warning, the use of a behaviour book and in-house suspensions. Some cases of serious and/or repeated student behaviour may lead to the parent(s)/carer(s) deciding to withdraw the student from the school or the Principal making the decision to request that the student be withdrawn or be expelled.

The Behaviour Choices and Consequences in the table in Appendix A provides a range of, but is not limited to behaviours that attract the consequences of a behaviour book, in-house suspensions, at-home suspension, withdrawal, expulsion and other lesser consequences.

Low grade behaviour infractions

Types of low-grade behaviour breaches that attract a lesser consequence may include, but are not limited to:

- being late to school;
- occasional failure to follow basic instructions;
- failure to clean up after one's self;
- not coming into the lesson when asked;
- repeatedly not returning from break on time;
- failure to complete set work;
- occasional minor disruptive behaviours in class;
- inappropriate technology use;
- use of inappropriate language;
- occasional disrespect to staff.

These types of inappropriate behaviours may incur consequences from staff verbal reminders or reprimands, detentions, being put on a behaviour book, removal of personal or school items or removal of privileges. The procedure for activating one of these consequences begins when the behaviour is noted by a member of the teaching staff. When the behaviour is witnessed by a staff member, they will inform the student as soon as possible of the breach and action one of the consequences based on its fit to the behaviour.

If the situation involves more than just a verbal reminder, detention or confiscation of items, the student's behaviour and the consequence is written, as soon as possible in the students file by the teacher who witnessed the behaviour and actioned the consequence.

All staff are informed at weekly meetings of any consequences given to students.

Serious behaviour infractions

Some clearly identified and confirmed student behaviours are considered to be very serious or extreme behaviours and these will attract more severe consequences. The consequences for any serious behaviour infractions are actioned by the Principal.

Serious behaviour includes, but is not limited to:

- leaving school without permission;
- a significant number of unexplained absences;
- habitual unexplained non-attendance/chronic non-attendance;
- graffiti on school property;
- significant damage to WAYS or student property;
- bullying;
- Sexual harassment
- intimidating and verbally attacking behaviours to staff or students;
- theft:
- physical violence;
- possession of a weapon;
- drug dealing to school students;
- use or possession of prescribed, legal or illegal drugs or alcohol during school hours.
- Ongoing defiant and disrespectful behaviour towards staff

The consequences for serious offenses or repetition of a serious offence range from being asked to leave the school premises for the remainder of the day, being placed on a behaviour book for a set period of time, being asked to leave for a period of time (1-4 weeks) or in-house suspensions. In the case of the period of leave being for 1-4 weeks this is because of students display of serious behaviours as described above and or because an investigation of the student's behaviour is being conducted and more time is required to ascertain information regarding the alleged offense.

The consequences of some serious/extreme behaviour may result in suspension (in house or at home) , involvement of the police, the student being withdrawn from the school or Principal making the determination that the student will be expelled. Based on the evidence and the student's particular enrolment history, the choice of consequence is at the discretion of the Principal.

The Principal is responsible for and is afforded the right to action any consequence they deem appropriate in order to investigate and consequence any serious behaviour/ misconduct by students.

In the event of a serious behaviour incident, WAYS staff members will try to de-escalate the situation and call on other staff members to assist and attend to the safety of students.

The staff member(s) involved with the incident will at all times request and record the student's perspective on the situation, and when possible do so in the presence of a second staff member. As soon as possible after the situation is contained, a staff member who witnessed the incident will complete a *Serious Incident Report Form* (located in T Drive/Forms) and/or record the incident in the student case notes on the T Drive.

As part of the consequence of the student's behaviour, as soon as possible after the incident they will meet with the Student Support and Administration Coordinator or WAYS psychologist/case manager and complete a *Student Reflection Sheet* or an individual behaviour management plan.

As soon as possible after the witnessing the offending behaviour the staff who were involved with the incident must record their observations in the students case notes file and depending on the incident in the *Serious Incident Form*, which is saved on the WAYS Secondary Tdrive. This information is provided to the Principal who will further investigate the incident.

The Principal will meet with the staff member(s) who recorded the incident, speak to other any additional witnesses, including staff and/or students about the serious incident. If available, the Principal will read the report of the incident on the completed *Serious Incident Form*, saved on the T drive in the schools serious incidents folder.

The Principal/delegate will telephone the student's parent(s)/caregiver(s) and inform them of the incident as soon as possible. They may be requested to come to a meeting at the school as soon as practicable.

If the Principal requires more time to investigate the incident, the student will be asked to leave the school premises to go home. The students' parent(s)/caregiver(s) will be contacted by telephone by the Principal or the School Support and Administration Coordinator to come to the school and to collect their child.

In the event that the parent(s)/caregiver(s) are not able to collect their child or are uncontactable, the student/s will remain at the school under supervision by teaching staff or the School Support and Administration Coordinator for the remainder of the day.

In cases involving theft, drug use, possession or supply to another student, possession of a weapon, violence or damage to property the Principal will call the police and may make a mandatory report if deemed appropriate. In the event that the police are called the students parent(s)/caregiver(s) are immediately notified by telephone by the Principal/delegate-

The Principal will conduct an assessment of the serious incident event and determine the consequence. Once the Principal has reached a preliminary decision in relation to the serious behaviour and the consequence to be actioned, they or an authorized delegate will advise the student and their parent(s)/caregiver(s) of the decision verbally by telephone and/or at a meeting and in writing via email, sms or letter.

Where the offending behaviour is of such a nature that it may result in the student's suspension, withdrawal or expulsion from WAYS Secondary, the Principal will at a meeting verbally inform the student and contact their parent(s)/caregiver(s) to inform them of the following:

- the nature of the alleged infringement;
- who will make the decision on the consequences;
- the procedures to be followed which will include an opportunity to have a parent or caregiver to be present when responding to the allegations; and

- the right of review of appeal.

The student and their parent(s)/caregiver) will be advised that if they wish for this preliminary decision to be reviewed they may make application within 10 days to the Principal and submit any information they want to be considered during the review process. Following the review the Principal will confirm with the student and their parent(s)/caregiver) that the preliminary decision as a final decision or of an amended decision based on the additional information provided.

Withdrawal

Withdrawal is where the school advises parent(s)/caregiver(s) that their student should not continue to attend the school, the parent(s) /caregiver(s) may withdraw their child and are required to provide a written notice to the Principal/delegate of the withdrawal of the student from WAYS Secondary.

Should the parent(s)/caregiver(s) choose not to withdraw the student from the school the Principal has the discretion to make the determination that the student will be expelled.

Students who have been withdrawn from WAYS by their parent(s)/caregiver(s) may be informed by the Principal that they are able to reapply in the future, provided that during their time away from the school, they can demonstrate they can meet the conditions of enrolment and address the issues which caused their withdrawal.

Should in the future the student wish to reapply the Principal will make the decision as to whether the student has meet requirements to re-enrol at the school. In doing so the Principal may consider recommendations from sources such as Principals from other schools or psychologists/case mangers involved in the former student's case plan.

Only the Principal or person authorised by the Principal may issue a student with a withdrawal, suspension or expulsion.

Suspension

This is a temporary debarment of a student from all of the classes that a student would normally attend at a school. WAYS does not generally apply at-home suspensions, in the main suspensions will be in-house. Only in certain circumstances will students be asked to remain at home for short to medium periods (1- 4 weeks) so that any serious student behaviours such as violence, intimidation, harassment, bullying or any range of drug related offenses that have occurred while the student is enrolled at the school can be investigated.

If possible, on the day of the serious incident and if sufficient evidence has been gathered the Principal may determine that suspension is the appropriate consequence. The student will be informed in person, by the Principal of the suspension whether it is to be in-house or at-home and the duration of the suspension. The student parent(s)/caregiver(s) will be notified by telephone or email of the suspension.

During an in-house suspension, students are expected to attend school at the normal starting time and leave at the normal finishing time. The student is separated from their class but are supervised at all times and are given school work by supervising teaching staff members.

Records will be retained in the secure student's file, and/or in the student's cases notes on the T Drive by the Principal/delegate. The records will include the details of the incident, the *Serious Incident Form*, any meetings as a result of the incident and records of the consequence for the behaviours. A copy of the *Serious Incident Form* is retained in the T Drive in the serious incidents folder.

Expulsion

Expulsion is the permanent removal of a student from WAYS Secondary. The expulsion of a student from the school will only be considered in exceptional circumstances.

Where a disciplinary issue arises which may result in expulsion the Principal/delegate will investigate the circumstances surrounding the issue. The Principal/delegate may direct the student not to attend school while the investigation takes place. An investigation will include the student being provided with information about the nature of the allegations and being given an opportunity to respond.

After reviewing the investigation findings and hearing representations from the student, if the Principal forms the view that the student should be expelled, the Principal will meet with the student and their parent(s)/caregiver(s) to inform them of decision expulsion decision.

At WAYS parent(s)/caregiver(s) or the student may appeal against the expulsion decision and request a review by the Principal, setting out the reasons why the Principal should not proceed with expulsion. Any appeal must be provided to the Principal in writing no later than 10 days after the student and their parent(s)/caregiver(s) have been advised of the expulsion decision.

If no appeal is made within the time specified, the Principal will notify the student and parent(s)/caregiver(s) that the decision to expel the student has become effective.

If the student or parent(s)/caregiver(s) lodge an appeal within the 10-day time period, the Principals review of the decision to expel the student will reference all relevant records to determine if the principles of procedural fairness were followed in the decision-making process.

The Principal will consider the reasons provided why the expulsion decision should not be implemented. The Principal will make a determination whether to proceed with the expulsion and notify the student and parent(s)/caregiver(s) verbally and in writing of the decision. The decision made by the Principal will be final.

Should the student or parent(s)/caregiver(s) wish to appeal the consequence given they are informed by the Principal that they have the option to put the complaint in writing the President of the WAYS School Board and referred to the school's *Complaints or Grievance Policy*.

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Appendix 1: Behaviour Choices and Consequences

<u>Minor Behavior</u>	<u>Consequence</u>	<u>Major Behavior</u>	<u>Consequence</u>
Swearing	Reprimand. Clean up in kitchen	Intimidation & physical violence to staff and or students while involved in any WAYS Secondary or WAYS related school and or activity. Possession of a weapon.	After investigation if found guilty, Immediate BAN from all WAYS services and or withdraw or expulsion from the school. Possible police involvement. If this behavior occurs to people outside the school, the Principal may ask the offending student to be withdrawn. Possible police involvement and mandatory report.
Late to school	Sent upstairs or alternate learning space for remainder of lesson. Removal of phone for the day. If student arrived after 10am, a 55 min detention after school on that day will be issued.	Possession of alcohol or drugs, use of drugs or alcohol on school day, supply drugs to students on a school day on premises or at park near school or clear evidence of student leaving during school hours to acquire or do drugs and returning to school under the influence. Students suspected of or overheard discussing drug deals	After investigation if found guilty Immediate withdrawal or expulsion from the school and or possible police involvement. Possible mandatory report. Possible medium term suspension in the event that more a extensive investigation is required. In-house suspension and possible police involvement and mandatory report.
Failing to follow reasonable direction, general disobedience and defiant behavior	Any of the following will apply: Reprimand, clean up in kitchen, verbal reminders, removal of privileges. Ongoing mild to moderate defiance will result in the student being placed on a behavior book for a set period of time. Failure to pass the book will result in the student being asked to be withdrawn from the school.	Serious Bullying, harassment (including sexual harassment) Threats to any student	First and or Second offense: Depending on severity student may be asked to leave premises on the day. After either occurrence, in-house suspension or at home suspension, parents notified and compulsory counseling session. If the behavior occurs more than three times – student may withdrawn or expelled from the school. If very serious police may be involved and student immediately withdrawn.
Drawing during lessons	Reprimand.	Damage / Graffiti to Property	Clean it off ASAP and other cleaning tasks needed to be done at WAYS as soon as possible after the event.
Play Fighting	Reprimand.	Theft	All students receive no privileges like food or lifts until item is returned. Report to police if serious.
Not completing assignments	Staff to approach student to make a time to assist with assignment. After a number of failed attempts staff to notify student and parent in writing that they risk failure unless the assessment is handed in by a set due date. Repeated failures to submit assessments or sit exams may result in an N notification.	Ongoing disrespect towards staff-not following reasonable direction Threatening or malicious verbal abuse, swearing and blatant refusal to follow instruction by staff	Behavior book: students placed on a behavior book are expected to abide by the terms set by the Principal. Failure to meet the terms of the behavior book can result in request to be withdrawn from the school. A detention or suspension may also be given. Consequences depending on severity of behavior may range from detention, in-house or at home suspension , being asked to leave for remainder of the day or temporary withdraw/or expulsion. Repeated offenses of a serious or threatening nature may result in police involvement or mandatory report.

Inappropriate conversations	Reprimand.	Unexplained absences, Truancy and Leaving School without permission: <ol style="list-style-type: none"> 1. Leaving school without Principals' permission 2. Unexplained absence 3. Unexplained Partial absence (arrival after 1230am) 	Leaving school without Principals permission: First offence, parents notified, students receive first and final warning. Second offense in same year, student will be asked to leave the school. In all unexplained absences and partial absences parent(s)/ caregivers are notified by phone, email, or letter and discussed with student. 7th unexplained absence phone call and sms to parent(s)/ caregivers. First official warning may be given by Principal. Student to attend mandatory counseling for remainder of term. 8th unexplained absence parent(s)/ guardians may need to attend meeting at school. Counseling continued. 9th- 15th unexplained absence Principal may give 1 day In-house suspension and mandatory counseling session with student and parent(s)/ caregivers. Letter sent to parent(s)/ caregivers. In-house suspensions are at the discretion of the Principal. Should the pattern of unexplained absences not improve within first two terms of enrollment, students may be placed on an attendance contract or be withdrawn from the school.
Inappropriate computer use	Student to be directed to another class activity at teacher's discretion.		
Ipod, eating or phone in class	No food/phone use allowed during class time. Confiscate at teachers discretion.		
Not returning from break on time	Teacher's discretion Student may be sent upstairs or to a separate area for the remainder of class.		



Date _____

WAYS SECONDARY CONTRACT

WAYS Secondary is committed to providing a compassionate, supportive and non-threatening environment in which all young people can succeed and learn in. Students who attend WAYS Secondary have a responsibility to contribute in whatever way they can to the protection and maintenance of such an environment.

WAYS Secondary has a zero- tolerance policy against any form of bullying, harassment, intimidation, violence, leaving school grounds without staff/parent/caregiver permission, drug dealing, and coming to school under the influence of illegal drugs and use of drugs during school hours. Consequently, any significant or repeated incidences of the aforementioned will be treated very seriously and depending on the nature of the offense, the consequence may range from detentions, in house or at home suspensions, withdrawal or expulsion and/ or involvement of police. The final choice of consequence for any of the aforementioned behaviors is at the discretion of the Principal. Students behavior (i.e. bullying, intimidation and violence) away from school hours will also form part of this contract and is subject to a range of consequences as deemed fit by the Principal.

In the event of a student's persistent emotional dysregulation with other students and/or staff; causing conflict or negatively affecting the harmony of the class/ school in any persistent way, WAYS Secondary reserves the right to withdraw enrolment on this basis.

WAYS specializes in reengaging disengaged students. However, WAYS is NOT a behavior school and therefore will in most circumstances not enrol students with any diagnosis of a behavioral disorder or students whom the Principal deems to have behavior issues that are considered not suitable for the school based on its resources to manage them. If during the period of enrolment, a student's behavior becomes problematic or a diagnosis of a behavior disorder emerges, the school has the right to reconsider a student's enrolment and may make recommendations for an alternative school that may be better suited to the student.

School attendance is critical in order to progress or excel in any academic environment. Please note that extended periods of unexplained absences despite numerous intervention attempts by the school and continued challenging, disruptive and aggressive classroom behaviors and failure to follow reasonable staff direction may result in withdrawal or expulsion.

I have also been explained the attendance policy and understand that there may be occasions that the Principal will NOT allow my child to leave school despite me believing that my child may leave school. This will mostly be in the event that my child wants to leave due to anxiety, depression or stress. In the event my child is very distressed, they will be permitted to go home. I agree in these instances to follow the direction of the Principal, despite my belief or nonbelief that my child should go home.

By signing this I understand and agree to the terms listed above and understand that by not adhering to these terms I risk being asked to be withdrawn from the school or expelled.

I give or do not give permission for my child to receive counselling and assessment by the WAYS Wellness centre if deemed necessary or if requested by my child (please circle).

I understand, that this WAYS Secondary is a small school and is thus best resourced to effectively manage mild to moderate psychological presentations. If students present with moderate intensity psychological issues or if their presentation deteriorates from mild to moderate in intensity be it at school or external to school, the school will make a recommendation to procure external counselling. In this event, the school will provide supportive counselling secondary to the external primary service. Please note this school is not a specialist in managing moderate to severe psychological difficulties, only those deemed to be mild to moderate. If a student's presentation progresses in intensity to the moderate to severe spectrum in the school environment while still enrolled, the school may have to consider the viability of continued enrolment as the student will no longer meet criteria for the school. In this event, parents and caregivers will be approached by the school to discuss other appropriate options.

I give or do not give permission for my child to receive lifesaving medication such as an EPI Pen or an asthma puffer if they require it. I recognize that in the event that I have not provided the school with a relevant treatment plan for any allergy conditions that my child may have, that the school will implement the relevant policies and procedures in relation to managing health conditions and administration of medication if required.

I also acknowledge that I have been explained the following WAYS Secondary Policies and Procedures: Evacuation, Lockout and Lockdown Policy and Procedures, Discipline Policy and Procedures, Anti Bullying Policy and Procedures, Management of serious incidences, Student Welfare Policy and Procedures, Complaints and Grievance Procedures, Assessment Policies and Procedures.

I understand all WAYS Secondary and WAYS Staff including Principal, teachers, psychologists ,G.P, case managers and support staff are Mandatory Reporters and may have to make mandatory reports about my child's or others wellbeing or safety.

Student

Parent / Caregiver

Principal

Please note that this contract is valid for the duration of the student's enrolment and that WAYS Secondary reserves the right to change the conditions of enrolment and the terms of this contract as they see fit.