



LAMBTON HIGH SCHOOL

Light The Way
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Principal: Mr M Rosser

WELFARE & DISCIPLINE POLICY

GENERAL PRINCIPLES

Good discipline provides a peaceful and ordered environment that is necessary for effective learning to occur, for students to be safe and happy, for parents to have confidence in the school and for teachers' work to be productive and satisfying.

Every teacher is responsible for classroom management in their own classroom. The style of management will vary from class to class. This policy offers general principles to support all teachers and a guideline for procedures to be used for the whole school to become involved in student welfare and discipline.

CORE VALUES IN NSW SCHOOLS

The Government recognises the importance of the following core values to the community. These values represent the aspirations and beliefs of the Australian community as a whole, including its concern for equity, excellence and the promotion of a caring, civil and just society. They are common to a range of secular and religious world-views and are found in most cultures. The core values are:

INTEGRITY	Being consistently honest and trustworthy.
EXCELLENCE	Striving for the highest personal achievement in all aspects of schooling and individual and community action, work and life-long learning.
RESPECT	Having regard for yourself and others, lawful and just authority, diversity within Australian society and accepting the rights of others to hold different or opposing views.
RESPONSIBILITY	Being accountable for your individual and community's actions towards yourself, others and the environment.
COOPERATION	Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict.
PARTICIPATION	Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and the nation.
CARE	Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion.
FAIRNESS	Being committed to the principles of social justice and opposing prejudice, dishonesty and injustice.
DEMOCRACY	Accepting and promoting the rights, freedoms and responsibilities of being an Australian citizen.

CORE RULES IN A NSW SCHOOL

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.

ATTENDANCE

Department of Education regulations require that all absences from school should be satisfactorily explained when you return to school. After any absence, you should bring an explanatory note with you. The note should be written and signed by your Parent or Guardian and indicate the following:

- your name and your year
- the date of your absences
- the specific reason for the absences
- your parent/guardian's name and an identifiable signature

This should be given to your Roll Teacher during Roll Call. This note must be handed in within 1 week otherwise your absence will be shown as unexplained.

All students must attend roll call which occurs every morning – prompt attendance is essential.

Parents / Guardians of absent students will receive an SMS message confirming that their child was not present at roll call.

EXEMPTION FROM ATTENDANCE FROM SCHOOL

There has been a change to the Education Act 1990 which allow the Principal to exempt students from school. The variations to the Act include:

Family holidays- An exemption may be granted by the Principal when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests.

Approved alternative education programs- Students may be granted short term exemptions.

Accredited elite sports program- A student could be allowed to attend an accredited elite sports program depending on the circumstances of the application.

Principals can grant an exemption from school attendance for periods totalling up to 50 days in a 12 month period for any one student. Parents should apply for an exemption if your leave requirements meet these guidelines.

LATE ARRIVAL

Late students must report to the front office to have their name recorded for attendance. Students will be issued with a Late Slip. By the next day they must give their roll teacher a note giving a satisfactory explanation. The note must include date, pupils roll class and a satisfactory reason for the absence.

All students must hand in a note explaining an absence within 1 week of that absence otherwise the absence will be shown as unexplained.

EARLY LEAVERS

If you need to leave school before 3.05 pm you will need a Leave Slip signed by the Head Teacher Administration before you go. You must apply for this Leave Slip before roll call.

Your request for a leave slip should contain:

- your full name and your year
- the date and time of the early leave
- a reason for the leave such as a doctor's appointment or urgent family commitment.

Please note, the school cannot legally grant early leave without an acceptable reason provided by the parent/guardian

Students unable to participate in sport should attend Prep at school.

**LAMBTON HIGH SCHOOL
S.M.A.R.T. RULES**

RULES	MAKING RULES WORK
<p style="text-align: center;">S SAFETY</p> <p>To be safe and act safely at all times</p>	<p>Behave in a safe manner in the classroom, in the playground, travelling to and from school, during excursions, at sport and all school activities by</p> <ul style="list-style-type: none"> • not bringing weapons of any variety to school • not bringing to school or using illegal drugs, alcohol or tobacco, or associating with those that do. Nor will I use these substances while travelling to and from school, on sporting excursions or other school activities • respecting all rules in practical classes • following all classroom rules • following teacher instructions
<p style="text-align: center;">M MANAGEMENT</p> <p>To manage myself and assist others in the learning process</p>	<p>Manage your time, tasks and responsibilities by</p> <ul style="list-style-type: none"> • bringing the correct equipment to class • paying attention in class • staying on task and completing work at all times • allowing others to learn • being helpful at all times • participating in school activities • learning how to learn • doing best work in all school activities • completing assessments and homework on time • assisting in activities that benefit the school • seeking help in learning
<p style="text-align: center;">A ATTENDANCE</p> <p>Be present and on time</p>	<p>Always be at the right place at the right time for</p> <ul style="list-style-type: none"> • school • lessons • playground • functions and sporting events
<p style="text-align: center;">R RESPECT</p> <p>Respect all and behave in a polite, honest and considerate manner</p>	<p>Behave in a polite and considerate manner and always show respect for</p> <ul style="list-style-type: none"> • yourself • your school • your teachers • your parents • your friends and fellow students • school visitors • animals • the right of everyone to learn and live without harassment • the school uniform by wearing it with pride • the environment by keeping it clean and tidy • the personal property of others • school property by careful and responsible use • high standards of behaviour by making amends if you are clearly wrong
<p style="text-align: center;">T TEAMWORK</p> <p>Be a strong, responsible team member</p>	<p>Show your team spirit and teamwork by</p> <ul style="list-style-type: none"> • representing the school in a positive way • behaving in a responsible and acceptable manner • wearing the school uniform with pride • developing pride and respect for the Lambton High School community • contributing to a positive learning environment • sharing values such as honesty, loyalty, dedication, trust, respect and good manners • working well with all students, developing your strengths and improving your weaknesses • developing leadership skills

STUDENT WELFARE & DISCIPLINE

EFFECTIVE TEACHING & LEARNING

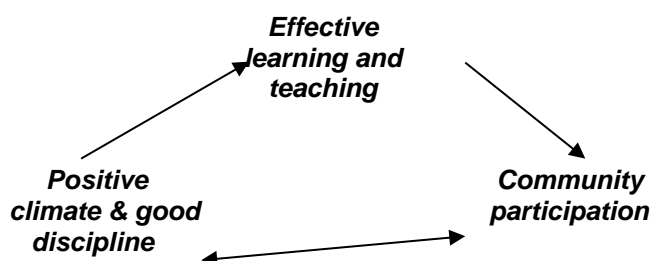
- Students will participate in decisions about their own learning.
- Students will pursue a program of learning relevant to their needs and aspirations.
- Students will develop an understanding of themselves as well as skills for positive, socially responsible participation.
- Students will develop competencies which enhance the quality of their relationships with others.
- Students will feel valued as learners.

COMMUNITY PARTICIPATION

- Students will be supported by parents and community participation in school activities.
- Students will value the school as an integral part of the community.
- Students and their families will know how to gain access to relevant support services in the community.
- Students will be partners with parents and teachers in the teaching and learning processes at the school.

POSITIVE CLIMATE & GOOD DISCIPLINE

- Students will be safe in the school Environment.
- Students will know what is expected of them and of others in the school Community.
- Students will be able to learn without disruption from unruly behaviour.
- Students will be provided with appropriate support programs.
- Students will contribute to decision making in the school.
- Students will participate in all aspects of school life as equals.
- Students will value difference.
- Students will be respected and supported in all aspects of their schooling.



We have a system at this school which demands that our students make decisions about their behaviour. We expect self-discipline from our students, based on the knowledge that self-discipline will be to the advantage of the students, their education and the school community.

If behaviour problems occur that cannot be solved by the actions of the teacher and Head Teacher, then the students are given a Discipline Referral. This is meant to encourage the students to make some positive changes to their behaviour or to accept the consequences.

RIGHTS AND RESPONSIBILITIES

RIGHTS

I have the right to be treated with understanding, respect and courtesy.

I have the right to obtain maximum benefit from all classes.

I have the right to be helped to learn control.

I have the right to be safe.

I have the right to expect my property to be safe.

I have the right to expect that the personal safety of all members of the school is guaranteed and that standards of good health are encouraged.

I have the right to have a pleasant, clean school and well-maintained school and grounds.

I have the right to have my school treated with respect.

I have the right to expect that all these rights will be mine as long as I am carrying out my full responsibilities.

RESPONSIBILITIES

My responsibility is to treat others politely and respect their individuality and their position in the school.

My responsibility is to cooperate with teachers and other students to make sure that lessons proceed; to be punctual; to keep up to date with the required work and to participate in activities that will be of benefit to me.

It is my responsibility to use self-control and to accept correction when necessary.

My responsibility is to make the school safe by not threatening, hitting or hurting anyone in any way and to observe any special safety requirements.

My responsibility is not to steal, damage or destroy the property of others and to report any such acts.

My responsibility is not to use or encourage others to use any substances that may interfere with anyone's health.

It is my responsibility to care for the environment, assist in clean-up when required and report any defects.

It is my responsibility to act and dress in a way that brings respect to the school.

It is my responsibility to protect my rights and the rights of others by carrying out my full responsibilities.

NOT observing your responsibilities and the rights of others may result in your being placed on one of the Behaviour Levels.

STUDENT SUPPORT PLANS (SSP)- LEVEL SYSTEM

Students will be placed on **Student Support Plans (SSP)** because of a number of referrals as per student Behaviour Record or their misbehaviour is serious enough to warrant immediate placement.

Students on **SSP 1** and **SSP 2** are required to complete 5 school days on the card.

STUDENT SUPPORT PLAN 1 (SSP 1)

Reasons for placement on this plan include:

- for ignoring school rules or for continually disruptive, uncooperative behaviour or rudeness in class
- behaving badly in the playground
- injuring or bullying another student
- interfering with the property of the school or its students
- graffiti
- smoking and/or truanting

What happens to students placed on this plan:

- will be placed on a Monitoring Card for 5 days by the DP
- will be interviewed by the DP
- Parents will be informed
- will be given lunch-time duties/detention
- will have the card signed every lunchtime by the DP
- parents will sign the card daily
- may not attend excursions or school events, dances or representative sport while on SSP 1
- lunch pass will be revoked for the duration
- receiving an unsatisfactory conduct/effort rating from any teacher then the student may be given an extra day (for each unsatisfactory rating)

STUDENT SUPPORT PLAN 2 (SSP 2)

Reasons for placement on this plan include:

- continued to misbehave while completing SSP 1
- threat to the welfare of other students
- stealing
- persistently causing playground problems
- behave unacceptably to a member of staff
- wilfully destroy school property, or another person's property
- persistently ignore school rules

Students may be moved directly to SSP2 depending on the seriousness of the offence.

In addition to all SSP 1 sanctions, students:

- will be placed onto a SSP 2 for 5 days
- may be interviewed by the Principal
- Parents will be informed and may be asked to attend an interview
- may be withdrawn from the playground during Lunchtime for the duration of the level
- may do an improvement plan
- may be interviewed by the School Counsellor
- may not attend excursions or school events, dances or representative sport while on SSP 2
- may be withdrawn from some classes
- will receive extra days for an unsatisfactory conduct/effort rating from any teacher

IN-SCHOOL WITHDRAWAL

Reasons for placement on in-school withdrawal include:

- continued to misbehave while completing SSP 2
- returning from suspension
- threat to the welfare of other students
- stealing

- persistently causing playground problems
- behave unacceptably to a member of staff
- wilfully destroy school property, or another person's property
- persistently ignoring school rules

What happens to students placed on this plan:

- may be interviewed by the Principal
- Parents will be informed and will be asked to attend an interview
- will be withdrawn from all classes or some classes and the playground during Lunchtime for the duration of the isolation
- will do an improvement plan
- may be interviewed by the School Counsellor
- Failure to satisfactorily complete the in-school isolation, the student may be suspended from school

SUSPENSION

The school follows the policy of DET in relation to suspension as expounded in the document ***“Procedures for the Suspension and Expulsion of School Students”***

- In determining whether a student's misbehaviour is serious enough to warrant suspension, the principal will consider the safety and welfare of the student, staff and other students in the class or school.
- Principals of government schools must suspend immediately and consistently with these procedures, any student who:
 - is in possession of a suspected illegal drug
 - is violent or threatens serious physical violence
 - is in possession of a prohibited weapon
- Principals may also suspend any student who, among other things:
 - is persistently disobedient
 - engages in criminal behaviour related to school
- Principals may impose either a short suspension of up to and including four school days or a long suspension of up to and including 20 days.
- On returning to school the student will be placed on a post suspension plan

EXPULSION

The school follows the policy of DET in relation to expulsion as expounded in the document ***“Procedures for the Suspension and Expulsion of School Students”***

- In extreme circumstances the principal may expel a student from the school or may make a submission to the Director-General recommending the expulsion of a student from the government school system.

GENERAL MATTERS

BEFORE SCHOOL SUPERVISION

Lambton High School commences classes at 8.05 am for selected senior classes and at 9.00 am for all junior classes. Students arrive gradually with most arriving after 8.30am.

On arrival students are to move immediately into the school grounds and not loiter outside. No student is to leave the school grounds without permission.

- Students are to remain inside the fenced school grounds.
- Students are not allowed to be inside buildings before 9.00 am unless:
 - they are attending a senior period 0 class
 - they are attending a before school activity supervised by a teacher who must have permission notes signed by parents and have notified the Deputy Principal
 - they are handing in an assessment task at a staffroom
 - they are going to speak to a teacher
 - they are using their lockers
 - they are in the Library
 - it is raining, in which case they are to follow wet weather rules

Minimal supervision is provided between 8.40 am and 9.00 am. Before school the south oval is out of bounds. If an emergency situation arises, the students should seek the assistance of the Deputy Principal.

SICK AND INJURED STUDENTS

Parents should not send their children to school if they are sick. The school does not have the proper facilities or personnel to diagnose, manage and supervise sick children.

Students who are sick or injured should report to the Front Office. Parents or the emergency contact will be informed and asked to collect the student. In some circumstances it may be possible to allow the student to go home with parental permission.

Students will remain at the Front Office while waiting to be collected. Parents are required to sign out the student in the Early Leavers Book situated in the Front Office.

If a student's condition is considered serious, their doctor or an ambulance will be contacted and if advised to do so, the student will be taken to the hospital. Every attempt will be made to contact parents or the student's designated emergency contact.

If a parent or contact person is unable to be contacted and attendance by ambulance is inappropriate then the student will be returned to class.

CAREERS

The school has a full-time Careers Adviser and a Careers and Course Information Centre, located on the top floor of A Block, which is open daily to all students.

The Careers Adviser's main role is to assist students in making informed decisions when choosing their senior school courses, and to provide advice and information to students and their parents relating to career paths and tertiary education alternatives.

The Careers Adviser provides an important link with employers and tertiary institutions which is reinforced through his involvement with the organisation of Work Experience, Careers Markets, Tertiary Information Days and visiting speakers.

Parents as well as students are encouraged to make use of the services provided by the Careers Adviser. The efficiency of his work depends on the information at his disposal, and the closer the relationship between school and home, the more valuable will be the guidance given.

The Senior Careers Newsletter is distributed to Years 11 and 12. This provides senior students with a wide variety of careers and tertiary course information. They are distributed through English classes and are available in the Careers Room.

COUNSELLOR

The school counsellors are based at Lambton High School, but also service other Public Schools.

The counsellors are registered psychologists who are available for:

- Psychological assessment in relation to learning disorders, behavioural or emotional problems.
- Counselling
- Referral to other agencies.
- Case management of students requiring referral to Special Education Services or outside agencies.
- Consultation on school matters where a psychological perspective is required.
- Response to school needs and priorities.
- Assessment and support of integrated students.

Students can self refer or be referred by parents or teachers. Parents are notified first if their child is referred by the school. Quite often topics discussed with the counsellor are of a private nature and these are kept confidential except if there is some mandatory requirement.

The counsellor is available to speak with parents as well as students about matters of a personal nature. If you wish to speak to the counsellors, appointments can be made by ringing the school.

PEER SUPPORT

The Peer Support Program educates young people so that they are more able to resist negative peer pressure, to care for each other and to follow a healthy lifestyle.

Year 7 students have just experienced a transition from a familiar and senior position in primary school to the most junior and anonymous position in high school. The small, family sized groups, each under the leadership of a senior student, provide security and friendship to help them adapt successfully to high school life.

A camp is organised for the Year 7 students as part of the Peer Support program during Term 1. The Year 7 student's also undergo several in-school Peer Support activities with their Year 10 leaders/buddies.

SCHOOL DANCES

School dances are held in the MPC each term as a social and fundraising function for the students of the school. The dances are supervised by school staff and a security guard is employed.

The dates are advertised in the school bulletin.

The following rules apply:

1. A ticket will not be issued without a permission note signed by the student's parent/caregiver.
2. Dances are for the students of Lambton High School only.
3. Any student on a discipline level will not be permitted to attend the dance.
4. Students should arrive at the dance on time. People who arrive more than 30 minutes late will not be admitted unless prior permission has been granted in special circumstances.
5. Students may not leave the Multi Purpose Centre during the dance.
6. Cigarettes, alcohol and other drugs are forbidden.
7. Students should act in a responsible manner.
8. "Crowd surfing" and "Stage Diving" are NOT allowed.

STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council (SRC) is in place at Lambton High School to develop leadership skills by representing the views of students.

The SRC plan and carry out fundraising for various charities as well as raising money for school facilities. SRC members listen to suggestions from peers and discuss them with other members at the fortnightly meetings.

To become a member of the SRC you must be nominated and your year will then vote for the three students who will represent the year. These elections are held at the beginning of Term 1.