

Disciplinary Levels - CONSEQUENCES AND COMMUNICATION

Despite our best efforts, there are occasions when a student may fail to act responsibly or may act in a way that impinges on the rights of others and the core values of the Westminster School community.

The following system of five levels of discipline outlines are intended to provide a consistent set of interventions for various types of rule breaking behaviours and repeated infringements within the classroom, the broader school environment and the general community.

It also indicates the personnel involved at each level, the communication required, the appropriate consequences applicable, and the support options available.

The discipline system comprises five levels. These levels, together with the disciplinary and interconnected welfare interventions at each level are outlined in the attached grid (see below). Relevant personnel and communication channels are also indicated in the grid.

All students begin their time in the Westminster Senior School free of any ongoing behavioural considerations. Any rule breaking behaviour results in the student moving to the appropriate behaviour level, depending upon the severity and/or frequency of the behaviours, progressing to another level and experiencing a more intensive intervention.

As a rule, the more extreme the rule breaking behaviour with respect to student and staff "rights and responsibilities", the higher the level to which the student progresses, the more intensive the intervention applied and the more severe the consequences imposed.

Clearly, the consequences imposed at different levels vary, as do the personnel involved. Consequences, regardless of level however, are based on the application of natural and logical consequences. Interventions and consequences are aimed at making restitution for the impact of our negative behaviours and achieving appropriate rehabilitation.

The extent of parent involvement also increases if and as the student moves through the levels system.

It is possible for students to move throughout these levels in either direction.

Levels of Discipline

Students who fail to meet the School's expectations or continue to repeat inappropriate behaviour will move onto, or up a level if required.

- **Level One** behaviour is where a student is involved in minor infractions in the classroom and around the School. Students can expect these issues to be dealt with by the classroom teacher. Online behaviour form to be completed but no consequence as it is a warning level (via Inspire: <https://sharing.westminster.sa.edu.au/seniorschooloffice/ssoforms/Lists/Student%20Behaviour%20Management/AllItems.aspx>)
- This is a warning level and students will come to the attention of Head of House, Head of Year 8, Head of Senior Students at this time so that their actions can be closely monitored and students can be counselled.
- **Level Two** behaviour is where a student continues with examples of Level One behaviour or for particular incidents where the consequences for their actions increase. Detentions and other consequences to be issued by Head of House, Head of Year 8 or Head of Senior Students.
 - Students on this level will be monitored closely by Head of House, Head of Year 8 or Head of Senior Students encouraged to exhibit more appropriate behaviours in future.
- **Level Three** behaviour is where a student continues with Level One and Two behaviours or for particularly serious incidents. At this Level the student will be counselled by at least one of the following: Head of House, Head of Year 8, Head of Senior Students or Head of Senior School. The Head of Activities may also be involved if the behaviour is related to a co-curricular activity.
 - Detention is to be issued by the Head of House, Head of Year 8 or Head of Senior Students.
 - The School Counsellor may also be asked to counsel the student.
- **Level Four** behaviour is where a student continues with Level One, Two or Three behaviours or for particular serious incidents. At this level the Head of Senior School will be directly involved.
 - A detention, student contract or suspension are possible consequences for actions at this level.
 - A re-entry meeting with the Principal prior to the re-commencement of class.
 - The student may be referred to the School Counsellor.
- **Level Five** behaviour is where a student continues with Level One, Two, Three and Four behaviours or serious incidents involving discrimination, harassment, bullying, legal and illegal drugs, smoking, extreme inappropriate behaviour and theft.
 - At this level the Head of Senior School will become involved and the student's position in the School is likely to be reviewed.



Process for Handling Behaviour

Level 1 Type Behaviour		
Behaviour	Process to follow	Consequence
<p>Appearance: (incorrect uniform in class and on leaving class)</p> <p>Misbehaviour: (talking, calling out, inattention, rudeness, eating)</p> <p>Lateness: (failure to be at class on time)</p> <p>Unprepared: (homework incomplete, books missing, no equipment)</p> <p>Physical/verbal actions against other students: (pushing, jostling, inappropriate comments toward another student)</p>	<ul style="list-style-type: none"> Teacher to remind student of expectations. Record behaviour using online form at https://sharing.westminster.sa.edu.au/seniorschooloffice/ssof/orms/Lists/Student%20Behaviour%20Management/AllItems.aspx Head of House/Head of Year 8 to be informed 	<ul style="list-style-type: none"> Student meet with teacher to discuss. Complete homework during lunch. Student may be required to perform a task during recess or lunch
Level 2 Type Behaviour		
<p>Continued examples of Level 1 Inappropriate and abusive language: (swearing, inappropriate comments to staff and students)</p> <p>Minor property damage: (marks on desks, graffiti)</p> <p>Major work incomplete: (failure to complete assessment tasks, assignments)</p>	<ul style="list-style-type: none"> Teacher notify Head of House/Head of Year 8 using online form at https://sharing.westminster.sa.edu.au/seniorschooloffice/ssof/orms/Lists/Student%20Behaviour%20Management/AllItems.aspx Teacher and Head of House/Head of Year 8 to provide key points for student to focus on to improve behaviour. Head of House/Head of Year 8 to inform parent. House Head/Head of Year 8 to notify teacher of parental feedback Teacher to be notified of outcome. If required other key people to be informed ie. Indigenous Students' Co-ordinator, International Students' Co-ordinator. 	<ul style="list-style-type: none"> Meet with teacher out of class time to discuss strategies for improvement Lunchtime detention to either complete work or pick up litter during a lunchtime under supervision of Head of House on Duty or Head of Senior School.



Level 3 Type Behaviour		
Behaviour	Process to follow	Consequence
<p>Continued examples of Levels 1 and 2</p> <p>Disrespectful: (deliberate rudeness and refusal to comply)</p> <p>Physical and verbal assault: (non-physical bullying, verbal abuse of student)</p> <p>Truancy: (missing classes whilst at school, leaving school without permission, ongoing lateness to school)</p> <p>Computer misconduct: (inappropriate use/damage)</p>	<ul style="list-style-type: none"> Teacher to inform Head of House/Head of Year 8. Teacher complete online form at https://sharing.westminster.sa.edu.au/seniorschooloffice/ssoforms/Lists/Student%20Behaviour%20Management/AllItems.aspx Head of House/Head of Year 8 to interview student with teacher present where appropriate. Head of House/Head of Year 8 to inform parent via phone call/meeting. Head of Senior School to send letter confirming and providing details of the detention Notifying teacher to be informed of outcome Other key people to be informed or involved ie. Indigenous Students' Co-ordinator, International Students' Co-ordinator. 	<ul style="list-style-type: none"> Meet with teacher and Head of House out of class time to discuss strategies After School Detention – 1 Hour Counselling
Level 4 Behaviour		
<p>Continued examples of Level 1, 2 and 3</p> <p>Serious assault/bullying: (physical injury or persistent verbal and physical bullying)</p> <p>Gross disrespect to staff (inappropriate language directed at staff or aggressive behaviour towards staff)</p> <p>Truancy: (taking days off school, leaving school to miss classes)</p> <p>Academic misconduct in Assessment/Examinations</p>	<ul style="list-style-type: none"> Teacher inform Head of House/Head of Year 8 Head of House/Head of Year 8 calls for parent meeting to discuss ongoing behaviour issues. Head of House/Head of Year 8 inform Director of Learning re Academic misconduct. Head of House/Head of Year 8 informs Head of Senior School Head of Senior School or Director of Learning make contact with parents Notifying teacher to be informed of outcome Other key people to be informed or involved ie. Indigenous Students' Co-ordinator, International Students' Co-ordinator. 	<ul style="list-style-type: none"> One hour after School detention imposed by Head of House after school detention in consultation with Head of Senior School Contract of behaviour signed by student, teacher, Head of House Appropriate Daily report card to be used for 2 weeks. Internal suspension Possible external suspension depending on physical nature of bullying or behaviour towards staff
Level 5 Behaviour		
<p>Continued examples of Levels 1, 2, 3 and 4</p> <p>Legal and illegal drugs, smoking, theft</p> <p>Serious assault/bullying</p>	<ul style="list-style-type: none"> Teacher inform Head of House/Head of Year 8 and or Head of Senior School Student interviewed Parents informed by Head of Senior School Notifying teacher to be informed of outcome. Other key people to be informed or involved ie. Indigenous Students' Co-ordinator, International Students' Co-ordinator. 	<ul style="list-style-type: none"> Counselling, Imposition Parent Contact Notify of action Parent Contact: Letter, Phone, Interview, referral After School Detention – 3 Hours Suspension Expulsion



FLOW OF INFORMATION

Teacher Completes Form on Inspire at:
<https://sharing.westminster.sa.edu.au/seniorschooloffice/ssoforms/Lists/Student%20Behaviour%20Management/AllItems.aspx>

Form goes to Head of House/Head of Year 8

Head of House or Head of Year 8 decides on level based on completed form and previous records	
Level 1	Information goes no further but is stored for future reference

Level 2	Information goes to Head of House or Head of Year 8
	If required may also go to International Students' Coordinator or Indigenous Students Coordinator
	Information stored for future reference

Level 3	Information goes to Head of House or Head of Year 8 and Head of Senior School
	Also may go to International Students' Coordinator or Indigenous Students Coordinator
	Information stored for future reference

Level 4	Information goes to Head of House or Head of Year 8 and Head of Senior School
	Also may go to International Students' Coordinator or Indigenous Students Coordinator
	If Academic Misconduct information also goes to Director of Learning
	Information stored for future reference

Level 5	Information goes to Head of House or Head of Year 8 and Head of Senior School
	Also may go to International Students' Coordinator or Indigenous Students Coordinator
	If Academic Misconduct information also goes to Director of Learning
	Information stored for future reference

Description of follow up goes to reporting teacher