

STUDENT MANAGEMENT

The school aims to prepare students for life by developing in each student a desire to be self-disciplined, believing that this value will help them to achieve to the best of their abilities. To this end the school provides a caring environment in which rules and consequences are made known and explained and punishments are used as a last resort.

Christchurch Girls' High School:

- To create the most effective teaching and learning environment.
- To encourage pupils to understand the need for rules in an organised society.
- To encourage pupils to be responsible for their own behaviour.
- To provide a procedure for coping when the behaviour of a learner impacts on the health, safety and/or the education of self or others.

GUIDELINES:

1. Teachers are responsible for ensuring that the interests of the class are not jeopardised by the actions of a disruptive student by creating and enforcing procedures for independent and group work which allow privacy, freedom of speech, freedom from criticism or humiliation and equal access to resources.
2. Teachers may hold their own detentions for a student who repeatedly disobeys the classroom rules. A student who jeopardises the work and/or safety of the class or for a student who brings the name of the school into disrepute may be dealt with at a higher level. Detentions are recorded on KAMAR. Teachers may also use The Withdrawal System following the procedures in the Staff Manual. Deans run detentions in the lunch hour. Students who default a Detention may go to the next level as per Staff Manual.
3. Teachers may call on the Dean, Guidance Counsellor, Assistant or Deputy Principal to deal with a student who is constantly disobedient. Each case will be treated separately on its merits with the aims of improving the student's behaviour and encouraging her to recognise her responsibilities, protecting the rights of the teacher and the other learners in the class and getting the student back to work in a positive frame of mind. Deans will file copies of incidents and record on KAMAR, also keeping the teacher informed.
4. Where the student is involved with drugs, smoking or alcohol, the Principal is informed as quickly as possible and she notifies the Board of Trustees disciplinary committee and the parents.
5. When investigating a disciplinary problem, teachers and senior administrators model the kind of behaviour expected from students: courteous, considerate and culturally sensitive. They encourage the student to accept responsibility for her behaviour and the need to improve it.
6. Parents are kept informed where behaviour is cause for concern.

Please see attached:

- Detention
- Withdrawal

DETENTION PROCEDURE

Detention is a procedure which helps maintain school discipline and standards, the purpose of which is to create the best possible learning and teaching environment for all.

PURPOSES:

- It reinforces the School rules: the principles of respect for self, others, environment and to maintain the standards and expectations of the school community and provider.
- A consequence for students who have broken the rules in a supervised environment.

GUIDELINES:

1. Classroom teachers will be authorised to hold detentions for individual students, groups or class. Teachers may hold students after school for up to 10 minutes without prior warning.
2. Teacher detentions may be given when a warning for unacceptable behaviours has been ignored.
3. Detentions may be held during lunch hours and interval as negotiated.
4. Detentions will take priority over other commitments. Failure to attend a detention automatically moves up to the next level eg teacher to dean.
5. Detentions will be held on daily basis under the supervision of the Deans during lunch time, and the Assistant Principal/Deputy Principal after school.
6. Detentions will be held after school for 30 minutes, or in exceptional circumstances, for 60 minutes and supervised by the Assistant Principal/Deputy Principal.
7. Records will be kept and may be used by the Deans and the Senior Management Team in any follow-up procedure.
8. See the Levels of Detention and the Flow Chart of Levels of Misconduct for the offence and consequences. See the Withdrawal Process for the procedures to follow in withdrawing a student from class.

Levels of detention

Type of Detention	Offences	Details
Teacher Detention	Level 1 offences	Lunchtime or after school Maximum of 30 minutes. Supervised by teacher.
Deans' Detention	Level 2 offences or repetition of Level 1	45 min detention run by the Deans at lunchtime
AP/DP Detention after school	i) Level 3 offences or repetition of Level 2 ii) Failure to attend Deans' Detention	Up to 1 hour detention after school. Supervised by DP/AP.
Lateness Detention	Late to school or class without adequate excuse.	30 minute Deans' Detention at lunchtime on the date the student is late. After 10 'lates' – note to parents. Repeated offences – referral to truancy officer.

FLOW CHART OF LEVELS OF MISCONDUCT

Level 1 Misconduct	Consequences	Level 2 Misconduct	Consequences	Level 3 Misconduct	Consequences	Level 4 Misconduct	Consequences
Incorrect uniform, repeated uniform offences	Sent to Form Teacher or Dean for orange slip and follow up	Interfering with learning of others	Withdrawal	Bullying (including fighting)	For any of these offences:-	Verbal and physical abuse of teacher/student	Principal
Incorrect jewellery	Confiscated – teacher detention	Unacceptable behaviour	Withdrawal	Verbal harassment		Alcohol at school or in school uniform	Principal
Desk graffiti	Clean off	Unacceptable graffiti	Deans' detention	Willful vandalism	DP/AP detention	Drugs at school or in school uniform	Principal
Littering	Pick up litter on the spot	Swearing	Detention	Defiance		Smoking at school or in school uniform	Principal 1 punishment for same crime.
Chewing gum	Remove gum	Repeated lack of preparation for class	Dean's Goal card	Swearing about a staff member	Privileges withdrawn including trips and sport	Swearing at a staff member.	2nd stand down - automatic appearance to Board.
Lack of equipment	Detention	Unexplained absences/truancy			DP/AP conduct card		If stood down, remain out of class until able to be out of the school.
Homework not done	Detention			Stealing	Day withdrawal		Before return to class, student must see Principal and then Counsellor
Repeated talking in class or calling out	Time out (max 10 mins)			Repeated Level 2 offences		Repeated Level 3 offences	Parental contact.
Lateness	Send to Office for late slip	Repeated Level 1 offences		Home will be contacted			
Inappropriate behaviour	TEACHER	Home may be contacted	DEAN		DP/AP		PRINCIPAL

WITHDRAWAL PROCESS

The following steps should be followed in withdrawing a student from class.

Class Teacher

- ❖ Once all other discipline measures have been exhausted, the student is told that her behaviour has reached Level 2 and she is being withdrawn from class.
- ❖ Teacher fills out Part A of the Withdrawal Form, cuts off Part B and gives Part A to the student to take to the withdrawal room.
- ❖ Teacher tells student the location of the closest Withdrawal Room (see table of rooms). Send Form Captain or other reliable student with her.
- ❖ After the class, teacher fills out Part B of the Withdrawal Form and puts it in the pigeonhole of the appropriate Dean. (must be there by the end of the same day).
- ❖ Accepts the student back into class once the Dean has discussed the conditions for returning. (If this has not happened the student remains withdrawn)

Teacher receiving withdrawn student

- ❖ Teacher takes Part A of the Withdrawal Form from the student.
- ❖ Student is seated and then ignored.
- ❖ Teacher fills out remainder of Part A of the Withdrawal Form and then puts it in the pigeonhole of the appropriate Dean as soon as possible (must be there by the end of the same day)
- ❖ At the end of the period, the teacher instructs the withdrawn student to go to her next class and to meet her Dean at her Office at the end of the school day.

Dean

- ❖ Dean receives both halves of the Withdrawal Form.
- ❖ Dean meets the student at the end of the school day and arranges for the student to meet her at 8.15 the next morning.
- ❖ Dean contacts teacher for further explanation of the situation before the next morning.
- ❖ Dean enters Withdrawal information on KAMAR.
- ❖ Dean meets with the withdrawn student and **negotiates the conditions for a return to class**. For a first occasion of withdrawal this would normally mean a return to class for the next lesson.
- ❖ Dean gives a copy of the conditions for return to class to the teacher at briefing. **A student who does not meet with her Dean will not be allowed back into class the next day.**
- ❖ The Dean may send a letter to the student's parents outlining what led to the withdrawal and the conditions for remaining in the class.
- ❖ If this is a repeat withdrawal, the student may be withdrawn from that subject for a longer period. The Dean will approach a teacher from the Withdrawal Rooms list to have the student in their class.
- ❖ Should there be more than 2 withdrawals from the same teacher, the Dean should refer the student to (DP Yr 13, AP Years 11 – 12 or AP Years 9 – 10) who will have the right to give a whole day withdrawal.

Student

- ❖ Takes Part A of the Withdrawal Form to the withdrawal room.
- ❖ Meets her Dean at the end of the school day in her Office.
- ❖ Meets her Dean before returning to her class to negotiate the conditions for returning to class.
- ❖ Returns to class the next day under agreed conditions.