

# STRATHEARN SCHOOL

## PUPIL DISCIPLINE POLICY

### INTRODUCTION

The School is committed to promoting good behaviour amongst its pupils. The provisions of this document relate to all pupils and apply to all whether they are in School or travelling to and from School; when they are in uniform or when they are participating in any School educational activity. There are in addition guidelines to cover matters relating to bullying and to drug and substance abuse and other specified disciplinary matters as set out in the schedule hereto. Copies of these additional guidelines are available from the school. This policy document is intended to deal with general disciplinary matters.

### AIMS

- To lay out clearly what constitutes a breach of the responsibility code and the sanctions which attend such a breach.
- To make clear to staff and parents the lines of referral when action needs to be taken.
- To clarify for teachers and pupils the intentions and policy of the school on matters of discipline.
- To communicate clearly to parents the discipline policy of the school; to make explicit the sanctions to be imposed, and the role parents may be asked to undertake.
- To promote real partnership between school and home so that each can play a full role in the development of positive behaviour.

### STANDARDS OF CONDUCT

The Principal shall determine measures to be taken with a view to

- promoting among pupils, self-discipline and proper regard for authority
- encouraging good behaviour on the part of pupils
- ensuring that the standard of behaviour of pupils is acceptable
- otherwise regulating the behaviour of pupils.

### MISCONDUCT

The school recognizes three types of misconduct - minor, major and gross. This document lays out examples of misconduct which the school has categorized for each of these levels and the sanctions which automatically come into force when a breach occurs. These examples are not exhaustive.

**The Principal reserves the right to decide how any other misconduct shall be categorized or dealt with.**

## **(a) Examples Of Minor Misconduct**

- absence from assembly
- absence from sixth form study
- carrying open cans and drinks around the corridor
- chewing gum, eating or drinking in class
- creating litter in the school building or grounds
- disobeying an instruction from any member of staff
- failure to meet deadlines in homework or coursework
- failure to sign the late book
- incomplete or unacceptable items of uniform
- poor punctuality - three instances of late arrival in each half-term constitute misconduct
- the wearing of unacceptable jewellery - (only one pair of stud earrings, one watch and a simple ring are permitted) or make-up
- unacceptable (e.g. swearing, rowdy or rude) behaviour
- misuse of the E Mail\*

## **Sanctions**

The sanctions for minor misconduct can range from a verbal warning through to Tuesday detention. The full list of those which may be used is given below. More than one sanction may be applied at the same time depending on the seriousness or frequency of the offence.

- verbal warning
- extra work
- lunchtime detention
- weekly report
- loss of privilege
- Tuesday detention

\*for this offence pupils will be forbidden to use E Mail facilities for a period of time to be decided by the Principal

## **(b) Examples Of Major Misconduct**

At the discretion of the Principal a minor offence can become major if repeated or if the unacceptable behaviour continues after appropriate sanctions have been applied. In addition the following will always be regarded as examples of major misconduct.

- absence from class without adequate explanation
- aggressive behaviour
- bullying
- cheating
- forging excuse notes
- insolence to staff
- leaving school without permission
- possession of a dangerous item
- possession of drugs including alcohol
- possession of offensive material
- smoking or possession of cigarettes, matches and / or lighters
- the writing of graffiti on walls, tables etc.
- truancy
- wilfully disobeying an instruction from any member of staff
- passing offensive messages in any form - e.g. by notes; or the internet or via E Mail\*

## **Sanctions For Major Misconduct**

Any or several of the sanctions listed above may be used but in addition any or more of the following can apply -

- Parental contact - either by telephone or by invitation to school
- Saturday detention

\*for this offence pupils will be forbidden to use E Mail facilities for a period of time to be decided by the Principal

## **(c) Gross Misconduct**

At the discretion of the Principal major misconduct can become gross if repeated or if the unacceptable behaviour continues after appropriate sanctions have been applied. In addition the following will always be regarded as examples of gross misconduct.

- dealing in, selling or passing on drugs
- physical assault
- theft
- use of a dangerous item
- vandalism
- wilfully setting off the fire alarm or making hoax emergency calls

## **Sanctions For Gross Misconduct**

In addition to any or several of the sanctions listed above, either or both of the following can apply

- suspension
- expulsion

The procedures covering suspension and expulsion are laid out clearly by the Governors and a copy of the relevant document is available from School.

## **LINES OF REFERRAL**

It is the responsibility of all members of staff to note incidents of misconduct witnessed or reported to them and to keep a brief written record and to pass the same on to the relevant person at the time of referral.

All disciplinary matters are investigated by a member of staff appropriate to the seriousness or nature of the matter. Initial investigation may be carried out by an individual member of staff but in the case of an interview two members of staff will be present. All interviews/meetings will be documented. The Principal will be informed of all matters which, on investigation, are found to be serious.

### **(a) Role Of Classroom Teacher**

It is the responsibility of the classroom teacher to himself/herself deal in the first instance with matters such as

- breach of safety code
- failure to produce homework or coursework
- inappropriate behaviour e.g. inattention, talking, insolence
- lateness to class
- matters relating to uniform
- poor attendance
- poor quality of work

and if necessary apply the appropriate sanctions.

### **(b) Role Of Head Of Department**

In all matters academic where initial measures fail, the first approach should be from the classroom teacher to the Head of Department who has the responsibility for pupils being taught within that department and who should deal with:

- breach of safety code
- persistent failure to produce homework or coursework
- persistent inappropriate behaviour within the classroom
- persistent poor quality of work

and if necessary apply the appropriate sanctions.

### **(c) Role Of Form Tutor**

Matters of attitude if persistent may be referred to the Form Tutor. Examples of such misconduct are:

- matters relating to uniform
- persistent failure to produce homework or coursework
- persistent inappropriate behaviour
- persistent lateness to class
- persistent poor quality of work
- poor attendance

and if necessary the Form Tutor will apply the appropriate sanctions.

### **(d) Role of Year Head / Head of Section**

Matters of attitude which persist after sanctions have been applied by the Form Tutor may be referred to the Year Head (Forms 1-3) or Head of Section (Forms 4-6).

Examples of such misconduct are:

- matters relating to persistent failure to adhere to uniform regulations
- missed coursework deadlines
- persistent lateness to school
- missing class
- poor attendance
- persistent lack of discipline in class
- persistent under achievement
- bullying

and if necessary the Year Head/Head of Section will apply the appropriate sanction

### **(e) Role Of Vice Principals**

For serious breaches of discipline or where a pupil is seriously or persistently underachieving and when all other measures have been taken to no effect, either the Vice Principal (Pastoral) or the Vice Principal (Curriculum) should be approached. Examples of when to do so are in cases of:

- aggressive behaviour
- bullying
- missed coursework deadlines
- missing class
- poor attendance
- possession of any illegal substance
- serious indiscipline in class
- serious underachievement
- suspected theft
- truancy

and if necessary either Vice Principal will apply the appropriate sanctions.

### **(f) Role Of Principal**

In all serious cases the final line of referral will be from the Vice Principals to the Principal, who will if necessary apply the appropriate sanction.

## **REVIEW**

This policy will be reviewed at regular intervals; it will be available from the Reception, and will be circulated to all Staff. As a matter of course the policy document will be issued to

- (i) the parents of all new pupils and
- (ii) the parents of pupils going into lower sixth.

## **SCHEDULE**

Further disciplinary and other information can be found in the following documents available from Reception:

1. Anti-bullying policy

2. Departmental policies
3. Drugs policy
4. Guidance for Sixth Form
5. Pastoral Policy
6. Responsibility code
7. Suspension and Expulsions policy
8. Uniform regulations

Signed: \_\_\_\_\_  
(Chairman)

\_\_\_\_\_  
(Principal)

Dated: \_\_\_\_\_