



**PENNANT HILLS
HIGH SCHOOL**
RESPONSIBILITY INTEGRITY ACHIEVEMENT

DISCIPLINE POLICY

PENNANT HILLS HIGH SCHOOL

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Statement of Purpose

Pennant Hills High School has a proud tradition of academic, sporting and cultural excellence with a strong community spirit. We pride ourselves on providing a high-quality education for all students within an encouraging, supportive and caring environment. Our focus is to provide a happy and safe learning environment which lives up to our motto of *Nothing but the Best*.

Our school is held in high regard by both the local and wider community for producing quality educational outcomes in academic, cultural, sporting and extra-curricular pursuits. The school provides a broad education for students of all abilities, needs and interests.

Discipline at Pennant Hills High School is based on the following main principles:

- All students should develop self-discipline.
- All students have the right to an education without interference from others.
- Caring for others is the basic standard of behaviour in all situations.

These can be achieved by:

- Having respect for yourself and others.
- Having respect for property and the school environment.
- Taking responsibility for your own actions.

Code of Behaviour

The Pennant Hills High School Code of Behaviour outlines a series of expectations and responsibilities each student has to themselves, other students, their family, the school and the community. All students enrolled at our school are expected to comply with the requirements of this code.

EXPECTATIONS	RESPONSIBILITIES
I have the right to be happy at school and be treated fairly with understanding, respect and politeness.	I have the responsibility to: - Treat others with understanding, tolerance and respect. - Speak politely. - Follow staff directions.
I have the right to learn all that I can.	I have the responsibility to: - Behave safely. - Respect the property of other people. - Respect school property. - Behave sensibly and safely in the classroom, playground, at sport, on excursions, and travelling to and from school.
I have the right to have a clean and tidy school.	I have the responsibility to: - Care for the school environment and keep it clean. - Put litter in the garbage bins.
I have the right to participate in school activities if I have abided by this Code of Behaviour.	I have the responsibility to: - Value my own achievements and positively acknowledge the achievements of others.

Levels and the Discipline Policy

The Discipline Policy has a system of Levels which allows students to:

- Be acknowledged for personal success and positive achievements in the school community.
- Recognise the consequences of inappropriate behaviour and learn the importance of self-discipline.

In our Discipline policy there are 5 levels:

Levels 1 - 4

- Describes the actions taken with those students who are choosing to ignore the rights of others or neglect their own responsibilities.

Level 5

- All students are placed on Level 5 when they first enrol at Pennant Hills High School.
- students are encouraged to discuss their progress and achievements with their class teachers, Head Teachers and Year Adviser when necessary.

ADDITIONAL NOTES

A student is placed on a Level from 1 - 4 for a certain number of days of school attendance, according to the specific Level.

During this time the student discusses appropriate changes to his / her behaviour with the Principal, Deputy Principal, Head Teacher, Year Adviser, School Counsellor or other wellbeing personnel, and may be required to complete certain self-discipline activities.

Students can move forwards and backwards through the Levels.

Entry to a particular Level will depend on the seriousness of the misbehaviour. The Principal, Deputy Principals or Wellbeing Team may accelerate the movement of a student through the Levels.

If placed on Level 1, 2, 3 or 4, a student can be promoted to a higher level by:

- Behaving in a responsible and acceptable manner.
- Acting on the advice of the Principal, Deputy Principal, Head Teacher, Year Adviser, Counsellor and other staff members.
- Completing the self-discipline tasks required at the placement Level.
- Students will not carry their Level from one calendar year to the next.

A BRIEF SUMMARY FOR STUDENTS

The Student Discipline Program at Pennant Hills High School encourages you:

- To be self-disciplined.
- To act in a responsible way because each person is responsible for their own actions and decisions.
- To respect the rights of others.
- To cooperate with other students, teachers and the school community.
- To be a positive member of the school community by caring for the welfare of others, by being tidy in personal and work habits, and by wearing the school uniform correctly.
- To form worthwhile relationships with others and to value other people even though they might be different from you.
- To develop your interests and abilities.

MISBEHAVIOUR AND THE LEVELS SYSTEM

Here are SOME examples of the types of misbehaviour which might lead to you being placed on a Level from 1 – 4:

- Insolence, disobedience
- Classroom disruption
- Being impolite or not considerate to others
- Continually failing to wear the correct school uniform
- Bullying, harassment or intimidation
- Fighting
- Not bringing the required equipment to lessons
- Failure to complete classwork and / or homework
- Misusing or damaging school property
- Being late for lessons
- Truantic, partial truancy
- Leaving school grounds without permission
- Being out of bounds
- Being associated with drugs or alcohol at school or school activities
- Inappropriate behaviour on excursions
- Vaping and or smoking at or on way to or from school
- Littering
- Not paying attention during assemblies.

Level 5

REASON FOR PLACEMENT	WHAT HAPPENS AT THIS LEVEL
Students on this level: - Co-operate with others. - Are helpful and make a genuine effort. - Work well with teachers and other students. - Respect the rights of others. - Are responsible for their actions.	For recognising your rights and responsibilities you will be eligible for participation in normal school privileges such as: - Excursions/work experience/ incursions. - School functions. - Representation in school teams. - Lunchtime competitions. - Extra-curricular activities. - Participation in sporting events.

NOTE:

1. While a student remains on Level 5, any existing Notices of Concern relating to issues such as incomplete homework, failure to submit assignments, or not bringing the required equipment to lessons will continue to be sent home to parents. Continued non-compliance may result in the student being demoted to Level 4.
2. Class teachers may discuss the problem with parents at this time.

Level 4

REASON FOR PLACEMENT	WHAT HAPPENS AT THIS LEVEL
You have chosen to ignore the warnings given to you on Level 5 and have not improved our behaviour. One or more of your teachers is concerned about some aspects of your behaviour. You are not seen to be co-operating or trying to discipline yourself You may have been placed directly on this Level because of serious misbehaviour in the classroom. Perhaps you are doing one or more of the following: - Disrupting the class so that others cannot get on with their schoolwork. - Being rude to your teachers. - Behaving inappropriately in the playground. - Choosing not to respond to instructions from your teachers. - Have not complied with a Notice of concern. You will be promoted back to Level 5 by choosing to effectively overcome outstanding behaviour. The promotion will only come after the successful completion (for ALL lessons) of the Faculty Progress Card.	Your head Teacher will discuss the problem with you. Your parents will be informed by letter of your placement on this level. Your year Adviser will be informed of your placement. You will be placed on a Level 4 Faculty Progress card for ten school days. You will be given the opportunity to work out your problem for yourself. Part of this is the completion of a report in which you describe why you have been placed on this Level. Your name and reason for placement on this Level will be recorded on Sentral. You will not be allowed to participate in any outside of school activities with the faculty concerned. You will be required to undertake lunchtime duties and detentions. You will not be allowed to participate in any outside of school activities with the faculty concerned. You should also: - Talk to your parents - Seek advice from your head Teacher, class teacher, Year Adviser, the School Counsellor or another teacher. You will be required to sign a Responsible Student Behaviour Plan as part of your integration back to Level 5.

Level 3

REASON FOR PLACEMENT	WHAT HAPPENS AT THIS LEVEL
You have been placed on Level 4 in three or more classes. You have chosen not to modify your behaviour. You have chosen not to discipline yourself and you are disrupting the effective learning of others. You have continued to ignore the rights of others. You have been placed directly on this Level because of serious misbehaviour in the classroom or around the school. You are returning from suspension.	Your parents will be informed and may be requested to attend an interview with the Deputy Principal. You will be placed on a School-Wide Monitoring Record where your progress will be monitored in ALL classes each day for a minimum of 10 school days. You will report to a Deputy Principal at the start or end of each school day with the completed Monitoring Record. Students on this level may not participate in sporting visits or school excursions and certain other privileges may be withdrawn. You will not be permitted to represent the school at sporting or other functions. Your name and reason for placement on this Level will be recorded in SENTRAL. The Year Adviser and Student Wellbeing Team will be informed of your placement. You may also be required to do one or more of the following: - report at regular intervals. - detention. - specific discipline tasks - withdrawn from some aspects of normal school routine and be placed in individual supervision. When you have fully completed and complied with ALL ASPECTS of the School Wide Monitoring Record, you will then be promoted back to Level 4 within the respective faculties and have to comply with the appropriate Level 4 restrictions.

Level 2

REASON FOR PLACEMENT	WHAT HAPPENS AT THIS LEVEL
You have failed to meet all the obligations of your placement on Level 3. You have chosen not to take responsibility for your actions. There is no evidence of effort on your part to help you overcome your problem. You have not shown evidence that you are able to control your own behaviour in a reasonable way. You have chosen not to recognise other people's rights in school. You have neglected the advice of the people who have tried to help you You may be placed directly on this level because of very serious misbehaviour. You are returning from suspension.	Your parents will be notified and asked to attend a meeting with the Principal. You will be excluded from all classes and required to always complete your work under the direct supervision of a Head Teacher. You may be required to have recess and lunch times separate from other students. You will be placed on a School-Wide Monitoring Record with your behaviour closely monitored by a Head Teacher. Students on this level will not participate in sporting visits, school excursions and certain other privileges may be withdrawn. You will not be permitted to represent the school at sporting or other functions. You may be requested to see the School Counsellor. The Year Adviser and Student Wellbeing Team will be informed of your placement. You may be promoted back to Level 3 by your outstanding behaviour and by choosing to effectively overcome these serious concerns.

Level 1

REASON FOR PLACEMENT	WHAT HAPPENS AT THIS LEVEL
You have failed to meet all the obligations of your placement on Level 3. You have chosen not to take responsibility or your actions. There is no evidence of effort on your part to help you overcome your problem. You have not shown evidence that you are able to control your own behaviour in a reasonable way. You have been consistently negative in your effort and attitude. You have chosen not to recognize other people's rights in school. You have neglected the advice of the people who have tried to help you. You may be placed directly on this level because of very serious misbehaviour. You are returning from suspension.	Your parents will be notified and asked to attend a meeting with the Principal. You will be excluded from all classes and required to always complete your work under the direct supervision of a Head Teacher. You may be required to have recess and lunch times separate from other students. You will be placed on a School-Wide Monitoring Record with your behaviour closely monitored by a Head Teacher. Students on this level will not participate in sporting visits, school excursions and certain other privileges may be withdrawn. You will not be permitted to represent the school at sporting or other functions. You may be requested to see the School Counsellor. The Year Adviser and Student Wellbeing Team will be informed of your placement. You may be promoted back to Level 3 by your outstanding behaviour and by choosing to effectively overcome these serious concerns.

Level 1

REASON FOR PLACEMENT	WHAT HAPPENS AT THIS LEVEL
You have not learned to exercise the necessary control over your own behaviour. You have shown that you do not want to fit in with others within the school. You may have acted in a manner that endangers the safety of others. You may be placed directly on this level if the Principal decides that your conduct has been such as to warrant you being placed on this level. Specifically: - Persistent misbehaviour. - Physical violence. - Use or possession of a prohibited item. - Possession or use of a suspected illegal substance. - Aggressive behaviour directed toward a student or staff member.	Immediate suspension from school with a work package to be completed before readmission, following which the Principal may decide that: You will be permitted to return to school under certain conditions. OR An alternative placement at another educational institution will be considered. OR Consideration will be given to expelling you from school. Your parents will be required to attend a suspension resolution interview with the Principal prior to your readmission to the school. Student Wellbeing staff within the School are ready to talk with you and your parents to advise and assist you as far as possible. Upon return to school you will be placed on Level 2 or Level 3 and have to comply with the appropriate Level restrictions.

Our Student Discipline Policy – A System of Recognition and Self Discipline.

STUDENTS

Students are key participants in the Discipline Policy. The policy enables students to:

- Develop self-discipline by recognising the rights and responsibilities of all members of the school community.
- Be acknowledged and rewarded for personal effort and achievement.
- Seek information and assistance when needed from Year Advisers, teachers, and other student wellbeing staff.

In addition, students:

- Are informed of both positive and negative referrals.
- Discuss discipline matters with Class Teachers, Head Teachers, or Deputy Principals as appropriate.
- Can approach Year Advisers to discuss wellbeing concerns.

PARENTS

Parents are informed about the School Discipline Policy, and their ongoing support for the school is encouraged through the Parents and Citizens Association (P&C). Parents play a vital role in supporting the Policy by helping their children develop an understanding of rights and responsibilities.

Parents will be asked to sign an acknowledgement form to confirm they have read and understood the School Discipline Policy. They are also encouraged to contact the school at any time to discuss their child's progress or wellbeing. Communication can occur via phone or email.

Students benefit greatly from active parent and community participation in school activities.

In partnership with the school, parents:

- Are informed of significant changes and other important wellbeing information.
- Support their child's wellbeing by maintaining open communication with relevant staff members.
- Are encouraged to promote a positive attitude toward their child's involvement in school activities.

TEACHERS

Classroom teachers deliver lessons that are engaging, relevant, and designed to support students in their learning. They provide guidance and assistance when needed and offer advice to help students succeed academically and personally.

Teachers are responsible for addressing discipline matters within their own classrooms in the first instance. Ongoing or serious issues are referred to the relevant Head Teacher. Teachers also acknowledge and reward student effort and achievement when appropriate, and they may communicate directly with parents when necessary.

In relation to student behaviour and wellbeing, teachers:

- Manage classroom discipline issues in the first instance.
- Consult with Head Teachers regarding ongoing or serious concerns.
- Are informed of both positive and negative referrals.
- May discuss wellbeing concerns with Year Advisers.
- Communicate with parents when appropriate.

HEAD TEACHERS

Head Teachers provide support for both students and staff within their faculties. They are responsible for promoting or demoting students to different Levels, monitoring students who may be experiencing difficulties, and collaborating with staff to help students overcome these challenges.

All incidents of student misbehaviour are recorded on the school's computer system, SENTRAL. Head Teachers also recognise and encourage students who demonstrate positive engagement in their subject areas and support the presentation of Merit Certificates to acknowledge student effort and achievement.

They liaise with staff and parents to celebrate student achievements, discuss discipline matters, and promote self-discipline among students.

In relation to student behaviour and achievement, Head Teachers / Executive:

- Are responsible for placing students on the appropriate Levels.
- Communicate Level changes to parents.
- Meet with parents when required to discuss student progress or discipline matters.

YEAR ADVISORS

Year Advisers play a key role in supporting the wellbeing of students. They provide guidance on personal concerns and encourage students to strive for their personal best. Year Advisers also support the development of self-discipline by discussing students' rights and responsibilities and assist students and their families in accessing appropriate community support services.

In relation to student wellbeing and achievement, Year Advisers:

- Discuss referrals and Level placements with students.
- Consult with staff regarding student progress or concerns.
- Present Merit Awards and School Awards to students.

DEPUTY PRINCIPALS

The Deputy Principals may encounter student discipline and wellbeing issues daily. Much of the school organisation which aims to provide for student discipline and is administered by the Deputy Principals. The Deputy Principals work closely with students, staff and outside agencies, providing both encouragement and assistance in dealing with school problems or concerns. Serious discipline issues may be referred directly to the Deputy Principals without first going through the various Levels system.

PRINCIPALS

The Principal provides leadership and direction in relation to the Discipline Policy at Pennant Hills High School and supports the staff and Executive in implementing this policy. The Principal encourages an atmosphere which allows all students to achieve their personal best in all areas of school life. The Principal has the authority to take immediate action in situations where serious student misbehaviour occurs

SCHOOL COUNSELLOR

The Counsellor is a registered psychologist who can assist students in solving problems that impact their school life. Students and parents have direct access to this confidential service.

Other Key Issues Affecting Student Discipline.



Attending School and Being on Time

Pennant Hills High School has a very positive view about the wellbeing of our students. We emphasise the fact that we care about our students' education and will support their needs as students and young adults.

The school believes very strongly that being a regular attender and being punctual to classes are very important in achieving success in school. This is part of self-discipline for life. The teachers at Pennant Hills High School are very careful to support regular attendance. The school staff will ensure there is accurate roll marking.

Parents are asked to assist with the legal requirement of providing details about reasons for an absence, late arrival or any other request about attendances, by email, note or through the Sentral Parent Portal App. Appointments with doctors, dentist, etc. should be made outside of school time wherever possible so the student's learning is not disrupted. In cases of extended unexplained absences, the school will contact home to find out reasons for such a long break in the students' attendance.

Persistent unsatisfactorily explained or unexplained lateness to school and / or truancy may lead to a Level placement in accordance with the School Discipline Policy.

Parents / Caregivers will be contacted immediately if the school notices any serious problem with attendance. The Home-School Liaison Officer might be requested to investigate and visit the home where attendance is a problem for the student.



Classroom Procedures

For ALL classes, students will be required to line up in two neat, orderly lines and await the arrival of their teacher before forwarding quietly into the classroom.

They will then quietly get out their required books / equipment and listen for the teacher's instructions.

The bell at the end of a period is a signal for the teacher. Students do not pack up their work or begin standing until the teacher has requested them to do so.

Students are then to put their chair back under their desk, leaving the classroom in a tidy state and move quietly to their next class.

School Contact List

Phone:	9473 5000
Website:	www.pennanthil-h.schools.nsw.edu.au
Principal:	Mr Ross Warren
Deputy Principals 2025:	Mrs Fiona Payne (Years 7, 9 & 11) Mr Brendan O'Byrne (Years 8, 10 & 12)

HEAD TEACHERS:

Secondary Studies	Mrs Jebbink
Administration / Lote	Mrs Frasca
Creative & Performing Arts	Ms Dennis
English	Mr Williams
HSIE	Mr Foster
Maths	Mr Keegan
PDHPE	Mrs Kruger
Science / Agriculture	Ms Finlayson
Special Education	Mr Mnton
TAS: Home Economics	Ms Breden
TAS: Industrial Arts	Mr Wilson
Student Wellbeing	Mrs AAustin

YEAR ADVISORS:

Year 7	Ms Bird
Year 8	Mr Foster
Year 9	Mr Ctercteko
Year 10	Mr Rump
Year 11	Ms Van Ede
Year 12	Ms Morrissey
School Counsellors	Ms Hitman Ms Smith

**PARENT / CAREGIVER AND STUDENT
ACKNOWLEDGEMENT AND REPLY NOTE**

We would like to know your family has read and discussed the Pennant Hills High School's Discipline Policy and we would be very happy to answer any questions or note any comments you or your son / daughter might have.

Your son / daughter must return this signed Reply Note Student Reception.

MY QUESTIONS AND COMMENTS ABOUT THE DISCIPLINE POLICY:

Your son / daughter will also be attending an Orientation session to explain all aspects of the Policy. Please feel free to telephone the school on 9473 5000 if you would like to talk about any aspect of the Discipline Policy. Contact either one of the Deputy Principals.

Student Name: _____ Year: _____

I have read and understood the Pennant hills high School's Discipline Policy and agree that my child will, to the best of their ability, adhere to all conditions outlined in the Policy.

Parent / Caregiver Signature: _____ Date: _____

Student Signature: _____ Date: _____

**Your child must return this page to STUDENT RECEPTION as soon as possible.
Alternatively, please email to: pennanthil-h.enrol@det.nsw.edu.au**