



Discipline Policy & Procedures | Board of Governors

Rationale:

LAC House believes that students need an environment that is safe. To further the establishment of such a climate, LAC House approaches student discipline as a means to encourage positive student behaviour. Disciplinary measures help students understand, adjust, and change unacceptable conduct.

Students are expected to regulate their conduct, whilst living within LAC House, on campus, travelling on LAC organised trips or events, travelling to or from their homes to LAC, or when engaged in conduct that affects the college. LAC's Boarding Establishment reserves the right to hold students accountable for behaviour that did not occur on the college property.

To help students make satisfactory adjustment within LAC House, parents will be kept informed of student's social progress through term reports and verbal communication when necessary. The services of resource specialists such as the school social worker, or counsellor will be utilized whenever appropriate to help students learn to act in socially acceptable ways. However, if a student consistently violates LAC's Boarding Establishment rules, more drastic actions, such as suspension from Boarding Residence, will be taken.

Procedure:

The following serious offences will be dealt with initially by the Boarding Director or Boarding Manager and will be automatically turned over to the Board of Governors Discipline Committee or alternatively if the offence involves an International Student, the Pastoral Care Committee.

Key: BD = Boarding Director, SD = Senior Dean

Behaviour	1st Time	2nd Time	3rd Time
Bullying	Boarding Director / Consequences	Referral based on seriousness / Parent contact	Referral based on seriousness / Parent contact / suspension
Disrespect	Boarding Director / Consequences	BD /SD consequences Parent contact / conference	BD /SD consequences Parent contact / conference
Insubordination	Boarding Director / Consequences	BD /SD consequences Parent contact / conference	BD /SD consequences Parent contact / conference
Profanity	Boarding Director / Consequences	Referral based on frequency	Referral based on frequency
Lying	Boarding Director / Consequences	BD /SD consequences Parent contact / conference	BD /SD consequences Parent contact / conference
Stealing	Boarding Director / Consequences	BD /SD consequences Parent contact / conference	BD /SD consequences Parent contact / conference
Sexual Assault / Misconduct	Consequences or referral based on seriousness	Contact parents Referral based on seriousness / Possible charges or suspension	Contact parents Referral based on seriousness Suspension

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Excessive Roughness	Boarding Director / Consequences	BD /SD consequences Parent contact / conference	BD /SD consequences Parent contact / conference
Assault	Boarding Director / Consequences or referral based on seriousness	Contact parents Referral based on seriousness / possible charges or Suspension	Contact parents Referral based on seriousness Suspension
Fighting	Boarding Director / Consequences	BD /SD consequences Parent contact / conference	BD /SD consequences Parent contact / conference
Gang activity or association	Boarding Director / Consequences	BD /SD consequences Parent contact / conference	Parent contact / conference Referral based on seriousness
Vandalism / littering / destruction of property	Boarding Director / Consequences	BD /SD consequences Parent contact / conference	BD /SD consequences Parent contact / conference
Verbal Threats to staff or students	Boarding Director / Consequences	BD /SD consequences Parent contact / conference	BD /SD consequences Parent contact / conference
Alcohol and Drugs	Boarding Director / consequences Parent contact / conference	Parent contact conference Referral based on seriousness	Parent contact Referral based on seriousness
Possession of a weapon	Boarding Director / consequences Parent contact / conference	Parent contact conference Referral based on seriousness	Parent contact Suspension Referral based on seriousness
Smoking	Boarding Director / Consequences	Boarding Director / Manager / Consequences	Parent contact conference / consequences
Selling / Solicitation	Boarding Director / consequences Parent contact / conference	Parent contact conference Referral based on seriousness	Parent contact Suspension Referral based on seriousness
Gambling	Boarding Director / Consequences	BD /SD consequences conference	Parent contact / Referral based on seriousness
Violating Attendance Regulations	Boarding Director / Consequences	BD /SD consequences conference	BD /SD consequences Parent contact / conference
Unauthorised or illegal use of computers, software	Boarding Director / Consequences	BD /SD consequences Parent Contact conference	BD /SD consequences Parent contact Referral based on seriousness
Unauthorised leave from LAC	Boarding Director / Consequences	BD /SD consequences Parent Contact conference	BD /SD consequences Parent contact Referral based on seriousness
Tampering of emergency alarm systems	Boarding Director / Consequences	Referral to New Zealand Fire Service Contact parents	Referral to New Zealand Fire Service Contact parents
Endangering health and safety of others	Boarding Director / Consequences	BD /SD consequences Parent Contact / conference	Parent contact / Referral based on seriousness

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Misuse of communication devices	Boarding Director / Consequences	BD /SD consequences Parent Contact / conference	Parent contact / Referral based on seriousness
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When suspension from the residences is the consequence for any of the above offences, the suspension will be for 3 or more days, depending on the seriousness and frequency of the offence. When a suspension has already occurred, the consequences will be increased if additional offences occur. Students who are suspended over 10 days - even if accumulative over the year - will be sent before the LAC Board of Governors Committee. The student will be required to make up for any school work missed during the suspension.

Responsibilities:

1. Parents
 - a. Review LAC Boarding Establishment Policy
 - b. Attend Conferences where possible
 - c. Reinforce the college discipline policy
2. Residence Staff
 - a. Support college discipline policy and develop proactive approaches as much as possible, and reactive approaches as little as possible.
 - b. Attend conferences
 - c. Develop rules / consequences
 - d. Teach and support conflict resolution steps and post-conflict resolution steps on the notice board in the residence.
3. Administration
 - a. Develop / Review discipline policy
 - b. Attend conferences when necessary
 - c. Review rule/consequences with staff
 - d. Support staff members in the reinforcement of discipline policy
 - e. Notify Police in case of serious incidents.
4. Students
 - a. Students to review and follow discipline policy/conflict resolution steps in residence, on campus, at any school-related activity or en route to school/home.
 - b. Account for own actions

Discipline Procedure Flow Chart:

