

ST BEDE'S CATHOLIC COLLEGE

STUDENT BEHAVIOUR MANAGEMENT PROCEDURES



APPLICABLE TO	Staff, students and parents
DOCUMENT OWNER	Principal
APPROVAL DATE	17 October 2018
APPROVED BY	Principal
SCHOOL ACTIONS	School Policy – Staff and parents are to ensure practices are consistent with this policy.
LAST REVIEW DATE/S	Not Applicable
NEXT REVIEW DATE	17 October 2019
RELATED DOCUMENTS	St Bede's Anti-Bullying Policy 2018 CSO Pastoral Care Policy 2003 St Bede's Student Behaviour Management Procedures St Bede's Mobile Device Policy 2018 St Bede's Corporal Punishment Policy 2018 CSO Wellbeing and Pastoral Care Policy 2017 CSO Wellbeing and Pastoral Care Procedures 2017 St Bede's Parent and Student Handbook 2018

1. Rationale

All interaction and management of students is based on the premise that students are made in God's image and have unique or individual strengths. The aim of student development is to cultivate and develop strengths in students to encourage them to be more positive contributors to the College community. All strategies, actions and consequences used in behaviour management are in place to, if needed, restore the relationship of students with the College.

In respecting the dignity of all students, it is acknowledged that all students have gifts and strengths that they should be encouraged to display. At the same time, self-discipline, self-reliance and self-respect need to be encouraged and promoted within students, thus allowing them to maximise their potential. Mutual respect must be fostered, and students should develop an understanding of the needs for appropriate behaviour, and the need for consequences when inappropriate behaviour is displayed.

2. Aims

The aims of student behaviour management procedures are to:

- Protect the right of every student to a safe and respectful school environment
- Promote and encourage positive student behaviours which respect the dignity of each individual
- Develop young men and women with competence, conscience and compassion who exercise good moral judgement and an ability to discern

3. Implementation

A. System of Merit and Commendation

The College has implemented a Merit System which aims at recognising those things which students do well, whether by their own standards or by some absolute standard. It is as much to do with improvement as with achievement of pre-established standards.

(i) Merits

These are congratulatory messages which may be given by Classroom Teachers, Homeroom Teachers, Sport Coaches, Student or Studies Coordinators.

Merits should be given for effort, behaviour or achievement beyond the ordinary expectations of the individual student for a variety of activities and situations. Merits are used when it is felt that recognition of a greater and more substantial nature is required than can be granted through the teachers' everyday classroom motivational system.

Merits are entered into the School's Student Management System (Compass) by the teacher. The teacher indicates the area and reason for commendation. This award is kept on the student's record and is communicated to the parents and student through Compass.

(ii) Student Coordinator's Award

When the student has received five (5) Merits, he/she will qualify for a Student Coordinator's Award. The Student Coordinator uses discretion in the event of a student qualifying for a certificate whilst on a monitoring card. Student Coordinator's Awards will be recorded on the School Management System as part of the student's record of wellbeing.

(iii) Assistant Principal's Award

When a student has collected three (3) Student Coordinator's Awards, they will qualify for an Assistant Principal's Award which will be presented at a College Assembly. The Assistant Principal uses discretion in the event of a student qualifying for a certificate whilst on a monitoring card.

(iv) Principal's Award

When a student has collected three (3) Assistant Principal's Awards, they will qualify for a Principal's Award which will be presented at a College Assembly. The Principal uses discretion in the event of a student qualifying for a certificate whilst on a monitoring card.

(v) Other Awards

(a) Exemplary Personal Profiles

Students who achieve exemplary personal profiles on their semester reports receive an Excellence in Effort Award at the School Assembly. These awards are determined at the end of each semester.

(b) Perfect Attendance Record

Students who have a perfect attendance record with no absences in any given semester are awarded an Excellence in Attendance Award at the School Assembly. These awards are determined at the end of each semester.

B. Behaviour Management

In respecting the dignity of all students, it is acknowledged that all students have gifts and strengths that they should be encouraged to display. At the same time, self-discipline, self-reliance and self-respect need to be encouraged and promoted within students, thus allowing them to maximise their potential. Mutual respect must be fostered, and students should develop an understanding of the needs for appropriate behaviour, and the need for consequences when inappropriate behaviour is displayed.

The Level System

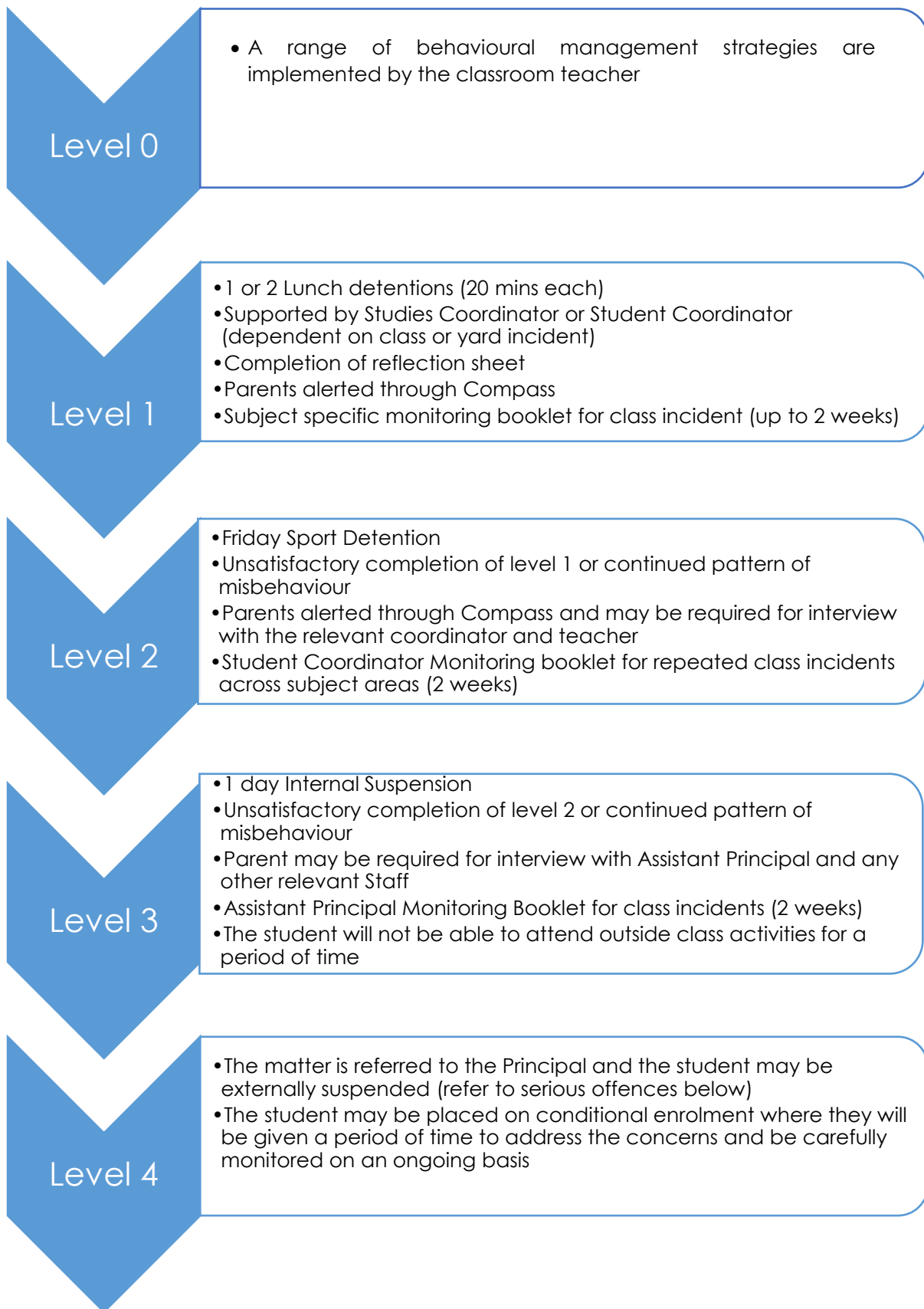
The College has adopted a Level System for student management. Depending on the misdemeanour, a student may enter at any level. For students who compromise their learning and/or the learning of others, it is expected that the classroom teacher would have used appropriate strategies to correct the student behaviour.

For a student to move onto a Level:

- (i) they would have demonstrated a pattern of inappropriate behaviour.
- (ii) they would have behaved in a way that seriously breaches student responsibilities and/or guidelines of the College.

The following diagram indicates the levels of behaviour management at St Bede's:

The Level System of Behaviour Management



Serious Offences

The Catholic Schools Office proposes that a serious offence should be defined as activity or behaviour that:

- seriously undermines the ethos of the Catholic school; or
- consistently and deliberately fails to comply with any lawful order of a Principal or teacher; or
- is offensive, or dangerous, to the physical and/or emotional health of any staff member or student; or
- consistently and deliberately interferes with the educational opportunities of other students.

NOTE: Some serious offences are by their nature criminal offences. Schools are obliged to observe legal requirements in such cases. For further information and guidance, refer to:

- CSO Child Protection Policy, (1999)
- Guidelines & Procedures for the Notification of Child Abuse – Diocese of Maitland-Newcastle (1999-2000)
- Summary of Diocesan Guidelines (1999)
- Ombudsman Amendment (Child Protection & Community Services) Act 1998 – Guidelines for Implementation (2000).

Suspensions

Suspension means a temporary withdrawal of a student's right to participation in and attendance at regular school activities. The length of time of suspension will vary depending on the nature of the incident and the purpose of the suspension.

It is a serious disciplinary measure and should only be used when other disciplinary measures have not produced a satisfactory outcome. The decision to suspend a student is to be made by the Principal or their delegated authority.

In normal circumstances suspension is subject to the following guidelines, however, it is recognised that on occasion an immediate suspension* may have to be imposed.

- That appropriate welfare strategies and discipline options have been applied and documented.
- That appropriate support personnel available within the school and system and externally have been involved.
- That discussion has occurred, prior to suspension, with the student and parent/caregiver regarding specific unacceptable behaviour.
- That records of all discussion and action have been taken.

- That appropriate communication processes are in place, including with the student and the student's parent/guardian.
- A student must not be sent home before the end of the school day until parent/s/guardian/s have been informed, and if necessary, agreement reached about arrangements for the collection of the student from school.

Immediate Suspension*

In some circumstances the Principal may determine that a student should be suspended immediately. This will usually be due to reasons such as:

- (i) the safety of students or staff because of unacceptable behaviour, harassment, violence, or threats of violence
- (ii) the presence of knives and/or other weapons or
- (iii) the presence of illegal drugs.

Any student who is violent or threatens serious physical violence against another student or teacher or behaves in unacceptable ways, including any form of harassment against other students or teachers, is to be suspended immediately.

Any student who is in possession of a suspected illegal drug, is to be suspended immediately. Principals must contact their school Consultant to inform them of the incident and discuss with them whether the matter is serious enough to be reported to Police.

Any student who is in possession of a knife or threatening to use any item or instrument as a weapon, is to be suspended immediately. Principals must contact their school Consultant to inform them of the incident and discuss with them whether the matter is serious enough to be reported to Police.

Short Suspension

Short Suspension may be served by the student at school during school hours (internal suspension) or out of school (external suspension). A Principal may impose a short suspension of up to and including four (4) school days.

- (i) Short **Internal** Suspension:
 - The Principal or their delegated authority may suspend a student, in accordance with the school's Pastoral Care Procedures.
 - If suspension is served internally, then the student must attend school, but be withdrawn from all normal classes and other usual daily activities.

(ii) Short **External** Suspension

- The Principal or their delegated authority may suspend a student, in accordance with the school's Pastoral Care Procedures.
- A meeting to resolve the suspension, with the student and parent/caregiver, must be convened by the Principal or their delegated authority at the earliest opportunity. Parents have the right to a support person acceptable to both Principal and parent (eg. Aboriginal Education Worker, Special Education Adviser, Counsellor). Students should not be interviewed alone in relation to suspension issues.
- Where possible, a Principal or delegated authority must have a support person present during all meetings.
- During this meeting, appropriate pastoral care strategies will be discussed to assist the student. These may include the development of a contract indicating expectations regarding the student's behaviour, specific scheduling or timetabling, and monitoring of student behaviour. The consequences of continued unacceptable behaviour needs to be determined and clearly communicated to student and parents.
- If the unacceptable behaviour persists after two short suspensions, a longer suspension must be considered.
- The details of the suspension must be recorded with all relevant documentation retained on file at the school.
- Record-keeping and access will be consistent with the Catholic Schools Office Privacy Policy 2001 and School Records – Keeping & Maintaining Policy 2002.

Long Suspension

If short suspensions have not resolved the problem, or the misbehaviour is so serious as to warrant a long suspension, the Principal may impose a long suspension of up to and including twenty (20) school days. The school's Consultant must be advised of the suspension including its duration. Given the seriousness of long suspension, particular emphasis must be given to procedural fairness issues.

A formal disciplinary interview must be held with the student prior to making the decision to suspend. Principals must ensure that the student knows what the suspension is for, and that the student has an appropriate person present at the interview. The main issues of the interview must be recorded. Where a report from the school Counsellor is available, it may be used for this interview.

A meeting to resolve the suspension, with the student and parent/caregiver, must be convened by the Principal at the earliest opportunity. Parents have the right to a support person acceptable to both Principal and parent (eg. Aboriginal Education Worker, Special Education Adviser, Counsellor).

Where possible, a Principal must have a support person present during all meetings.

During this meeting, appropriate pastoral care strategies will be discussed to assist the student upon their return to school. These may include the development of a contract indicating expectations regarding the student's behaviour, specific scheduling or timetabling, and monitoring of student behaviour.

The further consequences of continued unacceptable behaviour needs to be determined and clearly communicated to the student and the student's parents.

Record-keeping and access will be consistent with Catholic Schools Office Privacy Policy 2001 and School Records – Keeping & Maintaining Policy 2002.

Deciding on, Notifying and Resolving a Suspension

Decision

- (i) The decision to suspend must be taken by the Principal, or in the Principal's absence, the acting Principal.
- (ii) The Principal must inform the student of the precise grounds on which the suspension is being considered. The student must be given the opportunity to respond. The student's response must be considered before a decision to suspend is made.

Notification

- (i) A student will not be sent out of the school before the end of the school day without notification being made to the parent/caregiver, and if necessary, agreement reached about arrangements for the collection of the student from school.
- (ii) Notification of suspension must be made to parents/caregivers in writing.
- (iii) In all cases, it is desirable that the notification includes:
 - notice of the suspension
 - the date and probable duration of the suspension
 - the reasons for the suspension

- a program of work, provided by the school, for the student to continue their studies while suspended
 - the importance of parental assistance in resolving the matter.
- (iv) The Principal must inform relevant/appropriate staff, and the school's Assistant Director.
- (v) If consideration is being given to proceeding to expulsion from the school, the notification of suspension should make this intention plain.

Resolution

- (i) The Principal must convene a suspension resolution meeting, to facilitate the student's return to school, of personnel involved in the welfare and guidance of the student, including the parents/caregivers, school Counsellor.
- (ii) If parents/caregivers are unable or unwilling to attend a meeting, the Principal should consider the individual merits of the case and attempt to ensure that the student is back at school on or before the concluding date of the suspension period.
- (iii) All meetings and interviews are to be recorded with the documentation retained on file at the school.

Expulsion

Expulsion means total exclusion of a student from attendance at the school of enrolment within the diocese of Maitland-Newcastle.

Expulsion is an extreme disciplinary step reserved for cases of gross misconduct, extremely grave breaches of school rules and behaviour that is persistently disruptive and/or dangerous.

In normal circumstances expulsion is subject to the following guidelines, however, it is recognised that, in very limited circumstances of the most serious kind, an immediate expulsion may have to be imposed.

Expulsion is a sanction to be applied as a last resort when other disciplinary measures, including suspension, have not produced a satisfactory outcome. In deciding to expel a student, careful consideration must be given to the welfare of the student and to the overall good and/or safety of the school community.

The Principal should ensure, except as a result of a most serious incident, that all appropriate welfare strategies and discipline options have been implemented and documented, prior to expelling a student from the school because of misbehaviour.

Prior to making a decision to expel, the student must receive at least one formal written warning that such action is being considered.

Deciding on and Notifying an Expulsion

Decision

- (i) The decision to expel must only be made by the Principal.
- (ii) The Principal must inform the student and the school's Assistant Director of the precise grounds on which expulsion is being recommended.
- (iii) The student must be given the opportunity to respond. The student's response must be considered before a decision to expel is made.
- (iv) Prior to a decision being made to expel a student, the Principal must seek advice from relevant and appropriate personnel, eg. Parish Priest of the student, school's Counsellor, school's Consultant.
- (v) If the student is under 15 years of age, the Principal will explore enrolment alternatives with the school's Consultant prior to finalising the expulsion.

Notification

Having reached a decision

to expel a student from the school, the following steps must be put in place:

- (i) A student will not be sent out of the school before the end of the school day without notification being made to the parent/caregiver, and if necessary, agreement reached about arrangements for the collection of the student from school.
- (ii) Notification of expulsion must be made to parents/caregivers in writing. In all cases, the notification must include:
 - Notice of the expulsion. This formal advice should also state the student's/parents' right to appeal the decision and the appropriate procedures for submitting an appeal.
 - The reasons for the expulsion.
- (iii) The Principal must inform relevant/appropriate staff, the school's Consultant and where warranted, the student's Parish Priest.

- (iv) The Principal should assist the student to find suitable alternative placement in another Catholic school if appropriate, particularly where the student is under 15 years of age.
- (v) Documentation of all steps involved and record of any interview/correspondence must be completed.
- (vi) Having completed the action outlined above, the Principal must forward a copy of all documentation related to the incident and subsequent expulsion to the Director of Schools, Catholic Schools Office.

Exclusion

Exclusion is an extension of expulsion and removes the capacity of a student being enrolled in any Catholic school in the Diocese of Maitland-Newcastle, as a result of the serious nature of the offence committed.

Right of Appeal Process

Students and parents/caregivers who consider that correct procedures have not been followed, or that an unfair decision has been made, may appeal.

- (i) The student's parents have a right to appeal against a notification of expulsion within five (5) working days of the action.
- (ii) This appeal is made in writing to the Director of Schools stating the grounds on which the appeal is being made.
- (iii) In hearing an appeal, the Director of Schools will be assisted by a Principal and a school Counsellor.
- (iv) Following an unsuccessful appeal, the student's parents have the right of appeal to the Bishop, Maitland-Newcastle Diocese, within thirty days. The Bishop or his appointee may appoint an appropriate person to hear appeals.

4. Evaluation

This procedure document will be reviewed annually or, on a needs basis.