



Student Behaviour and Management Procedure 2020

APPLICABLE TO	All Staff, Students and Parents at St Paul's Catholic College Booragul
DOCUMENT OWNER	Assistant Principal – Community and Wellbeing
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APPROVED BY	Principal
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RELATED DOCUMENTS	School Uniform Policy Social Media Policy and Procedure Anti-Bullying for Students Policy Suspension, Expulsion and Exclusion Procedure

Purpose

This procedure outlines the expectations of student behaviour and management systems at St Paul's Catholic College. This document links to the CSO Wellbeing and Pastoral Care – Students Policy.

Background

In the school environment of St Paul's Catholic College, students are guided and encouraged to develop a sense of responsibility, self-control and self-discipline, and to regulate a healthy sense of wellbeing in accordance with Christian principles and values. Through this development, students come to:

- Respect the welfare and wellbeing needs of themselves and others.
- Be aware that their actions influence the creation and maintenance of a Catholic environment of which they are a part.
- Gain a sense of belonging within the school and wider community.
- Develop an understanding of the impact of their behaviour on their own learning, the learning of others and the safety of all in the College community.

Scope

This procedure document applies to all school staff, students, parents and other community members connected to St Paul's Catholic College, Booragul.

These procedures apply to the behaviour of students at school, on the way to and from school and while away from the school site on school-endorsed activities.

Definitions

Types of Detention:

- Uniform Detention: Held each lunchtime Monday to Thursday as a result of students not adhering to the uniform policy.
- Formal Lunch Detention: Held each Wednesday lunchtime.
- Afternoon Detention for Academic and Behaviour: Held from 3.05-4.00 pm on Wednesday afternoon.

Internal suspension:

- Whole day supervised suspension at school – The relevant Student Coordinator or Leader of Pedagogy will assist in organising work for students on suspension.

External suspension:

- Whole day out of school suspension - supervised by parent or carer.

Step by Step

1. Uniform

STUDENTS

- wear a school uniform that meets the schools' uniform requirements
<http://www.booragul.catholic.edu.au/about-us/school-life/uniform/>

PARENTS AND CARERS

- Commit to supporting the school's uniform requirements as part of the enrolment agreement and school community Code of Conduct.
- Support the student to adhere to the uniform requirements.
- Request modifications or exemptions to the dress code in writing, providing the date of and reasons for request.
- Work with the school to resolve issues regarding student compliance with the school's uniform requirements.
- Engage in consultation processes about the school uniform requirements.

SCHOOL

- St Paul's response to a student not wearing uniform should be appropriate, fair and consistent.
- 2020 target is correct uniform including jumpers, sports jackets, blazers, shoes and socks.
- Classroom teachers are to note the uniform infringement on Compass. Uniform infringements are visible to parents on Compass.
- Students are to attend a Uniform detention in the Student Hub – this will show on Compass schedule.
- If a student fails to complete two uniform detentions an afternoon detention will be issued.
- Three lunch detentions for uniform will result in a warning letter and the fourth detention will result in an afternoon detention.
- Parents will be notified of the consistent infringements and will be referred to their responsibility as per the CSO School Uniform policy.
<https://mnworks.mn.catholic.edu.au/Resources/policies/Policies/School%20Uniform/School%20Uniform%20POLICY%202019.pdf>

2. Being Prepared to Learn

Bring Your Own Device (BYOD)

<http://www.booragul.catholic.edu.au/media/2917/byod-specifications.pdf>

Students of St Paul's Catholic College are expected to have a portable computer device.

- A student's device is required to comply with the school's current specifications.
- A student's device is required to be fully charged and ready for learning for the whole day.
- If a student is without a device, the teacher is to note this on Compass. Once a student has had three (3) notifications for failing to be prepared for class and without a device, a letter of notification will be sent to parents by the respective Student Coordinator. Further parental contact may be made to discuss this issue.
- Students who do not have a device may borrow one from the school for a short-term loan, after returning a signed contract. This arrangement is organised through their Student Coordinator and the Student Coordinator Support.

Classroom equipment

Students are expected to have the necessary equipment such as writing implements, workbooks, calculators, textbooks or other texts/equipment/uniforms ready to engage in the respective lesson.

- Classroom teachers are to implement their own classroom management strategies and seek assistance from Leaders of Pedagogy if students are consistently unprepared for learning.
- Parents of students who are consistently unprepared for learning will receive a phone call or written notification from the classroom teacher informing parents of this concern. Further parental contact may be made to discuss this issue.
- For repeated infringements, the respective Leader of Pedagogy will contact the student and parents.

Attitude to learning

Students are expected to be positive, attentive, ready to work and engaged in their own learning. They are expected to follow teacher direction and demonstrate mutual respect for teachers and peers in the learning environment.

- Students who disrupt classroom learning may be required to attend an informal or formal lunch detention organised by their class teacher or Leader of Pedagogy.
- Consistent poor behaviour will result in further consequences which may include formal lunch or afternoon detentions, withdrawal from class, monitor booklets, individual behavioural contracts, parental contact, exclusion from extra-curricular/sporting activities, internal or external suspensions.
- Failure to modify behaviour and meet College expectations regarding behaviour may result in a review of the student's enrolment.

3. Mobile Phone Use in the Classroom

Students are expected to have their mobile phone off and out of sight during class time, unless otherwise instructed by their teacher.

- Students who refuse to put away their phones will have them confiscated for the day. The phone will be kept at student reception and may be collected at the end of the school day.
- Refer to St Paul's personal technology device policy:
<http://www.booragul.catholic.edu.au/media/3443/personal-technology-device-policy-2020.pdf>

4. Respect for Others and the Environment

It is an expectation that all students will show appropriate, socially acceptable behaviours towards all staff and community members. It is an expectation of the College that students will demonstrate at all times the CARE values of Compassion, Appreciation, Respect and Endurance.

Expectation	Unacceptable Behaviour
Verbal: Polite and respectful conversation and communication, including communication via emails, is expected.	Unacceptable verbal behaviours include (but are not exclusive to): name calling, teasing, sarcasm, putdowns, threats, discriminatory, derogatory or offensive language regarding physical, cultural or social differences; including (gender, race, religion, cultural ethnicity, age, intellect, academic ability).
Physical: No physical contact between students is acceptable except when required for a supervised or controlled sporting or classroom activity.	Unacceptable physical behaviours include (but are not exclusive to): hitting, punching, kicking, scratching, tripping, spitting, pinching, wrestling, kissing.
Social: Students are expected to interact with each other in a publicly acceptable manner which also includes behaviour on social media. Courtesy, compassion and respect is always encouraged and expected.	Unacceptable social behaviours include (but are not exclusive to): ignoring, excluding, whispering about others, gossiping, alienating, ostracising, spreading rumours, inappropriate gestures.
Psychological: Students are expected to interact with patience, kindness and equity	Unacceptable manipulative behaviours include (but are not exclusive to) spreading rumours, damaging or hiding personal possessions of others, malicious messages on social media, text, SMS or email, siding with others against one person
School Environment: Students are expected to show respect and care for the school environment	Unacceptable behaviours include (but are not exclusive to): deliberate damage to school property, theft, graffiti, mistreatment of school property and facilities, failure to dispose of food scraps appropriately.

Students are encouraged to be responsible for their own environment and report any damage in a timely manner. Students who cannot follow the school rules of respect and physical 'hands off' will receive consequences for their misbehaviour. This may include time out, informal detentions, formal detentions, parental contact, internal suspension, external suspension and expulsion.

5. Detentions, Suspensions and Expulsions

Uniform Lunch Detentions:

Can be issued by classroom teachers, Leaders of Pedagogy, Student Coordinators and Assistant Principals and Principal. Students are always expected to be in the correct school uniform. At any time, parents have the opportunity to communicate with the respective Student Coordinator regarding issues/problems about uniform. If a uniform infringement is issued to a student, the following procedures will follow:

A uniform infringement will be recorded on Compass and the student will be issued with a Lunch Detention. The student will complete the Uniform Lunch Detention on the day of the infringement.

1. If the student fails to report and complete the uniform detention, the Student Coordinator will follow up with student.
2. If a student fails to report for a Uniform Detention on two consecutive days, an Afternoon Detention will be issued.
3. If a student is issued with 3 uniform infringements, a letter of notification will be sent to parents with the reasons for these infringements.
4. At this point, if there is an issue with uniform, parents can communicate with the respective Student Coordinator.
5. If a student is issued with a fourth uniform infringement, an afternoon detention will be issued.

Throughout this process, communication between the school, parents and students is important. Mutual support of uniform expectations will guarantee that the student's at S Paul's wear their uniform correctly and with pride.

Lunch Detentions for Classroom Behaviour/Non-Engagement:

Can be issued by classroom teachers, Leaders of Pedagogy, Student Coordinators and Assistant Principals for reasonable cause including disruption to learning, incomplete work, inappropriate use of technology, dangerous behaviour, discourteous behaviour to teacher or other students and failure to follow a clear direction.

Formal Lunch Detentions:

Can be issued by classroom teachers, Leaders of Pedagogy, Student Coordinators and Assistant Principals for reasonable cause including disruption to learning, incomplete work, inappropriate use of technology, insolence, dangerous behaviour, discourteous behaviour to teacher or other students and failure to follow a clear direction.

- A Compass entry is created outlining the reasons for and situation explaining why a student has been issued a lunch detention.
- A Formal Lunch detention is created for the student and appears on the student's schedule.
- The lunch detention is to be supervised by AP Community and Wellbeing or other nominated staff member.
- Students who fail to complete an issued lunch detention will be followed up by issuing teacher, Leader of Pedagogy, Student Coordinator or AP Community and Wellbeing.

Afternoon Detentions:

Can be issued by a Leader of Pedagogy, Student Coordinator, or any member of the school executive.

Likely reasons for an Afternoon Detention include: inappropriate behaviour in the playground or classroom, truancy, continued uniform deficiency, academic misconduct in an assessment or examination, dangerous behaviour, continued poor behaviour to other students including bullying, social media misuse, multiple incidents of disruption to the learning environment or disrespect to staff.

- A Compass entry is created by either a Leader of Pedagogy, Student Coordinator, Assistant Principal or Principal outlining the reasons for and situation explaining why a student has been issued an afternoon detention. A phone call or email to parents/carers will be made to notify of the reasons for the afternoon detention.
- An afternoon detention is created for the student and appears on the student's schedule for the selected Wednesday afternoon.
- The afternoon detention is to be supervised by Assistant Principal Community and Wellbeing or other nominated staff member.
- Students who fail to complete an issued afternoon detention will be followed up by issuing teacher or Assistant Principal – Community & Wellbeing.

Suspension, Expulsion and Exclusion

Suspension, Expulsion and Exclusion procedures – refer to Diocesan procedure document:

<https://mnworks.mn.catholic.edu.au/Resources/policies/Policies/Suspension,%20Expulsion%20and%20Exclusion/Suspension,%20Expulsion%20and%20Exclusion%20PROCEDURES%202019.pdf>

Roles and Responsibilities

Students

- To follow the expectations set by all classroom teachers and College staff.
- To be engaged in their own learning.
- To have respect and consideration for all members of the College community.
- To be actively involved in extra-curricular community events.
- To be confident in sharing their own unique talents.

Parents/Carers

- Have a responsibility to support the “Enrolment Agreement – Junior/Senior,” “CSO School Community Code of Conduct” and “Cybersafety Agreement” which have been agreed to and signed when students enrolled.

<http://www.booragul.catholic.edu.au/media/3642/junior-enrolment-agreementdocx.pdf>

<http://www.booragul.catholic.edu.au/media/3651/senior-enrolment-agreement.pdf>

<http://www.booragul.catholic.edu.au/media/3643/school-community-code-of-conduct.pdf>

<http://www.booragul.catholic.edu.au/media/3641/cybersafety-user-agreement.pdf>

- Treat all members of the school community with courtesy, dignity and respect.
- Work collaboratively and calmly with the College to resolve issues affecting their child's/children learning and wellbeing.

Classroom Teacher – The classroom teacher aims to develop positive relationships with students to maximise the learning and wellbeing of students in their classrooms. The classroom teacher is responsible for their own classroom management and follow-up regarding teaching and learning and student discipline. Some management strategies could include:

- Communicating clearly with students regarding classroom expectations.
- Providing students with opportunity and time to adjust issues hindering their own learning or the learning of others.
- Recording relevant information on Compass.
- Seeking assistance from Leader of Pedagogy if classroom management strategies are showing no improvement to a student's learning or behaviour.
- Consulting and liaising with the respective Leader of Pedagogy and/or relevant Student Coordinator if there is a concern about the wellbeing and/or ongoing behaviour management issue with a student. A collaborative approach will be taken to seek the best outcome for the individual student.
- Providing students with classwork via Compass/email during times of absence/internal/external suspension.

Leaders of Pedagogy – Monitor and support students in their learning and wellbeing. Support staff and students in teaching and learning and assessment and feedback, student management and discipline and parental communication.

- Support classroom teachers with consistent and fair management strategies of behaviour in the classroom.
- Respond to and work collaboratively with classroom teachers when teachers have notified of classroom and learning issues.
- Initiate strategies such as lunch detentions, behaviour booklets, afternoon detentions and internal suspensions to assist classroom teachers in the management of student behaviour. Consult with the AP Teaching and Learning, the relevant Student Coordinator or AP Community and Wellbeing to resolve more significant issues related to learning, wellbeing or discipline.
- Maintain accurate records using Compass.
- Work collaboratively with the relevant Student Coordinator to address issues of student concern.

Student Coordinators - Monitor and support students in their wellbeing and learning. Support staff and students in areas of student wellbeing, health, safety and discipline. Support classroom teachers with student management programs and discipline. Maintain a strong line of communication with parents.

- Support classroom teachers and Leaders of Pedagogy with behaviour management strategies and wellbeing of students in their relevant Year Level.
- Respond to and work collaboratively with classroom teachers when teachers have notified of wellbeing concerns.
- Maintain accurate records using Compass.
- Liaise with AP Community and Wellbeing regarding students with continuing or significant issues concerning behaviour or wellbeing.
- Communicate and work collaboratively with parents and other interested parties to support the wellbeing of students.
- Be consistent with expectations and consequences.

Assistant Principal – Teaching and Learning – Support classroom teachers, Leaders of Pedagogy, Student Coordinators, Learning Support and Careers/VET Coordinator with matters relating to teaching and learning, assessment and feedback student management, wellbeing and discipline.

- Support Leaders of Pedagogy and Student Coordinators in managing the behaviour and wellbeing of students.
- Communicate and liaise, where, necessary, with parents regarding academic, student behavioural or wellbeing concerns.
- Maintain accurate records using Compass.
- Provide ongoing support and advice to Leaders of Pedagogy and Student Coordinators.
- Communicate relevant information and liaise, where necessary, with teachers, Leaders of Pedagogy and Student Coordinators.
- Communicate and collaborate with the Principal in dealing with significant issues of a serious nature relating to wellbeing and academic engagement.

Assistant Principal – Community & Wellbeing - Support classroom teachers, Leaders of Pedagogy, Student Coordinators, Ministry Coordinator, Sport Coordinator and Administration Coordinator with matters relating to wellbeing, student management, discipline, Retreats/Camps, Sport Program and travel.

- Support Leaders of Pedagogy and Student Coordinators in managing the behaviour and wellbeing of students.
- Communicate and liaise, where, necessary, with parents regarding academic, student behavioural or wellbeing concerns.
- Maintain accurate records using Compass.
- Provide ongoing support and advice to Leaders of Pedagogy, Student Coordinators and Sport Coordinator.
- Communicate relevant information and liaise, where necessary, with teachers, Leaders of Pedagogy and Student Coordinators.
- Communicate and collaborate with the Principal in dealing with significant issues of a serious nature relating to wellbeing and academic engagement.

Principal

- Have a responsibility to ensure that the school develops and implements, in consultation with the relevant personnel, a whole school approach to wellbeing, student engagement, academic achievement and student behaviour which is communicated within the school community.
- Communicate and collaborate with Assistant Principals, Leaders of Pedagogy, Student Coordinators Learning Support Coordinator, Careers/VET Coordinator, Sport Coordinator, Counsellors and parents/carers to resolve teaching and learning and wellbeing and behaviour matters.
- Conduct parent meetings for students who are seeking enrolment at the College or whose enrolment may be in jeopardy.
- Maintain accurate records using Compass and communicate all relevant decisions regarding students to relevant College personnel.
- Adhere to the requirements of the CSO policy for longer term suspension, expulsion or exclusion.