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## 2.4 POLICY – STUDENT MANAGEMENT

JANUARY 2007

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### Policy Content

The content of this policy takes into account two interrelated management areas: the Pastoral Care given to the students by their families and our Pastoral Care/Welfare Policy and the School Discipline Policy.

### College Stance on Corporal Punishment

***It must be noted that the College does not condone or use Corporal Punishment and the college will not accept any excuse for the use of such punishment.***

### Student Management Policy Guidelines

1. An effective Student Management Policy takes into account the:
  - a) beliefs underpinning the ethos of St Mary's Coptic Orthodox College;
  - b) age and stage of development of the students;
  - c) capacity of students to understand what is required of them, and reasons for this;
  - d) the collaboration between the school and the community whose purpose it serves;
  - e) effects on physical and psychological welfare of the students;
  - f) responsiveness to students with special needs;
  - g) improvement in the quality of teaching and learning;
  - h) the legal rights and responsibilities of teacher, including the duty of care of students;
  - i) empowering classroom teachers;
  - j) the legal rights and responsibilities of students, teachers, parents and other stakeholders of the College;
  - k) due process in the event of breaches of discipline.

Staff need to be aware of the following points to assist in discharging the obligation to provide due process in cases of student discipline. The points below are a broad outline of what would be required to satisfy due process. In particular cases there may be other legal elements required in order to discharge the duty:

- i) the allegation of breach of discipline must be thoroughly

investigated;

- ii) the allegation of breach of discipline must be put to the accused student if applicable and in line with current legislative requirements,
- iii) the accused student must be given the right to respond to the allegations, if it is applicable;
- iv) the accused student must be given the right to have a parent or support person, if applicable;
- v) the school should conduct any investigation in light of what the accused student has said;
- vi) if major disciplinary sanction is contemplated that student should be advised of the possibility and in most cases asked to show cause why the proposed sanction should not be administered;
- vii) if any written material (eg written complaints / reports / investigations) has been brought into existence as a result of the complaint, the accused student should be provided with a copy as part of the process of full disclosure of the allegations made against the student. This will depend upon the particular situation and current legislative requirements;
- viii) the accused student should be given a reasonable time in which to consider the allegations and respond, if applicable;
- ix) the accused student should be advised at the commencement of the process of the framework of the process (eg the steps outlined above if it is applicable);
- x) communicating the decision and the reasons for the decision to the student;
- xi) advising the student of the right of appeal and the steps involved in making the appeal;
- xii) discipline practices are mindful of the dignity, rights and fundamental freedom of individual students and, at the same time, are focussed on the proper running of the College for the benefit of the entire Coptic Community in line with current legislative requirements;
- xiii) the Student Management Policy is based on the ***St Mary's Coptic Orthodox College – Students' Rights and Responsibilities***. The St Mary's Coptic Orthodox College School Students' Rights and Responsibilities enable students to develop self awareness, self-discipline, and respect for the rights of others. Arising from the rights students enjoy at St Mary's Coptic Orthodox College are their responsibilities to themselves and for other members

of the School Community and consequences when responsibilities are not met.

### St Mary's Coptic Orthodox College School Students Rights and Responsibilities

<p><b><i>As a member of the St Mary's Coptic Orthodox College Community, I have the right to:</i></b></p> <p>Learn and participate fully in all classes and activities.</p>	<p><b><i>To ensure that this right is maintained for myself and others, I have a responsibility to:</i></b></p> <p>Make the most of classroom opportunities for learning by:</p> <ul style="list-style-type: none"> <li>• not missing school days or lessons without permission</li> <li>• being on time to school and lessons</li> <li>• paying attention in class and contributing to a positive learning environment</li> <li>• bringing the necessary books and equipment to class</li> <li>• completing all classwork, asking for assistance when I need clarification</li> <li>• recognising that effective learning requires consolidating the day's work by completing homework</li> <li>• complete the set work scheduled.</li> <li>• Make the most of all the opportunities given to me at school by participating in all school activities.</li> </ul>
<p>Be in a safe and well ordered environment.</p>	<ul style="list-style-type: none"> <li>• Respect the safety and sense of wellbeing of others and by not being involved in teasing, bullying or harassing behaviour.</li> <li>• Carefully follow teachers' instructions for the safe use of school equipment / facilities.</li> <li>• Avoid reckless behaviour that puts the safety of others at risk.</li> <li>• Have my diary with me at all times.</li> <li>• Observe school procedures re the diary, newsletters, sport, roll call etc.</li> <li>• Move through the school in a quiet and orderly manner.</li> </ul>
<p>Have my property respected.</p>	<ul style="list-style-type: none"> <li>• Take good care of my possessions and library books.</li> <li>• Be careful with other people's possessions.</li> </ul>
<p>Benefit from privilege of attending my community's school.</p>	<ul style="list-style-type: none"> <li>• Behave well at all times that I am in school uniform, both in and out of the school.</li> <li>• Wear my uniform with honour, complying with our Uniform Policy and grooming requirements.</li> </ul>
<p>Enjoy a clean and attractive</p>	<ul style="list-style-type: none"> <li>• Look after school property and furniture, treating it with</li> </ul>

<p>environment with well functioning facilities.</p>	<p>care, keeping it graffiti-free.</p> <ul style="list-style-type: none"> <li>• Keep classrooms and school grounds clean and tidy, put rubbish in the bins, not eat or drink in the classroom.</li> <li>• Respond cooperatively when requested to assist with classroom / grounds clean up.</li> <li>• Respect the rules for banned items</li> </ul>
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At St Mary’s Coptic Orthodox College there are logical consequences for both positive and negative behaviour.

The consequences will be applied consistently, calmly, firmly and without prejudice towards individual students.

The aim of this policy is to have a consistent approach to the management of student behaviour across the whole school.

Students, teachers and parents are to be made aware of the progression of consequences for continued disruptive or dangerous behaviour.

The steps below are an outline of the progress.

**Very disruptive or dangerous behaviour will be dealt with immediately and acted upon appropriately, irrespective of the outlined process if it is deemed necessary by the College Management Team.**

**Step 1                    Alerting the student**

The teacher will respond to low level misbehaviour and classroom disturbance by using appropriate means to alert the student to the misbehaviour and reinforcing positive behaviour. This should include a notation in the student's diary if it is deemed appropriate.

**Step 2                    Restatement and rule reminder.**

Teacher, Level Coordinator or Student Welfare Coordinator:

1. reinstates the rights and responsibilities being breached; or
2. gives a simple direction to the student; or
3. give the student a choice to behave in a more appropriate way.

**Step 3                    Relocation**

When the student's behaviour in the classroom or school ground requires the student to be relocated to another area, then a note must be placed in the student's diary explaining the nature of the misbehaviour. The teacher and/or Level Coordinator/Student Welfare Coordinator must report the nature of the misbehaviour to either the Head of Primary or Head of Secondary. This report must be in writing and recorded on the Student's record.

**Step 4                    Reflection**

Where a student continues with poor behaviour choices, the teacher and/or Level Coordinator/Student Welfare Coordinator may place a student on a *Reflection Period*. The time for the Reflection Period is noted in the student's diary and requires a signature acknowledgement from at least one parent / guardian. Reflection Periods may be held at lunchtime or after school. If the reflection period is after school, the permission of either the Head of Primary or the Head of Secondary must be sought. A minimum of 24 hours notice must be given to the student, allowing time for the student to arrange for his / her parent / guardian to sign the student's diary. Reflection Periods are a time for the student to reflect upon the reasons for the poor behaviour choices they have made, to set behaviour goals and to plan strategies they will use to make better behaviour choices in the future. The strategies are to be discussed with the Level Coordinator/Student Welfare Coordinator and placed in the student's file. At the Reflection Period an appointment is made for the following week. A copy of the reflection documentation is given to the student for their records. The student will then have a meeting with the Head of Primary/Head of Secondary/Student Welfare Coordinator at some stage in the following week to discuss how the planned strategies are working and to assist the student in keeping the goals set at the reflection. A Reflection Period form is included in the appendix of this policy document.

### **Step 5 Positive Behaviour Agreements**

In cases where the student has attended Reflection Periods for the same, similar or related issues and has not been able to achieve the goals set at those Reflection Periods a formal support group needs to be convened to assist the student with their behaviour choices. The student, his / her parents / guardians, the Student Welfare Coordinator/Head of Primary or the Head of Secondary formally set a time to meet, negotiate and write a Positive Behaviour Agreement.

### **Step 6 Disciplinary Sanctions**

The Teacher, Level Coordinator/Student Welfare may use the following sanctions at the school to assist students to set goals and strategies to make appropriate, positive behaviour choices:

- Reflection Periods as part of Step 4 within school times
- in-school relocation – Step 3.

### **Step 7 Major Disciplinary Sanctions**

The following major disciplinary sanctions are available, but can only be applied by the Head of Primary or Head of Secondary:

- suspension – the temporary withdrawal of a student’s rights to attendance at the school;
  - suspension pending negotiated transfer;
  - negotiated transfer –to another school in another sector in the best interests of the student concerned.
- a) Major Disciplinary Sanctions are last resort actions, which are only invoked with due process in the event of serious breaches of school discipline policy. These sanctions are not to be confused with routine disciplinary sanctions such as ‘time-out’ from class.
- b) A serious breach is understood generally as activities or behaviours of a student which:
- Consistently and deliberately fail to comply with the reasonable directions of the Head of Primary or Head of Secondary, or
  - Are offensive, or dangerous, to the physical or emotional health of any student or staff member (eg illicit possession and use of drugs, illicit use of prohibited weapons; bullying; harassment and innuendo); or
  - Consistently and deliberately interfere with the educational opportunities and endeavours of other students.
- c) The policy operates within a context of justice, compassion, reconciliation and forgiveness. It is intended to promote the dignity and responsibility of each person while ensuring the respect for the rights of all students and staff.

- d) Thorough investigation must always precede any action. Parents must always be actively involved in the process unless the circumstances require urgent intervention. Counseling of the student may be offered.
- e) The safety, protection and pastoral care of all students requires that the school clearly explains the serious breaches of student conduct and reinforces the awareness of them on a regular basis.
- f) Before major sanctions are implemented, the school usually adopts a graduated process of other disciplinary measures and has had ongoing discussions with the student and parent / guardian. This may involve the issuing of formal written warning of pending exercise of major sanctions.
- g) The following major sanctions are to be applied consistently across St Mary's Coptic Orthodox College:
  - Suspension – the temporary withdrawal of a student's rights to attendance at the school;
  - Suspension pending negotiated transfer;
  - Negotiated transfer – a change of school or to a school in another sector in the best interests of the student concerned.
- h) The responsibility for the implementation of the policy rests with the College Management Team.
- i) In every instance of a serious breach the Head of Primary and/or Head of Secondary is/are primarily responsible for due process and appropriate support of the student and the family members before consideration of suspension or negotiated transfer.

**Policy Review** The Student Management Policy and St Mary's Coptic Orthodox College Major Disciplinary Sanctions are to be reviewed periodically and at least once every two years from the date of implementation of this policy.

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Review Date:	
Major Review Date:	July 2011

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# Appendix





What strategies can I use to avoid this situation in the future?

Student Signature:	
Teacher/Level Coordinator / Student Welfare Coordinator / Head of Primary/ Head of Secondary Signature:	
Date for follow up meeting:	

Copies:        Student  
                  Student file

# St Mary's Coptic Orthodox College – Positive Behaviour Agreement

Student name:	
Level:	
<i>Purpose of the Agreement:</i>	<p><b>The Positive Behaviour Agreement:</b></p> <ul style="list-style-type: none"> <li>• Describes the behaviour for which the student has been reprimanded;</li> <li>• Identifies the sanctions which may be enforced for unacceptable behaviour, and</li> <li>• Clarifies the accepted expectations of your behaviour at St Mary's Coptic Orthodox College.</li> </ul> <p>The negotiation of this Positive Behaviour Plan is a formal process of the Student Management Policy and further breaches of this agreement and the Student Management Policy may incur disciplinary action which may include suspension from St Mary's Coptic Orthodox College or expulsion from St Mary's Coptic Orthodox College.</p>
<i>Provide details of the unacceptable behaviour:</i>	<p><b>Current Situation:</b></p>

	<p>This conduct is a breach of the St Mary's Coptic Orthodox College Student Management Policy and/or other Policies.</p> <p>The following action was taken in accordance with the process of procedural fairness outlined in the St Mary's Coptic Orthodox College Student Management Policy.</p>
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**Agreed action:**

In order to continue attending St Mary's Coptic Orthodox College, it is necessary that you understand and abide by the Student Rights and Responsibilities outlined in the St Mary's Coptic Orthodox College Management Policy.

*Outline appropriate alternatives to behaviour*

Specifically, the following appropriate alternatives are agreed to:

*Commitment and signature  
required by student, parents  
/ guardians, Head of  
Primary or Head of  
Secondary.*

**Agreed by all parties:**

I, \_\_\_\_\_ [student name]  
agree to abide by the terms of this agreement and the St Mary's  
Coptic Orthodox College Student Management Policy and desist  
from the unacceptable behaviour expressly detailed in this  
participation agreement.

I am aware that if I break this agreement it will result in further  
disciplinary action.

1. Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2. Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

3. Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4. Head of School/Student Welfare Coordinator: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_