

STUDENT BEHAVIOUR MANAGEMENT POLICY



PREAMBLE

St Columba College is an R-12 Anglican & Catholic College which seeks to provide students with opportunities to experience success in all aspects of College life. A key dimension of providing opportunities for success is ensuring that clear expectations and guidelines are in place in relation to how students interact with staff, one another and the College environment. The expectations that we set are based in our Christian belief to love and respect one another. This philosophy underpins everything we do. Thus we seek to provide an environment where each student is recognised as a unique individual with rights and responsibilities towards themselves, others, the College and wider community. Therefore, we seek to ensure that when making decisions in relation to student behaviour issues, a balance is maintained between caring for the individual and the overall good of the College Community.

1. Aims

- Create a College environment which is a lived reality of the Gospel message to 'Love your neighbour as yourself'.
- Ensure that our College provides a safe environment for every student, so that all issues that relate to inappropriate behaviour are dealt with effectively.
- Provide the students with skills to deal with issues that evolve from the poor behaviour of others.
- Help students to recognise that reconciliation is an integral part of restoring relationships and moving towards positive ways of behaving.
- Develop in students a clear understanding of their responsibilities towards themselves and others.
- Develop in students the skills necessary for responsible self discipline.
- Maintain a classroom/educational environment which is conducive to learning.
- Ensure that students understand that all behaviour has associated consequences.
- Enable students to continually develop and undertake new, creative and just behaviours based on our Christian understandings.

2. Role of the College Council

- Ensure that the policy is reviewed as stated.
- Work with the Principal

3. Role of the Principal

- Be responsible for the total oversight of Student Behaviour Management Policy and procedures.
- Take responsibility in relation to final decision making on the outcomes of inappropriate behaviour.
- Ensure that appropriate structures exist to accommodate the aims of the policy.
- Initiate regular reviews of the procedures and guidelines that support our Student Behaviour Management Policy.
- Provide parents/families during enrolment interviews with clear information about the College Student Behaviour Management Policy and procedures.
- Provide support for Heads of Section and other key leaders within the College structure.

4. Role of the Heads of Section

- Be responsible for the safety of all students within the Section.
- Ensure that the Student Behaviour Management Policy and procedures are implemented fairly and justly within the Section.



- Work with Coordinators and teachers to ensure that student behaviour is of a consistently high standard across the Section.
- Keep detailed records of all behaviour issues and consequences.
- Liaise with parents to ensure that excellent communication is a feature of supporting students when dealing with behaviour issues.

5. Role of Teachers

- Take all reasonable steps to establish positive relationships which model mutual respect.
- Work with students to establish expectations in relation to behaviour norms, as stated in the Student Behaviour Management Policy.
- Ensure that student behaviour expectations are met by all students.
- Keep the Head of Section informed about all serious behaviour issues.
- Ensure records are kept of all inappropriate student behaviour.
- Liaise with parents as appropriate.

6. Role of Educational Support Staff

- Support the College Student Behaviour Management procedures when working with students.
- Seek the support of teaching staff when dealing with issues of student poor behaviour.
- Ensure that all students who have displayed inappropriate behaviours are referred to a teacher for follow up with parents.

7. Role of Parents

- Support the College Student Behaviour Management Policy, guidelines and procedures.
- Work with children to help them understand their responsibility towards others.
- Maintain open and supportive levels of communication with teachers and other College staff when addressing issues of student behaviour.
- Use appropriate channels of communication in resolving issues of behaviour management.
- Seek to resolve issues of behaviour management by speaking with the teacher involved. If it is not resolved at this level then seek out the Head of Section. If it is not resolved, then make contact with the Deputy or Principal of the College.
- Support the College by accepting responsibility for a son or daughter if they are **externally** suspended from school.

8. Reconciliation

An integral part of our behaviour management process is to actively promote the Christian call to be reconciled to one another. Thus every attempt will be made to create situations where students can restore 'right' relationship with others and come to a sense of peace within themselves. As a general rule the following support structures exist:

- Opportunities to meet with a College Counsellor to work through a particular issue.
- Discussion with teachers and/or Head of Section/Deputy/Principal.
- Working on a Behaviour Contract.
- Pastoral leadership of teachers in each year level.



9. Responsible Behaviour and Positive Feedback

Every attempt will be made to acknowledge responsible behaviour. We seek to create an environment where positive feedback will be given to all students, recognising that all people are on a journey of life.

An important aspect of supporting students is the need to highlight and support those individuals who 'do the right thing'.

Thus a range of initiatives are in place to highlight students who are seen to support our Christian Culture and thus promote a happy and orderly College culture. For example:

- Positive reinforcement through Program Achieve.
- Certificates at Section Assemblies.
- Christian Service Award.
- Leadership opportunities.
- Access to programs that highlight and reward positive behaviour ie 'Golden Time'.

10. Outcomes of Inappropriate Behaviour

Students need to develop an understanding that inappropriate behaviour will result in **consequences**. **Support will be provided for students where deemed necessary i.e. counselling**. All **consequences** will take into account the severity of the inappropriate behaviour, the age and circumstances of the student involved.

11. Grievance Procedures

We do our best to address and resolve the problems which come to our attention. However, there may be times when students or parents feel that a particular problem has not been resolved. In all situations the College Principal has the responsibility to make the final decision in relation to **consequences for** inappropriate behaviour.

In relation to **unresolved** issues, we encourage students to do the following:

- Discuss the situation with their parents/legal guardian(s).
- Arrange a time to speak with the teacher.
- If the problem is not resolved, advise the teacher that they wish to speak with a Counsellor, Chaplain or the Head of Section.

In relation to **unresolved** issues that have not reached resolution, we ask parents to do the following:

- Seek to resolve the issue in a calm and positive manner by arranging to speak directly with the class teacher (if the problem is with that person) or the person concerned.
- If the situation is not resolved:
 - Arrange a time to speak with the Head of Section.
- If not resolved:
 - Arrange a time to meet with the College Deputy or Principal.



STUDENT CODE OF CONDUCT

Students are encouraged to have faith in their own capacity to behave responsibly and learn from their mistakes. The Code is based on our Christian Values which call us always to act in a manner that models the value 'to love our neighbour as ourselves'. This means that showing care and respect to self, other students, staff, all other people and College property is an expectation of how we relate to one another and our environment.

1. Code of Conduct - General

- Act in accordance with all College Policies.
- Obey all College rules and regulations.
- Wear the College uniform with pride and as stated in the College Uniform Policy.
- Be punctual to school and to all lessons.
- Display a positive attitude towards others and to work/lessons.
- Play all games and activities fairly, safely and co-operatively.

2. Student to Staff Relationship

- Act in a polite and responsible fashion at all times using appropriate manners and forms of address.
- Respect the property of staff.
- Stand when an adult enters the learning area and greet them where appropriate.
- Seek support of teachers when needed.
- Act as directed by any staff member of the College in an obliging manner.
- Complete work tasks set by teachers.

3. Code of Conduct - Student to Student Relationship

- Welcome and reach out to new students to the College.
- Act in a polite and responsible manner.
- Treat each other with respect e.g. do not tolerate acts of bullying or harassment.
- Respect the property of other students.
- Seek to include and support students who may be experiencing difficulty.
- Encourage other students to do the right thing e.g. wear uniform correctly etc
- Use facilities and resources in a safe manner.
- Never engage in or seek to engage others in activities that are dangerous or criminal in nature e.g. any involvement with drugs or other illegal substances.
- Be inclusive of and respect student differences at all times.
- Use appropriate language.
- Respect personal space e.g. avoid inappropriate student to student physical contact.
- Physical confrontation is never acceptable.
- Where possible and safe to do so, in the first instance attempt to resolve all conflict with the person involved before seeking support.

4. Code of Conduct - The College Environment

- Maintain a neat, tidy and clean environment.
- Ensure that all rubbish is placed in bins.
- In no way damage or graffiti the College facilities or remove College property from the premises.
- Use recreational spaces responsibly ensuring that the safety of self and others are of prime concern.



- Only use those areas of the College that are designated for use.
- Take an active interest in developing a culture of care for the environment.
- Return all borrowed materials and goods to appropriate places.

PROCEDURES FOR DEALING WITH APPROPRIATE AND INAPPROPRIATE STUDENT CONDUCT

St Columba College offers education from Reception to Year 12 in the Anglican and Catholic traditions. As such we seek to provide consistency in practice across the College, with a clear focus on care for both the individual and the wider College community.

Thus, the procedures that we have for both supporting desired student behaviour as well as dealing with situations where students have acted inappropriately take into account:

- The desire of the College to be true to our Christian mission to care for all and be just in our dealings with all;
- Consistency of approach across the R-12 nature of our College;
- Responding appropriately to students taking account of their age, and personal situations.
- Balancing the care of the individual with the needs of the community.

1. Process for Supporting Appropriate Student Behaviour

In order to support the development of a safe, happy and orderly culture based on our Christian principles at the College, students will be recognised and rewarded for modelling appropriate behaviour.

Level One: Informal/Verbal

- Praise given on a 1:1 basis
 - Praise given in class
- Action Initiated By: Any Staff member*

Level Two: Formal - Parental notification

- Note in the diary
 - Letter home
 - Report comment
 - Parent/Teacher interview comment
- Action Initiated By: Pastoral Care Teachers/Class Teachers/Subject Teachers*

Level Three: Formal/Program Achieve

- Certificates
 - Formal Awards/Rewards
- Action Initiated By: Teachers and Leadership*

Level Four: Student Leadership

- House Leadership
 - Prefect Leadership
 - Primary SRC
 - Middle School Leaders
- Action Initiated By: Teachers and Leadership*

Level Five: Section Awards

- St Columba College Medal
 - Semester Endeavour Awards
 - Christian Service Awards
- Action Initiated By: Teachers and Leadership*



2. Process for Dealing with Inappropriate Student Behaviour

In order to highlight to students the fact that inappropriate behaviour is not acceptable within the College, a range of measures will be implemented by teachers and school leaders to help students who have demonstrated inappropriate behaviour reflect and modify future actions.

Level One: Informal Response - Minor (i.e. verbal warning for low grade inappropriate behaviour)

- No documentation
- Verbal warning only issued in an appropriate manner
Action Initiated by: Pastoral Care Teachers/Subject Teachers/ Year level Teachers/Yard Duty teachers, Educational Support Staff.

Level Two: Formal Response - Minor (i.e. poor language; uniform infringement; repeated low grade issues etc)

- Parental Contact via diary, note, phone or personal contact
- Informal time penalty enacted by the teacher
Action Initiated By: Pastoral Care Teachers/Subject Teachers/Year Level Teachers.
e.g. five minutes with the teacher on duty/paper pick up.

Level Three: Formal Response - Serious (i.e. bad language; continued uniform infringements; poor classroom behaviour etc)

- Parent Contact - via Behaviour Alert
- Detention - lunch time 1st, 2nd and 3rd misdemeanours, 4th and subsequent misdemeanours - detention after school
- Student meeting the Year Level Coordinator/Head of Section
- Withdrawal of privileges as appropriate
- Where a student is placed on detention for ongoing low level poor behaviour previous responses to this behaviour must be documented.
Action Initiated By: Pastoral Care Teachers/Subject Teachers/Classroom Teachers

Level Four: Suspension - Internal (i.e. continued poor behaviour; harassment/bullying; other serious issues)

- Formal Documentation from the Head of Section
- Parental contact made via the phone
- Student withdrawn from all classroom activities for a stated period (usually one day).
- Recess and Lunch breaks at alternative times to other students.
Action Initiated By: Head of Section /Assistant Head of Section.

Level Five: Suspension - External

- Formal Documentation from the Head of Section and Principal
- Student accompanied by a parent, re-entry interview with the Principal and Head of Section. A college counsellor may be involved in this interview.
- Enrolment Review if deemed appropriate by the Principal. (e.g. smoking, violence, serious harassment).
Action Initiated By: Head of Section/Principal



Level Six: Cancellation of Enrolment

- Formal Documentation
- Support with finding an alternative placement
e.g. serious Acts of violence, drug use, possession at school.
Action Initiated By: Principal

Please Note:

It is important to note that these responses are not in a priority order. Any of these levels can be used as a 'first response' if a particular situation deemed the response appropriate i.e. in regards to serious acts of violence or acts of a criminal nature cancellation of a student's enrolment may be the first and only appropriate response.

Particular consideration will need to be given for Special Education students, where an action plan has been developed.