



STUDENT MANAGEMENT POLICY

Enrolment at Our Lady of the Sacred Heart College implies an acceptance of a code of behaviour that reflects Gospel values. Hence it is assumed that all associated with the College will respect the dignity of each person made in the image of God. When students fail to reach the ideals, a spirit of reconciliation using the principles of Restorative Justice is necessary to ensure growth and this may include varying levels of consequences. The use of corporal punishment is expressly prohibited at the College by school and non school personnel and in all Catholic schools. Principles of procedural fairness underpin all investigations in regards to student management which include for all students:

- the right to be heard
- the right to an unbiased hearing

PHILOSOPHICAL BASIS

The purpose of all student management procedures at O.L.S.H is to teach students the value of self-discipline. At the same time rules and regulations are needed for the good of the whole community. Students have a right to education but must accept the responsibilities carried with that right.

Effective student management, which emphasises prevention rather than punishment, leads to a more productive and enjoyable educational process and makes both teaching and learning easier. It is an integral part of socialising and prepares students for future roles.

As a Catholic school our student management procedures enhance the Christian, moral and ethical values upon which the school exists. Good student management is based on mutual respect, trust and honesty within a caring community whereby the rights of individuals and the community are protected and quality of educational outcomes maximised.

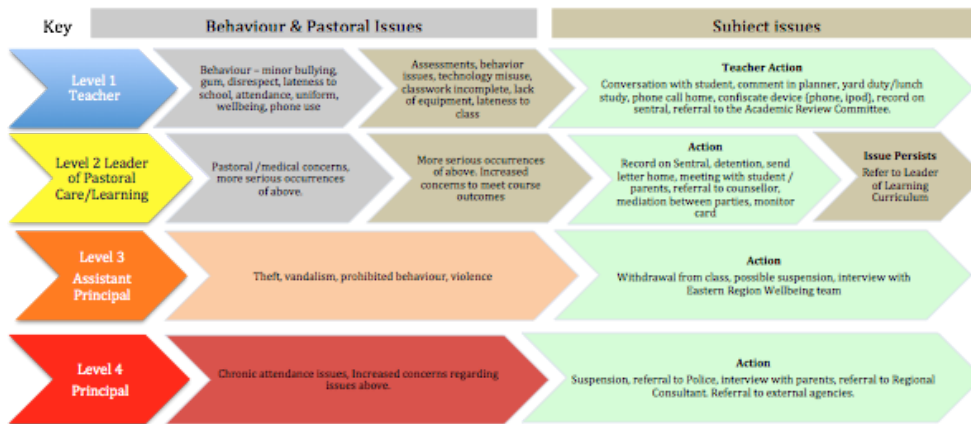
STANDARDS

It is essential that all associated with the college respect the standards set by Jesus. This implies a need for unconditional love, compassion, justice, hope and reconciliation in all circumstances.

It is essential that all within the college community understand and agree to the College Community Rights, Responsibilities and Expectations as outlined below.



Consistency of Care @ OLSH



The Principal has the discretion to invoke any action at any level in the best interests of the individual student.



BEHAVIOUR AND CONSEQUENCES

LEVEL 1	POSSIBLE CONSEQUENCES	FOLLOW UP
<p><u>Subject, Roll Class Teacher and Teacher on duty</u></p> <p><u>Initial incidents of:</u></p> <ul style="list-style-type: none"> ▪ Incorrect Uniform ▪ Classroom littering etc, ▪ Lack of general cooperation ▪ No Homework ▪ Late Submission of work ▪ Late to class ▪ Late to School ▪ Chewing gum ▪ Moderate misbehaviour ▪ Not bringing required equipment to class ▪ Use of Mobile phone, ipod etc. During school time ▪ Out-of-bounds 	<ul style="list-style-type: none"> ▪ DISCUSS THE MATTER WITH THE STUDENT: Teacher meets with the student outside of class time to discuss the problem and attempt to resolve the matter. ▪ PLANNER COMMENT: Note in the planner to parents outlining the concerns – parents to sign the planner to verify they have sighted the comment. ▪ 10-MINUTE DETENTION AFTER SCHOOL: For unacceptable lateness to school, issued by Roll Class Teacher or Leader of Learning Pastoral Care. ▪ LUNCH DETENTION: The teacher detains the student at lunch to address the issue e.g. completion of homework ▪ CONFISCATION OF MOBILE PHONE: Teacher confiscates and gives to A.P, parents to make contact. 	<ul style="list-style-type: none"> ▪ It is important to give students feedback on how they have responded to the discussion with the teacher ▪ Ensure parents have signed Planner. Planners to be checked at regular intervals by Roll Class Teachers, Assistant Roll Class Teachers or Leader of Learning Pastoral Care ▪ Ensure the student has reported for the 10 minute detention. Follow up if necessary. ▪ The teacher supervises the student



LEVEL 2	POSSIBLE CONSEQUENCES	FOLLOW UP
<p><u>Subject, Roll Class</u> <u>Teacher, Leader of Learning</u></p> <p>Continued incidents of level 1 where a variety of strategies have been used to attempt to manage the behaviour but the student has failed to respond, also: <u>Initial</u> incidents of :</p> <ul style="list-style-type: none"> ▪ Minor Vandalism, ▪ Bullying, ▪ Truancy, ▪ Rudeness, ▪ Cheating 	<ul style="list-style-type: none"> ▪ ONE HOUR MONDAY DETENTION: Issued by the teacher – 3.30-4.30pm ▪ LOSS OF DAY-TO-DAY PRIVILEGES: Such as Year 12 early dismissal on Tuesday afternoons (this to be organised in consultation with the Year Coordinator). Also loss of privileges such as representative teams. ▪ EXCLUSION FROM WHOLE SCHOOL ACTIVITIES: Such as Pupil free days – this to be managed in consultation with the Leader of Learning ▪ CONFERENCE WITH OTHER TEACHERS OF THE CORE GROUP (YRS 7-10) OR SUBJECT /ROLL CLASS TEACHER- Discuss strategies with other teachers to support the teacher with the management of the student. ▪ DISCUSS THE MATTER WITH THE KLA LEADER OF LEARNING IF IT IS A 	<ul style="list-style-type: none"> ▪ Teacher supervising the detention is required to liaise with the AP to ensure the student has attended their detention. If student fails to attend the detention they will be required to attend the detention the following Monday (or earlier if possible) ▪ Year 12 Leader of Learning Pastoral Care should liaise with the teacher to support the teacher in giving the student a duty to perform during the Tuesday afternoon. ▪ Leader of Learning to liaise with the A.P. to ensure satisfactory supervision of the student when exclusion from activities occurs.



	<p>SUBJECT RELATED MATTER.</p> <ul style="list-style-type: none"> ▪ DISCUSS THE MATTER WITH THE ROLL CLASS TEACHER /LEADER OF LEARNING PASTORAL CARE IF IT IS A UNIFORM MATTER ETC. ▪ MONITOR CARD: Student is issued with a weekly monitor Card by the Leader of Learning Pastoral Care ▪ LATE AND NON-SUBMISSION OF WORK For students in Years 10 – 12, they are to be referred to the Academic Review Committee ▪ After consultation with the Academic Review Committee or Leader of Learning Pastoral Care for Years 7 – 9, a Warning Letter may be sent home to parents. Parents required to sign return slip ▪ ABSENCE FROM SCHOOL WARNING LETTER: Roll Class teacher informs the Year Coordinator that the student 	<ul style="list-style-type: none"> ▪ For jewellery infringements, the items are confiscated and stored in a file in the AP’s office for collection at the end of each term. ▪ Roll Class teacher signs the monitor card daily- the Leader of Learning Pastoral Care signs the Monitor Card on a regular basis and follows up with constructive comments <ul style="list-style-type: none"> ▪ Leader of Learning Pastoral Care collects and files the return cards. ▪ Academic Review Committee meets fortnightly to deal with assessment appeals and concerns over student progress. ▪ Curriculum Leader of Learning collects and files the return slip.
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	<p>requires a warning letter. Leader of Learning Pastoral Care sends a warning letter home to parents. Parents required to sign return slip.</p> <ul style="list-style-type: none"> ▪ TEACHER INTERVIEWS PARENTS WITH KLA/OR PASTORAL LEADER OF LEARNING: Prior to the interview the Leader of Learning has gathered information regarding the general attitude and behaviour of the student from other subject teachers and the Roll Class teacher ▪ GRAFFITTI REMOVAL: In cases of minor vandalism inform the A.P in writing of the incident and the consequences applied ▪ TRUANCY MAKE-UP TIME: In cases of minor truancy inform the A.P in writing of the incident and the consequences applied 	<ul style="list-style-type: none"> ▪ Ensure the incident and the consequences are recorded in the Student Planner ▪ Ensure the incident and the consequences are recorded in the Student Planner.
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LEVEL 3	POSSIBLE CONSEQUENCES	FOLLOW UP
<p><u>Academic Review Committee</u></p> <ul style="list-style-type: none"> ▪ Late and non-submission of an Assessment Task ▪ Absenting themselves on the day an Assessment Task is due without a Doctors Certificate ▪ Cheating in an Assessment Task ▪ Failure to meet BOSTES requirements 	<ul style="list-style-type: none"> ▪ 1-5 SCHOOL DAYs LATE: In year 7-9, 20% of the total mark will be deducted each day. ▪ MORE THAN ONE DAY LATE/ ABSENCE ON THE DUE DATE OF AN ASSESSMENT TASK WITHOUT A DOCTORS CERTIFICATE: Zero for the task ▪ INTERVIEW: With the Academic Review Committee (Years10 – 12) ▪ CHEATING: Zero for the task ▪ ‘N’ AWARD: Notification to the Board of Studies an ‘N’ Award will be carried out according to the guidelines of the BOSTES and will mean that the student will not qualify for the relevant certification in that given year 	<ul style="list-style-type: none"> ▪ Relevant Letter to be issued to parents. Parents to sign and return the return slip. Return slip filed by Curriculum Leader of Learning. ▪ Parents to be issued with all the relevant warning letters, Principal to be advised of the matter as it progresses. Parents to be interviewed.



LEVEL 4	POSSIBLE CONSEQUENCES	FOLLOW UP
<p><u>ASSISTANT PRINCIPAL IN LIAISON WITH THE RELEVANT LEADER OF LEARNING</u></p> <p>Any repeated incidents from Level 2 & 3 where a variety of consequences have been applied and have failed to modify the behaviour AND</p> <ul style="list-style-type: none"> ▪ Smoking ▪ Use of Alcohol ▪ Theft ▪ Serious Vandalism 	<ul style="list-style-type: none"> ▪ IN SCHOOL SUSPENSION: The student will be required to complete class work within the Front Office Area or in the Classrooms of the relevant Leader of Learning until the issue is resolved. Parents must be informed and interviewed. ▪ REMOVAL OF SRC/LEADERSHIP POSITION: The removal of the position acknowledges the behaviour is not representative of the College and not honouring the bestowed position. Parents must be informed and interviewed ▪ POLICE INTERVIEW: Parents are informed that the Police will interview the student and are given the opportunity to attend the Police Interview. The student is also expected to meet with the School Counsellor. ▪ INTERVIEW WITH THE SCHOOL COUNSELLOR: In the majority of the cases at this level students will be expected to attend a counselling session with the school counsellor or with an outside agency if appropriate 	<ul style="list-style-type: none"> ▪ Parents to be contacted and an interview arranged with the A.P. and relevant Leader of Learning. ▪ Leadership Facilitator be informed and present at the interview with parents ▪ In cases of theft the student is expected to return the stolen goods and pay any outstanding costs incurred due to the theft.



	<ul style="list-style-type: none"> ▪ EXTENDED DETENTION WITH THE ASSISTANT PRINCIPAL: In cases of truancy students will be expected to make up the time lost. This will be negotiated at times convenient to the A.P 	<ul style="list-style-type: none"> ▪ Parents need to be interviewed and provided with a letter detailing the times the student will be expected to remain at school (ideally pupil free days etc.) ▪
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LEVEL 4	POSSIBLE CONSEQUENCES	FOLLOW UP
<p>PRINCIPAL IN LIAISON WITH A.P AND/OR RELEVANT LEADER OF LEARNING</p> <p><u>Continual refusal</u> to respond to any of the above consequences AND</p> <ul style="list-style-type: none"> ▪ Abuse ▪ Violence ▪ Use of Prohibited drugs 	<ul style="list-style-type: none"> ▪ SUSPENSION: The student will be asked to complete studies at home until the behaviour can be resolved. Parents to be interviewed and the student referred to the school counsellor or outside agency. ▪ PROVISIONAL ENROLMENT CONTRACT: Parents and student to be interviewed, both to sign the contract. Student referred to School Counsellor or outside agency 	<ul style="list-style-type: none"> ▪ Principal to interview the student and parents on return ▪ Student may require a monitor card to re-establish trust with the community.