

Related Policies

St Clare's College:

Attendance and Enrolment

Pastoral Care

Safe School

Catholic Education Archdiocese of Canberra & Goulburn:

Student Management (Discipline)

Child Protection

Exclusion, Expulsion and Transfer of Students

Legal Responsibilities and Authority

Restraint of Students

Suspension of Students

Guidelines for Professional Conduct in the Protection of Children and Young People

Rationale/Purpose

The Positive Behaviour (Personal Best) Policy is informed by a commitment to the principles of Restorative Practices. The College aims to promote a sense of responsibility amongst its students and recognises that mistakes will occur. Inappropriate behaviour will not be tolerated but students must also be permitted to repair harm caused by their actions, have an opportunity for personal growth and be provided with strategies to deal with situations in the future.

The College has high expectations regarding behaviour and has set standards for its students. Through our interactions we aim to foster a healthy culture in which high levels of achievement take place within a positive social environment. Our Pastoral Care program is designed to promote high standards of behaviour for our students based on cooperation, mutual responsibility and self-discipline and to promote positive, inclusive relationships among students. This policy, enacted both within the curriculum and co-curricular programs, is designed to be respectful of the dignity and rights of each student and to provide learning opportunities that are responsive to the student's unique growth and development.

The College encourages students to take responsibility for their actions and values their contribution to the College's learning community. Where possible, consequences will have a clear educative value in order to bring about a change in behaviour. Staff, when negotiating such consequences, will be afforded a degree of discretion and will base any actions on their pastoral knowledge of the student, the age of the student and any suggested consequences contained in policy. St Clare's College does not permit corporal punishment of students attending the school. The College does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons (including parents) to enforce discipline at the school.

The Positive Behaviour (Personal Best) Policy reflects our College Vision Statement.

As a Spirited Learning Community, St Clare's College strives to:

- provide an environment where staff and students work cooperatively and respect the rights of each other
- manage positive relationships
- empower young women to reach their potential.

As active participants in the Church's mission, St Clare's College:

- promotes the making of responsible choices
- nurtures an environment in which a person's dignity and integrity are valued and protected
- is committed to justice through the recognition of responsibilities, reconciliation, rehabilitation and respectful relationships.

Policy

St Clare's College adheres to the Catholic Education Archdiocese of Canberra and Goulburn's Student Management (Discipline) Policy. This policy can be accessed via the following link.

[https://intranet.cg.catholic.edu.au/formandpolicies/Lists/Policies%202015/Attachments/101/Student%20Management%20\(Discipline\)%20Policy.pdf?Web=1](https://intranet.cg.catholic.edu.au/formandpolicies/Lists/Policies%202015/Attachments/101/Student%20Management%20(Discipline)%20Policy.pdf?Web=1)

Procedures

Rights and Responsibilities

The expectations of St Clare's College regarding student behaviour are clearly outlined in the enrolment form signed by all parents. Students are expected to adhere to the school's standards for:

- behaviour, dress and self-discipline
- application to course work and study
- participation in College activities

All students, staff and parents have responsibilities to fulfil. When these responsibilities are met the rights of all are protected.

We all have a RIGHT to:	We all have a RESPONSIBILITY to:
Be treated justly and respectfully.	<ul style="list-style-type: none"> ✓ Be courteous, respectful and well-mannered at all times. ✓ Make responsible and thoughtful choices. ✓ Avoid swearing and the use of aggressive or antagonistic language.



Positive Behaviour (Personal Best)

	<ul style="list-style-type: none"> ✓ Be truthful. ✓ Be fair, caring and considerate through actions and behaviours at all times. ✓ Avoid actions that cause mental and physical harm to others such as harassing, teasing, fighting and bullying. This also includes throwing objects and playing dangerous games. ✓ Observe the 'HANDS OFF' rule at all times.
<p>Be provided with a range of learning experiences in well managed environments that meet individual needs.</p> <p>Have all work expectations made clear.</p> <p>Receive timely, respectful and constructive feedback.</p>	<ul style="list-style-type: none"> ✓ Participate actively and positively in learning in all classes. ✓ Respect the rights of others to learn in the classroom environment by not engaging in disruptive behaviour. ✓ Complete all assigned learning tasks on time and to the best of one's ability. ✓ Complete all assigned learning tasks with respect to intellectual property. ✓ Use technology in an appropriate manner. ✓ Be punctual at all times. ✓ Disseminate required information to parents and/or guardians.
<p>Have all personal property respected.</p>	<ul style="list-style-type: none"> ✓ Show respect for the property and the environment of the College and others by not chewing gum, littering or damaging or interfering with property.
<p>Be provided with a selection of challenging and enjoyable co-curricular activities.</p>	<ul style="list-style-type: none"> ✓ Participate actively and positively in College events.
<p>Feel safe and secure.</p>	<ul style="list-style-type: none"> ✓ Abstain from the supply, possession, and use of any illegal or legal drugs, (except for medical



Positive Behaviour (Personal Best)

	<p>reasons) while at the College, on College related activities or travelling to and from the College.</p> <ul style="list-style-type: none"> ✓ Report anti-social behaviour to relevant staff. ✓ Keep school bags and personal belongings in lockers that have a school approved padlock. ✓ Refrain from inviting outside visitors to school.
<p>Benefit from the opportunities that exist from membership of the College community.</p>	<ul style="list-style-type: none"> ✓ Behave outside of the College in such a manner that the image of the College is not negatively affected or brought into disrepute. ✓ Wear the College uniform in the stipulated and appropriate manner. ✓ Maintain a clean and neat appearance. ✓ Participate in the spiritual life of the College showing respect for the beliefs of all community members.

Student Movement & Behaviour Expectations

General boundaries and rules have been established by the College to maintain the health, safety and wellbeing of all members of the College community.

They are as follows:

Student Movement

Upon arrival:

- All students must enter the school grounds immediately via the pedestrian walkways. Senior students may go to the Wall Wing. Year 7-10 students should proceed directly to the Quad and Cafeteria areas. Students who arrive after 8.55am are to enter via the door next to Student Administration and sign in. Students are not permitted to enter the school via the circular drive or Front Reception.

At recess:

- Students are to move outside and are not permitted to eat or drink inside the College buildings (with the exception of the Cafeteria) or classrooms unless wet weather procedures have been implemented. In wet weather students are not permitted to eat on any carpeted area. Students are not permitted behind the library, behind or



inside the gymnasium or in the area between the circular driveway and the main staff car park entrance.

- Senior students are permitted to sit on the Clare Lawn, Wall Wing Lawn and the area below the circular driveway. St Edmund's senior students are permitted to spend their time on the Clare Lawn only. Senior students are not permitted to be in the area behind the library, behind or inside the gymnasium or in the area between the circular driveway and the main staff car park entrance. Sitting on the circular drive is not permitted. Senior students are not permitted to eat on any carpeted area.

At lunch:

- Students are to move outside and are not permitted to eat in the College buildings (with the exception of the Cafeteria) or classrooms unless wet weather procedures have been implemented. Eating is not permitted on the oval.
- Students are to move to the cafeteria, the quads or the top of the oval.
- Senior students are permitted to sit on the Clare Lawn and Wall Wing Lawn. St Edmund's senior students are permitted to spend their time on the Clare Lawn only.
- Any students wishing to work in a classroom must be supervised by a teacher.

During scheduled lessons:

- All junior students must attend scheduled classes under the supervision of their class teachers.
- Junior students may leave class provided they have a note signed by a Coordinator or they have had their Student Organiser signed by their class teacher.
- If a junior student wish's to leave class to attend an appointment they are to show their signed note to their class teacher before leaving. The note must be handed in at Student Administration and the student sign out before leaving the College grounds.
- All senior students must attend scheduled classes under the supervision of their class teachers. During study periods students may go to the Library, their designated Senior Study room, the Cafeteria, the Wall Wing Lawn or the Clare Lawn.

Parking

- Senior Students must park in the designated surrounding street parking zones and not in visitor or staff car parks. All students who regularly drive to school must complete a student vehicle registration form and lodge it at the school.

Students are not permitted to:

- Eat chewing gum
- Litter or damage school property
- Use offensive language
- Be in possession of or consume alcohol, tobacco or illicit drugs OR be in the company of other students in possession of, or consuming alcohol, tobacco or illicit drugs



- Take property belonging to staff, students or the school
- Take bags to class
- Harass other students
- Use technology during class unless permitted by the teacher
- Invite visitors to the school.

Use of the College Lift

Students are permitted to use the lift if they have a lift pass. Lift passes are issued to students who are unable to use the stairs due to illness, injury or disability. Students are permitted to have one companion with them when using the lift and a list of these students is kept by the First Aid Officer.

Lockers:

- students are issued with a locker for the duration of the school year
- the locker remains the property of the College and can be inspected at any time
- store only personal belongings in the locker
- ensure that locker is padlocked with the College issued "Master Lock" combination lock
- ensure that locker is clean and graffiti free
- clear and clean locker at the end of each semester.

Student Behaviours

Conduct

Students are required to:

- know, understand and adhere to our Positive Behaviour (Personal Best) Policy
- behave, both in public and at the College, in a manner creditable to the College and themselves
- be sensitive to the rights of everyone who works and lives in the vicinity of the College
- always be respectful towards and follow the instructions of staff at the College
- always be respectful towards their peers
- follow the electronic equipment policy and be mindful of their online presence
- accept that illegal conduct (smoking, possession and/or use of alcohol or illicit drugs) in College uniform is prohibited at all times
- accept that bullying or harassment of any individual in any form is prohibited at all times.

Work Ethic

Students are required to:



- ensure their behavior promotes a positive learning environment in classes
- use time at school productively for learning
- take responsibility for the completion of assessment items and associated study
- actively seek assistance if they are struggling with their study load for any reason
- use their locker as a learning tool by ensuring their locker is padlocked with the College issued "Master Lock" combination lock, keep their locker is clean and graffiti free and store only their own personal belongings in the locker
- students will be asked to clear and clean locker at the end of each semester and should be aware that their locker can be inspected at any point.
- participate in and be supportive of all House and Pastoral activities
- share the responsibility for keeping our learning environment clean
- engage in positive relationships with all members of our community.

Uniform & Personal Presentation

Students are required to:

- wear the College uniform correctly at all times
- obtain a uniform pass from their PC Leader or Year Co if out of uniform for any reason
- project a positive image of the College whenever in uniform
- wear appropriately modest clothing, including enclosed footwear for practical classes, if a uniform free day is held
- Facial piercings are NOT permitted at St Clare's College.
- Small studs or sleepers may be worn in the ear – only one in each
- A discreet chain with a religious symbol may be worn around the neck
- Other rings, earrings, brooches, necklets or decorations may not be worn with the uniform and may be confiscated if worn
- Hair is to be tidy at all times and of a natural colour. Extreme styles or colour changes are not permitted.
- Junior students are not permitted to wear makeup or nail polish.
- Senior Students may wear discreet makeup and/or discreet nail polish.

Attendance

Students are required to:

- know, understand and adhere to the directions outlined through the Senior and Junior Student Movement posters displayed around the school
- attend Pastoral Care class every morning
- attend and participate positively in every scheduled lesson
- follow College policies regarding absences from school
- report to the First Aid Office if feeling unwell



- sign in/out from Student Administration if leaving the school for any reason during the day

Student Behaviour Management

Behaviour management is the responsibility of every member of staff and all staff are expected to familiarise themselves with the Positive Behaviour (Personal Best) Policy to effectively do so. The general boundaries and rules governing student behaviour and the process and protocols for monitoring these can be found within this policy.

Students who have not met school expectations in relation to their behaviour will have a discussion with their teacher to deal with any underlying issues and take appropriate steps to resolve the situation or behaviours. Teachers should use the construct of a Restorative Conversation for this discussion.

Restorative Conversation Key Questions

- What happened?
- How did it happen?
- How did you act?
- Who do you think was affected?
- How were they affected?
- How were you affected?
- What needs to happen to make things right?
- If the same thing happens again how could you behave differently?

If the situation/behaviour continues, the teacher should review the students' records and contact the students' parents in an effort to resolve the situation/behaviour. Restorative Reflection practices may assist at this level.

Restorative Reflection

- Written apology
- Written reflection
- Time out for reflection (recess or lunch)
- Time out for more in depth restorative conversation (recess, lunch, afterschool)

If the situation/behaviour continues the teacher will inform the relevant Coordinator of the situation/behaviour. The Coordinator will communicate/liaise with the teacher, student and the students' parents about solutions. This may involve either of the above restorative practices and/or academic assistance.

Academic assistance (examples only)

- Academic organization assistance
- Homework club
- Tutoring
- Additional or targeted resourcing



- After school academic catch-up sessions

If the situation/behaviour continues the Coordinator will consult/meet with the student and their parents to evaluate the situation/behaviour and the schools response to it. Further restorative practices and/or academic assistance may be implemented to assist the student manage their behaviour.

If the situation/behaviour continues the Coordinator will consult/meet with the Dean to discuss forward progress. The Dean will work with the Coordinator, the student and their parents to evaluate the schools response, discuss progress so far and implement proposed solution. Further restorative practices, academic assistance and/or disciplinary measures may be implemented to assist the student understand and manage their behaviour.

Disciplinary Measures

- Lunchtime/After School Community Service is given for repetitive minor class, uniform, attendance or playground infringements.
- The student is placed on a Behaviour Management card that they are obliged to have filled out by all of their class teachers.
- The student is restricted to certain areas of the school, such as the library or other suitable time out space, during recess or lunch.
- The student has their access to the College Network removed.
- The student is removed from a class for a set period of time. The student will complete work from that class in supervised isolation.
- The student is excluded from participating in sporting and/or extra-curricular events until such a time as the situation/behaviour is rectified.
- The student is obliged to contribute to and sign a behaviour management plan that outlines school expectations and consequences clearly.
- The student is placed on in-school suspension.
- The student is suspended from school

If the situation/behaviour continues the Coordinator and the Dean will consult/meet with the relevant Assistant Principal to discuss forward progress. The Assistant Principal will work with the Coordinator, the Dean, the student and their parents to evaluate the schools response, discuss progress so far and implement proposed solution. Restorative practices, academic assistance and/or significant disciplinary measures may be implemented to assist the student understand and manage their behaviour.

Significant Disciplinary Measures

- The student is placed on in-school suspension
- The student is suspended from attending school (1-3 days)
- The student is suspended from attending school for a significant period of time (over 3 days)



- A meeting is held with the Principal, the Assistant Principal and the students' parents to discuss the feasibility of continued enrolment at the College. The student may be placed on a Conditional Enrolment.
- The student may be excluded from attending the College.

Student Record Keeping

When entering student behaviours and staff responses to those behaviours in our electronic database' staff should ensure that they:

- Write factually and clearly of the circumstances and record what action they are taking in response
- Act in accordance with the Student Behaviour Management flowchart
- Notify all relevant staff who are involved in that students welfare
- Restrict the information to the appropriate staff

Suspension and Exclusion

Under the Education Act 2004 a student may be suspended (internal or external) or excluded from school if she:

- Is persistently and wilfully non-compliant
- Threatens to be violent or is violent toward another student, member of staff or anyone else involved in the school's operation
- Acts in a way that otherwise threatens the good order of the school or the safety or wellbeing of another student, staff member or anyone else involved in the school's operation
- Consistently displays behaviour that is disruptive to the student's learning or the learning of other students.

Suspension

The Principal may immediately suspend a student for up to 5 days if the circumstances are serious enough to warrant an immediate suspension. The Principal may not suspend a student for longer than 20 days in any school year.

The following processes apply in the decision to suspend a student:

- The matter is investigated by the Assistant Principal
- The matter is discussed with the student in the presence of her parents/guardians (where appropriate) to ascertain her position or reasons for her behaviour
- The student is given information about the decision-making process and is given the opportunity to participate in the process
- The Assistant Principal discusses with the Principal the decision to suspend the student
- The decision to suspend the student is made; suspension may be internal or external



- The decision to suspend the student is communicated to the student and her parents/guardian
- The student's parents receive written notification of the suspension from the Principal or Assistant Principal
- The Principal or Assistant Principal informs the Director of the CEO of the decision to suspend the student.

Where appropriate:

- The student is given reasonable opportunity to continue her education during her suspension
- The relevant teaching staff, Curriculum and Pastoral Coordinators are notified
- A referral to the College Counsellor is made.

In all cases:

- The behaviour and suspension and associated paperwork are accurately recorded
- More detailed records of the issue are filed in the Pastoral Coordinator Share Drive or the Executive Drive
- The suspension is noted as an 'Explained Absence' on the Attendance Roll

Exclusion

The decision to exclude a student is viewed as very serious and before this decision is made the College makes every effort to employ strategies designed to assist the student to gain counselling, make appropriate choices and to modify her behaviour in order for her to retain her place. These strategies are employed in consultation with the student and her parents.

They may include:

- In school suspension
- Out of school suspension
- Conditional Enrolment Contract
- Psychological Assessment
- Counselling
- Referral to Outside Agencies

Note: The Conditional Enrolment Contract is a written agreement made between the student, her parents and the College. The agreement outlines College expectations in relation to behaviour, attendance, uniform and assessment or other relevant matters, which the student is required to achieve within a given timeframe. It may also require the student to attend counselling or to seek a referral to outside agencies. It is agreed to by the student, and signed by her parents and the Principal. The agreement is reviewed at the end of the agreed timeframe after which it may be extended or terminated.

The following processes apply in the decision to exclude a student:

- The matter or matters are investigated by the Assistant Principal and are discussed with the student and her parents
- A recommendation to exclude the student is made by the Assistant Principal to the Principal
- The matter or matters are discussed by the Principal and/or Assistant Principal with the student in the presence of her parents to ascertain her position in relation to the matter or matters or reasons for her behaviour/s
- The student is given information about the decision-making process and is given the opportunity to participate in the process
- The decision to recommend to exclude the student is made by the Principal
- The decision to recommend to exclude the student is communicated to the student and her parents by the Principal
- The Principal informs the Director of the CEO in writing of the decision to recommend to exclude the student which includes the reasons for the decision
- The Director makes the decision and the student's parents receive written notification of the exclusion from the Principal which includes information about the appeals process.

Following the exclusion:

- Efforts are made by the College where appropriate to facilitate the re-enrolment of the student at another school
- The relevant teaching staff, Curriculum and Pastoral Coordinators are notified
- Detailed records of the matter or matters are filed in Student Records.

Approved by:	Executive
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St Clare's Contact Officer	Assistant Principal Pastoral Care