**POSITIVE BEHAVIOUR (PERSONAL BEST) POLICY**

(Incorporating Student Management Procedures)

This policy should be read in conjunction with the following CEO and St Clare’s College policies and handbooks: Child Protection, Safe Schools, Electronic Equipment Use, Student Cyber Safety and Acceptable Computer Use and the Student Organiser, Senior and Junior Handbooks.

**Philosophy**

St Clare’s College is a Spirited Learning Community committed to providing a holistic education for young women, where they can develop spiritually, academically, socially and physically into confident, contributing members of society who are sensitive towards the needs and feelings of others. We are committed to promoting Gospel values of love, peace, joy and hope and to providing a safe and empowering environment.

St Clare’s policies and practices are designed in such a way that the students develop positive social values, resulting in appropriate, quality behaviour. 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.

**Policy Goals**

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.

**Rationale**

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.

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 and when these responsibilities are met the rights of all are protected.

<table>
<thead>
<tr>
<th>We all have a RIGHT to:</th>
<th>We all have a RESPONSIBILITY to:</th>
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<tr>
<td>Be treated justly and respectfully.</td>
<td>✓ Be courteous, respectful and well mannered at all times.</td>
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<td>✓ Make responsible and thoughtful choices.</td>
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<td>✓ Avoid swearing and the use of aggressive or antagonistic language.</td>
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<td>✓ Be truthful.</td>
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<td>✓ Be fair, caring and considerate through actions and behaviours at all times.</td>
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<td>✓ Avoid actions that cause mental and physical harm to others such as harassing, teasing,</td>
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<td>fighting and bullying. This also includes throwing objects and playing dangerous games.</td>
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<td>✓ Observe the ‘HANDS OFF’ rule at all times.</td>
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<td>Be provided with a range of learning experiences in well managed</td>
<td>✓ Participate actively and positively in learning in all classes.</td>
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<td>environments that meet individual needs.</td>
<td>✓ Respect the rights of others to learn in the classroom environment.</td>
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| Have all work expectations made clear. | by not engaging in disruptive behaviour.  
| Receive timely, respectful and constructive feedback. | ✓ 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.  
| Have all personal property respected. | ✓ Show respect for the property and the environment of the College and others by not chewing gum, littering or damaging or interfering with property.  
| Be provided with a selection of challenging and enjoyable co-curricular activities. | ✓ Participate actively and positively in College events.  
| Feel safe and secure. | ✓ Abstain from the supply, possession, and use of any illegal or legal drugs, (except for medical reasons) while at the College, on College related activities or travelling to and from the College.  
| | ✓ 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.  
| Benefit from the opportunities that exist from membership of the College community. | ✓ 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.  

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Page 3 of 9 17/01/2014
Student 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:

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 obtain a late pass. 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 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 wishes 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
• 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 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, the general boundaries and rules governing student behaviour and the process and protocols for monitoring these.
Teacher faced with behavioural concern

Teacher attempts to deal with the concern themselves

- The matter is discussed with the student (Restorative Chat)
  - 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?
  - Restitution or a consequence appropriate to the seriousness of the behaviour is decided upon
  - The consequence is communicated to the student

Where appropriate

- The parents of the student are notified
- The relevant Faculty, Pastoral Coordinator or Assistant Principal are notified
- A referral to the College Counsellor is made

In all cases

- The behaviour and consequence are entered in behaviours records in MOLE
- More detailed records of the issue are filed in the Year Coordinator Share Drive
Record Keeping in MOLE

When entering into ‘Behaviours’ staff should ensure that they:

- Select and complete the appropriate behaviour level, behaviour and consequence codes
- Click the ‘email notification’ link that will create a new email to be sent to Faculty and Pastoral Coordinators and AP Pastoral Care. Then send the email.
- Complete the ‘viewing access restrictions’ box to restrict access to Executive only or Executive and Coordinators only if the matter is sensitive.

Consequences

The consequences for behavioural concerns are varied and are graded based upon the seriousness of the issue and may include the following:

- **Lunchtime Community service** is given for minor class, uniform, attendance or playground infringements. If a student is issued a slip she reports to the staff member on duty and remains under his or her supervision for the duration of the community service. The teacher on duty then signs the slip and the student returns it to the issuing teacher.

- **Parent Phone Calls** should be made by teachers and/or Coordinators as early as possible once an aberrant behaviour has been identified.

- **Parent Interviews** can be requested by teachers and/or Coordinators if poor behaviour choices are ongoing.

- **Coordinator and/or Executive Interviews** can be requested in an effort to communicate the seriousness of the ongoing issues to the students.

- **A morning or afternoon Reflection Period** may be issued for more serious or recurring infringements in consultation with, and signed by, the Faculty or Pastoral Coordinator. Parents are notified of a Wednesday Reflection Period, the reason for the consequence and its duration. They are supervised by Faculty or Pastoral Coordinators.

- **Exclusion from sporting and extra-curricular activities** for a stated period of time

- **Suspension of use of the College Network**

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 Pastoral Care
- 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 Pastoral Care 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 Pastoral Care
- The Principal or Assistant Principal Pastoral Care 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, Faculty and Pastoral Coordinators are notified
- A referral to the College Counsellor is made.

In all cases:

- The behaviour and suspension are entered in Behaviours Records in MOLE
- 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 Pastoral Care and are discussed with the student and her parents
• A recommendation to exclude the student is made by the Assistant Principal Pastoral Care to the Principal
• The matter or matters are discussed by the Principal and/or Assistant Principal Pastoral Care with the student in the presence of her parents to ascertaining 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, Faculty and Year Coordinators are notified
• Detailed records of the matter or matters are filed in Behaviours Records and in the student’s file.

(Last updated November 2014)