



Mount Lilydale Mercy College

Responsible Behaviour Policy - Consequences

Individual teachers are encouraged to take responsibility for the allocation of appropriate sanctions for students whose behaviour is unacceptable and impinges on the rights of others.

In situations where Year Level Coordinators and other senior staff are involved, it is essential that the individual teacher who has reported the behaviour be actively involved in determining and implementing the sanction. This involvement helps to reinforce the individual teachers professional standing in the eyes of the student.

After School Detentions:

The issuing of a detention is a serious matter. In most circumstances it will occur only after other avenues have been explored.

WEDNESDAY (McAuley) / THURSDAY (Barak) NIGHT DETENTION:

Time: 3.30 - 4.30pm.

Teacher Process:

- The detention pro-forma is to be completed by the subject teacher and signed and dated by the Year Level Coordinator.
- The subject teacher will inform the student that a detention has been given. A copy of the detention notice will be issued by the subject teacher.
- Wherever possible, parents will be given a minimum of four school days notice of their son / daughter's detention.
- A cumulative list of detentions is to be kept by the Year Level Coordinator on SIMON Student Behaviour Tracking program.

Student Process:

- Return the detention form with parent signature from the detention notice to the staff member supervising the detention.

A Wednesday/Thursday Night Detention will be given for the following:

- Incorrect uniform without appropriate Uniform Pass (a pass will be issued after the Homeroom Teacher has received a note from the parent/guardian.)
- Wearing of make-up or jewellery.
- Persistent untidy uniform, e.g. shirt continually untucked.
- Lack of punctuality to class or to school (three times in a term).
- Chewing of gum /eating in class.
- Non-attendance at a scheduled class or assembly without appropriate permission.
- Being in an out of bounds area without permission.
- Continued disruptive behaviour, which has an adverse impact on the learning of others.
- Careless disregard of the property of others (student/staff/College).
- Acting in an irresponsible manner, which may cause damage or harm, e.g. throwing things, running in corridors.
- Deliberate rudeness, abusive or offensive language or behaviour towards others.
- Deliberate misrepresentation of the truth.
- Failure to attend a lunchtime detention. Any other behaviour considered worthy of a detention by a Year Level Coordinator, Campus Director or Deputy Principal.

NOTE:

If a student is unable to attend a Wednesday / Thursday Detention, a parental note is to be given to the Year Level Coordinator or Campus Director prior to the detention date. Staff are required to check the supervision roster which is published at the start of the school year. Detention work and the list of students for the detention class can be obtained from the relevant Campus Director.

FRIDAY NIGHT DETENTION:

Time: 3.30 – 4.50pm

Teacher Process:

- As for Wednesday / Thursday night detention.
- A Friday Detention will be given for the following:
 - After attending two Wednesday/Thursday night detentions within a term.
 - Challenging the authority of a staff member, whether outright or through repeated non co-operation.
 - Behaviour, which may constitute a Wednesday / Thursday detention, but where it is seen to be of a more serious nature e.g. throwing of an object which strikes another student.
 - Failure to attend a Wednesday / Thursday detention without written parental advice.
 - Being in the company of smokers.

NOTE:

If a student is unable to attend a Friday detention, a parental note is to be given to the Year Level Coordinator prior to the detention date. Staff are required to check the supervision roster which is published at the start of the school year. Detention work and the list of students for the detention class can be obtained from the Campus Director.

SATURDAY DETENTION:

Time: 8.30am - 10.30am

Teacher Process:

- Subject teacher/class teacher and Year Level Coordinator to gain approval from Campus Director or Deputy Principal.
- Campus Director or Deputy Principal to check that the detention is in accord with the CEOM Policy 22.26.
- A detention notice will be sent home to the parents/guardians informing them of the reason for and date of the detention. Wherever possible, five school days notice is to be given.
- A copy of the detention notice is to be placed on the SIMON Student Behaviour Tracking.
- A cumulative list is to be kept by the Campus Director.

Student Process:

- Return the signed form to the staff member supervising the detention.
- Full school uniform is to be worn to the detention.
- Students are to wait for the supervising teacher outside Dublin House Reception.
- Sport or part time employment commitments are not valid reasons for gaining exemption from Saturday Detentions.

A Saturday Detention will be given for the following:

- Failure to attend a Friday detention without written parental explanation prior to the detention date.
- After attending two Friday Detentions in a term.
- Being in possession of cigarettes while
 - in uniform;
 - attending a College function; or
 - on the College premises (first and second offence).
- Smoking while
 - in uniform;
 - attending a College function; or
 - on the College premises (first and second offence).
- Truancy (absenting oneself from the College without permission i.e. without a parental note and Early Pass).
- Forging parent/guardian signature.
- Deliberate and/or premeditated harassment of another person.
- Deliberate acts of vandalism against the property of a student/member of staff/College.
- Serious misuse of College facilities.
- Leaving the College grounds without permission.
- Disregard for acceptable standards of behaviour in a public place while in College uniform.
- Behaviour which is contrary to the aims and philosophy of the College.

NOTE:

If a student is unable to attend a Saturday Detention, a parental note is to be given to the Campus Director prior to the detention date. However this would only be in exceptional circumstances and another date would be set.

Consequence of failure to attend a Saturday detention without notification is at the discretion of the Campus Director and Deputy Principal who will discuss the matter with the student's parents.

Serious Offences

Definition of a Serious Offence: (according to CEOM Policy 2.26 "Pastoral Care of Students in Catholic Schools")

A serious offence is defined as activities or behaviour of a student which:

- seriously undermines the ethos of the Catholic school; and/or
- consistently and deliberately fails to comply with any lawful order of a Principal or teacher; and/or
- is offensive or dangerous to the physical or emotional health of any staff member or any student; and/or
- consistently and deliberately interferes with the educational opportunities of other students.
- some serious offences are, by their nature, criminal offences, e.g. theft, assault, vandalism, and schools are obliged to observe certain legal requirements.

Behaviour Management Support Group

In accordance with CEOM Policy 2.26 “Pastoral Care of Students in Catholic Schools”, in order to deal with serious offences, appropriate people will be called together by the Deputy Principal or Principal to determine the appropriate course of action. This group of people will be called the "Behaviour Management Support Group". This group provides a forum for collaborative decision-making, in the light of civil, diocesan, school and, most importantly, pastoral accountability.

The process described here acknowledges that in some instances, where the behaviour of a student is deemed to cause immediate or ongoing harm, distress or danger to others, it may be necessary to withdraw or suspend him/her from the student community, pending the deliberations of the Discipline and Welfare Group.

Role and Responsibility of the Behaviour Management Support Group

It is the responsibility of the Behaviour Management Support Group to address the following objectives:

- consider the behaviour of the student and the implications for the student and the school community
- consider the personal and social needs of the student, and how they may best be responded to
- determine what behaviour management action within the school’s stated processes is most appropriate
- identify strategies to assist the student, following successful behaviour management, to re-establish his/her place satisfactorily in the school community
- ensure that decisions of the Behaviour Management Support Group are implemented
- access any relevant agencies to provide support.

Composition of the Behaviour Management Support Group

This group will be chaired by the Deputy Principal -Director of Students, and may include the following:

- The Principal
- The Deputy Principal
- Campus Director
- Parent(s) or Guardian(s) of the student
- If requested, a parent/guardian support person, nominated by the parent/guardian
- The Year Level Coordinator of the student
- The Class Teacher of the student
- The Student
- Other specialist personnel, e.g. School Counsellor, Student Wellbeing Officer, Family Support Worker, other experts.

If consensus about an appropriate course of action is not achievable, the Principal takes responsibility for the final decision.

Possible Consequences of a Serious Offence

- Saturday Detention
- Internal Suspension
- External Suspension
- Contractual arrangements
- Negotiated transfer
- Expulsion.

Suspension

The suspension of a student is a serious disciplinary measure. Suspension may be of two kinds:

- Internal - suspended from classes but still at school.
- External - suspended from classes and from school.

A student shall not be suspended from school for a period of time greater than 9 school days in any one year.

A suspension can only be issued by the Campus Director, Deputy Principal or Principal.

If the Behaviour Management Support Group considers suspension to be the most appropriate action, the following matters need to be discussed:

- the legal and pastoral responsibilities of the parent/s during the time of the proposed suspension;
 - the school's responsibility for providing learning material; monitoring the progress of the student on his/her return;
 - the school's responsibility for reviewing and evaluating its own policies and procedures in the light of the experience.
- A Student may be suspended for the following:
 - Smoking or being in possession of cigarettes while in uniform/attending a College function/on College premises (third offence).
 - Being in possession of alcohol or illicit drugs while in uniform/attending a College function/on College premises/any off-campus College activity.
 - Drinking alcohol or taking illicit drugs while in uniform/attending a College function/on College premises/any off-campus College activity.
 - Continued deliberate and/or premeditated harassment of another person.
 - Any criminal act including vandalism, assault and theft.
 - Acts of physical violence towards another person.
 - Gross or repeated rudeness, abusive or offensive language or behaviour.
 - Serious and deliberate misbehaviour, which is contrary to the aims and philosophy of the College.
 - A student may also be suspended for any serious offence where it is not possible to give the normal consequence of a Saturday detention.

Contractual Arrangements

Contractual Arrangements can be defined as an agreement that is reached between the school, the student and parent(s) or guardian(s) regulating the student's continued enrolment in the school.

If a contract is deemed to be the most appropriate action, the following matters need to be considered and written into the contract:

- expectations regulating the student's behaviour,
- class and timetable arrangements including any specific scheduling of sessions;
- duration of contract;
- means by which the student will be monitored during this arrangement; and
- consequences should the student fail to comply with the conditions outlined in the contract.

Negotiated Transfer

Negotiated Transfer can be defined as an action, which involves a change of school, by a student either between Catholic schools or to a school within another sector.

In the case of students who are of post-compulsory school age, a wider range of options might be considered. For example, arrangements might be made for a transfer, either temporary or permanent, to the workforce, or to a higher education or training institute.

The following matters need to be considered:

- the environment which would best provide for the student's emotional, social and spiritual needs;
- the school which would provide an educational program suited to the student's interest, ability and aspirations;
- the process by which the transfer will be negotiated;
- the support required by the student and parent(s) or guardian(s) in making the transition;
- the role of the school in maintaining support to the student once the transition has taken place; and
- the means by which the process will be evaluated and the decision made reviewed.

If the Negotiated Transfer cannot be resolved, the Director of the appropriate Catholic Education Office is to be informed in writing.

Expulsion

This sanction should be applied rarely and in grave circumstances. Only the Principal has the power to expel. The prior approval of the Director of Catholic Education of the diocese must be sought before a student is dismissed. The rights of the parties involved in negotiation of expulsion must be protected at all times with Christian charity and justice being the motive for all actions taken.