



Good Samaritan Catholic College Student Management Policy and Procedures

The “Student Management” policy at Good Samaritan Catholic College aims to facilitate personal development and self discipline among students. This policy also seeks to promote the well being and good order of the community.

In accordance with the Pastoral Care Policy provisions, Good Samaritan Catholic College aims to:

- Establish student management procedures which empower students to value themselves and to experience well-being and success
- Foster an environment wherein individual rights, responsibilities and talents can be acknowledged and respected
- Develop an appreciation of basic Gospel teachings of respect, faith, hope, love acceptance, justice and forgiveness.
- Establish guidelines and procedures that are to be followed, where breaches of school rules and “Expectations” occur, to correct student behaviour.
- Operate under the Child Protection Code of Professional Standards for Employees in Catholic Schools

Approaches to Student Management

It is acknowledged at Good Samaritan Catholic College that student management can be promoted via both affirmation and behaviour modification strategies.

Affirmation

- Positive reinforcement is one of the most powerful tools to influence behaviour and every effort should be made to encourage, praise, affirm and recognise students for their efforts and achievements.

“ We will acknowledge the individuality of all members of our community and value the gifts they bring with them to our shared journey. All members of our community are encouraged to explore their potential and strive for personal excellence.” (College Mission Statement) Affirmation and positive reinforcement are very positive ways of managing students. Therefore, every effort should be made encourage, praise, affirm and recognise students for individual achievements and efforts through:

- Establishing positive relationships with all students
- Structuring Pastoral Care classes vertically and in the House system to promote and support House spirit and relationships across year levels.

- Structuring Pastoral Care classes horizontally to cater for needs of specific year groups.
- Using the diary to acknowledge student achievement
- Celebrating student achievements and talents at year, house and school assemblies
- Highlighting student achievements in college publications e.g newsletter / magazine
- Creating opportunities for students to nurture and develop talents at liturgies, assemblies, performance nights and exhibitions
- By issuing awards in accordance with the College Award System.
- By giving regular constructive feedback at every opportunity as well as at Parent, Teacher, Student Interviews and in Semester reports
- By giving guidance and counselling so that students are able to make informed decisions throughout their school life.

Modifications

Behaviour modification at G.S.C.C reflects our belief that students are at various stages on a life long journey and it is our role to help them become responsible and self-disciplined. It is our intention, as teachers, to address behaviours that deviate from the guidelines published in various policies and the College diary through:

- Clearly outlining class and whole school behaviour expectations to students
- Communicating to students in a non-confrontational way, how their behaviour deviates from the school guidelines for behaviour.
- Exploring circumstances / seeking background information that may have contributed to the behaviour
- Using the student diary to record and communicate inappropriate behaviours.
- Using of a variety of modification strategies appropriate to the individual student's behaviour
- Collaborating with relevant personnel in the College to manage the behaviour.
- Following CEO guidelines in "Pastoral Care of students in Catholic Schools"

The use of corporal punishment is expressly forbidden at this College or in the education system.

GUIDELINES

In the operation of this policy it is acknowledged that:

- Staff, in dealing with students will ensure that their rights, fundamental freedom and personal dignity will be maintained.
- Each teacher is responsible for encouraging that good student management is maintained in their classroom and in the playground at all times.
- Teachers should ensure that all students are aware of their responsibilities as members of the college community.

Student Rights and Responsibilities

All students at Good Samaritan Catholic College have rights and responsibilities

RIGHTS	RESPONSIBILITIES
<p>You have a right to feel happy and safe at school.</p>	<p>You have a responsibility to behave safely, refrain from using illegal substances or dangerous items.</p> <p>You have a responsibility to respect the property of others and of the college.</p> <p>You have a responsibility to keep the school environment clean and orderly.</p> <p>You have a responsibility to speak up when you know there are issues that affect either yours or another student's well-being.</p>
<p>You have a right to be respected as a person. This means you being treated with dignity and accepted as an individual.</p>	<p>You have a responsibility to treat other people with respect.</p> <p>You have a responsibility to listen to others and include them in activities.</p> <p>You have a responsibility to report any incidents of bullying.</p>
<p>You have a right to a quality education.</p>	<p>You have a responsibility to attend school, be punctual and prepared for classes and to complete set work to the best of your ability.</p> <p>You have a responsibility to allow others to work without distraction.</p> <p>You have a responsibility to listen to advice and follow directions.</p>
<p>You have a right to "have life and have it abundantly" John 10:10</p>	<p>You have a responsibility to involve yourself in all aspects of college life.</p> <p>You have a responsibility to show stewardship for the environment.</p> <p>You have a responsibility to know and accept the values on which the college is founded.</p> <p>You have a responsibility to strive to live the college motto "Journeying with Compassion".</p>

We expect students to develop the self-discipline necessary to live up to their responsibilities. When students do not live up to these, the college will apply disciplinary actions to help students understand who their behaviour impacts on others and to know what is expected of them.

CONSEQUENCES

- Community service – such as yard duty or removing graffiti
- Lunchtime detentions
- After-school detentions
- In-school detentions
- Exclusion from certain College activities
- External suspensions

The College follows the CEO guidelines for external suspensions.

STUDENT MANAGEMENT

General Guidelines

Teachers will:

- Work to establish a positive relationship with students.
- Establish and implement clear expectations of classroom conduct.
- Be flexible in their approach to different situations.
- Always remain calm and in control in their approach to student management.
- Be assertive and firm.
- Be courteous.
- Recognise and respect the dignity of each individual and class group.
- Be prepared, organised and punctual
- Be consistent and fair in dealing with students and events.
- Intervene early and address inappropriate behaviour immediately.
- Seek information on problem students by consulting with Pastoral Teachers, KLA and /or Year Co-ordinators, Special Education staff etc.
- Use a variety of teaching, learning and student management strategies.
- Allow students to explore their own learning – promote flexibility and freedom in class
- Be aware of excessive workloads
- Know their teaching area well
- Not leave students unsupervised
- Cater for different student needs
- Use a variety of teaching and student management styles
- Explain to students reasons for student management

Above All Teachers will know their students.

In dealing with inappropriate behaviour teachers will initially:

- Follow up general warnings with warnings to individual students.
- Use body language eg establish eye contact, move close to student.
- Move individuals in class and isolate them if necessary.
- Speak to individuals after class and reiterate your expectations.
- Impose a minor punishment eg clean room, meet you on playground duty.
- Impose a student detention.

General Expectations of Students

Students are expected to:

- Respect Teachers and peers
- Perform to the best of their ability
- Follow teachers instructions
- Arrive prepared for class ensuring that all necessary resources and items of equipment are taken to class
- Be punctual to all classes.
- Adopt and maintain a positive attitude to learning
- Accept and take on responsibility to promote learning for themselves and others
- Respect, listen to and accept the ideas and opinions of others
- Arrive prepared for class
- Recognise that it is acceptable to make mistakes and take risks
- Wait quietly outside the classroom until the teacher arrives.
- Upon entering the classroom stand and greet the teacher.
- Ensure that they are neatly and appropriately attired at all times.
- Take their diary to every class

While in class, students should ensure that:

- school property is not defaced or damaged in any way
- no interference is made to posters, displays or any other item of property not their own
- the classroom environment is left clean and tidy at the conclusion of the lesson
- Behaviour is not disruptive to the learning of other students
- Be courteous and polite in interacting with teachers and other students
- Complete all class tasks, homework and assignment tasks.

General Guidelines For Teachers Related To Classroom Management

Teachers should

- Line students up and direct them to enter the room.
- Direct students to stand at their desks. Greet them with "good morning/afternoon" and wait until they respond before commencing the lesson.
- Begin each lesson with a prayer where appropriate
- Expect that students will have their diary with them for every lesson.
- Enforce general school rules:
 - students should be neatly and appropriately attired at all times – It is the responsibility of the class room teacher to ensure that this is the case at all times.(Caps are not to be worn in classrooms)
 - chewing gum is not allowed at any time
 - school property is not to be defaced or damaged in any way
 - the classroom environment is to be left clean and tidy for the following class.

STEPS TO FOLLOW IN RESOLVING STUDENT MISBEHAVIOUR

The classroom teacher is ultimately responsible for managing students within their classroom. Below is the sequence of steps to be followed in seeking resolution to a problem. Teachers would only move to the next step if the problem remains unresolved.

STEP	ACTION TO BE TAKEN	FOLLOW UP
1	Teacher speaks to the student concerning problem and reminds student of expectations.	Teacher provides feedback to the student on progress made.
2	<p>Teacher meets with the student to discuss the problem and reiterate expectations.</p> <p>Teacher tries behaviour modification strategies eg isolate the student from other students.</p> <p>Teacher makes a note in the diary.</p>	<p>Teacher provides constant feedback until the issue is resolved</p> <p>Teacher ensures that the diary is signed by the parent.</p>
3	<p>Teacher consults with the student's Pastoral Teacher/s to discuss the problem.</p> <p>Teacher places a second comment in the student's diary.</p> <p>Teacher places the student on detention.</p> <p>Teacher phones parents after consultation with KLA and / or Year Co-Ordinator.</p>	<p>Pastoral teacher meets with the student to discuss problem.</p> <p>Teacher informs the Pastoral Teacher, Year / KLA coordinator of the outcome of the phone call.</p> <p>Teacher completes 'Notification Sheet' and leaves this with Year Co-ordinator.</p>

4	<p>KLA and/or Year Co-ordinator formally involved.</p> <p>Strategies jointly devised to help modify student behaviour eg daily progress sheet, suspension from subject lesson.</p>	<p>KLA and/or Year Co-ordinator monitor progress of student on daily & weekly basis.</p>
5	<p>Parent / Teacher / KLA and/or Year Co-ordinator/ Student interview conducted.</p>	<p>Expectations outlined in the interview to be monitored by teacher and/or Year Co-ordinator.</p>
6	<p>Year Cordinator contacts parents to arrange interview with Assistant Principal.</p> <p>Student placed on a contract.</p>	<p>As per discussion in the interview.</p> <p>Evaluate progress on a weekly basis</p>
7	<p>Principal sets up interview involving the parents with the Year Co-ordinator to decide the final outcome.</p>	



Good Samaritan Catholic College Guidelines for Suspension

- ❑ In determining whether a student's misbehaviour is serious enough to warrant suspension (ie. Exclusion from attending school), the Principal will consider the safety and welfare of the student, staff and other students in the class or school.
- ❑ Suspension means that a student's misbehaviour is serious enough to warrant exclusion from attending school. The Principal is the only person with the authority to suspend, or delegate the authority to suspend. At Good Samaritan Catholic College this authority is also delegated to the Assistant Principal.
- ❑ The full range of the Student Management Policy strategies will have been implemented, in most cases, before a suspension is imposed.
- ❑ Principals must suspend students immediately and consistently with the procedures in the CEO Guidelines document "Pastoral Care of Students in Catholic Schools" cases where students or staff safety has been compromised:
 - Possession of a suspected illegal drug;
 - Violence or threat of serious physical violence;
 - Possession of a prohibited weapon.
- ❑ Principals may also suspend, consistent with the procedures in the CEO Guidelines, any student whose behaviour includes:
 - Persistent disobedience;
 - Persistent disruption;
 - Breach of published school rules.
- ❑ In circumstances other than those outlined above, suspension will usually occur after the Principal has:
 - Ensured that all appropriate and available student welfare strategies and student management options have been applied and documented;
 - Ensured that all appropriate support personnel available, within the school and externally, have been involved;
 - Taken reasonable steps to ensure that discussion appropriate to the circumstances has occurred with the student and/or parent/carers regarding specific misbehaviour which the school deems unacceptable and which may lead to suspension;
 - Provided to the students and/or parent/caregivers a formal written caution detailing these behaviours, as well as clear expectations of what is required of the student in the future;
 - Recorded in appropriate school files all action taken.

□ **Suspension Procedure**

- The Principal should inform the student of the precise grounds on which suspension is being considered. The student must be given the opportunity to respond.
- The student's response must be considered before a decision to suspend is made.
- The decision to suspend must be taken by the Principal or authorized delegate.

□ **Notification to Parents**

- A student will not be sent out of the College before the end of the day without notification being made to a parent / guardian and, if necessary, agreement reached about arrangements for the collection of the student from the College.
- Notification of suspension must be made to parents/guardians in writing.
- In all cases, the notification must include:
 - Notice of suspension
 - The reason for suspension
 - The clear expectations that the student will continue with studies while suspended
 - The importance of parental assistance in resolving the matter.
 - Parental responsibility for the care and safety of the student while under suspension
 - Parents/Guardians referral to the College's published Student Management Code

□ **Notification to Others**

- Where appropriate, the Regional Consultant would be advised of the decision to suspend by the Principal
- When relevant and appropriate, the Parish Priest may also need to be advised by the Principal.

□ **Resolution**

- At the earliest opportunity, the Principal or authorized delegate must convene a suspension resolution meeting with the student and the parent(s)/guardian(s) to discuss the basis on which the suspension will be resolved.
- If, despite the College's requests, parents or guardians are unable or unwilling to attend a suspension resolution meeting, the Principal should consider the individual merits of the case and refer the matter to the Regional Consultant. Alternative steps may need to be taken to resolve the suspension and facilitate the student's return to school.

□ **Expulsion**

In extreme circumstances, the Principal may transfer a student from the school to another Catholic School, or, make a submission to Executive Director of Schools, recommending the expulsion of a student from the Archdiocesan System of Schools.