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The Function of the Pastoral Care at Nagle Catholic College is to:

1. Provide an environment, a curriculum and a set of practices based on the Gospels.

Catholic education draws from approaches that understand school to be a community committed to the students’ development as fully integrated people through educational means.

2. Encourage students to attain the beliefs, values, attitudes, knowledge, skills and practices which will enable them to achieve their full potential as human persons.

The College community’s concern will be students’ integrated development as Christian men and women – as responsible, inner-directed individuals of Christian virtue, capable of free choice and of making value judgments enlightened by a formed Christian conscience.

3. Ensure that the care and development of each person takes place within the Catholic faith community.

In the school, students should see Christian values actively lived rather than merely spoken of, and experience them in sincere interpersonal relationships.

4. Be concerned with the nurturing and well-being of all who impact on the school community.

The school’s pastoral dimension will show itself in the mutual respect, care and support administrators and staff show towards each other, as well as through the care they all show for their students. From the pastoral dimension of the total school life, students learn their own value and dignity.

5. Seek to empower students to achieve their potential, as our gift to God.

In the school the students will be encouraged to be responsible for their learning and to respect the right of others to learn. The school will also give the students every opportunity to experience the consequence of their actions.
Pastoral Care at Nagle Catholic College is concerned with enhancing the dignity of the human person within a Catholic faith community. All our policies should reflect the Principles of Pastoral Care. The following is a summary of the policies and procedures which the College has in place to promote pastoral care:

- Behaviour Management Policy
- Drug and Alcohol Policy
- Bullying Policy
- Tragedy/Crisis Response
- Harassment Policy
- Uniform Policy
- Camps and Excursions Policy
- ICT Policy

Administration of Pastoral Care at the College is the responsibility of all staff. However, the Homeroom Teacher, the House Leader, the Year Coordinator where appropriate, Deputy Principals and the Counsellor have a particular role to play in the care of each child. Parents are encouraged to make contact with these people as issues arise.
The Function of the Pastoral Care Policy at Nagle Catholic College is to:

1. Provide an environment, a curriculum and a set of practices based on the Gospels.

   Catholic education draws from approaches that understand school to be a community committed to the students’ development as fully integrated people through educational means.

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5. Seek to empower students to achieve their potential, as our gift to God.

   In the school the students will be encouraged to be responsible for their learning and to respect the right of others to learn. The school will also give the students every opportunity to experience the consequence of their actions.
Occasionally sanctions put in place to address pastoral issues do not always succeed the first time. To prevent students entering into a cycle of poor behaviour the following policy is to be used at the discretion of the Director of Students.

1. A student who receives three detentions in a ten school week period will be contacted by their House Leader. The student will be informed that another detention within this time frame (that is, a fourth detention issued inside a ten school week period) will be converted from a detention to a half day in-school suspension. The House Leader will also contact the parents to inform them of the situation.

2. (a) A student who receives two in school suspensions in a ten school week period will be contacted by their House Leader. The student will be informed that another in school suspension within this time frame (that is, a third in school suspension issued inside a ten school week period) will be converted from an in school suspension to a two day external suspension requiring a re-entry interview with the Principal. The House Leader will also contact the parents to inform them of the situation.

(b) A student who receives three in school suspensions in one calander year will be contacted by their House Leader. The student will be informed that another in school suspension within this time frame (that is, a third in school suspension issued inside one calendaryear) will be converted from an in school suspension to a two day external suspension requiring a re-entry interview with the principal. The House Leader will also contact the parents to inform them of the situation.

If a student receives a suspension, either in-school or external, they will not be permitted to attend any school based extra curricular activities for a minimum period of ten school weeks following their re-entry at the College.
Our Code of Conduct is a set of guidelines for behaviour which seeks to establish at Nagle Catholic College a harmonious environment in which our true growth as individuals can occur, and which is conducive to the pursuit of excellence in all fields. As would be expected in a College whose motto is ‘For Others’ consideration for other members of the community - fellow students, staff members and visitors - is a prominent feature of our community.

All members of the Nagle Catholic College Community will show their pride in belonging to this unique community by the generous manner in which they observe this Code, and by the manner in which they wear the uniform, the public sign of their membership of the community.

Attendance

- Except in cases of illness, family emergency or other good reason, each student is required to be in attendance at school on each school day. A ‘school day’ includes days on which activities such as retreats and sporting carnivals are held. It is not acceptable for students to study at home on school days.

- When a student is absent from school, his/her parent or guardian is requested to telephone the College office before 9.00am to notify the absence. The College practice is to telephone the family of any student who is absent without explanation; a call to the College from a parent before 9.00am saves unnecessary work in this connection.

- When the student returns to school after an absence, she/he is to bring to the Home Group Teacher a letter written by parent/guardian clearly explaining the reason for the absence.

Term Dates

A detailed calendar will be distributed to each family at the beginning of the school year and updated in each College Newsletter. Parents are strongly requested to plan family holidays in the context of these school dates, and not to request extensions of term holidays for their daughters or sons. The granting of such requests disadvantages the student’s academic progress, disrupts classes, makes the teachers’ task unnecessarily more difficult, and is unjust to those students who observe the stated holidays.

Punctuality

- Students are expected to be at school in good time for the start of Home Room Period each morning.

- Any student who arrives after the beginning of Home Room is to report to the office where the student will be issued with a Late Pass, without which he/she will not be admitted to class.
- Between classes students are to move quickly and in an orderly fashion to their next destination.

- Any student who is late for a class must first go to the Front Office; the student will then be issued with a Late Pass, without which he/she will not be admitted to class.

- Students who arrive late to school to class more than three (3) times in a month, without a legitimate reason, will be required to do lunch-time detention.

**Leaving the College grounds**

- Permission to leave the College grounds will only be given in exceptional circumstances. The request must be written and signed by a parent or guardian. The student must receive permission from a Director of Students (note signed before school or at recess) and sign “out” on leaving and “in” on return. Students must also take with them a receipt from the office confirming College permission.

- In the event of sickness, a student may be collected from the College only by a parent/guardian or other family member.

- Students are not permitted to communicate with anyone at the school fence during school hours. Visitors to the school are required to collect a “Visitor’s badge” at the office to identify themselves, and state their business at the start of their visit.

- Student appointments (Dental, Medical etc). Parents are requested to provide students with a note for such occurrences. Deputy Principals are available to sign such notes before school. Students should show their notes to their subject teacher to be released from class.

**Wearing the College Uniform**

The College uniform is the outward sign of membership of the Nagle Catholic College family. All our students have the right to wear this uniform, and to benefit from the good reputation which the College enjoys in the local community. Each of our students also has the corresponding responsibility to wear the uniform correctly and neatly and to behave in such a way that the community’s respect for the College is enhanced.

Students are expected to be well groomed at all times, and to show their self-respect and pride in their school by wearing the uniform correctly.

- The uniform is to be clean, neatly pressed and worn in its entirety at all times. Shoes are to be polished.

- An explanatory note from a parent, given to one of the Deputy Principals, is required if full school uniform is unable to be worn at any time.
**SUMMER UNIFORM**
NCC bottle green culottes  OR
NCC bottle green skirt
NCC white short-sleeved shirt with College crest on pocket
NCC green jumper (opt)
Black school shoes with short white socks.

**UNIFORM GUIDE FOR SUMMER**
Black leather lace up school shoes (cleaned).
Short white socks.
Green culottes or skirt.
- These should be worn so that the hem sits at the top of the knee cap.
- Culottes/skirts should NOT be rolled over at the waist band.
- White school shirts.
- The bottom hem should be lower hip length.
- The splits at the side of the shirt should NOT expose skin.
- Top button ONLY can be undone.

**WINTER UNIFORM**
NCC tartan skirt
NCC white long or short sleeved shirt with College Crest on pocket
NCC green jumper
NCC Blazer (opt)
NCC Scarf (opt)
Bottle green tights or short white socks
Black school shoes

**UNIFORM GUIDE FOR WINTER**
Tartan skirt must touch the ground when kneeling (straight).
No splits acceptable in tartan skirt.
Shirt as per summer uniform.

**SPORTS UNIFORM**
NCC House Sports Shirt
NCC Sports Shorts
NCC Sports Jacket
Plain black one piece bathers

**Underwear**
NO boxer shorts to be worn. Bras should be white or skin coloured and modest.
T-shirts (or singlets) may be worn under the school shirt but must be PLAIN white.
The length of the sleeves or hem of the t-shirt must not extend beyond the length of the school shirt.
Hair
Should be neat and tidy.
Should be tied back if shoulder length or longer and must be 'off the face'.
No extremes of hair colour or style permitted.
Hair accessories may be worn but MUST be black, gold, white or bottle green ~ Discreet, not flamboyant, garish or attention grabbing.

Make-up
Make-up and nail polish should not be worn.

Jewellery
One PLAIN gold or silver bracelet.
One PLAIN gold or silver ring.
One pair MATCHING, PLAIN, STANDARD size sleepers in the LOBES of the ears.
One watch.
One PLAIN, discreet silver or gold chain or PLAIN, discreet silver or gold chain with Christian religious medallion.

ANY EXCESS OR INAPPROPRIATE JEWELLERY WILL BE CONFISCATED AND RETAINED BY THE COLLEGE UNTIL THE END OF THE ACADEMIC YEAR.

Hats
Grey, wide-brimmed with draw string.
Hats are compulsory for all students.
Refer to the College’s Sunsmart (Hats) Policy for full details.

Jumper
If the jumper is worn it must be in good repair. The College shirt must be tucked in (ie the tail of the shirt must not be visible) if the jumper is worn.

BOYS

SUMMER UNIFORM
WA Grey ‘Micron’ shorts.
NCC mid-grey short sleeved shirt with College Crest on pocket (worn outside shorts).
NCC green jumper (opt).
NCC school socks.
Black school shoes.

UNIFORM GUIDE FOR SUMMER
Black leather lace up school shoes (cleaned).
Short Nagle school socks (grey with green, gold and black hoops).
Shorts ~ Grey school shorts. (Side tabs firmly fastened). These should be worn so that the length does not exceed the bottom of the knee.
School Shirts ~ The bottom hem should be lower hip length. The splits at the side of the shirt should NOT expose skin.
**WINTER UNIFORM**
Long grey pants
NCC mid-grey short or long sleeved shirt with College Crest on pocket.
NCC green jumper
NCC Blazer (opt)
NCC Scarf (opt)
NCC school socks
Black school shoes

**Sports Uniform**
NCC House Sports Shirt
NCC Sports Shorts
NCC Sports Jacket

**Hair**
Should be neat and tidy.
Should be tied back if shoulder length or longer and must be ‘off the face’.
No extremes of hair colour or style permitted.
Haircuts less than a number 2 are not acceptable.

**Other**
Faces must be clean shaven.
Make-up and nail polish should not be worn.

**Jewellery**
One PLAIN gold or silver bracelet.
One PLAIN gold or silver ring.
One pair MATCHING, PLAIN, STANDARD size sleepers in the LOBES of the ears.
One watch.
One PLAIN, discreet silver or gold chain or PLAIN, discreet silver or gold chain with Christian religious medallion.
**ANY EXCESS OR INAPPROPRIATE JEWELLERY WILL BE CONFISCATED AND RETAINED BY THE COLLEGE UNTIL THE END OF THE ACADEMIC YEAR.**

**Shoes**
Students are required to wear plain black (upper leather) lace-up school shoes as shown in the above diagram.
Shoes should not have silver buckles, silver eyelets or platform heels.
Low cut (Rivers style), lace-up boots, no higher than the anklebones are acceptable, but not recommended. Desert boots, basketball boots, suede shoes or ‘Doc Martens’ or any high-cut style of shoe are not part of the school uniform and are not to be worn.

**Hats**
Grey, wide-brimmed with draw string.
Hats are compulsory for all students.
Refer to the College’s Sunsmart (Hats) Policy for full details.
Summer uniform is worn in Term 1 and Term 4: Winter uniform is worn from the Foundation Day Holiday in the middle of Term 2 until the Term 3 Mid-Term Long Weekend. Students are free to wear either summer or winter uniform for the first half of Term 2 and the second half of Term 3.

One of our tasks as an educational institution is to encourage our students to have a healthy and wholesome self-respect. An important way of doing this is to foster in all Nagle Catholic College students a real pride in the way they wear the uniform which represents their membership of the College as well as making a statement about their own pride in themselves.

This issue, because of its importance, will be one which will receive much emphasis, and one in which the College will be seeking the active assistance of parents.

**Behaviour**
Consideration for others is a very high priority at Nagle Catholic College. Every student has an equal right to the attention of the teacher, and to enjoy the school day free from unnecessary stress and pressure. To this end it is expected that all students will treat each other in a courteous and respectful manner both in class and in their leisure activities during the day. Students can show their respect and consideration for others by being aware of the less obvious members of their classes and groups, and ensuring that they too are included in all activities.

- Any kind of harassment, verbal or physical, is strictly forbidden.
- Swearing and inappropriate language are not permitted.

A healthy, natural atmosphere is a major attraction of a co-educational school. Both platonic and emotional relationships between the sexes will inevitably develop, but any physical contact of an intimate nature is forbidden as it is totally inappropriate at school or at school functions.

- The use of mobile phones and personal music devices is not permitted at the College between the hours of 8.15 am and 3.15 pm. Any sighting (or sounding) of these devices between 8.15 am and 3.15 pm will result in immediate **overnight** confiscation. A parent/guardian must collect confiscated items from the Front Office.

- Whilst on the College grounds and/or at College events and/or College functions (whether on the College grounds or at other venues) students are not permitted to smoke tobacco or other drug-related products, consume alcoholic beverages, deliberately inhale solvents, possess or use prohibited drugs, possess drug-related equipment.

For more detailed information, please refer to the College’s policies on Student Behaviour, Mobile phone/MP3/Laser use, Bullying and Drugs.

To ensure the smooth running of the school day, students will observe the following procedures:
- Years 8, 9 and 10 students will line up outside classrooms and await their teacher before entering the room
- all students will wait outside specialist areas (e.g. laboratories) until their teacher arrives
• at the beginning of each lesson students will stand at their desks and await the directions of their teacher

• classrooms are to be treated with pride, and kept clean and tidy

• food is not to be consumed in the classroom

• chewing gum and bubble gum are not permitted at the school at any time

• students are to walk on the left-hand side when moving on stairways and passageways.

Each specialist area - Library, P.E. facilities, Laboratories - has its own particular rules and regulations - students are expected to be familiar with these.

**To Support Positive Behaviour**

- Certificates of Commendation ('Goldy') for academic and pastoral achievement.

- Recognition within House (eg at Full House Meeting).

- The Bulletin.

- The College Newsletter.

- School reports.

- The College website.

- Assembly.

**For Academic or Pastoral Concern**

- For Your Information ('Greeny') and Notice of Concern ('Bluey') ~ for academic and pastoral concern.

- ‘Clean-up Duty’ (Pink form) ~ for digressions in behaviour.

- Detention ~ for more serious misdemeanours. (Lunch-time in Room 210. Students must revise the Code of Conduct, unless stipulated otherwise by the teacher giving the detention.)

- Removal from subject classroom ~ for situations within the classroom where the teacher’s classroom management techniques have not been successful in controlling the behaviour of the student. (Return after completed student documentation and House Leader intervention)
The computer network at Nagle Catholic College has been created to enable students to resource and enhance their learning across the curriculum. Students are, in turn, expected to use the computer network as efficiently as possible, respect the rights of other users and ensure that the integrity and security of the network is not jeopardised through their actions. To this end:

**Students must:**
- log on using only their own network and Internet accounts
- maintain their account security by keeping their passwords secret and by regularly changing their network password
- maintain their network and MyInternet workspace at an appropriate size and with appropriate content
- use the computers only for those purposes determined by their supervising teacher
- understand that their work folders will be erased from the network at the end of each year and make back-ups accordingly
- report computer malfunctions or problems to their supervising teacher

**Students must not:**
- load, create or save any files without the specific approval of their supervising teacher.
- play any form of computer game other than those specified by their teacher
- access, alter or use information from another student’s folder
- change any settings on a computer without the permission of the computer network administrator
- have food or drink in any computing area
- use the computer network for any unlawful purposes such as gaining unauthorised access to computers or folders.

**PROVIDING A SAFE COMPUTING ENVIRONMENT**
Nagle Catholic College endeavours to provide as safe a computing environment as possible for students. It is, however, the responsibility of parents to safeguard the home computing environment. The following site provides a good starting point:  http://www.netalert.gov.au

**When using the Internet, students:**
- must not access violent or pornographic material or any sites deemed inappropriate by the College
- must inform their supervising teacher immediately if the above has been accidentally accessed
- must not download any programs, including screensavers and wallpapers
- must not access chat lines or forums that have not been sanctioned by the College.

**When using Email, students:**
- MUST use only their MyInternet account to send and receive e-mails
- MUST think before sending their email. Is it appropriate? How will it be received?
- MUST obtain permission from a teacher before sending an attachment with e-mail
- MUST report to a teacher any e-mails that are threatening or offensive
- MUST consult a teacher if in doubt
- MUST reply to e-mails where a reply is requested
MUST NOT send e-mails to the whole school

- MUST NOT send messages that might offend the recipient. Intimidation or bullying of people through e-mail will not be tolerated
- MUST NOT use offensive language or images in e-mails
- MUST NOT respond to chain letters or requests to forward e-mails to other people no matter how convincing the reasons for the request may be
- MUST NOT type e-mails all in upper case or capitals. This is the internet equivalent of shouting
- MUST NOT ‘bomb’ other students with large numbers of meaningless e-mails. This clogs up the network and will be dealt with accordingly
- MUST NOT waste their time sending unnecessary e-mails.

Section 85ZE of the Commonwealth Crimes Act states that a person shall not knowingly or recklessly:

(a) Use a telecommunication service supplied by a carrier to menace or harass another person; or
(b) Use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.

Students will not be allowed access to the Nagle Computer network until they have signed a Computer Contract agreeing to abide by this Code of Conduct.

I have discussed this policy with my child. I agree that my child should access the technology at Nagle Catholic College and use it responsibly. I also give permission for my child to access the Internet.

Parent/Guardian Signature: ..................................................

Student’s Name: ....................................................... Student’s Signature: ..............................

Home Room: ..................................................
NAGLE CATHOLIC COLLEGE: POLICY STATEMENT

MOBILE PHONE
MP3
LASER

Originally released: 2008
Due for Review: 2011

RATIONALE
This policy outlines the use of mobile phones and personal MP3 players (or similar personal music devices) within Nagle Catholic College.

All members of the Nagle Catholic College community have a right to be safe.

DEFINITION
The terms “mobile phone” in this instance will refer to and encompass all mobile, personal, telecommunication apparatus including PDAs.
The term “MP3” in this instance encompasses any form of personal music device including radio, CD, and so on.
“Laser” refers to any tool or apparatus that conducts a laser light beam.

PROCEDURES
1. Mobile Phone
   1.1 Students are advised not to bring mobile phones to school.
   1.2 Students’ mobile phones may not be used at Nagle Catholic College at any time between 8.15am and 3.15pm. Mobile phones must be switched off during these hours.
   1.3 If a student fails to comply with this rule his/her mobile phone will be confiscated.
   1.4 The teacher who confiscates the mobile phone will ensure that the student switches off the mobile phone before handing it to the teacher who will take it to the office.
   1.5 The mobile phone will be kept in the office overnight.
   1.6 A parent/guardian may collect the mobile phone the following day.
   1.7 The office staff will ring the parent(s) of the student concerned to indicate that the mobile phone has been confiscated.
   1.8 Should an urgent or exceptional situation arise where a student, who has had his/her phone confiscated, needs to contact a parent this can be done from the front office.

2. MP3
   2.1 Students are advised not to bring MP3s or other personal music devices to school.
   2.2 MP3s are not permitted at Nagle Catholic College unless they are being used by a Music student in a Music class. Then MP3s are only permissable inside the Music class.
   2.3 If a student fails to comply with this rule his/her MP3 will be confiscated and kept in the office overnight.
   2.4 A parent may collect the MP3 the following day.

3. LASER
   3.1 For the safety of others, lasers, of any description, are not permitted at Nagle Catholic College.
NAGLE CATHOLIC COLLEGE : POLICY STATEMENT

DRUG POLICY

Originally Released: 2008
Revised: 2009
Due for Review: 2015

RATIONALE
This drug policy has been established in order to

1.1.1 publish guidelines and sanctions that are relevant to our College
1.1.2 address prevention, intervention and sanctions in regard to drug use
1.1.3 be consistent with State and Federal laws.

DEFINITION
For the purpose of these guidelines, a drug is defined as any substance, with the exception of food or water, which when taken into the body, alters its function physically and/or psychologically.

This definition includes all drugs: eg analgesics, alcohol, tobacco, cannabis, amphetamines, etc.

While not classified as drugs, solvents (also called volatile substances) are included in the College Drug Policy: eg glue and petrol sniffing.

Prescribed medication – ie. medication which has been prescribed for the person possessing, using, or under its influence - lies outside these guidelines.

PROCEDURES

Education and Prevention

1.1 The provision of a drug education program is an important responsibility of the College. We aim to:

1.1.1 Increase students’ awareness of the social issues and dangers of drug use and their effects on society.
1.1.2 Help students make informed decisions or choices about the use and/or abuse of drugs.
1.1.3 Help students develop personal skills to cope with life’s pressure without resorting to drug use, e.g. stress management, assertiveness training and decision making.

1.2 Drugs to be included in the program include alcohol, cannabis, tobacco, solvents, ecstasy, heroin and amphetamines with a main emphasis on the recreational and statistically prevalent drugs in the community to which our students are exposed.
1.3 Implementation of the drug education program will be an ongoing process and covered through:

1.3.1 The Year 8 – 10 Health Education Program and supported in co-curricula areas.
1.3.2 Year 11 & 12 classes through appropriate guest speakers and community health presentations.
1.3.3 The raising of awareness amongst staff and parents through professional development days and information evenings.

4 RESTRICTIONS
4.1 Our College does not permit students, while on College premises or at a College function or event to:

4.1.1 smoke tobacco products
4.1.2 consume alcoholic beverages
4.1.3 deliberately inhale solvents
4.1.4 possess or use prohibited drugs in accordance with the Misuse of Drugs Act 1981
4.1.5 possess drug-related equipment such as syringes, bongs, pipes, etc. (Misuse of Drugs Act 1981) except in cases of lawful medical use.

4.2 The phrase “on College premises or at a College function or event” includes any time a student is in uniform, and also includes travelling to and from the College, or any College camp, retreat, excursion, or organised educational social or sporting function.

5 THE SCHOOL AND THE LAW
5.1 Whatever individuals may think or feel, the law regarding the sale and possession of drugs is clear, and penalties are provided for the punishment of offenders.

5.2 Members of the College community are subject to these laws on College grounds, as well as away from the College, and have the same responsibility as all other citizens to uphold the law.

5.3 The community at large expects that a school will convey by its teachings and actions that it does not in any way condone any form of drug use that is prohibited by this policy.

6 THE SCHOOL AND THE INDIVIDUAL
6.1 In the process of learning how to make decisions some individuals will make errors of judgement. This is a normal developmental process.

6.2 A school, despite these errors, can still accept the person without condoning the behaviour. It can still create an atmosphere of understanding which may be used as an opportunity for learning.

6.3 In making decisions on the appropriate sanctions for students discovered infringing the College’s drug policy, the needs of both the individual and the College community will be taken into account.
SANCTIONS

7.1 The following procedures have as their focus the emotional and physical health and welfare of the student and the needs of the whole school community.

7.1.1 Each instance will be considered individually and independently according to the set of circumstances existing at the time;

7.1.2 Wherever possible, the health and welfare of the individual student will be considered in the context of the school environment and its support services.

7.2 Cigarettes

Within a single academic year:

7.2.1. Students smoking or in possession of cigarettes will be suspended from classes and work under supervision for one day for a first offence.

7.2.2. For a second offence, students will be suspended for one week. Parents and the student will be required to discuss the situation with the Principal before the student may resume at the College.

7.2.3. A third offence of smoking at school will be taken as an indication that the student and the College rules are incompatible.

7.2.4 It is the responsibility of students to catch up on any work missed while on suspension for smoking.

7.3 Alcohol and Solvents

7.3.1. Students found under the influence of, in possession of, consuming, or supplying alcohol to other students will be liable to a range of sanctions depending on the circumstances and whether or not it is a repeated offence.

7.3.2. Similarly, students found misusing solvents will be liable to a range of sanctions depending on the circumstances and whether or not it is a repeated offence.

7.3.3. In all such cases, the student's parents will be informed of the situation and of the sanction to be applied, which may include suspension, or, for a serious or repeated offence, termination of the student's enrolment.

7.4 Illegal Drugs

7.4.1 The possession, use, or sale of illegal drugs is an offence against the law. The College will view any of these offences as very serious and will notify the police as required by law.

7.4.2. Any student found either

- supplying illegal drugs to other students, or
- using illegal drugs at the College, or at an activity or function for which the College is responsible, or
- in possession of illegal drugs, or
- under the influence of illegal drugs will be immediately suspended and the parents notified.

Consultation with the student and parents will take place as soon as possible. The student will be liable to have his/her enrolment at the College terminated.
RATIONALE
Student behaviour at Nagle Catholic College reflects the goals of the College’s Pastoral Care Policy. We believe that members of our community behave responsibly when they:

- Show regard for the needs of others and demonstrate this in their behaviour towards others;
- Show respect for others by treating them in a courteous manner;
- Recognise that they make choices;
- Are given the opportunity to experience the consequences of their choices;
- Work towards achieving their full potential and allow others to reach their own potential.

The College aims to provide an environment where students can pursue their learning without interference and in security. Where students are demonstrating inappropriate behaviours such as those listed below, steps will be taken to bring about a positive change in behaviour.

- Disruption to the learning of others;
- Rudeness or disrespect;
- Failure to follow procedures or instructions;
- Physical or verbal abuse;
- Failure to follow College policies

DEFINITION
Behavioural Management is an attempt to bring about positive changes in student behaviour, in situations, where they need support.
## BEHAVIOUR MANAGEMENT TABLE

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>The student will be counselled by the <strong>class teacher</strong> and strategies will be put in place to improve the student behaviour.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student behaves in a manner which conflicts with classroom expectations. (Behaviour which interrupts learning, inattention, not following instructions etc)</td>
<td></td>
</tr>
</tbody>
</table>

| Step 2: | Further counselling/action by the **class teacher**, e.g. isolation within class, clean-up duty, parent contact by phone or by ‘For Your Information’ form or ‘For Your Concern’ form. **Detention should only be used if other strategies have been exhausted.** If detention is given the issuing teacher **MUST** phone the parents. (A letter is sent by the House Leader). **A fourth detention in a term = in school suspension.** If a student is issued a detention the teacher must inform the student and write this into the students diary. The teacher must record the detention in the detention log at the front office. If a student fails to attend the issued detention their HL will locate the student and inform them that they now have two detentions to be completed on consecutive school days. If a student misses either of these two detentions they will be placed on a half day in-school suspension. |
| Behaviour continues or worsens. | |

| Step 3: | Student is sent to the Paschal Centre (PC) and fills out the Classroom Misdemeanour Form (CMF) under supervision of the Duty House Leader. Teacher removing student from class must email the Paschal Centre ASAP to inform them a student has been sent. Student’s House Leader is informed by the Duty House Leader (if applicable). House Leader completes the ACTION section of the CMF with student. House Leader also completes a HL Incident Report Form. Both forms kept on student file. HL counsels student and speaks to class teacher to negotiate the student’s return to class. Students do not return to class until this is done! For very serious incidents such as assault/abuse the student will not be sent to the Paschal Centre but to the appropriate Director of Students (DOS) immediately. |
| Behaviour continues or worsens. | |
### Step 4:
**Behaviour continues or worsens.**

| Student is placed on in-school suspension by House Leader, Year 7 Co-ordinator following discussion with relevant Director of Students. Parents contacted, Incident Report Form completed by House Leader and retained on student’s file. There may need to be further discussion and possible Individual Behaviour Contracts drawn up. |

### Step 5:
**Behaviour continues or worsens.**

| External suspension following discussion with Director of Students and Principal. Parental interview with Principal/Vice Principal on student return. Counsellor meeting upon return. |

- The House Leader, Year Coordinator, the Head of Learning Area or the Director of Students will liaise and assist the class teacher, if required, by suggesting strategies for difficult students, e.g. in-class isolation, clean-up duty, isolation into another class etc;
- Appropriate documentation to be placed in the student’s file (including dated, anecdotal material).

**Student involved in serious breeches of behaviour, such as assault, may move straight to Steps 5.**

The policy should not be seen as an escalating series of punishment leading to exclusion from the College. The vast majority of students never progress beyond the first step. It provides the opportunity for the students who transgress to take responsibility for their actions.

Steps 1 to 4 in this policy may be repeated.
Unacceptable behaviour that the classroom teacher has not been able to manage.

Immediate withdrawal to Student Services

Unacceptable Offensive behaviour requiring immediate attention e.g. physical fight, verbal confrontation with teacher or student, vandalism, ‘wagging’ class.

Immediate withdrawal to Student Services

House Leader

HOLA

Director of Students

Principal

Deputy/Vice Principal

House Leader

Parents informed.

Counsellor (if required). e.g. resilience strategies for Bullying/anger management

Appropriate Teaching staff informed.
Smoking, Alcohol Vandalism, Drugs, Theft, Assault

Immediate withdrawal from classroom to Student Services

Director of Students

Counsellor

Informs Principal

Informs course teachers

Informs Home Room Teacher

Informs House Leader

Informs parents

Informs Police

Informs Deputy/Vice Principal

Informs Principal

Informs Principal

Informs Principal
NAGLE CATHOLIC COLLEGE : POLICY STATEMENT

BULLYING

Originally Released: 2003
Reviewed: 2009
Due for Review: 2015

RATIONALE

Catholic schools have a responsibility to provide an educational environment that promotes the dignity and respect of the person and, therefore, aims to eliminate bullying and harassment in all forms.

Learning outcomes, physical health, emotional, psychological and spiritual well being can be adversely affected by bullying and harassment.

DEFINITIONS

Bullying involves:

- a desire to hurt
- hurtful behaviour (physical, verbal or relational)
- an imbalance of power
- an unjust use of power
- typically repetition
- is experienced by the target of the aggression as oppressive, and by the perpetrator as enjoyable. (Adapted from Rigby 2001)¹

Harassment is any unwanted, unwelcome or uninvited behaviour which makes a person feel humiliated, intimidated or offended. (Adapted from CEO Policy, Harassment in School, 1998). Harassment can be seen as one form of bullying. The terms are often used interchangeably.

Bullying can be characterised as:

- Repetitive, causing distress, not only at the time of the attack but also by the threat of future attacks
- An imbalance of power (that is inappropriate and where there is an intention to hurt)

Its nature may be:

- Verbal – name-calling, put-downs, threats (spoken, written or electronic)
- Physical – hitting, tripping, punching, throwing objects, stealing
- Social – ignoring, hiding, ostracising
- Psychological – stalking, threatening looks, spreading rumours, damaging possessions (MindMatters 2000)²
PRINCIPLES

1. Nagle Catholic College owes a duty of care to its students.
2. Nagle Catholic College provides a supportive environment, which promotes respect for self and others, physical/emotional well being and positive mental health.
3. Dealing with bullying and harassment requires a whole school approach within the College’s Pastoral Care Framework.
4. When bullying and harassment are ignored or overlooked, it serves to condone and reinforce the behaviour.

PROCEDURES

1. All students will be aware of the College policy on bullying and harassment which includes:
   1.1 an expanded definition statement which states that the College does not tolerate bullying and harassment
   1.2 examples of behaviours that are considered to be bullying and harassment
   1.3 a statement defining and advising the responsibilities of each of the major parties to the policy: staff, students and parents
   1.4 strategies and responses to address:
      • the development of supportive environments and relationships, the promotion of tolerance and the acceptance of difference
      • the resolution of bully/victim problems
      • the support and restoration to well-being of children who have been hurt by abusive behaviour by their peers
      • the amelioration of the behaviour and attitudes of students who bully
      • the pro-active engagement of bystanders to discourage bullying behaviour
      • the broader needs of the College community
      • the prevailing attitudes within the College including the ‘culture’ of the College
   1.5 College support systems that promote positive mental health
   1.6 teaching and learning programs to support the strategies
   1.7 reporting and recording procedures to be used when investigating incidents
   1.8 a case management model to be used when bullying and harassment behaviours persist
   1.9 a statement on appropriate confidentiality

2. The College shall provide professional development to meet the needs of their staff in implementing the College policy.
3. The College policy shall be monitored and have regular review.
PREAMBLE
In order to achieve the ideal of our College Mission Statement we believe all students have the right to be free from the pain and humiliation which can be inflicted by those engaged in bullying. The environment in the classroom, the playground and in the boarding school should always be positive, safe, supportive, happy and bring out the best in both students and staff.
It is therefore the aim of everyone in our College community to identify and minimise any bullying behaviour to ensure the best educational environment for every student.

WHAT IS BULLYING?
Bullying is an attitude that leads to certain acts. We can identify what bullying is by measuring the effects these acts have on a person.
Such acts may be repeated only a few times or more frequently.
Bullying may be anything that causes another to feel frightened, threatened, discriminated against or in any way inferior. As such, bullying involves one person or a group abusing their power over another.
Bullying will not be tolerated at Nagle Catholic College.
Examples of bullying behaviour: when a person is picked on, has unpleasant things said to him or her, is physically attacked, sent nasty notes or electronic messages, verbally abused, 'put-down', blackmailed, has something forcefully taken from them, sexually harassed, looked at in unusual and threatening ways, left out or made to feel isolated or ignored.

WHAT RESPONSIBILITIES DO WE ALL HAVE?
Staff
We, as staff members, have the responsibility to promote a feeling of safety both in the classroom and in the yard by providing adequate supervision and acting on advice or complaints about reported incidents.
We, as staff members, have the responsibility to respect the rights and feelings of all our students and colleagues.
We, as staff members, have the responsibility to develop in students and colleagues the sense of justice and fairness to all.
We, as staff members, have the responsibility to encourage students to bring into the open any bullying situation and to provide support for the person being bullied.
We see that a prime responsibility of the College is to provide counselling for both the person being bullied and the person identified as the bully as a result of all reported cases.

Students
We, as students, have the responsibility to respect the rights of all other people at our College - fellow students, teachers, other staff, visitors.
We, as students, have the right to work in a safe and caring environment where the physical, emotional and spiritual needs of all are respected and valued.
We, as students, have the responsibility to encourage in each other an improved and more positive attitude in our response to bullying behaviour. We must ensure that we are aware of what bullying is and the consequences of participating in such behaviour.

We, as students, have both a right and a responsibility to report incidents of bullying.

We, as students, have the responsibility to make ourselves aware of the procedure(s) involved in the reporting of bullying behaviour.

**Parent**

We, as parents, have the responsibility to provide an encouraging and non-violent atmosphere at home where our children can feel comfortable with discussing incidents of bullying that they may have experienced at school.

We, as parents, have the right to be informed of the College’s policy on bullying and the responsibility to be supportive of the strategies the College has developed for handling such behaviour.

We, as parents, have the responsibility to be aware of reporting procedures in the College.

We, as parents, need to be receptive to advice arising from counselling of children involved in bullying.

**PROCEDURES FOR REPORTING**

The following procedures have been adopted to report incidents of bullying;

1. If witnessing an act of bullying, a student is to tell his/her Home-Room teacher, House Leader, a House Captain, favourite teacher, the College Counsellor, a parent, one of the Directors of Students or the Principal.

2. If a student is a victim of bullying, he/she is to tell his/her Home-Room teacher, House Leader, House Captain, favourite teacher, the College Counsellor, a parent, one of the Directors of Students or the Principal.

3. If approached by a student or parent who is reporting an incident of bullying, the listener is to respect the feelings of the person. The listener is to make sure he/she is non-judgemental. The listener is to make himself/herself aware of all the details, handle the matter accordingly or seek the assistance of another person.

4. If a student has been bullied by a teacher, the student is to report the matter to one of the Directors of Students, the College Counsellor or the Principal. Likewise, if a teacher has been the subject of bullying from a student, the matter is to be reported to the Director of Students, the College Counsellor or the Principal.

5. If a parent becomes aware of a bullying incident at school either involving his/her own child or another, he/she should bring the matter to the attention of the Home-Room teacher, the House Leader, the College Counsellor, the Director of Students or the Principal. Parents are encouraged and urged to contact any of these people as soon as they become aware of such incidents.
HOW IS THE ISSUE DEALT WITH?
The College is committed to taking an educative approach to countering bullying. Consequently, Nagle Catholic College has adopted an approach that seeks to develop values such as empathy, consideration and unselfishness, rather than seeking to apportion blame.

- Any report of bullying is given immediate and urgent consideration.
- Action is taken immediately to minimise the feelings of insecurity.
- Both parties are counselled and their parents informed of what is happening.
- Reconciliation between both parties is a priority.
- Punitive action will be taken when appropriate.

STRATEGIES STATEMENT
A Statement of the Strategies this school will adopt for the successful implementation of the College’s Policy on the Management of School Bullying.

1 SUPERVISION

1.1 The College is committed to providing adequate supervision of all playground areas and the rostered teachers will be clearly instructed on their duties and responsibilities.

1.2 Teachers will be constantly vigilant to possible bullying incidents both in the classroom and whilst students are moving between classes.

1.3 The College will maintain constant contact with School Bus contractors and will expect those drivers to report to the College when any incidents of bullying occur.

2 PARENT-CONTACT

2.1 Close cooperation between school and home is clearly desirable if bully/victim problems are to be efficiently counteracted.

2.2 The College will maintain consistent contact with parents through the College Newsletter, Parents’ and Friends’ Association meetings and Parent/Student/Teacher meetings in order to keep parents informed on all aspects of the policy at all times and to keep open direct lines of communication.

2.3 Parents of students who have been involved in bullying will be given the option of being included in the counselling of their son/daughter either directly or through contact later with the Counsellor, Directors of Students or Principal.

3 HANDLING THE PROBLEM

3.1 Anti-bullying campaigns are seen as an effective way to keep the issue at the forefront of students’ minds. These will be conducted on an occasional basis. Such campaigns might include: poster competitions, a study of themes associated with bullying in such subjects as Art, English and Religious Education, use of video programmes currently available on the topic.

3.2 Teachers and students will be involved in conflict-resolution programs and progress in these will be constantly monitored.
4 RAISING THE AWARENESS OF ALL

4.1 The policy document will be available to all parents, students and staff via the College website.

4.2 The College will develop and maintain an active campaign to convert all students, parents and staff to the idea of reporting incidents of bullying.

4.3 Staff will be briefed on the need for consistency in approach and modelling of non-bullying behaviours. All staff will be aware that name-calling, labelling of students, scapegoating and social exclusion can be construed as bullying.

4.4 Staff will be briefed on all aspects of the policy. This will include discussions on the nature and extent of bullying at this school, the effects of bullying on all those involved and on the school as a whole, together suitable ways to respond to reports of bullying.
NAGLE CATHOLIC COLLEGE : POLICY STATEMENT

SCHOOL CAMPS AND EXCURSIONS

Originally Released: 1994
Revised: 2000
Revised: 2005
Revised: 2009
Due for Review: 2015

RATIONALE Where school camps and excursions are conducted they shall be an integral part of the educational program of the school and shall overall reflect authentic Catholic principles and values.

‘School camps and excursions’ are defined as activities generally conducted away from the school campus for educational and/or religious purposes. This includes retreats. School camps include at least one overnight stay and excursions take students out of class for four (4) or more lessons.

DEFINITION ‘School camps and excursions’ are defined as activities generally conducted away from the school campus for educational and/or religious purposes. This includes retreats. School camps include at least one overnight stay and excursions take students out of class for four (4) or more lessons.

PRINCIPLES

1. School camps and excursions shall be designed to enhance the educational program offered by the College.

2. The Principal shall ensure that maximum emphasis is placed on the safety and well-being of all the participants.

3. The Camp organiser, in planning school camps and excursions, shall consider the needs of both students and their families.

4. The Principal shall consider the financial burden on families of sending students to camps or excursions.

5. The school camp is to be regarded as an extension of the College. The same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the camp or excursion.
6. A duty of care exists at all times, as a teacher-student relationship exists throughout the camp or excursion.

7. Where appropriate, staff shall ensure that prayer/liturgical experiences form an integral part of the camp or excursion program.

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**PROCEDURES**

1. Approval for school camps and excursions is at the discretion of the Principal. This approval is secured by the completion of the attached proforma.

2. Students shall not be allowed to attend a school camp or excursion unless written permission is granted by the parent. The permission note shall outline details such as the method of transport and the activities to be undertaken.

3. Provision shall be made by the school so that no student is prevented from attending camps or excursions on financial grounds. In case of financial hardship parents are encouraged to contact the Principal.

4. Care shall be taken to protect the rights of parents to decide whether or not to send their children to school camps. Where a decision is made for a child not to attend a school camp, the Principal shall make arrangements for the child to attend school for the period of the camp.

5. As part of the planning for the camp an emergency plan shall be put into place so that all involved with the camp, including parents, are familiar with this plan (e.g. nearest available doctor, hospital, emergency services in isolated areas etc).

6. Where a camp or excursion is likely to be strenuous or conducted in circumstances where participation could affect the medical condition of a student, a detailed survey shall be carried out by the camp organiser to determine the medical needs of the students who are to attend the camp or excursion.

This shall include information such as:
- any known medical conditions e.g. asthma;
- any medication which is required;
- any allergies;
- any medical condition which may prevent a student from participating in a particular activity;
- dietary needs.
Specific written instruction shall be obtained from parents for the administration of medication.

7. In determining the student-adult ratio for the school camp, factors such as:
   - the types of activities;
   - the location of the school camp;
   - the age of the student;
   - the camp facilities;
   - gender balance for the supervision of male and female students;
   - dormitory arrangements in a co-education setting shall be considered.

Special consideration shall be given concerning staffing where water activities are included in the camp’s program.

8. A medical kit, appropriate to the circumstances, shall be kept within close proximity at all times.

At least one adult attending the camp shall have a recognised and current First Aid qualification. Where an excursion is likely to be strenuous or where participation could affect the medical condition of students, at least one adult attending the excursion shall have a recognised and current First Aid qualification.

9. While on camp or excursion, duty of care responsibilities exist at all times. Therefore, staff and supervisors are not permitted to use intoxicating substances at any time during the camp or excursion.

10. The Principal shall ensure that adequate insurance cover is in place to protect all the participants on the school camp or excursion.

11. Students shall be transported to and from camps and on excursions in a safe and proper manner.

12. The Principal shall ensure that the drivers of all vehicles are persons who act responsibly and give due regard to the safety and well-being of the students. All drivers shall have a current and appropriate driver’s licence.
13. At the conclusion of the camp a detailed report shall be submitted by the camp co-ordinator to the Principal. The report shall cover:

- the adequacy of the camp site;
- recommendations for the future use of the camp site;
- the overall management of the camp;
- any injuries that occurred;
- the achievement or otherwise of the objectives of the camp;
- other information relating to specific incidents on the camp;
- any other information which may assist in the planning of future camps.

14. All camps and excursions will be undertaken in accordance with the C.E.C.W.A. Policy 2000 on Camps and Excursions – Guidelines for Catholic Schools.
# REQUEST FOR APPROVAL OF A CAMP/EXCURSION

## NOTE:

1. All camps/excursions must be approved by the Board of Studies. Please build into your planning the meeting dates for the Curriculum Board.
2. This form is to be used to request approval for a camp or excursion which will take students out of the school for four or more periods.
3. It is to be submitted to the Deputy Principal at least two weeks prior to the date of the camp/excursion.

<table>
<thead>
<tr>
<th>NAME OF TEACHER MAKING REQUEST:</th>
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<tbody>
<tr>
<td>OTHER TEACHERS INVOLVED:</td>
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<td>HOLA APPROVAL:</td>
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<td>1. ___________________________   ____________________</td>
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<td>2. ___________________________   ____________________</td>
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<td>CLASS:</td>
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<td>YEAR LEVEL AND SUBJECT:</td>
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<td>LOCATION OR VENUE:</td>
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<td>(include accommodation address in the case of an overnight excursion)</td>
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<td>DATE OF CAMP/EXCURSION:</td>
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<td>TIME OF DEPARTURE:</td>
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<td>TIME OF RETURN:</td>
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<td>MODE OF TRANSPORT:</td>
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<td>(include details of any school vehicles required)</td>
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<tr>
<td>DETAIL THE PURPOSE/AIMS OF THE CAMP/EXCURSION:</td>
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**FINANCIAL ARRANGEMENTS**

1. Where applicable, monies for the camp/excursion must be handed to the Bursar **before** the date of the camp/excursion.
2. For reasons of security, any money collected must be sent to the office daily, not retained in any venue by the teacher.
3. Please consult with the Bursar before setting costs.

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<tr>
<th>TOTAL COST OF CAMP/EXCURSION:</th>
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<th>COST PER STUDENT:</th>
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<tr>
<th>CONSULTATION WITH BURSAR:</th>
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<tr>
<td>Bursar</td>
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<td>Date: ____________________</td>
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<th>DEPARTMENTAL APPROVAL:</th>
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<tr>
<td>Head of Department</td>
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<td>Date: __________________</td>
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<th>APPROVAL TO PROCEED WITH PLANNING:</th>
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<tr>
<td>Deputy Principal</td>
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<td>Date: ___________________________</td>
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**CHECK LIST:** To be completed by Deputy in consultation with teacher.

- Have you checked with your Department Head that the camp/excursion has been approved by the Board of Studies?
- Have you consulted with the Bursar to finalise financial details?
- Has requisite parental permission been obtained for each student?
- Have the Canteen and Boarders’ Kitchen been advised of the camp/excursion?
- Have parents been advised of return time?
- Is a copy of letter sent to parents informing them of the camp/excursion attached?
- Where applicable, have students not attending the camp/excursion been provided for?
- What is the emergency telephone contact for the camp/excursion?
- Have relief arrangements been made with the appropriate Deputy?
- Is an **accurate** list of students involved, with their phone numbers, attached?
If you are taking a school bus, please make sure you have informed the relevant Boarding House well beforehand so that they know they need to share the other bus?

<table>
<thead>
<tr>
<th>Has the Maintenance Manager been given a week’s notice in the case of a school vehicle being used for a long trip (e.g. Perth, Kalbarri, etc)?</th>
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<tr>
<th>Have copies of this form, together with attachments as appropriate, been supplied to the Principal, Peter Norman, Robyn Gummery &amp; Andrew Donaldson and the Office?</th>
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</thead>
</table>

| ASTHMA:  
1. Do you have a First Aid Kit?  
2. Have you checked that students on medication, especially asthma puffers, have it with them? |
|-------------------------------------------------------------------------------------------------------------------------------------|

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<tr>
<th>Have you emailed a list of student attendees to the Arts HOLA (to allow for rescheduling of instrumental Music lessons)?</th>
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</table>

**APPROVAL OF CAMP/EXCURSION:**

______________________________________          Date: ____________________________

Deputy Principal
1 Introduction

This document is designed to provide a contingency plan for the staff of Nagle Catholic College for use in the case of an emergency or crisis. The document is simply a guide and can never substitute for the sensitive handling of individual crisis situations which may occur from time to time in the life of the College.

2 The Context

The document refers specifically to any critical incident which affects the school as a whole. Examples of such incidents would include:

- **Students**: attempted suicide, completed suicide, accidental death, death from illness, abuse or assault, abduction
- **Family**: death of a parent, death of a sibling
- **Staff**: death, injury
- **General**: major traumatic accident on premises - eg gas explosion, discovery of major health hazard, serious uncontrolled disturbance - eg student fight, student demonstration

3 The Role of the Teacher

In many cases, especially those relating to potential crises which have a personal or emotional source (eg a contemplated suicide), an individual teacher will be the first person to become aware of the situation. It must be explained to a student who confides information of this nature that, while she or he may want to keep the information confidential, as a responsible staff member of Nagle Catholic College the teacher is obliged to discuss the situation with a member of the Crisis Intervention Committee.
4 Crisis Intervention Committee

4.1 Purpose
The purpose of the Crisis Intervention Committee is to co-ordinate the management of tasks which need to be addressed in the event of a crisis.

4.2 Membership
The crisis intervention committee consists of
The Principal (Convenor)
The Deputy Principals
The Counsellor
The Chaplain
and, where appropriate:       the Aboriginal Liaison Worker
                                the Boarding House Parent

4.3 Procedures
The Committee will be brought together as soon as possible after the first information has been received and together will determine the appropriate strategy for:

- informing;
- intervention and counselling;
- follow-up action.

4.4 A Check List
Among the tasks required will be all or some of the following:

4.4.1 Preparing written statements as required (staff, students, media), and provide general management sheets for teachers.
4.4.2 Briefing of teaching staff:
• to give facts and details as appropriate;
• to discuss procedures for the school day;
• to discuss method of informing students;
• to ensure any students at special risk are cared for.
4.4.3 Briefing of office staff;
4.4.4 Briefing of other staff: maintenance, gardening, cleaning, canteen, library, kitchen, etc.
4.4.5 Arranging for sufficient counsellors to be available, together with appropriate venues;
4.4.6 Identifying any students at special risk - close friends, relatives, neighbours, etc.;
4.4.7 Notifying feeder schools, also schools of siblings;
4.4.8 Information to staff and students who are absent from school;
4.4.9 Contacting family of victim;
4.4.10 Arranging special postvention support needed for staff or students;
4.4.11 Arranging handling of external enquiries;
4.4.12 Cleaning-out of victim's locker;
4.4.13 Principal to act as media link person.
HOMEWORK

Homework is a necessary and important component of learning because it

- enhances student outcomes
- encourages self discipline in working in an unsupervised unstructured environment
- consolidates course content
- is used to familiarise and prepare for forthcoming work
- allows unfinished classwork to be finished.

Homework is to be entered daily into the homework diary.
Homework is to be checked regularly by the class teacher.
Diaries are to be regularly checked by the home group teacher.
Parents are encouraged to regularly sign diaries.

TIME ALLOCATION

The following are intended as a guide for the amount of total time expected of students to be spent on homework as well as study:

Year 7  1½ hours per night for 5 nights per week.
Year 8  1½ hours per night for 5 nights per week.
Year 9  1½ hours per night for 5 nights per week.
Year 10 2 hours per night for 5 nights per week.
Year 11 2½ hours per night for 5 nights per week.
Year 12 3 hours per night for 5 nights per week.

In preparation for tests, examinations, subjects and courses requiring considerable reading, extra time may be required.
HOMEWORK IS A DOING ACTIVITY

Appropriate homework may include -

- completion of classwork
- planning and drafting
- checking and editing
- structured, directed and active reading
- summarising and note taking
- research and organisation of material
- extra skills practice e.g. maths concepts
- assignments

NOTE

- homework should not be set for the sake of setting homework

It is necessary to differentiate between homework and study.

Homework consists of those tasks that are directly set by the class teacher and usually relate to current class work.

Study and revision refers to time spent revising parts of the course previously covered and consolidating knowledge in preparation for tests and examinations.