



STUDENT MANAGEMENT PROCEDURE

Sources of Authority	
CECWA Policy	Community
Executive Directive	Student Safety, Wellbeing and Behaviour

Rationale

Student behaviour at Nagle Catholic College reflects the goals of the College's Code of Conduct. 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

Students are to be guided towards self-control and self-direction. The task of the teacher is not so much to curb misbehaviour as to encourage and promote constructive and positive behaviour based on mutual respect, courtesy, a sense of cooperation and common sense.

The College aims to provide an environment where students can pursue their learning without interference and in security. Students are expected to adhere to their Code of Conduct at all times, including when travelling to and from the College, and whenever they are representing the College or under its duty of care, regardless of whether they are in College uniform. 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 meet the College's expectations for behaviour and conduct

At all times, the College will follow the principles of procedural fairness in dealing with student behaviour matters. This should include:

- Hearing appropriate to the circumstances
- Lack of bias
- Appropriate investigation into the matter/s
- Evidence to support a decision, where appropriate
- Opportunity for the student/s to respond

Definitions

Student management is an attempt to bring about positive changes in student behaviour, in situations, where they need support.



Procedures

- Positive and proactive strategies, rather than reactive strategies are to be encouraged
- The teacher assumes overall responsibility for student classroom behaviour
- Each teacher needs to develop the skills, strategies and attitudes to develop an effective working relationship with students
- A well-planned curriculum, effective teaching and competent management of the classroom are necessary as the foundation for good classroom behaviour management
- All staff members are expected to encourage students to behave correctly and to show respect for others
- Heads of Learning Area will assist teachers who require support/advice in a timely manner
- Directors of Students will intervene when the behaviour escalates
- Students, staff and parents/guardians will be made aware of student expectations through clear communication of expectations
- Rewards and sanctions will be applied fairly and consistently

Positive Reinforcement

- Certificates of Commendation ('Goldies') for academic/pastoral care achievements
- Recognition within their House (e.g. at House Meetings)
- Recognition within their Year group (e.g. at Year group Meetings)
- Recognition in front of the whole school (e.g. at Assemblies)
- Positive affirmations on SEQTA
- The Daily Notices
- The College Facebook page
- The College website

Sanctions/Responses

1. Teacher Management

- The teacher will counsel the student, place them in a seating plan, contact parents/guardians, make an entry on SEQTA etc

2. Detention – Break 2

The teacher can issue a detention for during Break 2 as follows:

- Detention is in Room 210 from 1.45pm to 2.10pm
- Detention is supervised by a Director of Students
- The teacher that issued the detention must make an entry on SEQTA and contact parents/guardians in regard to the reason for the detention

3. Withdrawal from Class

- A student may be withdrawn from class for a limited period of time, where they have caused serious and ongoing disruption, or where a serious misdemeanor has occurred that necessitates isolating the student. The following process applies:
 - The teacher is to send the student to the Presentation Centre (PC) and fill out the Classroom Misdemeanour Form (CMF)
 - The teacher is to make an entry on SEQTA



- The Director of Students is to fill out the incident report, phone parents/guardians, discuss with the Head of Learning Area, counsel the student and discuss the student's return to class with the teacher (Students do not return to class until this is done)
- The Director of Students will work to develop strategies for behaviour modification including consultation with the Head of Learning Area, Counsellor and teacher

4. Detention – After School

- Directors of Students can issue detentions for after school as follows:
 - Detention is on Wednesdays from 3.10pm to 4.10pm
 - The Director of Students issuing the detention must make an entry on SEQTA, informing parents/guardians of the after school detention
 - The Director of Students issuing the detention will follow up non-attendance. Non-attendance is dealt with by meeting with the student, issuing a detention for Break 2 and contacting parents/guardians

5. In-School Suspension

- Directors of Students can issue in-school suspensions as follows:
 - Directors of Students are to contact parents/guardians and arrange a meeting
 - Directors of Students are to complete a report on SEQTA and retain a copy on the student's file

6. External Suspension

- Directors of Students can issue external suspensions as follows:
 - Directors of Students are to contact parents/guardians to discuss the incident
 - The Deputy Principal – Students is to discuss the situation with the Principal
 - The student and their parents/guardians are to discuss a return to school via a re-entry interview with the appropriate Director of Students, Deputy Principal – Students or Principal

7. Forbidden Strategies

- Staff are strictly prohibited from using any behavioural management strategies that may be considered demeaning, humiliating or a violation of a student's dignity. The College forbids the use of any form of child abuse, corporal punishment or other degrading punishment

8. Exclusion from the College

- The decision to exclude a student from the College will be carefully considered and will follow the Process for Exclusion of Students for Disciplinary Reasons as outlined in CEWA's Student Behaviour Directive

Authorised By:	Principal		
Effective Date:	2021	Next Review:	2025