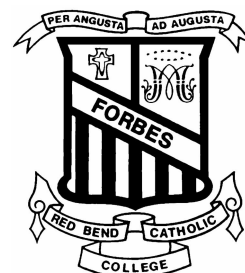


RED BEND CATHOLIC COLLEGE:

PUPIL MANAGEMENT / PASTORAL CARE POLICY

Preamble

Red Bend Catholic College aims to provide an environment for students to grow as fully functioning Christian people. The school exists to assist the students in the development of their intellectual, emotional, cultural, social, moral, spiritual and physical attributes.



In setting discipline (or behaviour modification structures) we should be very careful not to allow personal agenda or preferences to interfere with the established right and proper order of the College. There needs to be a proper balance and perspective in discipline; when to be lenient, when to be demanding. Without human dignity, discipline procedures lack integrity.

There is a variety of age groups at Red Bend Catholic College and therefore differing levels of reasoning and maturity. What might be a good form of discipline for one group, may not always be appropriate for another. Having said that, it does not necessarily imply that there has to be three sets of regulations for the students in the school - one set for years 7 and 8 another for years 9 and 10 and yet another for the senior classes. There are basic procedures which aim at the following bases of everyday school life;

- i) To ensure the personal welfare of the students and their property.
- ii) To ensure the personal welfare of the staff and their property.
- iii) To enable the school to run efficiently as an educational establishment.
- iv) To safeguard the school's buildings, property and equipment.

The implications drawn from all of the above is that it is not the regulation that is difficult to interpret, but how the regulation is to be administered according to the age level and depth of maturity of the students. In any failing, we are looking for a positive response. Punishments or consequences for students abusing College regulations ought to be appropriate to the breach committed.

Teenagers are often caught between conformity as a pattern of behaviour and their own wanting to establish a personal identity. Sometimes this is expressed in ways which are very aggressive towards authority, especially when they see a request as unreasonable. Communication with all students is essential so that they understand that school rules exist for the maintenance of good order within the school community and in the wider society.

Teenagers generally have a real sense of justice and can see that people who break the rules must be dealt with. While the College should be very reasonable, it should also be just to the whole community when dealing with students.

While many students remain at the questioning stage, there are those who have progressed beyond this and are setting their behaviour and moral values at a higher level. These people define their moral values apart from the authority of groups and

persons; in other words they own their own values, even when they may parallel the accepted norms (I do things because I believe in this action, rather than because I am told to do it). These students like to be involved in decision-making processes and feel part of the rational considerations which are part of discipline structures.

The following regulations have been formulated through custom, consultation and practice. They need to be reviewed from time to time.

It is worth remembering that discipline in a school is only as effective as those who administer it make it. There must be consistency and a genuine interest in the welfare of the whole school body.

Corporal punishment is not permitted in any form at Red Bend Catholic College nor do we countenance the use of corporal punishment by parents in response to school based incidents.

The aims of Pupil Management and Student Welfare Policy:

The aims of this policy are to:

- a) Create a positive relationship between teachers and students;
- b) Allow optimum learning to occur;
- c) To foster the growth of mutual respect.

Teachers have a duty of care and accept responsibility for pastoral care of all College students. The teachers will assist students to reflect on their behaviour; they will challenge them to explore better ways of relating to others and dealing with conflict. At times the teachers will affirm them; at other times they will correct and /or sanction students. At all times they are helping them evaluate the effects their behaviour has on them and others.

The College strives to develop self-discipline in its students. This is based on justice, self-esteem and reconciliation. The teachers are very aware of the importance of self-discipline when they impose sanctions on a student. Students should accept any such disciplinary measures in the spirit in which they are imposed, that is as a way of helping them develop better self-discipline.

The College recognises that teachers have the right to:

1. Teach without interference or disruption, whether from students or from unannounced variations to routine
2. Meet the learning needs and aim for the maximum academic, social, physical and spiritual growth of each student
3. Discipline students firmly, justly and according to consistently applied expectations
4. Support from other teachers; House Coordinators; the Senior Co-ordinator of Pastoral Care; the Deputy Principal and Principal; and from the parents or guardians of students.

The College recognises that:

1. Students can behave acceptably. **The student chooses his / her behaviour.**
2. Students need discipline to protect themselves against self-destructive behaviour and disruptions from others. **Even though they may act as though they don't want discipline, students still need it.**

PUPIL MANAGEMENT PROCEDURES

With the above principles in mind, Pupil Management procedures at the College are as follows.

Rewards for Positive Behaviours

1. Classroom teachers should use the Handbook pages during their lessons to note good behaviour or work.
2. Teachers will reward outstanding efforts and achievement with Merits. Merits are awarded for meritorious conduct, attitude or application to work.
3. When students have received five merits they are to inform their House Coordinator. They will then be awarded a Merit Certificate at a House Assembly.
4. If they receive 80 Merits in any one year you will be eligible to be presented with a College pen by your House Coordinator and an award will be presented in House Assembly on Prize Giving Day.
5. Students who do not receive a demerit during the school year will be eligible for a Merit Certificate for "Excellent Conduct and Cooperation" (this Certificate will not be counted toward the presentation of a College pen)
6. When calculating merit total for awards demerits will be deducted from merits.
7. In addition a Platinum Award will be presented on Prize Giving Day to the student in each House that receives the greatest number of merits in each House.

The Award System

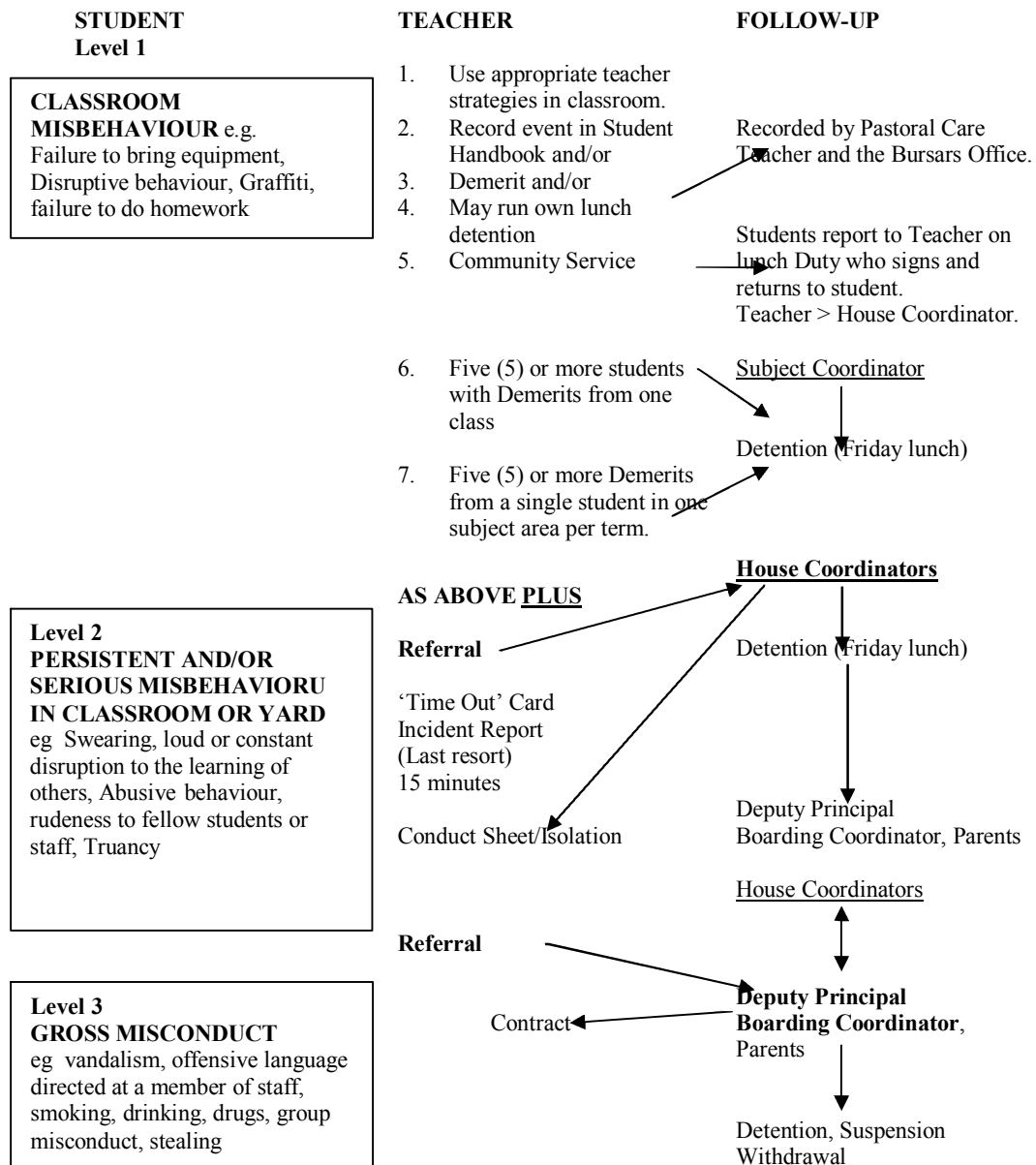
10 Merits	=	Merit Certificate (Up to a Bronze award)
20 Merits	=	Bronze Award
40 Merits	=	Silver Award
80 Merits	=	Gold Award – Presented on Presentation Day

No Demerits across a Semester = Excellent Conduct and Cooperation Award

When calculating merit total for awards demerits will be deducted from merits.

STUDENT BEHAVIOURAL MANAGEMENT AND WELFARE POLICY

Teachers are primarily responsible for their own classroom discipline. This policy outlines a number of options for addressing student misbehaviour. Most student misbehaviour will be dealt with at Level 1.



* **NB. Need to develop the expectation that all students carry a handbook, that all handbooks be open at the commencement of the lesson at the correct date.**

Suggested Demerit Consequences

3 Demerits / Day	=	Sent to their House Coordinator / Isolation
5 Demerits / Week	=	Detention
10 Demerits / Term	=	Warning Letter Home and Conduct Sheet
15 Demerits / Term	=	Conduct Sheet and / or Interview with Parents

THE “DISCIPLINE LEVEL SYSTEM”

There are THREE discipline levels (Level 1 to Level 3) at Red Bend. The House Coordinator in consultation with the Senior Coordinator Pastoral Care and the Deputy Principal will decide if your actions warrant a change of level.

Level	Reason for Placement	Staff and Parent Involvement	What Happens	Time
1	All students are placed on this level at the beginning of the school year.		Eligible for Conduct and Cooperation award at the end of the year if on Level 1 for the entire year.	
2	Unacceptable behaviour; a student on a Uniform Contract.	Interviewed by Senior Coordinator of Pastoral Care or House Coordinator who sends a letter home.	<ul style="list-style-type: none"> • Conduct Report Sheet • May include exclusion from school functions 	2 weeks
3	Continued poor behaviour or major school offence.	Interviewed by Senior Coordinator of Pastoral Care, Deputy or Principal who contacts parents	Conduct Report Sheet Excluded from: <ul style="list-style-type: none"> • Participation in School functions • Sports competition during school hours • Possible suspension 	2-4 weeks
3	Serious breach of School rules	Interviewed by Principal who contacts parents	Conduct Report Sheet Excluded from: <ul style="list-style-type: none"> • Participation in School functions • Sports competition during school hours • Suspension • Possible expulsion 	2-4 weeks

- ***A student is placed on Level 3 will be excluded from school functions and sports competitions for a stated period of time.***
- A student carrying a conduct sheet will have this sheet checked near the end of the school day. ‘Unsatisfactory’ ratings for application, conduct or punctuality will normally result in further sanctions.
- A student restored to Level 1 will be placed on a **lower level than for his/her previous offence** if s(he) commits another offence, resulting in a change of level during a semester.

Sanctions for Unacceptable Behaviour

Teachers may use any of the sanctions referred to associated with Level 1.

DETENTIONS / SUSPENSIONS

Lunch Detentions

The student is required to attend a lunch detention on the designated Friday. These commence at 1.05 pm in the designated room. Detention concludes at 1.30 pm

Students will be asked to leave if their behaviour is inappropriate. The House Coordinator will be informed and they will organise for the student to be placed in isolation for the following school day.

Lateness or absence (without sufficient and written reasons) will incur a further three lunchtime detentions. If they miss any of these then they will be required to attend a Tuesday Detention and may be demoted to a lower disciplinary level.

Lunchtime detentions take precedence over sports practices, meetings and extra-curricular activities.

Students required to attend an excursion or similar activity during the specified lunchtime detention period must inform the teacher issuing the detention. If they are unaware of this activity or forget to tell the teacher at the time, then they must remedy this situation immediately they return to school.

During the detention time, students will copy out the regulations and responsibilities as listed in the school diary.

Tuesday Detention

These may be imposed by your House Coordinator and the Deputy Principal for certain non-academic offences or for numerous uniform detentions.

- These detentions start at 3.30 pm and finish at 5.30 pm.
- Day students are required to arrange their transport home.

The House Coordinator or the Deputy Principal will inform the student's parents and the student by letter prior to the Tuesday Detention. If a student misbehaves in Detention or do not attend to the task given, further action will be taken.

If a student misses a Tuesday Detention their parents will be contacted by phone the next day. Unless there are special circumstances, they will be required to attend Saturday Detention.

Detention on a Saturday or During Staff Seminar Days

House Coordinators, in consultation with the Deputy Principal and the student's parents / guardian(s) may require the student to attend a Detention on a Saturday or on a Staff Seminar Day - should their behaviour warrant this.

A student who does not attend on this day will be suspended until the student's parents / guardians meet with the Deputy Principal.

Internal Isolation / suspension

Students may be placed in isolation - should their behaviour warrant this. The student will also be moved to a lower discipline level. The student's parent/guardian(s) will be informed of this. Isolation will always entail being given written work which is to be completed to an acceptable standard.

Students may be required to:

- sit at a desk outside the staffroom, or,
- be supervised in a Year 11 or 12 class instead of their normal class.

Suspension

A student suspended for a school offence is placed on Level 3. They student will be required to complete a certain amount of written work while suspended. This will be shown to the Deputy Principal prior to returning to the College.

Uniform Detention

It is expected that all students will wear the uniform with pride and correctly while in the community.

Students not wearing the correct College uniform, or wearing it poorly, will be issued with a Uniform Demerit. Two Demerits will be issued if these expectation are not met. Five Uniform Demerits or a recommendation from the House Coordinator will see students placed on a Uniform Contract. This will also lead to a drop in level.

When out of uniform

For any variation to uniform student should carry a note giving:

- a) Your name
- b) Date
- c) Reason for incorrect uniform
- d) The length of time you will be out of correct uniform
- e) Signature of parent/guardian or dorm supervisor

The student should present this note to their homeroom teacher or Year Coordinator first thing in the morning. Both will sign, date, comment if necessary, and hand it back to the student. The student should show this note to any teacher who asks to seek it. Every effort must be made to return to correct College uniform as quickly as possible.

Out of uniform days

On occasions students will have the opportunity not to wear school uniform. This may be for a fundraising venture. The stipulations with these days are that:

- Students dress modestly and appropriately - the clothing they wear on these days should be similar in coverage to the College uniform.
- Wear closed in shoes.

Students who do not dress appropriately (as determined by the Deputy Principal) will be required to ring home to have their College uniform brought in on the day.

NON-ACADEMIC OFFENCES

Non-academic offences which occur inside or outside the classroom include:

- Disruptive behaviour during lessons
- Bullying, fighting, abuse, victimisation
- Stealing, vandalism, littering
- Anything to do with cigarettes, alcohol or drugs, **including smoking in town in school uniform.**
- An attitude of indifference, such as persistent lateness to classes; loitering or wandering around the yard during lesson time without a note from a teacher.
- Insolence, disobedience, obscene or offensive language
- Truancy
- Being out of bounds
- Misbehaviour on buses
- Over-affectionate behaviour (e.g. kissing,) that is inappropriate at school.

Some Non-Academic Offences Are Considered Very Serious

Bullying

This is a major infringement of student's rights. Each matter will be dealt with depending on the circumstances¹.

Missing Class

Missing a class or part thereof (without an acceptable reason) may result in two College detentions.

Missing a whole day will result in an after hours detention and a parent interview with the House Co-ordinator.

Students may also be required to attend on a pupil free days to make up for missed time.

Theft and Vandalism

This incurs a Tuesday Detention or the possibility of suspension or even expulsion. Student(s) are expected to replace or pay for the item(s) and the student(s) will move to a lower discipline level (possibly even Level 3).

Matters involving theft or serious vandalism will also be notified to the Police.

Smoking

Smoking on the College grounds or in the College buildings is not allowed for any member of the Red Bend Catholic College community.

This includes actually smoking; smoke on one's breath or being in possession of cigarettes or lighter. The penalty for a first offence in toilet areas is an automatic Tuesday detention and placement on discipline level 2.

¹ Refer to the College's anti-bullying policy 'Keeping the Peace'

A second offence incurs a two-day suspension and placement on level 2. For a third or later offence, you will be suspended for at least two days; placed on discipline level 3; and your parents will be asked to attend an interview with the Principal. Students may also be given a College detention for loitering if they are with smokers.

Supplying or drinking alcoholic beverages

The penalty for this will be suspension and a move to Level 2 or 3. You will also be banned from all social functions for one year from the time of the incident.

Supplying or using other prohibited drugs

The penalty for this may be expulsion and contact with the relevant authorities.

Verbal Abuse of Staff Members (within or outside the College)

- Verbal or written apology to the staff member(s)
- Automatic Tuesday or Saturday detention or possible suspension.
- Other disciplinary measures may be imposed if deemed necessary.
- Students will move to a lower discipline level (most likely - Level 3).

Physical Abuse of Staff Members (within or outside the College)

The Principal will deal with this matter - this would most likely be suspension and possibly even expulsion.

Physical Abuse of a Student (within or outside the College)

The Principal will deal with this matter - this would most likely be suspension and possibly even expulsion.

Possession of Knives or Other Dangerous Implements

Knives are an illegal weapon and should never be brought to school. The Principal will deal with this matter - this would most likely be suspension and possibly even expulsion.

ACADEMIC OMISSIONS AND OFFENCES

These refer to a lack of application to:

- Homework
- Assignments
- Assessment Items
- Class work

This is dealt with in these ways:

1. Teacher Detentions.

Teachers may require a student to attend a detention which they or the Faculty Coordinator supervises. The student will be told by their teacher when and where to attend this detention.

If the student knows that they have Lunch or Uniform Detention, or some other commitment which prevents you from attending the Teacher Detention, **THEY MUST TELL THE TEACHER IN ADVANCE OF HIS/HER DETENTION**, then arrange to report at another time that suits both the student and the teacher.

Failure to attend a Teacher Detention, without a good reason supported by a note from a staff member, will result in a College detention.

2. Unsatisfactory Progress Letters.

For persistent academic omissions or offences, a teacher will forward an “*Unsatisfactory Progress*” letter to the student’s parents or guardian informing them of the problem(s). Once this letter is sent a teacher may write **unsatisfactory grades or comments** on the student’s school report if they do not improve their application to their work. “*Unsatisfactory Progress*” letters also ask parents / guardians to check the student’s books; Student Handbook and assignments more closely and regularly.

3. Unsatisfactory Progress; second or later letters.

If the student’s parents / guardians receive two or more “*Unsatisfactory Progress*” letters from any of their teachers, another letter is sent home by the Deputy Principal, warning them that their academic progress is causing serious concern, and requesting their parents / guardians attend an interview at the College with the student’s teacher(s); Faculty Coordinators and the Curriculum Coordinator to discuss the problem. The student also attends this interview.

OUT OF BOUNDS AREAS

Out of bounds at all times include;

- a) Levee banks
- b) Farm
- c) Girls' and Boys' boarding
- d) Health Centre; Chapel garden areas and the driveway in front of these areas.
- e) Metalwork, Woodwork, Sheep & Wool Areas
- f) Area behind Library
- g) Hall and area behind the Hall
- h) Lecture Theatre
- i) Behind the Science Labs
- j) Swimming Pool
- k) Between the school and the fence on No. 1 oval
- l) All classrooms during Recess and Lunch unless supervised by a teacher
- m) The northern wall of and area behind the Gym
- n) Staff car park
- o) Front lawn of the College
- p) The bird cage area

Recess

The oval; the northern wall of and area behind the Gym; the bird cage area and the front of the school.

Lunch

Students may move to the oval during the second half of lunch only. Movement to the oval is via the Chapel or via the netball courts.

Students are not permitted to cross the front lawn through the Staff Car Park and must stay on the front half of the oval up to the mark on the front drive. Students should

not be on the playing field of Oval No. 1 and are not to be on the oval near Girls' boarding.

Vehicles should be given clear access on the College drive. There are to be no games that involve physical contact

OTHER ISSUES RELATING TO PUPIL MANAGEMENT

Out of class

If a student is out of class, they must carry their Handbook and it must be signed by their teacher or another appropriate member of the school staff. Students who do not have signed permission will be sent back to class.

Searching bags / lockers

The College reserves the right for student's bags or lockers to be searched if deemed necessary. This would only be done by the Principal or Deputy Principal. Where practicable another member of staff should be present to act as a witness.

Use of phone

Students needing to make phone calls between 8.45 am and 3.20 pm should report to the main office. Permission to use the school phones will only be given in exceptional circumstances.

Mobile phones

Students are NOT to bring mobile phones to school.

Teachers will confiscate any mobile phones seen at school. Confiscated phones are taken to the main office and placed in the student's file.

Confiscated phones will be retained for a week unless parents come to school to collect them.

If there are special circumstances, parents may seek exemption from the ban on all or some school days. Students are to bring a note from a parent and present it to the Deputy Principal. If approval is given they to hand the phone in at the office before school and collect it after school each day.

Student drivers

Students who have a current driving licence may apply for permission from the Deputy Principal to drive to school and park within the school grounds.

Such permission will be granted on the condition that:

- a) The student fills in the Approval Form giving
 - i. Vehicle Registration Number
 - ii. Make of the vehicle
 - iii. Parent Approval
- b) The student hands their keys to the Main Office on arrival at school and collects keys at 3.30 pm

- c) The student driver leaves the College within 10 minutes of collecting their keys, unless a note signed by a staff member, stating a genuine reason for remaining longer at school, is given to the Deputy Principal
- d) Vehicles are driven slowly and safely at all times
- e) The student does not use their vehicle as a place for recreation or relaxation
- f) The student does not use their vehicle to leave the property without written permission from parent / guardians and the Deputy Principal.
- g) The vehicle is only parked in the designated parking area.
- h) Permission will not be given for motorbikes.

Students may carry passengers to school on the condition that parents of licensees and passengers give written approval. These forms are available through the Deputy Principal.

Any breaches in this agreement will result in you being denied permission to drive to school. A teacher is rostered each afternoon to supervise the departure of student drivers and passengers.

Transport to and from school

Student movement to and from school is usually by bus or parents / guardians. Any exception to this must be confirmed by the College.

USE OF HEALTH CENTRE

A student must have their Handbook signed by the relevant supervising teacher and signed by the Health Centre staff on their return. If a student needs to go to the Health Centre at recess or lunch, they must get the teacher on playground duty to sign their Handbook, except in case of emergencies.