



St Ursula's College
K I N G S G R O V E

**STUDENT
MANAGEMENT
POLICY**

STUDENT MANAGEMENT POLICY

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STUDENT MANAGEMENT POLICY

Philosophy

At St Ursula's College student management procedures are founded on the Gospel values and the Ursuline philosophy of care and respect for the individual which promotes Catholic moral and ethical values. The emphasis is on prevention rather than punishment, which leads to a more productive and enjoyable learning environment.

Good student management is based on mutual respect, trust and honesty within a caring community where rules and regulations are needed for the good of the whole community. All students have a right to education but must accept the responsibilities carried with that right.

Student management is a learning process that teaches the students the value of responsibility, self discipline, cooperation and mutual respect. Effective student management inside and outside the classroom results when expectations are clear, fair, just and enforced.

Rationale

The Student Management policy at St Ursula's College is founded on our Pastoral Care philosophy which seeks to promote the total development of each student. The effective management of students is complex and requires a collaborative, and consistent whole school approach, based on the Gospel values of love, truth and forgiveness within a healthy, supportive and secure environment.

The Student Management policy aims to facilitate personal development and self discipline among students and seeks to promote well being and good order in the community. All students have equal rights to the educational opportunities offered at the College and every effort is made to encourage, praise, affirm and recognize students for their individual achievements and efforts.

Discipline procedures are based on Restorative Justice Practices. The use of sanctions such as detention will be balanced by positive reinforcement such as College awards. Corporal punishment is expressly prohibited in the College. Catholic Education Office (CEO), Sydney does not sanction administration of corporal punishment by non-school persons, including parents, to enforce discipline in the school.

AIMS of the policy are to:

- Respect the dignity of each student.
- Develop an appreciation of basic Gospel teaching of respect, faith, hope, love, acceptance, justice and forgiveness.
- Establish student management procedures which empower students to value themselves and experience well being and success.
- Foster an environment wherein individual rights, responsibilities and talents can be acknowledged and respected.
- Establish guidelines and procedures that are to be followed to correct student behaviour where breaches of College expectations occur.
- Create a supportive environment that is conducive to effective teaching and learning, and where students can develop their abilities and interest.
- Develop in students the ability to take responsibility for their own behaviour and the consequences of their actions.
- Maintain appropriate levels of consequences which are understood by all members of the College community.
- Operate under the Child Protection Code of Professional Standards for Employees in Catholic Schools.

Procedures

1. General Expectations of Teachers

Teachers are responsible for student management in their classroom and for maintaining discipline in the playground at all times. Focus is on proactive strategies and prevention.

This is achieved by:

- 1.1 Being proactive and by supporting College rules
- 1.2 Setting class rules that are simple and realistic.
- 1.3 Using goal setting as a tool to manage behaviour.
- 1.4 Challenging behaviours not personality.
- 1.5 Working to establish positive relationships with students.
- 1.6 Establishing and implementing clear expectations of classroom conduct.
- 1.7 Approaching a student individually to avoid public confrontation.
- 1.8 Exploring circumstances/seeking background information that may have contributed to behaviour.
- 1.9 Collaborating with relevant personnel in the College to manage the behaviour.
- 1.10 Being a good role model for students.
- 1.11 Being assertive and firm.
- 1.12 Being courteous.
- 1.13 Recognising and respecting the dignity of each individual and class group.
- 1.14 Being prepared, organised and punctual.
- 1.15 Intervening early and addressing inappropriate behaviour immediately.
- 1.16 Actively supervising students.
- 1.17 Catering for different student needs.
- 1.18 Communicating with parents through the use of the student's College Diary.
- 1.19 Monitoring the physical environment of the classroom to ensure student well being and safety.

2. General Expectations of Students

Students are responsible for their own learning and behaviour at all times. This is achieved by the following and is not limited to:-

- 2.1 Adopting and maintaining a positive attitude to learning.
- 2.2 Respecting, listening to and accepting the ideas and opinions of others.
- 2.3 Following teachers' instructions.
- 2.4 Being prepared for class and ensuring that they have all the necessary resources and items of equipment.
- 2.5 Being punctual to class.
- 2.6 Ensuring that College property is not defaced or damaged in any way.
- 2.7 Ensuring classroom environment is left clean and tidy at conclusion of each lesson.
- 2.8 Behaving in a way that is not disruptive to the learning of other students.
- 2.9 Being courteous and polite when interacting with teachers and students.
- 2.10 Completing all class tasks, homework, assignments and assessment tasks.
- 2.11 Behaving safely at all times.
- 2.12 Showing each person the love of Jesus in how we speak and act.
- 2.13 Caring for and enhancing our working environment, lockers and recreational areas.
- 2.14 Wearing the College uniform correctly at all times.
- 2.15 Being neat and tidy, following College rules with respect to jewellery, piercings, hair colour.
- 2.16 Ensuring food is not consumed in classrooms.
- 2.17 Ensuring chewing gum is not consumed on College premises.
- 2.18 Using the College Diary correctly and providing written permission from a parent if they are required to leave the College during the day.
- 2.19 Ensuring valuable items and large sums of money are not to be brought to College.
- 2.20 Following the College Policy regarding use of drugs and illegal substances.
- 2.21 Following the College Policy regarding the use of mobile phones and electronic equipment.

3. Procedural Fairness in School Investigation

3.1 Basic Rights

The following principles underpin the basic rights of all individuals when dealing with authorities:

- 3.1.1 The right to respond (the hearing rule).
- 3.1.2 The right to unbiased hearing (the bias rule).

3.2 Serious Offences

CEO Sydney defines serious offence as an activity or behaviour by a student which:

- 3.2.1 Seriously undermines the ethos of the Catholic school;
- 3.2.2 Consistently and deliberately fails to comply with any lawful order of a Principal or teacher;
- 3.2.3 Is offensive or dangerous to the physical or emotional health of any staff member, visitor or any student; or
- 3.2.4 Consistently and deliberately interferes with the educational opportunities and endeavours of other students.

Some serious offences are by their nature criminal offences, and schools are then obliged to observe legal requirements.

4. Inappropriate Behaviour

A statement of College rules, expectations and consequences are clearly set out in the Student Diary issued to each student at the commencement of the College year. The Student Diary makes provision for teachers to communicate to parents regarding student's efforts or short comings with regards to application to studies, general behaviour etc.

Possible consequences for inappropriate behaviour:

- 4.1 Verbal caution
- 4.2 Detention
- 4.3 Parental contact
- 4.4 Note in Student Diary – immediate contact with home and school.
- 4.5 Student Contract
- 4.6 Counselling
- 4.7 Community Service
- 4.8 Exclusion from class
- 4.9 Suspension
- 4.10 Expulsion

5. Steps in Student Management process to restore appropriate behaviour

These steps will be followed in dealing with students.

- 5.1 Procedural fairness (namely the right to be heard and the right to a fair and unbiased hearing) is to be used during school investigations and underpin the process.
- 5.2 The teacher in the classroom or in the playground deals with the issue/incident and may issue a Tuesday afternoon detention.
- 5.3 If the matter is not resolved then referral will be made to the Studies Coordinator for classroom/curriculum issues; Year Coordinator for behavioural /pastoral issues.
- 5.4 The Coordinator will respond to the situation by requesting that the parents attend an interview to discuss concerns. Depending on the nature of the issue, a conduct sheet may be drawn up to monitor the student's progress.

- 5.5 If the matter continues then the Pastoral Care Coordinator/Curriculum Coordinator will be informed by the Coordinator. The Pastoral Care Coordinator/Curriculum Coordinator intervention will include a review of the student's history, the parents attending an interview to discuss concerns and a student management contract drawn up and signed by both the parents and the student.
- 5.6 If the matter continues then the Assistant Principal will be informed by the Pastoral Care Coordinator/Curriculum Coordinator. The Assistant Principal's intervention will include the parents attending an interview to discuss concerns, a review of the student's history and may include but is not limited to exclusion from class or suspension.
- 5.7 If the matter is still not resolved then the Principal will be informed by the Assistant Principal. The Principal's intervention will include a review of the student's history, the parents attending an interview to discuss concerns and may include but is not limited to exclusion from class, suspension and in consultation with the Regional Consultant expulsion.

6. Mobile Phone and Personal Audio equipment policy

- 6.1 Students are discouraged from bringing mobile phones and personal audio equipment to the College. If they choose to do so they are fully responsible for the security of such devices.
- 6.2 Mobile phones must be **turned off** between the hours of 8.40am and 3pm.
- 6.3 Personal audio equipment is **not** to be turned on, or used, between classes or during class time unless the use is authorised by the class teacher.
- 6.4 Due to concerns relating to the Privacy Act, technology such as digital cameras, video cameras, mobile phones which may take or transmit still or video images are not to be used during school hours unless authorized to do so by a teacher.
- 6.5 If a mobile phone rings, or is even turned on, at any other time than specified above it will be confiscated and will only be returned at the end of the day once parents have been notified and the student will be issued with a Tuesday afternoon detention.

7. Drugs Policy including Illegal Substances

Our aim is to protect the health and safety of members of the College Community.

Sanctioned Drug Use

Students who need to use prescribed or medicinal drugs within the College must have written approval of a parent/care giver and inform their Pastoral Care teacher and the Student Services Officer.

Unsanctioned Drug Use

While on College premises, in uniform or participating in any College activity students are not allowed to:

- 7.1 Possess or use tobacco products.
- 7.2 Possess or consume alcohol.
- 7.3 Inhale or otherwise ingest a solvent and other industrial product.
- 7.4 Possess, consume or supply an illegal drug.
- 7.5 Inappropriately use prescribed or over the counter medications.
- 7.6 Possess drug related objects.
- 7.7 Possess, sell, supply, exchange or negotiate in relation to any of the above when on College premises or on any occasion when the staff of the College have responsibility for an individual or group of students. **This includes travelling to and from the College whilst in uniform.**

7.8 Actions

- 7.8.1 First aid will be administered if necessary.
- 7.8.2 Principal informed.
- 7.8.3 Student interviewed as per Power of Search and in line with Procedural Fairness.
- 7.8.4 Parents/carer and/or police informed.
- 7.8.5 Student and family may be referred for counselling or to seek assistance from an outside agency.

- 7.8.6 Student may be placed on detention, excluded from classes or suspended from the College.
- 7.8.7 Student may have their enrolment status reviewed.

8. **Anti-Harassment Policy**

Harassment is a form of violence, which interferes with a person's right to a full life and as such is contrary to the teaching of Christ. The College recognises harassment is a complex issue which can take many forms. The College does not condone harassment of staff or student in any form and will deal with each case according to its circumstances. The College strongly encourages students who experience harassment of any kind to report the incident in confidence to any staff member. Every case will be investigated fully by the Pastoral Leadership Team and support offered.

9. **Anti-Bullying Policy**

Bullying is a form of harassment which is characterized by a pattern of oppressive behaviour by a person or group over another. It is a form of anti-social behaviour which is based on an abuse of power where there is a willful and conscious desire to isolate, exclude, hurt, tease, threaten or intimidate someone. Bullying may be verbal, physical, social, psychological or cyber.

St Ursula's College aims to protect the health and safety of both the students and the whole community and provide a positive College culture where bullying is **not** accepted. All members of the community will have the right to be respected by others, right to learn, right to feel safe and secure in their environment.

It is not always easy because of the subtle nature of bullying to identify incidents therefore students are encouraged to report incidents to their Year Coordinators. If parents become aware of any bullying in the College carried out against their child, or another child, they should notify the Year Coordinator immediately.

Students will be educated through the Pastoral Care program concerning the College's anti-bullying policy, the behaviour that constitutes bullying and in ways of dealing with bullies. All incidents of bullying will be dealt with in a firm, positive, caring and supportive manner:

9.1 **Intervention**

- 9.1.1 Once identified, the bully, victim and witnesses will be interviewed.
- 9.1.2 Each allegation of bullying will be fully investigated and documented.
- 9.1.3 Bullies and victims will be encouraged to undertake counselling and support.
- 9.1.4 Parents will be notified and will need to attend an interview with their daughter
- 9.1.5 Students may be immediately sent home until the matter is resolved.
- 9.1.6 The consequences implemented will be consistent with the College's Discipline Policy.
- 9.1.7 The decision of the consequences will be taken by Year Coordinator, Pastoral Coordinator, Assistant Principal and Principal.
- 9.1.8 Student record of behaviour for bullies will stay in the student file throughout their schooling.
- 9.1.9 Student may be placed on a behaviour contract before resuming normal classes

10. **Cyberbullying**

- 10.1 Our aim is to protect the health and safety of both students and staff. All incidents of Cyberbullying will be dealt with in a firm, positive, caring and supportive manner.

For the purpose of this policy cyberbullying can include but is not limited to:

- 10.1.1 Sending harassing, threatening or menacing messages to targets either directly or anonymously or using another person's address or alias via **email**.
- 10.1.2 Harassing and heated arguments via **Instant Messaging** (e.g. MSN, Yahoo & Bebo, Facebook, Twitter);
- 10.1.3 Anonymously writing anything (true or untrue) creating and adding cruel entries in a world wide form via Chat Rooms/Bash Boards.

- 10.1.4 Masquerading as another by using their mobile phone or computer to send harassing or threatening messages via Short Text Messages (SMS);
- 10.1.5 Mocking, teasing and harassing and posting visuals that can be altered via Websites/Social Networking sites.
- 10.1.6 Acts of cyber bullying are prohibited during and after school hours against:
- 10.1.6.1 the students at this College or other schools;
- 10.1.6.2 the staff at this College or other schools;
- 10.1.6.3 the College itself.
- 10.1.7 Many acts of cyber bullying are **Criminal Offences** and carry fines and punishment and will be reported to DOCS and Police.

10.2 Disciplinary Action

College rules prohibit the inappropriate and threatening use of email, internet and mobile phone messaging both in the College, at any College function and away from College where the behaviour seriously impacts on other students or staff at the College.

Cyberbullying containing	Actions may include	Responsibility/Involvement
Bullying	Parental notification and/or interview with student and sent home Suspension Documentation	Pastoral Care Coordinator Assistant Principal
Overt sexual content	Police notification DOCS notification Parental notification Suspension	Assistant Principal Principal
Threatening life Or Criminal activity or sexual assault	Police notification DOCS notification Parental notification Suspension/Transfer/Expulsion Counselling	Principal Regional Consultant Regional Director Executive Director Communications unit

11. First Aid and Accident Policy

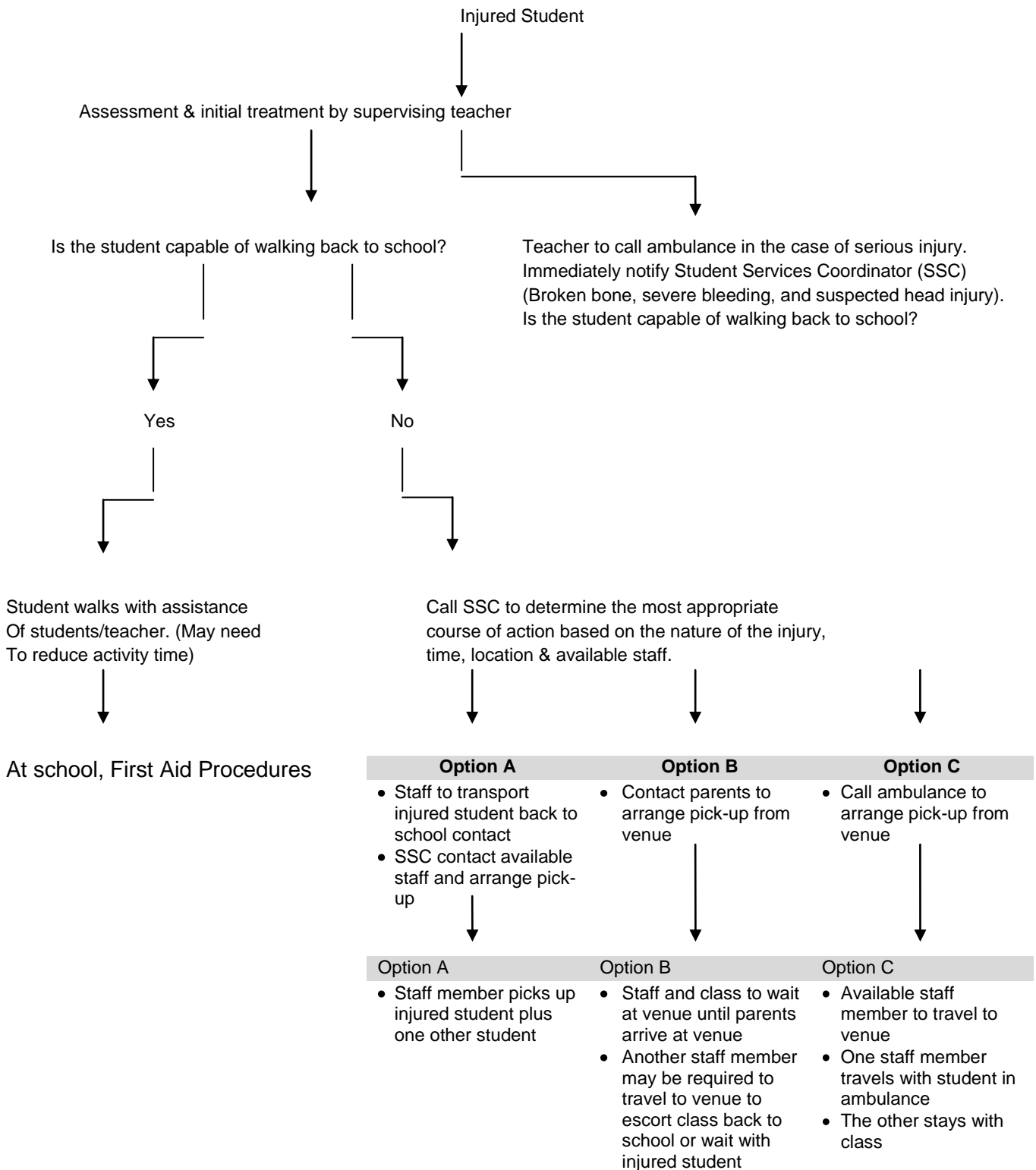
Staff members, as part of their general duty of care are obligated to provide assistance to injured and sick students. If a student is sick or injured, the staff member must do everything possible to assist the student. Staff members are provided with annual CPR and First Aid training.

ON SITE PROCEDURES - For Injury or Illness

- 11.1 Student is assessed by staff member at site of injury.
- 11.2 General First Aid is administered if required.
- 11.3 Student is transported to Student Services desk/Sick Room if further assessment or treatment is necessary.
- 11.4 If the student is unable to be moved another student should be sent to Student Services to request help.
- 11.5 Student must not be left without adult supervision.
- 11.6 Senior First Aid or trained staff members assesses the nature of the illness/injury and how to proceed.
- 11.7 In the case of serious accident or illness an Ambulance must be called on 000.
- 11.8 In the case of serious accident or illness a student's parents must be contacted to ensure medical follow up occurs.
- 11.9 One staff member should accompany the student in the ambulance.
- 11.10 An Accident Report Form must be completed for all accidents and injuries. The forms are located in the Assistant Principal's Office.

OFF SITE PROCEDURES – For Injury or Illness

Procedure for responding to an off-site injury to a student



Available staff may include the Sports Coordinator, Student Services Coordinator, the Assistant Principal.

Staff should be considered to be unavailable if they are in class.

12. **Asthma Management**

Common symptoms of asthma are wheezing, coughing and shortness of breath. If these symptoms occur at the College the student should be treated as per First Aid and Accident Policy - above.

13. **Dispensing of Medication Policy**

As part of the Pastoral Care of students at the College there will be occasions when administering of medication may be necessary to support students during their normal school day or during activities outside normal school hours. Parents are discouraged from providing students with medication at the College, unless on Doctor's advice.

13.1 **Procedures - In College Hours**

- 13.1.1 Medication must be supplied by parents in a Webster Pack or the original container and clearly marked with the student's name, the name of the drug, dosage, frequency of administration and prescribing doctors name.
- 13.1.2 No medication should be given without parental permission
- 13.1.3 All medication is to be kept in a central location at Student Services, clearly labelled with all relevant information.
- 13.1.4 Student Services Officer will generally be responsible for administering medication to students.
- 13.1.5 Medication will be dispensed to the students from the Student Services Desk or Sick Room.
- 13.1.6 Whenever medication is administered, the attending staff member must record the details in the **First Aid and Sick Bay Register**.

13.2 **Procedures – Out of College Hours**

- 13.2.1 No medication should be given without parental permission
- 13.2.2 All medication is to be kept in a central location with the Teacher in Charge.
- 13.2.3 Medication will be dispensed to the student by the Teacher in Charge.
- 13.2.4 Whenever medication is administered, the attending staff member must record the details and copy into the **First Aid and Sick Bay Register** on returning to the College.

14. **Prohibited Weapons Policy**

In line with the Pastoral Care Policy, which states that St Ursula's College will be a safe and welcoming environment for staff and students, any student possessing a prohibited weapon, or threatening to use any item or instrument as a weapon will be dealt with immediately. This will be dealt with in a firm, positive, caring and supportive manner. The matter will be reported to the Police.

14.1 **Prohibited weapons** can include but are not limited to the items listed below:

- 14.1.1 Firearms of any kind
- 14.1.2 Any imitation or replica firearms
- 14.1.3 Knives
- 14.1.4 Hunting slings, catapults or sling shot
- 14.1.5 Knuckle-dusters
- 14.1.6 Studded gloves or sap gloves
- 14.1.7 Blow guns or any similar device
- 14.1.8 Whips of any kind
- 14.1.9 Kung fu sticks or nunchaku
- 14.1.10 Batons of any type
- 14.1.11 Spear guns
- 14.1.12 Mace
- 14.1.13 Any defence or anti-personnel sprays that are capable of discharging irritants in liquid, gas or powder form

14.2 Intervention Strategies

Intervention may occur in the following ways:

- 14.2.1 A student may voluntarily approach a teacher or the College Counsellor for assistance if they are in possession of a prohibited weapon.
- 14.2.2 A student may be identified as needing help as a result of involvement in an incident requiring disciplinary action.
- 14.2.3 College staff may approach the College Executive or Counsellor about concerns relating to student possession of prohibited weapons.

14.3 Disciplinary Action

College rules prohibit the possession, and use of any prohibited weapon both in the College and at any College functions. If any of these rules are broken, then investigative/disciplinary action will be undertaken depending on the circumstances. Students and parents will be supported throughout the process and provided with appropriate counselling and support structures.

14.4 Searches in Relation to Prohibited Weapons:

If any member of the College staff has reasonable grounds for suspecting that a dangerous or illegal item may be found or considers that the safety of any person is at risk, the Principal and/or Assistant Principal, with a Year Coordinator, may discretely search bags and/or lockers, which they reasonably suspect contain knives, knife blades or other offensive implements.

Procedures for Search

- 14.4.1 Student interviewed with a view to counseling and/or disciplinary action.
- 14.4.2 Student asked to open her locker and/or bag. If the student refuses the staff member should open the locker/bag while the student is present and in the presence of another teacher.
- 14.4.3 In the case of clothing staff members may ask students to empty pockets only. Where a student refuses to cooperate, the police may be called and asked to do the search.
- 14.4.4 Parents will be contacted if police are contacted.
- 14.4.5 Where the student refuses to wait for police, the student will be dealt with according to the College discipline policy on suspension and expulsion.

Disciplinary Responses

Behaviour	Actions may include	Responsibility/Involvement
Possession of Weapon	Confiscation Storage/disposal Parental notification Police notification Suspension Documentation	Principal Assistant Principal
Threatening with Weapon	Police notification Parental notification Regional Office notification Suspension/transfer/expulsion Documentation Disposal of weapon	Principal
Inflicting injury with weapon	Police notification Critical Incident Management Plan Hospital notification Regional Office notification Counselling Expulsion	Principal Regional Consultant Regional Director Executor Director Communication Unit

This policy:

is Endorsed by:	College Executive
is available on:	www.stursulakingsgrove.catholic.edu.au
Management responsibility:	Pastoral Care Coordinator
has been distributed to:	All Staff
is referenced in:	The Student Diary
Policy Created :	October 2009
Date for review:	As necessary

REFERENCES

- Sydney CEO Policy Pastoral Care of Students Towards 2010 – 1.1, 1.2, 2.1, 2.3, 3.2, 6.11, 6.3
- Sydney CEO Document “Pastoral Care of students in Catholic Schools” 2003
- CEC Guidelines for Pastoral Care in Catholic Schools
- CEC – Guidelines to Support the Development of School – Based Drug Education Policies and Practices.
- Sydney CEO Student Management (December 2003)
- Sydney CEO Policy Strategies for Dealing with Prohibited Weapons in Schools (revised July 2005)
- Sydney CEO Policy Strategies for Dealing with Illegal Substances in Schools (revised July 2005)
- Sydney CEO Policy Strategies for Dealing with Cyberbullying (Draft 2008)
- St Ursula’s Staff Handbook
- St Ursula’s Student Diary