



# ST PIUS X COLLEGE

## CHATSWOOD

### STUDENT MANAGEMENT AND DISCIPLINE

#### Introduction and Purpose

Good order and management in the classroom stems from well-prepared and presented lessons and units of work. Classroom teachers are initially responsible for discipline in their classroom, or on any duty they may have on the Yard, Sport or Excursions. Positive reinforcement (e.g. see Awards System – Student Diary) is preferable to punishments. Nevertheless, students need to be educated that actions or inactions have consequences and that with privileges usually comes responsibilities. These are excellent lessons in the formation of young men. Staff and students observe the “hands off rule” and all other mandated Child Protection and Anti-Discrimination, Harassment and WH&S requirements. We are “junior” partners with parents in the education of the young men in our care and the focus is on each individual growing to be an independent, mature and self-directed learner. We follow the Edmund Rice Education Charter and all appropriate values and processes of procedural fairness, (see guide below).

#### Implementation

- Corporal punishment is strictly prohibited by any member of staff or by anybody on the College’s behalf.
- Due process is to be followed at all levels of referral, with use of ‘due process’ proformas, Student Diary, Notices of Concern, Restorative Justice templates and communication systems, (eg iWise Records).
- Behaviour Contracts, usually of 1 cycle duration, are administered by Guidance Coordinators.
- A teacher may exclude a student from class for 5 minutes for a “cooling off” period if other methods or approaches have been exhausted. The students remain under the teachers’ supervision and must be within visual contact.
- A teacher should only send a student to a Guidance/Study Coordinator/Counsellor only after due processes have been followed and with a note, explaining what has occurred.
- **Lunchtime Detention** may only be conducted for 15 minutes and must be held during the last 20 minutes of lunchtime. Those detained should be allowed out for the last 5 minutes of lunch.
- No whole class is to be placed on detention. (5 minutes after a bell at recess/lunch isn’t considered detention.)
- **After-School Detention** is conducted on a suitable afternoon after 3.15pm. Students are to receive 24 hours’ notice and parents are to be notified (see detention notices in Student Diary). Detention should not exceed one hour. A morning, before class detention, may begin no earlier than 8.00am – with 24 hours’ notice.

- **Friday and Weekend Detention** is the prerogative of the Guidance Coordinators and is used for serious or persistent offenders. The Deputy Principal and Head of Student Services are to be informed when this is invoked.
- **"In House" Suspensions** are the prerogative of Guidance/Study Coordinators who will inform the Deputy Principal, Head of Student Services and the Student's Parents/Guardians/Care Giver.

The issues/behaviours/reasons for making "In House" Suspensions may include but are not limited to:

- disrupting the learning of others;
- accumulating or repetition of inappropriate and un-cooperative behaviours;
- failure to follow agreed Behaviour Contracts and unresponsiveness to interventions;
- providing a "cooling off" healing/reflective period before a parental interview;
- involvement in damage to property;
- continued late coming and/or persistent unsatisfactory grooming/uniform standards;
- fractional truancy
- Any behavior which constitutes danger or risk to another member of the College Community.

- **Suspensions** are the prerogative of the Head of Student Services/Deputy Principal who will inform/consult with the Principal and the Students' Parents/Guardian/Care Giver.

The issues/behaviours/reasons for invoking suspension may include but are not limited to:

- Persistent disruption to the learning of others
- Significant breaches of the Student Code of Conduct and/or ICT acceptable use policy and contracts for their personal learning devices (PLDs)
- Attending extended counselling or interventions
- Moving from Notice of Concern Level 1 to Level 2
- Continuation of Bullying/Harassment
- Significant breach of "hands off" rule – physical harm to others
- Possession/carriage of illicit goods or substances
- Any behavior which constitutes significant danger or risk to another member of the College Community.

- **Expulsion** is the responsibility of the Principal, in consultation with EREA. It is a disciplinary step, normally preceded by suspension and applied as the last resort. It is reserved for cases of gross misconduct, serious breaches of school rules or behaviour which is persistently disruptive. It might also be used without previous suspension in cases where the student's behaviour puts at direct risk the health and/or welfare of a student or member of staff within the school. Any such expulsion requires conformity with the recently released Policy from the NSW Minister for Education on "**Information Sharing between Principals and Schools" of (December, 2014)**.

As part of our pastoral mandate and core values, the College assists where possible and reasonable in gaining another position in an alternate school/educational setting.

- **Search:** The College retains the right to search a student's person or property if the student is reasonably suspected of possessing illegal goods or substances. The student will be searched in the presence of two staff members and the student must be present during any search of his property.

### **Guide to Procedural Fairness**

Procedural fairness is a basic right of all when dealing with authorities. Procedural fairness refers to what are sometimes described as the 'hearing rule' and the 'right to an unbiased decision'.

The 'hearing rule' includes the right of the person against whom an allegation has been made to:

- Know the allegations related to a specific matter and any other information which will be taken into account in considering the matter
- Know the process by which the matter will be considered
- Respond to the allegations
- Know how to seek a review of the decision made in response to the allegations.

The 'right to an unbiased decision' includes the right to:

- Impartiality in an investigation and decision-making
- An absence of bias by a decision maker.

Procedural fairness includes making available to Students and Parents or Caregivers the Policies and Procedures under which disciplinary action is taken. It also includes providing details of an allegation relating to a specific matter or incident. This will usually involve providing an outline of the allegations made in witness statements and consideration of witness protection. As part of ensuring the right to be heard, the College will establish any need for Parents or Caregivers to be provided with interpreter services and, if required, make arrangements for such services to be available.

Further, in order to maintain procedural fairness:

- Usually it is the Deputy Principal/Head Student Services with Counsellor or relevant Guidance Coordinator who carries out the investigation and makes a recommendation to the Principal who is reserved as the decision maker and adjudicator.
- At the level of long suspension, expulsion or exclusion, the College will offer parents/Guardians/Caregivers/Student(s) to have a supporter/observer attend any formal interviews. File notes of the key points from the interview(s) will be recorded and maintained.

### **Record Keeping and Notification**

- The Head of Student Services will maintain an annual record of Student Suspension and Expulsion and keep all relevant notes and documents for two years. Where expulsion requires appropriate notification to EREA and Information Sharing between Principals and Schools (December 2014) records will be kept for seven (7 years). Further, submissions to any appropriate authority will be made if exclusion (preventing admission to other schools) is part of an expulsion.
- Guidance Coordinators will place on individual student files the notification of "In House" Suspension, Suspension and Expulsion and associated notes and documents.
- Associated notes or copies of documents may be kept on file each year by Guidance Coordinators, College Counsellors, Careers Advisor and other relevant staff members.
- As the College moves to an electronic record keeping system it will develop processes to maintain an electronic record of such material.

### **Policy Review**

**Last Reviewed** 5 June 2015

**Approved by** College Leadership Team

**Renewal Date** 2017 or as needed.