



**NAGLE**  
CATHOLIC  
COLLEGE  
EST 1994

## **POLICY STATEMENT STUDENT MANAGEMENT**

**Updated: 2019  
Due for Review: 2023**

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### **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 procedures/policies

### **Definition**

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

### **Procedures**

#### **Managing Student Behaviour**

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.



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## Key Principles

- 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 Areas will assist teachers who require support/advice in a timely manner
- DOSs will intervene when the behaviour escalates
- Students, staff and parents/guardians will be made aware of student expectations through clear communication of procedures/policies
- Rewards and sanctions will be applied fairly and consistently

## Positive Reinforcement

- Certificates of Commendation ('Goldies') for academic/pastoral care achievements
- Recognition within their House (eg at House Meetings)
- Recognition within their Year Group (eg at Year Group Meetings)
- Recognition in front of the whole school (eg at Assemblies)
- Positive affirmations on SEQTA
- The Daily Notices
- The College Newsletter
- 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, entry on SEQTA etc
- 2. Detention - Lunch**
  - Lunch detentions can be issued by the class teacher
  - Detention is in Room 210 from 1.45pm to 2.10pm
  - Detention is supervised by a DOS
  - The teacher issuing 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 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 DOS is to fill out the incident report, phone parents/guardians, discuss with the HOLA, 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 DOS will work to develop strategies for behaviour modification including consultation with HOLA, counsellor and teacher
  
- 4. Detention – After school**
  - After school detentions can only be issued by DOSs
  - Detention is on Wednesdays from 3.10pm to 4.10pm
  - The DOS issuing the detention must make an entry on SEQTA, informing parents/guardians of the after school detention
  - The DOS issuing the detention will follow up non-attendance. Non-attendance is dealt with by meeting with the student, issuing a detention for lunch and contacting parents/guardians
  
- 5. In-School Suspension**
  - DOSs can issue in-school suspensions
  - DOSs are to contact parents/guardians and arrange a meeting
  - DOSs are to complete a report on SEQTA and retain a copy on the student's file
  
- 6. External Suspension**
  - DOSs can issue external suspensions
  - The appropriate DOS is to contact parents/guardians to discuss the incident
  - The Deputy Principal – Students is to discuss with the situation with the Principal
  - The student and parent/guardian are to discuss a return to school via a re-entry interview with the appropriate DOS, Deputy Principal – Students and Principal



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## **Exclusion from the College**

Despite a school's proactive efforts, there are circumstances when a student's behaviour is unacceptable and warrants exclusion.

Exclusion is an extreme disciplinary action reserved for cases of gross misconduct, serious breaches of school rules, or repeated behaviour that is persistently disruptive. Given the significant implications for the student and their family exclusion is, therefore, to be applied as a last resort.

Exclusion is the termination of a student's enrolment at a particular school.

As soon as any allegation is made against a student and following a preliminary investigation by the Principal, that, if substantiated, would warrant exclusion, the parent/guardian shall be contacted to enable them to be present at any subsequent interviews with the student.

The Principal will write to the parent/guardian informing them:

- Of the substance of the allegation
- That an investigation will take place into the allegation and the likely duration of the investigation; and
- That, if substantiated in whole or part, the Principal may decide to exclude the student, and
- That the student is suspended until that investigation is concluded as deemed necessary by the Principal

Where practicable, the Principal should delegate the responsibility to undertake the investigation to a member of the school's leadership group. The investigation shall be based on the merits of the case and provide a fair and unbiased assessment.

The Principal's delegate will provide a written report of the investigation to the Principal, with copies of any statements or other documents referred to by the investigator. The report may or may not include recommendations.

The Principal shall consider the written report of the investigation and determine whether exclusion may be warranted under this policy statement. If the Principal considers that exclusion is not warranted, he/she may take any other action that they believe is required under the circumstances.

If the Principal believes that exclusion may be warranted, he/she shall seek additional information about the allegations or ask their delegate to do so on their behalf. The Principal shall consult with the Team Leader of the Student Services or Aboriginal Education Teams where a student has a disability or is Aboriginal. The College Counsellor shall also be consulted where practicable.

The Principal is to contact the parent/guardians of the student and request their presence at an interview between the Principal and the student. The Principal may invite others as appropriate.

At the interview, the Principal will detail the allegation and will invite the students to provide any additional information which they believe is relevant to the decision as to whether to exclude.



The Principal shall meet with the school's leadership team to carefully consider the facts and circumstances of the situation so as to ensure that the appropriate level of discernment and reflection is given to the decision.

If, after considering the written report of the investigation and the information provided by the students and the parent/guardian, including consideration of disability and disadvantage (cultural, geographical and educational), the Principal decides that exclusion is not warranted, he/she may take any other action that they believe is required under the circumstances.

If, after considering the written report of the investigation and the information provided by the students and the parent/guardian, including consideration of disability and disadvantage (cultural, geographical and educational), the Principal decides that exclusion is warranted, the Principal shall:

- Consult with the Executive Director of Catholic Education of the Executive Director's delegate and provide them with reasons for the exclusion prior to formalising the decision to exclude the student

Given the enormity of the decision, the Principal shall meet with the parent/guardian where possible. The Principal shall follow up with a letter advising that:

- The decision to exclude the student has been made
- The reasons which resulted in the decision to exclude; and
- They may choose to withdraw the student from the school within a given timeframe, otherwise the exclusion will proceed

The Principal shall work with the parent/guardian if assistance is sought to find an alternative school for the excluded or withdrawn student.

The Principal shall ensure that detailed records of the events and discussions related to the decision to exclude the student from the school are maintained.

Records pertaining to the exclusion shall be regarded as 'Restricted Access Records' [refer CECWA The Management of Confidential Information in Schools Policy] and be accessible only to employees specifically designated by the Principal.

A student whose enrolment is terminated under this policy shall not be removed from the School Register unless the school has provided information and requested permission of the Executive Director or Congregational Leader, and has been authorised to do so in accordance with Section 21(1) of the *School Education Act 1999*.

Parents/Guardians shall be made aware that should they seek to make a complaint arising from a decision under this Policy, it should be made in accordance with Dispute and Complaint Resolution Policy.