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| <b>Topic:</b>           | <b>Behaviour Management Policy</b> |
| <b>Policy No:</b>       | <b>D-10</b>                        |
| <b>Policy Area:</b>     | <b>Community</b>                   |
| <b>Date For Review:</b> | <b>2018</b>                        |

## 1. Rationale

At Mercy College, we implement student management that is based on Gospel values. The positive results of our student management are illustrated by increased academic learning, respect for self, others and property, a stable and secure environment, and harmony and fairness within the whole school environment. However, any behaviours that seriously affect or endanger the well-being of the community need to be addressed with Christ-like compassion.

Mercy College's Behaviour Management Policy honours our mission by highlighting the value we place on creating a supportive, safe and positive college environment where staff, students and parents/guardians become known and valued members of our college community.

Mercy College aims to:

- Create a positive environment within the college and classroom.
- Create a caring college environment where the rights and responsibilities of the individual are recognised and respected.
- Recognise those members of the college community whose exemplary behaviour and care promotes a positive and caring college environment.
- Establish a set of rules that protects the rights of all individuals.
- Establish a clear set of consequences for individuals who do not accept their responsibilities and break rules.
- Establish procedures so that conflicts can be resolved in a positive and non-violent manner.

The rationale for developing whole-college classroom and grounds rules, rights and responsibilities and behaviour management procedures, including reward systems, is to promote positive and responsible behaviour, which ultimately is self-managed. Through consistent application throughout the college, students will understand the expectations of them in regard to managing their own behaviour and the importance of treating others with respect and care.

## 2. Principles

Behaviour management at Mercy College is based on the following shared principles:

- The establishment of a happy and safe school environment is the shared responsibility of students, staff, parents and guardians. Therefore, the behaviour expectations and disciplinary procedures of Mercy College shall be clearly and regularly communicated to all members of the school community.
- The existence of communication, cooperation and collaboration between the home and the school

- The belief that self-discipline is about individuals choosing appropriate patterns of behaviour. Our students learn the skills of self-discipline best when they are seen modelled by significant others. In particular, parents/guardians and staff should model effective conflict management skills and self-discipline.
- The overriding principle that action taken to resolve inappropriate behaviour patterns is based on the Gospel values of truth, love, dignity and forgiveness.

### 3. School Rules

The vision of Mercy College calls all members to live in 'truth, love and dignity'. This can best be achieved by:

- Being respectful of my own and other people's right to fairness, safety, peace and happiness;
- Taking pride in my school and respecting its people, property, environment and guidelines;
- Acting safely and co-operatively;
- Assuming responsibility for my actions and behaviour.

#### Appropriate and Inappropriate Behaviours and Varying Levels of Consequence

Every action has a consequence. Acknowledgement and recognition of acceptable behaviour, positive changes and continued effort are powerful ways to encourage appropriate behaviour. Likewise, appropriate consequences need to follow irresponsible behaviour.

At the class level:

- Teachers and students establish rules and guidelines for acceptable class behaviour.
- The teacher employs a behaviour plan that is made explicit to students and parents.
- Individual behaviour plans are developed for students with specific needs.
- Positive behaviours are encouraged and affirmed. Negative behaviours are monitored and dealt with appropriately (sometimes with assistance from the Leadership Team).

At the school level:

- At enrolment, parents sign a pledge to support Mercy College's rules and regulations
- For enrolment into the MLC & SLC, students sign a pledge to support Mercy College's rules and regulations
- All staff insist on students showing respect for staff and other students at all times
- All staff are consistent with their student management, thereby assisting Mercy College to make its expectations explicit to students and parents.
- Positive behaviours are encouraged and affirmed while negative behaviours are monitored and dealt with appropriately

At all times, the onus will be on students to own their behaviour, to make appropriate decisions and when they do/do not, to accept the consequences of such as appropriate to their level of maturity.

## BANNED ITEMS

- a) Chewing gum is not permitted at school at any time.
- b) Students are not permitted to use alcohol, tobacco or unlawful substances at school, in school uniform or at any school function. Being in possession of these substances or being in the company of others failing to respect this regulation is similarly forbidden. This applies to students 18 years and over as well.
- c) Personal walkman radios, mobile telephones, MP3 players and CD players are not to be brought to school or used at any school function. To do so will lead to items being confiscated.
- d) Students are not permitted to bring liquid paper, permanent markers or spray cans of any form to school.
- e) Students are not to possess knives or other dangerous items at school.

## BOUNDS

- a) Students must stay within the permitted in-bounds College areas. In particular, the following areas are out-of-bounds:
  - school buildings, before school, during recess and lunch breaks
  - oval during recess
  - lockers during and between lessons
  - all car parks and bus bays, including those students with parking permits, except before and after school
  - staff areas are out-of-bounds to all students *unless authorised and supervised by a teacher*.
- b) **At the canteen** queues are to be formed and behaviour is to be well-mannered, orderly and courteous. No food or drink is to be taken into classrooms or onto the ovals. All litter is to be placed in rubbish bins. Any student may be asked by a staff member to remove litter from the College grounds.
- c) The school buildings, including classrooms, stairwells and gym, must not be entered before school or during recess or lunch breaks unless authorised and supervised by a teacher. Authorised access to the Chapel between 9.00am and 4.00pm is the only exception to this rule.
- d) Students may go to their lockers at the following times only:
  - before and after school
  - at recess and lunch time
  - at other times only if specific permission has been given by a teacher
- e) Students may go to the toilets, taps and canteen at the following times only:
  - before and after school
  - at recess and lunch time
  - at other times only if specific permission has been given by a teacher
- f) Running in the school premises (apart from the oval and courts) is forbidden.
- g) The riding of bicycles in the school premises is forbidden.

## **UNIFORM**

- a) Complete school uniform (according to season) should be worn during school hours, when students are travelling to and from school and at official functions and excursions.
- b) On special formal occasions students will be advised they must wear the "Official Dress Uniform" which means:
- Long trousers (not shorts) for boys
  - Skirts (not slacks) for girls
  - Ties
  - Blazers
- c) The College uniform should always be clean and in good order. Where jumpers become outsized they must be replaced. Skirts and trousers must be of correct size. The length of skirts has been set at approximately five centimetres from the knee.
- d) If a student comes to school without the complete and correct uniform for whatever reason he/she must have a note from a parent AND report to the Year Co-ordinator (Years 7 - 12) / Assistant Principal (Years 1 to 6) before 9.00am to obtain a uniform report slip. Failure to wear the correct uniform may result in the student being sent home to correct their attire.
- e) Students are expected to keep their hair and themselves clean, neat and tidy. Hair, both for boys and girls, which is shoulder length and longer must be tied back. Extremes of style, including tints and cuts, are to be avoided by both sexes.
- f) Make-up, including nail polish, is not permitted.
- g) The wearing of jewellery at school is not permitted, with the exception of :
- wristlet watches
  - a single pair of plain studs or sleepers in pierced ears
  - a single Christian religious medal may be worn but should not be prominent.
- Other jewellery will be confiscated.
- h) All items of clothing (and also books, files and personal articles) should be permanently and clearly labelled with the student's name.

## **UNIFORM SHOP**

Items of the College uniform are available only from the Uniform Shop, situated on the College grounds. The shop is open Mondays 8.15am – 1.30pm, Wednesdays 8.15am – 5.00pm and Friday 8.15am – 1.30pm during school term and at other times as advised.

## **FOOD AND LITTER**

It is expected of every Mercy student that he/she will have great pride in his/her school. One important way in which this pride is shown is in the care which he/she takes to preserve the College campus as a litter-free environment.

Food and drinks may be consumed only in approved areas.

Food and drink is not to be consumed in school buildings at any times. This holds also when meetings are held within the buildings during school breaks.

Food and drinks are not to be taken onto the oval on any occasion.

Chewing/bubble gum is not permitted at school at any time.

## **CONFISCATION OF STUDENT PROPERTY**

**All** teachers should confiscate items of jewellery or other items that do not conform to College policy. Such items are kept securely by the Secretary in the Student Reception. Form Teachers (MLC & SLC) and Class Teachers (JLC), particularly, should conduct uniform inspections at form.

Items of jewellery and other items confiscated should be placed in an envelope, the envelope sealed, the following information recorded on the envelope and the envelope submitted to the Student Reception.

- The name and form or class of student owner
- The name of the teacher
- Date of confiscation
- Brief description of confiscated item
- Whether a receipt is required

In relation to confiscated jewellery and other items, the following points are relevant:

- If the item is reasonably valuable, the teacher should request a receipt from the Secretary and record this on the envelope.
- If a student requests a receipt for any item, this should be recorded on the envelope.
- The Secretary will not accept from a teacher a confiscated item that is not contained in a sealed envelope with all the above mentioned data provided.
- The Secretary will return the confiscated items to the student in question on the last day of term. Where appropriate the item will be returned only to a parent.
- A parent may request the return of any item of jewellery at any time provided he/she collects the item personally from the Assistant Head of the Learning Centre.

This process is time consuming and takes teachers and office staff away from fulfilling their normal responsibilities. For this reason, continued disregard by a student for this regulation will result in a telephone call/interview by the Year Co-ordinator (Years 7 - 12)/Assistant Principal (Years 1 to 6) with the parents.

## **DRUG POLICY**

This policy has been written to reflect the Mission Statement of Mercy College with a commitment to the Mercy Ethos, emphasising a sense of responsibility to others and to self.

This drug policy has the following aims:

- Illustrate clearly to the community the stand Mercy College will take in support of the efforts made by families to rear their children in a well-informed and safe environment
- Publish guidelines for the prevention of and intervention in the possession, use and distribution of drugs
- Outline the consequences for students found possessing, using and/or distributing drugs
- Outline the educational approach to be taken with regard to the prevention, the intervention and the consequences of drug use
- Promote the responsible use of prescribed medications
- Promote the dignity of the individual at all times
- Be consistent with State and Federal laws
- Be consistent with Catholic Education Office Policy

Drug use is a complex issue and it is recognised that drug problems result from a combination of many contributing factors. The school's response, therefore, is as comprehensive as possible. In addition, a formal approach to drug education and incidents of use will be maintained at the school as a result of this policy. Furthermore, counselling procedures involving the school psychologist and other senior staff will be put in place for individual students considered at risk.

No amount of education alone will guarantee that young people do not become involved in the misuse of these potentially very harmful substances. However, it can provide hope of prevention when combined with quality care, openness and good personal relationships within the home.

For the purpose of these guidelines a drug is defined as "any substance, with the exception of food and water, which when taken into the body alters its function physically and/or psychologically". This definition includes all drugs, e.g. analgesics, alcohol, tobacco, cannabis, amphetamines, addictive "hard" drugs, etc. While not illegal or classified as 'drugs, solvents (also called volatile substances) are included in the school drug policy, e.g. glue, petrol, pressure pack material, etc.

### **Responsible Use of Prescribed Medications**

Parents are to advise the school of all medications (both prescription and non-prescription) used at school by their children. The option exists for the student, at the request of the parent, to leave medication, properly labelled, with the College Nurse. Any medication brought to school must be in, at most, a 1 day quantity only.

### **Preventative Education**

The drug education program is concerned with the provision of accurate information within the value system of the school. The program is personally non-judgmental in tone. Its object is to give our young people the knowledge, skills and support to make informed and responsible decisions concerning drug use.

The preventive education program is not limited to illicit drugs, but includes any psychoactive substances that pose a risk to young people in the school's social context. It is part of an overall health program that provides clear sequence and continuity. Substance abuse is shown to be associated with ill health, suffering, sickness, loss of friends, loss of employment, harm to others, breakdown in relationships, psychological dependency, induced poverty and, in some instances, loss of life.

## **Intervention**

The intervention procedure is designed to address drug use incidents in a way which is in the best interest of all parties, while also conforming to legal requirements.

Mercy College does not permit students, regardless of age, while on school premises, travelling to or from school, or attending a school function, whether in uniform or not to:

- be in possession of or smoke cigarette or other tobacco products
- be in possession of or consume alcoholic beverages
- deliberately inhale solvents
- possess drug-related equipment such as syringes, bongs, pipes, etc. (Misuse of Drugs Act, 1981) except in cases of lawful medical use
- possess or use prohibited drugs in accordance with the 1981 Act<sup>4</sup>
- arrange for distribution and/or sale of illegal substances or to be involved in situations which may put other students at risk

Where a student is obviously affected by the consumption of non-prescribed drugs, consumed prior to attendance, e.g. at home, such actions will be treated as a serious breach of school rules.

The law regarding the sale and possession of drugs is clear, and penalties are in place. Members of our school community are subject to these laws on school property as well as off, and members of the school community have the same responsibility as every other citizen to uphold the law. The society at large expects that a school will convey by its actions and teachings that it does not in any way encourage or condone any form of drug use that is prohibited by the law.

## **Sanctions**

The procedures outlined below have the emotional and physical health and welfare of our students as a priority.

- Each instance will be considered individually and independently according to the given set of circumstances at the time.
- Wherever possible, the health and welfare of the individual student involved will be considered in the context of the school environment and its support services.
- In each instance, the leadership team will determine which support services are to be called upon, who is to be informed, and any sanctions to be imposed.
- Police involvement will occur where the law may have been broken.

## **Cigarettes**

Students found smoking, in possession of cigarettes, or supplying cigarettes to other students will be liable to a range of sanctions dependent on the circumstances and whether or not it is a repeated offence.

These sanctions may include:

- essay on the short term and long term consequences of smoking (e.g. smelly breath, lack of respect for self-etc.)
- informing and consulting with parents
- community service
- other action deemed appropriate by the Leadership team
- suspension

## Alcohol and Solvents

Students found drinking, in possession of alcohol, supplying alcohol to other students, or misusing solvents, (or under the influence of alcohol or solvents) will be liable to a range of sanctions. depending on the circumstances and whether or not it is a repeated offence.

These sanctions may include:

- essays on the social consequences of too much alcohol (e.g. hangover, throwing up, loss of control, etc), plus short term and long term effects upon health, peer acceptance and potential hazards of excessive alcohol consumption
- informing and consulting with parents
- community service
- referral to outside agency
- suspension
- exclusion - very serious or repeated offence
- other action deemed appropriate by the Leadership team

## Illegal Drugs

The possession, buying or selling, or use of illegal drugs is an offence against the law. The school will view these offences as very serious matters.

Students will be liable to a range of sanctions which may include:

- permanent withdrawal, particularly in the case of a repeat offence
- referral for counselling
- community service
- other action deemed appropriate by the Leadership team

## Serious Breaches:

For more serious instances of bad behaviour, the student's enrolment maybe suspended. Exclusion from Mercy College may result in extreme circumstances. Exclusion is the prerogative of the Principal.

Suspension will only be given if the student has violated the rights of other members of the college community in a wilful or continual manner, has seriously compromised their safety or that of another student(s) or staff member, has threatened or bullied, has failed to respond to or respect a staff member, or has significantly compromised the reputation of the college. This is a disciplinary measure which may be invoked by the Principal.

The use or possession of illicit drugs or alcohol on college property or at college functions or acts of physical violence towards a student or staff member will result in immediate suspension of the student(s) involved. This will lead to involving the police and may result in forfeiture of the right to retain a place at the college.

## Review History

| Year of Review | Reviewed By         | Amendments/ Review              |
|----------------|---------------------|---------------------------------|
| 2012<br>2015   | <b>Julie Hornby</b> | Originally released<br>Reviewed |

## Next Review

| Year | Mercy College Standing Committee Responsible |
|------|--|
| 2018 | <b>Jennie Jago</b>                           |

## Mercy College – Behaviour Expectations

| BEHAVIOUR  | RESPONSIBILITY   | POSSIBLE STRATEGIES  |
|--|--|--|
| <p><b>LEVEL ONE [TEACHER]</b></p> <ul style="list-style-type: none"> <li>• <b>Minor Issue</b> <ul style="list-style-type: none"> <li>- Classroom disruption</li> <li>- Homework not done</li> <li>- Late to class</li> <li>- Inappropriate use of laptop</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>• Dealt with by teacher                             <ul style="list-style-type: none"> <li>- Classroom teacher</li> <li>- Teacher involved (duty)</li> </ul> </li> <li>• Recorded on SEQTA by teacher if necessary</li> </ul>   | <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Keep in / during break</li> <li>• Seating plan</li> <li>• Yard duty with teacher</li> <li>• Discuss strategies with colleagues</li> <li>• Check for IEP/CAP</li> </ul>  |
| <p><b>LEVEL TWO [TEACHER]</b></p> <ul style="list-style-type: none"> <li>• <b>Repeated Minor Issue</b></li> </ul>  | <ul style="list-style-type: none"> <li>• Dealt with by teacher                             <ul style="list-style-type: none"> <li>- Classroom teacher</li> <li>- Teacher involved (duty)</li> </ul> </li> <li>• Recorded on SEQTA by teacher</li> <li>• Parent contact (Phone, Email, Organiser)</li> </ul>  | <ul style="list-style-type: none"> <li>• Inform HOLA</li> <li>• Use of Level One consequences</li> <li>• Discuss strategies with colleagues</li> <li>• Behaviour agreement with student (Behaviour Expectation Card)</li> <li>• Buddy system</li> </ul>  |
| <p><b>LEVEL THREE [TEACHER WITH MIDDLE MANAGEMENT ASSISTANCE]</b></p> <ul style="list-style-type: none"> <li>• <b>Major Issue</b> <ul style="list-style-type: none"> <li>- No change in misbehaviour</li> <li>- Graffiti (minor)</li> <li>- Dishonest / Lying to staff</li> <li>- Plagiarism / Cheating</li> <li>- Wagging class</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>• Teacher contacts parents via phone</li> <li>• Teacher records on SEQTA</li> <li>• Teacher consults HOLA (if HOLA unavailable, 'cc' HOY or alert on SEQTA)</li> <li>• If lunchtime detention issues – will be followed up by HOLA (HOY if HOLA unavailable)</li> <li>• Behaviour agreement with student</li> </ul> | <ul style="list-style-type: none"> <li>• Parent Contact by teacher</li> <li>• Recorded on SEQTA by teacher</li> <li>• Lunchtime detention – issued by HOLA</li> <li>• Period by Period (Y/N) Monitoring across all subjects</li> <li>• Daily report card</li> <li>• Counselling Referral</li> <li>• Move student to buddy class</li> <li>• Subject agreement with student</li> </ul> |
| <p><b>LEVEL FOUR [MIDDLE MANAGEMENT]</b></p> <ul style="list-style-type: none"> <li>• <b>Serious Behaviour Offence</b> <ul style="list-style-type: none"> <li>- Repeated major offences</li> <li>- Wilful Defiance / Disobedience</li> <li>- Wagging school</li> <li>- Theft</li> <li>- Physical Contact</li> <li>- Dangerous Behaviour</li> <li>- Vandalism / Damage</li> <li>- Swearing at Staff</li> <li>- Non-compliance of Acceptable Use Policy of Technology</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Referral to HOLA / HOY</li> <li>• Recorded on SEQTA by HOLA / HOY</li> <li>• HOLA / HOY to feedback to teacher involved</li> </ul>  | <ul style="list-style-type: none"> <li>• Parent contact by HOLA / HOY</li> <li>• After School Detention</li> <li>• Period by Period (Y/N) Monitoring across all subjects</li> <li>• Internal/External Suspension</li> <li>• Counselling Referral</li> <li>• Parents to attend school meeting</li> <li>• Removal from class / timeout</li> <li>• Loss of Good Standing</li> </ul>     |
| <p><b>LEVEL FIVE [MIDDLE MANAGEMENT WITH SENIOR LEADERSHIP ASSISTANCE]</b></p> <ul style="list-style-type: none"> <li>• <b>Repeated Serious Offence</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Referral to HOLA / HOY</li> <li>• Recorded on SEQTA by HOLA / HOY</li> <li>• HOLA / HOY to feedback to teacher involved</li> <li>• Leadership</li> </ul>  | <ul style="list-style-type: none"> <li>• Parent contact by HOLA / HOY</li> <li>• Recorded on SEQTA</li> <li>• Period by Period (Y/N) Monitoring</li> <li>• Internal/External Suspension</li> <li>• Counselling Referral</li> <li>• Parents to attend school meeting</li> <li>• Case Management</li> </ul>  |
| <p><b>LEVEL SIX [SENIOR LEADERSHIP]</b></p>  | <ul style="list-style-type: none"> <li>• Leadership</li> </ul>   | <ul style="list-style-type: none"> <li>• Recorded on SEQTA</li> <li>• External Suspension</li> <li>• Feedback on consequences / outcomes to relevant teachers</li> </ul>   |

**Green** – Student currently holds good standing at Mercy College

**Orange** – Student loses good standing at Mercy College

**Red** – Student's standing at Mercy College to be reviewed by Leadership Team