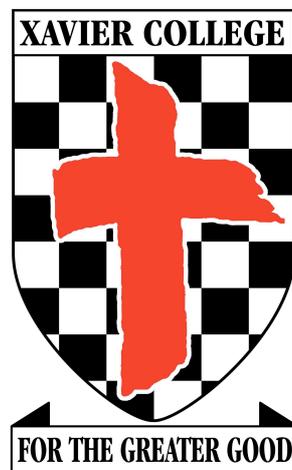


---

---

# Xavier College

Llandilo



## Student Management Policy

2016

July 2015 - Developed  
To be reviewed July 2016

# Contents

1.0	<b>Introduction</b>	Page 3
2.0	<b>Student Rights and Responsibilities</b>	Page 4-6
3.0	<b>General Guidelines for Student Management</b>	Page 6
3.1	Management Practices - Stage 1	Page 6-7
3.2	Guiding Principles in dealing with misbehaviour	Page 8
3.3	What to do if there is a problem	Page 9
3.4	Things to avoid	Page 9
4.0	<b>Specific Guidelines for Student Management</b>	Page 10
4.1	Specific Guidelines – Stage 2	Page 10-12
4.2	Specific Guidelines – Stage 3	Page 13-17
4.3	Specific Guidelines – Stage 4	Page 18
5.0	<b>Further Clarifications of Procedures</b>	Page 19
5.1	Uniform and Student Diary	Page 19
5.2	Confiscation of Student Property	Page 19
5.3	Students sent from the Classroom	Page 19
5.4	Student Contracts/Parent Contact	Page 19
5.5	Follow up Absences Step 1-5 Procedures	Page 20-21
5.6	Teacher Detentions	Page 21
5.7	Lunch Detentions	Page 22
5.8	Litter Bags (Yard Duty)	Page 22
5.9	Hands off Policy	Page 23
5.10	Sport Student Management	Page 23
5.11	Afternoon Detention	Page 23
5.12	Sent to XC arrangements by LOW	Page 24
5.13	Saturday Detention	Page 24

5.14	Internal School Suspension – From all Classes	Page 24
5.15	External Suspension, Expulsion, Transfer of students	Page 24
5.16	Defiance	Page 24
6.0	<b>Management of Serious Student Incidents</b> (flow chart)	Page 25

# XAVIER COLLEGE

## STUDENT MANAGEMENT POLICY

### 1.0 INTRODUCTION:

The Xavier College community seeks to be a Catholic, caring learning community, walking together with Jesus on a journey of connection and revelation; As we seek to do this, we focus on creating a cooperative learning environment. We strive to be respectful and inclusive.

We take personal responsibility for our choices and actions. It is in this context that we work together to develop and sustain life-enhancing relationships.

Learning is the core of our day-to-day activity. For effective learning to take place, we need to have the appropriate learning environment. There will be consequences for those members of the community who through their choices interrupt this learning. Equally, each member of the community has a right to feel safe. Behaviour that threatens this safety will not be tolerated.

At Xavier College, we believe that each of us has the capacity to learn. Effective learning takes place when the individual makes appropriate choices. The right choices lead to positive consequences. Inappropriate choices lead to negative consequences.

The value of consequences lies in their consistent, expected, fair and followed-through nature. Where possible, the teacher with whom the student has transgressed should apply the consequence.

*It is important to build up structures, which are:*

*More human*

*More just*

*More respectful of the rights of the person*

*Less oppressive*

*Less enslaving*

*The best structures, the most idealised systems soon become inhuman if the human inclinations of the heart are not healed*

*Those who live in these structures or who rule them must be prepared to undergo a conversion of the heart and of outlook. Pope Paul VI*

At Xavier College we are committed to the development of the whole person for all our students. This commitment is firmly grounded in the principles of justice, self-discipline and reconciliation and it acknowledges that any consequence, which lowers the dignity of the person, is totally inappropriate.

**At all times students are to be treated fairly and without bias when an incident is being investigated and consequences issued.** All procedures included in this policy document support **Procedural Fairness Principles** and the students right to an unbiased decision as supported by Parramatta Diocesan Policy.

Procedural fairness requires us to act justly in resolving discipline and pastoral issues.  
*“Processes will be conducted with procedural fairness ensuring fair practice and equity”*  
*(Maintaining Right Relations, 2003).*

Students should:

- Be afforded the opportunity to give their version of events (the right to be heard – Hearing rule)
- Know why the proposed action is happening, how the issues will be determined, what the allegations are and how any matters related to these will be taken into consideration.
- Be given a timeline in which steps will be taken. They should also be given an opportunity to respond.
- Be asked if they would like to have a support person present when the allegations are serious.
- Be afforded the right to seek and receive advice.
- Be advised of their right of appeal.

Procedural fairness requires impartiality of the decision maker.

Corporal punishment is never to be used by anyone as a consequence for misbehaviour at Xavier College. This is a child protection issue and is supported by Parramatta Diocesan Policy.

**Please Note:** As legislated under the **Children and Young Persons Care and Protection Act**, all teachers are mandated to report to the Principal any suspicion, evidence or notification of corporal punishment being used in the home.

## 2.0 STUDENT RIGHTS AND RESPONSIBILITIES

Rights		Responsibilities
1.	To learn and to participate fully in all classes.	<ul style="list-style-type: none"> <li>• To try my best</li> <li>• To pay attention in class</li> <li>• To be involved in school activities</li> <li>• To develop my skills with the help of my teachers.</li> <li>• Never to miss school or any lesson without permission.</li> <li>• To be on time to class and all other activities.</li> <li>• To be always in the right place at the right time.</li> <li>• To complete all set work.</li> <li>• Not to disturb the work of others.</li> </ul>
2.	To enjoy a clean, attractive environment.	<ul style="list-style-type: none"> <li>• To look after school furniture and property.</li> <li>• To put rubbish in bins.</li> <li>• To keep the classrooms clean and tidy.</li> <li>• To take good care of text and library books.</li> <li>• To keep desks and walls free of graffiti.</li> <li>• Not eat in the classrooms.</li> <li>• Not chew gum at school.</li> </ul>
3.	To have a good time at school.	<ul style="list-style-type: none"> <li>• To wear my uniform with pride.</li> <li>• To be well behaved at all times.</li> <li>• To show respect to visitors.</li> <li>• To display good sportsmanship.</li> <li>• To represent the school well.</li> </ul>
4.	To be in a safe, well ordered environment.	<ul style="list-style-type: none"> <li>• To have my diary with me at all times.</li> <li>• To move in a quiet, orderly manner keeping to the left on stairways and walkways.</li> <li>• To get on and off public transport safely.</li> <li>• To listen for bells and move when I should.</li> <li>• To stay away from out of bounds areas.</li> </ul>

<b>Rights</b>		<b>Responsibilities</b>
	To be in a safe, well ordered environment.	<ul style="list-style-type: none"> <li>• To bring absent and late notes to the Tutor Group Teacher.</li> <li>• To return all borrowed equipment.</li> <li>• To observe the “hands off policy”.</li> <li>• Report any vandalism and graffiti immediately</li> </ul>
5.	To be treated with understanding, respect and courtesy.	<ul style="list-style-type: none"> <li>• To be supportive of others.</li> <li>• To be friendly and helpful.</li> <li>• To treat other people with respect.</li> <li>• To express different opinions politely.</li> <li>• To listen to the other point of view.</li> <li>• To co-operate with the teacher by helping when asked.</li> </ul>
6.	To have my property respected.	<ul style="list-style-type: none"> <li>• To take care of my own possessions.</li> <li>• To take care of other people’s books, bags etc.</li> <li>• To ask before borrowing and return borrowed items.</li> <li>• To leave other people’s property alone.</li> <li>• To not write on other people’s belongings.</li> </ul>
7.	To share a just and honest environment.	<ul style="list-style-type: none"> <li>• Don’t steal</li> <li>• Don’t lie</li> <li>• Don’t cheat</li> <li>• Don’t accept lying, stealing and cheating from others.</li> <li>• Don’t use offensive language.</li> <li>• Don’t participate in illegal activities.</li> </ul>

These can be summarized into four basic rules:

- **BE PREPARED**
- **BE COURTEOUS**
- **RESPECT OTHERS RIGHTS**
- **LET OTHERS LEARN**

### 3.0 GENERAL GUIDELINES FOR EFFECTIVE CLASSROOM MANAGEMENT

#### STAGE ONE – THE CLASSROOM TEACHER

3.1 To be an effective classroom teacher at Xavier College the following management practices must be consistently implemented in every classroom.

Management Practices	General Guidelines
<b>Know your students</b>	<ul style="list-style-type: none"> <li>• know all the names of your students</li> <li>• know their interests and background</li> <li>• speak to them outside the classroom</li> <li>• greet the students in the playground</li> <li>• show the students that you value their presence</li> <li>• get involved in extra-curricular activities, sport, debating etc.</li> </ul>
<b>Be prepared</b>	<ul style="list-style-type: none"> <li>• always plan your lessons</li> <li>• use a variety of activities and teaching strategies</li> <li>• set realistic and achievable goals</li> <li>• plan written work at the beginning of the lesson - particularly in classes that don't settle down readily</li> </ul>
<b>Be consistent</b>	<ul style="list-style-type: none"> <li>• be punctual and demand this from your students</li> <li>• be assertive and set clear limits of acceptable behaviour</li> <li>• be firm but fair (students respect teachers with good classroom management skills)</li> <li>• model what you want from your students: respect, attentiveness, calmness, diligence, interest in the work</li> <li>• listen to your students and learn from them,</li> </ul>
<b>Develop management and learning routines</b> <i>(refer to College Whole School Practices)</i>	<ul style="list-style-type: none"> <li>• have a formal start to your lessons; students stand, greeting/prayer, students sit when you direct</li> <li>• do not commence your lesson while the room is messy or furniture is not arranged</li> <li>• start and finish with a clean board</li> <li>• ensure students are properly attired before starting; shirts/blouses tucked in, caps off, ties done up, etc</li> <li>• make a seating plan in the first lesson; require students to sit in the same place each lesson</li> <li>• always expect the students to sit towards the front of the room</li> </ul>

Management Practices	General Guidelines
<b>Be assertive</b>	<ul style="list-style-type: none"> <li>• set the tone in the first five minutes of your lesson, this time should be formal and structured</li> <li>• do not instruct while a student is talking</li> <li>• insist students look at you</li> <li>• students should require permission to leave their seats</li> <li>• structure your board work or projections and demand the same standard from your students</li> <li>• dismiss the students formally, the bell is an indication to you, not the class</li> <li>• insist that the students speak to you and each other politely</li> </ul>
<b>Be “Positive”</b>	<ul style="list-style-type: none"> <li>• Use the College award system</li> <li>• Acknowledge good behaviour</li> <li>• Reaffirm good work</li> <li>• Make example of good work and behaviour.</li> </ul>

**“If you believe it you will see it”**

### **3.2 Guiding Principles in dealing with misbehaviour**

- **It is the teacher most immediately concerned who should discipline the student. The classroom teacher should normally deal with a classroom problem. Other avenues should be seen as complementary, not replacements.**
- Action should best take place 'on the spot'.
- Discipline should always be fair, firm and friendly
- The consequence should fit the misbehaviour, and should always be appropriate, eg extra work for Homework not done; payment for damaged or stolen goods
- All staff have a responsibility to insist that students meet all College expectations at all times. To ignore a problem is to condone it. Staff should always take action where the uniform is being worn incorrectly, when students are in the wrong place, and other regulations are being ignored.
- Teachers should look for ways to acknowledge and reward good conduct, attitude and work habits frequently – possibly many times each lesson. These should heavily outweigh actions taken to deal with misbehaviour (use the Student Awards Scheme)
- In dealing with difficult issues in the classroom teachers are encouraged to consult a LOW, LOL or Assistant Principal.

### 3.3 What to do if there is a problem?

Problem	Action
<b>In class - misbehaviour</b>	<ul style="list-style-type: none"> <li>• non verbal cues, eye contact, gesture, clicking fingers</li> <li>• judicious use of silence</li> <li>• simple mention of student's name</li> <li>• discuss the problem with the student after class</li> <li>• strong reprimand after class</li> <li>• set additional work, to be handed in the next day</li> <li>• Teacher Detention, for part of Lunch</li> <li>• Bag Duties (<i>1 bag per lesson</i>)</li> <li>• change of seating position in class</li> <li>• use of contracts</li> <li>• remove the student from your class when consistently disruptive ( 5 minutes within view)</li> <li>• contact the parent/guardian via diary and/or phone call</li> <li>• consult the LOL/LOW in solving the problem</li> <li>• seek advice from colleagues or the AP on classroom management techniques</li> </ul>
<b>Out of class - misbehaviour</b>	<ul style="list-style-type: none"> <li>• simple signal or gesture to stop</li> <li>• short verbal reprimand</li> <li>• direct the student to pick-up papers e.g. (fill a bag)</li> <li>• direct the student to clean up a particular area</li> <li>• confine the student to a particular area</li> <li>• serious misbehaviour and/or persistent misbehaviour should be brought to the attention of the LOW/LOL</li> </ul>

### 3.4 Things to Avoid

- |   |
|---|
| <ul style="list-style-type: none"> <li>• <b>shouting, speaking over the top of noise</b></li> <li>• <b>sarcasm, comments which embarrass, humiliate, or put the student down</b></li> <li>• <b>taking a student on in front of the class, thus putting your authority at risk of public challenge</b></li> <li>• <b>having students congregate at the front desk (go to them)</b></li> <li>• <b>teaching while sitting behind a desk. Move around the room</b></li> <li>• <b>detaining a whole class</b></li> <li>• <b>publicly embarrassing a student in front of the class or their peers</b></li> <li>• <b>backing a student into a corner</b></li> <li>• <b>not following up on consequences</b></li> </ul> |
|---|

**4.0 SPECIFIC GUIDELINES: When a specific problem occurs refer to the systematic guidelines documented in Stages 2, 3 and 4**

**4.1 Specific Guidelines**

**STAGE TWO**

*The classroom teacher or the teacher “on the spot” is in charge of the situation and manages any behaviour with the LOW or the LOL being kept informed or involved as appropriate.*

CONDUCT	CONSEQUENCE
<b>Lateness to class/Tutor group without a note.</b>	<ul style="list-style-type: none"> <li>• Bag Duty.</li> <li>• Class teacher to keep a record of attendance.</li> <li>• LOW to be involved when lateness is persistent.</li> <li>• H.S.C. Students are subject to Board of Studies requirements.</li> <li>• Tutor Group teacher to contact parents if constantly late to homeroom.</li> </ul>
<b>Non attendance for Extension or non-timetabled classes</b>	<ul style="list-style-type: none"> <li>• Class teacher to keep a record of attendance</li> <li>• LOL to be informed &amp; contact parents</li> <li>• SUP warning letter sent home (10)</li> <li>• BOS Warning letter (11-12)</li> <li>• Truancy Letter sent home</li> <li>• Afternoon Detention</li> <li>• LOW to make parental/guardian contact.</li> <li>• HSC Students are subject to HSC requirements.</li> </ul>
<b>Lateness to school with Parental consent.</b>	<ul style="list-style-type: none"> <li>• Student to show note to Administration Staff and to sign in electronically at Student Reception.</li> <li>• Student to show late to class note to the teacher before entering class.</li> <li>• Student to give Administration Staff parent note and it is placed in the Tutor group pigeon hole/pouch.</li> <li>• Tutor group teacher alerts LOW if lateness is a persistent problem.</li> <li>• LOW to make parental contact.</li> </ul>

<b>Lateness to school without Parental consent.</b>	<ul style="list-style-type: none"> <li>• Student to see Administration Staff and to sign in electronically at Student Reception.</li> <li>• Student reports to the LOW for a lunch time detention immediately.</li> <li>• Student to show late to class note to the teacher before entering class.</li> <li>• Lunchtime Detention to be completed on that day.</li> <li>• Student to show note to class teacher before entering class.</li> <li>• If persistent problem LOW to make parental contact and after school detention to be issued.</li> </ul>
---	--

<b>Lack of equipment and books for class.</b>	<ul style="list-style-type: none"> <li>• Teacher warning and note in College Diary to be signed by parents.</li> <li>• Parental contact by subject teacher/LOL. Record of interview placed on Interview Sheet and filed with LOW and on central file.</li> <li>• Students required to use their own time to catch up with work – Afternoon Detention.</li> </ul>
<b>Incomplete Homework or Homework not completed.</b>	<ul style="list-style-type: none"> <li>• See Homework expectations in the College Diary.</li> <li>• See Homework Policy</li> </ul>
<b>Being in buildings or other areas designated as “out of bounds”. See page 11 for ‘bush land’</b>	<ul style="list-style-type: none"> <li>• Every teachers' responsibility</li> <li>• Removal from area</li> <li>• Playground clean up duties or Lunch Detention as appropriate.</li> </ul>
<b>Eating/drinking in class or buildings.</b>	<ul style="list-style-type: none"> <li>• Every teachers' responsibility</li> <li>• Bag Duty</li> <li>• Removal/confiscation of items.</li> <li>• Repeated offence – Afternoon Detention.</li> </ul>
<b>Banned items - Possession of lazer pens, aerosol cans, “white out”, textas and steel rulers.</b>	<ul style="list-style-type: none"> <li>• Confiscation of items and given to LOW who will give a Lunch Detention.</li> <li>• Parent contacted to pick up banned item.</li> </ul>
<b>Chewing gum.</b>	<ul style="list-style-type: none"> <li>• Confiscation – throw in bin.</li> <li>• Student will be given an afternoon detention by LOW and a letter outlining the fine.</li> <li>• <b>Fine of \$20 (money to Project Compassion)</b></li> </ul>
<b>Use of IPods, Mobile Phones, Games and similar technologies that are not part of the lesson or are being used in an inappropriate way.</b>	<ul style="list-style-type: none"> <li>• Tell student to stop using the item.</li> <li>• If they refuse or use it again then treat as defiance.</li> </ul>
<b>Littering, spitting and water fights.</b>	<ul style="list-style-type: none"> <li>• Bag Duty: littering, spitting</li> <li>• Lunch Detention: Water fights</li> <li>• Afternoon Detention as appropriate, issued by LOW.</li> </ul>
<b>Using skateboards, bikes, scooter etc in school grounds.</b>	<ul style="list-style-type: none"> <li>• Afternoon Detention as appropriate, issued by LOW.</li> </ul>
<b>Wearing incorrect uniform.</b>	<ul style="list-style-type: none"> <li>• Send to LOW.</li> <li>• Note: Contact home to check on note.</li> <li>• No notes, students to be sent home or placed in the XC with parent contact. (repeat cases)</li> <li>• Detention to be issued by LOW.</li> <li>• After 3 times a Parent Interview is required.</li> <li>• In extreme cases student to be isolated and sent home.</li> <li>• White or Blue letter sent home about hair styles</li> <li>• Pink letter sent home after weekly uniform check</li> <li>• Yellow letter sent home if student arrives for an afterschool function out of uniform</li> </ul>

<b>Failure to bring College Diary.</b>	<ul style="list-style-type: none"> <li>• Send to LOW.</li> <li>• College Diary replacement slip issued with Lunch detention.</li> <li>• Afternoon Detention to be issued by LOW after 3 times.</li> </ul>
<b>Defacing College Diary with Graffiti.</b>	<ul style="list-style-type: none"> <li>• Send to LOW.</li> <li>• New <b>College Diary</b> to be purchased by student at a cost of \$25</li> <li>• <b>College Diary</b> remains the property of the College.</li> </ul>
<b>Altering a Teacher note in College Diary</b>	<ul style="list-style-type: none"> <li>• Send student to LOW.</li> <li>• Parental Contact.</li> <li>• Afternoon Detention.</li> </ul>
<b>Forging of Parental or Teacher Signature.</b>	<ul style="list-style-type: none"> <li>• Send student to LOW.</li> <li>• Parental Contact.</li> <li>• Afternoon Detention.</li> </ul>
<b>Not turning up to a detention issued by a teacher.</b>	<ul style="list-style-type: none"> <li>• Parental contact to be made by phone by class teacher.</li> <li>• Inform LOW and LOL</li> <li>• Afternoon Detention may be issued.</li> </ul>
<b>Waiting for teachers between lessons.</b>	<ul style="list-style-type: none"> <li>• Students are to line up outside classrooms quietly.</li> <li>• Teacher to give Bag Duty to students who fail to do what is expected.</li> </ul>
<b>Computer offences</b>	<ul style="list-style-type: none"> <li>• Network Manager informed.</li> <li>• Withdrawal of access to computers for appropriate period of time.</li> <li>• Parental Contact made by LOW.</li> <li>• Compensation as appropriate.</li> <li>• Afternoon Detention issued by LOW.</li> <li>• Suspension issued if appropriate by Assistant Principal.</li> </ul>
<b>Driving or being a passenger without a pass</b>	<ul style="list-style-type: none"> <li>• LOW's to be informed.</li> <li>• Parents informed</li> <li>• Driving and passenger pass to be revoked for an appropriate period.</li> <li>• Afternoon Detention issued by Assistant Principal</li> </ul>

## 4.2 Specific Guidelines

### STAGE THREE

*The classroom teacher or the teacher “on the spot” handles the situation with the involvement of the Homeroom teacher, the relevant LOW, the LOL or the Assistant Principal as appropriate.*

CONDUCT	CONSEQUENCE
<b>Repeated classroom misbehaviour.</b>	<ul style="list-style-type: none"> <li>• Student to be removed from class and sent to the LOW</li> <li>• Parental Contact to be made immediately by the LOW.</li> <li>• Parental interview to take place with LOW, LOL, teacher and parents.</li> <li>• The student is to be sent with another student to accompany him/her to the LOW.</li> <li>• The accompanying student is to have a note of explanation from the classroom teacher.</li> <li>• The classroom teacher is to meet with the LOW/LOL (with documentation) to discuss the situation and to plan appropriate strategies.</li> <li>• If persistent problem. Meeting of LOW ,LOL relevant teacher and student to determine such things as:               <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Conduct/Behaviour Card</li> <li>• Counselling</li> <li>• Parent/Student Contract.</li> </ul> </li> <li>• Assistant Principal to be informed if all else fails.               <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• In-school Suspension</li> <li>• Out of school Suspension as appropriate.</li> </ul> </li> </ul>
<b>Disruption of the learning environment.</b>	<ul style="list-style-type: none"> <li>• Teacher to issue 3 warnings stating possible consequences.</li> <li>• Student to be removed from class and sent to the LOW</li> <li>• LOL to be informed</li> <li>• The student is to be sent with another student to accompany him/her to the LOW.</li> <li>• The accompanying student is to have a note of explanation from the classroom teacher in their Diary.</li> <li>• Parental Contact to be made immediately by the LOW. The student will stay in XC for a maximum of 24 hours</li> <li>• Parental interview to take place with LOW, LOL Teacher and parents.</li> </ul>
<b>Reported by a Visiting Teacher for the 1<sup>st</sup> time.</b>	<ul style="list-style-type: none"> <li>• Assistant Principal - interview.</li> <li>• Lunchtime Detention issued by LOW</li> </ul>

CONDUCT	CONSEQUENCE
<b>Reported by a Visiting Teacher for the 2<sup>nd</sup> time.</b>	<ul style="list-style-type: none"> <li>• Assistant Principal - interview.</li> <li>• Assistant Principal - informs parents by phone.</li> <li>• Afternoon Detention arranged by LOW</li> </ul>
<b>Reported by a Visiting Teacher for the 3<sup>rd</sup> time.</b>	<ul style="list-style-type: none"> <li>• Assistant Principal - interview.</li> <li>• Student sent to the LOW</li> <li>• Telephones parents.</li> <li>• Parental Interview arranged by LOW with visiting teacher if possible.</li> </ul>
<b>Reported by a Visiting Teacher for the 4<sup>th</sup> time.</b>	<ul style="list-style-type: none"> <li>• Assistant Principal - interview.</li> <li>• Suspension</li> <li>• Assistant Principal - conducts parental interview accompanied by LOW/LOL.</li> </ul>
<b>Defiance</b>	<ul style="list-style-type: none"> <li>• The student is sent to LOW with another student to accompany them. The accompanying student is to have a note of explanation from the classroom teacher.</li> <li>• LOW will send the student to the XC after they have spoken with the student.</li> <li>• LOL to be informed by teacher</li> <li>• Parental contact to be made by the LOW ASAP. Student withdrawn from class for a maximum of 24 hours</li> <li>• Student will complete literacy/numeracy booklets in the XC</li> <li>• Interview with LOW,LOL, teacher and Parents.</li> <li>• Apology made by student before returning to class.</li> </ul>
<b>Refusal to produce ID or giving a false name/ID when requested by Staff.</b>	<ul style="list-style-type: none"> <li>• As Defiance</li> </ul>
<p><b>Bullying/Harassment (any verbal or physical conduct which is unsolicited, unwelcomed, threatening or repeated and regarded as offensive). This includes Cyber Bullying (see Bullying Policy)</b></p> <p>‘Possible consequences -afternoon detention, withdrawn from class (suspended, internally/externally), the matter referred to the local police, as per the Student Management Policy. <u>ALL</u> cyber bullying will be <b>REPORTED</b> directly to the local police’</p>	<p style="text-align: center;"><i>First incident:</i></p> <ul style="list-style-type: none"> <li>• Responsibility of all teachers to notify the relevant LOW.</li> <li>• Blue form to be completed by LOW and student.</li> <li>• Yellow form to be completed by the Bully</li> <li>• <b>BULLY MAY BE SUSPENDED FOR 3 DAYS (internal/external), Afternoon Detention, and Notification to local police.</b></li> <li>• Follow up interview by LOW within two weeks</li> <li>• Bully to be interviewed by LOW</li> <li>• Parent contact to be made by LOW</li> <li>• LOW to meet with bully over the two week period to monitor behaviour (progress report to be completed)</li> <li>• Kept on student file</li> <li>• Parental Interview conducted by Assistant Principal and LOW.</li> <li>• Agreement and <b>apology</b> as appropriate.</li> <li>• Record to be made and kept on student file.</li> <li>• Counselling to be offered to all students.</li> </ul>

CONDUCT	CONSEQUENCE
<b>Racism</b>	<ul style="list-style-type: none"> <li>An automatic <b>3 days suspension</b> for ANY student who uses racist language or racist jokes.</li> </ul>
<b>Truancy.</b> <b>a) Leaving class without permission or diary note.</b>  <b>b) Not attending individual classes.</b>  <b>c) Leaving premises without permission.</b>  <b>d) Unexplained absences.</b>	<ul style="list-style-type: none"> <li>LOW/LOL to be notified.</li> <li>Parental Contact.</li> <li>Afternoon Detention to be issued.</li> <li>LOW/LOL to be notified.</li> <li>Parental Contact.</li> <li>Afternoon Detention to be issued by LOW</li> <li>H.S.C. Students subject to BOSTES requirements. (<i>DOL – Learning MUST be informed</i>)</li> <li>LOW to be notified.</li> <li>Parental Contact</li> <li>Afternoon Detention to be issued.</li> <li>LOW to make parental contact.</li> <li>Counselling and referrals.</li> <li>Attendance to make up time with Afternoon Detentions.</li> </ul>
<b>Defamatory remarks made about another’s parent(s)/guardians and/or teachers.</b>	<ul style="list-style-type: none"> <li>LOW to be informed.</li> <li>Parental Interview.</li> <li>Student to repeat offensive comment to victims/parents.</li> <li>Apology and agreement as appropriate.</li> <li>Afternoon detention, Saturday detention or Suspension after discussion with AP</li> </ul>
<b>Smoking.</b>	<ul style="list-style-type: none"> <li>Dealt with by LOW.</li> <li>Assistant Principal to be informed.</li> <li>Parental contact.</li> <li>Afternoon Detention/Suspension.</li> <li>QUITLINE offered to student.</li> </ul>
<b>Vandalism.</b> <b>Destruction of property/equipment through reckless behaviour or deliberate actions (such as graffiti, tampering or misusing specialised equipment).</b>	<ul style="list-style-type: none"> <li>LOW informed.</li> <li>Parental contact.</li> <li>Repair or recompense for damage as appropriate.</li> <li>In-school suspension/ suspension issued.</li> <li>LOW notified.</li> </ul>
<b>Theft.</b>	<ul style="list-style-type: none"> <li>LOW to be informed and investigate.</li> <li>Assistant Principal to be notified.</li> <li>Parental Contact / Police notified</li> <li><b>Suspension.</b></li> </ul>

CONDUCT	CONSEQUENCE
<b>Sexual comment/gesture to or abuse of staff or visitor to the college.</b>	<ul style="list-style-type: none"> <li>• Assistant Principal to be notified.</li> <li>• Parental Contact by Assistant Principal.</li> <li>• <b>Suspension.</b> (Internal suspension for name calling ie: idiot External for racist remarks)</li> <li>• Written apology.</li> <li>• Public apology if abuse was public.</li> <li>• Counselling and reconciliation process.</li> </ul>
<b>Possession of explicit material of a sexual nature.</b>	<ul style="list-style-type: none"> <li>• LOW to be informed</li> <li>• Principal to be notified.</li> <li>• Parental Contact.</li> <li>• Contact Police</li> <li>• <b>Withdrawal until Police advise course of action</b></li> <li>• FaCs report</li> <li>• <b>Suspension if Police advise to do so</b></li> </ul>
<b>Throwing Rocks, food, any dangerous items eg pens, rulers etc</b>	<ul style="list-style-type: none"> <li>• LOW to be informed and investigate.</li> <li>• Assistant Principal to be notified.</li> <li>• Parental Contact.</li> <li>• <b>Suspension.</b></li> </ul>
<b>Taking unauthorized photos/video of another person</b>	<ul style="list-style-type: none"> <li>• LOW to be informed and investigate.</li> <li>• Assistant Principal to be notified.</li> <li>• Parental Contact.</li> <li>• <b>Suspension.</b></li> </ul>
<b>Injuring (or attempting to injure) an animal.</b>	<ul style="list-style-type: none"> <li>• LOW to be informed and investigate.</li> <li>• Assistant Principal to be notified.</li> <li>• Parental Contact.</li> <li>• <b>Suspension.</b></li> </ul>
<b>Failure to attend a Saturday Detention</b>	<ul style="list-style-type: none"> <li>• LOW to send student to XC</li> <li>• Assistant Principal to be notified.</li> <li>• Parental Contact.</li> <li>• <b>Suspension.</b></li> </ul>
<b>Failure to attend afternoon Detention</b>	<ul style="list-style-type: none"> <li>• LOW to be informed and investigate.</li> <li>• Assistant Principal to be notified.</li> <li>• Parental Contact.</li> <li>• <b>Internal suspension/external suspension.</b></li> </ul>
<b>Dangerous Behaviour eg. Planking, climbing onto buildings, using a lighter, matches,</b>	<ul style="list-style-type: none"> <li>• LOW to send student to XC</li> <li>• Assistant Principal to be notified.</li> <li>• Parental Contact.</li> <li>• <b>Suspension.</b></li> </ul>
<b>Driving dangerously, exceeding the speed limit in the College grounds.</b>	<ul style="list-style-type: none"> <li>• Report student to the LOW</li> <li>• Assistant Principal to be notified.</li> <li>• Parental Contact.</li> <li>• <b>Afternoon Detention/ internal suspension.</b></li> </ul>
<b>Playing with sticks, throwing sticks, using sticks as a weapon or sporting implement.</b>	<ul style="list-style-type: none"> <li>• Report student to the LOW</li> <li>• Assistant Principal to be notified.</li> <li>• Parental Contact.</li> <li>• <b>Suspension.</b></li> </ul>

CONDUCT	CONSEQUENCE
<b>Theft of College keys and property</b>	<ul style="list-style-type: none"> <li>• Report student to the LOW</li> <li>• Assistant Principal to be notified.</li> <li>• Parental Contact.</li> <li>• Notification to Police</li> <li>• <b>Suspension.</b></li> </ul>
<b>Gestures of a sexual nature towards another student eg exposing oneself, written notes, diagrams, threats, etc.,</b>	<ul style="list-style-type: none"> <li>• Report student to the LOW</li> <li>• Principal to be notified.</li> <li>• Parental Contact.</li> <li>• Notification to FaCs</li> <li>• Police notified</li> <li>• <b><i>Withdrawal until Police advise course of action</i></b></li> <li>• <b>Suspension</b></li> </ul>
<b>Boys and girls going into, hiding in or looking into toilets of the opposite sex.</b>	<ul style="list-style-type: none"> <li>• Report student to the LOW</li> <li>• Principal to be notified.</li> <li>• Parental Contact.</li> <li>• Possible notification to FaCs and/or Police</li> <li>• <b><i>Withdrawal until Police advise course of action</i></b></li> <li>• <b>Suspension</b></li> </ul>
<b>Loitering in the surrounding bush land as defined by the School Plan as ‘Out of Bounds’.</b>	<ul style="list-style-type: none"> <li>• Report student to the LOW</li> <li>• <b>Assistant Principal</b> to be notified</li> <li>• Internal/external suspension</li> </ul>
<b>Students who willfully damage the bush land or surrounding property. Eg. lighting fires, damaging trees, fences, gates, etc</b>	<ul style="list-style-type: none"> <li>• <b>Suspension</b></li> <li>• Police notified</li> <li>• <b>Assistant Principal</b> to be notified</li> <li>• Parental Contact</li> </ul>
<b>Swearing at a member of staff</b>	<ul style="list-style-type: none"> <li>• Student sent to the LOW</li> <li>• LOW will take student directly to the member of staff (<i>with their class if necessary</i>)</li> <li>• Student will make a public apology to the member of staff and for disrupting the class</li> <li>• Student will be sent to the XC</li> <li>• LOW will contact parent for an interview</li> <li>• <b>Assistant Principal</b> to be notified</li> <li>• <b>Suspension</b></li> </ul>
<b>Misbehaviour, defiance and being uncooperative during a Internal Suspension</b>	<ul style="list-style-type: none"> <li>• Interview with parent when they arrive to collect their son/daughter</li> <li>• Student to apologize to LOL/LOW for gross disrespect</li> <li>• Assistant Principal to be notified</li> <li>• <b>Suspension</b></li> </ul>
<b>Misbehaviour, defiance and being uncooperative during an afternoon detention</b>	<ul style="list-style-type: none"> <li>• LOW to be notified by XC Supervisor</li> <li>• LOW to contact parents</li> <li>• Student to apologize the XC Supervisor</li> <li>• Assistant Principal to be notified</li> <li>• Student is issued with a <b>Internal Suspension</b></li> </ul>

### 4.3 Specific Guidelines

#### STAGE FOUR

*The Assistant Principal and the Principal will be involved where a serious incident posing danger or threat occurs.*

CONDUCT	CONSEQUENCE
<b>Distribution, acquisition, possession or use of controlled or illegal substances (including alcohol, drugs, etc)</b>	<ul style="list-style-type: none"> <li>• Confiscation and secured with Assistant Principal or Principal.</li> <li>• Removal of student from situation.</li> <li>• Immediate referral to Assistant Principal.</li> <li>• Principal informed by Assistant Principal</li> <li>• DOSP informed by Principal.</li> <li>• Parental Contact.</li> <li>• Police informed as appropriate.</li> <li>• Suspension followed by Parental Interview and or Conditional Enrolment.</li> <li>• The offence may lead to negotiated transfer or the exclusion process.</li> <li>• Counselling.</li> </ul>
<b>Violent behaviour (including fighting, assaults and other reckless aggressive behaviour) and serious sexual harassment or misconduct.</b>	<ul style="list-style-type: none"> <li>• Immediate isolation of students.</li> <li>• Assistant Principal informed</li> <li>• Principal informed by Assistant Principal.</li> <li>• Parental Contact.</li> <li>• Suspension followed by Parental Interview.</li> <li>• The offence may lead to negotiated withdrawal, transfer or the exclusion process for repeated offences.</li> <li>• Counselling.</li> </ul>
<b>Other illegal activities (including carrying knives, weapons, dangerous goods eg. flares).</b>	<ul style="list-style-type: none"> <li>• Confiscation and secured with Assistant Principal or Principal.</li> <li>• Immediate referral to Assistant Principal</li> <li>• Principal informed by Assistant Principal.</li> <li>• Police informed as required by law.</li> <li>• Parental Contact.</li> <li>• Suspension followed by Parental interview and conditional enrolment signed.</li> <li>• The offence may lead to the expulsion process.</li> <li>• Counselling and referral.</li> </ul>
<b>Major theft.</b>	<ul style="list-style-type: none"> <li>• Assistant Principal informed.</li> <li>• Principal informed by Assistant Principal.</li> <li>• Police involved as required by law.</li> <li>• Parental Contact.</li> <li>• Suspension followed by Parental Interview.</li> <li>• Replacement of items.</li> </ul>

## **5.0 FURTHER CLARIFICATION OF PROCEDURES:**

### **5.1 Uniform and College Diary**

A student who is out of uniform or who does not have their diary with them on any day must be sent during morning administration to the LOW. The LOW will issue a detention. College Diary Replacement Slips will be issued to a student without a diary and must be shown to any teacher on request and should be carried with the student at all times. The issued lunch detention on the College Diary Replacement Slip **MUST** be signed by the LOW.

**PINK** Uniform Letter – This letter is given out at ALL uniform inspections. The student will also receive a lunchtime detention

**WHITE** Uniform Letter – This is the **FIRST** warning letter for Hair. The student will also receive a lunchtime detention

**BLUE** Uniform Letter – This is the **SECOND** warning letter for Hair. The student is required have their hair rectified before they return to school.

**YELLOW** Uniform Letter – This letter was given to students who arrive at after hours College functions **NOT** wearing the correct College uniform when required to do so.

### **5.2 Confiscation of Student Property**

A student will **not** have their property **confiscated** unless it is a banned item; chewing gum or we are required to do so by law (eg. weapon). All banned item are to be taken to Student Reception by a teacher **ONLY**.

### **5.3 Students sent from the classroom**

Students sent from the classroom may remain outside the room in full view of the teacher for an immediate "cooling off" period of no more than five minutes (this is a "duty of care" issue). If the confrontation needs to be defused, and the student needs to be out of class longer, the student can be sent to the LOW with an accompanying student who will give the LOW a diary entry stating the problem.

### **5.4 Student Learning Contract**

Students will be placed on a Student Learning Contract when several teachers, LOL or LOW have observed consistent poor behaviour, attitude or application. The report is to be filled in every lesson by the subject teacher and is to be signed by the Parents each night and given to the LOW each morning.

If a teacher issues a "poor" grade for any area whilst the student is being monitored an appropriate consequence is issued. If conduct does not improve the Assistant Principal and parents will be called in to discuss solutions.

## 5.5 Parental Contact

By telephone – teachers are to make contact by telephone with parents in relation to the students in their care. Teachers are to inform LOW that they are contacting parents, in case there is further information about the student that the teacher is not aware of.

Teachers MUST log calls onto the Student Data base on (*Sentral*), indicating (i) time/date of call, (ii) reason for the call (iii) resolutions and (iv) follow up to be undertaken by teacher.

For interviews – once again teachers are to conduct interviews with parents if necessary. On these occasions it is suggested:

- that the interview takes place in the interview room.
- that a LOL/LOW is present.
- that the interview takes place with the parents first, explaining the situation. When there has been a sufficient sharing of ideas the student should be brought in and dealt with in an appropriate manner.

### *Following up Absences*

- Homeroom teacher marks the roll as per instructions How to mark the roll at Xavier College. This will be the official record and needs to be done accurately and neatly. All notes explaining absences and lateness are to be sent to the office via Tutor Group pouches to be recorded. This is a legal requirement.
- The day the student returns to school, a note explaining the absence must be given to the Tutor Group teacher. ***Extended absences i.e.: two days or more must be verified by a phone call to parents/guardians on the third day of absence. (see Step 1 from Steps for responding to Habitual Unexplained Non attendance at school)***
- Tutor Group teachers are asked to supply details to the office on a weekly basis. Any unjustified absences must have a note.
- Collects explanation notes from parents and adjusts class roll accordingly.  
Received notes are to be signed by the Tutor Group teacher as well as noting the date, Tutor Group and name of student.
- Tutor Group teacher each day reminds students to supply absence notes. After three days of reminding, the LOW is to be informed and parents contacted.
- Sends rolls and notes to the office each day. Absentee notes are filed alphabetically in Students' Records by office staff.
- Any student arriving after the commencement of Tutor Group administration is to go to the Student Reception.
- Any student who has to leave the school early must bring a note, which is written and signed by a parent and gives an explanation for the leave. The note must be signed by the Tutor Group teacher and then presented to the office before leaving.
- The LOW checks the roll regularly to look for patterns of absenteeism.
- Teachers are to see the office staff for any clarification for student absences.

### *Steps for responding to Habitual Unexplained Non attendance at school of children and young people in the Catholic Education Diocese of Parramatta*

#### **Step 1**

##### **After 3 days unexplained absent –**

- (i) contact by Tutor Group teacher (part of Whole School Practice)
- (ii) advise Leader of Welfare (by email) that a call has been made to the parents/guardians

#### **Step 2**

##### **After 7 days absent –**

- (i) Phone call or SMS to parents (if required)
- (ii) Follow up with letter to parents (**send letter 1**) – arrange meeting with parents to discuss
- (iii) Referral to School Counsellor.

### Step 3

#### After 12 days absent –

- (i) Daily phone call or SMS to parents if required
- (ii) Registered letter to parents re: attendance (3 day response time) (**send letter 2**)
- (iii) Continued engagement with School Counsellor/ consider referral to other support agencies.
- (iv) Meeting with school stakeholders
- (v) DOSP to be informed.

*Note – have all service options within system been explored – e.g. IBIS or Adolescent Team, Transition Team, Lighthouse etc.*

### Step 4

#### After 20 days absent -

- (i) Inform DOSP of lack of parent response
- (ii) Daily phone call/SMS to parents.
- (iii) Meeting with school stakeholders and DOSP (Action Plan/undertakings by parents and student agreed on and review date set)
- (iv) Registered letter to parents (**send letter 3**)

*Note – have all service options within system been explored – e.g. IBIS or Adolescent Team, Transition Team, Lighthouse etc.*

### Step 5

#### After 25 days absent –

- (i) Registered letter to parents (**send letter 4**)
- (ii) Daily phone call/SMS to parents.
- (iii) DOSP informs Executive Director – Further action plan which could include meetings/conferences/undertakings – all parties participate in planning – advise parents that the next step will be court action by the Department of Education and Community
- (iv) Possible report to Department of Family and Community Services.

### Step 6

#### Above 30 days absent –

- (i) Referral from the Department of Education and Community Services to legal services for court action (**send letter 5**)
- (ii) Complete Referral form to Department of Education and Community – legal services (Principal)
- (iii) Complete brief of evidence for Department of Education and Community – legal services (Principal)
- (iv) Referral to Department of Family and Community Services (Principal)

*\* All letters are available on OSCAR*

## 5.6 Teacher Detentions

Any teacher can use a lunchtime detention. Details of the detention should be recorded in the student's diary the teacher should keep a personal record. The teacher placing a student on a teacher's detention is responsible for the supervision of the student and the task that the student must carry out during the detention.

Students on lunchtime detention should have a minimum of **20 minutes** for lunch and the opportunity to go to the toilet. **There is to be no detention at Recess**

Examples of duties for a teacher's lunchtime detention.

- Extra work
- Litter bags to be filled
- Tidying up the block
- Removal of graffiti/gum from desks

## 5.7 Lunch Detention

If a student receives a Lunch Detention they must complete it on the day it is issued. If it is not completed they will be placed on an afterschool detention. The LOW will contact the parents. The student will be placed in the XC. The student will NOT be in the XC for **longer than 24 hours**. If a student is held back by a class teacher and unable to make the detention they must provide a note from the class teacher explaining this. In extenuating circumstances when a parent may not be able to attend the interview the matter is to be referred to the Assistant Principal.

If a student is given two or more lunch detentions on ANY given day, they will be given an automatic afternoon detention.

**\* If a class teacher gives a student a lunchtime detention where they also have a XC lunchtime detention they will be given an automatic afternoon detention by the LOW.**

Lunch Detention can only be given by a LOW for the following reasons:

- *Out of uniform*
- *No College Diary (Diary)*
- *Late to school without note*
- *Out of Bounds*
- *Water fights*
- *Banned items*
- *Decided by Leader of Mission*
- *Not meeting homeroom requirements – Exception to rule.*

## 5.8 Bags (Yard Duty)

Any teacher can issue a bag per lesson to be filled with rubbish during recess or lunchtime. **It is the issuing teachers responsibility to check that this bag duty has been completed.**

If a student consistently fails to meet teacher's expectations within the classroom, the teacher calls for the College Diary to be placed on the teacher's desk. The teacher then records a bag to be completed and places their signature next to the record. *Eg. Homework not completed and teacher name printed neatly.*

The student then presents to any teacher on playground duty and hands over their College Diary. The teacher issues the appropriate number of bags and designates the area to be cleaned up. Staff MUST carry bags while on duty.

When students have filled the bags they return to the teacher with the filled bags and ask for their College Diary to be signed. The student then tips the rubbish in the nearest bin and then places the bag in the bin after disposing of the rubbish. The teacher should then sign and date the College Diary.

### **Please note: (Regarding Yards)**

- No teacher is to issue more than **1 bag per student per lesson**.
- Teacher issuing bag is responsible to follow this up.
- Tutor Group teachers and checkers are to monitor the number of bags a student is issued and should immediately alert the LOW if the number **exceeds 10 for a week**.
- The LOW will then:  
Interview the student: Monitor behaviour: Parental contact: Issue an Afternoon Detention.

## 5.9 Hands off Policy

To ensure that Xavier College provides a school environment, which is safe and secure while students are on school premises a “hands off policy”, exists.

### No student is to:

- have physical contact with another student i.e. fighting; kissing, hugging, pushing, shoving or rumbling.
- handle or deface any other student’s property or school property i.e. theft, vandalism and graffiti.

If a student is found to be in breach of this policy the teacher should take immediate action. If the breach of this policy is minor, the LOW will issue students with a lunch/afternoon detention. In the event the breach of the policy is serious students will either be internally or externally suspended from school and the parents will attend an interview with an Assistant Principal and/or Principal.

The Assistant Principal in consultation with the LOW concerned will determine the serious nature of the “hands off policy”.

## 5.10 Sport Student Management

Students who misbehave while at sport or travelling to and from sport should be reported to the DOS (Director of Sport)

Sport detentions will be issued for the first and second offence.

The DOS (Director of Sport) will generate a Sport Detention list for staff on a weekly basis.

Recurrent offenders will involve the LOW, Sport Coordinator and the Parents/Guardian of the students involved.

## 5.11 Afternoon Detention

The LOW or the LOL as a consequence of a student continuing to disregard the Student Management Policy, teacher instructions or failing to complete an assessment task will impose an afternoon detention. Afternoon detentions will operate on **Tuesday and Wednesday afternoon from 2.45pm-3.45 pm**. The LOW/LOL’s will supervise afternoon detention. The LOW/LOL’s will supervise students completing their assessment task/s. Parents must have at least 24 hours notification for an Afternoon Detention. Students who fail to attend an Afternoon Detention without an adequate excuse will have parental contact made by their LOW.

The LOW/LOL’s will stay with the students in Student drop off area until 4.00 pm. If students have not been picked up at this time the LOL/LOW will bring the student/s up to the front office and notify the Principal/Assistant Principal.

- Students who have attended three Afternoon Detentions will be removed from classes and a parental interview will be arranged with the Assistant Principal.

## **5.12 Saturday Detentions**

Saturday Detentions can only be given in consultation with the Assistant Principal who will make the final decision. The LOW will contact the parent and a letter will be forwarded home outlining the reasons for the detention, date and time.

## **5.13 XC arrangements by LOW**

The LOW may send a small number of students who have major problems to the XC. By being given them space these student may be able to stop a situation escalating into a major incident. The LOW will initiate this process. Due to the fact that each student will have different needs the reasons for being sent to the XC will be communicated to the teacher (s). Only the LOW will allow a student to be given an opportunity as part of their management strategy.

## **5.14 Internal School Suspension – From All Classes**

The Assistant Principal, as a consequence of anti-social and offensive behavior/ failing to attend a detention, will impose **Internal School Suspension** upon the student from all classes. The Assistant Principal will send a letter to parents informing them of the reasons for the Internal Suspension from all classes. The LOW will organise work for the student during the period of Internal Suspension. The LOW's will supervise the student during this time. Students will return to classes pending an interview with the parents and the Assistant Principal.

## **5.15 External Suspension, Expulsion, Transfer of Students**

The Principal, following the Catholic Education Policy Statement, 2005, will impose external Suspensions, Expulsion and transfer of students.

The student will complete a student suspension resource booklet during the time of his/her suspension.

The LOW will prepare a summary report of the students past record at the College for the Assistant Principal /Principal.

Students returning to school after the suspension are required to attend a reentry interview with the Principal.

The LOW will organise a reentry plan for the student before returning to class.

## **5.16 Defiance**

Any student who says NO or refuses a reasonable request such as

- Refusing to give a teacher their diary
- Refusing to move after being asked to do so in class
- Refusing to pick up litter when requested etc.

Is to be sent immediately to the LOW. Parents will be contacted immediately for an interview. These students will be in the XC for a maximum of 24 hours. Teachers are requested to keep a written record of this event. (Refer to Stage 3 information).

**DEFIANCE WILL NEVER BE TOLERATED AT XAVIER COLLEGE**

## **5.17 Management of Serious Student Incidents (see next page)**