

STUDENT MANAGEMENT POLICY and PROCEDURES**RATIONALE**

St Patrick's is a Catholic primary school that seeks to create a caring, learning community that is respectful and inclusive. We believe we take personal responsibility for our choices and actions. It is in this context that we work together to ensure that the rights of all in our community are respected.

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

Our Student Management Policy is closely linked to our Pastoral Care Policy and is committed to the overall development of each student. It is 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.

GUIDELINES

- All teachers are responsible for implementing the Student Management Policy and Procedures.
- Procedural fairness for all students will be incorporated when implementing the Student Management Policy.
- The Duty teacher is responsible for playground behaviour. All reports of bullying must be followed up by the Duty teacher. Serious playground misbehaviour is addressed by the Assistant Principal.
- The Student Management Policy endorses four (4) St Pat's rules using the acronym P.A.T.S.
- These four rules are supported by all teachers and staff and form the basis for class rules/expectations.
- A Conduct and Consequences Chart outlines the level of discipline to be followed for student misbehaviour.
- Class teachers are responsible for ensuring class behaviour reflects the P.A.T.S. rules.
- When ongoing inappropriate class behaviour is evident, the class teacher will implement a Blue Card process to address this behaviour.
- If the inappropriate class behaviour continues once the Blue Card process has been completed, the student is sent to the Stage Coordinator for further action. The Blue Card must be sent with the student as supporting evidence. (Blue level)
- The Stage Coordinator addresses behaviour that contravenes school rules or ongoing class misbehaviour that has been thoroughly addressed by the classroom teacher with supporting evidence. If appropriate, the Stage Coordinator places the student on a lunch detention. A Yellow Card is completed and sent home to the student's parent/carer to be signed. (Yellow level)
- The Leadership Team supervise all detentions. A record of attending students is maintained.
- Behaviour that deliberately and seriously contravenes the school rules is addressed by the Assistant Principal/Principal. A Red Card is completed and parents/carer phoned. A Red Card is sent home for the parent/carer to sign. Consequences are implemented as outlined on the Red Card. (Red level).
- Serious or dangerous behaviour that occurs on or off site is addressed by the Principal. Parents/carers are phoned and ask to attend an interview with the Principal. Consequences are implemented as outlined on the Purple Card. (Purple level)
- Detailed documentation of serious incidents, displays of unacceptable behaviours and details relating to suspension, negotiated transfer and exclusion will be kept on file at the school.
- Corporal punishment is never to be used by any teacher as a consequence for misbehaviour at St Patrick's School. This is a child protection issue and is supported by the Parramatta Diocesan Policy.

ILLEGAL DRUGS OR SUBSTANCES

- Illegal drugs or substances are forbidden to be on site.

- If teachers or staff have know or reasonable grounds to believe that illegal drugs have been brought to the school, its immediate vicinity or to school events or that students at school are affected by illegal drugs, the directions of the CEO statement *Policy, procedures and resources for matters involving students and illegal substances* (1999) are to be followed.
- Where any illegal substance or dangerous item is discovered in the possession of a student the item and / or substance should be confiscated, the parents or enrolling guardian contacted, and the matter investigated and / or referred to police (in appropriate cases). The confiscated substance or item should be temporarily stored in a secure location. If initial enquiries indicate that a serious offence has occurred, the police should be asked to collect the substance as soon as possible. If initial enquiries indicate a lesser offence, for which notification of police is not required, the principal may exercise discretion about whether to report the matter. The principal must also decide whether to destroy the substance or to ask police to collect it. The decision and consequent action should be made promptly, preferably within 48 hours after discovery. If the decision is to destroy the substance, this disposal should be witnessed and noted in the records of the incident.
- In the case of knives it is an offence to have, without reasonable excuse, a knife or dangerous implement in a public place or school. Police are able to search a person if there are reasonable grounds to suspect that a person in a public place or school has a dangerous implement (this may include knife, firearm, prohibited weapon, or article as defined in the Summary Offences Act and the Summary Offences Amendment Act). Police are also able to confiscate any dangerous implement found in the possession of a person in a public place or school.
- Matters involving illegal drugs will be addressed as part of the school's normal student management procedures and pastoral care for students. While the additional element of illegality will require specific responses in some cases, the school's first responsibility in any disciplinary matter is the safety and welfare of students.
- An age-appropriate preventative education program relating to substance abuse will be covered through the Personal Development Health and Physical Education programs, and, where appropriate, through the pastoral care and Religious Education programs.

WEAPONS AT SCHOOL

A student will be suspended immediately if he/she:

- ***is physically violent:*** Any student who is physically violent, resulting in pain or injury, or who seriously interferes with the safety and wellbeing of other students, staff or other persons. The matter **may** need to be reported to the NSW Police Force.
- ***is in possession of a firearm, prohibited weapon or knife (without reasonable cause).*** This matter **must** be reported to the NSW Police Force immediately.
- ***Uses or is in possession of, a suspected illegal substance (not including alcohol or tobacco) or supplies a restricted substance:*** Suspension is to occur immediately if the substance is being represented by the student as an illegal substance, or on confirmation that the substance is, in fact, illegal. Students who assist other students to obtain illegal substances or supply restricted substances, such as prescription drugs, are also to be suspended.

SUSPENSION, EXPULSION, TRANSFER OF STUDENTS

Suspension means that a student's right to attend school or classes has been withdrawn for a period of time. It may be **in school** suspension, where the school changes the formal learning arrangements of the student or **out of school suspension**, where the parent(s)/carer(s) take responsibility for the student.

Negotiated Transfer:

Negotiated transfer means a documented and mutually agreed move by the student to another school and is arranged in cooperation between the student, family, principal, parish priest or coordinating pastor, the receiving school, the original school and the Head of School Services

Compulsory Transfer

Compulsory transfer means a student is compulsorily moved from one school to another within the Catholic System of schools after all other pastoral and disciplinary means have failed to address the problem of the student.

Exclusion:

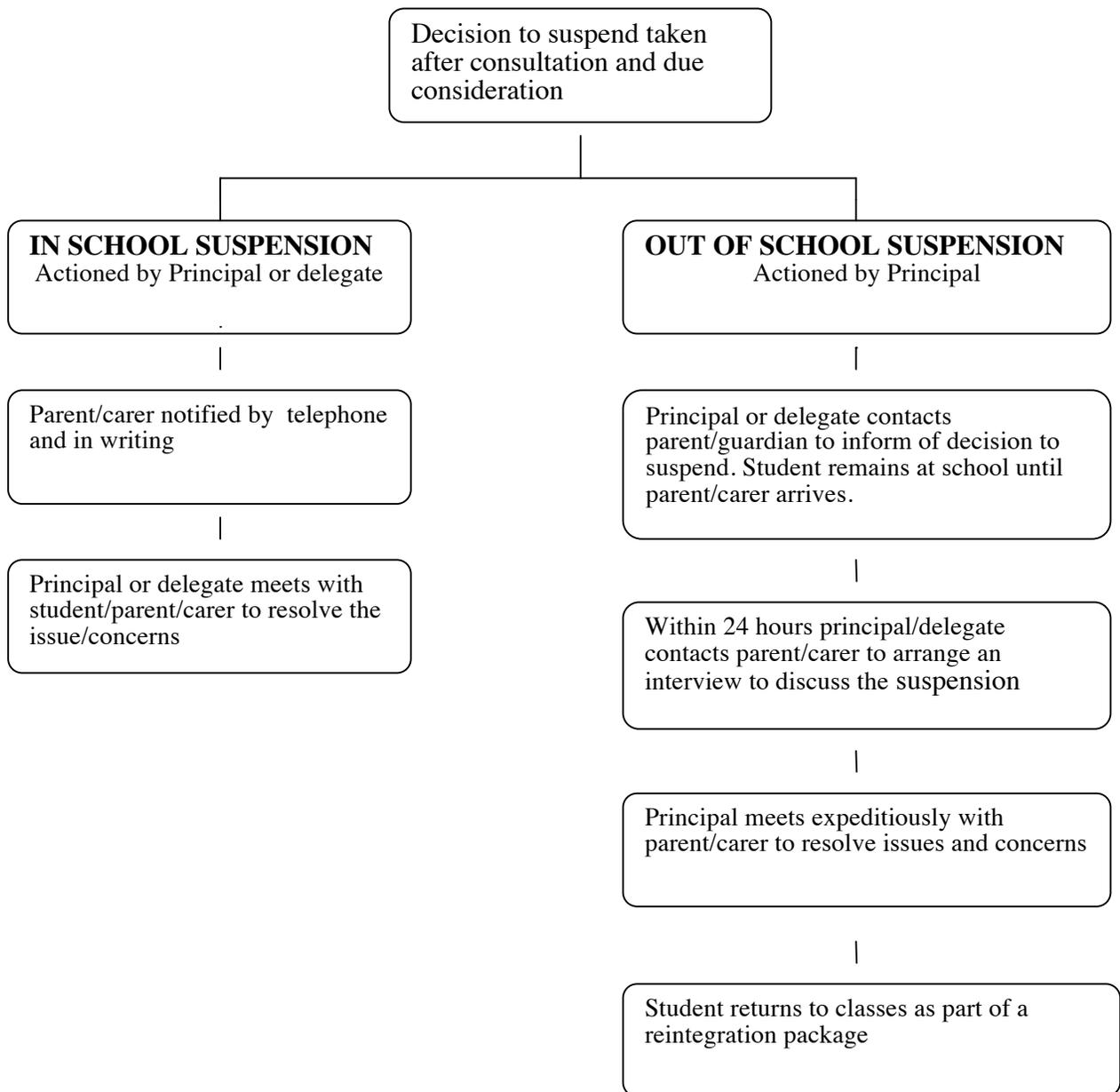
Exclusion means the total withdrawal of a student's right to attendance at both a particular school and all schools in the Diocese of Parramatta. It involves the termination of the contract entered into by the Parramatta Diocesan system of schools, through the principal, and the parent(s)/carer(s) at the time of enrolment.

Procedural Fairness:

Procedural fairness means that processes will be conducted in a manner ensuring fair practice and equity, respect to all parties and due observance of confidentiality.

- While the age and developmental levels of the student need to be taken into consideration, in general, students should 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. They should be given a timeline in which steps will be taken. They should also be given an opportunity to respond.
- They have the right to have a support person present where the allegations are serious.
- They have the right to seek and receive advice.
- They have a right of appeal.
- Procedural fairness requires impartiality of the decision maker. While separating investigation and decision making may not always be possible in a school situation, it is advisable to do this as far as practicable in cases where an investigation is proceeding so that the roles are not compromised. A decision should not be made until all the facts are known, the student has had the opportunity to respond and, in serious cases, the student has an opportunity to obtain advice.
- In communicating with parent(s)/carer(s) the same degree of care needs to be taken in identifying the reasons for suspension negotiated transfer or exclusion and how the issues will be determined.
- Consideration is always given to extenuating circumstances before any proposed action is taken.

Procedures to be followed for suspension



ST. PATRICK'S SCHOOL RULES

PLAY FAIRLY AND MOVE AROUND THE SCHOOL IN A SAFE MANNER

- Be on time for school (8.35 am)
- Freeze as soon as you hear the music until the duty teacher permits you to walk quietly to class line
- Stop speaking as soon as the bell rings
- Wait until the teacher with the microphone tells you stand
- Walk quietly on the stairs and along the verandahs and corridors
- Move into the buildings quietly
- Do not go into the buildings without a teacher
- Do not run in and between the school buildings
- Do not throw any objects e.g. rocks

ALWAYS RESPECT THE RIGHTS OF OTHERS

- Respect the rights of other children to learn
- Do not tease, name or put others down
- Do not swear
- Do not use offensive language towards others
- Do not fight or harm another child
- Welcome new students to the school
- Accept people as individuals
- Take care of property that belongs to others
- Do not steal
- Listen to others
- Take care of the school property – trees plants, furniture and buildings.
- Listen to and obey the teachers
- Leave playground areas and classrooms as you found them
- Be prepared for all classes by bringing all necessary books and equipment to school
- Include others in your games and play fairly
- Don't become involved in harmful gossip
- Don't spread rumours about other people

TAKE PRIDE IN YOURSELF AND YOUR SCHOOL

- Wear the correct school uniform
- Play sport fairly
- Always display good manners when on excursions, on public transport, travelling to and from school
- Always tell the truth
- Put rubbish in the bins
- Complete all homework tasks
- Use all technology responsibly
- Do not chew gum

SPEAK AND ACT WITH RESPECT

- Always us please and thank you
- Always address and answer teachers with their full name.
- Do not answer back or interrupt
- Listen to and obey the teachers
- Look and listen to people when they are speaking to you
- Be reverent in the church and during prayer times
- Show courtesy to everyone (staff, pastor, students, parents and visitors)
- Always tell the truth