



MOUNT ANNAN
CHRISTIAN COLLEGE

Secondary

Student Management Policy

Providing a Christ centred learning environment that empowers each individual to live a life of purpose.

Reviewed January 2015

As a Christ-centered learning environment, Mount Annan Christian College is committed in providing a safe and supportive environment where the welfare of its students is integral to its existence. We believe that all students should be able to learn and develop in a safe and secure Godly environment. We value the importance of student safety and well being as essential pre requisites for effective learning. This policy aims to support students in becoming self directed and responsible. We desire to see our students trained in the ways of God so that when they are older they will not depart from them (Proverbs 22:6). A strong emphasis is placed on positive, proactive whole school practices that promote a partnership between the College and families based on shared responsibility and mutual respect.

Safe Environment

A safe environment for students is one where the risk of harm is minimised and students feel secure. Harm refers to violence, physical threats, verbal abuse, threatening gestures, sexual harassment and racial vilification.

Supportive Environment

A supportive environment fosters the social, academic, physical and emotional development of students. A supportive environment can be described as one in which:

- Students are treated with respect and fairness by teachers, other staff and other students
- Members of the school community feel valued
- Effective teaching and learning takes place
- Positive support and encouragement are provided by members of staff and students
- Non-discriminatory language and behavioural practices are defined, modelled and reinforced by members of the school community
- Consultation takes place on matters relating to students' education and welfare.

Corporal Punishment

- In meeting the requirements of the Education reform (School Discipline) Act 1995, corporal punishment is expressly prohibited at Mount Annan Christian College.
- Mount Annan Christian College does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents to enforce discipline at school.

Student Welfare

Student welfare encompasses the mental, physical and emotional wellbeing of the student. Student welfare policies and programs are essential for developing a sense of self-worth and fostering personal development. Student welfare could include:

- Programs that the school provides to meet the personal, social and learning needs of the students
- Effective discipline early intervention programs for students at risk
- Student, family and community support networks
- Opportunities that the school provides for students to enjoy success and recognition
- Make a useful contribution to the life of the school
- Derive enjoyment from their learning

Procedural Fairness

- The Mount Annan Christian College Student Management Policy and Procedures are governed by principles of procedural fairness. Procedural fairness is a basic right of all when dealing with authorities.

- Students who are alleged to have breached the Student Management Policy have the right to:
 - know the allegations related to a specific matter and any other information which will be taken into account in considering the matter
 - know the process by which the matter will be considered
 - respond to the allegations
 - know how to seek a review of the decision made in response to the allegations.
- Students who are alleged to have breached the Student Management Policy have the right to an unbiased decision, which includes the right to:
 - impartiality in an investigation and decision-making
 - an absence of bias by a decision-maker.

Whole College Rules

The College Rules are to be followed by students in both Primary and Secondary. All College rules could be prefaced by the general rule of 'Common Sense'.

- Work hard and learn to the best of your ability
- Respect others and their property
- Be in the right place at the right time doing the right thing
- Behave sensibly and safely
- Be a great ambassador of the College at all times.

Procedures

- Mount Annan Christian College is committed to ensuring that the College Student Management Policy and Procedures are made available to students and parents/guardians through a mail out (or email) of the policy at the beginning of each academic year.
- Details of an alleged student breach (specific matter or incident) of the policy are communicated to parents through a diary entry, phone call, Detention Notification, or Suspension Letter and/or parent interview.
- In some circumstances different staff may be asked carry out the investigation and decision-making stages, as directed by the Head of Primary or Secondary, Deputy Headmaster or Headmaster.
- Parents are entitled to contact the College to clarify the details of any disciplinary incident that involves their child.
- In serious alleged student breaches of the policy, such as matters that may involve a suspension or expulsion, a support person (parent/guardian) may attend formal interviews and the key points will be recorded in writing.

Suspension and Expulsion

Serious breaches of behaviour will result in an immediate referral of a student to the Head of Primary or Head of Secondary immediately.

Examples of this serious behaviour may include:

- Violence, discrimination, harassment, bullying or intimidation.
- The carrying and/or use of weapons, illegal drugs, alcohol or tobacco

Continued non-compliance or repeated lessor breaches of behaviour within the classroom, playground or non responsiveness to corrective measures will also be referred to Head of Primary and Secondary.

In these circumstance the Deputy Headmaster, Headmaster or his delegate will be consulted and they may initiate a suspension or expulsion.

The College may issue the following types of Suspension, depending on the guidelines relating to the severity of the behaviour demonstrated. These types of suspension are:

In School Suspension is the temporary withdrawal from the classroom and playground. The student works in isolation under the supervision of the Head of Secondary. Parents/Caregivers of students receiving this type of Suspension will be notified through an In School Suspension Notification letter as well as a phone call home from the Head of Primary. This is NOT recorded as a Suspension on the Student Attendance Roll.

Out of School Suspension is the temporary removal of a student from all classes they would normally attend, for a set period of time. It is served for a major incident or as a result of persistent misbehaviour where the intervention of the College has had no effect in changing the student's behaviour. Parents/Caregivers of students receiving this type of Suspension will be notified through a Suspension Notification letter as well as a phone call home from the Head of Primary/Secondary or Deputy Headmaster.

During the suspension period, the College will review and plan appropriate support required for the student to accommodate a successful return to school. The student should complete set work as provided by the school, under the responsibility of parents/carers. The Suspension will be recorded on the Student Attendance Roll. A suspension resolution meeting may be held prior to the student returning to school. This resolution meeting will be sought in the best interest of the student and be held with the Head of Primary/Secondary, Deputy and/or Headmaster, student and parents/caregivers.

Expulsion

Expulsion is the immediate termination of a student's enrolment. It may be applied for a major incident or as a result of serious persistent misbehaviour where the intervention of the College has had no or limited effect in changing the student's behaviour.

Students who are expelled will be required to attend a meeting with the Headmaster (with a parent/guardian present) and will receive an Expulsion Notification Letter from the Headmaster.

GRIEVANCE PROCEDURES

If a student wishes to seek a review of the decision made in response to an allegation, this grievance procedure should be undertaken.

1. In the event that a student has been through the Discipline Procedures above and does not agree with the process or outcome of the decision, they may lodge a grievance in writing to the Headmaster, setting out the nature of the grievance and grounds in support of the grievance.
2. After giving consideration to the grievance the Headmaster may do one or more of the following:
 - i. refer the matter back to the relevant School Executive member or to a nominee, with advice, for resolution; or
 - ii. initiate an investigation into the matter; or
 - iii. seek to resolve the matter directly.
3. Any determination made by the Headmaster in accordance with Step 2 of these Procedures with regard to the grievance will be final.
4. By initiating the Grievance procedure the student will be deemed to have agreed that no communication engaged in or any information granted to the student as part of the grievance procedures will be used for any other purpose.

SECONDARY

- There is acceptance by all members of the Secondary School community that young people will make mistakes and from time to time they will breach College procedures and expectations.
- We instill in our students an acceptance that people and relationships are harmed or affected by their actions and mistakes.
- Students in Secondary must accept that there will be consequences for mistakes or harm done to others and that consequences can help them to learn from their mistakes.
- Each student needs to be involved in the 'restorative phase' of repairing the harm done to others.
- Students will be provided with opportunity with a range of self-management strategies to redeem themselves and move forward after consequences have been enforced.
- Students and teachers work daily in relationships founded on mutual respect, tolerance and understanding.

PROCEDURES

- Teachers will communicate either 'Commendations' to reinforce positive behaviour OR 'Matters of concern' to notify negative behaviours. This is achieved through a teacher entry into Edumate.
- Students are notified verbally by teachers when entries are made.
- For every 4 'Commendations', a Merit Award is issued. Four (4) of each Award then moves a student into the next award category. These tallies are accumulated for a student's duration within Secondary.
- For every 4 'Matters of concern' within a *weekly cycle*, an After School Detention is issued.
- Weekly 'Matters of concern' return to zero each week.
- A student may receive a Merit Award or be placed on After School Detention at the discretion of the Stage Advisor for isolated issues.

Welfare Categories

'Commendations'	'Matters of Concern'
1. Uniform	1. Uniform
2. Class Work	2. Lateness
3. Behaviour	3. Behaviour
4. Participation	4. Diary
5. Effort	5. Preparation for class
6. Homework	6. Homework

Pastoral Care/Discipline Stages

Classroom Teacher correction needs to be done when the student has a clear understanding of what she/he has done wrong. Correction will be most effective when the student accepts responsibility for the misdemeanour.

- Correction will involve helping the student to understand how their behaviour has affected the community (the staff and other students). The process of reconciliation/ restitution should follow correction.
- Correction needs to be (and be seen to be) equitable and fair.
- Correction needs to be appropriate to the misdemeanour not an emotional response to a difficult situation.
- Classroom management and solutions to behavioural difficulties is done best by the classroom teacher. The teacher models authority and should be seen as the one trying to create a Godly relationship with the student. To this end, most inappropriate

behaviour should be dealt with by the classroom teacher. Ongoing patterns of behavioural difficulties will be the responsibility of the Stage Advisor / Head Teacher, the Head of Secondary and in more serious cases, the Deputy Headmaster or Headmaster.

- Parents are to be informed of serious or repeated problems, and the procedures in operation to help overcome those problems. A telephone call, a diary note or letter or an interview may be used. It is essential that parents become involved in the affirmation and correction.

Apart from the issuing a 'Matter of Concern', the following correction strategies may be used for minor misdemeanours. They are arranged as a hierarchy.

1. In-class isolation: movement of student to another desk or isolating them from other students.
2. Playground isolation: not allowed to play in the playground.
3. Lunchtime detention: staying in at lunchtime to do work or simply being detained. Be sure to allow students to eat and go to the toilet at some time during the lunch break. (A student is not permitted to have detention for more than half of lunchtime.)
4. Restitution activities: e.g. playground clean up, repairing, tidying, redoing a poor job, apology.
5. Discussion with Stage Advisor / Head Teacher about different strategies to use for individual students.
6. Sending student to Head Teacher: If a student needs to be excluded from the classroom, the student must be sent to the Head Teacher, once the Head Teacher is contacted and notified.

Stage Advisor/Head Teacher Intervention

The Pastoral (Homeroom) Teacher will take an integral role in the referral of student concerns and the distribution of Merit awards.

- In the event of excessive negative diary comments, the Pastoral Teacher will notify the Stage Advisor
- Intervention may involve a teacher progress report, student interview or parent/carer interview and placement on a College Behaviour Monitoring Booklet to monitor behaviour daily for a nominated period of time.
- Subject specific problems will also involve the Head of Faculty intervention.

After School Detention

- After School Detentions are issued for persistent misbehavior or negative behaviour which requires more than the issuing of a 'Matter of Concern', such as swearing or breaking the hands off rule.
- Students who receive a detention will receive a **Detention Notification Letter** with at least 24 hours' notice. Parents should sight, sign and return this letter.
- Students are required to find their own way home at the completion of detention. It is the parent's responsibility to make alternative transport arrangements if needed.
- Detention is held on **Friday between 3.00 and 4.00pm**.
- Students who are required to serve an After School Detention must report to **room S06** by 3:00pm, where a teacher will supervise the detention.

SECONDARY AWARDS MODEL

- For every 4 'Commendations' accumulated, a Merit Award is issued.
- For every four (4) Awards accumulated within in each category, a student advances to the next award category.
- Commendations are accumulated throughout a student's duration within Secondary (Year 7-12).

Category 1

Merit Award – Awarded by the Homeroom teacher for 4 'Commendations'
Presented during Homeroom

Category 2

Secondary Award – Awarded by the Head of Secondary for 4 Merit Awards
Presented at Secondary Formal Assemblies

Category 3

Headmaster's Medallion – Awarded by the Headmaster for 4 Secondary Awards
Presented at Secondary Presentation Evening