



Under the Stewardship of Mary Aikenhead Ministries

St Vincent's College Student Behaviour and Discipline Policy

PREAMBLE

St Vincent's College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion and hope.

"May we always act with justice and truth" - Mary Aikenhead.

RATIONALE

The College Mission and College Values inform all proactive interventions and responses regarding student conduct and engagement. Our priority is student safety, healthy relationships and positive learning.

All members of the community are encouraged to take responsibility for their actions - living our values of Generosity of Spirit, Hope, Justice, Respect, Service of the Poor.

Students are required to abide by the College Expectations and to follow the directions of teachers and other people with authority delegated by the College.

Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm or inconvenience to other students, staff members or College reputation, the student may be subject to disciplinary action.

Student management and discipline is a shared responsibility of all staff or the College. Their professional decisions are guided by:

- Gospel, College Values and Catholic Social teaching
- The principles of restorative justice
- Best practices in child safeguarding
- The wellbeing of both the individual and the community
- Workplace health and safety

Staff are supported by professional learning and protocols established and approved by the COR Team. Staff are encouraged to respond to any incidents that breach behavioural expectations using the principle of subsidiary, i.e. at the most appropriate level; there is a referral system to respond to serious breaches.

Parents are an important partner in maintaining good discipline and student management. Through acceptance, and signing of the enrolment contract, they enter into an agreement to support the College Expectations of student behaviour. Parents have an important role in upholding expectations of uniform, punctuality and school attendance, appropriate use of technology and conducting themselves respectfully whenever they are engaging with College staff. Parents are appropriately notified of discipline breaches.

Parents and Carers are asked to be proactive in communicating with the Tutor teacher on occasions when a student may have a valid reason for not fulfilling their responsibilities as a student (punctuality, uniform).



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COLLEGE EXPECTATIONS AND STUDENT RESPONSIBILITIES

Students and their parents/carers are required to sign the Student and Parents/Carers Agreement that appears in the front of the Student College Diary to demonstrate an understanding and acceptance of their responsibilities as members of the St Vincent's College community. It is signed in good faith and witnessed by the Tutor teacher. Students have a voice in developing and owning Personal Responsibility.

These responsibilities include **but are not limited to** the following expectations of **conduct** and apply when a student wears the College uniform, even when not on the College grounds. Students are to:

- Respect the dignity of fellow students and teachers alike, by treating them with care, courtesy and fairness.
- Abide by St Vincent's College Policies and Procedures, and any subsequent updates.
- Care for and be respectful of all College property and the College environment.
- Act sustainably appropriately and discard any litter/recycling.
- Assume responsibility, with the help of teachers, for learning and study and for the submission of coursework.
- Respect the importance of learning and acknowledge the need to:
 - Come prepared for class with necessary equipment
 - Engage in learning activities
 - Listen attentively to teachers and other students
 - Respect and encourage others in the classroom
- Abide by the regulations which forbid the use and/or possession of tobacco, vaping products, alcohol and illegal drugs, and understand such behaviour may result in forfeiture of enrolment at St Vincent's College. This expectation applies to all the following circumstances:
 - Travel to and from school
 - At school/Boarding House
 - On excursions, retreats, socials or any school-based activity
 - While wearing the College uniform
 - Being in the presence of another student/s who has tobacco, alcohol and/or illegal drugs in any school context.
 - Posting images of self or other students with such products on social media if the College is identifiable.

Digital Citizenship Expectations

- St Vincent's College is a phone-free school where mobile phones and any wearable and connectable smart device must be locked in the student's phone pouch and stored in her locker throughout the school day.
- The use of mobile phones, laptops and other similar devices is a privilege, not a right, which may be rescinded by the College at any time. Students are to use technology responsibly and abide by the College policies and procedures in place.
- Taking or using photographs of staff, students, College uniform or buildings, the College's name and crest without specific written permission is a breach of the privacy laws of NSW. Students are not to use any images related to the College (including staff and students) without permission and consent; this includes posting such images on social media via any type of technology.

Note that the College must report knowledge of criminal activity to Police authorities.



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STRUCTURES FOR MANAGEMENT OF STUDENT BEHAVIOUR

Effective communication between the College and family is vital in providing the best care of students and clarity of response when incidents that breach College expectations occur. This communication will vary according to the situation; ranging from auto-generated notifications when an amber breach is issued, to direct phone or email communication from the staff member engaged in the management of behaviour through to a request for parent meeting.

RESPONDING TO BREACHES OF STUDENT RESPONSIBILITIES AND COLLEGE EXPECTATIONS

In the case a student breaches the College expectations and/or does not fulfil their student responsibilities adequately, the following support interventions are in place.

Amber and Red Breaches

Amber Breach	Intervention
<ul style="list-style-type: none">• Incorrect uniform• Lateness• Breach of Mobile Phone Policy• Disregard for property (<i>examples: backpack carried or left around school, litter, gum etc</i>)• Lack of preparation for class (<i>including required PDHPE/Dance/Drama gear</i>)	As directed, students must be prepared to remain at school until 3:15pm daily.
Red Breach	Intervention
<ul style="list-style-type: none">• Accumulation of three Amber Breaches• Disruption to class• As issued by College Dean	As directed, students must be prepared to remain at school until 3:25pm on Thursday afternoon.
<i>Note:</i> Persistent breaches will warrant more serious intervention on a case by case basis.	

RESPONDING TO INCIDENTS WHERE A STUDENT HAS CAUSED HARM TO PERSON/S, PROPERTY OR REPUTATION OF THE COLLEGE

As a Community of learners we believe that our approach to student behaviour management should primarily be an educative one. That is, the fundamental aim of our behaviour management philosophy and practice should be for students to learn to be responsible for themselves and their actions and to make genuine, positive contributions to their community.

In our Ignatian context, opportunity for reflection and conversation is critical for ownership and growth to take place. We seek to nurture relationships of trust and a safe environment to enable the conditions for adolescents to engage willingly in this reflection, dialogue and consequent action to restore and improve behaviour and relationships.

A **restorative approach** sees conflict or wrongdoing firstly as an opportunity for students to learn about the consequences of their actions, to develop empathy with others, and to seek to make amends in such a way as to strengthen the community bonds that may have been damaged.



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The **disciplinary procedures** undertaken by the College vary according to the seriousness of the alleged offence.

The consequences imposed vary according to the behaviour and the prior record of the students. At the lower end of the scale, Community Service or a College Detention may be appropriate. At the upper end of the scale, the behaviour could result in Suspension or Exclusion.

Corporal punishment is not permitted in any form under any circumstances by members of the College staff, volunteers or any other persons associated with the College. In the event of any such conduct, reference will be made to the appropriate legislation and incidents will be reported to the relevant authorities.

PROCEDURE FOR RESPONDING TO HARMFUL OF DISRUPTIVE BEHAVIOUR

A preventative approach is provided through educating students within curriculum and pastoral programs as well as encouraging actions to reduce conflict.

- In the event that a student or staff member experiences behaviour which is of concern or harm, they are encouraged to report the incident and seek assistance from a trusted adult / colleague.
- In the event that concerning behaviour is reported, or a formal allegation received, observed or suspected, the College seeks to apply intervention strategies in a manner which is supportive of and in the best interests of the persons to whom they apply
- The College process for responding to students' serious inappropriate behaviours is based on procedural fairness. A reasonable and proper investigation will occur, and all parties heard.
- For matters deemed serious issues, parents will be notified and invited for a meeting to ensure they are fully informed of the details of the behaviour and the process of response. The College may remove the student from classes when and until deemed appropriate prior to parental contact.
- Intervention strategies will include nominated staff observing and monitoring behaviour, counselling, opportunity for student reflection and service action
- The student and their parents will be informed of the likely consequences.

Consequences and / or sanctions for harmful and disruptive behaviours may involve:

- College Detention
- Restorative actions appropriate to the particular incident.
- Sanctions and loss of privileges. This could affect students' involvement in out of College or co-curricular activities i.e. Socials, Excursions, Immersions, Camps.
- Accomplishment Plans
- Intervention, counselling, and referral to external agencies
- Further action at the discretion of the College Principal.