

Student Management Policy



POLICY OBJECTIVE

This policy aims to provide a safe and caring environment for young women, which fosters respect for others.

POLICY STATEMENT

The management of students at OLMC is undertaken within the framework of the College's commitment to Pastoral Care and hence a commitment to work in partnership with students and parents/carers. Student management is practised as a whole school approach at OLMC, and is based upon respect for self, respect for others and respect for the proper use of authority. It always involves listening, acceptance, apology and forgiveness.

The overall well-being and growth of each individual; as well as the welfare of the entire College community, is intrinsic to the management of students. The just and equitable treatment of students and the maintenance of their dignity are principles that underpin this policy. A primary focus at OLMC is to assist students to develop a genuine sense of social responsibility for themselves and the wider community.

Student management practices focus on developing self-discipline within students and for students to understand that there are consequences to their actions. OLMC affirms and rewards positive behaviours and intentions. Behaviours that have an adverse impact on the individual student and those around them require sanctions.

In line with the Education Act 1990 and subsequent amendment, Education Discipline Act 1995; it is reinforced that at OLMC Parramatta the Student Management Policy does NOT permit corporal punishment in the discipline of students attending the College. OLMC expressly prohibits the use of corporal punishment by any staff member or member of the wider community to enforce discipline at the College.

The principles of procedural fairness are followed in regard to the follow-up of any behaviour issue.

As a community of students, staff and parents/carers, we believe that we have the following rights and responsibilities:

Student Rights:

- To be treated justly and to be valued as an individual
- To feel safe and secure and to be free from discrimination and intimidation
- To be provided with a safe and healthy College environment;
- To have a positive and supportive atmosphere that is conducive to learning
- To be provided with a quality education that caters for individual differences in ability and talents and that develops the whole person

Student Responsibilities:

- To treat others justly and value them as individuals
- To contribute to a safe and secure College that is free from

discrimination and intimidation

- To work together to maintain an environment which is safe, healthy and clean
- To have a positive and responsible attitude towards learning and to respect the right of all students to learn
- To promote and enhance a positive image of the College by observing all College rules

Parent/Carer Rights:

- To know that their daughter will be treated justly and be valued as an individual in the light of Christian values in the Mercy tradition
- To be kept informed of events occurring at the College through the various modes of communication
- To be consulted via appropriate forums on relevant matters concerning their daughter and her education
- To be heard through clearly identified College channels and have their opinions valued and respected in matters relating to their daughters' education, welfare and spiritual development

Parent/Carer Responsibilities:

- To work in partnership with the staff to ensure the best possible educational outcomes for their daughter
- To inform the College of any matters (social, emotional, physical or learning) that may impact on their daughter's welfare
- To support the College's programs in meeting the educative needs of their daughter
- To meet their obligations in relation to all matters relating to their daughter's education as stated in the College Enrolment Policy
- To ensure that their daughter attends the College (as required by NESA) and in times of approved leave ensures their daughter completes any work/assessment that may be missed
- To work with the College in the implementation of rules, regulations and procedures as identified in the Student Management Policy and outlined in the College Diary

Staff Rights and Responsibilities

Please refer to the Staff Code of Conduct Policy located on the Staff Portal

Complaints – all complaints regarding the management of students will be dealt with as per the OLMC Resolution of Complaints Policy. This policy can be accessed on the College website.

PROCEDURES

Expectations of students

The students at OLMC make a commitment to show respect for themselves, all members of the College community and their property. Students are expected to always conduct themselves in a manner befitting the ethos of the College and to take an active role in the College in contributing to its good reputation.

They undertake to:

- Show self-discipline and take responsibility with a growth mindset for their actions
- Complete all school tasks to the best of their ability and submit all school tasks on time
- Actively participate in College events
- Be honest in their dealings with other students, members of staff and parents/carers
- Be just and fair in the way they speak about and treat other students and members of staff
- Be open and accepting of others by including them in their activities and friendships
- Be polite, well-mannered and considerate to all – both inside and outside of the College
- Be co-operative and follow instructions and directions
- Be aware of the safety of themselves, others and their environment
- Be punctual
- Meet commitments made to others and the College;
- Wear all College uniforms correctly
- Comply with the regulations and guidelines as set out in the Student Diary and College Policies
- Make amends and accept consequences if they have breached the expectations of the College
- Undertake to care for the environment by actively keeping playground and classroom areas clean and tidy; free from graffiti and litter

Expectations of staff

The staff at OLMC make a commitment to promote the Mercy values of the College in their interaction with students. They recognise that each student is an individual and each class is a special community. They endeavour to create an environment in which teaching and learning can take place.

They undertake to:

- Treat students with justice, consideration and compassion
- Allow students the opportunity to express themselves in a fair and just manner
- Listen to students and try to understand their viewpoint
- Involve students, where possible and appropriate, in decision-making situations
- Manage student behaviour in a way that endeavours to avoid embarrassment to the individual
- Keep order in the class by creating a firm and caring atmosphere that supports a positive learning environment
- Start lessons and Homeroom punctually
- Provide lessons that are well prepared, appropriate and challenging to the group
- Support the different learning needs of each individual student
- Mark and return student work received by the due date within a reasonable time and with meaningful feedback
- Avoid applying group consequences
- Comply with College student welfare policies and procedures

Reward and recognition of students

This system works in conjunction with the overall student management strategy as a tangible way to proactively influence and reinforce positive behaviour. It seeks to acknowledge students for any outstanding effort and achievement and for positive contribution to the life of the school community.

Merit system

The Merit System is designed to allow all students the opportunity to consistently have their academic effort, positive attitude towards uniform, co-curricular commitment and good behaviour specially recognised as being an integral part of class and College life. Students are given Merit Codes for their efforts and not their natural abilities.

Merit Codes are allocated to students by staff through the College Diary system. The information and record of Merit Codes is provided in every student's Diary. Staff record a merit for a specific area as listed below. Merit Codes are cumulative over a student's entire time at the College. An accumulation of Merit Codes can lead to Bronze, Silver and Gold Certificates over time. This whole process involves greater public recognition of the student's positive contribution to the College.

Merit Code	Merit Focus Criteria
MA	Merit for Academic Achievement Outstanding achievement or growth with a task or assignment.
MB	Merit for Behaviour Consistent outstanding or sustained effort to modify behaviour, e.g. through maintaining focus, speaking and listening politely, being punctual, including others in the group.
MC	Merit for Class Work Outstanding and/or consistent effort within class e.g. through contribution to group work and discussion, attentiveness, organisation of class materials, ability to work independently, consistent high standard of homework and classwork.
MS	Merit for Service Contribution to the life of the College and wider community e.g. through support of charities, involvement in social justice actions, contribution to school events such as Open Day, Mercy Day, care and support for others, care of school environment, sustained involvement in co-curricular activities. Please refer to the guidelines regarding the distribution of multiple merits below.
MU	Merit for Uniform Consistent wearing of the full school uniform according to College Dress Code. Acknowledged twice a term by House Mentor.
Merit for Service Guideline:	
Number of codes	
5	Events outside College hours e.g. Variety Night, Open Day (full day)
3	Events inside College hours e.g.: Rehearsals, School Representative Sport, Open Day (half day)
1	See criteria

Merit levels and procedure of allocating merit codes

Requirements	Level	Spirit Cup	Procedure
25 Merit Codes	Bronze Certificate	5 points	Presented by the Pastoral Leader at Chapel Assembly
50 Merit Codes	Silver Certificate	10 points	Presented by the Director of Pastoral Care at Chapel Assembly
75 Merit Codes	Gold Certificate	20 points	Presented by the Principal at a College Assembly

Receipt of 7 or more Gold Merit Certificates qualifies a student for a Mercy Bracelet in special recognition for her efforts and achievements at the College. This Bracelet would normally be presented at the Year 12 Graduation Ceremony. The awarding of Mercy Bracelets is at the discretion of the Principal or their delegate.

Responsibilities and Procedures for Students

- To receive a Merit Code students are expected to have their Diaries with them
- To receive the appropriate Merit Certificate students should present their Merit Codes in their Diary to their House Leader.
- Students must retain their Merit Codes Diary pages in a safe place
- Students may only carry forward < 25 Merits from the previous calendar year
- Accumulated Merit Codes (i.e. < 25 Merits) must be transferred to the new Diary and sighted and signed by the House Mentor.
- Students are not to ask staff for Merit Code signatures. Such requests will be seen as a good reason not to be given a Code signature
- Students are encouraged to present their Merit Codes to their House Leader as they are achieved. Lost Merit Codes cannot be replaced

Additional recognition of student achievement includes:

- Students who demonstrate achievement and effort in relation to learning outcomes will be acknowledged at the Celebration of Achievement Evening
- Participation in National Competitions such as the Mathematics and Science Competitions are recognized with the students achieving a Distinction being awarded at a College Assembly. Those students achieving a Credit or Participation Award are recognized at a Chapel Assembly
- Involvement in co-curricular sporting activities is also recognised by the College. Those students who compete in a sporting event at a Zone, State or National level are acknowledged at a College Assembly by being presented with a trophy, ribbon or certificate from the College Principal. Other involvement in co-curricular sporting achievements is acknowledged at Chapel Assembly
- Commitment to other co-curricular activities such as Leadership, Debating, Social Justice, Fundraising, and many others are also acknowledged and recognized by being presented with a Certificate of Participation and Involvement at Chapel Assembly
- At final graduation Year 12 students are recognised and acknowledged for their academic excellence and commitment to the College

Raising concerns

It is important that parents/carers and staff work closely together – in partnership. If there are any concerns or problems, then a solution can most often be reached if members of the community work on it together. If there are disruptions or stress within families, then it is very helpful for OLMC to know so that further support can be provided to a student at school.

Who to contact		
If a student has problems with a particular subject or co-curricular area	THEN	the parent/carer should contact the teacher for that subject or co-curricular activity FIRST.
If a student has problems with a particular assessment task, due date and so on	THEN	the parent/carer should contact the relevant Leader of Learning or the Director of Teaching and Learning.
If a parent/carer has any concerns about a student's work progress over a number of subjects, her lack of focus or motivation, peer relationships and so on	THEN	the parent/carer should contact their daughter's House Leader.
For matters of a serious concern, all members of the College Leadership Team, including the Principal, are available. Parents/carers are advised to phone to make an appointment.		

Behaviour management and referral

OLMC has a number of policies, regulations and guidelines so that students can achieve their common purpose of becoming educated Mercy women. These regulations are meant to safeguard the rights and reputation of each student individually and of the College as a Christian community. It is hoped that

every student at this College will have such respect for herself and for her school that she will do her best to meet expectations.

Failure to follow these policies, regulations and guidelines is a failure in personal responsibility. If this happens, behaviour management referral will be taken as detailed below:



Student Behaviour Plan

Student management strategies are ways to assist students to understand and realize the consequences of their irresponsibility or misbehaviour. Management strategies at OLMC are designed to invite students to make amends, restore harmony, modify damaging behaviour, and accept consequences and to reflect on mistakes so as to learn from them.

Levels	Types Of Behaviour (Examples Of But Not Limited To)	Staff Members Involved	Possible Consequences
Acceptable behaviour	<ul style="list-style-type: none"> • Every student begins at this level and remains here until a matter of concern makes it appropriate to move beyond this point. 	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Affirmation through the Merit System
Level 1	<ul style="list-style-type: none"> • Non-completion of homework, classwork • Not bringing equipment; including laptop, College Diary • Failure to charge/maintain and secure laptop • Out of class/out of bounds • Not following directions; and lack of regard for others • Chewing gum • Littering • Dishonesty • Deliberate exclusion of others • Inappropriate language • Inappropriate use of electronic devices • Lateness to school or class • Uniform infringement • Misuse of College Diary 	<ul style="list-style-type: none"> • Subject Teacher • House Mentor • Student Centre Staff 	<p>These behaviours may warrant one or more of the following:</p> <ul style="list-style-type: none"> • Conversation with student to identify the reason/s for poor behaviour and strategies to prevent poor behaviour • Note to parent/carer in College Diary • Lunchtime detention • Confiscation of mobile phone during lesson/activity; recorded by teacher
Level 2	<ul style="list-style-type: none"> • No positive response to previous step • Offensive language/rudeness/anti-social behaviour/disobedience • Continued bullying after intervention • Inappropriate use of social media • Pattern of lateness • Inappropriate behaviour at Mass/Liturgy/Assembly • Consistent uniform infringements • Consistent lack of work completed • Repeated dishonesty • Defacing College property • Continued inappropriate use of electronic devices 	<ul style="list-style-type: none"> • Subject Teacher • House Mentor • Student Centre Staff • House Leader • Leader of Learning • Assistant Leader of Pastoral Care 	<p>These repeated behaviours may warrant one or more of the following:</p> <ul style="list-style-type: none"> • Conversation with student to identify the underlying problem/s & clarify College expectations • Second confiscation of mobile phone; parent/carer required to collect phone from Student Centre • Monday afternoon student detention from 3:30pm - 4:30pm; parent/carer required to sign detention notification • Student meeting with College Counsellor • Phone call with parent/carer to discuss learning strategies and management • Meeting with parent/carer, student, House Leader & Police School Liaison Officer <p>Note: after 2 detentions students automatically move to Level 3</p>
Level 3	<ul style="list-style-type: none"> • No positive response to previous step • Failure to complete a detention without a valid excuse • Truancy from class • Continued serious bullying/anti-social behaviour, including social media after intervention • Inappropriate behaviour on excursions, camp, retreat 	<ul style="list-style-type: none"> • Leader of Learning • Director of Teaching & Learning • House Leader • Assistant Leader of Pastoral Care • Director of Pastoral Care 	<p>These behaviours may warrant one or more of the following:</p> <ul style="list-style-type: none"> • Leader and teacher speak to student to identify the underlying problem/s & clarify College expectations • Friday afternoon detention from 3:30pm – 5:00pm supervised by the Director of Pastoral Care • Third confiscation of mobile phone; parent/carer required to collect phone from Student Centre • Student meeting with College Counsellor • Phone call and interview with student and parent/carer to discuss learning strategies and management • Student Care Plan • Internal Suspension

Levels	Types Of Behaviour (Examples Of But Not Limited To)	Staff Members Involved	Possible Consequences
Level 4	<ul style="list-style-type: none"> • No positive response to previous step • Breach of Student Care Plan • Cyberbullying • Truancy from school • Presentation of fraudulent permission note 	<ul style="list-style-type: none"> • House Leader • Director of Pastoral Care • Director of Teaching and Learning • Deputy Principal 	<p>These behaviours may warrant one or more of the following:</p> <ul style="list-style-type: none"> • Student and parent/carer interviewed in an attempt to identify the area causing concern, clarify College expectations & discuss learning strategies and management • Student meeting with College Counsellor • Exclusion from school activity • Withdrawal from classes or Internal Suspension • Involvement of outside agency/agencies
Level 5	<ul style="list-style-type: none"> • No positive response to previous step • Serious misuse of internet • Possession of inappropriate digital images of a serious nature • Major incident e.g. bullying, cyberbullying or physical assault • Serious graffiti, vandalism • Smoking • Possession of alcohol at school event/activity • Theft of property 	<ul style="list-style-type: none"> • House Leader • Director of Pastoral Care • Deputy Principal • Principal 	<p>These behaviours may warrant one or more of the following:</p> <ul style="list-style-type: none"> • Student and parent/carer interviewed • Suspension (Internal/External) • Student risk assessment • Counselling; referral to outside agency/agencies • Police contacted in special circumstances
Level 6	<ul style="list-style-type: none"> • No positive response to previous step • Prohibited weapons • Possession/sale or use of illegal drugs • Serious anti-social behaviour 	<ul style="list-style-type: none"> • Deputy Principal • Principal 	<ul style="list-style-type: none"> • Student and parent/carer interviewed • Outside agencies contacted • Chair of College Board contacted • Review of the student's educational history and future at the College; external suspension, possible expulsion

Inappropriate behaviour can sometimes be an indication of social and emotional difficulties. This does not excuse the student's behaviour but may help to understand it. The student remains responsible for her own behaviour.

The College's Pastoral Care personnel, services and procedures can be utilised to assist students. Staff concerned about the welfare of a student should refer the matter to the House Mentor, House Leader, Director of Pastoral Care, Deputy Principal or Principal depending on the nature of the concern.

After School Detention

Monday afternoon detention is conducted from 3:30pm – 4:30pm and is supervised by a member of the Leadership Team on a rotational basis. It is used as a consequence for Level 2 i.e. repeated unacceptable student behavior (see Student Behaviour Plan).

To place a student on an afternoon detention:

- The teacher speaks to the relevant House Leader; together it is determined whether or not the detention is appropriate and warranted
- The detention form is completed by the teacher - this is the usual way of notifying parents/carers that their daughter is required for detention – **the parent/carer must always be notified**
- The teacher supplies work to be completed
- The student returns the signed detention form to the supervisor of detention

Friday Afternoon Detentions are conducted from 3:30pm – 5:00pm as required in the Student Centre and are supervised by the Director of Pastoral Care. It is used as a consequence for Level 3 student behaviour (see Student Behaviour Plan).

Students and parents/carers are notified in writing.

During after school detentions students will be asked to complete set work and an Ownership of Behaviour contract (restorative justice strategy).

Suspension and expulsion

Suspension may be in school or out-of-school. The most serious of the possible consequences referred to in this policy are the out-of-school suspension and the discontinuation of enrolment (referred to from now on as suspension and expulsion respectively).

Suspension

Suspension is the temporary withdrawal of a student's right to attend school and/or school activities for a specified period of time.

The Principal or the Deputy Principal may suspend a student. Without limiting the circumstances in which this may happen, students may expect to be suspended where they:

- Have engaged in any of the examples of Level 5 of this policy

A student may be suspended with immediate effect. Students may expect this to happen where:

- Their behaviour or threatened behaviour puts at risk the safety of students or staff

- They are found to possess illegal drugs, substances suspected to be illegal drugs or substances represented by the students to be illegal drugs
- They possess a weapon or an object which they use or threaten to use as a weapon

When a student is suspended, OLMC will organise a program of study for the student appropriate to the length of suspension.

As soon as possible after a student has been suspended, the Principal, Deputy Principal or Director of Pastoral Care will convene a suspension resolution meeting with the student and her parent/carer to discuss the basis on which the suspension will end and the student return to normal schooling.

If the parents/carers are unable or unwilling to attend that meeting, the Principal or delegate, after consideration of all the circumstances, may determine the basis upon which the student may return to normal schooling. If the student or her parents/carers are not willing to have the student return to normal schooling upon that basis, the Principal may notify the parents/carers of the possibility of expulsion and follow the procedure set out in this policy where that happens.

Expulsion

Expulsion is the permanent withdrawal of a student's right to attend OLMC.

The Principal may expel a student. Without limiting the circumstances in which this may happen, students may expect to be expelled where:

- They have engaged in any of the misconduct which can lead to suspension
- They have behaved in a way which seriously undermines the ethos of OLMC
- Their behaviour has put at risk the wellbeing of OLMC, its staff, its students or any member of its community
- They have sold or distributed illegal substances (including cigarettes, alcohol and illegal drugs)
- They have engaged in repeated breaches of 'College Expectations of Students'
- They have consistently and deliberately interfered with the educational opportunities and endeavours of other OLMC students
- They have engaged in conduct of a criminal nature

The Chair of the College Board will be informed of any prolonged suspension and/or expulsion.

Procedural fairness – suspension and expulsion

OLMC acknowledges that suspension and expulsion have serious consequences for students. Accordingly, OLMC is committed to adopting procedures in relation to suspension and expulsion which are in all respects fair and appropriate and which are designed to avoid practical injustice.

Accordingly, OLMC will normally:

- Fully inform a student and her parent/carer of the student's alleged misconduct
- Give the student and her parent/carer the opportunity to provide a response
- Ensure that the alleged misconduct is properly investigated

- Ensure that the person who makes a final decision acts fairly and without bias

In particular, where a student is to be or has been suspended or is facing the possibility of expulsion, to ensure fairness, the following steps will normally take place:

- A member of the Leadership Team or an appropriate Leader appointed by the Principal will investigate the alleged misconduct
- As soon as possible, the investigator will:
 - a. Inform the student and her parent/carer of the suspension or possible expulsion
 - b. Provide to them copies of relevant policy and procedure documents
 - c. Provide to them details of the student's alleged misconduct and any matter adverse to the student which has come to the investigator's notice
- OLMC will make available to the student a member of the Pastoral Team to assist the student and her parent/carer to prepare a response to what has been alleged;
- The investigator will give the student and her parent/carer opportunity to respond in person and/or in writing to what has been alleged and to what is proposed (suspension or expulsion)
- The investigator will consider any response given together with all other relevant material and will make any enquiries that are warranted by the student's response before reporting to the specially verified decision-maker (the Principal, the Deputy Principal or the Director of Pastoral Care)
- The decision-maker will consider all relevant material, including both internal and external strategies that have been tried to that point, before any final decisions are made
- The decision-maker will inform the student and her parent/carer of those final decisions (normally in person)
- The student will be offered Counselling support

While OLMC is committed to providing the student and her parent/carer with details of the alleged misconduct, this does not mean that the student or her parent/carer are always entitled to the names of those who have made allegations or who have assisted in the investigation.

Appeal process

Students and parent/carer who consider that correct procedures have not been followed or that an unreasonable decision has been made may appeal.

Appeals must be in writing, addressed to the College Principal stating the grounds on which the appeal is being made and lodged with the College within 7 days of the decision to exclude the student.

Upon receipt of the appeal, the Principal will engage the assistance of a Principal colleague from a similar school with a similar environment or a Grievance Officer, appointed by the College Board, who will conduct an investigation to ensure that procedural fairness has occurred.

At the completion of the investigation, the student and parent/carer will be informed at an interview of the outcome of the investigation and the grounds on which the review of exclusion has been either upheld or declined. Written confirmation of the outcome will be given to the parent/carer. This will occur within 10 school days of receipt of the appeal.