



St Mary MacKillop College Student Behaviour Support Procedures

Rationale

St Mary MacKillop College is a Catholic co-educational Secondary school in the Josephite Tradition and is entrusted by the parents and guardians of the students to provide an environment where each student has the opportunity to flourish.

The Student Behaviour Support Policy operates on the understanding that the college should be a safe environment where effective teaching and learning occurs, and where respect for each other is the norm, in line with Gospel values of forgiveness, compassion, dignity and reverence.

Student Behaviour Support Procedures are informed by the understandings and principles of the Student Behaviour Support Policy.

The Procedures are based on the understandings that:

- All members of the College Community Will be valued as individuals

- All members of the College community have the right to be treated justly

- All members of the College community have the responsibility to treat others justly.

Guidelines For Action:

In enacting these procedures, the following should be taken into consideration:

- Any discipline action should involve consideration of the wellbeing of all parties involved.
- Safety of all members of the College community is a paramount consideration.
- Consequences should be as immediate as possible, relevant to the breach of College Community Expectations and restorative in nature.
- Information regarding Wellbeing and Discipline matters will be distributed on a need to know basis. Confidentiality should be respected by all concerned.
- As a general rule, parents will be involved in matters of Wellbeing and Discipline concerning their child.
- Where support needed is beyond the resources of the College, students and their families will be referred to outside agencies.
- Accurate and confidential records of all individual Wellbeing and Discipline matters will be maintained by relevant personnel for the duration of the students time at St Mary MacKillop College, and where appropriate staff will be asked to contribute to these records.

St Mary MacKillop College expressly prohibits the use of corporal punishment by any staff member to enforce discipline at the College. Staff are advised annually of their obligations under the Child Protection Act 1998 and subsequent legislative changes in respect to Child Protection.

Documents linked to and informing St Mary MacKillop College Student Behaviour Support Procedures include:

- St Mary MacKillop College Vision and Mission Statement
- St Mary MacKillop College Safe School Policy
- St Mary MacKillop College Student Behaviour Support Policy
- St Mary MacKillop College Community Expectations
- St Mary MacKillop College Teaching and Learning Booklet

Level 1

Incidents that are not of a serious nature will be resolved by class teacher or Homeroom Teacher. Examples of this behaviour could include: repeatedly chewing gum, repeatedly playing games on computers during class, incorrect wearing of uniform, repeatedly late to class, failure to complete assessment work.

Incident is dealt with and resolved by class teacher, teacher on Yard Duty or Homeroom Teacher. Incidents at Level 1 are added to Behaviour Tracking and marked as **Resolved**.

Level 2

Incident reported to House Leader or Deputy Principal. Consequences determined by HL in consultation with Deputy Principal. Examples of this behaviour could include: students being exited from class for repeated disruptive behavior, interfering with another students MacBook or belongings, bullying, unauthorized absence from class. Incidents at Level 2 are reported to HL or Deputy Principal and should be added to Behaviour Tracking as **Unresolved**. Follow-up Notes will be added by House Leader and/or Deputy Principal and the incident will be marked as **Resolved** when appropriate.

Level 3

Incidents that are very serious in nature should be referred to Deputy Principal and Principal. Incidents at Level 3 are dealt with by Deputy Principal in conjunction with House Leaders or by the Deputy Principal or Principal with consequences determined accordingly. Examples of this behaviour may include: physical altercation with another student, accessing, distributing or possessing inappropriate materials (pornography), swearing at staff, distributing or possessing prohibited substances at school, malicious use of technology and intentional significant damage to property or resources. Incidents at Level 3 are reported to HL or Deputy Principal or Principal and should be added to Behaviour Tracking as **Unresolved**. Follow-up Notes will be added by House Leader and/or Deputy Principal and/or Principal and the incident will be marked as **Resolved** when appropriate.

BEHAVIOUR	SUPPORTED BY	PROCEDURE	RESTORATIVE CONVERSATION/ACTION	NOTIFICATION
LEVEL 1 BEHAVIOUR COULD INCLUDE:				
Incorrect uniform without a written	Teacher / Homeroom	Lunch Time Detention.	Relevant to College Community Expectations - We respect ourselves,	Detention Added. HL to notify student once

note of explanation	Teacher		others and our learning environment Restorative conversation with teacher.	processed.
3 x Late to class	Teacher / Homeroom Teacher	Lunch Time Detention.	Relevant to College Community Expectations – We are on time and ready to learn Restorative conversation with teacher.	Detention Added. HL to notify student once processed.
Inappropriate Language	Teacher	Depending on severity. Ranging from warning given to incident added.	Relevant to College Community Expectations – We all use appropriate language. Restorative conversation with teacher.	Minor not required. More severe or repeated swearing, added as Resolved . Detention added on Simon.
Disruptive to the learning environment, behaviour is dealt with in class.	Teacher	Warning, moved within class, teacher issued lunchtime detention.	Relevant to College Community Expectations - We respect ourselves, others and our learning environment Staff member should speak with the student to resolve any underlying issues or seek insight in to causes of behaviour.	Incident added on Behavior Tracking, by staff member as Resolved .
Failure to complete assessment tasks.	Teacher	Letter of Concern emailed home. Lunchtime catch-up with teacher.	Relevant to Community Expectations - We are responsible for our own behavior. Possibility for a Lunchtime catch-up with teacher and student. Chance to resubmit, support offered by teacher.	Incident added on Behaviour Tracking by staff member as Resolved . Follow up Note to be added to indicate work as LS or NE.
Vandalism (Damage is reversible - able to be removed easily)	Teacher	Supervised cleaning up by teacher on duty. (Clean up tubs in all classrooms.)	Relevant to College Community Expectations - We respect ourselves, others and our learning environment	Incident added on Behavior Tracking by staff member as

			Restorative conversation with teacher - perhaps while completing the clean up.	Resolved.
Mild Antisocial behaviour towards another student such as interfering with their belongings or equipment, name calling, exclusion, actions that cause embarrassment.	Teacher	Consequence at teacher discretion as appropriate – address the behaviour in a way that respects the privacy and reputation of all students.	Relevant to College Community Expectations - We respect ourselves, others and our learning environment Conversation between teacher and student/s. Support from House Leader/ Homeroom Teacher if required.	Incident added on Behaviour Tracking by staff member as Resolved.
Missed detention – with teacher	Teacher	Detention is reassigned.	Relevant to Community Expectations - We are responsible for our own behavior. HL to have conversation with student to determine reasons for non - attendance. At the HL discretion the detention can be reassigned. The 4 th detention cues an After School Detention.	Detention reassigned. (May be set in PCC) If the reassigned detention is Missed – Afterschool detention may be issued. Incident Resolved by HL.
Inappropriate use of mobile phone during class.	Teacher/ House Leader	Teacher should warn students first in a non-confrontational manner. If the behavior continues teacher should instruct student to place the phone on the teacher desk. If the phone is not returned to the student at the end of the lesson, the phone must be taken to PCC immediately at conclusion of class and will remain there, secured for the rest of the day. Student must	Relevant to College Community Expectations - We respect ourselves, others and our learning environment. Teacher and HL to initiate conversation with student regarding appropriate use of phones.	Incident added on Behavior Tracking by staff member as Resolved.

		collect the phone from a HL at the end of the day. May incur a detention.		
LEVEL 2 BEHAVIOUR COULD INCLUDE:				
Student Timed Out due to: Creating an unsafe environment Disrupting the learning of others. Refusal to follow reasonable instructions from a staff member.	Teacher/HL	Student removed from class and sent to PCC. Teacher to come to PCC after class or as soon as practicable.	Relevant to College Community Expectations - We respect ourselves, others and our learning environment; We always follow staff instructions. Conversation between House Leader and Student. Teacher involved in conversation after class or when appropriate. HL to follow up with teacher.	Incident added on Behavior Tracking, by staff member as Unresolved . Following meeting after class with House Leader present, Follow-up note added to Resolve issue.
Repeated and intentional behavior that is either consistently disruptive or that is targeted at another student/s ie name calling, exclusion, isolation, humiliation whether it be through verbal or non-verbal or electronic communication, interfering with	Teacher/ House Leader	When identified, the House Leader and a member of the Wellbeing Team interview the student. The House Leader to discuss with student their behaviour, its implications for students' wellbeing and safety.	Relevant to College Community Expectations - We respect ourselves, others and our learning environment; We always follow staff instructions; We all use appropriate language. Conversation between House Leader and Student which may involve reporting teacher. HL and DP to consult to determine consequences.	Incident added on Behaviour Tracking by HL as Internal Suspension as Unresolved . HL or DP to contact parents as appropriate. HL or DP to add follow up notes and Resolve when complete.

another's belongings or equipment, isolation, inappropriate jokes and pranks.				
Off Campus without permission at Recess or Lunchtime	House Leader	Home contacted, detailing what has happened. Student brought to PCC.	Relevant to College Community Expectations - We are on time and ready to learn; We always follow staff instructions; We are responsible for our own behaviour. Conversation between House Leader and Student . HL and DP to consult to determine consequences. May include Wellbeing Referral.	Incident added on Behaviour Tracking. Multiple lunchtime detentions as per conversation with parents, or other arrangements as per HL discretion. Added to Behavioural Tracking as Resolved by HL.
Unauthorized absence from class.	House Leader	Home contacted. After school detention. After school detention can be issued.	Relevant to College Community Expectations - We are on time and ready to learn; We always follow staff instructions; We are responsible for our own behaviour. Conversation between House Leader and Student . HL and DP to consult to determine consequences. May include Wellbeing Referral	HL to contact parents/guardians. Added to Behavioural Tracking as Resolved by HL.
Repeatedly Late to school/ class/homeroom	House Leader	Home contacted. After school detention can be issued.	Relevant to College Community Expectations - We are on time and ready to learn; We always follow staff instructions; We are responsible for our own behaviour. Conversation between House Leader	HL to contact parents/guardians. Added to Behavioural Tracking as Resolved by HL.

			and Student . HL and DP to consult to determine consequences. May include Wellbeing Referral	
Inappropriate physical interaction	House Leader/Deputy Principal	Warning given and conversation regarding College Community Expectations.	Relevant to College Community Expectations - We respect ourselves, others and our learning environment; We are responsible for our own behaviour. Conversation between House Leader/ Deputy Principal and students involved and possibly the parents of students. May include Wellbeing Referral	Incident added on Behaviour Tracking by HL as Resolved to document the conversation and Monitoring of the situation will occur.
LEVEL 3 BEHAVIOUR COULD INCLUDE:				
Physical altercation with another student.	House Leader/Deputy Principal	Internal or External Suspension for one day at discretion of Deputy Principal. Repeated behaviour results in External Suspension and interview with Principal. Wellbeing Staff may be included in the supportive process.	Relevant to College Community Expectations - We respect ourselves, others and our learning environment; We are responsible for our own behaviour. Conversation between House Leader/ Deputy Principal and students involved and other staff who may have been involved. Discussion about the College Community Expectations around respecting ourselves and others. This conversation may include parent/s. May include Wellbeing Referral	Incident added on SIMON – Behaviour tracking, by appropriate staff and/or HL as Resolved . HL/DP to organise suspension and contact parents.
Swearing at teacher	House	Internal or External Suspension for	Relevant to College Community	Incident added on

with intent	Leader/Deputy Principal	one day at discretion of Deputy Principal. Repeated behaviour results in External Suspension and interview with Principal. Wellbeing Staff may be included in the supportive process.	Expectations - We respect ourselves, others and our learning environment; We are responsible for our own behaviour; We all use appropriate language. Conversation between House Leader/ Deputy Principal and students involved and other staff who may have been involved. Discussion about the College Community Expectations around respecting ourselves and others. This conversation may include parent/s. May include Wellbeing Referral	SIMON – Behaviour tracking, by appropriate staff and/or HL as Resolved . HL/DP to organise suspension and contact parents.
Vandalism (Intentional damage caused to property of a serious nature)	House Leader / Deputy Principal/ Principal	Clean up required by student under supervision. Any cost incurred is to be covered by student. After hours school detention for infringements and contact made with parents. Wellbeing Staff may be included in the supportive process.	Relevant to College Community Expectations - We respect ourselves, others and our learning environment; We are responsible for our own behaviour. Conversation between House Leader / Deputy, Wellbeing staff, Parents and Student/s. May include Wellbeing Referral.	Incident added on SIMON – Behaviour Tracking, by staff member as Unresolved . HL/DP to organise suspension and contact parents. HL/DP to add Follow Up Notes. Incident resolved following interview with Principal. to resolve incident.
Possession, use or distribution of Prohibited Substances at school.	House Leader / Deputy Principal/ Principal	External suspension immediately for one day. Contact made with parents by HL Internal suspension until parent can collect. Contact	Relevant to College Community Expectations - We respect ourselves, others and our learning environment; We are responsible for our own behaviour. Conversation between House	Incident added on SIMON – Behaviour Tracking, by staff member as Unresolved . HL/DP

		made with external agencies as required. Interview with Principal. Police contacted as required. Wellbeing Staff may be included in the supportive process.	Leader / Deputy, Wellbeing staff, Parents and Student/s. May include referral and external support.	to organise suspension and contact parents. Incident resolved following interview with Principal.
Possession, use or distribution of inappropriate materials such as pornography via electronic or other means	House Leader / Deputy Principal/ Principal	Internal or External Suspension immediately on discretion of DP/Principal. Contact made with parents by DP. Police contact as required. Wellbeing Staff may be included in the management of this situation.	Relevant to College Community Expectations - We respect ourselves, others and our learning environment; We are responsible for our own behaviour. Conversation between House Leader/Deputy, Wellbeing staff, Parents and Student/s. Inclusion of external agencies eg. Police as required. May include Wellbeing Referral for support following incident.	Incident added on SIMON – Behaviour Tracking, by staff member as Unresolved . DP to organise suspension with Principal and contact parents. DP to add follow up notes. Incident Resolved following interview with Principal.
Repeated instances of Bullying	House Leader / Deputy Principal / Principal	External suspension, interview with Principal. Contact made with parents by DP. Wellbeing Staff will be included in the management of this situation.	Relevant to College Community Expectations - We respect ourselves, others and our learning environment; We are responsible for our own behaviour; We all use appropriate language; We always follow staff instructions. Conversation between Deputy, Wellbeing Staff Parents and student/s. Will most likely include Wellbeing Referral. Possibility of restorative conversation between students involved. Ongoing Wellbeing	Incident added on SIMON – Behaviour Tracking, by staff member as Unresolved . DP to organise suspension, organise interview with Principal and contact parents. Deputy Principal to add follow up notes. Incident Resolved following

			Support encouraged for all students.	interview with Principal.
Physical interaction that is sexual in nature.	House Leader / Deputy Principal / Principal	External suspension immediately. Contact made with parents by DP. Wellbeing Staff may be included in the management of this situation. Appropriate authorities may need to be advised.	Relevant to College Community Expectations - We respect ourselves, others and our learning environment; We are responsible for our own behaviour. Conversation between Deputy, Wellbeing Staff Parents and student/s. Will most likely include Wellbeing Referral. Ongoing Wellbeing Support encouraged for all students.	Incident added on SIMON – Behaviour Tracking, by staff member as Unresolved . DP to organise suspension, organise interview with Principal and contact parents. Incident Resolved following interview with Principal.