



# St Agnes Catholic High School

## STUDENT MANAGEMENT POLICY

2012

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# St Agnes Catholic High School Vision and Mission Statement

To truth through love

Saint Agnes Catholic High School is a centre of teaching and learning reflecting the life and mission of Jesus Christ.

Inspired by Saint Agnes and Saint Francis of Assisi and following the tradition of the Franciscan Missionaries of Mary, we seek to:

- welcome and serve one another
- recognise and celebrate the dignity and worth of each person
- nurture relationships built on integrity and compassion, forgiveness and love
- engender a sense of hope for a better future

In realising and giving life to this vision we

- know and value one another
- provide a comprehensive range of educational opportunities that responds to students' needs
- nurture a positive learning environment which promotes high standards of achievement
- promote responsibility, self discipline and respect for the rights of others
- maintain a safe, peaceful and supportive environment
- empower each other to believe in ourselves and to make a difference for the better in our world

We value

- integrity
- compassion
- hope
- inclusiveness
- diversity

## Staff Rights and Responsibilities

Staff Rights	Staff Responsibilities
To be treated with respect by all members of the school community	To show respect for all members of the school community through compassion, forgiveness and love
To work in an atmosphere which is healthy and safe and conducive to effective teaching and learning	To contribute to the development of an atmosphere which is healthy and safe and conducive to learning
To have access to resources and professional development which enhances teaching skills and skills in caring for students	To use resources and professional development which enhances teaching skills and skills in caring for students
To be supported in an appropriate way in dealing with student issues	To implement school policies and procedures and respond in an appropriate way in dealing with student issues
To be part of a caring, learning environment which encourages the development of Catholic values	To foster a caring and learning environment which caters for individual student's needs and encourages the development of Catholic values

## Parent Rights and Responsibilities

Parent Rights	Parent Responsibilities
To know that their children will be treated justly and be valued as individuals	To work in partnership with the staff to ensure the best possible education for their child
To be kept informed of events happening in the school	To inform the school of any matters which may impact on their child's welfare
To be consulted via appropriate forums on relevant matters concerning their children and their education	To support the school in appropriate ways in the programs which it offers
To be heard and have their opinions valued and respected in matters relating to their children's education, welfare and spiritual development	To work with the school in the implementation of rules and regulations
	To meet their obligations in relation to all matters relating to their child's education

## Student Rights and Responsibilities

Student Rights	Student Responsibilities
To be treated justly and to be valued as an individual	To treat others justly and value them as individuals
To feel safe and secure and to be free from discrimination and intimidation	To contribute to a safe and secure school that is free from discrimination and intimidation and violence of any kind
To be provided with a safe and healthy school environment	To work together to maintain an environment which is safe and clean
To have a positive and supportive atmosphere that is conducive to learning	To have a responsible attitude towards learning and to respect the rights of all students to learn
To be provided with a quality Catholic education which caters for individual differences and leads to the development of the whole person	To participate in all aspects of the religious and spiritual life of the school To undertake and participate in all educational experiences with commitment and enthusiasm
To have a clear knowledge and understanding of the expectations of the school and the consequences of not living up to them	To promote and enhance a positive image of the school by living up to the expectations of the school and being responsible for their own behaviour

Students can meet their responsibilities through the following:

### To treat others justly and value them as individuals

- Being tolerant
- Speaking and acting in an appropriate and respectful manner
- Listening to others with respect
- Respecting each others good name
- Making restoration for injustices committed against others

**To contribute to a safe and secure school that is free from discrimination and intimidation and violence of any kind**

- Treating visitors to the school, teachers and students courteously
- Striving to develop a welcoming and hospitable climate
- Being friendly
- Being responsible for reporting incidents
- Not bringing any harmful material to school

**To work together to maintain an environment which is safe and clean**

- Caring for their own property
- Caring for others property
- Caring for school property
- Keeping the school clean

**To have a responsible attitude towards learning and to respect the rights of all students to learn**

- Coming to school every day
- Being prepared for lessons
- Bringing all books and equipment to class
- Being on time for classes and other activities
- Being attentive in class
- Following instructions
- Being cooperative
- Completing all set tasks and homework
- Taking all opportunities for personal academic growth
- Encouraging others to learn

**To participate in all aspects of the religious and spiritual life of the school**

- Valuing the traditions of St Agnes and St Francis of Assisi – a deep love of Jesus, service to others and an appreciation of simplicity of life.
- Being prayerful
- Actively contributing to class, year and school liturgies
- Being involved in social justice activities

**To undertake and participate in all educational experiences with commitment and enthusiasm**

- Attending and participating in all compulsory school activities
- Taking the opportunity to be involved in other activities offered by the school

**To promote and enhance a positive image of the school by living up to the expectations of the school and being responsible for their own behaviour**

- Always behaving in such a way that the school is positively regarded by the wider community
- Wearing the correct uniform
- Being well groomed
- Wearing their uniform with pride
- Following school procedures
- Being sensitive to the needs of others when travelling to and from school, when on excursions and when representing the school
- Accepting graciously the consequences of not living up to expectations

# Classroom – Student Management Flowchart

This document is based on the principals of Restorative Justice Practices and founded on the understanding that teachers will be firm and fair.

<p>Step 1 – Classroom Teacher Restorative Practice and/or Control Measure (depending on situation)</p>	<p>Restorative Justice questions – Each student has a copy in their diary Discuss at an appropriate time Clear and appropriate control measure (depending on situation) eg.</p> <ul style="list-style-type: none"> <li>• Note in diary to parents</li> <li>• Study Skills</li> <li>• Lunch detention</li> <li>• Playground cleanup</li> </ul> <p>Restoration of classroom boundaries</p>
<p>Step 2 – Teaching and Learning Coordinator (TLC) Restorative Practice and/or Control Measure (depending on situation)</p>	<p>Teacher to fill in a class incident sheet and give to TLC and Stage Coordinator (SC) (keep them advised). Conferencing with student(s) concerned including class teacher (if appropriate) Clear and appropriate control measure (depending on situation) eg.</p> <ul style="list-style-type: none"> <li>• Parental involvement either by meeting or phone call</li> <li>• After school detention</li> <li>• Study Skills</li> </ul>
<p>Step 3 – TLC/SC Restorative Practice and/or Control Measure (depending on situation)</p>	<p>TLC to fill in incident sheet and give to SC Further parental contact involving TLC &amp; SC Clear and appropriate control measure (depending on situation) eg.</p> <ul style="list-style-type: none"> <li>• Monitoring system</li> <li>• After school detention</li> <li>• Study skills</li> <li>• Referral to other agencies (eg. Counsellor)</li> </ul>
<p>Step 4 – Assistant Principal (AP) Restorative Practice and/or Control Measure</p>	<p>SC to fill in incident sheet and meet with AP to discuss situation making reference with other incidences. Conferencing with SC and Parents Referral to other agencies (eg. Counsellor) Saturday morning detention Suspension (consultation with Principal)</p>
<p>Step 5 – Principal/Head of School Services</p>	<p>Conferencing with AP and Parents Suspension Exclusion (Director of Schools)</p>

**NOTE:** Serious matters [Illegal substances, alcohol, physical assault, carrying weapons, sexual assault, inappropriate language or conduct towards a teacher] the Assistant Principal will take the matter straight to Step 4 or 5 (depending on the situation).

# Out of Class – Student Management Flowchart

This document is based on the principals of Restorative Justice Practices and founded on the understanding that teachers will be firm and fair.

<p>Step 1 – School Playground, Duty Teacher Restorative Practice and/or Control Measure (depending on situation)</p>	<p>Restorative Justice questions – Each student has a copy in their diary Discuss at an appropriate time Clear and appropriate control measure (depending on situation) eg.  <ul style="list-style-type: none"> <li>• Note in diary</li> <li>• Lunch detention</li> <li>• Playground cleanup</li> </ul>                     Restoration of classroom boundaries Teacher to fill in an incident sheet and give SC.</p>
<p>Step 2 – SC Restorative Practice and/or Control Measure (depending on situation)</p>	<p>Refer to incident sheet Conferencing with student(s) concerned including duty teacher Clear and appropriate control measure (depending on situation) eg.  <ul style="list-style-type: none"> <li>• Parental involvement either by meeting or phone call</li> <li>• After school detention</li> </ul> </p>
<p>Step 3 – SC/Parents Restorative Practice and/or Control Measure (depending on situation)</p>	<p>Parental contact involving meeting or phone call Clear and appropriate control measure (depending on situation) eg.  <ul style="list-style-type: none"> <li>• Monitoring system</li> <li>• After school detention</li> <li>• Referral to other agencies (eg. Counsellor)</li> </ul> </p>
<p>Step 4 – Assistant Principal Restorative Practice and/or Control Measure</p>	<p>SC to fill in incident sheet and meet with AP to discuss situation making reference with other incidences. Conferencing with SC and Parents Referral to other agencies (eg. Counsellor) Saturday morning detention Suspension (consultation with Principal)</p>
<p>Step 5 – Principal/Area Administrator</p>	<p>Conferencing with AP and Parents Suspension Exclusion (Director of Schools)</p>

**NOTE:** Serious matters [Illegal substances, alcohol, physical assault, carrying weapons, sexual assault, inappropriate language or conduct towards a teacher] the Assistant Principal will take the matter straight to Step 4 or 5 (depending on the situation).