



Student Behaviour Management Policy

Policy Classification		
Policy Number: 31/2016	Date of Origin: May 2008	By Whom: Ms D Gillis AP – Pastoral Care
Policy Audience: Public Domain	Review Dates: Feb 2011 Dec 2015 Dec 2017 June 2019 March 2020	Next Review Date: 2023
Policy Approval: This Policy was approved by the College Board in March 2020 This Policy supersedes all previous policies relating to matters herein. This policy is in accord with the Safeguarding Standards of Catholic Professional Standards Ltd which align with the National Principles of Child Safe Organizations.		

1.0 Rationale

- 1.1 The Education Act requires that policies related to the discipline of students be based on procedural fairness.
- 1.2 As a registered and accredited school in NSW it is essential to ensure compliance with the NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-Government Schools (NSW) Manual – January 2019) that the College must have in place and implement:
 - 1.2.1 student welfare policies which develop a sense of self-worth and foster personal development (Page 36);
 - 1.2.2 policies which either expressly prohibit corporal punishment or clearly and exhaustively list the school's discipline methods so as to plainly exclude corporal punishment (Page 39);
 - 1.2.3 policies that do not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents/guardians, to enforce discipline at the school (Page 39).

2.0 Guiding Principles

- 2.1 Oakhill College gives high priority to the promotion of a positive relationship with and among staff and students: a relationship demonstrated in courtesy, co-operation, respect, friendliness and consideration for others.
- 2.2 At Oakhill College the Student Behaviour Management (Discipline) Policy is grounded in the philosophy of Lasallian pastoral care whereby all members of the school community:
 - are treated with dignity and justice;
 - feel safe and secure;
 - are free to be involved in the teaching and learning process unhindered by anti-social behaviour;
 - are acknowledged their rights but, are also aware of their responsibilities to themselves and others;
 - are aware of the procedures that will be followed in managing inappropriate behaviour;
 - are assured that teachers will adhere to procedural fairness and consistency in matters of discipline;
 - know that students have been made aware of the consequences of their actions.
- 2.3 Violation of the rights of students, teachers or members of the public is a serious issue and jeopardises the credibility of our Catholic Lasallian ethos.
- 2.4 In the implementation of this Student Behaviour Management Policy, it is essential that all staff be consistent, persistent, committed to the process and firmly insist upon its application in the classroom, yard, and on excursions and other off-site activities.
- 2.5 A teacher's response to unacceptable behaviour is crucial to the effective operation of the school. The immediate aim of the teacher's response is to make the student aware of his/her irresponsibility and allow him/her to reflect on the consequences of his/her choices. The long-term aim is the development of a more self-disciplined person.

3.0 Policy

- 3.1 Student Management Programme - Level System
 - 3.1.1 The Student Management Programme (Level System) focuses on a positive approach recognising and rewarding achievement, effort and excellence and ensures all students have an equal opportunity to develop to their full potential. The aim of the programme is to assist students in looking after themselves, each other and their school. It is hoped that through actively engaging with the Level System students will develop a sense of belonging in their school community which will in turn nurture a positive self-image and identity.
 - 3.1.2 It should be the goal of every student to advance his/her way through the respective levels. He/she is encouraged to discuss his/her ongoing level promotion with his/her respective Dean. The Level System recognises a number of areas in which a student may contribute to College life,

including academic achievement, application and effort to studies, student leadership, community service, school service, exemplary attendance and outstanding contribution to co-curricular activities.

- 3.1.3 Students who continually contravene College rules will move down through levels. He / she will be provided as much support and guidance as is necessary to help them to take control of their behaviour. The supporting Safe School Policy clearly outlines expectations for student conduct.
- 3.1.4 Parents/guardians will be informed about serious/persistent behavioural problems of their son/daughter that occur at school and are asked to support and assist the College in solving them.
- 3.1.5 Students will be promoted through levels as they show they are able to be positive and responsible members of the school community. Student levels will be reviewed as a consequence of continued behavioural issues.

3.2 Good Order

In the interests of maintain good order, teachers at Oakhill College must insist on the following:

- that movement around the school is respectful and orderly;
- that students are punctual to class;
- that classes be dismissed at the bell as per the college timetable, except in extraordinary circumstances;
- that classes are not kept waiting or unsupervised at any time;
- that all visitors and voluntary workers at the College are shown respect and courtesy;
- that bad language (including its use in the yard or on a sports field) is never accepted;
- that all classrooms are locked and/or access restricted during recess and lunch periods.

3.3 Key Components of the Student Management Policy

- 3.3.1 It is the responsibility of each employee (teachers and support staff) to develop effective, consistent and appropriate management strategies in day-to-day interactions with students as a preventative system of behaviour management.
- 3.3.2 These strategies should include a clear, consistent and graded method of dealing with inappropriate behaviours and should be developed in accordance with this Policy and the Staff Code of Conduct. It is the responsibility of each employee to be familiar with these policies.
- 3.3.3 As a general rule, employees will use their own management strategies in their initial dealings with students. However, students who display recurrent challenging behaviours, particularly unsafe behaviours should be referred to the appropriate person in line with the school's policy and procedures. If a student's conduct continues to be unacceptable, an individual behaviour management plan or student contract may be developed for that student. All relevant staff should be made aware of this individual management plan and act in accordance with the procedures it documents.
- 3.3.4 Oakhill College expressly prohibits the use of any form of corporal punishment by staff. The College also prohibits the administration of corporal punishment by non-school persons, including parents/guardians, to enforce discipline at the school.
- 3.3.5 The following behaviour management practices by a teacher are neither acceptable nor permitted:
 - sending a student outside the classroom during a class;
 - sending a student who has misbehaved to another teacher (for example Dean or Head of School) during a class;
 - using any object in a hostile or an inappropriate physical manner to gain a student's attention;
 - restraining a student for any purpose other than a student's actions causing imminent harm to self or others;
 - hitting or kicking a student;

- holding a student;
- pushing, pulling, shoving, grabbing, pinching or smacking a student;
- shaking or throwing a student;
- intimidating a student;
- swearing at a student;
- using sarcasm to humiliate a student;
- locking a student in a confined space;
- refusing biological/toilet needs as a means of punishment;
- applying painful or noxious conditions to a student;
- criticising a student rather than the student's actions;
- using fear as a means of controlling a student;
- causing a student to feel alienated.

3.3.6 Teachers are responsible for the management of their own classroom discipline. This includes the management of demerit awards, detentions and keeping student records in the College data base.

3.3.7 All teachers have a shared responsibility for maintaining student discipline in non-classroom situations.

3.3.8 Tutor group and class teachers have responsibility for monitoring student attendance. A student who is regularly late to class should be referred to the relevant Dean. Students who are absent from class and not accounted for on the College data base should also be referred to the relevant Dean.

3.3.9 Deans, Head of Senior School, Academic Heads, the Director of Student Learning and the Assistant Principals support the teachers in maintaining discipline in the classroom.

3.3.10 Deans, Head of Senior School, and the Assistant Principals support the teachers in maintaining discipline outside the classroom (for example in the yard).

3.3.11 Parents/guardians should be kept well informed of misbehaviour and the disciplinary sanctions applied to their children.

3.3.12 Student management issues should be handled on an individual basis where possible to preserve a student's dignity.

3.3.13 Teachers should refer to the student management pathway as outlined in the Staff Handbook.

3.4 The Line of Responsibility

The line of responsibility in matters of discipline is as follows:

3.4.1 In the first instance the classroom or supervising teacher is responsible and has authority to insist on any matter which in her/his professional judgement is concerned with the good order of the College;

3.4.2 in cases where there appears to be no teacher immediately responsible for a particular situation, any member of the College teaching staff has the responsibility and authority to intervene in the interests of good order;

3.4.3 Individual students who are consistently uncooperative or of concern are referred to his/her Dean;

3.4.4 Cohort problems in the yard or class are to be referred, in the first instance, to the respective Dean or Head of Senior School (for students in Years 10-12).

3.5 Serious Misbehaviour

- 3.5.1 Serious misbehaviour of an individual student such as truanting from the College or missing class during the day must be referred directly to the House Dean (for students in Years 10-12) or the Dean (for students in Years 7-9).
- 3.5.2 Serious misbehaviour of multiple students must be referred directly to the relevant Dean (Years 7-9) or Head of Senior School (students in Years 10-12).
- 3.5.3 Very serious misbehaviour of individual or multiple students such as the possession of alcohol or drugs at the school or at a school excursion or function, possession of knives or any other potentially dangerous objects at school, extreme rudeness and insolence to members of staff, use of obscene or offensive language to any member of staff must be referred to the Assistant Principal – Pastoral Care or the Head of Senior School (students in Years 10-12) or respective Dean (students in Years 7-9).
- 3.5.4 Serious misbehaviour of an individual student such as any form of violence or aggression (verbal, psychological or physical), stealing or interfering with another person's property, graffiti or wilful damage to any school property, smoking, either at school or while wearing the school uniform in public, use of obscene/offensive language, possession of obscene literature must be referred directly to the Head of Senior School (for students in Years 10-12) or respective Dean (students in Years 7-9).

3.6 Smoking

Smoking is not permitted anywhere on the College grounds, at an off-site school related activity or when wearing the College uniform. All members of staff have authority and responsibility in this matter.

3.7 Alcohol and Illicit Drugs

- 3.7.1 All staff are urged to exercise vigilance in the detection of any alcohol, hard or soft drugs, their use or availability in or at the College, or at any function or event sponsored by the College.
- 3.7.2 Breaches in the matter of alcohol or drugs merit no guarantee of any second chance in relation to enrolment and are regarded by the College as a matter which must be reported immediately to the respective Dean in Years 7-9, Head of Senior School (Years 10-12) and/or the Assistant Principal Pastoral Care.
- 3.7.3 A student may be required to have a blood test if he or she is suspected of being under the influence of drugs. Parental consent must be provided. The Police may be involved in investigations.
- 3.7.4 In certain circumstances it may be necessary to search a student's bag or locker. This would be done in the presence of the Assistant Principal Pastoral Care accompanied by the Head of Senior School or respective Dean (Years 7-9).
- 3.7.5 Practice in the College has permitted Year 12 students of a legal age to consume alcohol at the Year 12 Graduation Ball (which is held after the Higher School Certificate Examinations) under the supervision of the venue's staff (with RSA certificates), staff and parents/guardians.

3.8 Vandalism

All classrooms are out of bounds during recess and lunchtime (unless weather conditions dictate otherwise, or a supervising teacher is conducting an activity). In the interests of safety, all classrooms are to remain locked except when in use. Matters of vandalism are reported to the respective Dean (Years 7-9), Head of Senior School (Years 10-12) or the Assistant Principal Pastoral Care.

3.9 Fighting

Any situation which appears to be an instance of fighting requires intervention by any member of staff. Teachers should exercise caution and seek assistance avoiding any physical involvement. Any physical violence shown by a student must be reported to his/her Dean (Years 7-9), the Head of Senior School (Years 10-12) or the Assistant Principal Pastoral Care.

3.10 Bullying

3.10.1 Bullying behaviour is deliberate, persistent and unfair. Bullying can have damaging effects on people if it is not reported.

3.10.2 Oakhill College has an anti-bullying policy which is clearly outlined in the Student Diary. Bullying in any form is not tolerated at the College. Our Lasallian Principles state that "we are brothers and sisters to each other".

3.10.3 Bullying occurs when a more powerful person or group of people repeatedly set out to hurt another person by their words or actions. Bullying can occur in many ways including face-to-face, via social networking internet sites and by mobile phone.

3.10.4 Bullying can take the following forms:

- physical violence;
- teasing;
- suggestive comments or other forms of sexual harassments;
- spreading rumours;
- interfering with the property of others;
- calling people by offensive names;
- writing offensive notes;
- making degrading comments about another person's religion, culture or social background;
- hurtfully excluding individuals from a group;
- ridiculing a person's accent or appearance;
- forcing another person to act against their will, for example coercion into a fight;
- cyber bullying – engaging in the above behaviours via internet and mobile phones.

3.10.5 Aims of school intervention

- To ensure the protection of those subject to bullying;
- To change bullying behaviours in individuals and groups;
- To deter or dissuade other students from engaging in bullying behaviour.

3.10.6 How can bullying be prevented?

The school community must not accept bullying behaviours. As students of a Lasallian school "we are brothers and sisters to each other". Students in the College must speak up and report bullying to teachers. They need to realise the importance of reporting bullying. Sometimes it takes courage to speak up against something which is known to be wrong. This requires students to:

- refuse to be part of any bullying situation;
- take preventative action, such as seeking advice from his/her parents/guardians, get help from friends or speak up for themselves, report bullying to his/her Dean;
- access available support services at the College;
- be familiar with the College policies and procedures for managing bullying.

3.10.7 Recommendations for parents/guardians

3.10.7.1 Encourage your son/daughter to discuss bullying at home - read the bullying policy with them and attend the Year 7 presentation on anti-bullying with them.

3.10.7.2 Watch for signs of distress for example; unwillingness to attend school, frequent apparent illness, mood changes, and reduced social interaction.

- 3.10.7.3 Encourage your son/daughter to speak with his/her Dean or the Counsellors about the bullying.
- 3.10.7.4 Contact your child's Dean if his/her attempts to deal with bullying do not seem to be working.
- 3.10.8 If a student reports bullying:
 - the issue will be treated seriously and managed delicately;
 - the student will be advised of an appropriate management plan;
 - the situation will improve, and the bully will be made accountable for their action.
- 3.10.9 If a student is bullying:
 - his/her parents/guardians will be contacted;
 - his/her Dean (Years 7-9) or Head of Senior School (Years 10-12) will manage him/her according to College Policy;
 - his/her standing on the Level System will be reviewed;
 - he/she will be required to take responsibility for his/her actions and apologise to those they have harmed;
 - he/she may be required to participate in counselling sessions and / or a mediation meeting;
 - in serious cases, a student will be withdrawn from classes or suspended from school;
 - the College reserves the right to terminate the enrolment of students who engage in bullying behaviours. Bullying can proliferate as long as the silence surrounding it is accepted. Speaking out is the greatest weapon we have against it. Tackling bullying is a whole-school responsibility;
 - the College promotes bystander behaviour. Research has shown that if a bystander intervenes in a bullying situation, there is a 50% chance the bullying will stop. Bystander intervention and using peer pressure in a positive way has been found to be the most effective way to stop bullying.

3.11 Sexual Harassment

- 3.11.1 Sexual Harassment is when a person sexually harasses another person if:
 - 3.11.1.1 the perpetrator makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the victim; or engages in other "unwelcome conduct of a sexual nature" in relation to the victim;
 - 3.11.1.2 in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the victim would be offended, humiliated or intimidated.
- 3.11.2 Sexual harassment can be verbal, physical, written or visual. Examples of sexual harassment include:
 - the distribution or display of offensive pictures or written material;
 - repeated unwelcome requests for social outings and dates;
 - offensive comments about a person's physical appearance, dress or private life;
 - jokes, intrusive questioning, messages or telephone calls of a sexual nature;
 - direct propositioning or subtle pressure for sexual favours;
 - leering or unnecessary familiarity;
 - unwanted physical conduct, such as patting, pinching or touching;
 - sexual assault.
- 3.11.3 Sexual harassment is unlawful. In particular, the Federal Sex Discrimination Act 1984 renders unlawful sexual harassment in both the workplace and in educational institutions.
- 3.11.4 Any form of sexual harassment is not morally acceptable and is contrary to Christian principles and ethos. The College is committed to providing staff and students with a working and learning environment free from sexual harassment.

- 3.11.5 Appropriate action will be taken in any proven instance of harassment, including the dismissal or expulsion of proven offenders.
- 3.11.6 All staff have a duty to ensure that any sexual harassment brought to their attention or witnessed by them is addressed as soon as possible.
- 3.11.7 It is the legal responsibility of the College and all employees to take all reasonable steps to prevent sexual harassment and victimisation by enforcing this policy and through pro-active education.
- 3.11.8 Students who believe that they are being or have been sexually harassed should make it known to the perpetrator that the comments, attention, contact or behaviour is unwelcome and offensive. If the sexual harassment continues, or if a student is unable or unwilling to deal with or resolve the problem himself or herself, that person should contact their Dean (Years 7-9) or Head of Senior School (Years 10-12) or the Assistant Principal Pastoral Care for advice.
- 3.11.9 Formal complaints should be in writing and addressed to the Principal. Investigations of complaints will be conducted in a prompt and fair manner and as confidentially as possible.
- 3.11.10 The only staff members and/or students who will be made aware of a complaint will be those whose involvement is necessary to resolve the problem. That is, appropriate confidentiality will be strictly maintained.
- 3.11.11 No staff member or student will be disadvantaged or victimised as a result of making a complaint.
- 3.11.12 The College will take appropriate action if allegations are proved as a result of an investigation. Depending on the circumstances, it may become appropriate to involve relevant authorities such as the Human Rights and Equal Opportunity Commission, The Children's Guardian or the Police in the investigation.

3.12 Mobile Phones

- 3.12.1 Oakhill College recognises that teachers may wish to use the technology present in modern mobile phones to aid teaching and learning, and students may be given permission to use these devices in the classroom.
- 3.12.2 The use of mobile phones must never interfere with teaching and learning, meetings and assemblies and the safe supportive environment of others. Mobile phones at school can lead to problems such as: security / theft.
- 3.12.3 Parents/guardians should use the normal channel of communicating with their son / daughter by phoning the College if the need arises.
- 3.12.4 The College accepts no responsibility for replacing lost, stolen and damaged mobile phones at school, at a school event off-campus, or whilst a student is travelling to and from the College.
- 3.12.5 Mobile phones must be switched off and out of sight from 8.00am to 3.15pm unless permission has been given by a teacher.
- 3.12.6 All staff members have the right to confiscate a student's mobile phone if they are in breach of these expectations.
- 3.12.7 Mobile phones must not be used to view or source inappropriate material at any time.
- 3.12.8 Students are not permitted to access Social Media from a mobile phone at any time whilst on the school premises or at a school event.

- 3.12.9 The camera, video and / or audio recording capabilities of mobile phones are not permitted to be used at school or at a school event without the permission and supervision of a teacher.
- 3.12.10 In accordance with the NESA policy, mobile phones are not be taken into any room where an examination is being conducted. Failure to observe these regulations regarding mobile phones may result in one or more of the following sanctions:
- 3.12.10.1 Confiscation of the mobile or smart phone will result in the following:
- a) the teacher will place the mobile phone in a labelled envelope & deliver to Student Services;
 - b) students will collect & sign for their phone at student services after 3.15pm;
 - c) a data register of confiscated phones will be kept;
 - d) repeated offences will result in Afternoon Detention / Saturday Detention;
 - e) serious misuse Suspension from School;
 - f) a zero mark will be awarded if a mobile phone is found in an examination.

3.13 Internet and Information Technology

- 3.13.1 The College is firmly committed to the proper and responsible use of the internet by its staff and students and, to this end, requires acceptance of and strict adherence to terms and conditions. Students should be aware that there is no such thing as a private conversation on websites or on the school's data base. Students are advised that their use of the internet will be monitored.

3.13.2 Acceptable Use

A student may access the internet for legitimate educational purposes by example only, any of the following:

- a) research assigned classroom projects;
- b) use of the internet for legitimate communication as directed by a teacher;
- c) Students are expected to inform their teacher immediately if any inappropriate image, text or website is displayed.

3.13.3 Unacceptable Use

The College Crest must not be on any video, image or remark posted on any website or social media platform such as You Tube and Facebook without the written permission of the Principal. Strong sanctions will also apply to any student found responsible for posting any video, image, unacceptable remark, or false information which could be interpreted as embarrassing, discriminatory, harassing, offensive or defamatory or which could be interpreted as bringing the name of the College into disrepute.

- 3.13.4 A student must not access the internet for any purpose or material which is unlawful, dangerous, unacceptable, pornographic, objectionable or offensive. In particular, and by way of example only, a student must not access or use the Internet for any of the following reasons or in any of the following ways:
- a) send or obtain messages, pictures or files which contain words, language or descriptions which are indecent, vulgar, blasphemous, irreverent, impolite or defamatory;
 - b) visit chat rooms that are of non-educational nature;
 - c) access or send e-mail, download any software programme, game, music or video files unless authorised to do so;
 - d) post personal communications or post anonymous messages;
 - e) sell or buy or otherwise obtain goods or services;
 - f) gain unlawful access to or interfere with someone else's computer system.
- 3.13.5 At all times during an internet connection, a student must act with honesty, integrity and respect for the rights and sensitivities of and in accordance with the general expectations of the College in relation to matters such as good manners, etiquette and responsible behaviour.

3.14 Cyber Safety

3.14.1 Oakhill College is committed to promoting and providing a supportive learning and teaching environment for all its members, in accordance with Gospel values and the National Safe Schools Framework. The College will endeavour to address cyber safety issues with students through ongoing educational programmes.

3.14.2 School Cyber Safety Rules

While at school or engaged in any school-related activity students are not to have any involvement with any ICT material or activity which might put themselves or others at risk. Students must not:

- a) use ICT (on or off campus) to bully, upset, offend, harass, threaten, tell lies about, impersonate or in any way harm anyone;
- b) access, or attempt to access, inappropriate, age restricted, or objectionable material;
- c) download, save or distribute such material by copying, storing, printing or showing it to other people;
- d) make any attempt to get around or bypass security, monitoring and filtering that is in place at school;
- e) give out any personal information online about themselves or any other person. Personal information includes name, address, email address, phone numbers, passwords and photos;
- f) record unauthorised sounds, videos or images or upload, publish or otherwise electronically transmit any such unauthorised materials to the internet or elsewhere;
- g) students will not unlawfully access college data bases and/or college records.

3.14.3 If a student accidentally accesses inappropriate material, they are expected to, not show others, turn off the screen or minimize the window, report the incident to a teacher immediately.

3.15 Uniform and Grooming

3.15.1 The first responsibility for uniform lies with the student. A student who is in breach of uniform / grooming regulations is required to report to his/her Dean in the tutor group period and will be issued with a Green Card or Red Card.

3.15.2 Tutor teachers are expected to check, correct and act on any breaches of uniform and grooming regulations. All teachers are in a position to take action in respect to uniform and grooming as outlined in the College Diary.

3.16 Detentions

Students on detention should be supervised in an area with see through windows and door open.

Students are not to be asked to stand outside staff rooms or complete a detention in an isolated area in the College.

3.16.1 Staff are expected to follow the Student Management Pathway as outlined in the Staff Handbook.

3.16.2 Class Teachers Lunchtime Detention

- a) this form of detention must be supervised by a teacher and be given for 20 minutes (half lunch time only);
- b) students are not to be kept in at recess;
- c) all lunchtime detentions are to be entered into The College data base and the roll marked on completion of the detention.

3.16.3 Afternoon Detention

- a) afternoon Detention is supervised by the Head of Senior School, Academic Head and Dean;

- b) a minimum notice of 24 hours must be given to parents/guardians;
- c) teachers issuing an after-school detention are required to enter the reason for the detention on the College data base and inform the parents/guardians of the student receiving the detention by printing the relevant letter;
- d) afternoon Detention will be held from 3.15pm - 4.30pm on Thursday afternoons during term time;
- e) all afternoon detentions are to be entered into the College data base and the roll marked on completion of the detention.

3.16.4 Saturday Detention

- a) a Saturday Detention is supervised by the SLT and Directors;
- b) a Saturday Detention is held 8.00am – 9.30am. Students are required to wear full school uniform and bring their diary and signed detention note;
- c) a minimum of two students are required to attend a Saturday Detention;
- d) a minimum notice of 24 hours must be given to parents/guardians;
- e) a Dean, Head of Senior School or the Assistant Principal Pastoral Care issuing the Saturday detention is required to enter the reason for the detention on the College data base and inform the parents/guardians of the student receiving the detention by printing the relevant letter;
- f) all Saturday detentions are to be entered into the College data base and the roll marked on completion of the detention.

3.16.5 Activities completed by students on detention. The following activities (depending on the reason for the detention and at the discretion of the person supervising the detention) may be completed by a student:

- a) reflect upon student rules and expectations through the completion of the Restorative sheet;
- b) complete 'Rights and Responsibilities';
- c) assist with School or Community Service type activities.

3.17 Use of Restorative Justice Principles

Student management at Oakhill College is based on restorative justice principles, focusing on the relationship and how people are affected. Restorative justice is future-focused.

3.18 Non-Completion of Assessment Tasks

Students failing to hand in formal Assessment tasks or not meeting course requirements must be referred to the relevant Academic Head. He or she in turn will inform the Director of Student Learning who is responsible for issuing notification of failure to meet course requirements as set out by the NESA.

4.0 Policy Review

- 4.1 The Principal is to ensure that this policy is regularly monitored and revised in the light of requirements related of the Education Act 1990 (NSW) and of the NESA requirements for the registration and accreditation of the school.
- 4.2 The Student Behaviour Management Policy is reviewed every two years.

5.0 Explanatory Notes and Definitions

5.1 Explanatory Notes

- 5.1.1 This policy specifically addresses the requirements of the NESA Registered and Accredited Individual Non-Government Schools (NSW) Manual Jan 2019 in the following areas:

- 5.1.1.1 Section 3.6.2 'having policies and procedures that provide for student welfare' and Section 3.7 Discipline and 3.8 policies related to discipline of students attending school that do not permit corporal punishment of students'
- 5.2 Definitions
 - 5.2.1 Procedural Fairness: Application of the 'hearing rule' and the right to an 'unbiased decision' when implementing policies and procedures where decisions are to be made which affect the rights of others.
 - 5.2.2 Corporal Punishment: The application of physical force to punish or correct the student, but not including the application of force to prevent injury to, or damage to or the destruction of property of, any person (including the student).
 - 5.2.3 Bullying: Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious or hidden.
 - 5.2.4 Detention: Detention is a consequence that schools may use to address inappropriate student behaviour. Detentions can be applied during school hours, out-of-school hours or on non-school days (for example, a Saturday morning).
 - 5.2.5 Restorative Justice is the alignment of student discipline practice with school values. This approach is about community, positive relationships and reconciliation.

6.0 Supporting Documents, Procedures and Guidelines

- 6.1 External Supporting Documents
 - 6.1.1 NESA Registered and Accredited Individual Non- Government Schools (NSW) Manual.
 - 6.1.2 No Knives at School NSW Dept. of Education and Training
- 6.2 Internal Supporting Documents
 - 6.2.1 Student Attendance Policy
 - 6.2.2 Safe School Policy
 - 6.2.3 Suspension and Expulsion Policy
 - 6.2.4 Child Protection Policy
 - 6.2.5 Staff Code of Conduct
 - 6.2.6 Drug and Alcohol Policy
 - 6.2.7 Student Diary
 - 6.2.8 Complaints and Grievance Policy
 - 6.2.9 Bullying and Harassment Policy
- 6.3 Supporting Procedures
 - 6.3.1 The Student Level System
 - 6.3.2 Recommended Pathways for Student Management
 - 6.3.3 Behaviour Monitoring Card
 - 6.3.4 Behaviour Reflection Form
 - 6.3.5 Behaviour Reflections - Student
 - 6.3.6 Uniform and Grooming Breaches
 - 6.3.7 Response to a fight in the Yard
 - 6.3.8 Incident Report Form
 - 6.3.9 Cybersafety at Oakhill Agreement (Student Diary)
 - 6.3.10 Acceptable Use of ICT Agreement (Student Diary)
 - 6.3.11 Individual Adjustment Plan
 - 6.3.12 Progress Report Proforma
 - 6.3.13 Progress Report Good Letter Proforma
 - 6.3.14 Progress Report Unsatisfactory Letter Proforma
 - 6.3.15 Year 7-9 Minimum Standards Request Form
 - 6.3.16 Year 10-12 Minimum Standards Request Form

6.4 Supporting Guidelines

- 6.4.1 Rights and Responsibilities
- 6.4.2 Affective Questions for Addressing Misconduct
- 6.4.3 Suggestions for Managing Disruptive Students
- 6.4.4 Independent Schools Association Guidelines for Conduct