



BETHLEHEM COLLEGE STUDENT MANAGEMENT POLICY

The aim of this policy is to support students in developing appropriate personal responsibility in accordance with the shared values of the Bethlehem community. It strives to foster a school culture in which student achievement take place within a positive social environment. It promotes the highest standards of behaviour based on cooperation, mutual respect, responsibility, self-discipline and positive, non-discriminatory relationships. The College seeks to assist each student in her spiritual, social, physical, intellectual and emotional development. Self-discipline is seen as integral to this process.

This policy seeks to support the right of students and staff to work together in a positive, safe, cooperative and orderly learning environment that maximises the opportunity of all students to strive for excellence. It supports parental expectations that their daughters will be educated in an environment where care and respect for the rights of others are valued.

At Bethlehem, our disciplinary policy and procedures:

- exist to promote constructive and positive behaviour, a healthy self concept in students and an optimum learning environment. It must not be viewed as the mere enforcement of a set of rules
- assume that all members of the Bethlehem community have an inherent dignity and a right to be treated with respect and sensitivity
- are informed by Gospel values such as justice, forgiveness, compassion, honesty and love
- require a whole school approach involving students, staff, school counsellors and parents
- are known by staff and provided to students and parents. These are outlined in the Student Planner
- acknowledge that the development of self-discipline is a process and emphasis must be placed on positive and affirmative actions rather than on negative and punitive ones
- acknowledge that students have a right to learn and socialise in a safe environment without harassment or intimidation
- will ensure that a student who exhibits a pattern of unacceptable behaviour is supported
- grow out of positive and supportive staff-student relationships. Where breaches of discipline occur, emphasis must be on the action rather than the actor so that the dignity and self-esteem of the student is maintained

INAPPROPRIATE BEHAVIOUR/ NON COMPLIANCE WITH RULES

Responding to students who disrupt their learning or that of those around them is the responsibility of the class teacher in the first instance. Parents are to be informed of any concerns regarding the progress and/or behaviour of their child via the student's Planner.

COLLEGIAL SUPPORT

If the student has not responded to the strategies employed by the class teacher and the inappropriate behaviour/non-compliance with Assessment Policy rules continue, collegial support should be sought. Detention is one measure in a suite of strategies which are employed as the student's inappropriate behaviour is managed to a resolution..

Corporal punishment is expressly prohibited in SCS schools.

DETENTION POLICY AND FLOW CHART

At Bethlehem College that student management can be promoted via both positive behaviour affirmation and modification strategies for negative behaviour on the part of a student.

Below is the sequence of steps to be followed in seeking resolution to a problem through an After School Detention. The incident is escalated to the next step if the problem remains unresolved.

CASE 1: Behaviour which violates College Expectations or Rules

STEP	ACTION TO BE TAKEN
1	<p>Teacher implements behaviour modification strategies to assist student in addressing a repeated or ongoing behavioural problem whereby the student has been made aware of the behaviour contrary to College expectations.</p> <p>Teacher writes a note to parents in the College Planner. Parent signs note in Planner.</p> 
2	<p>Teacher notifies the KLA Coordinator or Year Coordinator of the ongoing behavioural problem.</p> <p>Teacher phones parents after consultation with KLA and / or Year Coordinator. Seeks parental support.</p> 
3	<p>KLA and/or Year Coordinator formally involved. Strategies jointly devised to help modify student behaviour eg daily progress sheet. Wellbeing Coordinator is notified.</p> 
4	<p>An After School Detention is issued by the KLA Coordinator or Year Coordinator.</p> <p>KLA or Year Coordinator issues After School Detention Letter of Notification to student.</p> <p>Student returns Acknowledgement of Notification of Detention from Parent to issuing Coordinator.</p> <p>Student completes the detention. The matter is closed.</p> 
5	<p>If the student does NOT attend the Detention, the Teacher / KLA and/or Year Coordinator conduct a formal interview with the student.</p> <p>Assistant Principal is notified.</p> <p>Student advised of when rescheduled Detention will take place.</p> 
6	<p>If Student does NOT complete rescheduled Detention, Assistant Principal contacts parents to arrange interview with student, parent/s, Wellbeing Coordinator and Assistant Principal</p> 

7	Principal meets with the parents with the Wellbeing Coordinator and Assistant Principal to decide the final outcome.
---	---

CASE 2: Non-submission or Late Submission without documentation of Assessments without following College Assessment Policy for Illness/ Misadventure (Stages 4 and 5)

Note that this Plan seeks to resolve non-compliance with policies around Late and/or non-submission of an assessment task including when a student does NOT submit an Application for an Extension of Time or an Application for an Alternate Date for the task PRIOR to any clash of dates.

STEP	ACTION TO BE TAKEN
1	<p>Teacher reminds student that Assessment Policy will apply for late or non-submission of tasks</p> <p>Teacher writes a note to parents in the College Planner. Parent signs note in Planner.</p> 
2	<p>Teacher notifies the KLA Coordinator or TIC of the late or non-submission of tasks.</p> <p>Teacher phones parents after consultation with KLA and / or Year Coordinator. Seeks parental support.</p> 
3	<p>KLA and/or TIC formally involved. If task and/or Illness/Misadventure are not submitted/completed, an After School Detention Letter of Notification is issued by the KLAC/TIC. Curriculum Coordinator is notified.</p> <p>Student returns Acknowledgement of Notification of Detention from Parent to issuing Coordinator.</p> <p>Student completes the Detention. The matter is closed.</p> 
4	<p>If the student does NOT attend the Detention, the KLAC / TIC and Curriculum Coordinator will conduct a formal interview with the student.</p> <p>The student is advised of when the rescheduled Detention will take place.</p> 
5	<p>If the student does NOT attend the Detention, the Teacher / KLA/TIC and/or Year Coordinator conduct a formal interview with the student.</p> <p>Assistant Principal is notified. AP contacts parents to determine why the student did not complete the Detention.</p> <p>Student advised of when rescheduled Detention will take place.</p> 
6	<p>If the task is still not submitted and the detention was not completed a zero mark is awarded.</p> <p>If valid paperwork is still not submitted, but the task was submitted, and the detention was not completed, a penalty will be awarded at the determination of the KLAC/ TIC and Curriculum Coordinator.</p> <p>A 'Notice of Assessment Penalty' will be posted to parents.</p>

Afternoon Detention Guidelines:

Lists for the Detention for each Wednesday are finalised at 3.00pm the previous Friday. Any detention issued on a Monday or Tuesday must be carried over to the following week.

Detention will take place each **Wednesday between 3.15pm- 4.15pm in R4**. An After school detention is only issued by a **Year Coordinator or KLAC/TIC**.

Process When Issuing a detention

1. The [Notice of Detention Letter](#) with accompanying Parent Acknowledgement of Detention Notice is issued to the student by the YC/KLAC and is uploaded on Sentral. A copy is placed in the Student's file in the College Office. This Notice of Detention Letter to parents is emailed to parents/carers by the YC/KLAC.
2. The student is required to return the Acknowledgement of Detention Notice slip signed by the parent within 24 hours to the issuing KLAC/YC.
3. The parent of any student who has not returned their Parent Acknowledgement of Notice of Detention by the Wednesday of the scheduled Detention is called by the issuing KLAC or Year Coordinator.
4. The student will complete the Detention

Rules When Completing A Detention

1. Students will be fully supervised and ALL will be required to complete a reflective writing task on their detention issued by the Coordinator which is submitted and placed on the student's file. Following this teacher set tasks related to non-submission of tasks or silent study. This is at the determination of the issuing Coordinator and must be indicated on the letter.
2. Whilst serving a detention, earphones, eating, use of a mobile phone or devices including laptops are NOT permitted, unless required for the completion of an assessment task for which the detention is being served.

Expectations of Students and their Parents When Completing A Detention

1. Students are required to serve their detention on the nominated date. Failure to attend a detention must be followed up by the issuing Coordinator, communication with the parent/carers by a phone call and a rescheduled date issued for the detention to be served
2. Non-attendance at detention cannot be justified by medical appointments or other arrangements. Any non- serving of a detention will result in an interview between the issuing Coordinator, Wellbeing or Curriculum Coordinator within one week of the detention being scheduled. After that the matter is escalated.