



1. Preamble

Mt St Michael's College ("College") is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion and hope.

In responding to this call the College is a Christ-centred community established to educate, in partnership with parents and carers, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

2. Purpose and guiding documents

The primary focus of student wellbeing is student care, management and discipline. All members of the teaching staff are responsible for fostering positive relationships with students through the following guiding documents:

- College Mission Statement.
- Student Protection Processes Mt St Michael's College 2018.
- Education (Accreditation of Non-State Schools) Act 2017.
- Education (General Provisions) Act 2006.

3. Principles

The general principle of this policy is to foster a connected community where students have self-respect, selfdiscipline and respect for all people, and they perform to the best of their ability in their studies. Students are encouraged to live out the mission of the College by making a contribution to the life of the College in the spirit of cooperation.

The specific principles are based on the concepts of:

- 3.1 Natural justice: a process that involves the avoidance of summary judgement, ensuring that students facing penalties are given information about the allegation against them and are given the right of response before any judgement is made or penalty is imposed.
- 3.2 Restorative justice: a process that involves some form of restoration to a person being made where it has been established wrongdoing has occurred.
- 3.3 Due process: the principle where the rights of the individual are acknowledged and a just process of investigation is implemented when allegations are made against the

person.

- 3.4 Rights and responsibilities.
- 3.5 Need for boundaries and guidelines.
- 3.6 Firmness, compassion, and forgiveness.

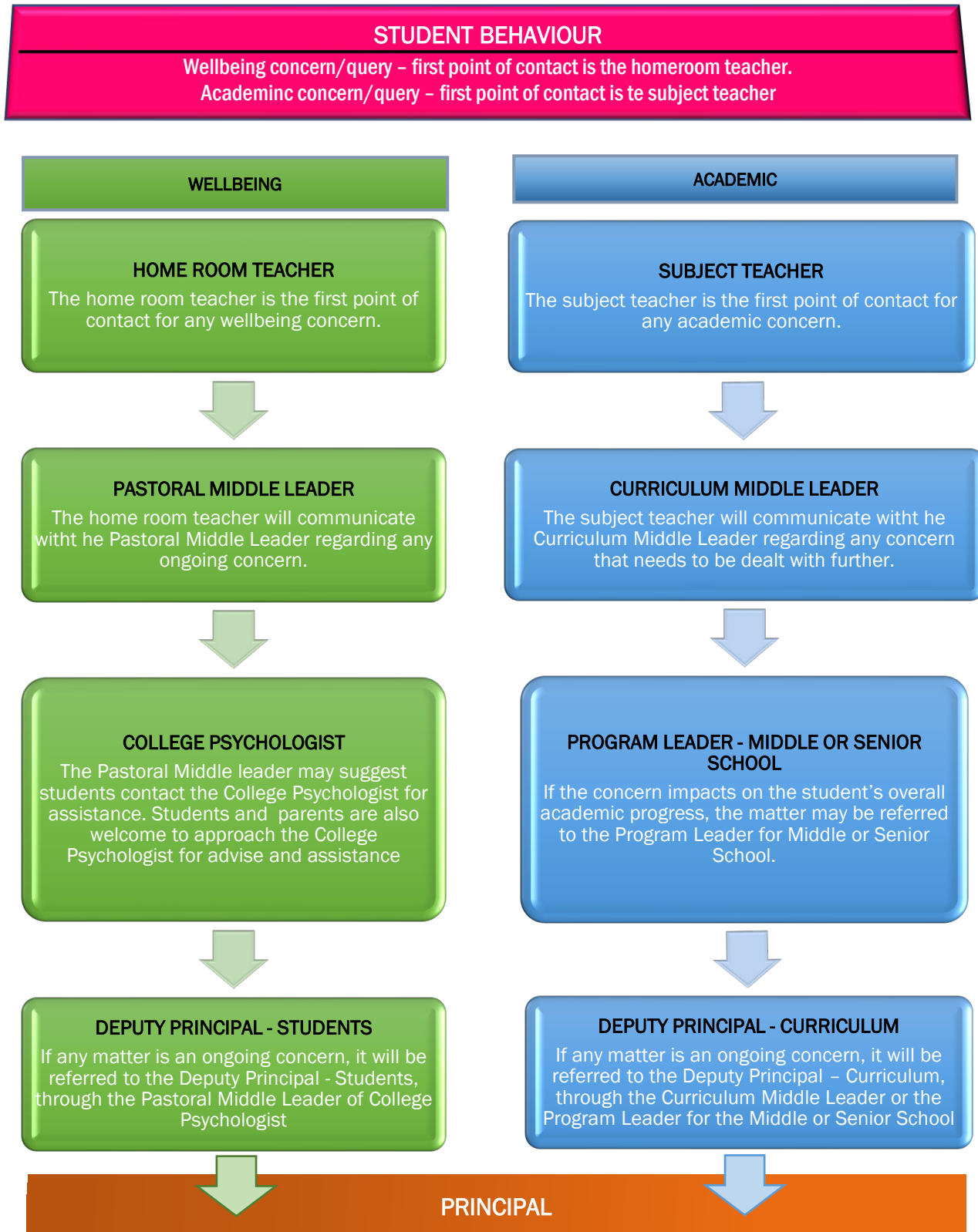
4. Policy Statement

- 4.1 All teaching staff are responsible for managing student behaviour, wellbeing and positive relationships (see Appendix 1).
- 4.2 Students on enrolment commit to adhering to College rules and expectations.
- 4.3 This policy acknowledges that adolescents are in formation and may make inappropriate decisions and engage in inappropriate behaviour. The College supports girls to grow and learn from inappropriate decisions, make restitution where applicable – all through a Level 1-4 Process (see Page 3).
- 4.4 The dignity of students and individual circumstances are considered when consequences are determined.
- 4.5 The College adheres to a zero tolerance to violence. Students are not to bring knives/weapons to school, and possession of a knife/weapon for protection or self-defence is not a reasonable excuse.

5. Document management and control

This policy will be reviewed every three years or as otherwise required by law.

Document Ref. ID:		MSM_GOV – Student Responsible Behaviour Policy (11.2018)		Date to review:	June 2021
Version	Approval date	Approved by	Effective date	Policy Owner	Policy Contact
1.0	November 2018	College Board	November 2018	Principal	Deputy Principal-Students





Incident Level Behaviours	Personnel Involved	Possible Action/Outcomes	Points of Escalation
Level 1 – Initial behaviour <ul style="list-style-type: none"> Disruptive behaviours Failure to complete homework, being unprepared for class Disrespect Punctuality Rudeness 	Classroom Teacher Homeroom Teacher	<ul style="list-style-type: none"> Verbal warning Refer students to Habits Of Mind strategies Writing/reflection tasks Making restitution Detentions – lunch/afterschool Communication with parents 	Nil – situation is dealt with by class room teacher/home room teacher
Level 2 – Continued behaviour <ul style="list-style-type: none"> Disruptive behaviour Non-completion of work Punctuality Poor co-operation Disrespect Non-compliance Missing classes 	Classroom teacher Curriculum Middle Leader Pastoral Middle Leader (referred from classroom teacher or Homeroom teacher)	<ul style="list-style-type: none"> Monitoring sheet at Pastoral Middle Leader level Afternoon detentions Pastoral Middle Leader conferring with teachers Parent Interview Recommend counselling Mediation 	Parents College Psychologist (if applicable) Curriculum Middle Leader or Pastoral Middle Leader Need to refer to Deputy Principal - Curriculum, Program Leader - Middle or Senior School at some level.
Level 3 – Escalated <ul style="list-style-type: none"> Frequent referrals to Pastoral Middle Leader and Deputy Principal - Students Drug/alcohol/smoking issue • Vandalism/graffiti Defamation (including cyber usage) Inappropriate use of the Internet or Social Networking Websites Continued class disruption Bringing College into disrepute Bullying/harassment not responding to intervention Physical and verbal aggression Possession/incident with a weapon 	Pastoral Middle Leader, Deputy Principal – Students Principal	<ul style="list-style-type: none"> Recommend counselling or professional assistance Student contract (Student, Parent, Deputy Principal - Students) Student – student contract Withdrawal from class Family interview Mediation Internal/External suspension 	College Psychologist (if applicable) Pastoral Middle Leader Deputy Principal – Students
Level 4 <ul style="list-style-type: none"> A SERIOUS BREACH* of any behaviour or the enrolment agreement *A SERIOUS BREACH is a breach or series of repeated breaches which the Principal deems is serious in his or her ultimate discretion. 	Deputy Principal - Students Principal	<ul style="list-style-type: none"> Immediate termination of enrolment in accordance with College processes 	Deputy Principal – Students Principal



Mt St Michael's College Positive Recognition Process

At Mt St Michael's College student behaviour is positively recognised and reinforced. Each student is encouraged to become conscious of College expectations through the charism of the Sisters of Charity and the Learning Framework. Students are encouraged and acknowledged for the pursuit of excellence. This is achieved through recognising student effort and achievement in the College newsletter, on assemblies, through awards and other measures.



Points of escalation are:

- LEVEL 1 – Home Room Teacher / Subject Teacher,
 LEVEL 2 – Pastoral Middle Leader / Curriculum Middle Leader,
 LEVEL 3 – Deputy Principal – Students / Curriculum. Extenuating circumstances will be considered when deciding on the appropriateness of the consequence given.

Teachers are responsible for behaviour management issues in their own classes and the issue of penalties, as appropriate.

Non-compliance of uniform and College expectations will result in teaching staff issuing Uniform/Year Co-ordinator infringement slips, where students will incur 1 demerit point for each infringement (10 given annually to all students, on the 4th for any term - an afternoon detention will be issued by the Year Co-ordinator). Records are kept in TASS. Any student who incurs 10 points within a year will be considered Level 3. Year Co-ordinators will also issue penalties for non-compliance of other low-level misdemeanours.

Uniform Infringement		
The following are the only reasons girls should be sent to the UIR for noncompliance with uniform regulations.		
Issue	Lvl	Consequence
Hair / Hair accessories Plain navy/or white hair bands or head bands only. Ribbons must be navy blue or white. Hair longer than shoulder length must be tied back.	1	<ul style="list-style-type: none"> • Student to remove item immediately. • Teacher to issue student with UIR slip.
Hats Sun safety issue that is the concern of all staff.	1	<ul style="list-style-type: none"> • Students not wearing a hat are issued with a UIR slip and are to report to the UIR at lunch time. • Students are expected to wear hats during breaks and after school until boarding a bus or car. • On Wet Days, students are excused from wearing hats
All staff are expected to role model appropriate sun safety standards by wearing a hat or using an umbrella during all outdoor supervisions		
Jewellery One watch (smartwatches not permitted in class), one pair of plain gold/silver studs or sleepers in each ear lobe. College badge permitted. Rings, bracelets, extra badges, chains, charity wristbands and ribbons are not permitted.	1	<ul style="list-style-type: none"> • Student to remove item immediately. • Confiscated item is to be placed in a yellow envelope from reception with student name, year level, and description of item and date of confiscation (confiscated items are returned on the last day of term). Teachers are to hand envelopes to Admin-Student Services at reception for storage in College safe. • Teacher to issue student with UIR slip.
Piercings Apart from one piercing in each lobe, no other piercings – including clear studs/covers – are permitted.	2-3	<ul style="list-style-type: none"> • Students who deliberately get extra piercings are refusing to comply with College uniform regulations. In such instances, Pastoral Middle Leaders are to contact parents regarding such matters to request their assistance in removing the item/s. • Continued refusal - to be referred to the Deputy Principal - Students.
Make-up Students are not to wear make-up or fake tans. Light makeup cover is permitted.	1	<ul style="list-style-type: none"> • Teacher to issue student with an UIR slip. • Student sent to reception to remove make-up immediately.
Bras Students are to wear white or flesh coloured bras under their uniform.	1	<ul style="list-style-type: none"> • In this instance, it is more appropriate for female staff to communicate with students about their choice of underwear. • Teacher to issue student with an UIR slip.

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.

Nail polish Students are not to wear coloured nail polish or French polish at any time.	1	<ul style="list-style-type: none"> • Teacher to issue student with an UIR slip. • Student sent to reception to remove polish immediately as soon as possible in consultation with the teacher or Pastoral Middle Leader.
Shoes Students are to wear black school shoes with their formal uniform. Students are to wear sports shoes with their sports uniform.	1	<ul style="list-style-type: none"> • Teacher to issue student with an UIR slip. • Student to attend the UIR on the day they receive the slip. • NB: Flimsy white canvas and flat shoes are not permitted due to Workplace Health and Safety guidelines. Volley/Converse thick canvas shoes may be worn to PE (not for competitive sport), but girls are strongly urged to wear proper joggers
Hair colour Dyed hair must be of a natural colour. Two-toned and streaked hair are not acceptable.	1	<ul style="list-style-type: none"> • Student to be sent to Pastoral Middle Leader. • Student is to negotiate an appropriate time to return hair to a natural colour. • Pastoral Middle Leader to issue student with an UIR slip. • If student does not comply with timelines, Pastoral Middle Leader to ring parents to solicit their support in ensuring the student follow College guidelines. • If this does not prove successful, the matter is to be passed on to the Deputy Principal – Students.
Attendance		
Issue	Lvl	Consequence
Punctuality - Lateness to Home Room	1	<ul style="list-style-type: none"> • Student is to report to reception for a late slip. Student is to give late slip to teacher for entry to class. • NB: Three lates without a letter from a parent upon arrival at the College will result in the student being sent to the Pastoral Middle Leader for an afternoon detention. (Admin-Student Services staff to generate list – passes on '3 lates' to Pastoral Middle Leaders) and monitored by Pastoral Middle Leader.
Punctuality - Lateness to Class Students are expected to be at all classes on time.	1	<ul style="list-style-type: none"> • Students who arrive to class late should have an email/slip from a staff member to explain their reason. • Students without an email/slip are to wait outside until invited in by the teacher. • An appropriate consequence would be a detention from the teacher to make up the time missed. • Continued lateness to class should be reported to the Curriculum Middle Leader.
Repeated Absences – High absenteeism	1	<ul style="list-style-type: none"> • Homeroom Teacher to confer with Pastoral Middle Leader and parent contact initiated. • Situation addressed
Illness	1	<ul style="list-style-type: none"> • Students are not to report to sick bay during class time without permission from their teacher. • Student is to request to attend sick bay through their teacher. • Teacher is to write out a slip, or make a note in the student's diary, and then send them to sick bay. • School Officer at reception will document information. • If medical assistance is required for an accident or serious illness, teacher is to ring 200 or 222 and seek assistance from Reception.
Leaving the College grounds	2	<ul style="list-style-type: none"> • No student is to leave the grounds during the school day without a letter from a parent/guardian, signed by their Home Room

		<p>teacher. This note is then handed in to reception at the student's departure.</p> <ul style="list-style-type: none"> • No student will be given permission to leave the College without a parent/guardian collecting them from reception. • Students leaving the grounds without permission are to be sent to the Deputy Principal - Students.
Truancy	2-3	<ul style="list-style-type: none"> • Truancy is to be reported immediately to the Deputy Principal - Students who will then work with the relevant Pastoral Middle Leader to contact parents and decide upon appropriate consequences.
Attitude/Behaviour		
Issue	Lvl	Consequence
Swearing / Inappropriate language	1-3	<ul style="list-style-type: none"> • On the first such occasion, student is to be given a warning from the teacher, explaining the ethos and expectations of the College. • For repeat offences, or extreme language, teacher is to organise a detention with the student/s. • Continued use of inappropriate language is to be reported to the Pastoral Middle Leader
Personal Property		
<p>Students at MSM are responsible for their own belongings. Every student at the College is provided with a locker (and lock) in which they can secure valuables. They can take valuables to the office for storing during the day if they wish. Any student property that goes missing during the school day which is not stored in a locked locker is the student's own responsibility and the College cannot be held responsible for its replacement or investigation into such issues.</p>		
Issue	Lvl	Consequence
<p>Student Diary</p> <p>The student diary is a form of communication between teachers and parents.</p> <p>It is for recording homework and other school related matters, and must not contain any personal items, e. g. photographs, private social events, graffiti, inappropriate comments etc. It must be taken to all classes.</p>	1	<ul style="list-style-type: none"> • Any defacement of the Student Diary will result in confiscation of the diary by the Home Room teacher. The Pastoral Middle Leader will also be notified and organise for the student to purchase a new diary from reception.
<p>Mobile phones/ iPhones/smartwatches</p> <p>The approach taken by the College respects the rights of students to use their mobile devices in a responsible manner.</p> <p>Mobile phones/smartwatches must not be used in any manner or place that is disruptive to the normal routine of the College:</p> <ul style="list-style-type: none"> • Students are permitted to access their mobile phones/smart watches before/after school, anywhere on the College campus, and at break times at lockers only. • Students must keep their mobile phones/smart watches locked in their lockers during class time. 	1	<p>Mobile digital services have become a normal and acceptable technological accessory for people of all ages to use. Students must adhere to the Digital Citizenship Policy-Students. The College recognises that there are occasions when it is genuinely appropriate and beneficial for students to have access to mobile phones, e.g. contact with parents re arrangements. However there are occasions where the use of mobile phones and other digital devices is restricted:</p> <ul style="list-style-type: none"> • In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate. • Students must not record, photograph or video other persons without their consent-or send harassing or threatening messages. • The College reserves the right to ban the taking of mobile devices by students to certain College excursions/tours/camps. • No liability will be accepted by the College in the event of loss, theft or damage of mobile devices (except in cases where the theft or damage resulted from the College's negligence).

Teacher is to take the mobile phone to the Deputy Principal - Students. If he/she is not available, the phone is to be given to reception with the student's name for passing on. Deputy Principal - Students will return the student's phone at the end of the school day and issue the student with a consequence.

Positive Relationships		
Issue	Lvl	Consequence
<p>Student Conflict</p> <p>Positive relationships are nurtured and promoted. For repetitive negative behaviours, teachers should refer to the Positive Relationships Policy for information regarding the next appropriate step. .</p>	1-3	<ul style="list-style-type: none"> Teacher is to alert student/s to their behaviour immediately, explaining what the student/s are doing wrong. It is expected that the behaviour would stop immediately. If conflict continues, teacher is to remove the offending student/s and organise a time with the Pastoral Middle Leader to discuss the situation with the student and decide on appropriate consequences / follow up
<p>Refusing to follow instructions</p>	1	<ul style="list-style-type: none"> Teacher is to remind the student of appropriate behaviour at MSM, including their responsibility in following teacher instructions. If refusal continues, teacher is to give the student a detention and discuss with the students possible reasons why they are refusing to following instructions. Further refusal to follow instructions is to be referred to the relevant Curriculum Middle Leader or Pastoral Middle Leader (should the incident occur outside of class).
<p>Bullying</p> <p>Cyber Bullying/related issues Information Technology abuses Bringing College into Disrepute</p>	1- 4	<ul style="list-style-type: none"> See Positive Relationships Policy • See Digital Citizenship Policy-Students • Deputy Principal – Students
<p>Referral to College Psychologist</p>		<ul style="list-style-type: none"> Teachers should initially consult with the Pastoral Middle Leader (Year Co-ordinator) regarding any student wellbeing issue, and only in serious circumstances enlist the assistance of the College Psychologist without prior notice. Students can personally request an appointment via email with the College Psychologist.

Driving Cars

Parents are asked to notify the College by letter/email if their daughter will be driving a car to and from school (details to be listed on annual student driver register). Students provide information on make, colour of car and registration number. Any student who wishes to transport another student to and from school/or a school activity must present written permission (such as email) from their own parents/guardians and from the parents/guardians of the student being transported. Students must park outside the College grounds and are not to access their cars during school hours.

Other Misdemeanours

Issue	Lvl	Consequence
<p>Theft</p>	3 or 4	<ul style="list-style-type: none"> If a student reports a break-in to a locked locker to a teacher, the teacher is to refer the matter immediately to the relevant Pastoral Middle Leader or Deputy Principal - Students (if the Pastoral Middle Leader is unavailable at the time). All cases of theft will be treated with the utmost seriousness. However, accusations of theft will not be supported unless they are accompanied by proof. All suspicions will be looked into to ensure the dignity of all people involved. Any student property that goes missing during the school day which is not stored in a locked locker is the student's own responsibility and the College cannot be held responsible for its replacement or investigation into such

		issues.
Vandalism	2-4	<ul style="list-style-type: none"> Teachers finding students drawing graffiti on school property are to report the student to the relevant Pastoral Middle Leader immediately, and then Maintenance Staff. Pastoral Middle Leader will work with the student and teacher to decide on an appropriate course of action and consequences – in relation to the degree of damage caused by the graffiti, the type of language used and the amount of graffiti.
Graffiti	2- 4	<ul style="list-style-type: none"> Teachers finding students vandalising school property report the vandalism to the relevant Pastoral Middle Leader and Maintenance Staff. Pastoral Middle Leader will work with the student and teacher to decide on a course of action and consequences

Drugs, Alcohol and Weapons

Issue	Lvl	Consequence
Smoking Alcohol Drugs Weapons	3 or 4 3 or 4 3 or 4 3 or 4	<ul style="list-style-type: none"> Smoking/Alcohol – investigated and penalty decided by Principal Drug – Refer to Drug Related Incidents Policy Weapons – matter referred to member of College Leadership Team (CLT) for investigation and action. <ul style="list-style-type: none"> A student in possession of a weapon will be asked to give the weapon to the CLT, and if they refuse, parents will be contacted and the College reserves the right to contact the police if necessary. A confiscated weapon/s should be labelled and stored securely in the presence of a witness. The College will record any incident where a student brings a weapon to school. Following any incident involving a weapon/s, a post-incident response by the Principal will occur with the student and the family, in relation to the consequences of the behaviour and actions of the student.

Curriculum Issues

The following issues are related to the College curriculum and as such, should be dealt with through the relevant Curriculum Middle Leader or the Deputy Principal – Curriculum

- Plagiarism /Incomplete Homework/Non-submission of Assignments.