



BDC
BISHOP DRUITT COLLEGE
COFFS HARBOUR

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Futures*

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BEHAVIOUR MANAGEMENT POLICY

1. Rationale

1.1 Pastoral Care

Behaviour management at Bishop Drutt College sits clearly within the broader context of pastoral care. Pastoral care is central to the total school environment at the college and it aims to address the diverse emotional, physical and spiritual needs of the community. The pastoral care focus aims to cultivate positive relationships and interactions within the school community, through both the formal and informal curriculum.

Central to the pastoral care philosophy is the fundamental principle that everyone has the right to be safe, to learn, to be respected and to be treated with dignity. Students are encouraged to recognise that their fundamental freedoms and rights are reciprocated by responsibilities, including those relating to appropriate behaviour.

Pastoral care is the practical expression of the Gospel message within the school community. It provides for a nurturing and secure environment. Pastoral care also makes provision for positive teaching and learning management policies, school rules and sanctions that will promote the good order of the school community, with a positive attitude to just and fair treatment for all members of the community.

The importance of pastoral care to the life of the college is reflected in the significant roles of the Director of Pastoral Care, the chaplaincy and the counselling team.

1.2 Behaviour Management

It is within the context of pastoral care and in proactive support of Bishop Drutt College's values that behaviour management processes are embedded into teaching and learning at the college. The college's strong *Anti-bullying policy* and the *Respect for all* document that is central to the college's behaviour management approach, both recognise that students have the right to learn and feel safe, and that teachers have the right to teach. Our school must be a safe, caring and orderly learning environment in which the rights of all students to learn and all teachers to teach must be supported.

Discipline is necessary to ensure the safety and welfare of all our students, teachers and staff, and to provide a conducive learning environment. At Bishop Drutt College we seek to develop a culture of positive student behaviour management by setting clear expectations of students and by encouraging positive behaviour.



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We believe that:

- Students should accept responsibility for their own behaviour. Behaviour occurs as a result of choices, conscious or unconscious, which are based on the student's perception of the best way to satisfy a particular need. In our classrooms we display behaviour expectations and students will be helped to meet these through consistent approaches.
- Good behaviour management is based on rules that are maintained consistently. The 'rights and responsibilities' plan is for all students and operates fairly and predictably for them.
- Every student has the right to access education free from impediment caused by inappropriate behaviour by others.
- Every student has the opportunity to develop appropriate behaviour, which allows them to work harmoniously in the various situations in which they find themselves in the school environment.
- The greater the consistency of approach to discipline between teachers the better they are able to support each other, students and their parents/carers.

2. Scope of the Policy

This policy refers to behaviour management in these situations:

- Classroom behaviour
- Social behaviour - the way students interact with each other at school in out-of-classroom situations
- Public behaviour - the way students behave in public while representing the college.

3. Expectations

3.1 Expectations of Students

The fundamental expectations of BDC students in the three areas nominated are that they:

- Behave in a manner that exhibits respect for all members of the college community
- Have regard for the welfare and safety of their fellow students
- Work to maximise their potential in all areas of college life
- Participate fully in all aspects of college life
- Treat others in a fair and just manner
- Co-operate fully with all college staff
- Respect college property and the property of others.



3.2 Expectations of Staff

The behaviour management responsibilities of the college rest to varying degrees with each member of the college staff. Each staff member, as part of their duty of care responsibility, must have regard for the welfare and safety of students and their fellow staff members. Teaching staff are expected to report or challenge inappropriate behaviour.

4. Staff Involved in Behaviour Management

- Classroom teachers (primary and secondary)
- House tutors (secondary)
- Heads of house (secondary)
- Heads of faculty (classroom management)
- Stage coordinators (primary)
- Senior Primary Coordinator
- Year coordinators (secondary)
- Chaplaincy
- College counselling staff
- Director of Pastoral Care
- Assistant Principals (Head of Primary and Head of Secondary)
- Principal

5. Policy statement

5.1 General Behaviour Management Policy

5.1.1 Students are required to abide by college rules and behave in line with college values and the *Respect for all* document. Students are to follow the directions of teachers and other people with authority delegated by the school.

5.1.2 The college will seek to allow students greater responsibility and privilege as their maturity develops. It is expected that the students will make positive choices and accept responsibility for their actions.

5.1.3 Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the college, staff members or other students, the student(s) may be subject to disciplinary action as outlined in the *Primary behaviour management procedure* or the *Secondary behaviour management procedure*.

5.1.4 Positive behaviours are acknowledged in a range of ways as outlined in the *Primary behaviour management procedure* or the *Secondary behaviour management procedure*.



5.1.5 Records will be maintained in the Teacher Kiosk regarding student behaviour as outlined in the *Primary behaviour management procedure* or the *Secondary behaviour management procedure*.

5.1.6 The disciplinary procedures undertaken by the college vary according to the seriousness of the alleged offence. Where the allegation, if proved, may result in suspension or expulsion, the student and parents will be informed of the allegations and procedural steps to be followed in dealing with the matter. In relation to all matters to be investigated, students will be informed of the nature of the allegation and given an opportunity to respond to the allegations.

5.1.7 The consequences imposed vary according to the behaviour and the prior record of the student. At the lower end of the scale an admonition or detention may be appropriate. At the upper end of the scale the behaviour could result in suspension or expulsion. Consequences for student behaviour are outlined in the *Primary behaviour management procedure* or the *Secondary behaviour management procedure*.

5.1.8 Representing the college is a privilege and not a right. Students who represent the college are expected to display exemplary behaviour while on or off school grounds. Students who receive sanctions, which include: Friday afternoon detention(s), Saturday detention(s), internal suspension(s) and external suspension(s) as directed by the Principal, Heads of School or the Director of Pastoral Care, will forfeit the opportunity to represent the college in extra-curricular activities for one complete cycle (fortnight) from the date of the sanction.

5.1.9 The college **prohibits the use of corporal punishment** in disciplining students attending the school.

5.1.10 The college **does not explicitly or implicitly sanction the administering of corporal punishment** by non-school persons, including parents, to enforce discipline at the school.

5.2 Procedural Fairness Aspects of Behaviour Management

Procedural fairness (also known as the hearing rule) is a basic right of all individuals. In cases where there is a perceived incongruence between an individual's actions and college rules and expectations, the college will aim for a fair decision reached by an objective decision making process as outlined in the college's *Statement on procedural fairness*.

5.2.1 Where the offending behaviour is of such a nature that it may result in suspension or expulsion, the student will be:

- a) Informed of the alleged infringement
- b) Informed as to who will make the decision on the penalty
- c) Informed of the procedures to be followed which will include an opportunity to have a parent or guardian present when responding to the allegations
- d) Afforded a right of review of appeal.



5.2.2 The Assistant Principal (Head of Primary or Secondary) and or the Director of Pastoral Care will reach a decision in relation to the allegation and recommend the penalty to be imposed to the Principal.

The parents will be informed of the finding and recommendation and may make representations to the Principal in respect of the finding and recommendation. The Principal will then make a final decision.

5.3 Suspension and Expulsion

In matters of discipline some behaviours will result in sanctions. In some cases this will result in the suspension or expulsion of a student.

5.3.1 Suspension

Suspension from the college may take one of two forms – internal or external suspension. Usually, an internal suspension will be for one day only (but circumstances at home could mean that an external suspension of two days might be served as an internal suspension at school). External suspensions for more serious breaches of discipline will be for one to five days, depending on the infraction and the student's record. A suspension will not exceed ten days in total. Such a suspension would be imposed for very serious matters such as those pertaining to illicit substances, serious and repeated bullying and harassment, repeated breaches of student rights and responsibilities as outlined in the *Respect for all* document, or major theft.

5.3.2 Expulsion

The Principal reserves the right to expel a student for very serious breaches of discipline. These include, but are not limited to: trafficking in illicit substances; serious physical assault; major theft; bringing the name of the college into disrepute; or systemic bullying or harassment, including cyber-bullying. As per the college's enrolment contract, the Principal may cancel a student's enrolment if it is determined that the relationship between the school and the student's family breaks down irrevocably.

6. Implementation

6.1 Implementation of the college's policy for behaviour management will be overseen by the College Leadership Team.

6.2 This policy will be reviewed annually to ensure that procedures are being followed and that improvements are made where necessary.



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7. Documents Relating to Pastoral Care and Student Behaviour Management

- [Anti-bullying and harassment policy and procedures documents](#)
- [Primary school behaviour management procedure](#)
- [Secondary school behaviour management procedure](#)
- [Procedural fairness statement](#)
- [Illicit and unsanctioned substance \(drug\) policy](#)
- [Respect for all – student rights and responsibilities](#)

Alan Ball

PRINCIPAL

Reviewed: September 2016