

XAVIER COLLEGE, LLANDILO

Student Management Procedures

(Revised 19th October, 2026)

Supporting the CSPD Student Management Policies (2026)

College: Xavier College, Llandilo
Principal: Michael Pate
Applies to: Years 7–12
Implementation: 2026
Review: In accordance with CSPD policy and procedure review requirement

Student Management Procedures

4.1 Introduction

The Xavier College community seeks to be a Catholic, caring learning community, walking together with Jesus on a journey of connection and revelation; As we seek to do this, we focus on creating a cooperative learning environment. We strive to be respectful and inclusive.

We take personal responsibility for our choices and actions. It is in this context that we work together to develop and sustain life-enhancing relationships.

Learning is the core of our day-to-day activity. For effective learning to take place, we need to have the appropriate learning environment. There will be consequences for those members of the community who through their choices interrupt this learning. Equally, each member of the community has a right to feel safe. Behaviour that threatens this safety will not be tolerated.

At Xavier College, we believe that each of us has the capacity to learn. Effective learning takes place when the individual makes appropriate choices. The right choices lead to positive consequences. Inappropriate choices lead to negative consequences.

The value of consequences lies in their consistent, expected, fair and followed-through nature. Where possible, the teacher with whom the student has transgressed should apply the consequence.

It is important to build up structures, which are:

More human

More just

More respectful of the rights of the person

Less oppressive

Less enslaving

The best structures, the most idealised systems soon become inhuman if the human inclinations of the heart are not healed

'Those who live in these structures or who rule them must be prepared to undergo a conversion of the heart and of outlook.' Pope Paul VI

At Xavier College we are committed to the development of the whole person for all our students. This commitment is firmly grounded in the principles of justice, self-discipline and reconciliation and it acknowledges that any consequence, which lowers the dignity of the person, is totally inappropriate.

Procedural Fairness

At all times students are to be treated fairly and without bias when an incident is being investigated and consequences issued. All procedures included in this policy document support **Procedural Fairness Principles** and the students right to an unbiased decision as supported by Parramatta Diocesan Policy.

The *CSPD Student Wellbeing Policy* (4.4) states:

When managing student behaviour and discipline, CSPD schools will always adhere to the principles of procedural fairness, including the right to be heard and the right to receive an unbiased decision.

RANGS (2024) articulates the full requirements regarding Procedural Fairness and is referenced in **subsection B9.**

Students should:

- Be afforded the opportunity to give their version of events (the right to be heard).
- Be afforded the Hearing Rule - know why the proposed action is happening, how the issues will be determined, what the allegations are, and how any matters related to these will be taken into consideration.
- Be given a timeline in which steps will be taken. They should also be given an opportunity to respond.
- Be afforded the right to an unbiased decision, including the right to impartiality in the investigation and decision-making.
- Be asked if they would like to have a support person present when the allegations are serious.
- Be afforded the right to seek and receive advice.
- Be advised of their right of appeal.

Procedural fairness requires impartiality of the decision-maker.

Corporal punishment is never to be used by anyone as a consequence for misbehaviour at Xavier College and is strictly prohibited. This is a child protection issue and is supported by Parramatta Diocesan Policy.

Please Note: As legislated under the ***Children and Young Persons (Care and Protection) Act 1998 (NSW)***, all teachers are mandated to report to the Principal any suspicion, evidence or notification of corporal punishment being used in the home.

4.2 Rights and Responsibilities

4.2.1 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, 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 to 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

4.2.2 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

4.2.3 Student Rights and Responsibilities

Student Rights		Student Responsibilities
1.	To learn and to participate fully in all classes.	• To try my best • To pay attention in class • To be involved in school activities • To develop my skills with the help of my teachers. • Never to miss school or any lesson without permission. • To be on time to class and all other activities. • To be always in the right place at the right time. • To complete all set work. • Not to disturb the work of others.
2.	To enjoy a clean, attractive environment.	• To look after school furniture and property. • To put rubbish in bins. • To keep the classrooms clean and tidy. • To take good care of text and library books. • To keep desks and walls free of graffiti. • Not eat in the classrooms. • Not chew gum at school.
3.	To have a good time at school.	• To wear my uniform with pride. • To be well-behaved at all times. • To show respect to visitors. • To display good sportsmanship. • To represent the school well.
4.	To be in a safe, well-ordered environment. To be in a safe, well-ordered environment.	• To have my learning planner with me at all times. • To move in a quiet, orderly manner keeping to the left on stairways and walkways. • To get on and off public transport safely. • To listen for bells and move when I should. • To stay away from out of bounds areas. • To bring absent and late notes to the Tutor Group Teacher. • To return all borrowed equipment. • To observe the “hands off policy”. • Report any vandalism and graffiti immediately
5.	To be treated with understanding, respect and courtesy.	• To be supportive of others. • To be friendly and helpful. • To treat other people with respect. • To express different opinions politely. • To listen to the other point of view. • To co-operate with the teacher by helping when asked.
6.	To have my property respected.	• To take care of my own possessions.

		• To take care of other people's books, bags etc. • To ask before borrowing and return borrowed items. • To leave other people's property alone. • To not write on other people's belongings.
7.	To share a just and honest environment.	• Don't steal • Don't lie • Don't cheat • Don't accept lying, stealing and cheating from others. • Don't use offensive language. • Don't participate in illegal activities.

These can be summarised into three basic rules:

- **BE READY**
- **RESPECT YOURSELF AND OTHERS**
- **BE SAFE**

Xavier students seek faith, love and peace as lifelong learners who strive For The Greater Good. (2Tim:2)

Ready	Respectful	Safe
I am ready to learn by the choices I make	**I am respectful to all by the choices I make**	**I am safe with the choices I make**
• I am in the right place at the right time • I am organised for the day of learning • I am engaged and participate in my learning • I am striving for personal excellence	• I treat others with understanding, respect and courtesy • I listen when others speak • I take pride in my relationships • I am respectful of all people	• My choices are safe • My choices respect personal boundaries • My choices enhance peace at school and in the wider community • My choices ensure others are safe

4.3 Student Expectations

4.3.1 Xavier College Code of Conduct

Teachers at Xavier College have the authority and responsibility to lead, guide and encourage students to examine their behaviour and take ownership of it.

Teachers use their authority in such a way as to promote students' self-discipline, self-esteem and respect for each other's rights and reverence for the God present among them.

Learning

The learning rules are ways of showing respect for the right to teach and learn.

- Students will be prepared for class, bring necessary equipment and complete Learning Preparation as requested
- Students will be on time
- Students will not hinder the right to teach and learn
- Students will show effort at all times

Image and Presentation

The image and appearance rules are ways of showing we uphold our school community's standard of dress and behaviour.

- Students will adhere to dress and grooming requirements
- Students will not bring the school's name into disrepute by their actions or words

Movement

The movement rules are ways of showing we respect other's rights to move around the school safely and efficiently.

- Students will walk, not run inside the buildings and in areas such as verandahs, corridors and walkways and in other places where it could be dangerous
- Students will not be "out of bounds"
- Students will behave sensibly and responsibly when travelling to and from school and at school functions

Communication

The communication rules are a way of showing respect for each other by the way we speak and act.

- Students will speak at appropriate times, speak respectfully, and respond to those in positions of authority
- Students will use positive language. This means that swearing; put-downs and aggressive behaviour will not be tolerated
- Students will minimise disruptive noise both in class, around the school and on transport
- Students will show reverence during times of prayer and in sacred places
- Students will display good manners at all times

Safety and Health

The safety and health rules are ways of showing we are responsible for our own well-being and that of others.

- Students will not have in their possession or use cigarettes, alcohol or other illegal drugs at school, whilst travelling to or from school, at school functions or when wearing school uniform
- Students will not have in their possession or use weapons or other dangerous items
- Students will not engage in dangerous behaviour (e.g. rock throwing, spitting, climbing, tackling, brandings)
- Students will observe the safety rules specific to each subject area

Care for Property and Surrounding Areas

These rules are ways of showing our respect for the school environment and the property of others. It is everyone's responsibility to assist in making Xavier a pleasant place.

- Students will keep the school neat and tidy
- Students will not damage, misuse or steal school property, or that of others
- Students will show care for furniture and property by not chewing gum, not engaging in graffiti, not engaging in other acts of vandalism
- Students will look after the school's garden, animals and surrounding bushland
- Students will only use electronic or similar equipment in the classrooms when they are required for the lesson

4.3.2 In the Classroom

Students will:

- Respond respectfully to all teachers.
- Treat each other with respect using positive language. This means no swearing, put-downs, or other aggressive behaviour.
- Display good manners at all times.
- Avoid anything that disrupts learning.

4.3.3 Classroom Procedures

Students will:

- Move quickly to the classroom.
- Line up in an orderly way.
- Be neat and tidy before entering the classroom.
- Move into the room in an orderly way **under the direction of the teacher.**
- Obtain a signed note from the Student Administration office in the event of their lateness to school.
- Obtain a signed note from a staff member in the event of their lateness to class.
- Respond to the teacher's greeting, then be seated and unpack quietly.
- Have the necessary equipment for all classes **including their learning planner** which is to be kept in good condition.
- If lost or damaged the student is responsible for the purchase of a new school learning planner.
- Leave their seat only when a teacher directs them to do so.
- Not eat or drink in class.
- Pack up when the teacher directs them to do so and **wait to be dismissed by the teacher.**
- Leave the room clean and tidy for the next class.

4.3.4 Leaving the Classroom

Students should not need to leave class:

- If a student needs to go to the toilet during class they are required to sign out before leaving the classroom and must sign back in after returning to the classroom.
- Students are not to be sent to the Reception or Student Administration offices for photocopies, bus passes, assessment tasks, phone calls etc.
- Students are able to follow these up with office staff during recess and lunch.

4.3.5 Yellow Slip – Notification of Disruptive Behaviour

- Student to be removed and sent to the Student Behaviour Coordinator (SBC) in the XC with an accompanying responsible student.
- The accompanying student **MUST have a completed Yellow Slip Notification** from the witnessing/classroom teacher.
- SBC to contact the parent/carer of the student to inform them that their child was removed for one of the reasons indicated on the Yellow Slip Notification. The SBC will inform the parent/carer that the **relevant teacher (by name) will call them about the matter before 3.30pm** and provide specific details about the reason for removal.
- SBC to create a COMPASS chronicle (Communication) notifying LOL/DOS/relevant member of staff that an initial phone call has been made to the parent/carer of the removed student.
- SBC to call the front office to inform them of the removed student's location. Administration Staff to create an 'ad-hoc' school activity for the removed student.
- The witnessing/classroom teacher **MUST create a relevant COMPASS chronicle** with details regarding the incident.
- The witnessing/classroom teacher **MUST attend the parent/carer meeting with the DOW/DOS/LOL** (unless advised otherwise) to discuss the matter with the parent/carer if the consequence for the incident stipulates.
- The Yellow Slip Notification is to be used to support the teacher and is designed to create a working relationship between the student, parent/carer and teacher.
- Professional judgement/discernment is a key component of the Yellow Slip Notification.
- The teacher is an active participant in the processes associated with the Yellow Slip Notification.

4.4 Teacher Expectations

GENERAL GUIDELINES FOR EFFECTIVE CLASSROOM MANAGEMENT

STAGE ONE

To be an effective classroom teacher at Xavier College the following management practices must be consistently implemented in every classroom.

Management Practices	General Guidelines
Know your students	• know all the names of your students • know their interests and background • speak to them outside the classroom • greet the students in the playground • show the students that you value their presence • get involved in extra-curricular activities, sport, debating etc.
Be prepared	• always plan your lessons • use a variety of activities and teaching strategies • set realistic and achievable goals • plan written work at the beginning of the lesson - particularly in classes that don't settle down readily
Be consistent	• be punctual and demand this from your students • be assertive and set clear limits of acceptable behaviour • be firm but fair (students respect teachers with good classroom management skills) • model what you want from your students: respect, attentiveness, calmness, diligence, interest in the work • listen to your students and learn from them
Develop management and learning routines *(refer to College Whole School Practices)*	• have a formal start to your lessons; students stand, greeting/prayer, students sit when you direct • do not commence your lesson while the room is messy or furniture is not arranged • start and finish with a clean board • ensure students are properly attired before starting; shirts/blouses tucked in, caps off, ties done up, etc. • make a seating plan in the first lesson; require students to sit in the same place each lesson • always expect the students to sit towards the front of the room

Be assertive	• set the tone in the first five minutes of your lesson, this time should be formal and structured • do not instruct while a student is talking • insist students look at you • students should require permission to leave their seats • structure your board work or projections and demand the same standard from your students • dismiss the students formally, the bell is an indication to you, not the class • insist that the students speak to you and each other politely
Be "Positive"	• Use the College award system • Acknowledge good behaviour • Reaffirm good work • Make example of good work and behaviour

"If you believe it you will see it"

Guiding Principles in dealing with misbehaviour

- **It is the teacher most immediately concerned who should discipline the student. The classroom teacher should normally deal with a classroom problem. Other avenues should be seen as complementary, not replacements.**
- Action should best take place `on the spot'.
- Discipline should always be fair, firm and friendly.
- The consequence should fit the misbehaviour, and should always be appropriate, e.g. extra work for Learning Preparation not done; payment for damaged or stolen goods.
- All staff have a responsibility to insist that students meet all College expectations at all times. To ignore a problem is to condone it. Staff should always take action where the uniform is being worn incorrectly, when students are in the wrong place, and other regulations are being ignored.
- Teachers should look for ways to acknowledge and reward good conduct, attitude and work habits frequently – possibly many times each lesson. These should heavily outweigh actions taken to deal with misbehaviour (use the Student Awards Scheme).
- In dealing with difficult issues in the classroom teachers are encouraged to consult a Dean of Students (DOS), Leader of Learning (LOL), the Director of Wellbeing (DOW), or the Assistant Principal (AP).

What to do if there is a problem?

Problem	Action
In class - misbehaviour	• non-verbal cues, eye contact, gesture, clicking fingers • judicious use of silence • simple mention of student's name • discuss the problem with the student after class • strong reprimand after class • set additional work, to be handed in the next day • Teacher Detention, for part of Lunch • Bag Duties (***ONE Bag Duty per lesson***) • change of seating position in class • use of contracts • remove the student from your class when consistently disruptive (***FIVE minutes within view***) • contact the parent/guardian via learning planner and/or phone call • consult the LOL in solving the problem • seek advice from colleagues or the Assistant Principal on classroom management techniques
Out of class - misbehaviour	• simple signal or gesture to stop • short verbal reprimand • direct the student to pick-up papers e.g. (fill a bag) • direct the student to clean up a particular area • confine the student to a particular area • serious misbehaviour and/or persistent misbehaviour should be brought to the attention of the DOS • seek advice from the Director of Wellbeing or Assistant Principal on serious instances of out of class misbehaviour

Things to Avoid

- **shouting, speaking over the top of noise**
- **sarcasm, comments which embarrass, humiliate, or put the student down**
- **taking a student on in front of the class, thus putting your authority at risk of public challenge**
- **having students congregate at the front desk (go to them)**
- **teaching while sitting behind a desk – move around the room**
- **detaining a whole class**
- **publicly embarrassing a student in front of the class or their peers**
- **backing a student into a corner**
- **not following up on consequences**

SPECIFIC GUIDELINES:

When a specific problem occurs refer to the systematic guidelines documented in Stages 2, 3 and 4

STAGE TWO

The classroom teacher or the teacher "on the spot" is in charge of the situation and manages any behaviour with the DOS or the LOL being kept informed or involved as appropriate.

CONDUCT	CONSEQUENCE
Lateness to class/Tutor Group without a note	• Issue **ONE** Bag Duty • Class teacher to keep a record of attendance on Compass • DOS to be involved when lateness is persistent • Tutor Group teacher to contact parent/carer if constantly late to Tutor Group • **Record in Compass – MINOR BEHAVIOUR**
Non-attendance for Extension or non-timetabled classes	• Class teacher to keep a record of attendance on Compass • LOL to be informed & contact parent/carer • Thursday Behaviour Reflection • HSC students are subject to NESA requirements – Director of Learning & Pedagogy to be informed
Lateness to school with parent/carer consent	• Student to show note to Administration Staff who will sign-in student electronically at Student Reception • Student to show late-to-class note to the teacher before entering class • Student to give parent/carer note to Administration Staff and it is placed in the Tutor Group pigeon-hole/pouch • Tutor Group teacher alerts DOS if lateness is a persistent problem • DOS to make parent/carer contact
Lateness to school without parent/carer consent	• Student to see Administration Staff who will sign-in student electronically at Student Reception • Student to show late-to-class note to their teacher before entering class • If persistent problem – DOS to make parent/carer contact and Thursday Behaviour Reflection issued
Lack of equipment and books for class	• Teacher warning and note in College Learning Planner to be signed by parent/carer • LOL to make parent/carer contact – Thursday Behaviour Reflection issued • Students required to use their own time to catch up with work • **Record in Compass – MINOR BEHAVIOUR**
Incomplete Learning Preparation or Learning Preparation Not Completed	• See Learning Preparation Expectations in the College Learning Planner • See Learning Preparation Policy • **Record in Compass – MINOR BEHAVIOUR**
Being in buildings or other areas designated as "out of bounds"	• Every teachers' responsibility • Removal of student(s) from area • Issue **ONE** Bag Duty or Lunch Detention as appropriate • **Record in Compass – MINOR BEHAVIOUR**
Eating/drinking in class or buildings	• Every teachers' responsibility • Issue **ONE** Bag Duty • Removal/confiscation of items • Repeated offence – Thursday Behaviour Reflection issued by LOL/DOS
Banned items – Possession of aerosol cans, white-out, textas and steel rulers	• Confiscation of items and given to DOS who will issue a Lunch Detention • Parent/carer contacted to pick up banned item

Chewing gum	• Confiscation – throw in bin • Repeated offence – Thursday Behaviour Reflection issued by DOS • **Record in Compass – MINOR BEHAVIOUR**
Use of Mobile Phones	• Students are to be sent to the office if they are seen with their mobile phone • If students refuse to follow this request, treat as **Defiance** • Students collect their mobile phone from the office at the end of the day • DOS to contact home after three incidents
Minor inappropriate use of technology (inoffensive air-dropping, playing games, connecting to projector without teacher consent, sending messages)	• Dealt with by teacher • Issue **ONE** bag duty • **Record on Compass – MINOR BEHAVIOUR**
Computer offences	• Director of Innovation & E-Learning to be informed • Withdrawal of access to computers for appropriate period of time • Parent/Carer contact made by DOS • Compensation as appropriate • Thursday Behaviour Reflection issued by DOS • **Suspension**
Littering, spitting on the ground, and water fights	• Issue Lunch Detention
Riding skateboards, bikes, scooter etc in school grounds	• Thursday Behaviour Reflection issued by DOS, as appropriate
Wearing incorrect uniform	• Lunch Detention issued by DOS/Tutor Group teacher/Classroom teacher and recorded on Compass • Failure by student to attend Lunch Detention (uniform) – Thursday Behaviour Reflection issued by DOS • **Parent/Carer contact is required** after third occasion • In extreme cases student to be isolated and sent home
Failure to bring College Learning Planner	• Send student to DOS • College Learning Planner replacement slip issued with Lunch Detention • Thursday Behaviour Reflection to be issued by DOS after third occasion • **Record in Compass – MINOR BEHAVIOUR**
Defacing College Learning Planner with graffiti	• Send student to DOS • **New College Learning Planner to be purchased** by student at a cost of $25 • **College Learning Planner remains the property of the College**
Altering a teacher note in College Learning Planner	• Send student to DOS • Parent/Carer contact • Thursday Behaviour Reflection issued by DOS
Forging of parent/carer or teacher signature	• Send student to DOS • Parent/Carer contact • Thursday Behaviour Reflection issued by DOS
Not turning up to a detention issued by a teacher	• Parent/Carer contact to be made by phone by the issuing teacher • Inform DOS and LOL • Thursday Behaviour Reflection may be issued by LOL
Misbehaviour whilst lining up for class	• Issue **ONE** Bag Duty or Lunch Detention as appropriate

Unsafe driving on or around school grounds	• DOS to be informed • Parent/Carer contact • Possible loss of senior privileges
Minor physical contact between students (shouldering, pushing, flicking, poking) – NOT PART OF AN ONGOING BULLYING ISSUE	• Dealt with by teacher • Issue **ONE** Bag duty or Lunch Detention as appropriate • **Record in Compass – MINOR BEHAVIOUR**
Accidental minor damage to another person's property	• Parent/Carer contact by DOS • Repair and recompense as appropriate
Food delivered to school without school consent	• Parent/Carer contact by DOS • Issue **ONE** Bag Duty
Inappropriate remarks made about another student or parent/carer – NOT PART OF AN ONGOING BULLYING ISSUE	• Warning given by teacher • DOS to be informed • Parent/Carer contact by DOS

STAGE THREE

The classroom teacher or the teacher "on the spot" handles the situation with the involvement of the Tutor Group teacher, the relevant DOS/LOL, the Director of Wellbeing, or the Assistant Principal as appropriate.

CONDUCT	CONSEQUENCE
Defiance (in-class)	• Teacher to use **CRC – R Model: Correct, Remind, Consequence – Remove** stating possible consequences • Student is removed from class and sent to the SBC in XC with an accompanying responsible student • The accompanying student **MUST have a completed Yellow Slip Notification** from the classroom teacher • Parent/Carer contact to be made by the SBC, informing them of student removal from class • SBC to notify LOL/DOS/classroom teacher of initial contact made home (chronicle entry notification) • LOL to be informed by the classroom teacher of specific details • **Parent/Carer contact to be made by the classroom teacher by 3.30pm on the day of issue** informing them of specific details for removal from class • Classroom teacher to complete a chronicle entry regarding the incident • **Student withdrawn from class for a maximum of 24 hours** • Student will complete their required classwork OR literacy/numeracy booklets whilst in the XC • Interview (as appropriate) between LOL, classroom teacher, and parent/carer • Apology made by student to the classroom teacher before returning to class – facilitated by LOL
Defiance (out-of-class)	• Teacher to use **CRC – R Model: Correct, Remind, Consequence – Remove** stating possible consequences • Student is removed and sent to the SBC in XC with an accompanying responsible student • The accompanying student **MUST have a completed Yellow Slip Notification** from the witnessing teacher • Parent/Carer contact to be made by the SBC, informing them of student removal • SBC to notify DOS/DOW/witnessing teacher of initial contact made home (chronicle entry notification) • DOS to be informed by the witnessing teacher of specific details • **Parent/Carer contact to be made by the witnessing teacher by 3.30pm on the day of issue** informing them of specific details for removal • Witnessing teacher to complete a chronicle entry regarding the incident • **Student withdrawn from class for a maximum of 24 hours** • Student will complete their required classwork OR literacy/numeracy booklets whilst in the XC • Interview (as appropriate) between DOS, witnessing teacher, and parent/carer

	• Apology made by student to the witnessing teacher before returning to class – facilitated by DOS
<u>Major</u> disruption of the learning environment: **- kicking furniture in the classroom** **- directed verbal abuse to student/teacher** **- aggressive behaviour to student/teacher**	• Student is removed and sent to the SBC in XC with an accompanying responsible student • The accompanying student **<u>MUST have a completed Yellow Slip Notification</u>** from the classroom teacher • Parent/Carer contact to be made by the SBC, informing them of student removal from class • SBC to notify DOW/LOL/DOS of initial contact made home (chronicle entry notification) • DOW to be informed by the classroom teacher of specific details • **Parent/Carer contact to be made by the <u>DOW</u> by 3.30pm on the day of issue** informing them of specific details for removal • Classroom teacher to complete a chronicle entry regarding the incident • **<u>Student will remain in the XC for a maximum of 24 hours</u>** • Student will complete their required classwork OR literacy/numeracy booklets whilst in the XC • Assistant Principal to be notified • **Principal to be informed** • **Suspension – up to 3 days** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **<u>or</u>** DOW, LOL/DOS, classroom teacher, and parent/carer

<u>Minor</u> disruption of the learning environment	• Teacher to use **CRC – R Model: Correct, Remind, Consequence – Remove** stating possible consequences
	• Student is removed and sent to the SBC in XC with an accompanying responsible student
	• The accompanying student **<u>MUST have a completed Yellow Slip Notification</u>** from the classroom teacher
	• Parent/Carer contact to be made by the SBC, informing them of student removal from class
	• SBC to notify LOL/DOS/classroom teacher of initial contact made home (chronicle entry notification)
	• LOL to be informed by the classroom teacher of specific details
	• **Parent/Carer contact to be made by the <u>classroom teacher</u> by 3.30pm on the day of issue** informing them of the specific details
	• Classroom teacher to complete a chronicle entry regarding the incident
	• **<u>Student will remain in the XC for a maximum of 24 hours</u>**
	• Student will complete their required classwork OR literacy/numeracy booklets whilst in the XC
	• If problem is persistent – meeting between DOS **<u>and</u>** LOL and relevant teacher to determine such things as:
	  ◦ Parent/Carer contact
	  ◦ Conduct/Behaviour Card
	  ◦ Counselling
	  ◦ Parent/Carer-Student Contract
	  ◦ Assistant Principal to be notified if all else fails
	  ◦ **Suspension – up to 3 days (to be approved by Principal)**
	  ◦ **Ignatian Restorative Conference (if required)**

Repeated classroom misbehaviour	• Teacher to use **CRC – R Model: Correct, Remind, Consequence – Remove** stating possible consequences
	• Student is removed and sent to the SBC in XC with an accompanying responsible student
	• The accompanying student **MUST have a completed Yellow Slip Notification** from the classroom teacher
	• Parent/Carer contact to be made by the SBC, informing them of student removal from class
	• SBC to notify LOL/DOS/classroom teacher of initial contact made home (chronicle entry notification)
	• LOL to be informed by the classroom teacher of specific details
	• **Parent/Carer contact to be made by the classroom teacher by 3.30pm on the day of issue** informing them of the specific details
	• Classroom teacher to complete a chronicle entry regarding the incident
	• **Student will remain in the XC for a maximum of 24 hours**
	• Student will complete their required classwork OR literacy/numeracy booklets whilst in the XC
	• If problem is persistent – meeting between DOS **and** LOL and relevant teacher to determine such things as:
	  ◦ Parent/Carer contact
	  ◦ Conduct/Behaviour Card
	  ◦ Counselling
	  ◦ Parent/Carer-Student Contract
	  ◦ Assistant Principal to be notified if all else fails
	  ◦ **Suspension – up to 3 days (to be approved by Principal)**
	  ◦ **Ignatian Restorative Conference (if required)**

a) reported by a visiting teacher for the 1st time	• Interview between the Director of Wellbeing and student • Lunchtime Detention issued by the Director of Wellbeing • Record on Compass
b) reported by a visiting teacher for the 2nd time	• Interview between the Director of Wellbeing and student • Parent/Carer contact made by the Director of Wellbeing • Thursday Behaviour Reflection issued by the Director of Wellbeing • Record on Compass
c) reported by a visiting teacher for the 3rd time	• Student sent to the Director of Wellbeing • Interview between the Director of Wellbeing and student • Parent/Carer contact made by the Director of Wellbeing • Interview between the Director of Wellbeing, visiting teacher (if possible), and parent/carer • Record on Compass
d) reported by a visiting teacher for the 4th time	• Interview between the Director of Wellbeing and student • **Suspension – up to 3 days (to be approved by Principal)** • Interview between the Director of Wellbeing and parent/carer • Record on Compass
Bullying/Harassment (any verbal or physical conduct which is unsolicited, unwelcomed, threatening or repeated and regarded as offensive). This includes Cyber Bullying – see Bullying Policy	**At FIRST incident:** • Responsibility of all teachers to notify the DOW **and** relevant DOS • Student-instigator (bully) is removed and sent to the SBC in XC with an accompanying responsible student

Possible Consequences – Withdrawals from Class, Suspension (internal/external), Thursday Behaviour Reflection **The matter may be referred to the local Police per the Student Management Procedures** **ALL cyber bullying will be reported directly to the local Police**	• The accompanying student **MUST have a completed Yellow Slip Notification** from the witnessing/classroom teacher • Parent/Carer contact to be made by the SBC, informing them of student removal from class • SBC to notify DOW/DOS of initial contact made home (chronicle entry notification) • DOS to be informed by the witnessing/classroom teacher of specific details • **Parent/Carer contact to be made by the DOS by 3.30pm on the day of issue** informing them of specific details for removal • Witnessing/Classroom teacher to complete a chronicle entry regarding the incident • Blue form to be completed by DOS and student-impacted • Yellow form to be completed by the student-instigator (bully) • Student-instigator (bully) to be interviewed by DOS • **Principal to be informed** • **BULLY MAY BE SUSPENDED FOR UP TO 3 DAYS (INTERNAL/EXTERNAL) or Thursday Behaviour Reflection, and Notification to local Police** • **Parent/Carer Interview & Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student-instigator (bully) • **Agreement and apology as appropriate** • Record to be made and kept on student file • **Counselling to be offered to all students involved** • DOS to meet with student-instigator (bully) over the following two-week period to monitor behaviour (progress report to be completed) • DOS to update Bullying Register • **Refer to CSPD Bully Prevention & Response Plan**
Sexual comment/gesture to or abuse of peer, member of staff, or visitor to the College	• Student is removed and sent to the SBC in XC with an accompanying responsible student • The accompanying student **MUST have a completed Yellow Slip Notification** from the witnessing/classroom teacher • Parent/Carer contact to be made by the SBC, informing them of student removal from class • SBC to notify AP/DOW/DOS of initial contact made home (chronicle entry notification) • Assistant Principal to be informed by the witnessing/classroom teacher of specific details • Witnessing/Classroom teacher to complete a chronicle entry regarding the incident • Parent/Carer contact to be made by the **Assistant Principal by 3.30pm on the day of issue** informing them of specific details for removal • **Principal to be informed** • **Suspension – up to 3 days** • Written apology **or** public apology (if abuse was public) • Counselling offered to student • Initiation of reconciliation process

	• **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student
Swearing at a member of staff	• Student is removed and sent to the SBC in XC with an accompanying responsible student • The accompanying student **MUST have a completed Yellow Slip Notification** from impacted the member of staff • Parent/Carer contact to be made by the SBC, informing them of student removal from class • SBC to notify the DOS/LOL/DOW of initial contact made home (chronicle entry notification) • DOS **or** LOL will take student directly to the impacted member of staff *(with their class if necessary)* • Public apology made by student to the impacted member of staff • DOS/LOL to be informed by the impacted member of staff of specific details • Parent/Carer contact to be made by the **DOS/LOL by 3.30pm on the day of issue** informing them of specific details for removal • Impacted member of staff to complete a chronicle entry regarding the incident • Assistant Principal to be notified • **Principal to be informed** • **External Suspension – up to 3 days** • **Student will remain in XC until an external suspension is processed** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW, DOS/LOL, witnessing/classroom teacher, parent/carer, and student
Racism/Hate Speech/ Discrimination	• Student is removed and sent to the SBC in XC with an accompanying responsible student • The accompanying student **MUST have a completed Yellow Slip Notification** from the witnessing/classroom teacher • Parent/Carer contact to be made by the SBC, informing them of student removal from class • SBC to notify DOW/DOS of initial contact made home (chronicle entry notification) • DOS to be informed by the witnessing/classroom teacher of specific details • **Parent/Carer contact to be made by the DOS by 3.30pm on the day of issue** informing them of specific details for removal • Witnessing/Classroom teacher to complete a chronicle entry regarding the incident • **Principal to be informed** • **An external suspension of up to 3 days will be issued for ANY student who uses racist language, racist jokes, hate speech, and/or discrimination** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student • **Counselling** to be offered to all students involved

Defamatory remarks made about another's parent(s)/carer(s) and/or teacher(s)	• Student is removed and sent to the SBC in XC with an accompanying responsible student • The accompanying student **MUST have a completed Yellow Slip Notification** from the witnessing/classroom teacher • Parent/Carer contact to be made by the SBC, informing them of student removal from class • SBC to notify the DOS/LOL **and** the witnessing/classroom teacher of initial contact made home (chronicle entry notification) • DOS/LOL to be informed by the witnessing/classroom teacher of specific details • Parent/Carer contact to be made by the **witnessing/classroom teacher by 3.30pm on the day of issue** informing them of specific details for removal • Witnessing/Classroom teacher to complete a chronicle entry regarding the incident • **Principal to be informed** • **External Suspension – up to 3 days** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW, DOS/LOL, witnessing/classroom teacher, parent/carer, and student • Apology made by student to affected person(s) and agreement as appropriate
Truancy: **a) Leaving class without permission or diary note**	• Student is removed and sent to the SBC in XC with an accompanying responsible student – **ONLY if absence exceeds 15 minutes** • The accompanying student **MUST have a completed Yellow Slip Notification** from the classroom teacher • Parent/Carer contact to be made by the SBC, informing them of student removal from class • SBC to notify LOL/DOS/classroom teacher of initial contact made home (chronicle entry notification) • LOL to be informed by the classroom teacher of specific details • **Parent/Carer contact to be made by the classroom teacher by 3.30pm on the day of issue** informing them of specific details for removal from class • Classroom teacher to complete a chronicle entry regarding the incident • Thursday Behaviour Reflection issued by LOL
b) Not attending individual classes	• LOL/DOS to be notified • **Parent/Carer contact by LOL** • HSC Students subject to NESA requirements – Director of Learning & Pedagogy to be informed • Thursday Behaviour Reflection issued by LOL
c) Leaving premises without permission	• DOS to be notified • **Parent/Carer contact by DOS** • Thursday Behaviour Reflection issued by DOS
d) Unexplained absence(s)	• DOS to be notified • **Parent/Carer contact by DOS** • Counselling and referrals as appropriate • Thursday Behaviour Reflection issued by DOS

Vandalism, Destruction of property/equipment through reckless behaviour or deliberate actions (i.e. graffiti, tampering or misusing specialised equipment)	• Student is removed and sent to the SBC in XC with an accompanying responsible student • The accompanying student **MUST have a completed Yellow Slip Notification** from the witnessing/classroom teacher • Parent/Carer contact to be made by the SBC, informing them of student removal from class • SBC to notify DOW/DOS of initial contact made home (chronicle entry notification) • DOW/DOS to be informed by the witnessing/classroom teacher of specific details • Assistant Principal and Business Manager to be notified • Witnessing/Classroom teacher to complete a chronicle entry regarding the incident • Parent/Carer contact to be made by the **Assistant Principal by 3.30pm on the day of issue** informing them of specific details for removal • **Principal to be informed** • **Suspension – up to 5 days** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student Repair or recompense for vandalism as appropriate
Minor Theft	• Student is removed and sent to the SBC in XC with an accompanying responsible student • The accompanying student **MUST have a completed Yellow Slip Notification** from the witnessing/classroom teacher • Parent/Carer contact to be made by the SBC, informing them of student removal from class • SBC to notify DOW/DOS of initial contact made home (chronicle entry notification) • DOW/DOS to be informed by the witnessing/classroom teacher of specific details • Assistant Principal and Business Manager to be notified • Witnessing/Classroom teacher to complete a chronicle entry regarding the incident • Parent/Carer contact to be made by the **Assistant Principal by 3.30pm on the day of issue** informing them of specific details for removal • **Principal to be informed as appropriate** • **Police notified by Principal/Assistant Principal** • **Suspension – up to 3 days** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student Repair or recompense for theft as appropriate
Refusal to produce ID or giving a false name/ID when requested by staff	• Treat as **Defiance**
Smoking/Vaping	• Student is removed and sent directly to the DOW/DOS • DOS to be informed by the witnessing teacher of specific details • Investigated and dealt with by DOS

	• **Parent/Carer contact to be made by DOS** • Assistant Principal to be notified • **Principal to be informed** • **Suspension – up to 3 days** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student • QUITLINE and appropriate resources offered to student • Completion of online smoking/vaping course by student • Counselling offered to student
Possession of explicit material of a sexual nature	• Student is removed and sent directly to the Assistant Principal • Investigated and dealt with by the Assistant Principal • **Principal to be informed** • **Parent/Carer contact to be made by the Principal/Assistant Principal** • **Police notified by the Principal/Assistant Principal** • **Student withdrawal from College until Police advise course of action** • **Suspension – up to 5 days** or beyond with the approval of the Head of Performance (in excess of 5 days) • **DCJ report by the Principal/Assistant Principal** • **Parent/Carer Interview** to be conducted by the Principal **and/or** Assistant Principal**,** parent/carer, and student • Counselling offered to student
Gestures of a sexual nature towards another student e.g. exposing oneself, written notes, diagrams, threats, etc.	• Student is removed and sent directly to the Assistant Principal • Investigated and dealt with by the Assistant Principal • **Principal to be informed** • **Parent/Carer contact to be made by the Principal/Assistant Principal** • **Police notified by the Principal/Assistant Principal** • **Student withdrawal from College until Police advise course of action** • **Suspension – up to 5 days** • **DCJ report by the Principal/Assistant Principal** • **Parent/Carer Interview** to be conducted by the Principal **and/or** Assistant Principal**,** parent/carer, and student Counselling offered to student
Throwing rocks, food, any dangerous items e.g. pens, rulers, etc. ***(inside or outside the classroom)***	• Student is removed and sent directly to the DOW/DOS • DOS to be informed by the witnessing teacher of specific details • Investigated and dealt with by DOS • Assistant Principal to be notified • **Parent/Carer contact to be made by the Assistant Principal** • **Principal to be informed** • **Suspension – up to 5 days** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student
Playing with sticks, throwing sticks, using sticks as a weapon or sporting implement	• Student is removed and sent directly to the DOW/DOS • Assistant Principal to be notified • Investigated and dealt with by the Assistant Principal

	• **Parent/Carer contact to be made by the Assistant Principal** • **Principal to be informed** • **Suspension – up to 5 days** **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student
Taking/posting unauthorised photo/video of another person (students, member of staff, visitors) – Social media (Instagram, Tik Tok, Snap Chat, WhatsApp, Facebook)	• Student is removed and sent directly to the DOW/DOS • DOS to be informed by the witnessing teacher of specific details • Investigated and dealt with by DOS • **Parent/Carer contact to be made by DOS** • Assistant Principal to be notified • **Principal to be informed** • **Suspension – up to 3 days** • **Police notified by the Assistant Principal as appropriate** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student
Injuring (or attempting to injure) an animal	• Student is removed and sent directly to the DOW/DOS • DOS to be informed by the witnessing teacher of specific details • Investigated and dealt with by DOS • **Parent/Carer contact to be made by DOS** • Assistant Principal to be notified • **Principal to be informed** • **Suspension – up to 3 days** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student
Dangerous behaviour e.g. climbing onto buildings, using a lighter, matches, tackling etc.	• Student is removed and sent directly to the DOW/DOS • Investigated and dealt with by DOS • **Parent/Carer contact to be made by DOS** • Assistant Principal to be notified • **Principal to be informed** • **Suspension – up to 3 days** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student
Driving dangerously, exceeding the speed limit within the College grounds	• Student is removed and sent directly to the DOW/DOS • Investigated and dealt with by DOS • **Parent/Carer contact to be made by DOS** • Assistant Principal to be notified • Thursday Behaviour Reflection issued by DOS **or Internal Suspension – 1 day** • **Ignatian Restorative Conference (if required)**
Theft of College keys and property	• Student is removed and sent directly to the DOW/DOS • Assistant Principal to be notified • Investigated and dealt with by the Assistant Principal • **Parent/Carer contact to be made by the Assistant Principal** • **Principal to be informed** • **Suspension – up to 5 days** • **Police notified by the Assistant Principal as appropriate**

	• **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student
Student(s) going into, hiding in or looking into toilets of the opposite sex	• Student is removed and sent directly to the DOW/DOS • Investigated and dealt with by the DOW • **Principal to be informed** • **Parent/Carer contact to be made by DOW** • **Possible Police notification by the Principal/Assistant Principal** • **Student withdrawal from College until Police advise course of action** • **Suspension – up to 3 days** • **Possible DCJ report by the Principal/Assistant Principal** • **Parent/Carer Interview** to be conducted by the Principal **and/or** Assistant Principal**,** parent/carer, and student
Loitering in surrounding bush land defined by the School Plan as "out of bounds"	• Student is removed and sent directly to the DOW/DOS • Assistant Principal to be notified • Investigated and dealt with by the Assistant Principal • **Parent/Carer contact to be made by the Assistant Principal** • **Principal to be informed** • **Suspension – up to 3 days** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student
Students who wilfully damage the bush land or surrounding property e.g. lighting fires, damaging trees, fences, gates etc.	• Student is removed and sent directly to the Assistant Principal • Investigated and dealt with by the Assistant Principal • **Parent/Carer contact to be made by the Assistant Principal** • **Principal to be informed** • **Suspension – up to 3 days** • **Police notified by the Principal/Assistant Principal** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student
Failure to attend Thursday Behaviour Reflection	• Student is removed and sent directly to the DOW/DOS • Investigated and dealt with by DOW • **Parent/Carer contact to be made by DOW** • **Principal to be informed** • **Internal Suspension – 1 day** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW with the DOS**,** parent/carer, and student
Misbehaviour, Defiance and/or being uncooperative during a Thursday Behaviour Reflection	• Student is removed and sent directly to the DOW/DOS • Investigated and dealt with by DOW • **Parent/Carer contact to be made by DOW** • Assistant Principal notified • **Principal to be informed** • Student to apologise to Supervisor for disrespect • **Internal Suspension – 1 day** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW, DOS, parent/carer, and student

Misbehaviour, Defiance and/or being uncooperative during an Internal Suspension	• Student is removed and sent directly to the DOW/DOS • Investigated and dealt with by DOW • **Parent/Carer contact to be made by <u>DOW</u>** • Assistant Principal to be notified • Interview between the DOW and the parent/carer upon arrival to school to pick up their child • Student to apologise to Supervisor for disrespect • **Principal to be informed** • **Suspension – up to 3 days** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **<u>or</u>** DOW, DOS, parent/carer, and student
Failure to attend a Saturday Detention	• Student is removed and sent directly to the Assistant Principal • Investigated and dealt with by the Assistant Principal • **Principal to be informed** • **Parent/Carer contact to be made by the <u>Principal/Assistant Principal</u>** • **Suspension – up to 3 days** • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **<u>or</u>** DOW with the DOS**,** parent/carer, and student

STAGE FOUR

The Assistant Principal and the Principal will be involved where a serious incident posing danger or threat occurs.

CONDUCT	CONSEQUENCE
Distribution, acquisition, possession or use of controlled or illegal substances (including alcohol, drugs, vapes, e-cigarettes etc.)	• Confiscation of illegal substance(s) – secured with Assistant Principal or Principal • Student is removed and sent directly to the Assistant Principal • **Principal to be informed by the Assistant Principal** • Investigated by the Assistant Principal • **Head of Performance to be informed by the Principal** • **Parent/Carer contact to be made by the Principal/Assistant Principal** • **Police notified by the Principal/Assistant Principal as appropriate** • **External Suspension – 5 days** and/or Conditional Enrolment followed by **Parent/Carer Interview** to be conducted by the Principal **and/or** Assistant Principal**,** and parent/carer • **Possession and/or use of Vapes – immediate 3-day external suspension** • **Selling and distribution of Vapes – immediate 5-day external suspension** • **The offence may lead to negotiated transfer or the exclusion process as per CSDP Policy** • Counselling offered to student • Student to complete Quit Plan: https://teen.smokefree.gov/quit-plan • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW, DOS, parent/carer, and student
Violent behaviour (including fighting, assaults and other reckless aggressive behaviour), and serious sexual harassment or misconduct	• Immediate isolation of student(s) involved • Assistant Principal to be notified • **Principal to be informed by Assistant Principal** • Investigated by the Assistant Principal • **Parent/Carer contact to be made by the Principal/Assistant Principal** • **Police notified by the Principal/Assistant Principal** • **Completion of MRG assessment, Assault Register by the Principal/Assistant Principal** • **External Suspension – 5 days** and/or Conditional Enrolment followed by **Parent/Carer Interview** to be conducted by the Principal **and/or** Assistant Principal**,** and parent/carer • **The offence may lead to negotiated withdrawal, negotiated transfer or the exclusion process for repeated offences as per CSDP Policy** • Counselling offered to student • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW, DOS, parent/carer, and student
Other illegal activities (including carrying knives, weapons, dangerous goods e.g. flares)	• Confiscation of illegal item(s) – secured with Assistant Principal or Principal • Student is removed and sent directly to the Assistant Principal • **Principal to be informed by the Assistant Principal**

	• Investigated by the Assistant Principal • **Head of Performance to be informed by the Principal** • **Parent/Carer contact to be made by the Principal/Assistant Principal** • **Police notified by the Principal/Assistant Principal as required by law** • **Completion of MRG assessment, Assault Register by the Principal/Assistant Principal (if required)** • **External Suspension – 5 days** followed by **Parent/Carer Interview** to be conducted by the Principal **and/or** Assistant Principal**,** and parent/carer and **Conditional Enrolment signed as per CSPD Policy** • **The offence may lead to the expulsion process as per CSDP Policy** • Counselling offered to student • Referrals as appropriate • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW, DOS, parent/carer, and student
Major theft	• Assistant Principal to be notified • **Principal to be informed by Assistant Principal** • Investigated by the Assistant Principal • **Parent/Carer contact to be made by the Principal/Assistant Principal** • **Police notified by the Principal/Assistant Principal as required by law** • **External Suspension – 5 days** and/or Conditional Enrolment followed by **Parent/Carer Interview** to be conducted by the Principal **and/or** Assistant Principal**,** and parent/carer • Replacement **or** recompense of items • **Ignatian Restorative Conference** to be conducted by the Assistant Principal **or** DOW, DOS, parent/carer, and student