ST MARY STAR OF THE SEA

COLLEGE GUIDELINES & PROCEDURES

Behaviour Management Guidelines

Sources of Authority	
CECWA Policy	Community
Executive Directive	Student Safety, Wellbeing and Behaviour

AIM

This procedure outlines the process for managing student behaviour at St Mary Star of the Sea College. It reinforces the expectations defined in the St Mary Star of the Sea College Code of Conduct and school values, Respect, Responsible and Resilient.

SCOPE

The procedure applies to all students enrolled at St Mary Star of the Sea College.

PROCEDURE

Please note: The use of any form of child abuse, corporal punishment or other degrading punishment to manage student behaviour is **explicitly forbidden**.

These terms are defined in accordance with the Guide to Registration Standards and Other Requirements for Non-Government Schools:

Child abuse: Four forms of child abuse are covered by Western Australian law:

1. Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or a child's caregiver.
2. Sexual abuse, in relation to a child, includes sexual behaviour in circumstances where:
    a) the child is the subject of bribery, coercion, a threat, exploitation or violence.
    b) the child has less power than another person involved in the behaviour; or
    c) there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.
3. Emotional abuse includes:
    a) psychological abuse
    b) being exposed to an act of family and domestic violence.
4. Neglect includes failure by a child's parents to provide, arrange or allow the provision of:
    a) adequate care for the child; or) effective medical, therapeutic or remedial treatment for the child.

Corporal punishment: Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can

also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm [UN Committee on the Rights of the Child, General Comment No. 8 (2006)].

Degrading punishment: Any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child [UN Committee on the Rights of the Child, Comment No. 8 (2006)].

At the commencement of the year and regularly throughout the year, classroom teachers are responsible for devising, implementing and explicitly teaching the students their in-class behaviour plan; these include high and specific expectations as well as rules, routines and procedures.

PRIMARY SCHOOL PROCEDURES

1. Level 1 - Students are given a warning and a reminder of the school rules.
2. Level 2 - If the student continues to misbehave within the space of two periods (in between break times), they progress to a level 2 consequence, at the discretion of the teacher. This may include, but is not limited to loss of a class point, name on board… The consequence is accompanied by a reminder of the school rules.
3. Level 3 - If a student continues the inappropriate behavior in the space of the same two periods they are given 'time out' at the nearest break time (recess or lunch). The duration of time is at the discretion of the teacher, based on age appropriateness. The behaviour and consequence are to be entered on SEQTA under 'Unproductive Behaviours' and the parents must be notified by ticking the 'Email student's guardians' box. Leadership will automatically receive the notification.
4. Level 4 – If the behaviour continues to escalate the student is withdrawn to the office and further consequences will be applied which include (but not limited to) the issuing of detention, in-school suspension or external suspension.
5. A student who repeatedly reaches Level 4 may be placed on a Behaviour Management Plan if deemed appropriate by the Head of Primary or the Principal and will be recorded in SEQTA.
6. Level 5 – If a student is responsible for a high-level behaviour incident, they are referred straight to the Head of Primary and/or Principal.
7. Teachers should use their teacher judgement depending on the severity and frequency of unproductive behaviour and discuss with the Head of Primary if they have concerns.
8. Classroom rules must be displayed and reflect the School Values of Respect, Responsibility and Resilience.
9. Every teacher is responsible for regularly reviewing their classroom behaviour plan.

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Primary Behaviour Flow Chart

Classroom

LEVEL 1 WARNING

A reminder to follow the college rules

LEVEL 2 TEACHER CONSEQUENCE

Teacher consequence is applied which could include (but not limited to) to loss of a class point, name on board... The consequence is accompanied by a reminder of the school rules.

LEVEL 3 WITHDRAWL CLASS

'Time out' at break time

LEVEL 4 WITHDRAWL OFFICE

Withdrawn to the office and further consequences

Playground

LEVEL 1 WARNING

A reminder to follow the college rules

LEVEL 2 TEACHER CONSEQUENCE

'Time-out' in the playground. Duration to be determined at the discretion of the teacher, based on age appropriateness and type of behaviour (usually 5 or 10 mins). The behaviour and consequence are to be entered on SEQTA under 'Unproductive Behaviours' and the student's class teacher must be notified. Class teacher to make contact with the parent via phone call or SEQTA if they believe it is required.

LEVEL 3 WITHDRAWAL OFFICE

Withdrawn to the office and further consequences

LEVEL 5 Major Transgression

Student removed from the class or playground immediately.
Leadership Team has the authority to deviate from normal procedures in these circumstances.
Leadership Team reserves the right to issue consequences at their discretion.

1. Level 1 - Students are given a verbal warning and a reminder of the school rules.
2. Level 2 - If the student continues to misbehave within the same period a teacher consequence is applied which could include (but not limited to) moving seating location within the class, given a choice option, staying in class during break time or rubbish collection. A teacher can choose at this stage to write a student's name on the board as a visual reminder, a student may be given the option to 'work off' the consequence by improving their behaviour.
3. Level 3 - If a student continues the inappropriate behavior in the same period they are given 'time out' in a withdrawal class (a class withdrawal timetable is developed each year). Where they complete work and reflect on their behaviour. The students must return to their original class 5 mins before the end of the period to address their behaviour with the class teacher.
4. Level 4 – If the behaviour continues to escalate the student is withdrawn to the office and further consequences will be applied which include (but not limited to) the issuing of detention, in-school suspension or external suspension.
5. A student who repeatedly reaches Level 4 may be placed on a Behaviour Management Plan if deemed appropriate by the Head of Secondary or the Principal and will be recorded in SEQTA.
6. Teachers should use their teacher judgement depending on the severity and frequency of unproductive behaviour and discuss with the Head of Secondary if the student is continually disruptive in their classes.
7. All behavioural incidents must be recorded in SEQTA and notification sent to both the child and the parents.
8. Classroom rules must be displayed and reflect the School Values of Respect, Responsibility and Resilience.
9. Every teacher is responsible for regularly reviewing their classroom behaviour plan.

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Secondary Behaviour Flow Chart

Classroom

LEVEL 1 WARNING

A reminder to follow the college rules

LEVEL 2 TEACHER CONSEQUENCE

Teacher consequence is applied which could include (but not limited to) moving seating location within the class, given a choice option, staying in class during break time or rubbish collection.

LEVEL 3 WITHDRAWL CLASS

'Time out' in a withdrawal class

LEVEL 4 WITHDRAWL OFFICE

Withdrawn to the office and further consequences

Playground

LEVEL 1 WARNING

A reminder to follow the college rules

LEVEL 2 TEACHER CONSEQUENCE

5 min walk and talk

LEVEL 3 WITHDRAWAL OFFICE

Remove student from area and inform Leadership Team.

LEVEL 5 Major Transgression

Student removed from the class or playground immediately.
Leadership Team has the authority to deviate from normal procedures in these circumstances.
Leadership Team reserves the right to issue consequences at their discretion.

Low-Level Behaviours Possible Consequences: Time Out Recess/Lunch detention Rubbish Duty	Littering. Noise making. Breaking playground rules. Calling out. Out of seat. Talking while others are talking. Running in the rooms or corridors. Swinging/spinning/adjusting chairs. Not having the necessary equipment for class (once provided). Late to class (repeatedly). No homework (repeatedly). Forgery. Inappropriate physical displays of affection. Drawing/scribbling on own or other students' bodies.
Medium Level Behaviours Possible Consequences: Time Out Recess/Lunch detention Withdrawal of privileges Suspension (internal)	Lying. Cheating. Inappropriate indirect language or gestures. Inappropriate use of personal electronic equipment during school hours, including social media. Negative response to teacher direction. Not following teacher directions. Inappropriate dress standards. Name calling. Inappropriate behaviour in the bathrooms. Arguing with a staff member.
High Level Behaviours Possible Consequences: Recess/Lunch detention Withdrawal of privileges Suspension (internal) Suspension (external) Expulsion	Inappropriate direct language or gestures directed to adults. Fighting/ Physical Aggression. Harassment/ Bullying. Repeated overt defiance. Property destruction or misuse. Theft. Internet misuse. Skipping class or leaving school grounds without permission. Dacking. Taking pictures or video without consent and/or posting on social media. Malicious gossip Teasing. Spitting. Smoking or vaping on school premises. Racial slurs. Viewing or Possession of pornography. Inappropriate touching, exposing and/or sexual contact. Arguing with a staff member including swearing *Drug use or possession. *Weapon use or possession. *Arson. *Bomb threat. *Assaults or threats. *Extreme property damage/ Vandalism. *Cyber bullying. *May require CEO/ Police intervention.

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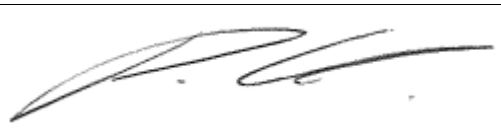
Authorised by	Deborah White	Signature	
Effective Date	5/2/2025	Review Date	2027