



ST STANISLAUS' COLLEGE

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# STUDENT RESPONSIBILITY & BEHAVIOUR POLICY

**Intended Audience:** College Employees

**BOSTES Reference:** Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.6 and 3.9

**Distribution:** College Staff Room, Staff Induction Folder

Responsibility for Policy:	Head of College
Previous Revision Date:	December 2012
Current Policy Revision Date:	August 2016
Policy Revision Due:	January 2018

## 1. Policy Introduction and Purpose

The Student Responsibility and Behaviour Policy is based on the concept of freedom and self-discipline. Each student is encouraged to exercise his freedom of choice in developing his own standards and his own self control, keeping in mind that he is responsible for each decision and its consequences. This policy is based on mutual respect and co-operation between teacher, student and the College community. The relationship is still one however, where the College determines the standards of behaviour and the responsibilities of the students.

The aim of the policy is to take a positive approach, identify the reason for a student's unacceptable behaviour and then seek to change it.

It is also the school's aim to encourage all students to strive for excellence and to learn to live happy, full and satisfying lives. For this, a merit level system goes side by side with the behaviour code. This encourages participation by students and affirms positive attitude and behaviour. .

With this policy students, teachers and parents are able to understand what types of behaviour are expected. A consistent approach to behaviour through a system of self-discipline, rewards and sanctions is of benefit to all.

Considerations of Merit Awards and Conduct Levels are made at the weekly meeting of the Student Behaviour Committee (SBC) or Boarding School Behaviour Committee (BSBC).

The Student Behaviour and Merit System focuses on creating and maintaining a positive school culture.

The following policy gives information on rights and responsibilities, Merit levels and levels of behaviour which apply at St. Stanislaus' College.

<b>STUDENTS RIGHTS AND RESPONSIBILITIES</b>		
<b>MY RIGHTS</b>	<b>MY RESPONSIBILITIES WHICH GIVE ME THESE RIGHTS</b>	<b>THE SAME THING IN SOCIETY</b>
I have the right to be myself and to be treated as an individual.	I have the responsibility to respect others as individuals; not to pick on them, tease them, try to hurt their feelings, or persecute them for being different if their sex, race, customs, language, religion or appearance are different from mine.	Equal opportunity for all, irrespective of race, sex, religion, physical or mental disabilities.
I have the right to be treated with respect and politeness.	I have the responsibility to respect the authority of teachers. If necessary, I should be able to disagree without being offensive.	Respect for friends and family. Respect for others and for due process of law.
I have the right to expect that schooling will be of benefit to me; that I will obtain benefit from all lessons and classes; that other students will not deprive me of this right by their behaviour.	I have the responsibility to co-operate with teachers and other students to make sure that lessons proceed and that I keep up-to-date with required work. I will not behave so as to interfere with other students' rights to learn. I also have the responsibility to be on time for school, to be on time for	Reliability and punctuality when employed. Participation in community activities.

	class, to attend school regularly and to take part in activities offered at the College.	
I have the right to be safe and not feel threatened by danger to my person. I have the right to expect protection through College policies and procedures.	I have the responsibility to help make other people feel safe in the College by not bullying, threatening, hitting or hurting anyone in any way. I have no right to take the law into my own hands nor to swear or use offensive language.	Assault, occasioning bodily harm, even “verbal assault” are criminal offences. The police and courts exist to keep law and order.
I have the right to expect my property to be safe at College	I have the responsibility not to steal, damage, destroy or interfere with the property of other students or the property of the College itself.	Theft and wilful damage are crimes. Hand in lost property. Report theft and vandalism.
I have the right to belong to a College with a healthy environment and in which I can keep good health.	I have the responsibility not to smoke, take alcoholic drinks or drugs, or encourage other students to do so. I have the responsibility not to do unhygienic things such as spitting. I should take part in PDHPE and sport.	Smoking is a health hazard. Drunkenness is irresponsible towards others and degrading for the person concerned. Use of prohibited drugs is a criminal offence. Smoking is prohibited in most public places.
I have the right to enjoy a clean and attractive College environment and take pleasure in the surroundings.	It is my responsibility to care for the College environment, not to litter the College premises, deface or damage furniture or rooms, or in any way make the environment offensive to others. I should be prepared to keep the College environment neat and clean and to be prepared to remove litter and rubbish.	Litter laws. Vandalism and damage to public property are crimes. Environmental care is encouraged - eg “Tidy Towns Competition”, “Do the right thing”, etc.
I have the right to be informed of what is happening in the College.	I have the responsibility to listen attentively at assemblies, to take newsletters and notes home as required, to check material on the Stannies Website and to make it my business to find out what I need to know.	Being an informed citizen means responsibility for accessing available media, following the news and current affairs.
I have the right to expect justice and fair treatment.	I have the responsibility of recognising that I am open to consequences if I do the wrong things, as well as expecting praise and recognition for my achievements.	The penal code sets out penalties for crimes. Society acknowledges outstanding services, eg OA, Australia Day Award, local Awards.

I have the right to be seen as a useful and worthwhile member of the local community.	I have the responsibility demonstrating to the local community by my out-of-school conduct that the College is a worthwhile place and is developing good citizens for the future. This applies to travel to and from College, work experience and excursions.	Public image of firms. Public relations. The image of Australians abroad.
<b>Conclusion:</b> I have all these rights while I am a student at St. Stanislaus' College.	I have the responsibility to protect these rights and those of others by living up to my responsibilities at all times.	Responsible and informed citizens know their rights and respect the rights of others.

In the event you believe your rights are being denied to you or are being unfairly reduced by the actions of others, you are encouraged to report this to relevant School Staff. As a guide as to the right person to report matters to, note the following:

Classroom matters - your Classroom Teacher                      General matters - your Tutor  
 Personal matters - the College Counsellor                      Behaviour matters - a Year Coordinator  
 Academic matters - the relevant Faculty Head  
 Appeals on Academic matters - the Director of Curriculum  
 Appeals on Behaviour matters - the Deputy Head of College

On matters where, after you have accessed the above, you believe the concern has still not been resolved or addressed properly – the Head of College.

## 2. Merit System

A **Positive** is awarded in a student's Record Book for Positive Behaviour in the Day and Boarding school.

- Positives are worth 1 point.
- An accumulation of 10 Positives is awarded with a Positive Tutor Award. Tutors monitor Record Books weekly and encourage and give Positive Tutor Awards as their tutees accumulate Positives.

### Stickers

Awards are given as stickers in Record Books to signify gaining an award and are also recorded on Edumate. Each sticker/award is worth 10 positives.

Positive Tutor Awards (accumulation of 10 Positives)

Positive Extra-Curricular Awards (worth 10 positives – for outstanding extra-curricular involvement)

Positive Academic Awards (worth 10 positives – for outstanding academic achievement)

Vincentian Charism Awards (worth 10 positives – for outstanding Vincentian Charism in action)

### Year Coordinators organise the Reward System

Students receive a Rewards Card from Year Coordinators when they have 10 positives. These can be redeemed for a variety of rewards such as moving to front of the canteen line, free food at the canteen at the end of lunchtime, movie tickets, other vouchers etc.

At the end of each term, Year Coordinators organise special events or rewards for students who have the most Positives each term.

### **3. The Behaviour System**

There are six levels: Level 0, 1, 2, 3, 4, 5. All students commence on Level 0 when they arrive. Most students will stay on Level 0 throughout their time at the College, because they will fully adhere to College expectations.

Students who have finished the previous year on Level 3 or above, return to the College in the new school year on the same Level. All other returning students will be placed on Level 0 at the beginning of the school year.

Teachers will give demerits to students whose behaviour is of concern. If it is a repeated offence, or a very serious offence, a Behaviour Report will be written and given to the Student Behaviour Committee (SBC)/Boarding Students Behaviour Committee (BSBC).

Tutors presenting students for Level review will need to have relevant data available to the Committee on the day of its meeting. The Committee presumes the necessary information has been gathered and the facts are as stated on the paper work submitted.

The SBC/BSBC will decide which students should be placed on higher or lower Levels.

Students (and their Tutors) are responsible for presenting their Record Book to the Committee for notation of official change of Conduct Level. Failure to hand in Record Book on the day of the meeting of the Behaviour Committees may result in a Detention.

Changes in Levels will be recorded on a master roll by the SBC/BSBC.

### **4. THE MANAGEMENT OF THE BEHAVIOUR SYSTEM**

All teachers are responsible for their own discipline in the classroom.

The "Discipline System" is supported by the College Demerit System:

#### **THE DEMERIT & RECORD BOOK SYSTEM**

- a) Student Record Book
- b) Administration

Students are required to have their Record Book with them in every class and study period and during study periods in the Boarding House. Student are also required to have their Record Books with them when they leave the classroom (eg: to attend Sick Bay, Office).

There are directions printed on the inside cover which include information that the book remains the property of the College. Liquid paper, rubbers or other erasers are not to be used on the numbered pages. Students may only write in the weekly date and make notes in the homework section of their Book.

If there is an instance requiring a Demerit in the classroom or study the teacher/supervisor requests the Record Book of the student or students concerned. The student must obey a request from any member of the College Staff to produce his Record Book. If a student does not agree with the action taken this should be taken up at a later time with their Tutor or a member of the appropriate Disciplinary Committee (SBC or BSBC).

The teacher/staff member (including Boarding House staff) writes in on the appropriate day of the week the following details:

- The staff member's name in the appropriate column (i.e. Day School or Boarding House).
- The date of the actual offence.
- The details (e.g. talking in class). The teacher then initials a BRIEF ENTRY regarding the details.

Demerits are only to be seen as one method of correcting MINOR INFRINGEMENTS. Teachers/staff members are encouraged to use the Record Book constructively by writing brief comments of either a corrective or encouraging nature to the student. Comments of an informative nature could also be addressed to parents. However, when this option is used, DO NOT write in your teacher's number in the column used for this purpose. Just note in the date and initial the entry.

Administration: Any system is only as good as its administration. The steps outlined below need to be clearly understood and followed carefully.

The Tutor Group Meeting: On the first Tutor Group Meeting of the week, that is the beginning of the week's classes, the students will proceed to their tutor's room. It is important that tutors REMAIN, and ensure that the students remain in their room, until the siren goes at the conclusion of the session.

The following will be inspected:

- The number of demerits recorded in the previous week; (Detention will be written in where necessary).
- Signature of parents (Day Students) and Boarding Staff (Boarders);
- The general repair of the book itself (books are to be covered in clear plastic - no stickers);
- The students on Levels 2 to 5 with a Detention are informed by their tutors.
- Students unable to produce their Record Book should be sent immediately to the Year Coordinators' Office in order to be issued with a temporary.

Students absent from Administration

Students having missed the first Tutor Meeting of a week have the responsibility of seeing that their Record Book is signed off for the previous week. They must approach their Tutor as soon as possible who inspect the Record Book. Tutors will inform the Year Coordinator if a Detention is owing or SBC action is required on any incident recorded in the student's book.

REMEMBER: Demerits are seen as a method of correcting minor infringements.

## **5. LUNCH TIME DETENTION PROCEDURES**

LUNCHTIME DETENTION - is held for any student on Levels 0 or 1 who has received 3 Demerits (for more than 3 see below)

TUTORS - are to email the name of any student in their Tutor Group who has to serve a Lunchtime Detention to the Year Coordinators.

STUDENTS ON LUNCH DETENTION – this takes place on Wednesday (other days by arrangement) at lunchtime. Students need to finish their lunch and be present by 1.15pm.

NON ATTENDANCE - students who fail to attend a Lunch Detention (without a valid reason) may be given a Penalty Detention by the SBC.

Boarders on Lunchtime Detention will have to approach the kitchen at breakfast on the day of Detention to order a packed lunch.

Once the detention has been served, the Supervisor in the Student Record Book writes the date in red pen, with signature alongside the Detention entry. The Tutor can check that the detention has, in fact, been served.

## **6. LUNCHTIME DETENTION RULES:**

Arrival will be NO LATER than five minutes after start of lunch detention.

Students will be allowed to depart at five minutes before the completion of lunch.

Students are to sit as directed by the supervisor until tasks are allocated.

Lunch should be eaten prior to detention.

Except in an emergency, students may NOT leave detention for any reason before they are dismissed.

## **7. AFTER SCHOOL DETENTIONS**

This Detentions session is for students on Levels 2, 3, 4 & 5.

## **8. PENALTY - Detention**

This is a consequence set by the Student Behaviour Committees for various forms of misconduct example - missing class or serious out-of-bounds.

## **9. CONDUCT LEVEL CHANGES**

These are administered and recorded by the Student Behaviour Committees and appropriately recorded into the Student Record Book (it is student's responsibility to ensure that his Record Book is submitted to the Committees when required for this purpose).

- a) DOWNGRADES - A student receives a downgraded Conduct Level for the following: consecutive detentions (or 6+ Demerits in one week); 3 Detentions in one Term and for various forms of misconduct.
- b) UPGRADES - Each time a student achieves 2 consecutive weeks without a Demerit OR 4 consecutive weeks without a Detention; he is entitled to be upgraded one level for example Level 2 to Level 1.

The Committee may vary the requirements on 9a on merit.

## **10. STUDENT BEHAVIOUR POLICY - DAY SCHOOL**

### **10.01 LEVEL 0**

Minor infringements (probably deserving a demerit)

- Late for class.
- Being impolite and inconsiderate to others.
- Disobedience in class.
- Incorrect dress.
- Not working in study.
- Failure to bring requirements to class (pens, books, etc).
- Littering
- Coarse language (except offensive swearing - 4 letter words, etc).
- Failure to attend detention (first time) an extra penalty detention to be served.
- Talking in times of silence (study, chapel, etc).

### **10.02 LEVEL 1**

- Unwillingness to correct the behaviour listed at Level 0.
- Minor out of bounds (but within the College property).
- Chewing or eating in class.
- Dangerous behaviour inside school buildings (eg: running down stairs, all ball games inside school buildings, etc).

#### 10.03 LEVEL 2

- Continuing any of the actions listed at Level 1.
- Out of bounds in dormitory or recreation rooms in school time.
- Serious disobedience (isolated case).
- Insolence (isolated case).
- Missing from class or study.
- Spitting.
- Seriously out of bounds (but within the College property).
- Any breach as determined by the BSBC to warrant placement at this level.
- Damage to College or other people's property.
- Failing to submit assessment task or assignment.
- Failure to attend detention (other than first time).
- Smoking (first time).
- Offensive swearing (four letter words).

#### 10.04 LEVEL 3

- Any repetition of behaviour listed at Level 2
- Leaving College grounds without permission [day time]
- Truancy\*\*
- Dangerous behaviour
- Fighting [where both parties are equally involved]
- Misbehaviour while on approved leave from College
- Serious insolence [to be referred to the appropriate Year Coordinator immediately]
- Spitting at someone
- Standover tactics/intimidation of others [paying out]

#### 10.05 LEVEL 4

- Continuing any of the actions outlined in the previous levels
- Any breach as determined by the BSBC to warrant placement at this level
- Use of Pornography
- Cheating in exams or assignments
- Racist/sexist comments
- Stealing
- Abuse of College policy regarding student vehicles
- Harassment of any staff member - to be referred to the Deputy immediately
- Intimidation - This being a one sided situation where there is a clear victim and aggressor [e.g: bullying, fear, extortion, extended teasing]

#### 10.06 LEVEL 5

- Repetition of any of the above behaviours
- Any breach as determined by the BSBC to warrant placement at this level
- Being under the influence of\or in the possession of drugs or alcohol at school or in public while enrolled as a student at the College or the abuse of other intoxicants.
- Serious stealing [e.g. shop stealing etc]
- Assault - A clear case where a student is physically attacked and injured. To be referred to the Head of College immediately.

NB: It is the right of the Head of College to determine that suspension is the appropriate response to any of the above disciplinary matters.

### 11. BOARDING HOUSE STUDENT BEHAVIOUR POLICY

#### 11.01 LEVEL O

- Minor infringements [probably deserving a demerit]
- Late for study
- Being impolite and inconsiderate to others



- Minor disobedience in the Refectory/Study/House
- Incorrect dress
- Not working in Study
- Littering
- Coarse language [except offensive swearing - 4 letter words etc]
- Failure to attend detention [1st time] an extra penalty detention to be served
- Late for Refectory duties [automatic extra Ref. Duty)
- Talking in times of silence [Study; Ref; Chapel etc]

#### 11.02 LEVEL 1

- Unwillingness to correct the behaviour listed at level 0
- Minor out of bounds [but within the College property]
- Chewing or eating in study
- Playing ball games inside the Boarding House

#### 11.03 LEVEL 2

- Continue any of the actions listed at Level 1
- Out of bounds in dormitory
- Serious disobedience (isolated case)
- Insolence [isolated case]
- Missing from study
- Spitting
- Seriously out of bounds [but within the College property]
- Any breach as determined by the BSBC to warrant placement at this level
- Damage to College or other peoples property
- Lost Record Book
- Erasing demerits
- Failure to attend Detention [other than 1st time]
- Smoking [first time]
- Offensive swearing [four letter word]

#### 11.04 LEVEL 3

- Any repetition of behaviour listed at level 2
- Leaving College grounds without permission [day time]
- Standover tactics or intimidation of others
- Dangerous behaviour
- Fighting
- Misbehaviour while on approved leave from College
- Serious insolence
- Spitting at someone
- Swearing at a staff member (possible suspension)
- Standover tactics/intimidation of others (paying out)

#### 11.05 LEVEL 4

- Continuing any of the actions outlined in the previous levels
- Any breach as determined by the BSBC to warrant placement at this level
- Use of Pornography
- Stealing
- Abuse of College policy regarding student vehicles
- Harassment of any staff member
- Intimidation
- Racist/Sexist comments

- 11.06 LEVEL 5 [STUDENTS ON LEVEL 5 ARE AUTOMATICALLY 'GROUNDED']
- Repetition of any of the above behaviours
  - Any breach as determined by the BSBC to warrant placement at this level
  - Leaving the College without permission at night or while grounded
  - Being under the influence of\or in the possession of drugs or alcohol at school or in public while enrolled as a student at the college (or the use of other intoxicants eg. sniffing)
  - Serious stealing [e.g. shop stealing etc]
  - Assault - a clear case where a student is physically attacked and injured.

## **12. Temporary Record Books and Students Without Record Books:**

Students will be issued with temporary Record Books. The following steps will be taken:

1. All students are to present their Records Books at tutor group at the start of each day.
2. Where a student does not have his Record Book, the tutor will send the students to the Year Coordinators to be issued with a temporary Record Book.
3. At tutor group the following morning, the tutor should check that the student has his Record Book; if not, he is to be referred to the Year Coordinators or Deputy Head of College who will determine follow up action.