

## 700 STUDENT ENGAGEMENT & WELLBEING

### 715 Student Management

School Policy and Advisory Guide Reference: <a href="http://www.education.vic.gov.au/management/governance/spag/safety/protection/suicideawareness.htm">http://www.education.vic.gov.au/management/governance/spag/safety/protection/suicideawareness.htm</a>	Last Update August 2012
<b>Last Ratified by School Council</b>	4 <sup>th</sup> September 2012
<b>Line Manager</b>	Cassandra Walters

#### **BASIC BELIEF:**

The college should foster a spirit of cooperation, respect and understanding within which each student may develop a sense of responsibility for his/her own actions. Positive staff-student relationships are fundamental to productive classroom and college environments.

#### **GUIDELINES:**

1. Expectations, rules and management strategies relating to student behaviour will be defined in the Student Code of Conduct. A copy of policy 711 Student Code of Conduct is to be provided to parents and students at enrolment. A summary of student management policies is to be signed by the parent and student upon enrolment and placed on the student's file (see below).
2. Classroom teachers:
  - Will manage their classrooms in accordance with the Student Code of Conduct and a classroom management plan. A general classroom management plan will be discussed with students at the start of each college year. Teachers will discuss with each class any personal variations to the general classroom plan that may apply.
  - Maintain accurate student attendance rolls, encourage punctuality and act on lateness, referring cases of repeated absences or lateness to the relevant Level Coordinators.
  - Use management strategies that increase student self-esteem and foster mutual respect and cooperation while encouraging and rewarding positive behaviors.
  - Keep parents informed of significant behavioral concerns by telephone contact or parent interviews. **When a student has been exited from the class, follow up with the student and telephone contact to the parent/guardian must be made within 24 hours by the classroom teacher.** Follow up can be made during another teacher's class time provided you have spoken to the individual teacher beforehand.
  - Keep Year Level Coordinators informed by recording student behaviors (both positive and negative) using SIMS. All "exits" need to be followed up by providing an Incident Report on SiMS.
  - Share responsibility for managing student behaviors outside the classroom. Minor misdemeanors should usually be dealt with by the teacher on the spot. Significant incidents should be reported to the appropriate Year Level Coordinator with an incident report on SiMS. Where an incident requires immediate intervention enlist the support of other teachers, Year Level Coordinators and/or Assistant Principals.
3. Year Level Coordinators:
  - Will maintain accurate student management records.
  - Manage the disciplinary processes defined in the Student Code of Conduct. Specifically they will apply suspensions in addition to other consequences for inappropriate behaviors.
  - Provide advice and appropriate documentation to the Principal in cases where student misbehavior merits consideration of Expulsion.
  - Promote the positive behaviors and achievements of students in forums such as assemblies, award ceremonies and newsletters
  - Ensure that parents are kept informed of behavioral concerns and involved in disciplinary matters as much as possible. **When a student has been exited 3 times by the same teacher, the Year Level Coordinator will convene a meeting of parent, student and teacher to resolve the issues**
  - Support classroom teachers in applying the Code of Conduct

- Meet regularly to discuss, review and ensure consistency in the implementation of student management processes.
  - Use a case management approach to address the specific needs of individual students
  - Liaise with counseling services, relevant government agencies and local service providers
  - Meet regularly to discuss, review and ensure consistency in the implementation of student management processes.
4. A college wide computer system (SiMS) will be used to provide a comprehensive record of student behaviour and achievement. A copy of all Suspension and Expulsion Notices will be kept on file. Another copy will be provided to the College Council President. College Council will be provided with summary data on student suspensions and expulsions.
  5. The Student Code of Conduct will be reviewed regularly.
  6. The Student Management Policy will be reviewed regularly.

## Student Management Policies (Summary)

**Attendance** – all students are expected to remain on the College grounds during timetabled classes (including recess and lunch). No students are allowed to leave the College grounds (e.g. go down the street) during the school day unless they have written permission (in advance) from a parent/guardian or are on an approved College excursion. Failure to remain on the College grounds jeopardises our duty of care to your child.

**Absences** – when students are absent for any period of time, a parent or guardian must contact the College office by:

1. Phone (02 6043 7500)
2. Send an absence note with your child on the day they return to school
3. Fax (02 6024 2937)
4. Email ([seniorcollege@wssc.vic.edu.au](mailto:seniorcollege@wssc.vic.edu.au))

**Students must have a minimum of 80% approved attendance in order to pass each subject.**

The parent/guardian of any student who is marked absent for any period during the day will receive an automated SMS from the College. For any queries regarding these absences, please contact your child's Year Level Coordinator on 0260 437 500.

**Lunch Passes** – students who live (or have relatives who live) within 10 minutes walking distance of the College may apply for a permanent lunch pass. This allows them to **go home for lunch** each day without penalty. This pass does not entitle them to go down the street.

**Uniform** – students are expected to wear full school uniform at all times. The College supplies spare uniform items which can be collected from the front office or an Assistant Principal. **Students are expected to borrow these items upon arriving at the College.** Shoe passes can be given for short periods of time until appropriate shoes can be bought. Any family that needs financial assistance to purchase items of uniform can contact an Assistant Principal or the Wellbeing Coordinator on 02 6043 7500.

**Mobile Phones & MP3 Players** – students who use their phones or MP3 players inappropriately during class time may have them confiscated by the teacher and placed in the College safe. Parents or guardians will be expected to collect them at their convenience. The College advises students not to bring these items to school for security reasons.

**Smoking** – Students are not allowed to smoke at school or whilst in uniform in the community as it breaches our duty of care for the wellbeing of all students.

**Vehicles** – As per the Education Department Guidelines, students are not permitted to drive any other student to or from school or during the school day. Siblings or other students can submit an application form to request permission to be driven to school by a student driver. Application forms can be obtained from the College Office.

Any breach of the above policies will incur an automatic suspension. For more detailed explanation of these and other College policies, please see our website ([www.wssc.vic.edu.au](http://www.wssc.vic.edu.au)).

*I have read the above Student Management Policies (Summary) and understand that my enrolment at the College is subject to abiding by these and other school policies.*

**Student Name:** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

*Signed original to be placed on Student's file*