



STUDENT WELFARE POLICY AND PROCEDURES

Introduction

Mt St Patrick College, as an educational community, is dedicated to the development of the full potential of each student in our care. Parents who choose to send their children to Mt St Patrick realise that this College is a special place built on co-operation, friendliness and integrity, where all concerned (students, staff and parents) take an active part in the College, and work together to provide the best possible educational outcomes.

However, the Catholic school is more than an educational institution; it is a *community of believers*. The life of the College aims to be permeated with the gospel values and the example of Jesus Christ.

An integral part of our College is the Student Welfare Policy. This policy has been written to inform all concerned of how the welfare system at Mt St Patrick operates and to encourage full co-operation with the policy by all members of the College community.

The Student Welfare Policy is concerned with the spiritual, social, physical and academic growth of individual students. Pastoral Care and Discipline are two key aspects of Mt St Patrick's Student Welfare Policy, which is based on the gospel values of justice, compassion and forgiveness.

Pastoral Care is Caring for Students

The implementation and development of the Pastoral Care process is dependent upon the consistent support of staff, students and parents working together in a Christian environment.

At Mt St Patrick the rights of all people are respected and the dignity of each human being is promoted.

At Mt St Patrick we believe that:

- the development of the whole person, with Jesus as a model, is an essential aim of Catholic education;
- an environment which is based upon quality relationships, and which supports the growth of the individual within the community, is fundamental to effective learning and genuine pastoral care;
- the College's ministry ideally assists parents in the care of their children;
- it is the responsibility of all members of the College community to collaborate in the provision of a caring environment within the College: students, staff and parents;
- the provision of both relevant and satisfying learning experiences and appropriate adult role models is essential for individual student growth;
- the development of self-discipline is based on self-esteem, justice, affirmation, and reconciliation;
- structures, policies, procedures and practices in a Catholic school should be in harmony with Gospel values.

Student Welfare Policy

RATIONALE:

At Mt St Patrick College, we believe that life is a gift to *“be enjoyed, celebrated and shared.”* It is integral to our vision to create a community where students feel safe, respected and are engaged in a positive learning environment. This policy promotes the rights and responsibilities of individuals.

AIM:

- To develop a caring and just community
- To encourage students to:
 - develop self-discipline
 - accept responsibility
 - contribute to the welfare of others
 - contribute to the life of the community
- To create a positive learning environment.

Rights and Responsibilities

At Mt St Patrick College, we believe that since we are made in the image and likeness of God, we are inherently good, sacred and worthy of respect. All students have rights and responsibilities which emanate from this belief.

RIGHTS

I have a right to:
Learn

I have a right to:
Feel Safe

I have a right to:
Respect

RESPONSIBILITIES

I have a responsibility to:

- complete my school work to the best of my ability
- allow teachers to teach and others to learn
- actively participate in learning

I have a responsibility to:

- follow safety procedures
- obey College rules
- eliminate bullying and harassment
- keep the environment clean

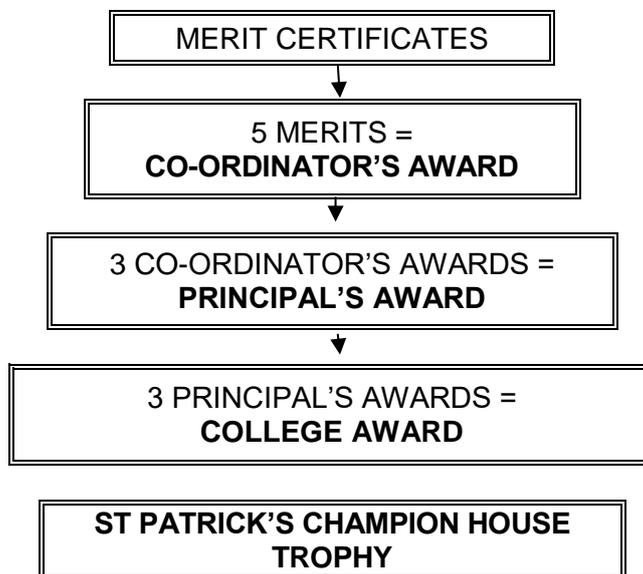
I have a responsibility to:

- contribute positively to the Catholic ethos of the College
- be respectful of others
- care for property – others, mine and the College
- be honest, compassionate and forgiving

Merit System

Teachers issue a Merit Award for the recognition of good work, community spirit, College spirit and a variety of behaviours that express a positive attitude and contribution in the school environment.

The Merit system is structured so that the student's positive efforts are continually rewarded. Merits accumulate towards the receipt of Co-ordinator's, Principal's and, ultimately, College Awards. The structure is as follows:



Senior Honour Award

Senior Honour Awards are presented annually to Year 12 Students. The Awards recognise a student's contribution to the College during Year 11 and 12 in the following categories:

- Academic
- Leadership
- College Spirit
- Community Service
- Performing Arts
- Debating/ Public Speaking
- Sport
- Religious Contribution
- Special

Exemplary Student Award

An Exemplary Behaviour Award is presented to students who uphold the ethos of the College, wear their uniform well and have excellent behavior through the year. Students apply for the Award two weeks prior to the end of their academic year. The Award is presented at the final Presentation Ceremony of the year and is worth 200 points in the St Patrick's Champion House Competition.

BEACON

Beacon is a system that rewards students for their individual EFFORT in each subject over a Specified period of time. Scores are based on each student's effort in completing classwork, homework and assessments to the best of their ability; being punctual to, and organised for, class; showing respect to the teacher and other learners, during the Cycle.

Student academic achievement is traditionally measured by comparing and ranking results and, at the College, this achievement is acknowledged in various ways. The Beacon system, however, does not include academic achievements as part of the criteria.

The criteria will have all students begin each Beacon Cycle on a score of 5. Over the Cycle teachers will move students to a lower score based on the frequency that criteria are not met.

Beacon is designed to be a supportive tool and encourage students to give their best consistently.

BEACON CRITERIA	
5	A student ALWAYS displays: <ul style="list-style-type: none"> • Punctuality • Organisation • Classwork completed to the best of their ability • Homework/assessments completed to the best of their ability • Respect
4	A student FREQUENTLY displays: <ul style="list-style-type: none"> • Punctuality • Organisation • Classwork completed to the best of their ability • Homework/assessments completed to the best of their ability • Respect
3	A student USUALLY displays: <ul style="list-style-type: none"> • Punctuality • Organisation • Classwork completed to the best of their ability • Homework/assessments completed to the best of their ability • Respect
2	A student SOMETIMES displays: <ul style="list-style-type: none"> • Punctuality • Organisation • Classwork completed to the best of their ability • Homework/assessments completed to the best of their ability • Respect
1	A student RARELY displays: <ul style="list-style-type: none"> • Punctuality • Organisation • Attempts classwork to the best of their ability • Attempts homework/assessment to the best of their ability • Respect
0	A student NEVER displays: <ul style="list-style-type: none"> • Punctuality • Organisation • Classwork completed to the best of their ability • Homework/assessments completed to the best of their ability • Respect

What the College does with the Scores.

- Recognition/certificates for pleasing efforts.
- Student issued with an **Orange Card** if an individual subject score is below 3 (ie.0, 1 or 2).
- Student issued with a **Red Card** if the whole Beacon Score is below 3.

Consequences if Students are issued with a card.

Consequences

- **Orange Card** –students will have a period of time to redeem (improve their effort) scores in individual subjects.
- If the student fails to improve their effort in that subject in the given redeem period, the student will then be excluded from Extra -Curricular Activities (eg. netball trips, singing competitions, etc.), until they improve their effort in that subject.



Consequences

- **Red Card** – if students average BEACON score is below 3 they will be immediately excluded from representing in Extra - Curricular Activities.
- They will be excluded until they redeem their efforts in each subject.



What BEACON is designed for?

- Reward students who consistently do everything to the best of their ability.
- To motivate students to improve effort by recognizing positive changes over a short time frame.
- Making students who are not putting in an effort address their attitudes/issues.
- Provide regular feedback to parents throughout the year based on the effort teachers feel the student is putting in.
- Provides information to teachers/ Leaders of Wellbeing to pick up on issues of concern, eg. assessment tasks not being submitted/changes in behavior.

St Patrick's Champion House Trophy

The St Patrick's Champion House Trophy was introduced in 2006 to promote College spirit, build community and to affirm positive behaviour. The Trophy was unveiled on St Patrick's Day that year in honour of the College patron and to mark the 80th anniversary of Mt St Patrick High School. It is presented at the first Assembly of a new school year to the House that earns the most points in the proceeding year for sporting and non-sporting achievements. Events that earn points include the Swimming and Athletics Carnivals, Cross Country, Year 7 – 9 Term 3 Sport, the Big Day Out, Merits, Academic Excellence and Merit Awards, and correct uniform. A merit earns 5 points. A College Award earns 100 points while an Exemplary Student Award earns 200 points.

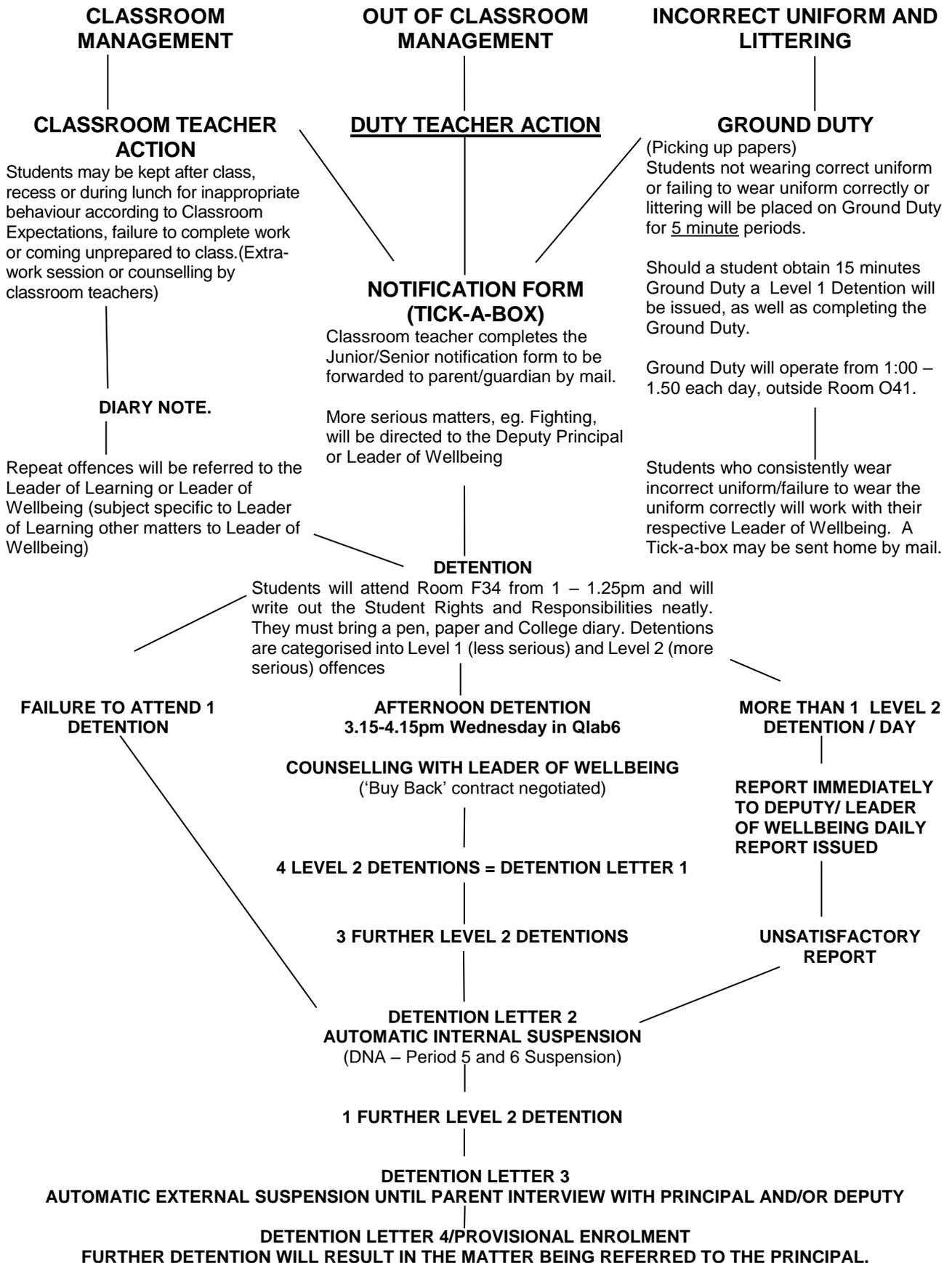
The St Patrick's Champion House Trophy was specifically designed to be different and, in its simplicity, reflect the humble life of St Patrick. Red, green, blue and gold ribbons are wrapped through the arms of the trophy to represent the four sporting houses of Lisieux, Lucan, Loreto and Nagle.

St Patrick's Champion House Trophy Points Allocation

1. Merit System	points
Merit	5
Co-ordinator's Award	20
Principal's Award	50
College Award	100
Exemplary Student Award	200
Academic Merit	20
Academic Excellence	50
2. Sporting Carnivals	
a. Swimming Carnival	11500 points
Competition (allocated proportionally)	5000
Participation (allocated proportionally)	5000
War Cry (1 st – 500, 2 nd - 475, 3 rd – 450, 4 th - 425)	500
Decorated Stand/House colours (as above)	500
Sports Uniform/Clean Area (as above)	500
b. Cross Country	4000 points
Competition (allocated proportionally)	2000
Participation (allocated proportionally)	2000
c. Athletics Carnival	11500 points
Competition (allocated proportionally)	5000
Participation (allocated proportionally)	5000
Cheering (1 st – 500, 2 nd - 475, 3 rd – 450, 4 th - 425)	500
Cleanest Area (1 st - 300, 2 nd - 275, 3 rd - 250, 4 th - 225)	300
Uniform at the end of the Day (as above)	200
d. Term 3 Sport - Years 7, 8, 9	6000 points
Competition - 20 points per game (3 games per round)	60
House Spirit (per round or afternoon)	20
Character or Team Points (per round or afternoon)	20
3. Other Events	
Big Day Out Assembly: Best Dressed in homeroom theme (1 st - 250, 2 nd - 225, 3 rd - 200, 4 th - 175 per year)	1000 points

Discipline System

Consistent application of the Discipline System in all aspect of College life.



Classroom Expectations

While in class students are expected to:

- Be punctual.
- Wait quietly outside until the teacher arrives.
- Sit in the alphabetical order designated by the teacher.
- Raise their hand and wait to be recognised before speaking.
- Respect the right of others to speak and learn without interruptions.
- Not to eat or drink in class (with the exception of bottled water).
- Behave in a Christian manner and show respect for other people and College property.
- Follow instructions the first time given.
- Wear uniform correctly at all times.
- Use appropriate language at all times.
- Address the teachers, and each other, in a respectful voice.

Out of Classroom Expectations

While students are in the playground or in other areas of the College property they are expected to:

- Remain within the College boundaries.
- Show concern for the College environment eg. show respect for vegetation and keep the grounds free of litter.
- Move in corridors, on stairs and in the basement in a way that is considerate of others. Keeping to the left in walkways.
- Not use any forms of intimidation, violence or threat.
- Wear uniform correctly at all times.

As a result of a student's failure to comply with the above expectations the following come into effect:

- Warning
- Ground Duty
- Detention
- Behaviour Report

Extra Work Sessions (EWS)

An Extra Work Session (EWS) will generally be issued before a Detention is issued unless the matter is serious. The EWS is a means of discipline administered to students for inappropriate classroom behaviour or non-completion of homework. As its name suggests, it is an extra session of work that students are to complete to make up for the misbehaviour.

Detention

Lunch Detention

Detentions are issued by teachers for more serious student misbehaviour when warnings, Extra Work Sessions and counselling have failed to amend inappropriate behaviour.

Detentions are categorised into two levels for the purpose of reporting to parents/guardians. Level 1 Detentions are issued for less serious offences such as chewing gum, failure to return signed paperwork and an accumulation of Ground Duty. Level 2 Detentions are issued for more serious breaches of College rules such as swearing, being disrespectful to teachers, failing to attend an EWS, consistent disruptive behaviour in class or consistently wearing incorrect uniform.

Students are required to attend Detention at the first available lunch time. Detention is supervised and students are required to complete assigned work. Detention does not run on Sports day.

Should a student fail to complete a Detention at the first available lunchtime, the students will receive another lunchtime detention. If the student still does not attend lunchtime detention they will receive an Afternoon Detention.

Should Detentions continue to be given to a student, thus reflecting a more serious problem, then the parents of the student are informed in a letter from the Leader of Wellbeing.

The **first letter** is generally sent at the discretion of the Leader of Wellbeing or after four Level 2 Detentions have been issued (Copies of detention slips are included with the letter sent home).

The **second letter** is sent should the student receive three further Level 2 Detentions. The student will be internally suspended at this point.

The **third letter**, after another two Level 2 Detentions, requests an interview with the parents and the Deputy and/or Principal, as well as the student being externally suspended or being given another appropriate punishment.

Should a **fourth letter** be issued, the matter will be referred to the Principal and the student will be placed on Provisional Enrolment.

Afternoon Detention

A one-hour detention from 3.20 – 4.20pm for more serious breaches of school policies that warrant more serious punishment than a Lunchtime detention, or are a repeated behaviour, but are not serious enough to require a suspension.

Buy Back Scheme

This scheme is an attempt to allow students to take greater responsibility for amending their behaviour and rewarding them for doing so. It offers them an incentive to change their behaviour.

Students who have acquired Detentions are encouraged to speak to their respective Leader of Wellbeing about entering into a contract to 'buy back' a Detention. Specific behaviours that need to be amended are listed on the contract which is signed by the student, Leader of Wellbeing and parent. The student attempts to amend these behaviours over a 3 week period and if successful, will redeem a Detention in the Welfare System. They can repeat this process until they have no Detentions remaining.

Counselling

A trained counsellor is available to students, staff and parents four days per week. An appointment can be made directly with the Counsellor via the College phone number (02) 66722340 or through the Year/House Co-ordinator or Deputy Principal.

At 3rd Level 2 Detention – Leader of Wellbeing meets with students.

- At 4th Level 2 Detention – Leader of Wellbeing may work with students negotiating a contract and recommends individual counselling with the College Counsellor to the students, with approval of parents.
- At 6th Level 2 Detention – Student advised to see the College Counsellor.
- Further Level 2 Detentions – Community Service activities outside the College.

Internal or In-College Suspension

An internal or in-College suspension means that the student's right to attend classes has been withdrawn for a period of time. The Deputy Principal authorises the in-College suspension after discussion with the appropriate Leader of Wellbeing and the student.

The Leader of Wellbeing or Deputy notifies the student's parents of this by telephone (if possible) or via the Diary. Whilst on an in-College suspension a student is isolated from his or her peers and is given set written work to complete. The student has his/her recess and lunch breaks at different times to the rest of the College.

Reasons for being suspended in-College:

The student has:

- ignored people who have tried to help;
- shown that he or she does not want to fit in with others at the College;
- been guilty of gross misconduct at College or in public;
- been guilty of a serious, isolated breach of discipline (such as leaving College without permission; fighting; shoplifting, etc)

The list of offences warranting an in-College suspension is by no means exhaustive and students will be given a suspension at the Deputy's discretion.

What happens to a student who is suspended in-College?

The student completes written subject work in a room located close to the Deputy's Office and has breaks separate to the rest of the College.

The student's parents/guardians may be asked to come to the College to discuss the matter with the Leader of Wellbeing or the Deputy Principal.

Counselling may be recommended to assist the student in overcoming the problem.

The student may be requested to demonstrate that he or she can be responsible by performing some service to the College community.

External Suspension from College

A suspension from the College is more serious than an in-College suspension, since it means that the student's right to attend school has been withdrawn for a period of time. The Deputy Principal or Principal authorises a suspension after discussion with the appropriate member of staff, student and parents. Suspension is not an end in itself, but a means to an end. It allows a period of time where the College, parents and the student involved can work together towards the resolution of the problem.

The Deputy Principal notifies the student's parents by telephone (if possible). A letter explaining details of the suspension is sent home and parents are required to acknowledge receipt of the letter by signing and returning the proforma to the College via their son or daughter.

The length of time a student is suspended from College depends on the seriousness of the offence and is determined by the Principal, Deputy and the Leader of Wellbeing. A student who is suspended will not be sent home before the normal conclusion of the College day unless the student in question can be given into the care of his or her parents or guardians.

Procedures Regarding Incorrect Student Uniform

Homeroom teachers and Leaders of Wellbeing in morning and afternoon administration deal with students who wear incorrect uniform.

During Administration, homeroom teachers check the uniform of students in their homeroom class. Homeroom teachers keep a record of students who are out of uniform and five minutes Ground Duty (picking up papers, sweeping) is given at lunchtime for those without a written explanation.

If students wear their uniform incorrectly during Administration, during lessons, between lessons or on the playground, teachers are to advise the students that they are to report from 1 pm to the teacher near Room O41 for "Ground Duty".

Smoking

The rules of discipline enforced by the College prohibit students from smoking tobacco in any form. The smoking of cigarettes, e-cigarettes and/or the possession of tobacco in any form will not be tolerated at the College, or at any time when students are travelling to and from the College, or while on College organised functions or activities. Students who break this rule will enter into a discipline process which could result in suspension from the College.

Alcohol / Drugs (Unlawful)

The drinking of and/or possession of alcohol in any form is strictly prohibited at the College. Students who come to the College and are involved in any College-based activity and are under the influence of alcohol will be punished severely.

Under no circumstances whatsoever will the use or possession of unlawful drugs of any kind, in any form, be permitted at Mt St Patrick. This means that the possession and/or use of marijuana or any harder drug is **absolutely prohibited**.

Students who disobey these rules will be punished severely. This may mean a suspension from school of some duration or a student may be asked to leave the College. The Police will also be informed.

Excursions

Student behaviour on College excursions is to fully comply with normal College rules. The same holds for College Socials or other such activities held out of normal College hours.

Dress for excursions and socials is to be modest and appropriate for College activities.

Casual Dress

On certain occasions during the school year, students are permitted to wear good casual clothes to school for certain excursions or for special activities organised by the College. Parents are advised in writing of this decision prior to the event.

Excursions are a school-based activity and therefore require a certain standard of dress suitable to the type of excursion organised and reflecting the standards of the College. Most excursions will require the College hat.

Extremely short shorts, plunging necklines and midriff tops are unacceptable for College-organised activities. There is to be no gap between a top and skirt or pants. Suitable footwear must be worn, thongs are not acceptable. Dress is to be modest. Students who ignore these guidelines will not be permitted to participate in excursions or activities and will remain at the College on the day. A full refund may not be available if this is the case.

Termination of Enrolment

The Philosophy of the College suggests that termination of enrolment should be rare since students asked to leave this College may have little opportunity of a Catholic Education elsewhere.

In cases where continued enrolment appears not to be beneficial, parents may be advised to transfer the student to another school.

A student's enrolment may be terminated when it is the opinion of the Principal in consultation with the Deputy, Leader of Wellbeing and Parish Priest and after discussion with the Director of the CSO, that:

- The student is not profiting from continued attendance at the College.
- The College's resources, both material and personal, are being wasted or abused by the student.
- The student is adversely affecting the education of other children.
- The student's misbehaviour is persistent and the student is unwilling to accept the authority of the College.
- The student's behaviour is injurious to students or staff.

In the absence of the Principal, the Acting Principal may terminate an enrolment in consultation with the CSO.

Termination of enrolment will normally be the final step in an extended process. Documentation will be kept in student files of action taken at each step. Parents will have been informed at each stage.

The process will include:

- (a) Warnings and discussions with the student of the consequences of behaviour
- (b) Contact with parents about deteriorating conduct
- (c) Detentions/Interim Reports
- (d) Suspension from some or all classes
- (e) Internal / External Suspension from College.

In exceptional circumstances enrolment may be terminated for a serious, isolated act of misconduct.

Student Agreement Form

On enrolment into Mt St Patrick, and again at the beginning of each College year, every student is expected to commit him/her self to the philosophy of the College by signing the Student Agreement Form. The student's parents/guardians are asked to support this commitment and make their own commitment by co-signing the Agreement Form.

Corporal Punishment

In accordance with the Education Reform Amendment (Corporal Punishment) Act 1995, corporal punishment is banned at Mt St Patrick College. The College does not condone the use of corporal punishment by parents/caregivers on behalf of Mt St Patrick College or at any time.

Mt St Patrick College

Student Agreement

At Mt St Patrick College we believe we are made in the image and likeness of God and therefore are inherently good, sacred and worthy of respect. All students have rights and responsibilities which emanate from this belief.

I, _____ of Year _____ agree to abide by the following conditions of Mt St Patrick College as expressed in the Rights and Responsibilities statement for students

- I believe that every student has the right to **LEARN**, to **FEEL SAFE** and to be **RESPECTED**.
- I believe that with every **RIGHT** there are **RESPONSIBILITIES**.
My responsibilities as a **LEARNER** are to:
 - complete my school work to the best of my ability
 - allow teachers to teach and others to learn
 - actively participate in learning
- My responsibilities to maintain a **SAFE ENVIRONMENT** are to:
 - follow safety procedures
 - eliminate bullying and harassment
 - keep the environment clean
 - obey College rules and:
 1. refrain from the use and/or possession of unlawful drugs, alcohol or cigarettes:
 - on the way to and from the College
 - at the College
 - on excursions, retreats, socials or any College-based activity
 2. wear the correct uniform and take pride in it
 3. keep my hair neat and tidy; not have extremes in style, cut or colour and keep it tied back if hair reaches beyond collar length
 4. have no facial piercings, eye make-up, false eyelashes nails or nail polish
 5. boys are to be clean shaven
 6. be punctual and follow requirements regarding school attendance, leaving the school grounds and participation in Sport
 7. turn my mobile 'phone off between 8.15am and 3.15pm and keep it in my locker, not in my pocket
- My responsibilities to **RESPECT** others to:
 - contribute positively to the Catholic ethos of the College
 - be mindful of others and their possessions
 - be honest, compassionate and forgiving
 - be an active participant in College activities
- I sincerely and knowingly make an **Anti-Bullying pledge**.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Mt St Patrick College

Student Photograph/Video Permission Form

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, to promote the school in newspapers and other media.

The Catholic Education Commission of New South Wales (CECNSW) and the Catholic Schools Office Lismore (CSO) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes.

Student's Name: _____ Year Level: _____

- I give permission for my child's photograph/video and name to be published in/on:
 - The school website
 - Social media
 - Promotional materials
 - Newspapers and other media
- I authorise the CECNSW/CSO Lismore to use the photograph/video in material available free of charge to schools and education departments around Australia for the CECNSW/CSO's promotional, marketing, media and educational purposes.
- I give permission for a photograph/video of my child to be used by the CECNSW/CSO in the agreed publications without acknowledgement, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.
- I/we have read the Photography/Video Permission Form about photography or film of my child for promotion purposes.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of Parent/Guardian: _____
(please circle)

Signed - Parent/Guardian: _____

Date: _____

If a student is aged 15+, student must also sign:

Signed – Student (15+): _____

Date: _____

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth) and the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

Mt St Patrick College

Student Computer Network Agreement

STUDENT AGREEMENT

I understand and will abide by the Computer Network Policy in place at the College. I further understand that any violation of these guidelines may result in my Network privileges being restricted or revoked and also may result in school disciplinary action. If the violation constitutes a criminal offense, appropriate legal action may be taken. I also agree to report any misuse of the information to the System Administrator as soon as possible.

Student Name: _____ Year Level: _____

Student Signature: _____

Parent Signature: _____ Date: _____

PARENT OR GUARDIAN AGREEMENT

As the parent or guardian of this student, I have read the above Agreement. I understand that access to computer technology is designed for educational purposes. I recognise that some controversial materials exist on the Internet, and I will not hold Mt St Patrick College responsible for materials acquired on the network. I hereby give permission for my child to use the Network at College.

Parent or Guardian's Name (please print) : _____

Parent Signature: _____ Date: _____

A FULL TEXT OF THE COMPUTER NETWORK POLICY
IS AVAILABLE FROM THE COLLEGE OFFICE ON REQUEST