

TAKING RESPONSIBILITY Policy



OVERNEWTON
ANGLICAN COMMUNITY COLLEGE



Expectations and responsibilities of students

All students are expected to:

- take reasonable care for their own health and safety and the health and safety of others;
- meet dress standards established by the College, in accordance with uniform guidelines;
- behave in a manner that is appropriate to the formality of the activity, understanding that certain events call for a special sense of occasion;
- seek and accept challenging experiences both in and out of the classroom and within the wider community; and
- respect the College ethos, values and culture and to perpetuate the good name of the College.

It is expected that all members of the College community will treat each other with courtesy, respect and tolerance.

We are committed to supporting and encouraging all students to strive for personal excellence in all areas of endeavour, including the development of academic rigour and personal growth in line with the College values.

Expectations specific to the classroom

All students are expected to:

- take an active role in their own learning;
- be prepared for learning;
- complete all assigned learning tasks to the best of their ability;
- be punctual for class;
- strive to meet commitments and deadlines;
- follow instructions the first time given;
- listen actively when others are speaking;
- Ensure there is a safe and inclusive learning environment; and
- Have awareness and respect for other students' right to learn.

Protocols specific to the school grounds

- All students must act safely and responsibly within the College grounds, remaining within designated age appropriate areas at recess and lunchtimes.
- We expect students to follow all reasonable requests from yard duty staff, and maintain a tone of mutual respect when interacting with all members of the College community.
- All members of the College community share responsibility for caring for our environment. This includes disposing of litter thoughtfully, and treating College property and the property of others with care and respect.
- All students have a responsibility to report any instances of concern such as inappropriate behaviour, safety or injury.





Overnewton Anglican Community College is committed to providing a safe and caring environment where students contribute positively to the learning and College experience of others through mutual respect, cooperation and self-discipline.

Effective education and behaviour of students requires a strong partnership between students, parents/guardians and staff. This policy establishes the expectations and responsibilities of all those involved in this partnership.

The guiding principles of this policy comply with new Victorian Child Safety Standards and Ministerial Order 1359. This policy stems from the College Values and this policy should also be read in conjunction with the College's Anti-Bullying Policy, the Uniform Policy and the College based sections of the Student Diary. All members of the College community are expected to support this policy.

College values

As an Anglican school, our values reflect the Anglican traditions. The College is committed to creating an educational environment founded on Anglican values where we nurture each other just as God nurtures the universe and the individual. Therefore, our College strives to be a place where individuals are supported and loved as their identities unfold and they seek to realise their potential. A holistic approach to pastoral care is essential for this to occur.

The College expects that all students will commit to providing a safe environment in a community that upholds:

- respect for ourselves, other people and the environment;
- concern, compassion and caring for others;
- understanding, acceptance and celebration of differences;
- striving for high personal standards and taking pride in doing your best;
- honesty, trust and integrity;
- taking responsibility; and
- perseverance and commitment.

Framework for maintaining positive relationships

Overnewton promotes a pro-active, positive approach to taking responsibility, with an emphasis on the development of self-discipline as each student grows to maturity. We utilise a multi-level restorative approach to the management of behaviour. In all instances, our focus is on the individual taking responsibility for their actions to help them understand the seriousness of the incident and to appreciate the feelings of the other person/s involved.

It is recognised that every student has rights and responsibilities and should be given the opportunity to respond and explain their actions. **Interventions will vary according to the frequency and seriousness of the incident, relative to the age and needs of the student.**

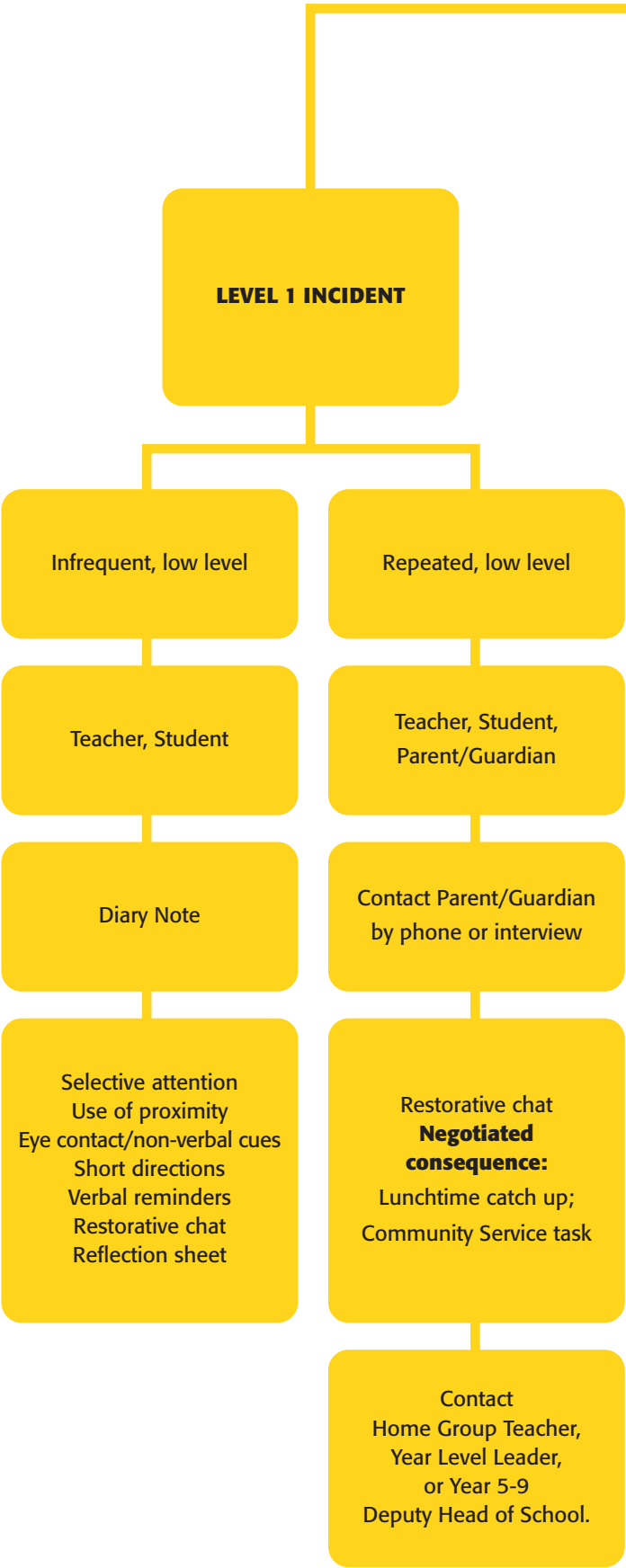
LEVEL 1 – for low level forms of misbehaviour. It may also include repetitive behaviour of a low level nature. This may involve parent/guardian contact. Students may be given clear direction by the teacher in charge to stop the inappropriate behaviour, moved to another part of the classroom or school yard or redirected to engage in appropriate behaviour. At the discretion of the staff member involved, a restorative practice session may be required.

LEVEL 2 – for more serious forms of inappropriate behaviour, an interview process would take place with the Deputy Head of School the student and the student’s parents. Expectations for future behaviour would be clearly agreed to through this process and written agreements or contracts may be drawn up. Parents/Guardians will be contacted at this point and notified of any decision to take disciplinary action, including the reasons for such action. At the discretion of the Deputy Head of School, a restorative practice session may be required.

LEVEL 3 – for the most serious situations such as sexual or physical assault or repeated instances of misbehaviour/bullying. Members of the College Leadership Team will be involved as may the Deputy Head of School. An individual behaviour plan (including a signed agreement) would be negotiated with the student, their parents/guardians and College staff. The plan would outline the behavioural expectations, implications should a breach arise and support (if any) provided to the student. Support may involve a referral to a College counsellor, learning development and support or an external agency. Where a student has engaged in illegal activity, the police will be consulted.

At the Principal (or delegate’s) discretion, students may be suspended. Communication with the student and their parents/guardians will be part of this process. The Principal is the final arbiter of all disciplinary matters pertaining to students. In practice, this responsibility will normally be delegated to the Head of School through the Deputy Principal.

The Principal or their delegate are the only person/s authorised to expel a student.



BEHAVIOURAL INCIDENT INVESTIGATION PROCEDURE

LEVEL 2 INCIDENT

Infrequent, medium level

Teacher, Student,
Parent/Guardian, Year Level
Leader, or Year 5-9
Deputy Head of School.

Parent/Guardian
interview

Restorative chat
**Negotiated
consequence:**
After school community
service task;
Behaviour agreement;

Contact
Home Group Teacher,
Reporting Teacher,
Year Level Leader,
or Year 5-9
Deputy Head of School.

Repeated, medium level

Teacher, Student,
Parent/Guardian, Year Level
Leader, Deputy Head of
School, Head of School.

Parent/Guardian
interview

Restorative chat
**Non negotiated
consequence:**
Individual management plan;
Exclusion from yard or class;
Saturday morning
community service task

Contact
Home Group Teacher,
Reporting Teacher,
Year Level Leader,
Deputy Head of College,
Head of School.

LEVEL 3 INCIDENT

Infrequent, high level

Student, Parent/Guardian,
Head of College/Head of
Campus

Parent/Guardian
interview

**Non negotiated
consequence:**
Internal/External
Suspension
Community Conference

Contact all
pertinent staff

Repeated, high level

Student, Parent/Guardian,
Head of Campus/Principal

Parent/Guardian
interview

**Withdrawal of
enrolment**

Contact all
pertinent staff



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ANGLICAN COMMUNITY COLLEGE

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