



## MSCW Discipline Policy

Provisions	<p>This policy:</p> <ul style="list-style-type: none"><li>○ is endorsed by the College Executive</li><li>○ is available on the school's website at: <a href="http://www.mscw.nsw.edu.au">www.mscw.nsw.edu.au</a></li><li>○ has been distributed to staff on the staff intranet</li><li>○ was created in 2012</li><li>○ was last reviewed August 2015</li></ul>
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### Policy Statement

Disciplinary practices in a Catholic school such as MSCW aim to facilitate the development of responsible behaviour among students. We also seek to promote the well-being and good order of the community to ensure that all students can prosper. A principal goal in the education of students at this College is to assist each person in their intellectual, physical, social, spiritual and emotional development. Central to this is the development of self-discipline which is based on a respect for oneself and others.

However, instances may occur where students' personal and social conduct will result in behaviour which is disruptive to the teaching and learning program, disrespectful of school rules, and/or harmful to the well being and security of its members. In this context, pastoral care of students at MSCW ensures that disciplinary measures and sanctions are approached not as punitive actions but as concerted attempts to foster responsibility for actions and to both change and heal destructive behaviour and breaches of order. As self-discipline demands responsibility and accountability, there is a demand on students to reflect on their behaviour, and take responsibility for this when their performance is less than satisfactory. At MSCW this is achieved through the employment of Restorative Justice processes.

### Statement of Purpose

In attempting to assist students to develop self-discipline, a system of student management (discipline) has been developed which:

- Is integral to the College Pastoral Care Policy
- Shows an appreciation of the Christian values of respect, fairness, acceptance, justice and forgiveness.
- Reflects the rights and responsibilities of students.
- Has clearly established guidelines and procedures according to the CEO Managing Challenging Behaviours document.

## Guidelines

It the operation of this policy it is acknowledged that:

- Positive reinforcement is one of the most powerful means of influencing behavior and every effort should be made to affirm students for their efforts and achievements.
- Staff in dealing with students will ensure that their rights and personal dignity will be maintained.
- Provide details of an allegation made against a student or member of staff relating to a specific matter or incident.
- Teachers are responsible for ensuring that good discipline is maintained in their classroom and in the playground.
- Corporal punishment is forbidden at all times.
- CEO Sydney does not sanction the administration of corporal punishment by non-school persons, including parents, to enforce discipline in the school.
- The College follows the principles of procedural fairness

**Procedural fairness** is the premise upon which this policy is developed and a basic right of all when dealing with authorities. Procedural fairness refers to what are sometimes described as the 'hearing rule' and the 'right to an unbiased decision'.

## Student Management

*Teachers should refer to the MSCW Flowchart for Student Management.*

1. General guidelines
  - Work to establish a positive relationship with students
  - Establish and implement clear expectations of classroom conduct
  - Always remain calm and in control.
  - Be assertive but courteous.
  - Treat students with dignity and respect.
  - Be consistent and fair in dealing with students and events.
  - Address inappropriate behavior immediately.
  - For information concerning students please refer to her House Coordinator.
2. Initial Strategies for Dealing with Inappropriate Behaviour:
  - Follow up general warnings with specific warnings to individual students
  - Use body language, eye contact and proximity to manage behavior.
  - Isolate students when necessary.
  - Use restorative questions in a conversation after class and reiterate your expectations.
  - When necessary impose a minor punishment eg. clean up room. In order to observe Duty of Care, students are generally not to be sent out of class for misbehaviour or left unsupervised in any way. In the case of a student whose behaviour puts at risk their own well being or that of other students please send a reliable student to Reception for a KLA or House Coordinator (as appropriate).
3. General Expectations of Students

- Be punctual to class.
- Ensure you are neatly and appropriately attired.
- Do not chew gum at any time.
- Ensure you have all your equipment required for each class.
- In class ensure that school property is respected, not damaged; that displays are not interfered with; and that the room is left tidy.
- Your behavior must not disrupt the learning of other students.
- Be courteous and polite in dealing with your teachers and peers.
- Apply yourself well to the completion of all class tasks, homework and assessment tasks.

Teachers should maintain these expectations in all their classes and in the playground.

For further information please refer to CEO's [Student Wellbeing and Pastoral Care Policy](#)