



MERCEDES COLLEGE

COMPASSION LOYALTY JUSTICE INTEGRITY RESPONSIBILITY MUTUAL RESPECT

Personal Responsibility Policy

Our Mercedes Community is founded on Jesus' challenge to:

'Love one another as I have loved you.' (John 15:12)

- To foster a caring and responsible College community, we believe:
- In reinforcing positive and responsible behaviour
- In maintaining a safe and caring environment where the rights of all students are supported and protected
- Students must accept responsibility for their own behaviour in academic, social and physical pursuits
- In order to protect the rights of others and to support students to make responsible decisions, the College has an obligation to respond to inappropriate behaviours
- Staff and students share the role of establishing a responsible and caring College environment.

As a Catholic Community, Mercedes College values caring and responsible behaviour and expects all students to be committed to the following three areas:

Respect

Mercedes College promotes respect of self, others and the environment.

Appropriate behaviour includes:

- Being friendly and welcoming of others
- Showing pride in self and the environment
- Being honest
- Being self-disciplined
- Showing respect, consideration and courtesy
- Resolving conflict in a constructive and non-aggressive manner
- Caring for resources and the environment
- Maintaining lockers and personal College items in an appropriate manner
- Using appropriate language
- Wearing correct College uniform
- Being punctual.

Community

Mercedes College promotes active participation in our College community.

Appropriate behaviour includes:

- Working together and supporting each other
- Appreciating the skills and diversity of individuals within our College adopting a responsible and constructive role within the College Community
- Using all opportunities for participation in College life
- Accepting responsibilities
- Engaging in appropriate behaviour when representing the College
- Acknowledging that we are an R-12 co-educational College and modelling suitable behaviour in our interactions with other students.

Achievement

Mercedes College promotes the pursuit and value of excellence.

Appropriate behaviour includes:

- Striving to achieve your best in all College activities
- Acknowledging and supporting the talents and experiences of others
- Setting your own goals and expectations in cooperation with your teachers
- Taking steps to develop self confidence
- Accepting challenges
- Questioning and seeking answers
- Recognising and learning from mistakes
- Developing effective organizational skills and work habits
- Maintaining a balance between study, co-curricular involvement and recreation.

Personal Responsibility Procedures**College Rules are based around:**

- Uniform and grooming
- Punctuality and attendance
- Out of Bounds Areas
- Acceptable use of technology
- Harassment
- Respectful and positive behaviour.

Reception to Year 5

There are several fundamental principles in developing personal responsibility in our students. In partnership with parents/caregivers we aim to:

- Affirm positive behaviour
- Develop self discipline
- Encourage students to take responsibility for his/her actions
- Understand the right to learn and teach
- Support students to develop an ethical and social conscience.

Essential Agreements

- Respect others, the environment and all property
- Be punctual and bring all equipment
- Remain on task

Each class will modify these using age appropriate language Class Essential Agreements are displayed in the classroom.

Supporting students to develop appropriate behaviours

Students are supported with reminders and strategies to develop behaviours in line with the Essential Agreements. Teachers work closely with students to develop positive behaviours. Some students may have individual personal responsibility plans.

Inappropriate Behaviour

Reminder, identification of behaviour and teacher counselling/support.

The student is supported to reflect on and modify their behaviour. The teacher works with the student to determine factors that may be causing the behaviour.

Repeated Inappropriate Behaviour

The student is issued with a Notification/White Slip so the parent is aware. This is placed in the student's diary and is to be signed by the parent/caregiver and returned to the teacher the following day.

Repeated Inappropriate Behaviour or a Serious Misbehaviour

A third Notification in one term or a serious misbehaviour results in Reflection Time. Students are required to attend Reflection Time either on the day or the following day of receiving the Reflection Time slip. Reflection Time takes priority over other commitments.

Students are required to complete the Personal Responsibility Form with the support of the Head of Junior School or Junior School Coordinator. Students are supported to reflect on their behaviour and identify ways they can improve in the future.

The Personal Responsibility Form is sent home and is to be signed by the parent/caregiver and returned to the College the following day.

Should a student receive a number of Reflection Times, parent(s)/caregiver(s) will be notified and requested to meet with the Head of Junior School to ensure positive action can be put in place.

Further infringement may result in an in-school suspension initially or if deemed necessary, home suspension. Senior matters such as these would be conducted on an individual basis and include parent involvement.

Outside Classroom Consequences

Inappropriate Behaviour

Rough play, being in Out of Bounds Areas, failing to follow a teacher's instructions, inappropriate language or any breach of rules will result in a Notification.

Students involved in severe misbehaviour will be referred to the Assistant Principal Head of Junior School or nominee where suitable consequences and student support will be determined. The following list provides examples of what would constitute a Reflection Time or more serious sanctions.

- Rough and dangerous play
- Verbal abuse and threatening gestures
- Vandalism
- Leaving College premises without permission.

Years 6-12

Class Rules

- Respect each other, all property and the environment
- One person to speak at a time in class
- Be punctual and bring the equipment and resources required
- Remain on task and in the designated area.

Consequences for Inappropriate Behaviour

Step 1 - Inappropriate Behaviour

- Warning

Step 2 - Repeated Inappropriate Behaviour

- Time out in class
- Incident recorded as a Notification

Student issued with a white slip, parent/caregiver to sign

Step 3 - Repeated Inappropriate Behaviour

- Student issued with detention/white slip, parent/caregiver to sign
- Attendance at Detention
- Completion of Acceptable Behaviour Contract

Step 4 - Repeated Inappropriate Behaviour

- Detention/white slip, parent/caregiver to sign
- Attendance at detention, parent/caregiver contacted
- Saturday morning College detention (3rd Detention) parent/caregiver contacted

Step 5 - Repeated Inappropriate Behaviour

- Withdrawal from class
- Interview with Assistant Principal Head of Middle/Senior School, teacher/tutor
- Suspension 1-5 days, parent/caregiver contacted
- Referral to College Psychologist

Step 6 - Re-Entry Interview

- Interview with Assistant Principal Head of Middle/Senior School, teacher/tutor.

Serious Breach of Behaviour and Subsequent Consequences

The College regards the following, which are major transgressions of the College's requirements and expectations, as 'severe' behaviour:

- Violence
- Use or possession of any offensive weapons
- Use or possession of alcohol, cigarettes or drugs (see Drug Education Policy)
- Abuse of a member of staff of the College.

For any of the above, the immediate consequence is suspension (1-10 school days). Repeated or aggravated severe behaviour may lead to expulsion from the College.