

PASTORAL CARE

LEVELS OF DISCIPLINE AND RESPONSIBILITY

How The System Operates

1. **There are seven levels within the system at Edmund Rice College** - Principal's Award and Commendation Levels and Levels 5, 4, 3, 2, 1.
2. When a student is enrolled at ERC he will be placed on Level 5 and expected to act in a co-operative, self-disciplined and responsible way.
3. If students misbehave the subject teacher will take immediate action. This action could be:
 - various accepted techniques for classroom management
 - after school detention
4. Students who are not co-operative, self-disciplined and responsible will be placed on a lower level. This will be done by either:
 - Year Co-ordinator
 - Director of Pastoral Care and Wellbeing
 - Principal or Deputy Principal(if the rights of others are seriously offended)
5. The Pastoral Care Team, made up of Home Room Organisers and the Year Co-ordinator, will meet once each fortnight. During this meeting students' attendance, application and conduct will be reviewed in addition to other matters affecting the year group.
6. The Year Co-ordinator will inform the student of any change to his Discipline and Responsibility Level and explain the reasons for this move or, if a student is on any level except 5, why the student's level has not been changed.
7. The Year Co-ordinator will inform the parents when there is any change in a discipline level, other than movement between levels 4 and 5, and if a student remains on any level below level 5 for a prolonged period.
8. Students earn the right to be moved back to higher levels over an extended period of time, usually a minimum of three weeks, and after review by the Pastoral Care Team following input from the student's Subject Teachers.
9. The Year Co-ordinator will keep a record of all level changes in the Year group.
10. Students on lower levels for a significant part of the year will have their position at the College reviewed at the end of the year.

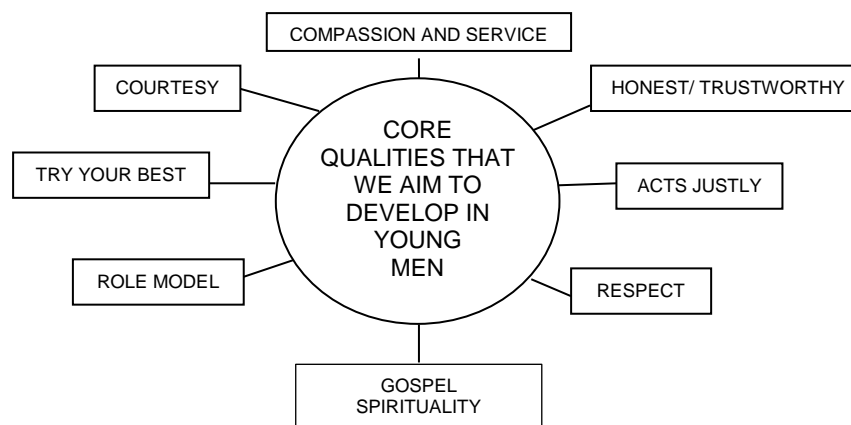
MISSION STATEMENT

"The mission of Edmund Rice College is to be an authentic Catholic community grounded in Gospel values and inspired by the tradition of Edmund Rice. Through quality learning and teaching experiences the College seeks to challenge each person to be critical and reflective thinkers who engage with the world in a context of service and solidarity."

PASTORAL CARE AND DISCIPLINE GOALS

The College promotes the creation of a safe and just environment based on Christian values and clearly expressed rights and responsibilities. Through recognition of student effort and achievement and through guidance and correction, students are challenged and assisted to develop self-esteem, self-discipline and respect for others.

THE QUALITIES OF A GOOD MAN



THE MERIT SYSTEM AND COMMENDATION LEVEL

The Merit System is designed to reward student achievement. There are 4 levels in the system:

1. Merit Certificate
2. Commendation Level
3. Principal's Award Level
4. Principal's College Medal

1. Merit Certificate

Recognition is through a MERIT CERTIFICATE which can be issued to a student for displaying/achieving in the following key domains of school life:

- Exemplary effort/behaviour in class work over an extended period of time.
- Academic improvement over an extended period of time.

Suggestion: This is linked to major assessment tasks.

Teacher is required to compare student performance with previous tasks and issue merit where deserved.

- First Place in a formal assessment task published in assessment grid per course.
- Based on Semester 1 and Semester 2 examinations (or equivalent for Seniors).

Suggestion: First place in the course
Top 5% in the course
Br Bell Academic Application Award

These achievements will be recognised by a special certificate (not the Merit Certificate) but contribute like a Merit Certificate for the purpose of progressing to higher levels of the Merit System. These achievements will be recognised by a special Merit Assembly.

- Participation/leadership in extracurricular and co-curricular activities:
 - Enrichment
 - Sport
 - Creative Arts
 - Identity
 - Christian Service Learning (CSL)

Each area in this domain will have an individual profile which connects the type of involvement to House points.

2. Commendation Level

- For a student to be awarded this level he must have received 20 Merit Certificates.
- If behaviour/work referrals have been received, the Year Co-ordinator will deem eligibility for progression to the next level.
- Parents will be informed.
- A student can only go from Level 5 to Commendation Level.
- A student can be relegated from this level if inappropriate behaviour/attitude develops.

3. Principal's Award Level

- Students on Commendation Level who continue to gain further Merit Certificates may become eligible for a Principal's Award. Students who meet the criteria for this award need to receive further Merit Certificates
- If behaviour/work referrals have been received, the Year Co-ordinator will deem eligibility for progression to the next level.

4. Principal's College Medal

- This is awarded at the end of Year 8 and Year 10 to students who, having reached Principal's Award Level, continue to exhibit an outstanding contribution to their Year Group, across school life.

RIGHTS AND RESPONSIBILITIES

- All students and teachers have the responsibility to respect the rights of other students and teachers.
- When all rights are respected and responsibilities carried out our College will run smoothly and create an atmosphere of self-discipline and self-respect where students are encouraged to fully develop.

More details are provided in the College Diary on page 17

CONSEQUENCES OF INAPPROPRIATE BEHAVIOUR

- 1) If a student behaves inappropriately the Subject Teacher will take immediate action. This action could be:
 - Note in diary (parent signs)
 - Additional work set
 - Recess detention
 - Yard clean-up with teacher
 - Interview with student
 - Parent contact (phone or letter)
 - After-school detentions
 - Out of class / under 10 mins
 - Exclusion from class
- 2) Students who continue to misbehave inappropriately will be placed on a lower Discipline Level by: Year Co-ordinator – Deputy Principal.
- 3) The student's Discipline Level placement will be reviewed by the YC and Pastoral Care Team when they meet once each fortnight/three weeks.
- 4) The YC will inform the student of any change to his Discipline Level and explain the reason for the move. This explanation can also be given by the Home Room Teacher.
- 5) Students earn the right to be moved back to higher levels over an extended period of time, usually a minimum of three weeks, and after review by the Pastoral Care Team following input from the student's Subject Teachers.
- 6) The Year Co-ordinator will keep a record of all level changes in the Year group.
- 7) In the event of developing inappropriate behaviour and/or a single incident inappropriate behaviour preceding a student representing the College, the Year Co-ordinator, in consultation with Deputy Principal/Principal will deem whether the student is worthy of the honor to represent the College in the upcoming event.
- 8) **A fresh start!** Students who have a record of misbehaviour from previous years will be given the opportunity to commence on Discipline Level 5. However, if concerns develop then they could be moved immediately to at least Discipline Level 3.

N.B. The method of formal recording within the Discipline Levels system is via an e-referral from the teacher (using the Edumate Management System) to the Year Co-ordinator to inform the nature of the student' inappropriate behaviour.

After-school detention:

Must be completed on the set Monday. Generally, the first detention will be for one hour. This depends on the severity of the inappropriate behaviour. Subsequent detentions can be set for a minimum of TWO HOURS.

Suspension:

- a) *A student can be suspended from school following serious and/or ongoing inappropriate behaviour. On his return to school the student's discipline level will be reviewed. The student may also be placed in the Isolation Room and be required to attend after school detention(s).*
- b) *If a student is on Suspension it means that the student will not be allowed to attend school for a specified number of days.*

Exclusion:

Depending on the nature of the ongoing and/or single incident inappropriate behaviour, this decision is made by the Principal.

Isolation:

If a student is placed in Isolation it means that the student will not be allowed to attend his regular classes but will still be required to complete work set by his teachers. Also the student will have his recess breaks outside the usual time, as well as being required to hand over his technology devices.

THE DISCIPLINE LEVELS SYSTEM

LEVEL 5

- Everyone will be on this level when he comes to Edmund Rice College
- Students on this level cooperate with others
- They are helpful and try to work well with teachers and other students
- They respect the rights of others
- If any of the above are not being observed by a student, his Subject Teacher will take action
- Students on this level may be asked to complete a check report to monitor their progress

LEVEL 4

<i>Reasons for being on this level</i>	<i>What happens to students on this level</i>
<ul style="list-style-type: none"> • The Pastoral Care Team is concerned about your attitude and behaviour; or your failure to complete class work and homework satisfactorily. • You may be causing problems in class or around the school. • <i>Inappropriate behaviour has been noted in your Diary.</i> • You have failed to show any improvement despite the various actions taken by your Teachers. 	<ul style="list-style-type: none"> • Your Year Co-ordinator and Home Room Teacher will tell you about the problems you are causing. • Your Subject Teacher will discuss with you the problems you are causing. • You will be given the chance to improve yourself. • You may be placed on after-school detention. • <i>You may be placed on a Daily Subject Report Sheet.</i> • Your parents may be informed by your Year Co-ordinator about you being placed on this level. • This is for a minimum period of 3 weeks during which time each teacher will be asked to complete a progress report.

LEVEL 3

<i>Reasons for being on this level</i>	<i>What happens to students on this level</i>
<ul style="list-style-type: none"> • You are placed on this level because a number of your subject teachers have not noticed any improvement in your behaviour or your attitude to classwork and homework. • Your Year Co-ordinator, Home Room Teacher and Subject Teachers have spoken to you about the problems you are causing and you have ignored their advice. • You have continued to ignore the rights of other people in the school. • You need more help from your parents and teachers to prevent you from the consequences of being placed on Level 2. • <i>Inappropriate behaviours continue to be noted in your Diary.</i> • You have received an unsatisfactory check report while on Level 4. • <i>You are returning to school after suspension.</i> 	<ul style="list-style-type: none"> • Your Year Co-ordinator will speak to you about being on this Level. • You will be expected to attend one after-school supervised detention each week. • You <u>may be excluded</u> from College extra-curricular activities, including Representative Sport, and be supervised in class. • Your parents will be informed by letter from your Year Co-ordinator and they will be required to attend an interview just prior to or just after your placement on Level 3. • You will be placed for 3 weeks on a Daily Report sheet to be signed by each of your Subject Teachers and your parents. Use of these reports will be explained by the Year Co-ordinator. • A student whose behaviour brings about a return to Level 3 within a short period of time after promotion may be placed on Level 2.

REMEMBER:
YOU CAN RETURN TO A HIGHER LEVEL
DISCUSS THIS WITH YOUR YEAR CO-ORDINATOR

LEVEL 2

<i>Reasons for being on this level</i>	<i>What happens to students on this level</i>
<ul style="list-style-type: none"> • You have ignored the people who have tried to help you. • Your behaviour in and out of class has continued to deteriorate. • <i>You are returning to school after suspension.</i> 	<ul style="list-style-type: none"> • The Deputy Principal will speak to you about being on this level. • <i>You will be expected to attend the after-school supervised detention each week for TWO hours.</i> • Your parents will be asked to attend an interview with the Deputy Principal. • <i>You will be placed for 3 weeks on a Daily Report sheet to be signed by each of your Subject Teachers and your parents. Use of these reports will be explained by the Deputy Principal.</i> • You will not be allowed to take part in school activities such as: <ul style="list-style-type: none"> - Sport - Socials - Excursions – at school and away from school - Representative teams • <i>You may be placed in the Isolation Room for a number of days.</i> • <i>A student whose behaviour brings about a return to Level 2 within a short period of time after promotion may be placed on Level 1.</i> • You may also be suspended from school for a period of time. • You may be placed on a work/behaviour contract in order to address the ongoing problems.

**REMEMBER:
YOU CAN RETURN TO A HIGHER LEVEL
DISCUSS THIS WITH YOUR YEAR CO-ORDINATOR**

LEVEL 1

<i>Reasons for being on this level</i>	<i>What happens to students on this level</i>
<ul style="list-style-type: none"> • You are still not cooperating with others in and out of the classroom. • You have shown you do not want to fit in with others at the College. • Unsatisfactory Daily Reports whilst on Level 2. 	<ul style="list-style-type: none"> • The Principal will talk to: <ul style="list-style-type: none"> - You - Your parents - School staff And decide if: • You should be suspended from school for a period of time or • You should leave Edmund Rice College and go to another school or • You will be allowed to remain at the College on a provisional basis under the terms of a specific contract

**Students on lower levels for a significant part of the year
will have their position at the College reviewed at the end of the year**