PERSONAL RESPONSIBILITY POLICY

RATIONALE
St Martin de Porres School following in the Dominican tradition, educates people for life in the Church, society and the world today. As a School Community we support the development of personal responsibility and behaviour management processes which are embedded in Catholic traditions. These processes ensure all members can learn in a safe and caring Christian environment. Our values, based on the message of the Gospel, include such qualities as justice, truth, faith, service, forgiveness, hope, peace, dignity, compassion and joy. These ideals which underpin this policy, lead us toward pastoral care, reconciliation, interdependence, self responsibility and self management of all in our community.

SCOPE
All members of St Martin de Porres School Community contribute to the integrity, development, implementation and management of this policy and subsequent procedures. Every member has responsibility and ownership in ensuring social justice and pastoral care is achieved through the administration of this policy.

PURPOSE
To establish clear guidelines for all members of our community at St Martin de Porres School concerning personal responsibility and management of behaviour.
To develop a community of responsible learners who are empowered to build and sustain positive relationships.

POLICY GUIDELINES
These aims will be achieved by:
- Creating an environment where members of our community respect the rights of others, fulfil responsibilities and accept ownership of their behaviour
- Formulating processes based upon the values of justice, reconciliation and respect for human dignity
- Integrating social responsibilities within the Catholic ethos, the message of Jesus and our school values across all learning areas
- Employing a system of responsibilities and consequences for appropriate and inappropriate behaviour through cooperative negotiation between staff, students and parents
- Ensuring that the responses to issues are consistent whilst recognising the variables of each situation
- Providing opportunities for our community to continue developing effective strategies to encourage personal responsibility / behaviour management
- Providing regular opportunities, both formal and informal, for members of our community to discuss issues that may arise regarding safety, well-being and pastoral care in the school.

Our PRINCIPLE RESPONSIBILITIES therefore are to (see Appendix 1):
- live the Catholic ethos and school values of respect, justice and reconciliation
- establish and maintain a learning culture and environment that is safe and caring
- provide relevant curriculum, contemporary teaching and learning methodologies, school structure and practices that meet the holistic needs of
individuals

- ensure that the teaching and development of social and emotional competencies are interwoven throughout the curriculum and lived experience of individuals
- be inclusive in the development, implementation and review of the school's policy and associated procedures
- involve where appropriate, Catholic Education Office personnel and other agencies to support staff and families in the effective management of students.

**GUIDELINES FOR INTERVENTION** (see Appendix 2)

- Students are actively encouraged to resolve minor issues independently and constructively
- For events of a more serious nature, teacher intervention may be required
- For incidents of extreme behavior teacher and leadership intervention is required
- Issues of concern including safety, well-being and pastoral care should be communicated to the parents / caregivers of the student/s concerned
- When ongoing/repetitive concerning behaviour is exhibited the support of the leadership team / CEO personnel may be sought
- Intervention Strategies may include:
  - reminders, redirection and refocusing
  - removal from a group for calming, self reflection, goal setting or working alone
  - establishment of a learning / co-management plan with appropriate consequences
  - suspension (in school or at home) and if necessary expulsion
  - A structured re-entry process (involving the leadership team, teacher, parents and child) prior to the student returning to the class / school.

**SUSPENSION AND EXPULSION**
The Leadership Team will be guided by the SACCS and CEO guidelines as to whether a student’s behaviour warrants either suspension or expulsion.

This policy is linked to other school policies including:
- Bullying and Harassment Policy
- OHSW Policy

Acknowledgements:

SACCS ‘Policy for the Development of Personal Responsibility’ 2004
CESA “Pastoral Care in Catholic School Communities: A Vision 2008
## ENDORESEMENT DETAILS

<table>
<thead>
<tr>
<th><strong>Review Date:</strong></th>
<th>August 2009</th>
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<tbody>
<tr>
<td><strong>Date of Next Review:</strong></td>
<td>August 2012</td>
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<td><strong>Endorsed by School Board:</strong></td>
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| | 10.11.2009  
| | (Chairperson)  
| | (Date)  
| | 10.11.2009  
| | (Principal)  
| | (Date) |
### Appendix 1

**PRINCIPAL RESPONSIBILITIES**

At ST MARTIN DE PORRES we actively foster an environment where positive behaviour choices are expected, acknowledged and celebrated.

<table>
<thead>
<tr>
<th>Student Principle Responsibilities are to -</th>
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<tr>
<td>• Be aware of and take responsibility for, their own behaviour choices</td>
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<td>• Respect and support the rights of other students, staff and themselves to participate fully in the learning and teaching process.</td>
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<td>• Be involved with staff and parents in deciding the school communities’ behavioural expectations and the consequence of responsible and irresponsible behaviour.</td>
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<th>School Principle Responsibilities are to -</th>
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<td>• Model and teach the Gospel values and demonstrate respect for human dignity</td>
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<tr>
<td>• To be aware of the impact their behaviour has on the development of personal responsibility in students and the formation of positive relationships with students.</td>
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<th>Families Principle Responsibilities are to -</th>
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<tr>
<td>• Encourage their children to respect and support the rights of others in the light of Gospel values and the Dominican Tradition.</td>
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<tr>
<td>• Be involved with staff and students in deciding the school communities’ behavioural expectations and the consequence of responsible and irresponsible behaviour.</td>
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<tr>
<td>• Support, trust and question without prejudice the interpretation and daily administration of the personal responsibility policy.</td>
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## Appendix 2  
**Behaviour Intervention Guidelines**

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
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</table>
| Students are encouraged to resolve small issues independently or with the assistance of a teacher.  
Examples of incidents:  
Examples include  
- Running in walking areas  
- Lateness to class  
- Littering  
- Name calling/teasing/harassing  
- Disruptive in class  
- Out of bounds  
- Non compliant to classroom expectations  
- Wasting lesson time  
- Bringing prohibited items to school. For eg: trading cards, electronic games  
Suggested direction:  
Students may discuss it with the person concerned  
Students may discuss it with the teacher concerned  
Walk away  
See Appendix 3  
Appendix 4 | In the event of a more serious issue teacher intervention is required:  
Examples of incidents:  
- Repeated occurrences of level 1 behaviours  
- Disrespectful language  
- Swearing or offensive language  
- Minor property damage  
- Non compliant response to a direction or a redirection  
- Throwing anything inappropriately  
- Playing in the toilets  
- Bullying and harassment  
- Spitting  
- Dangerous use of playground or sports equipment.  
Suggested direction:  
Students may play in an alternative area  
Students may discuss it with the teacher concerned  
Repay the wasted time back to the community through a community service  
Inappropriate behaviour recorded in RISC by the teacher handling the issue  
If situation warrants parent notification generate standard letter from RISC  
See Appendix 4 | In the event of level 3 behaviour the school leadership team will work in partnerships with all concerned parties  
Examples of incidents:  
- Wilful property damage  
- Physical outbursts with intention of hurting another  
- Verbal abuse directed at another  
- Cyber bullying  
- Ongoing harassment  
Suggested direction:  
Students may play in an alternative area  
Students will discuss it with the teacher concerned  
Repay the wasted time back to the community through a community service  
Inappropriate behaviour recorded in RISC by the teacher handling the issue  
Behaviour plan may well be instigated  
Parent notification generate standard letter from RISC  
See Appendix 4 | In the event of level 4 behaviour the principal and school leadership team will work in partnerships with all concerned parties  
Examples of incidents:  
- Ongoing unsafe behaviours  
Suggested direction:  
Incidents are recorded in RISC  
Action taken as deemed appropriate by the Principal and the Deputy in conjunction with advice from the CEO  
See Appendix 4 |
Appendix 3  **RISC: Register of Individual Student Contact**

St Martin de Porres School will use Marillion designed software in the recording of individual student contact. The RISC School Discipline, Welfare and Commendations system is used in over 1100 schools in Australia, New Zealand and the United States. The software lets all teachers keep a record of student contact irrespective of class or home room. RISC enables the school to monitor the frequency of student contact and is able to automatically generate parental notification. A detailed screen print of contact records is listed below.

![RISC Software Screenshot](image)

This software package is the central record for student contact and is the responsibility of the teaching staff to keep the database updated as the need arises.
Student Personal Responsibility at St. Martin de Porres School

Level 4
Principal notified by Deputy Principal
Principal takes action
Parents included
Recorded on RISC

Level 3
Deputy Principal notified of concern
Assistant Principal notified of concern
Recorded on RISC

Level 2
Teacher/student in consultation
Parent notified
Recorded in RISC

Level 1
Students encouraged to resolve issues
Student/teacher conference
Concerns may be outlined to parents
May be recorded in RISC

Principal/Deputy Principal
May include:
Behaviour Plan
Interview with Parents
Detention
Internal Suspension
External Suspension
Re-entry interview

Deputy Principal/Assistant Principal
May include:
Discussion with Student
Discussion with Parents

Suggested teacher Initiatives
Telephone parents
RISC notification
Logical consequence
Reflective writing by students
Community service

Teacher