

Creating and Maintaining a Positive Learning Environment

"We are caring people. We are each created in God's image and we are called to see the good in others. This occurs through fostering relationships imbued with integrity and compassion between all members of the College community." AVE MARIA COLLEGE MISSION STATEMENT 2012

PREAMBLE

Creating and maintaining a positive learning environment fosters self-worth and respect for others. It increases student engagement which encourages learning. It helps our students develop the personal qualities needed to become individuals who value high levels of achievement, opportunity and ongoing development.

Ave Maria College is an accredited [Restorative Practices](#) College and this underpins our whole school approach to managing behaviour. We have expectations of both staff and students to work together in building positive relationships across the community. We aim to work together in partnership with parents and families so that consistent messages are given and expectations are clear.

We strive to provide an environment where we live the Gospel values of respect, forgiveness and justice. We also aspire to create an environment where positive learning and striving for excellence is achievable.

A COMMON SET OF EXPECTATIONS FOR EVERYONE

All students, teachers and parents at Ave Maria College have rights and responsibilities. At Ave Maria College we expect each student, teacher and parent to respect the rights of other students, parents and staff members. A positive learning environment will be maintained when students and teachers work together and when the rights of those in the School Community are respected.

At Ave Maria College we expect all members of our community to:

1. Reflect the Gospel values of compassion, forgiveness and justice by treating all members of the community with respect and courtesy.
2. Acknowledge that our actions impact on others and to take responsibility for restoring those relationships that have been affected or harmed.
3. Have a work ethic which promotes and maintains a positive learning environment.
4. Be organised, punctual and ready to participate in all school activities.
5. Care for our school environment.

Classroom Expectations:

1. Be punctual and ready to start work with required materials.
2. Greet the teacher / be respectful at all times.
3. Listen when the teacher is speaking.
4. Respect other members of the class when contributing to class discussions.
5. Follow instructions given by the teacher.
6. Behave in a cooperative manner which is supportive of learning and teaching.
7. Complete set tasks and Home Study.
8. Use class time appropriately.
9. Use portable digital devices in accordance with College Policy.



CONDUCT CARD

Student behavior is monitored using the College Conduct Card. The Card is part of our Restorative Practices approach. The Conduct Card places greater responsibility on students, rather than staff, for some of the administration relating to, and for monitoring, student behavior. In keeping with our commitment to Restorative practices, the Conduct Card seeks to reward as much as to correct.

REWARDING POSITIVE STUDENT BEHAVIOUR

1. Praise the student one-on-one
2. Award the student a MERIT on their Conduct Card

Staff may also:

- Write home to parents/guardians in Student Planner
- Ring parents/guardians
- Nominate a student to their Year Level Team Leader for community recognition

UNACCEPTABLE STUDENT BEHAVIOUR

To be dealt with by any Teacher or Member of Staff

- Being unprepared for class (books, materials, equipment)
- Any breach of the College Uniform regulations
- Late to class and unexplained absence from class*
- Non submission of classwork or Home Study
- Disruptive behavior (e.g. talkative, ignoring directions, falling asleep in class.)
- Late return of College resources – library books, multimedia equipment
- Littering and graffiti*
- Unauthorized use of a mobile phone*

Possible strategies and consequences

- Discuss with the student the unacceptable behaviour
- Issue a DEMERIT on the Conduct Card
- Where appropriate, follow procedure for non-submission of work

Staff could also:

- Speak to student for a longer period at an appropriate time – e.g. after class
- Confiscate any item that is not permitted (for the duration of the class)
- Move student to another seat
- Contact parent / guardian via a note in planner or phone
- Request incomplete work to be finished at home
(* may be referred to Year Level Team Leader)

To be dealt with by the Year Level Team Leader

- Ongoing disruptive classroom behaviour
- Direct offensive verbal attack to a teacher
- Unauthorised absence from classes / school#
- Minor bullying/harassment incidents
- Cheating/plagiarism (this may also be referred on to Head of School)
- Defacing private property College property – e.g. desks, pencil cases, books
- Ongoing breaches of the College uniform regulations
- Ongoing lateness
- Inappropriate use of mobile phone#

Possible strategies and consequences

- Meeting with Year Level Team Leader (and Homeroom Teacher if required)
- Community service
- Public or private apology, letter or phone call to parent if appropriate.
- Referral to counseling
- After-school Detention
- Withdrawal of privilege
- Individual contract drawn up between the student, parent, Year Level Team Leader
- Follow procedure for non-submission of assessments
- (# may be referred to the Head of School or Deputy Principal)

To be dealt with by the Head of School or Deputy Principal (Principal may also be involved)

- Unauthorised absence from College
- Bullying (serious/major)
- Harassment (serious/major)
- Behavior which is severely disruptive and/or aggressive and/or violent, whether in class, on College grounds, travelling to and from school, or to any College related activity
- Continual breaches of College uniform regulations
- Theft
- Defacing College Property – buildings, etc.
- Possession of/or smoking cigarettes , of/or drinking alcohol
- Possession / use /distribution of offensive material
- Possession or use of dangerous or hazardous goods / use / distribution of illicit substances

Possible Consequences

- Recompense or Community service
- Internal suspension from classes, required to do written work
- Formal interview with parent, student and Deputy Principal
- External suspension from school
- Detention on a student free day
- Contract with Principal, student, parents
- Liaising with Police or other authorities
- New direction for student e.g. Negotiated transfer

SCHOOL UNIFORM

A school uniform provides a sense of identity and belonging. Students are expected to uphold the uniform regulations as specified in the [Uniform Regulations](#) document (a copy of this is also in the student planner).

Parents and guardians play a key role by ensuring that their daughters wear the uniform in accordance with school regulations. A written note of explanation to the Homeroom Teacher is required for the wearing of incorrect / incomplete uniform. The consequences for wearing the uniform incorrectly or a breach of the College uniform regulations will result in a DEMERIT being issued.

LATENESS PROCEDURE

We aim to provide a positive learning environment for all members of our College community. Being punctual and prepared for the school day and classes promotes a learning environment where wellbeing and learning outcomes are enhanced. We expect students to be punctual to school and prepared for class at all times.

The procedures for students arriving late to school are:

1. Upon arriving at school, students must report to Student Services, with their planner to sign in.
 - a. Students arriving late to school must bring with them a signed note explaining the late arrival. This includes appointments, being stuck in traffic, etc.
 - b. Students Services stamp the Student Planner. The note is recorded.
 - i. If a student is unable to present a note on the day, the student must see her Year Level Team Leader on that same day to provide an explanation.
 - ii. A signed note of explanation needs to be provided the next day.
 - iii. If a student does not see her Year Level Team Leader on the day or does not bring an explanatory note the following day, it will be deemed a late with an invalid reason and a DEMERIT will be issued.

The procedures for students arriving late to class are:

1. Upon arriving to class the student should inform the teacher that she is late. She should present the class teacher with a written note (or her Student Planner with a late pass stamp).
 - a. If a student is unable to present a written note on the day it will be deemed a late arrival with an invalid reason and a DEMERIT will be awarded.

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SUBMISSION OF WORK

It is expected that students submit homework and set assessable work by the due date set by the class teacher. In general, set assessable work is handed in to the class teacher during class time. There are occasions when the student can submit the work to their teacher via Student Services or the online Student Dropbox. This may be by arrangement, or if the student was absent the day the work was due.

NON SUBMISSION / COMPLETION OF SET HOME STUDY (NOT ASSESSABLE)

If a student does not submit non-assessable Home Study, the subject teacher gives the student a demerit on their Conduct Card.

NON SUBMISSION OF GRADED ASSESSMENT TASKS YEARS 7-10

Each student is expected to complete the set work relating to the Course of Study during the semester in which the course is taken according to the dates and timelines set by the College. The work will normally be set and collected by the subject teacher in class, however other ways students would submit these tasks may involve Student Services, Drop Box, email or have another person deliver the work.

While the following procedures are in place to support the subjects teachers with the receiving of graded assessment tasks, students will be absent from class for a number of reasons. From time to time, students will not be able to submit graded assessment tasks because of a number of reasons. Subject teachers are asked to take into consideration the special circumstances of students when making a decision about the allocation of an NA, NS or N.

As a way of encouraging students to submit quality assessment tasks on time, the role of the parent/guardian in supporting the completion of the tasks continues to be an important one. Students and parents should be encouraged to complete these tasks at another rescheduled time. Students are expected to engage in a conversation with their subject teacher if the completion of a task is at risk, with students and parents notifying the College of any absences as early as possible.

If the graded assessment task is to be completed under test conditions

If a student is absent on the day a test is conducted she should:

- Communicate with her subject teacher, preferably via email, within 24 hours of her return to school

If there is **no communication** from the student within 24 hours then:

- The student will receive an N for the assessment task, NS for the indicators and the task will be included in the summary performance data with a score of zero with a record in the student's planner or via email. An 'N' letter will be posted to her parent/guardian within 48 hours.