

Alesco Student Management and Support Policy

Scope

This policy relates to all staff and students of Alesco Secondary College.

Purpose

This policy outlines the clear requirements for students to maintain their enrolment at Alesco. The policy also provides clear guidelines to staff regarding the provision of adequate support and interventions for students of Alesco, particularly concerning those at risk of withdrawal.

The purpose of this policy is to:

- Ensure consistency in procedures regarding interventions for student behaviours that are not in line with Alesco's philosophy or policies.
- Provide clear information to students and parents/caregivers regarding student management, including consequences of ongoing or severe breaches of Alesco's philosophy or policies.
- Provide students and parents/caregivers with a clear outline of potential strategies utilised by the school to support the management of student behaviours.
- Provide clear information to students and parents/caregivers regarding restricted activities either by law or legal age, including but not limited to weapons, alcohol, drugs, and driving.
- Provide clear information to students and parents/caregivers regarding student property, including but not limited to mobile phone use, clothing, and access to student records.
- Provide clear information to students and parents/caregivers regarding student leadership opportunities.
- Provide clear information to students and parents/caregivers regarding student feedback, evaluations, and complaints.

Definitions

Suspension and expulsion terminology:

In alignment with Alesco's school model based on principles of adult learning, inclusivity, and mutual respect, the terms expulsion and suspension are replaced with Withdrawal and Time Out, respectively.

Withdrawal – Refers to the removal of a student's placement at Alesco. Withdrawal may be the result of either a one-off incident of serious behaviour, or the culmination of several attempts at intervention or support for less serious behaviours, students not meeting participation expectations, or high-level wellbeing needs.

Time Out – Refers to an approved leave from attending school as directed by the HoC and SWO, to allow time for student reflection.

Other terminology:

Delegated Authority – Refers to staff members being given responsibility typically reserved for the Principal.

Alesco Student Management and Support Policy

HoC – The Head of Campus holds the delegated authority of the Principal in student management and support matters. Some management outcomes are required to be completed in consultation with the Principal or Deputy Principal.

SWO – The Student Welfare Officer acts as both the support for intervention and management of wellbeing needs and as the student advocate and support during the withdrawal process.

Policy

1. Encouraging Positive Behaviours

Alesco operates under a model of providing a safe, supportive, and positive learning environment. Alesco believes students learn and develop best when their achievements, both academic and wellbeing-based are acknowledged and celebrated. Alesco has a strong commitment to maintaining a positive school tone in which staff are encouraged and supported to use positive behaviour management strategies, and students are encouraged to reflect on the consequences of their behaviour choices.

2. Student Code of Conduct

Alesco students have a Code of Conduct that affects all aspects of their participation at Alesco.

The Student Code of Conduct states:

- Respect: For self, for peers, for staff.
- Responsibility: For own learning, for own actions, for own reactions, for their impact on the environment.
- Honesty: Honest with oneself and honesty with others will follow.

Students are asked to conduct themselves in accordance with the code whilst involved with Alesco, both on the premises and during outings. Additionally, the Code of Conduct should serve as a guideline for teachers to assess student participation levels.

3. Reasons for Initiation of Student Management

Student management and support may be initiated for several reasons, and with varying severity. For clarity, Alesco's behaviour expectations extend to activities outside of school, including behaviour displayed online. The following explains potential reasons for the initiation of student management processes.

3a) Breaches of Alesco Philosophy and Policy

Whilst Alesco encourages a flexible and adaptable learning environment, there are certain behaviours and incidents which are considered a serious breach of Alesco philosophy and policy, and therefore require more serious behaviour management and intervention, up to and potentially including near immediate withdrawal. The most serious breaches under Alesco policy are defined as:

Bullying and harassment

Alesco Student Management and Support Policy

Bullying and harassment refer to the repeated and deliberate mistreatment of another student. This extends to discrimination based on race, sex, sexual orientation, gender, religion, and physical or intellectual disability.

Examples of bullying and harassment include but are not limited to:

- Verbal e.g., constant name-calling, teasing, threats, bigoted language, consistent rudeness.
- Physical e.g., hitting, spitting, tripping, using physical size as a source of intimidation.
- Social or psychological e.g., repeated ignoring, alienating, spreading rumours, 'dirty' looks, malicious digital messages such as texts and social media messages.

Violence and aggression, inclusive of threats

Violence and aggression refer to the deliberate physical harm or intimidation of another student. This definition extends to threats of violence or aggression, inclusive of those extended via text or online messaging. Examples of violence and aggression include but are not limited to:

- Physical harm e.g., punching, hitting, use of weapon on another person, use of any item as a weapon.
- Physical intimidation e.g., use of body or size of body to scare or threaten another student, including raised fists, standing over another student threateningly etc.
- Threats of violence e.g., in person or messaged threats of fights, assaults, or threats on life.
- Instigation of violence e.g., including external people in violence or aggression towards a student, organising fights etc.
- Sexual violence or threats of sexual violence.

Drugs and alcohol

Drugs and alcohol are not permitted on Alesco campuses, regardless of the age of the student. This is inclusive of drug paraphernalia. Students are also not to present to school under the influence of any non-prescribed substances or medications. Additionally, students are not to enter any licensed premises during school hours, regardless of age.

Where a student is required to take medication, the school holds expectations that:

- The student or parent/caregiver will update the school of any changes in medication.
- The student will use the medication for its intended purpose.
- The student or parent/caregiver will inform the school if medication is required during school hours.
- The student will not share their medication with peers.

Whilst drugs and alcohol are not allowed on campus, Alesco acknowledges that for some students, substance misuse might be an issue they struggle with. To this end, students wishing to seek help with substance use can speak with their SWO who can support a referral to an appropriate service.

3b) Lack of Positive Engagement

Alesco is a school of choice and therefore places responsibility on students to positively engage in all areas of their education. Where the school has actively provided all reasonable adjustments and supports and the

Alesco Student Management and Support Policy

student remains unable or unwilling to positively engage in their schooling, Alesco may begin behaviour management proceedings.

Some examples of failing to positively engage with education include but is not limited to:

- Consistent absences (refer to Alesco Student Attendance Policy and Procedure)
- Consistent lack of engagement in classwork, despite reasonable adjustments being made.
- Consistent and deliberate disregard of school rules and staff directions.
- Consistent disruptive behaviour despite reasonable adjustments being made.

3c) Exemption from School: Potential Harm to Self or Others

Alesco supports a diverse group of students, including many students with mental health needs and other wellbeing vulnerabilities. As such, Alesco places great importance on supporting the psychological safety of the collective group of students.

If a student is deemed at risk of physically or psychologically harming others, or unable to maintain their own safety on campus, they may be asked to take leave until an individual support plan can be created or reviewed.

The creation and review of such a plan would be completed collaboratively with the student, parent/caregiver, and SWO.

A student may be placed on leave under circumstances including but not limited to:

- Disclosure to staff of thoughts of self-harm or harm to others.
- Disclosure to staff of intent to self-harm on campus.
- Disclosure to staff of suicidal ideation or suicide attempt.
- Actioning self-harm on campus e.g., using sharp implements to scratch or cut self, behaving dangerously near roads, using hot items to burn self e.g., glue gun, kettle etc.
- Involvement of peers in self-harm or suicidal ideation e.g., messaging or sending images or self-harm.
- Making threats of harm to another person either in person or via social media.
- Use of self-harm or suicidal threats as a coercive tool in peer relationships.

In the event that an acute mental health emergency occurs on campus, staff will follow the relevant process.

Where a student is afforded support and adjustments but is continually unable to maintain their safety campus, the school reserves the right to place the student on a work from home plan, extended leave, or attendance plan. Where deemed necessary for the safety of all staff and students, the school reserves the right to withdraw the student's placement.

4. Student Management and Support Methods

Depending on the type and severity of the presenting behaviours or issues affecting student engagement, as well as reflection on student needs and capacity, HoC and SWO may choose to enact one or several options for

Alesco Student Management and Support Policy

student management and support. Some of these methods may require input from or collaboration with either the Deputy Principal or Principal of Alesco.

Alesco Secondary College expressly prohibits any form of corporal punishment as a method of punishment for any Alesco student.

All strategies will be enacted with some level of communication with the student and parents/caregivers. Student management and support methods include but are not limited to:

4a) SWO Support

The SWO acts as the wellbeing support for all students. Where a student's personal circumstances, diagnoses, or general level of wellbeing are impacting their behaviour, engagement in school, or safety at school, the SWO will provide reasonable levels of support to address this. Support strategies implemented by the SWO may include but are not limited to:

- Communication of wellbeing needs to staff in team meetings.
- Referral to external agencies.
- Consultation with existing support services.
- Completion of School Safety Plan or Individual Support Plan.
- Liaise with parents/caregivers regarding support strategies.
- The use of adjustments to support wellbeing e.g., fidget toys, additional break times, attendance plan etc.
- In collaboration with HoC, flagging with parents/caregivers any behavioural, learning, engagement, and mental health concerns that could potentially impact the student's placement should they not be addressed and supported.

4b) Reasonable Classroom Adjustments

Alesco staff have a responsibility to make reasonable adjustments to support the learning and wellbeing needs of individual students. Staff are also required to log their use of reasonable adjustments and are encouraged to share strategies they have found successful with other staff. Reasonable adjustments that may be used in student management and support include but are not limited to:

- SLSO support.
- Adjusted assessments.
- Additional teacher support.
- Provision of a reader/writer
- Alternate seating e.g., wobble stools, beanbags etc.

4c) Attendance Support and Intervention

Refer to Alesco Student Attendance Policy and Process Map for attendance-related student management and support strategies.

Alesco Student Management and Support Policy

4d) Respect Contracts

In situations where conflict may have arisen between students, both parties may be offered the chance to sign a contract agreeing to civility. This strategy allows students space from each other and an opportunity to build other positive relationships in the school. Contracts that may be offered include but are not limited to:

- External Behaviour Mutual Respect Contract – used for conflicts/behaviours/incidents occurring outside of school hours.
- Mutual Respect Contract – used for conflicts/behaviours/incidents occurring during school hours.
- Online and Phone Mutual Respect Contract – used for conflicts/behaviours/incidents that occurred or have been caused by the use of social media or phone use.
- No Contact Contract – used when contact between students will place both at high risk of exhibiting behaviours that would warrant withdrawal.

4e) Formal Verbal Warning

Where earlier intervention strategies have not been effective in student management and support, a formal verbal warning of the risk of time out or withdrawal will be made. This verbal warning will be provided to both the student and their parents/caregivers. This warning may be issued via either an in-person meeting with all parties, including the student, or via phone call to parents/caregivers followed by an in-person discussion with the student.

4f) Written Warning

Where earlier intervention strategies have not been effective and/or a formal verbal warning is seen by the HoC as an inadequate response to the management or support required for the student, a HoC may choose to issue a written warning. This warning will outline the risk of time out or withdrawal, explicit areas for improvement, as well as suggested ongoing strategies to be actioned both at school and out of school.

4g) Time Out

In instances where the HoC and/or SWO feel a student would benefit from some time away from school to reflect and reset following a one-off or repeated behaviour or incident, a Time Out may be offered. A Time Out may be offered for either two or five days. The need for a Time Out will be communicated with parents/caregivers before the student being informed. The student will be asked to sign a Time Out Contract, acknowledging the severity of the issue at hand, whilst also agreeing to the terms of the Time Out and using the time for self-reflection. During a Time Out, a student will be placed on Approved Leave and will be issued some form of work or activity to complete during the period.

4h) Formal Placement Review

Where ongoing attempts at student management and support have been ineffective or a behaviour or incident that doesn't warrant withdrawal but is not adequately addressed by previously mentioned strategies has occurred, a student may be issued a Formal Placement Review. A Formal Placement Review will be issued wherever possible via an in-person meeting with both the student and parents/caregivers. At this meeting, the areas for improvement, required strategies, and a timeline for improvement will be outlined. This information

Alesco Student Management and Support Policy

will also be provided in a Formal Placement Review Letter. If an in-person meeting is not possible, the intervention will be communicated to parents/caregivers via phone call, with the letter being sent via email afterwards. If the timeline for improvement ends and the student has shown improvement, they will retain their position at Alesco. Where improvement is not shown, the student will move to Withdrawal of Placement.

5. Withdrawal of Placement

Where all other student management and support strategies have been unsuccessful, or a behaviour or incident is identified as being a severe breach of Alesco policy, the HoC may choose to withdraw the student's placement. In this instance, the student would be placed on Approved Leave until the entire withdrawal process including the window for appeal, has ended. At this point, the student would be unenrolled from the school.

5a) Investigation and Decision-Making Impartiality

In instances where withdrawal is the culmination of various unsuccessful attempts at management and support, the HoC will speak with either the Deputy Principal or Principal to discuss this potential outcome. The Deputy Principal or Principal will act as the impartial third party in the decision-making process, ensuring moderation of ongoing behaviours or unsuccessfully met needs that warrant withdrawal across Alesco campuses.

Where the withdrawal is due to a serious breach of Alesco policy, the HoC may choose to send the student home whilst any required investigation occurs. Investigatory actions regarding serious breaches of policy may include but are not limited to:

- Gaining perspective and context from the student at risk of withdrawal.
- Speaking with other students involved.
- Speaking with other staff involved.
- Reviewing any documented evidence e.g., text messages, videos, photos etc.

Once the investigation is complete, the HoC will consult with either the Deputy Principal or Principal to discuss the investigation and the decision to withdraw. The Deputy Principal or Principal will act as the impartial third party in the decision-making process, ensuring moderation of breaches of Alesco policy that warrant withdrawal across Alesco campuses.

5b) Timeframe of Decision-Making

In undertaking investigations and decision-making, the school must take into account any timeframes imposed by policies, guidelines, or statutory provisions. In the absence of such timeframes, the HoC will provide the student and parents/caregivers with a timeline, taking into consideration the time needed to ensure a thorough investigation and the wellbeing of all involved parties.

5c) Communication of Decision

If the HoC, in consultation with the Deputy Principal or Principal has concluded that withdrawal of placement is the necessary outcome, this will be communicated directly with parents/caregivers and, unless there is a physical or psychological safety concern, the student.

Alesco Student Management and Support Policy

Wherever possible, the decision to withdraw will be communicated in person or via phone call. Where necessary, the school may communicate the decision via email or letter.

Regardless of the method of communication, the student and parents/caregivers will be given clear reasoning for the decision (whilst maintaining confidentiality of other involved parties) and information regarding the appeal process. All information will also be listed in a letter delivered either in-person or via email or post.

5d) Right to Appeal

Students have the right to appeal their withdrawal of placement if they feel that the school's action was unwarranted, unfair, or they would like another chance to engage with Alesco. The student and their parents/caregivers will be made aware of this right at the point of withdrawal.

Students must inform the school of their decision to appeal within seven days of the withdrawal. The student or parents/carers can contact the school via phone or email to book an appeal meeting with either the Deputy Principal or Principal and the HoC.

An appeal meeting allows the student to respond to the withdrawal decision and to state their case for reengagement at Alesco. Students are entitled to bring a support person/people to the meeting. Where a student has limited supports outside of school, they may elect to have the support of a chosen staff member in the meeting, typically the SWO.

Within two days of the appeal meeting, the Deputy Principal or Principal will inform the student and parents/caregivers of the outcome. If the withdrawal is upheld, the student and parents/caregivers will be provided with information for alternative schooling options and support services. If the withdrawal is overturned, the student will recommence at an agreed upon date. Overturned withdrawals may occasionally only be considered with increased boundaries or regulations on the student's behaviour and engagement. If the student or parents/caregivers do not agree to additional boundaries or regulations, the initial decision to withdraw may be upheld.

6. Exceptions to the Provision of Reasonable Adjustments

Under the law, Alesco may decide not to comply with the Disability Standards for Education 2005 if it can be argued that providing reasonable adjustments for a student would fall under one of three exceptions to the Standards. The three exceptions are unjustifiable hardship, protection of public health, and other legal acts or provisions.

6a) Unjustifiable Hardship

Unjustifiable hardship is when complying with the Standards imposes an excessive burden on the school, its staff, or other students. Unjustifiable hardship may refer to adjustments that are determined to be too difficult, too time-consuming, or to cause some other hardship.

Alesco Student Management and Support Policy

6b) Protection of Public Health

Protection of public health refers to actions taken on the grounds of maintaining the health and wellbeing of others.

6c) Other Legal Acts or Provisions

This exception refers to Alesco's obligation to comply with other legal acts or provisions, such as other laws, court orders, or public health orders with which the Standards may be in conflict.

7. Student Property

Alesco Secondary College will not be held responsible for the loss or damage of personal property that students bring to school. It is recommended that students refrain from bringing to school any items of significant value including but not limited to; laptops, gaming devices, excessive cash, and sentimental items. If students choose to bring valuable items to school, they accept responsibility for these items. Alesco will not provide long-term storage for any belongings and will not replace or repair any lost or damaged items.

A student may request to store belongings in an appropriate location at the commencement of the day and may collect items after the day is over. Students undertake this option at their own risk.

7a) Mobile Phones

Students bring mobile phones to school at their own risk. Whilst Alesco recognises that there are genuinely necessary times for the use of mobile phones, it is expected that students use their devices appropriately at all times. Students are required to follow staff instructions regarding phone use. Further, students are reminded that Alesco's firm stance on bullying and harassment, violence and aggression, and drugs and alcohol extends to behaviour displayed via the use of phones and/or social media.

7b) Clothing

Alesco does not have a set uniform, however, students are asked to dress appropriately. Students should dress in a neat and tidy manner, and wear suitable shoes (closed-in whenever possible). Closed-in shoes will be required for certain activities such as specific excursions, practical subjects, or school sport.

Students are not restricted in what they can wear except for the following:

- Clothing which is considered excessively revealing.
- Clothing that promotes offensive, illegal, racist or discriminatory images or language.
- Clothes that advertise or promote alcohol or other drugs.
- Any garment that could be considered sleepwear.
- Any garment that could be considered underwear worn as outerwear.

8. Student Access to Own Records

Students may request to access their student files. This request must be made to the HoC or SWO, who will arrange an appropriate time for this to occur. Students are required to be supervised and supported whilst accessing their records, and no documentation is to be removed from the school.

Alesco Student Management and Support Policy

9. Student Feedback

Students are entitled to provide feedback to the school whenever they may choose. If students have any concerns about the school, in the first instance, they are invited to provide direct feedback directly to the HoC or SWO. Where this is not possible or the student feels unable to express their views, they may be able to provide their feedback in alternate ways.

9a) Evaluation

Students will be asked to complete an evaluation survey at the conclusion of each semester. These will be completed anonymously and will allow students to provide feedback on all elements of their schooling, both academic and wellbeing-related.

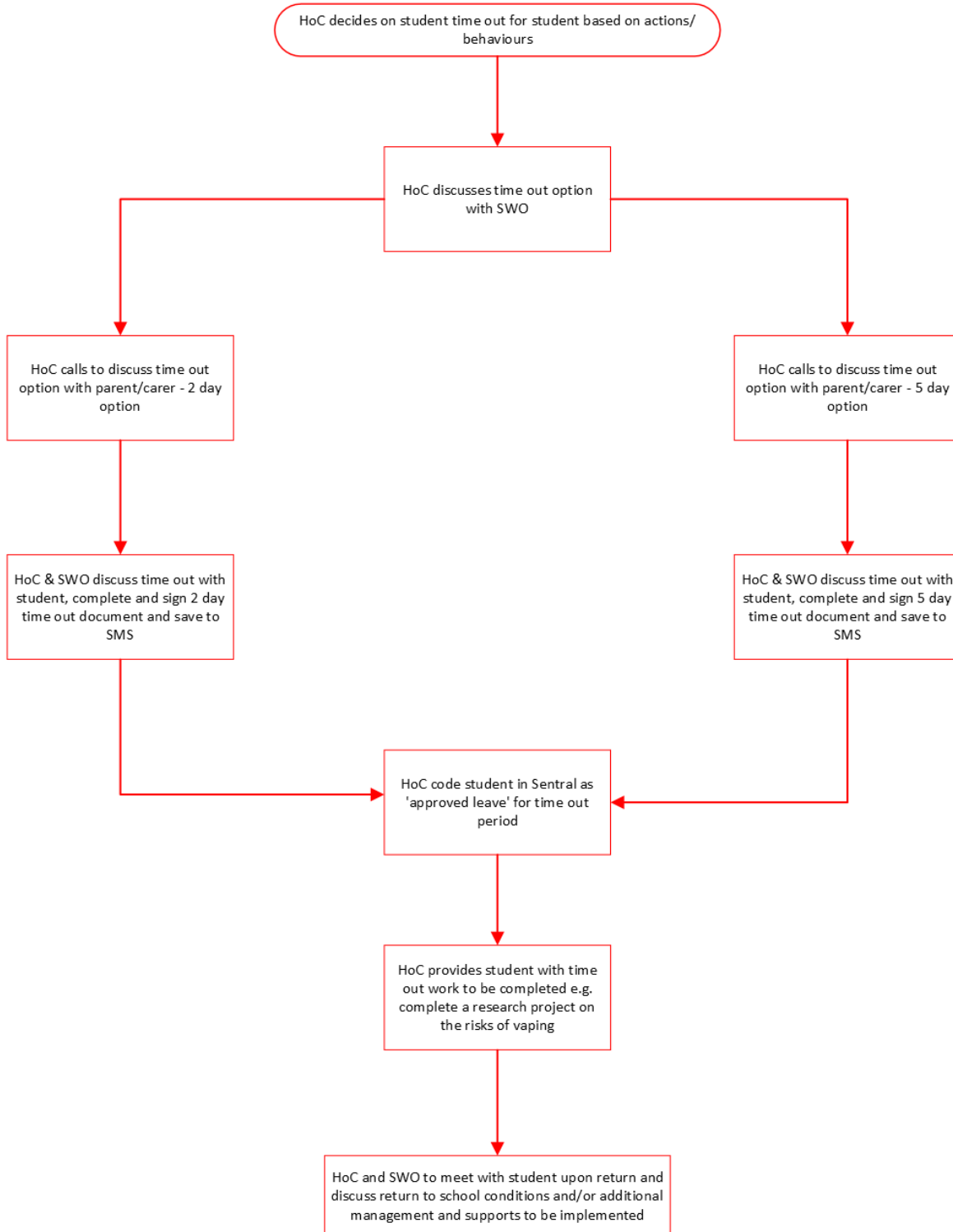
9b) Student Complaints Process

Students have the right to submit complaints about any element of the school. As outlined above, complaints are ideally communicated and resolved at a campus level with students providing their complaint to the HoC. Where a complaint cannot be managed at a campus level, or the complaint is regarding a HoC, students may submit their complaint to the Principal. If the complaint is regarding the Principal, students may submit their complaint to the Chief Executive Officer. Students wishing to submit a complaint that they feel has not, or cannot be managed at a campus level, may submit their complaint via email to complaints@atwea.edu.au.

If necessary, staff involved in the complaint will follow relevant procedures outlined in the Complaints Policy.

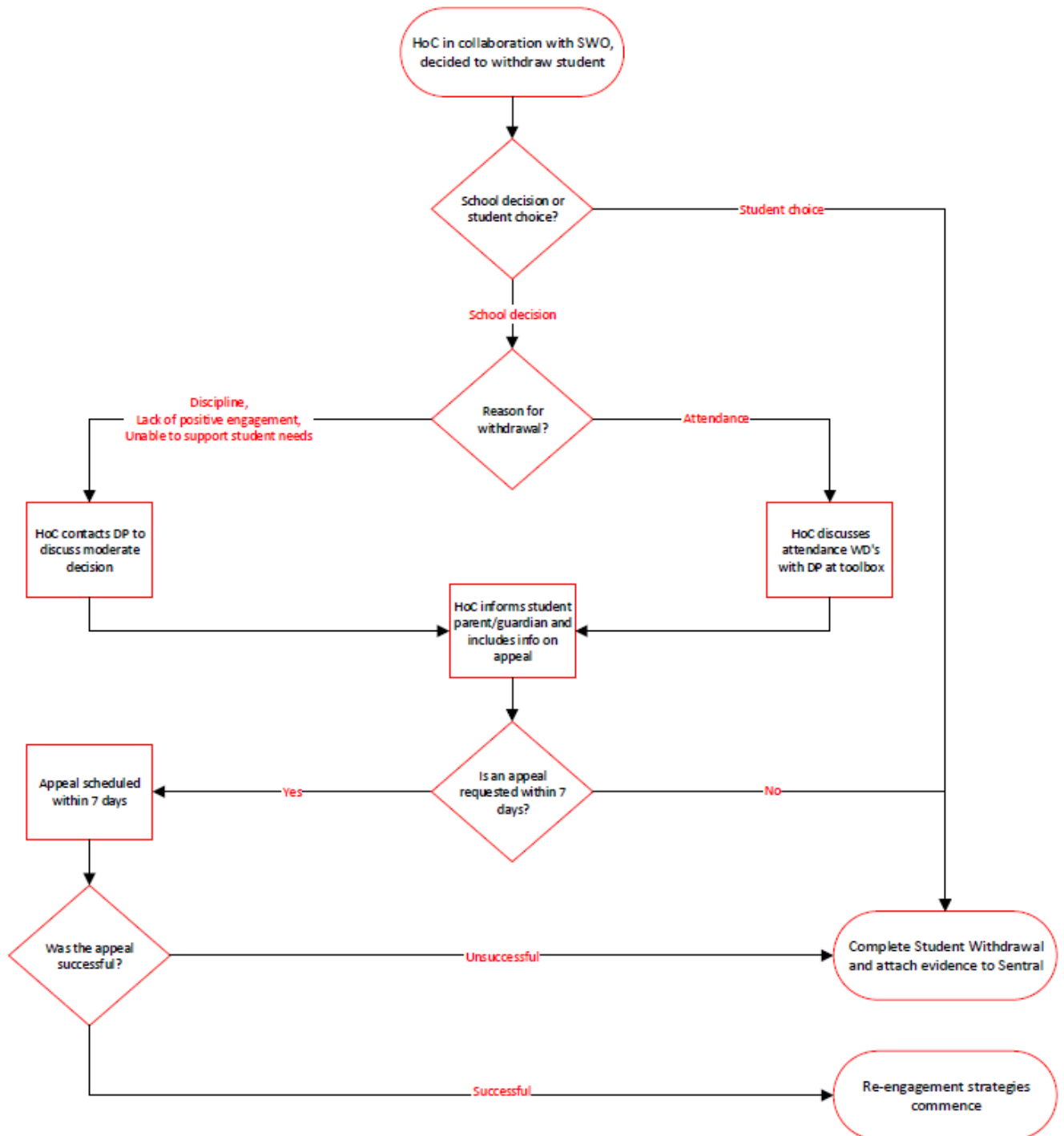
Alesco Student Management and Support Policy

Student Time Out Process Map



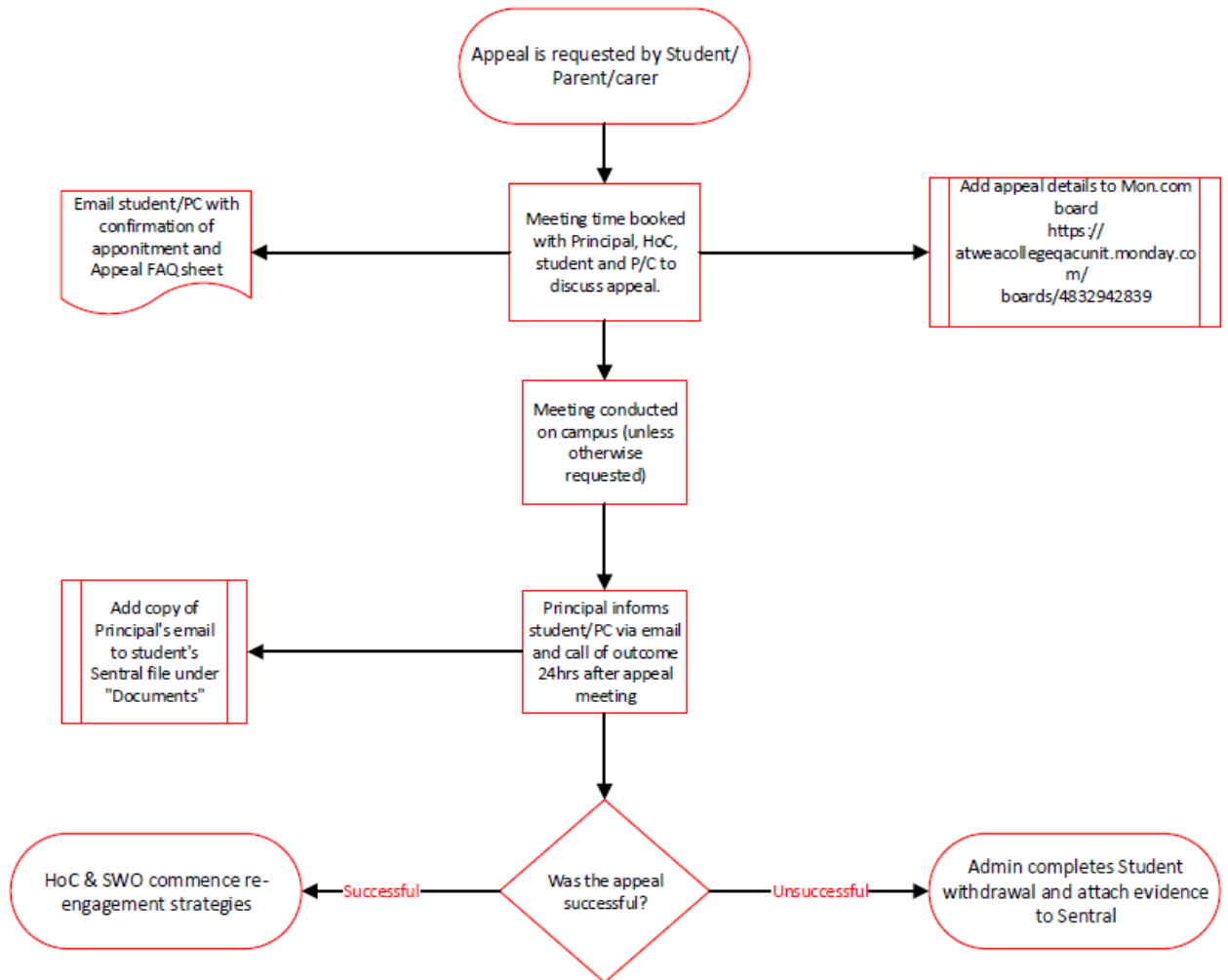
Alesco Student Management and Support Policy

Student Withdrawal Process Map



Alesco Student Management and Support Policy

Student Appeals Process Map



Alesco Student Management and Support Policy

Related documents, forms, and legislation

- [Disability Discrimination Act 1992](#)
- [Anti-Discrimination Act 1977](#)
- [Education Act 1990](#)
- [Alesco Student Wellbeing Policy](#)
- [Alesco Enrolment Policy](#)
- [Alesco Student Attendance Policy and Procedure](#)

Review

This policy review period is: 2 yearly

Publication Log

Intranet	Website
X Drive	

Policy Owner	Principal and Head of Wellbeing		
Review Panel	CEO, Principal, Deputy Principal and Head of Wellbeing		
Approval Authority	Board of Directors		
Date of Endorsement	29/07/2024	Next Review Date	29/07/2026
Risk Rating	Insignificant	Version	2.0
Library Location	X:_POLICY & PROCEDURE\Alesco Student Policies and Procedures		