



SCHOOL BEHAVIOUR PROCESS

Level 1, Level 2 and Critical Incidents

Level 1

Behaviours include:

- Lateness
- Disrupting the class (low level)
- Disengagement from learning

ACTION

1. Class teacher to speak to student and issue a consequence (eg. Community Service or Detention).

Behaviour referrals **must not** be written for minor behaviours, unless the behaviour is on-going and there is no change.

Please discuss ongoing minor issues with your curriculum leader for support.

Level 2

Behaviours include:

- Verbal abuse of a staff member
- Threatening behaviour
- Discriminatory language
- Bullying of another student
- Truancy
- Removal by Patrol

ACTION

1. Enter a behaviour referral on Daymap as soon as possible.
2. Care teacher to discuss and approve consequence with year level coordinator or exec member by end of day and complete behaviour record on Daymap with the consequence issued.
3. Care teacher to call Parent/Guardian to inform them, recording correspondence on Daymap.

FOR SUSPENSIONS:

4. Care teacher to call Parent/Guardian to inform them. Arrange a re-connection meeting with student, Parent/Guardian and care teacher present. All correspondence must be recorded on Daymap.
5. Reception will mark student with Internal Suspension/Suspension on Daymap.
6. Complete and document re-connection meeting and reception will upload on

CRITICAL

Behaviours include:

- Violence
- Drug or alcohol use
- Sexual Behaviour

ACTION

1. Student escorted to Reception by patrol or leadership.
2. Reception to be notified as soon as possible. Reception will notify leadership.
3. Leadership dealing with incident will follow critical incident flow chart.
4. Teacher will document incident via purple Critical Incident form.
5. Care teacher will receive confirmation of re-connection meeting.
6. Care teacher will attend re-connection meeting with student and Parent/Guardian.
7. Reception will mark student with Internal Suspension/Suspension on Daymap.
8. Complete and document re-connection meeting and reception will upload on Daymap for all staff.