

Behaviour Management Policy

1. PURPOSE

This policy describes the expectations for behaviour of students at Kingswood College.

Our ethos at Kingswood College is to encourage and support each student to achieve their personal best, to be self-aware, enquiring and resourceful, a well-rounded individual with an independent mind who respects and empathises with others. We do this in partnership with parents, recognising the fundamental role that families play in shaping the life of their child.

Kingswood College students learn the value of respectful relationships between teachers, friends and peers, family and community members.

2. SCOPE

This policy applies to all members of the Kingswood College community.

This *Behaviour Management Policy* will be freely available to parents, guardians and carers (referred to in this policy as “parents”), students, and others on the College website.

3. KEY RESPONSIBILITIES

Position/Roles	Responsibilities
College Council	<ul style="list-style-type: none"> ensure that policies and strategies are in place to manage student behaviour
College Executive	<ul style="list-style-type: none"> approve and maintain a policy to manage student behaviour develop and implement strategies for both prevention and response to unacceptable behaviour ensure ongoing monitoring and evaluation of the College’s policy to enable reflective practice and improvement provide staff with access to professional learning opportunities to assist with prevention and effective handling of incidents.
All staff	<ul style="list-style-type: none"> ensure students are aware of the College’s expectations regarding behaviour manage instances of unacceptable behaviour in line with the policy create and maintain a safe learning environment support the health and wellbeing of their students and colleagues.
Students	<ul style="list-style-type: none"> act in accordance with the College’s <i>Behaviour Management Policy</i> show respect to all members of the College community not hinder or harm the learning of others.
Parents, guardians and carers	<ul style="list-style-type: none"> act in accordance with College policy support the College in maintaining a safe and respectful learning environment.

4. KEY ELEMENTS OF THE POLICY

4.1 Guiding Principles

At Kingswood College we model and develop our core values of respect, courage, kindness, perseverance and excellence in all that we do.

Every member of the Kingswood College community has the right to participate in an educational environment that is safe, supportive and inclusive. Everyone is entitled to be treated with respect and dignity.

This policy is guided by the College's desire to:

- teach children self-discipline and an understanding of the consequences of their behaviour;
- provide children with an understanding of the limits of acceptable behaviour, the reasons for these limits, and consistency in the management of their behavior;
- provide good role models for acceptable behavior;
- educate students towards self-directed, cooperative and respectful behavior;
- promote, nurture and protect healthy relationships among members of the community;
- enable students to be accountable for the real consequences of their actions;
- encourage respect, healing and restoration both for those who are harmed, and for those who cause harm;
- help students to build personal responsibility by developing skills of reflection and empathy with others;
- guide teachers in their responses to student behaviour;
- ensure students and parents are informed about expectations of student behavior.

Procedural Fairness

Students have the right to procedural fairness in dealings that involve their interests. The principles of procedural fairness include the right to:

- know what the rules are, and what behaviour is expected of students;
- have decisions determined by a reasonable and unbiased person;
- know the allegations that have been made, and to respond to them;
- be heard before a decision is made; and
- have a decision reviewed (but not so as to delay immediate consequences).

4.2 Student Behaviour

4.2.1 Rights, Expectations and Responsibilities

All students at Kingswood College have the right to participate in an educational environment that is safe, supportive and inclusive. Everyone is entitled to be treated with respect and dignity.

All students are expected to:

- exhibit the College values of respect, courage, kindness, perseverance and excellence;
- treat others fairly and respectfully regardless of religious, cultural, racial, disability or sexual differences;
- communicate respectfully and politely to all members of the school community and the general public, without intimidating, aggravating or annoying others;

- not participate in, and report, unacceptable behaviour such as harassment and bullying (or cyberbullying), see the College *Respectful and Safe School Policy and Guidelines* for more information;
- look after and respect their own and other persons' property as well as the property shared by Kingswood College.

These expectations apply to all behaviour, including online behaviour. Consequences for inappropriate behaviour may be applied where the behaviour was online or via the use of social media, where that behaviour affects the relationships within the College or the standing of the College. Inappropriate behaviour may be reported to the Police. More details about appropriate and inappropriate online behaviour are contained within the *Student ICT Use Policy*, which students are expected to read before annually signing the *Student ICT User Agreement*, (or *Junior School ICT User Agreement*, as applicable).

4.2.2 Student and Staff Relationships

Within the context of the Kingswood Community, emphasis is placed on the development of relationships with individual students and with all personnel at the College.

Positive relationships are essential for students to maximise the opportunities for learning that take place in the College. This policy recognises that all students, teachers and support staff:

- have a right to be treated with courtesy and respect at all times
- should demonstrate care for individuals by fostering quality interpersonal relationships

Students are expected to:

- recognise their responsibility for building trust, esteem and friendships amongst their peers;
- be positive in attitude towards learning and co-operative behaviour and be helpful and willing to be involved in all aspects of College life;
- be sensitive to the individual personalities of other students, which contribute to the richness of life at Kingswood;
- be prepared to seek out lonely, isolated and unhappy students and help them join a group;
- be familiar with the College's *Respectful and Safe School Policy and Guidelines*, which are an integral part of the College's policy;
- be supportive of younger students.

Staff are expected to:

- be positive role models;
- be open, caring, forgiving and compassionate adults;
- show a real interest in, a personal concern and a healthy respect for their students;
- be ready to offer assistance and engender a sense of trust in their contact with students.

4.2.3 Living in the Community

Living in community involves attitudes of sharing and service to others. This means that each student adjusts his or her behaviour to ensure the rights and needs of others in keeping with our values.

4.2.4 Learning

Each student is expected to:

- work to the best of their ability, completing tasks fully and on time;
- participate co-operatively in classes;
- respond courteously to teachers' directions and show good manners at all times;
- be respectful to every person, their property and privacy;
- be punctual for all classes;
- maintain tidy and organised learning areas; and
- accept shared responsibility within a group activity.

4.2.5 Recreational

Break times during the school day are for a break from class work. Students are encouraged to engage in some outdoor recreational activity at these times. They are also an opportunity to get to know others more deeply and build stronger relationships.

Students are expected to:

- be aware of the presence of others, particularly younger students;
- be familiar with and observe all boundary limits since they are not permitted to leave the school grounds without approval from the appropriate teaching staff;
- obtain permission from the Head of School before selling, trading or promoting any items or activity in the College grounds.

Behaviour and activities which may cause injury to students at Kingswood are not permitted.

These include:

- any act of physical aggression or any offensive or intimidatory actions;
- throwing balls or any objects directly at others;
- playing games of an unduly aggressive nature.

4.2.6 College Property

Students are beneficiaries of College facilities, which have been provided, handed down and entrusted to them for safe keeping by previous generations of the Kingswood Community.

Students are expected to:

- care for school buildings, furniture, educational materials and technology, sports equipment and grounds;
- be responsible for any College property borrowed, until it is returned to the appropriate member of staff;
- be well aware that littering, graffiti or defacing property in any way is not permitted; and
- it is each student's responsibility to work towards enhancing the environment.

4.2.7 Personal Property

Students should make every effort to ensure:

- that their personal property will be safe while they are at school; and
- that their environment is hygienic, pleasant and expressive of the pride that is taken in it.

Students should ensure their personal belongings are placed in appropriate storage areas and any unnecessary items of significant value or large sums of money are not brought to school.

The College accepts no responsibility for the loss of such items.

4.2.8 Co-curricular Activities

Sport

Kingswood College provides many opportunities for students to take part in House, Inter-school and recreational sport. This is intended to promote enjoyment in terms of athletic achievement, physical health, general wellbeing, friendly rivalry and achievement of personal goals.

Coaches and players should aim to maintain a high standard of sportsmanship in all competitive games. A good spirit is to be actively fostered between teams and between schools, before, during and after a game. A hospitable and welcoming approach to visiting teams is most important when we are the hosts.

Performing Arts

Dress and behaviour standards, whilst participating at Kingswood or visiting other schools for Performing Arts activities, are to conform to the general rules and expectations presented in this policy.

4.2.9 Off-Campus Activities

Camps and Excursions

These are arranged as part of the overall learning experience and non-attendance should be only for the most serious of reasons.

Students are expected to:

- behave in a way that is consistent with expectations expressed in this policy;
- familiarise themselves with campsite regulations and for reasons of safety and hygiene, follow these guidelines carefully;
- be well aware that serious violations on camps will result in parents being contacted and the student sent home at the parents' expense. Depending on the severity of the violation, further disciplinary action including suspension or termination of enrolment may also follow.

At the discretion of the Head of School, a student may not be permitted to attend a camp or excursion should the student's behaviour be of sufficient concern or where student wellbeing or safety is at risk.

Students should realise that, whilst on excursions, they are in full view of a public who hold a very high expectation of Kingswood College students. General behaviour and presentation are expected to be of the highest standard.

Visiting other schools

Students are reminded that, when visiting other schools, be it for sport or other activities, we are their guests and are expected to act accordingly. Likewise, when other schools visit us, we extend them a warm welcome.

4.2.10 Travelling on public transport

Students travelling on public transport are expected to behave politely and courteously. Respect – for all people – is the core value of the College, and should be demonstrated by students at all times. The choice of language and topic of any conversation need to be appropriate for a public space. Student behaviour should demonstrate respect towards other passengers and officials, and abide by any published rules or expectations. Such expectations include offering seats to vulnerable people, keeping aisles free of bags or other personal belongings, and ensuring no litter is dropped.

Failure to fulfil these expectations will be treated seriously.

4.2.11 Outside of School hours

The College recognises that students are clearly under the jurisdiction of their parents when not at school.

If a student commits some offence, outside the school, such as being under the influence of alcohol or petty stealing, etc., it is for the parents, to impose a sanction.

However, the College may choose to follow-up on matters which occur out-of-school-hours where there may be school-based implications. This follow-up may include interviewing students about events that have occurred in private homes or public places. This will be necessary in some circumstances to support the wellbeing of students, to manage appropriate student interactions, and potentially, to protect the reputation of the College.

4.2.12 Appearance

Kingswood College is a workplace for students and staff. Accordingly, respectful standards of attire are expected at all times. Expectations are outlined in the College's *Student Dress Code* policy.

A failure to adhere to the *Student Dress Code* will be managed in accordance with this policy.

4.2.13 Smoking, alcohol, drugs and gambling

The College has a responsibility to educate students in the dangers of drugs, smoking and gambling and help students to avoid being drawn into their unhealthy use. To ensure this, students are expected to take careful note of the following:

- Kingswood College is a smoke-free environment. All smoking is prohibited on College property. Students are prohibited from smoking during any external College activity or whilst they can be associated with the school.
- Gambling is not permitted at Kingswood or on any school activities.
- The possession, use or dealing in hard or soft drugs is a most serious violation of College policy. Students undertaking a course of prescriptive medication should inform the College - refer to the *Administration of Medicine Policy* for more information.
- Students at Kingswood College are not allowed to consume alcohol or be under the influence of alcohol on the College premises or at any College function or activity other than the Valedictory Dinner.

4.2.14 Right to Search

The College has a responsibility to maintain a safe environment. Should the College have significant welfare or safety concerns, the Principal may authorise a search. Such concerns would include, but not

be limited to, the presence of illicit drugs or some form of weapon on the campus. This search will always be conducted by at least two staff, and may include a search of personal or College property (for example, lockers or bags on the campus). The Principal may authorise this search to be undertaken without the knowledge of the student. External resources may be contracted to conduct such a search (e.g., sniffer dogs).

This right extends to College related programs held off-campus, such as on camps or excursions. Where the Principal is not contactable to authorise the search, the search may be authorised by the senior staff member present, who will document this decision and liaise with the Principal at the earliest possible opportunity.

4.3 Teachers' approach to behaviour management

4.3.1 General guidelines

Educating students on personal and social development and appropriate behaviours occurs as part of our curriculum. Teachers at Kingswood College are encouraged to:

- assist students to learn from their mistakes, recognise their differences and to resolve problems with others;
- create and maintain a positive climate in which students, staff and parents feel valued, secure and accepted;
- work collaboratively in wellbeing teams to solve problems that arise and support colleagues in implementing a restorative approach.

A restorative approach to behaviour management includes the following:

- support for the victimised person;
- preliminary investigation to clearly understand the issues before the process is implemented;
- agreement that the goal is to solve the problem rather than interrogate, punish, blame or label individuals;
- meet the perpetrator(s) individually to encourage acknowledgement of the situation and to develop a constructive response and a plan to change behaviour;
- follow up and monitor the victimised person to ensure the agreement is being met.

4.3.2 Responding to minor misbehaviour

Minor misbehaviours will be dealt with by the teacher. Teachers should inform their Year Level Coordinator and/or Head of School of repeated behavioural issues. Teachers are encouraged to use the appropriate strategy as a first response, where practical.

First responses could include:

- verbal reminder of the rule
- individual chat
- move seat
- brief time out to reflect/cool down if necessary
- small group/individual conference
- classroom conference (if behaviours affect a number of students)

- additional duties, or
- written reflections.

When responding to incomplete work the following steps are recommended:

- discuss with the student any issues preventing completion of work;
- negotiate an agreed time for work completion;
- if still incomplete, an out of class working session, with the class teacher; advise the Year Level Coordinator and contact parents
- in Middle School, use of the Learning Club for support to complete tasks

Repeated minor misbehaviours, such as persistent failure to observe the Student Dress Code, lateness, incomplete work and non-cooperation should be referred to the relevant Year Level Coordinator or Head of School for follow up. Teachers should be informed of the outcome.

4.3.3 Responding to repeated minor misbehaviours / major infringements:

This includes:

- Breaches of College values
- failing to comply with a staff member's requests/instructions
- endangering the health and safety of others
- vandalising the property of others
- harassing or bullying others

The staff member first becoming aware of the situation should follow these steps:

- ensure the safety of students and if necessary separate/isolate the student's involved;
- seek assistance from the Wellbeing team/Counsellor if appropriate;
- inform a Year Level Coordinator or Head of School – who may determine that an investigation is needed to establish more detail; and ultimately
- participate in an appropriate restorative conference, or receive feedback about the process which ensued.

4.3.4 Investigations conducted by the College

At times an informal investigation will need to be undertaken to establish the veracity of a report of misbehaviour, and/or to determine the severity of the infringement. This investigation will be conducted by available staff at the direction of the Head of School or Principal. Notes of the investigation will be compiled.

The College always reserves the right to: (i) withdraw students from class or other programs in order to interview students; (ii) temporarily hold personal belongings including electronic devices; (iii) interview, and potentially re-interview, a range of students, individually or in groups; (iv) separate students prior to interview, for a range of reasons, including to prevent collusion; and (v) inform students of the current understanding or status of the investigation without identifying the source of information. During this phase, it will generally not be possible to provide a support person for students. All interviewers will demonstrate respect in those interviews. Students are expected to respond respectfully, honestly and cooperatively, even where they realise they have acted inappropriately.

A confidential summary of the findings of the investigation will be prepared. A summary document may also be prepared for parents (see Communication with parents). This summary will always be prepared for cases of alleged bullying, and a link to the summary will be recorded on the student file.

Further examples of inappropriate behaviour and consequences for students are contained in **Appendix A**.

Corporal punishment is prohibited at Kingswood College.

Reports on a major infringement will be prepared by the teacher, witnesses if necessary and the student/s who has been involved in a major infringement. These will be filed with the Head of School.

Major infringements or repeated misbehaviour of sufficient severity will be referred directly to the Deputy Principal or Principal, who, in consultation with the relevant staff, will determine appropriate action.

A restorative conference will usually be convened by a Year Level Coordinator, Head of School, Deputy Principal or Principal.

After a restorative conference, participants will be involved in a follow up meeting or phone call. Any repetition, in a reasonable time frame will be treated as a more serious event.

4.4 Communication with parents

At Kingswood College, we recognise that students' wellbeing is best met through a partnership between parents and the school. As such, parents will be informed of any behaviours of concern as deemed necessary by teachers, Head of School, Deputy Principal or the Principal. The Senior Staff member involved will determine the appropriate form of communication with parents – which could be an email, a phone conversation, or a meeting. Using the Restorative Practices approach we recognise the importance of building relationships throughout the school community. This involves staff, students, parents and the wider school community.

4.5 Serious Breach

Serious breaches of the school policy would include activities or behaviour of a student which:

- seriously undermined the ethos or good order of Kingswood College;
- consistently and deliberately failed to comply with any lawful instruction by a member of staff;
- was offensive or dangerous to the physical or emotional health of any staff member or any student;
- consistently and deliberately interfered with the education opportunities of other students.

Some other behaviour regarded as serious include:

- vandalism, including any damage to College infrastructure and interference with the College's ICT system or network;
- theft;
- possession of or selling obscene material;
- threats, intimidation and bullying, repeated offences;
- harassment (sexual, physical or emotional);
- discrimination;
- violence;
- the supply or possession or consumption of alcohol or drugs;

- being under the influence of alcohol or drugs whilst participating in College activity;
- possession of weapons or other illegal material;
- serious breach of the College's *Student ICT Use Policy* (or *Student ICT User Agreement*, or *Junior School ICT User Agreement*, as applicable).

Serious breaches of College policy and expectations will be considered on a case-by-case basis. The Principal may determine that a suspension, or the termination of enrolment, is appropriate.

4.6 Restraint or Seclusion of Students (Restrictive interventions)

The Victorian Registration Standards (sch 4 cl 12) require that the College must ensure that the care, safety and welfare of all students attending the College is in accordance with any applicable State and Commonwealth laws, and that all staff are advised of their obligations under those laws. This includes having policies and procedures for when it may be necessary to use "restrictive interventions" to protect the safety of a student and members of the College community.

Definitions of Restraint and Seclusion

The Department of Education defines restraint to mean the use of physical force to prevent, restrict or subdue movement of a student's body or part of their body. Students are not free to move away when they are being restrained.

While the VRQA Guidelines to the Minimum Standards and Requirements for School Registration requires policies and procedures for "restrictive interventions", this policy uses the term "restraint" as "[restrictive interventions](#)" and practices is a term used in the disability context and only certain registered disability service providers can use restrictive interventions.

Restraint and seclusion may only be used where there is an imminent threat of physical harm or danger to the student or others. College staff are not expected to restrain a student if they are likely to be harmed by doing so. Seclusion, practiced by isolating a student in an area (a room, or an outdoor area) and preventing their exit, may also be an appropriate response to a critical incident. Supervision should be maintained and all staff and students must be able to respond to an evacuation alarm.

Guidelines if confronted with threatening or aggressive behaviour

At Kingswood College, aggressive or threatening behaviour towards another member of the community, whether that be staff, students or parents is unacceptable.

There are times though when a student may exhibit anger or threatening behaviour. In such circumstances, personal safety is of paramount importance, whilst maintaining duty of care.

The following guidelines are to be followed if confronted with aggressive or threatening behaviour.

- a) Ensure the student is safe.
 - isolate them from any danger (keeping yourself safe)
 - if possible, create safe physical boundaries
- b) Call for assistance
 - calmly phone, enlist a student or staff member to get help
 - call 000 if necessary
- c) Isolate the situation
 - calmly ensure other students are removed from the area by an adult
- d) Call for specialist assistance (but minimise those directly involved). In particular consider calling on:
 - your Head of School (or Principal/Deputy Principal)

- a Counsellor
 - a Wellbeing team member
 - a Maintenance team member (e.g. to block entry of others, meet emergency personnel, etc.)
- e) Keep calm
- limit your movements, use a low, soft voice, slow actions (adopt a neutral stance)
 - if appropriate, reassure and give information (e.g. 'I am here to support you')
 - if the student is on the move, observe from a safe distance
 - if appropriate, suggest self-calming strategies (e.g. sit down, breathing)
- f) Record what is said or done and what you did – not the actions of others
- it can be useful to ask an assistant to record or time actions / what is said
- g) Debriefing
- initial debrief (for recording)
 - secondary debrief for your well-being and collegial support
 - be aware of the importance of being discreet

You will best protect yourself and the student by quickly enlisting a team management approach for the situation.

General Principles

Generally, do not attempt to restrain a student (due to the risk of injury to the student, yourself, and the likely escalation of the incident)

Never approach a student who has a weapon (phone 000)

Restraint and seclusion may only be used as a last resort where there is an imminent threat of physical harm or danger to the student or others

Talking quietly and slowly about what is happening is calming e.g. 'We are just going inside to a quiet space'

Try to get the student to a familiar place or space.

4.7 Suspension or Termination of Enrolment

A suspension or termination of enrolment will generally follow a Serious Breach, as described in paragraph 4.5. Whether the breach is witnessed by a staff member or reported to staff, an internal investigation will often be necessary.

Suspension. A decision to suspend a student may only be made by the Principal. When a decision is made to suspend a student, the Principal or Head of School will provide to the student and the student's parents:

- the reasons for the suspension; and
- the relevant rules, policies, standards of behaviour alleged to be breached.

Written communication will be provided to the parents on the day a student is notified of their suspension. This may simply confirm information shared verbally.

Note that a student may be suspended while an investigation is continuing, and a suspended student may be interviewed while on suspension. The College manages these conversations with students in a respectful and direct way, while maintaining the confidentiality of the information it holds.

Parents are not included in the initial interviews, but will be invited to a subsequent conversation to discuss the incident and the implications of the incident.

A Return to School Plan, and a Return to School meeting, will often be required before the student recommences class attendance. This meeting will generally involve the student and the student's parents.

Throughout the process notes will be made and held by the College.

Termination of Enrolment. A decision to terminate a student's enrolment (expulsion) may only be made by the Principal. Note that a student may be suspended while the appropriate consequences are being considered.

When a decision is being considered to terminate a student's enrolment, the Principal will communicate with the student, and the student's parents outlining:

- the reasons that the student is under consideration for termination of enrolment; and
- the relevant rules, policies, standards of behaviour alleged to be breached.

The Principal will:

- allow the student and/or the students' parents to give a response, either in writing, in person or otherwise verbally;
- arrange a meeting with the student and the student's parents;
- allow the student to have a support person (usually a parent or guardian);
- arrange for an interpreter if required;
- meet with the student and the student's parents and/or support person;
- ensure that such a meeting is recorded in writing.

The Principal will make a decision or judgement about the facts of the allegation against the student. The Principal will then decide whether to terminate the enrolment of a student based on the following considerations:

- safety of all students, staff and visitors;
- the seriousness or impact of the student's acts;
- the response of the student, if applicable;
- the wellbeing and welfare of the student;
- the student's prospect for rehabilitation; and
- the capacity of the student and others affected, including staff, to re-establish respectful and trusting relationships.

Parents and students have recourse to procedures as outlined in the College's *Complaints and Grievances Policy and Procedures*.

College Register. The Executive Assistant to the Principal will record the suspension or termination of enrolment in a register of suspensions and expulsions. The record will contain the names of the student(s), and the reason(s) for the suspensions or termination of the enrolment, and in the case of a suspension – the dates of the suspension. The log will include links to associated documents which will be kept on the student file. These documents may include: (a) incident or investigation notes, (b) copies of written communication with parents or notes of conversations, and (c) a Return to School Plan (if one was required). This Register will be held securely to maintain privacy.

5. REVIEW

This policy will be readily accessible to all staff, parents, visitors, and others on the College website.

Management and staff will monitor and review this policy regularly, and as a result, this policy is subject to change.

6. RELATED POLICIES

- Respectful and Safe School Policy and Guidelines
- Student ICT Use Policy
- Student ICT User Agreement
- Junior School ICT User Agreement
- Administration of Medicine Policy
- Complaints and Grievances Policy and Procedures
- Terms and Conditions of Enrolment (POL-050a)
- Student Dress Code
- Student Code of Conduct

Appendix A.

Further examples of inappropriate behaviour and consequences for students

Disrespect for:	Inappropriate behaviour	Potential Consequence
Fellow Students	Swearing	Removal from class. Suspension.
	Bullying/fighting/offensive comments	Counselling, Restorative Justice. Discussion with Wellbeing Mentor, Year Level Coordinator, Head of School. Interview with parents. Suspension/Termination of Enrolment.
Teachers	Rudeness to teachers, Swearing at teachers, Threatening behaviour, Physical intimidation	Apology. Suspension. Interview with parents. Enrolment review, as appropriate.
The College and Community	Uniform violations	Warning to rectify. Parents notified. Community Service around the College
	Smoking	Possible 3-day Suspension. Program outlining health consequences of smoking
	Graffiti/Vandalism	Cleaning duties. Community service around the College Suspension.
	Misuse of electronic device	Ban from use of device on campus.
	Theft	Counselling. Return of goods. Suspension. Enrolment review.
	The possession of pornography, sexist, racist or other discriminatory material	Counselling, discussion with Year Level Coordinator or Head of School. Contact with parents. Suspension/Termination of Enrolment.

The Teaching and Learning Environment:		
Disrespect for	Infringement	Consequence
Time missed	Late to School	Marked late for Wellbeing Meeting - required to sign-in with the Section Administrator. Parent communication (note or phone call) may be required. Possible Community Service.
	Late to class	Marked late for class - required to sign-in with the Section Administrator Possible Community Service.
	Absent from class without acceptable excuse	Discussion with Wellbeing Mentor, Year Level Coordinator or Head of School. Consequences determined by Head of School.
Work issues	Incomplete work	Work back process. Parents contacted. Work to be completed.
	Interference with others' learning	Removal from class to Year Level Coordinator or Head of School. Parents contacted.
Disruption of teaching	Ignoring instructions	Removal from class to Year Level Coordinator or Head of School. Parents contacted. Apology. Behaviour Contract.
	Causing learning activities to be disrupted or stopped	Removal from class. Interview with Year Level Coordinator, Head of School. Behaviour Contract. Suspension. Interview with parents. Enrolment review.