

FLOW CHART FOR DEVELOPING PERSONAL RESPONSIBILITY



UNIFORM

- Incorrect Uniform: winter/summer etc.
- Blazer not worn
- Excess Jewellery
- Shoes - not done up
- Hair not tied back
- Dress length not appropriate
- Nail Polish & make-up

-Primarily a restorative conversation.

Issue a demerit.

4 Demerits: Issue after school detention

If non-attendance for detention, re-schedule opportunity.
If still non-attendance, student detention on SFD.*

HOMEWORK

Homework not submitted during P1-4. Homework not submitted during P5-6.

HC at 1pm same day & email parents. **NEXT DAY**
-Submit by 9am
OR
-HC at 1pm and email parents

If inadequate or fails to submit:
-Continue until satisfactorily submitted.

If student fails to attend HC:
-Email home & YLC
-2 x demerits
4 demerits = detention

If non-attendance for detention:
-Reschedule opportunity.
-Speak to YLC/Director of Students
If still non-attendance, student detention on SFD.

UNACCEPTABLE BEHAVIOUR

- Breach of student code of conduct
- Low-level behaviour in class/yard
- Bringing the good name of Clonard into disrepute
- Unsatisfactory Performance Letter
- Unexplained lateness
- Unexplained absence*
- Repeated poor organisation

MINOR OFFENCE SUBJECT TEACHER:
-Primarily a restorative conversation.
- Refer to **Positive Behaviour** website.*
-Issue consequence.

MORE SERIOUS OFFENCE SUBJECT TEACHER:
-Consult with YLC.
-Phone call home
-E-mail home
-Demerit
-Discussed at SWAM

If pattern emerges Teacher to follow up:
-Phone call home
-E-mail home
-Behaviour Report
-Speak to YLC
-Discussed at SWAM

4 points against Behaviour Report: Issue after school detention.
10 demerits per term: refer to Director of Students and meet with parents

If non-attendance for detention, re-schedule opportunity.
If still non-attendance, student detention on SFD.*

HIGH RISK BEHAVIOUR

(requires immediate response)

- Physical Threat
- Violent Behaviour
- Extreme anger or confrontation
- Breach of Law
- Prohibited Substances
- Teacher needs support
- Bringing the good name of Clonard into disrepute

Teacher sends another student to the General Office to get AP, YLC, Director of Students or Wellbeing Staff.
Restorative conversation.
-Documented on SIMON.

If internal/external suspension:
-YLC to document on SIMON and alert teachers.
-Parents are contacted.
-Restorative session with involved parties. (if deemed appropriate)
-Re-entry meeting with Principal. If re-enrolment occurs a behaviour contract is negotiated.
-At any point the Principal reserves the right to determine all disciplinary matters including exclusion from the school.

TRUANCY

Missed lesson but on campus Leaves campus

Teacher refers to YLC who contacts parents and 2 x demerits
Documented on SIMON.

YLC refers to Director of Students.
-Phone Call home
-E-mail home
-4 x demerits = detention

If non-attendance for detention, re-schedule opportunity.
If still non-attendance, student detention on SFD.

BULLYING & HARASSMENT

Teacher listens to complainant and facilitates Restorative session.
-Documented on SIMON.
Report to YLC.
-Discussed at SWAM.

If non-progressive, refer to YLC or Director of students.
-Further Restorative Practice session.
-Documented on SIMON
-Reported to Principal.
-Phone call home
-Email home
-Discussed at SWAM

- Refer to Student Wellbeing Policy, Bullying and Harassment Policy, Staff Handbook, Enrolment Package, Year 7 Handbook, Mobile Phone Policy and ICT user guidelines for restorative behaviour tips.
- *Positive Behaviour URL: <http://www.pbisworld.com/>
- If there is an *unexplained absence for 3 days, the Homeroom Teacher should contact home to establish an explanation.
- * At any point the Principal reserves the right to determine all disciplinary matters including exclusion from the school.