

### APPENDIX 3 - DISCIPLINE POLICY FLOW CHART

This document must be read in conjunction with the Discipline Policy (R/09/556)

Updated 29/04/2024

#### ACTIONS



<p><b>Level 1</b></p>	<p><b>IN CLASS MANAGEMENT (Teacher)</b>  <b>Reminders:</b> Staff will give sufficient time for students to acknowledge instructions and respond appropriately.  <b>Redirection:</b> Staff will direct students towards positive behaviours to support good choices.</p>	<ul style="list-style-type: none"> <li>• Teacher to record in SEQTA</li> <li>• Various strategies to be used</li> <li>• TAP as required</li> </ul>
<p><b>Level 2</b></p>	<p><b>DETENTION</b>            When a student repeats inappropriate behaviour or a severe behaviour occurs, this will warrant being placed in detention. Staff will assist students to think about their actions, teach alternative choices and restore relationships.</p>	<ul style="list-style-type: none"> <li>• Head of Student Management notified</li> <li>• Teacher to notify parents</li> <li>• Record in SEQTA</li> <li>• Detention slip given to student</li> </ul>
<p><b>Level 3</b></p>	<p><b>PROGRESS CARDS ISSUED</b>            When a student demonstrates persistent inappropriate behaviour, the Head of Student Management will issue a progress card and discuss with parents. Teacher to implement strategies for making good choices and establish a behaviour plan moving forward. The goal is for heart change and for this to be seen in the students' behaviour and interactions with others.</p>	<ul style="list-style-type: none"> <li>• Head of Student Management to notify parent</li> <li>• Record in SEQTA</li> <li>• Deputy Principal informed</li> <li>• Parent meeting as required</li> </ul>
<p><b>Level 4</b></p>	<p><b>TIME OUT</b>            At this level, if there is no change and persistent inappropriate behaviours continue, the student will be placed in Time Out. It will also warrant a meeting between the parent and the Head of Student Management. Reflection form and encouragement will be given.</p>	<ul style="list-style-type: none"> <li>• Parent meeting with the Head of Student Management</li> <li>• Student to meet with Chaplain</li> <li>• Student to complete reflection form</li> <li>• Progress card given</li> </ul>
<p><b>Level 5</b></p>	<p><b>SUSPENSION</b>            Persistent negative behaviours and an unwillingness to change, will warrant a meeting with parents, Deputy Principal and the Principal. A suspension will be given for serious disciplinary breaches.</p>	<ul style="list-style-type: none"> <li>• Head of Student Management and Deputy Principal notified</li> <li>• Record on SEQTA</li> <li>• Refer to Discipline policy</li> </ul>
<p><b>Level 6</b></p>	<p><b>EXPULSION</b>            At the discretion of the Deputy Principal and the Principal.</p>	<ul style="list-style-type: none"> <li>• Refer to Discipline Policy</li> </ul>