

	PARADE COLLEGE
STUDENT WELLBEING POLICY NO.3 OF 10:	STUDENT BEHAVIOUR MANAGEMENT POLICY

1. Introduction

- 1.1 This policy is the third in the set of Student Wellbeing Policies and should be read in conjunction with them.
- 1.2 The College will manage behavioural management issues with students with the following principles in mind:
 - (a) Communication – Co-operation between Staff Members, Tutor Teachers, House Leaders / Student Wellbeing Coordinators and parents are essential to ensure balanced and appropriate outcomes for students who behave inappropriately. There should be honest and open communication between parents, Staff Members and students.
 - (b) Professional responsibility – There is a responsibility for Staff Members to assert effective discipline to ensure safety and an effective learning atmosphere in each of their classrooms, on excursions and incursions and in the yard. They can expect to be supported in this by the House Leader / Student Wellbeing Coordinator, Assistant Principal – Student Wellbeing, and Dean of Students and Assistant Principal – Student Wellbeing to the extent that they establish the necessary pre-conditions for good discipline and attempt to follow this policy.
 - (c) Consistency – Students need and expect a consistent approach from Staff Members, period to period, each day. Therefore, the approach taken to student discipline at the College should be a whole-of-school approach.
 - (d) Process driven – Behaviour management must be viewed as a process in which the overall needs and performance of the student are considered. The process is highly structured and the principles of good management and restorative justice demand that incidents be dealt with at the most immediate and local level.

- (e) Restorative justice – The philosophy of restorative justice, with appropriate encouragement and sanctions for behaviour which harms or breaks relationships, will generally be adopted as the basis for the approach taken by staff. In considering the seriousness and the consequences of breaches in relationship with the College, our values and our community, the College will promote as a priority, the restoration of right relationships between the parties.
- (f) Assistance – Appropriate support services are offered to Staff Members, students and parents. Access to the College Counselling Staff is available to a student at any stage of a disciplinary or behaviour management process.

2. Purpose

- 2.1 The purpose of this policy is to provide students, Staff Members and parents with clarity as to the behaviour expected of students at the College and the consequences when those expectations are breached.
- 2.2 The policy aims to:
 - (a) support the College and its Staff Members, parents and students in creating a culture of positive behaviour with high levels of student engagement as essential prerequisites for ongoing wellbeing and learning;
 - (b) set out for the benefit of all involved a clear process to be followed when students fail to exhibit the type of behaviour required of them;
 - (c) ensure the safety of all the members of the College community, i.e. students, Staff Members, parents and visitors;
 - (d) help students develop self-discipline, self-respect, self-worth and respect for others; and
 - (e) create an environment where the right of students to learn and the right of teachers to teach is respected.

3. Scope

- 3.1 This policy applies to all College employees, Direct Contact Contractors, board members, clergy and volunteers (**Staff Members**), as well as students and parents.

Direct Contact Contractors are contractors who are engaged to perform child connected work.

- 3.2 The policy covers conduct at the College, on the way to and from the College, at official College functions or sporting fixtures, and when students are representing the College, whether dressed in College uniform or not.

4. Aspects of behaviour under this Policy

- 4.1 **Compliance with College policy and procedure:** complying with the College's policies, procedures and the Student Code of Conduct.
- 4.2 **Respect for the College:** upholding College values, not bringing the College into disrepute.
- 4.3 **Respect for others:** including students, Staff Members and other adults, the health, safety and wellbeing of others, courtesy, consideration, speaking ill of others, vilification.
- 4.4 **Bullying and harassment of any sort:** bullying, harassment (including sexual harassment), dangerous behaviour (real, perceived, threatening) towards another person, fighting, violent behaviour, use of language, image based abuse, gestures or conduct likely to offend.
- All infringements will be taken seriously by the College and these are covered in detail in separate policies (see College Student Welfare (Bullying) Policy and College Sexual Harassment Policy).

- 4.5 **Respect for property:** litter, graffiti, vandalism, damage or destruction of property.
- 4.6 **Responsibility for property:** naming of property, valuables in College, theft, fraud, misuse of College property, digital devices, lockers, lost property.
- 4.7 **School campus:** out of bounds areas and times, designated use of facilities and buildings, where food is permitted.
- 4.8 **Acceptable use of ICT:** use of College systems and technology, use of mobile phones and other digital devices.
- 4.9 **Academic work:** completion of work, disruption to own or another's learning, assignments, homework, deadlines, exam rules and procedures, plagiarism, cheating.
- 4.10 **Attendance:** attendance, punctuality, preparedness.

- 4.11 **Obedience:** disobedience, refusal to comply with a reasonable request.
- 4.12 **Prohibited and illegal activities, including substance abuse:** alcohol, drugs, smoking (including vaping), gambling, weapons, arson. A separate Health and Safety Policy covers tobacco use.
- 4.13 **Uniform infringements** are considered separately from this policy.

5. General guidelines

- 5.1 Staff Members and students are to communicate respectfully and act with honour, dignity, respect and integrity
- 5.2 Students strive to solve conflicts independently and respectfully. They will refer to a Staff Member if needed.
- 5.3 Students are to be considerate of others and safe when on College grounds.
- 5.4 Students are to use their own, others' and College equipment responsibly.
- 5.5 Students are to move in a manner which is orderly, appropriate to the area and ensures the safety of themselves and others.
- 5.6 Students need to follow the behavioural expectations of the classroom.
- 5.7 Students are only allowed in the classroom with the teacher's permission.
- 5.8 Students are to take responsibility for their physical and verbal actions and reactions.

6. Policy

- 6.1 The College is committed to ensuring its behaviour management policy and procedures are fair and reasonable.
- 6.2 The College prohibits any form of corporal punishment.
- 6.3 Behavioural expectations, standards and consequences are stated clearly for the benefit of students, parents and Staff Members.
- 6.4 The College will ensure that this policy affords procedural fairness, and its application is fair, consistent and non-discriminatory.
- 6.5 The College will regularly consider how it can provide opportunities for students to grow their social learning in order to develop positive

behaviour, respectful relationships and high levels of student engagement.

- 6.6 The College will ensure that all members of the College community have a shared understanding of what constitutes acceptable and unacceptable behaviour together with clear systems of recognition and consequences.
- 6.7 The College reserves the right to implement a Behavioural Management Plan for students displaying challenging behaviours as soon as practicable.
- 6.8 The Behavioural Management Plan will assist Staff Members in handling difficult situations, including details of strategies:
 - (a) to reduce behavioural triggers;
 - (b) to address the behaviour; and
 - (c) on how all Staff Members will support a student and encourage them to calm down in heightened situations.
- 6.9 The College may be required to suspend or expel a student if it is determined that the seriousness of the behaviour warrants such a response.
- 6.10 The keeping of accurate records is the essence of this policy and the House Leader / Student Wellbeing Coordinator is the key person in this process. The House Leader / Student Wellbeing Coordinator ensures that there is an appropriate response to disrespectful behaviour and keeps other parties informed. House Leaders / Student Wellbeing Coordinators and the Dean of Students / Director of Campus will agree on what records will be passed on year by year and which will be deleted/expunged at the end of a year. Records at all stages will be treated with appropriate confidentiality.

7. Responses

- 7.1 Restorative responses and/or consequences will be applied if any member of the College community is acting in a manner which impacts a student's wellbeing and is impeding the right and opportunity of others to learn and be nurtured in a safe and orderly environment.
- 7.2 A restorative approach prioritises repairing harm done to relationships and people over allocating blame and dispensing punishment.
- 7.3 Sanctions must be applied fairly and consistently. There are differing levels of seriousness of misbehaviour, and consequences should

reflect this, with serious infringements naturally incurring more substantial consequences.

- 7.4 Sanctions should not be applied to whole groups of students unless deemed necessary.
- 7.5 Staff Members will use the six questions below when managing a breach in relationship with students:-
- (a) what happened?
 - (b) what were you thinking at the time?
 - (c) what have you thought about since?
 - (d) who has been affected by what you have done and how?
 - (e) what do you think you need to do to make things right?
 - (f) how can we do things differently in future to make sure that this doesn't happen again?

8. Procedure

- 8.1 This section sets out the procedures the College and Staff Members should take in managing behavioural issues with students. It should be read in conjunction with the Student Code of Conduct and other relevant policies and procedures.
- 8.2 The Principal may elect, at his or her discretion, not to apply this policy if they reasonably consider that there is a significant risk to health and safety.

Setting expectations

- 8.3 All students will be made aware of b, including expectations under this policy and the Student Code of Conduct.
- 8.4 Teachers should spend time at the beginning of the school year or upon introduction to their class setting expectations, referring students to the Student Code of Conduct and establishing Classroom Agreements with each class they teach.

Initial response

- 8.5 If a student behaves in a way that contradicts and breaches another related behaviour policy of the College, the Staff Member who has observed the behaviour will address and document such behaviour in line with this policy and procedure.

- 8.6 The Staff Member is always responsible for initiating and following through the appropriate response.
- 8.7 Depending on the seriousness of the behaviour, the Staff Member should employ an appropriate verbal or non-verbal strategy to regain the student's focus on to their learning task, always being respectful of the student. This could include but is not limited to:
- (a) issuing a clear verbal warning, reminding the student of the classroom agreement and asking the student to return to the learning task;
 - (b) moving around the classroom to stand beside the student to regain their attention whilst continuing to teach the class;
 - (c) altering the seating arrangements;
 - (d) speaking quietly to the individual student at their desk whilst other students are working;
 - (e) meeting the student after class or at recess or lunchtime to discuss the situation; and
 - (f) organising a work catch-up session, or some additional yard duty at lunchtime.
- 8.8 Staff Members should be guided by the procedures in Appendices B, C and D.
- 8.9 Board members, volunteers and contractors who observe behaviour by students that fall outside of expectations can notify a relevant teacher or employee who will take further action in accordance with this policy and procedure.
- 8.10 The student will be required to engage in a restorative conversation, based on the five questions, as outlined earlier in this document with the Staff Member who was made aware of the relationship breakdown or who was involved in the relationship breakdown with the student. Appropriate ways to 'make things right' may include:
- (a) an apology to the offended party;
 - (b) attending a lunchtime detention;
 - (c) undertaking appropriate restitution (e.g. litter duty, some community action, etc.); or
 - (d) restorative 'chat' with the student's House Leader / Student Wellbeing Coordinator and Staff Member involved.

Escalation

- 8.11 When the Staff Member feels that their attempts to restore right relationship are not being responded to, and the student is not being respectful with the class or group, the matter should be brought to the attention of the Tutor Teacher.
- 8.12 Similarly, the Tutor Teacher will enlist the aid of the House Leader / Student Wellbeing Coordinator at what he or she judges the appropriate time, and, in turn, the Dean of Students will be formally involved.
- 8.13 Phone contact with parents, to inform them only of the situation and how it has been resolved will be made by either the Tutor Teacher or the House Leader / Student Wellbeing Coordinator, as appropriate.
- 8.14 The Dean of Students will then follow up the behaviour/incident with the student and if required a meeting may be held with the parents and the Assistant Principal – Student Wellbeing. The Principal may also be notified and involved.
- 8.15 In extreme situations, such as a situation of danger to others or if the situation becomes unmanageable, a student may be relocated to a nominated place of appropriate supervision. The classroom teacher has the following options in managing this situation:
 - (a) send a responsible student to the nearest class/nearest staff room to get help;
 - (b) send a responsible student to the nearest House Leader / Student Wellbeing Coordinator office for assistance; or
 - (c) send a responsible student to Assistant Principal / Dean of Students / Director of Campus offices for assistance.
- 8.16 Once assistance arrives, the Staff Members will make the decision about the most appropriate strategy, which may include:-
 - (a) removing the student from the class into the care of the Staff Member who arrives to assist;
 - (b) Staff Members discussing the situation with the student together; or
 - (c) in extreme cases, exit the rest of the class from the room into another area of the College with the Staff Member who arrives to assist
- 8.17 It is never appropriate to exit students from a classroom without an agreed and pre-arranged destination for that student, or to allow

students to stand outside classrooms, or to exit a student from a classroom without follow-up with the student and relevant House Leader / Student Wellbeing Coordinator.

Ongoing behavioural issues

8.18 For more serious breaches of respectful relationships or repeated deliberate undermining of respectful relationships, a student may be required to undertake one or more of the following:

- (a) apologise and make restitution to the offended party;
- (b) attend a restorative meeting, accompanied by their House Leader / Student Wellbeing Coordinator with the injured party and their support person;
- (c) complete an after-school detention;
- (d) be placed on a tracking card to monitor progress for a period of time;
- (e) have an interview with a College Counsellor or House Leader / Student Wellbeing Coordinator and parents; and
- (f) incur a withdrawal of privileges (e.g. miss an excursion, a social or representing the College at a sport/any other activity).

8.19 The student should be given the opportunity to provide a response and be afforded procedural fairness where possible.

8.20 These consequences would be arranged and overseen by the House Leader / Student Wellbeing Coordinator in tandem with the Tutor Teacher and relevant Staff Member, if appropriate. At this level, parents will be informed and the student and parents may be required for interview. The matter will be placed on the student's file on SIMON by the House Leader / Student Wellbeing Coordinator.

Serious or sustained infringements

8.21 Very serious infringements include those that involve a significant breach of the Student Code of Conduct, illegal behaviour, a continuous pattern of infringement, creating a risk to the health and safety of other individuals or impacting the reputation of the College.

8.22 For very serious infringements or sustained disrespect of relationships, a student may be required to:

- (a) attend a supervised mediation session;
- (b) apologise and make restitution to the offended party;

- (c) attend a weekend detention of three hours;
- (d) be suspended from classes for an assigned period of time;
- (e) incur a significant withdrawal of privileges;
- (f) meet with a College Counsellor;
- (g) enter into a formal contract of appropriate behaviour with the College;
- (h) be placed on a provisional enrolment; and / or
- (i) attend and participate in a full restorative conference involving parents, injured parties and their support person, Tutor Teacher, House Leader / Student Wellbeing Coordinator and the Dean of Students / Director of Campus.

8.23 At an appropriate time as judged by the Assistant Principal – Student Welfare, the student’s House Leader / Student Wellbeing Coordinator, Tutor Teacher and Counsellor (if relevant) will meet with the student and the parents to decide on an appropriate response. The Principal will be informed.

9. Student suspension

9.1 A Principal (or delegate) may suspend a student for behavioural reasons whilst that student is attending College or travelling to or from College, or engaged in any College activity away from the College (including travel to or from that activity).

9.2 Grounds for suspension may include, but are not limited to:

- (a) fighting;
- (b) bullying;
- (c) verbally or physically abusing another student, Staff Member, member of the community, or a visiting adult;
- (d) the student has committed a particularly serious offence which jeopardises the safety or security of other members of the College community, or which has the potential to seriously harm the reputation of the College;
- (e) being in possession of illegal drugs;
- (f) being in possession of alcohol or cigarettes (including vaping and smoking paraphernalia) or smoking on College grounds; and

- (g) acts of vandalism, stealing, bringing items to be used as weapons onto school property or acts that may seriously endanger the safety and well-being of others.
- 9.3 If the College determines that a student is to be suspended, the student's parents will be notified and provided with the grounds upon which the suspension has been applied. The College will provide support for off-site learning during the period of suspension.
- 9.4 The student may be suspended for a period of one to nine consecutive days, during which time, as determined by the Principal (or delegate) and following a suspension, there will be a re-entry meeting involving the student, his parent / caregiver, Principal, Assistant Principal – Student Wellbeing, Dean of Students / Director of Campus and the House Leader / Student Wellbeing Coordinator.
- 9.5 Prior to a suspension being implemented the Principal (or delegate) may consult other Staff Members to ensure that an external suspension is the most effective way of dealing with the situation. If a response is provided by the student, this should also be considered.
- 9.6 Should these measures not result in improved behaviour the College will conduct a review of the student's position at the College.

10. Expulsion

- 10.1 Ultimately, a student may reach the stage where the College can do no more to assist, as his actions indicate that he no longer wants to be part of the College Community.
- 10.2 The Principal may expel a student in the following circumstances:
- (a) continued unacceptable behaviour after they have already served a time of suspension;
 - (b) the student has committed a particularly serious offence which jeopardises the safety or security of other members of the College community, or which has the potential to seriously harm the reputation of the College;
 - (c) the student has possessed, used, sold or provided an illegal or dangerous substance; or
 - (d) for a serious breach of the College's enrolment agreement, including but not limited to the Enrolment Terms and Conditions, the Student Code of Conduct and the Parent Code of Conduct.

- 10.3 The Assistant Principal – Wellbeing, Dean of Student / Director of Campus, the student’s House Leader / Student Wellbeing Coordinator, Tutor Teacher and Counsellor (if relevant) will meet and make a recommendation to the Principal. This should consider any response by the student where provided.
- 10.4 The Principal, and relevant College personnel such as Assistant Principal – Student Wellbeing, Dean of Students / Director of Campus, and / or the relevant House Leader / Student Wellbeing Coordinator, will meet with the student and the parents to formalise the outcome.
- 10.5 Should the Principal make the decision to terminate the enrolment of a student the College will ensure that the College Board Chair is informed.

11. Breach of this policy

- 11.1 Staff Members that breach this policy may be subject to disciplinary action, including and up to termination of employment or engagement.

12. Related policies and procedures

- 12.1 Disrespectful behaviour is often allied to issues of learning (**See *Teaching and Learning Policy***) and issues of attendance/lateness (See Appendix D – Student Attendance Management and Procedure). A flow-chart is included as Appendix A to illustrate the procedures involved.
- 12.2 For the benefit of Staff Members a schematised:
 - (a) Student Behaviour Management Protocol is included as Appendix B;
 - (b) Student Learning Management Procedure is included as Appendix C; and
 - (c) Student Attendance Management Procedure is included as Appendix D.
- 12.3 Other related policies include:
 - (a) Child Protection and Safety Policy;
 - (b) Student Code of Conduct;
 - (c) Parent Code of Conduct;
 - (d) Bullying Policy (students);
 - (e) Procurement Policy;

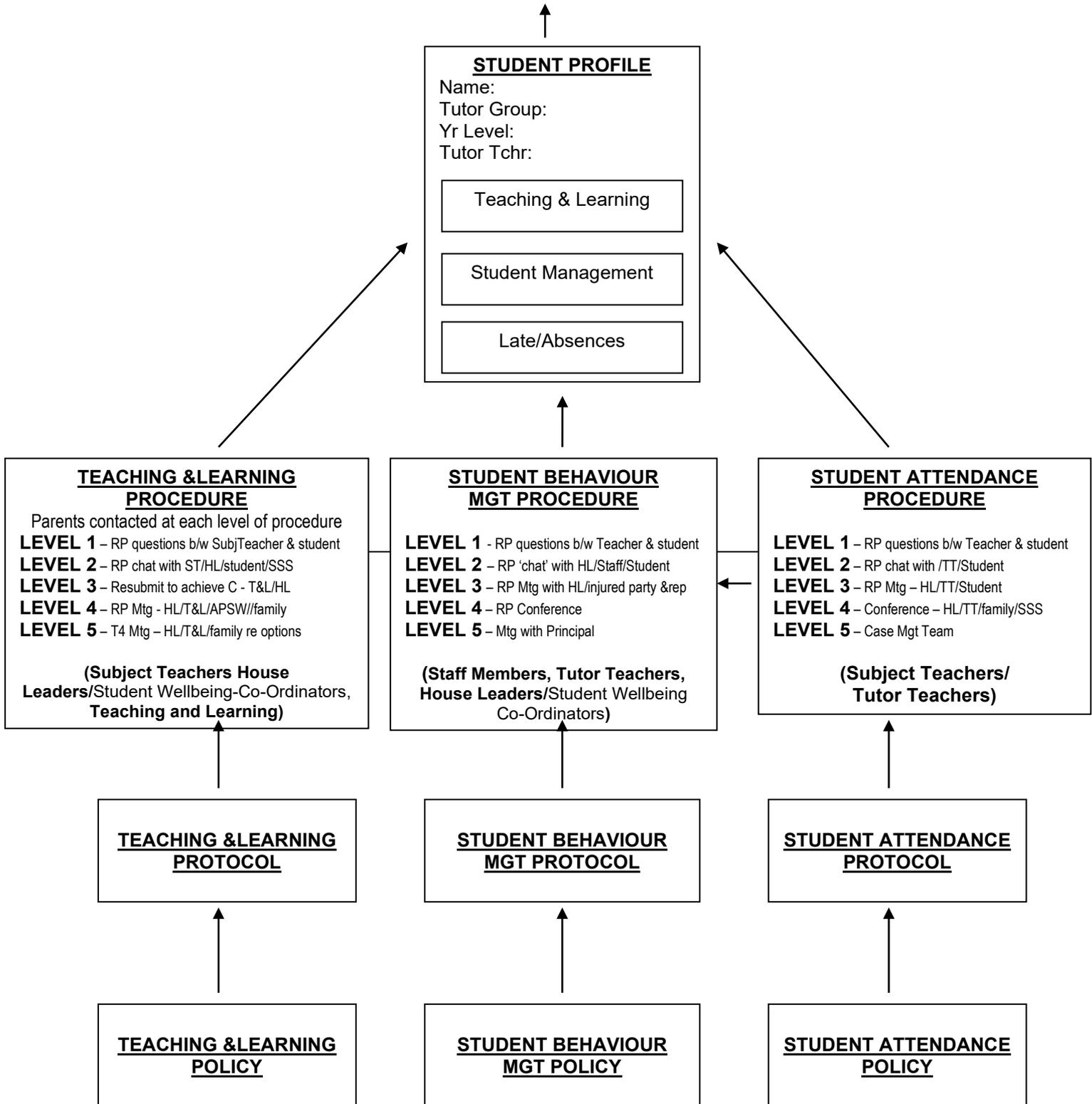
- (f) Child Safety Contractor Guidelines;
- (g) Sexual Harassment Policy (students);
- (h) Uniform Policy; and
- (i) Enrolment Policy.

Approved by the College Board: August 1999

Reviewed: October, 2001, November, 2004, June 2006, June 2008, November 2009,
June 2011, March 2016, July 2020

APPENDIX A: PROCEDURAL FLOWCHART

- STUDENT MANAGEMENT REVIEW COMMITTEE**
- Asst Principal – Student Wellbeing/Dean of Students
 - Asst Principal – Teaching and Learning
 - House Leader/Student Wellbeing Co-Ordinator



APPENDIX B: STUDENT BEHAVIOUR MANAGEMENT PROCEDURE

***“We strive to teach and learn in a life-giving and safe community”
Parade College Mission Statement, 2004***

LEVELS	EXAMPLES OF BEHAVIOURS	SUGGESTED RESPONSES
Level 1 Minor	<ul style="list-style-type: none"> • Disrupting the learning environment • Failure to comply with teacher direction • Inappropriate lateness to class / tutor group • Inappropriate use of computer in class time • Inappropriate use of teaching and learning resources • Intimidation between students • Littering • Off task behaviour in class • Offensive / inappropriate language • Out of bounds • Spitting • Uniform infringement in the College grounds • Other 	<p style="text-align: center;"><u>Teacher/Supervisor:</u></p> <p>Staff Members <u>MUST</u> have a discussion with student, using 5 RP Questions before or after deciding on one or more of the following:-</p> <ul style="list-style-type: none"> • Verbal correction or warning • Relocation of student to another part of the room or yard • Lunchtime Dialogue • Discussion with student at Recess / Lunch • Sent From Class Form • Pro Forma Letter home re: outcomes • Apology • Temporary relocation to another class • Litter duty supervised by issuing teacher • Application of bullying policy
Level 2 Medium	<ul style="list-style-type: none"> • Continued disruption of the learning environment • Continual lateness to class /tutor group on a number of occasions • Inappropriate use of teaching and learning resources • Involvement in a fight • Offensive / inappropriate language • Continued uniform violations • Sustained failure to complete set tasks • Failure to comply with reasonable directions • Intimidation between students • Uniform infringement in a public place • Other 	<p style="text-align: center;"><u>House Leader / Student Wellbeing Coordinator, Tutor Teacher and reporting Teacher</u></p> <p>RP ‘Chat’ with HL/injured party/student</p> <ul style="list-style-type: none"> • After School Detention • Contact with parents • Apology • Incident Report to student file • Interview with House Leader / Student Wellbeing Coordinator • Daily tracking card for students • Counselling • Application of the bullying policy • Application of appropriate policy document

<p>Level 3 Medium</p>	<ul style="list-style-type: none"> • Three detentions in the term • Absence from class or school without permission • Conduct in the public domain that brings the College into disrepute • Consistent lateness to class / pastoral group • Continued and sustained disruption of the learning environment • Direct involvement in a fight involving low level physical violence • Inappropriate challenging of a teacher's authority • Inappropriate use of computer resources • Failure to give name or i.d. • Possession of offensive or otherwise inappropriate materials • Racist or otherwise hurtful language directed at a person • Smoking in uniform • Sustained failure to comply with instructions • Sustained failure to comply with reasonable directions • Sustained intimidation between students • Vandalism • Level 1 Bullying offence • Other 	<p><u>Dean of Students/Director of Campus, House Leader/Student Wellbeing Co-Ordinator, Tutor</u> Teacher</p> <p>RP Meeting with HL/injured party and their support person/student</p> <ul style="list-style-type: none"> • Saturday Morning Detention • Interview with parents • Apology • Internal/External Suspension • Community Service • Referral to House Leader/Student Wellbeing Co-Ordinator and Dean of Students/Director of Campus • Counselling • Application of the bullying policy
<p>Level 4 More Serious</p>	<ul style="list-style-type: none"> • Actual physical violence • Conduct in the public domain that brings or has the potential to bring the College into disrepute • Possession of illicit or illegal substances / material • Repeated inappropriate actions directed towards a teacher • Sustained failure to comply with instructions • Theft or destruction of property • Threats of physical violence made to a Staff Member • Threats of physical violence made to a student • Level 2 Bullying offence • Other 	<p><u>Dean of Students, Director of Campus, House Leader, Student Wellbeing Coordinator, Tutor</u> Teacher</p> <p>RP Conference</p> <ul style="list-style-type: none"> • Saturday Morning Detention • Interview with parents • Apology • Internal/External Suspension • Community Service • Referral to House Leader/Student Wellbeing Co-Ordinator and Dean of Students/Director of Campus • Counselling • Application of the bullying policy • Referral to Discipline Committee • Referral to Assistant Principal – Student Wellbeing
<p>Level 5 Most</p>	<ul style="list-style-type: none"> • A breach of Contract of Behaviour • Major theft or wilful destruction 	<p><u>Principal, Asst Principal – Student Wellbeing, Dean of Students/Director of Campus</u></p>

Serious	<ul style="list-style-type: none"> • Level 3 Bullying offence • Serious criminal offence • Sustained failure to comply with College Rules • Trafficking in illicit substances • Other 	<p><u>House Leader/Student Wellbeing Coordinator,</u> <u>Tutor Teacher</u> Principal Meeting</p> <ul style="list-style-type: none"> • Negotiated Transfer from College • Referral to Police • Suspension from College • Application of the bullying policy • Referral to Discipline Committee
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APPENDIX C: STUDENT LEARNING MANAGEMENT PROCEDURE

LEVELS	EXAMPLES OF BEHAVIOUR	SUGGESTED RESPONSES
Level 1	<ul style="list-style-type: none"> • Failure to complete homework • Classwork not completed • Failure to contribute to class activity • Arriving at class without materials/appropriate uniform/aprons • Work not submitted on due date • Absent from class on due date • Absent for test/GAT/outcome 	<p>Staff Members <u>MUST</u> have a discussion with student, using 5 RP Questions before or after deciding on one or more of the following:-</p> <ul style="list-style-type: none"> • Verbal correction or warning • Discussion with student at recess/lunchtime • Work completed at recess/lunchtime • Note to parents in student's planner • New submission date (within 7 days) negotiated
Level 2	<ul style="list-style-type: none"> • Continued failure to complete homework • Continued failure to complete classwork • Absent for negotiated date for test/GAT/outcome/submission 	<ul style="list-style-type: none"> • After School detention to complete work • Contact parents • Contact HL/SWC for action • Director of Student Support Services contacted • Tracking cards

Level 3	<ul style="list-style-type: none"> • Work is UG standard • Work is D or E grade (Year 10 & 11) • Absence from Semester Exam • Absence from Trial Exam (Year 12) 	<ul style="list-style-type: none"> • Students resubmit to achieve C & referred to HL/SWC • VCE students referred to VCE Co-Ordinator relevant-Dean of Learning • PSG • Parent contact
Level 4	<ul style="list-style-type: none"> • Work not submitted by extended date • Work submitted by extended date but is UG standard • Continued absence on due dates or days of GATs, tests or outcomes 	<ul style="list-style-type: none"> • Interview with Careers Advisor • Interview with Student College Counsellor • Study skills/Revision program • Family Meeting with HL-SWC/Dean of Students/Campus Director/PSW/TT • Contract drawn up to meet specific concerns with review processes • Warning, where appropriate, re possible outcomes for following year • VCE students – possibility of Academic Advisor involvement • PSG Meeting – where relevant
Level 5	<ul style="list-style-type: none"> • Student not adequately prepared to progress to next level 	<ul style="list-style-type: none"> • Meeting with family, Dean of Students-Director of Campus/HL-SWC and T&L to canvas options • consultation with Careers Counsellor • discussions with T&L re alternatives such as VET Pathways to Business, Non-ATAR options • discussion with Director of Pathways Education re ERPP, VCAL and apprenticeship/TAFE options

APPENDIX D: STUDENT ATTENDANCE MANAGEMENT PROCEDURE

LEVELS	EXAMPLES OF BEHAVIOUR	RESPONSES
Level 1	<ul style="list-style-type: none"> Student is late/absent from any class or Tutor period 	<p><u>Tutor, Teacher</u> TT MUST have a discussion with student, using 5 RP Questions before or after deciding on one or more of the following:-</p> <ul style="list-style-type: none"> Lateness/absence recorded on e-workspace
Level 2	<ul style="list-style-type: none"> Three latenesses to class in one term without satisfactory explanation Failure to supply absence note Unexplained period absence 	<p><u>Tutor, Teacher, House Leader/Student Wellbeing Co-Ordinator</u>After school detention</p> <ul style="list-style-type: none"> Tutor Teacher to follow up unexplained absences Further action by Tutor Teacher and House Leader/Student Wellbeing Co-Ordinator
Level 3	<ul style="list-style-type: none"> Truancy Incident 	<p><u>Tutor Teacher, House Leader/Student Wellbeing Co-Ordinator Dean of Students/Director of Campus</u></p> <ul style="list-style-type: none"> Saturday detention Further action as necessary
Level 4	<ul style="list-style-type: none"> Multiple absences 	<p><u>House Leader/Student Wellbeing Co-Ordinator Dena of Students/Director of Campus Asst Principal-Student Wellbeing</u></p> <ul style="list-style-type: none"> Interview with parents Further action as necessary
Level 5	<ul style="list-style-type: none"> Chronic lateness Multiple truanancies School refusal 	<p><u>Dean of Students/Director of Campus, House Leader/Student Wellbeing Co-Ordinator Asst Principal – Student Wellbeing Director of Counselling Services</u></p> <ul style="list-style-type: none"> Appropriate action