



PROCEDURE: Discipline

UPDATED: 2022

REVIEWED BY: Senior Executive

STATEMENT OF INTENT:

At Northlakes High School we aim to deliver a safe and supportive environment where all stakeholders have the right to be treated fairly, with dignity and respect. This policy is underpinned by our Positive Behaviour for Learning with a focus on respect, responsibility and personal best. These expectations are fundamental in our efforts to provide Quality Teaching and Learning environments which are inclusive, free from disruption, harassment, intimidation and victimisation.

APPLICABILITY:

Applies to all stakeholders within the school community.

DoE POLICY/PROCEDURE REFERENCE:

<https://policies.education.nsw.gov.au/policy-library/policies/pd-2006-0316>

DEFINITION:

- Respect
- Responsibility
- Personal Best
- Disruption
- Victimisation
- Harassment
- Intimidation

RATIONALE:

This Policy is intended to:

- Monitor student behaviour
- Inform parents about student behaviour
- Monitor student attendance
- Support and inform staff with strategies and practices to promote positive student behaviour
- Develop socially responsible young people who are capable of making informed decisions
- Maintain high standards of discipline

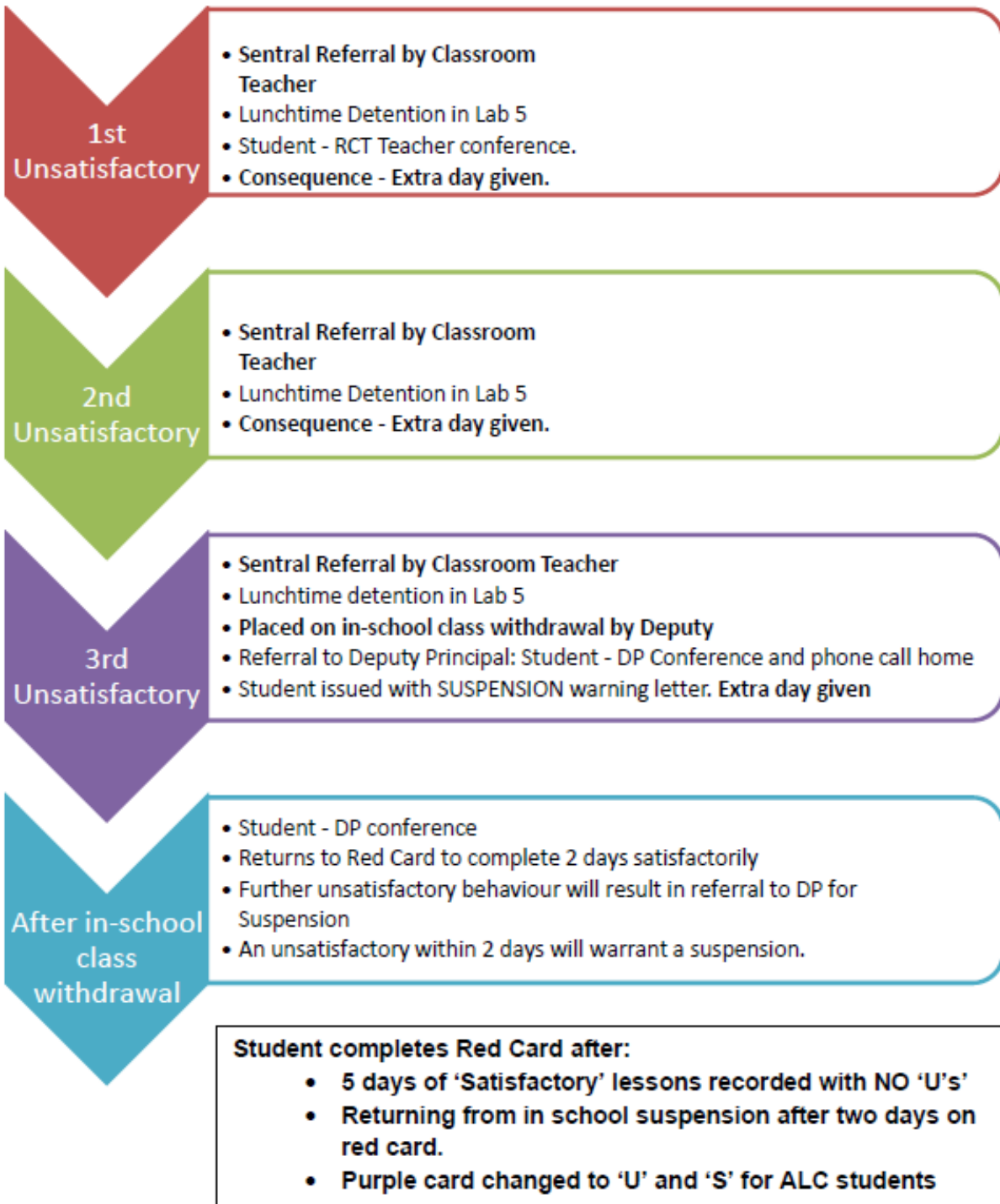
PROCEDURES:

- Follow PBL expectations
 - Respectful
 - Responsible

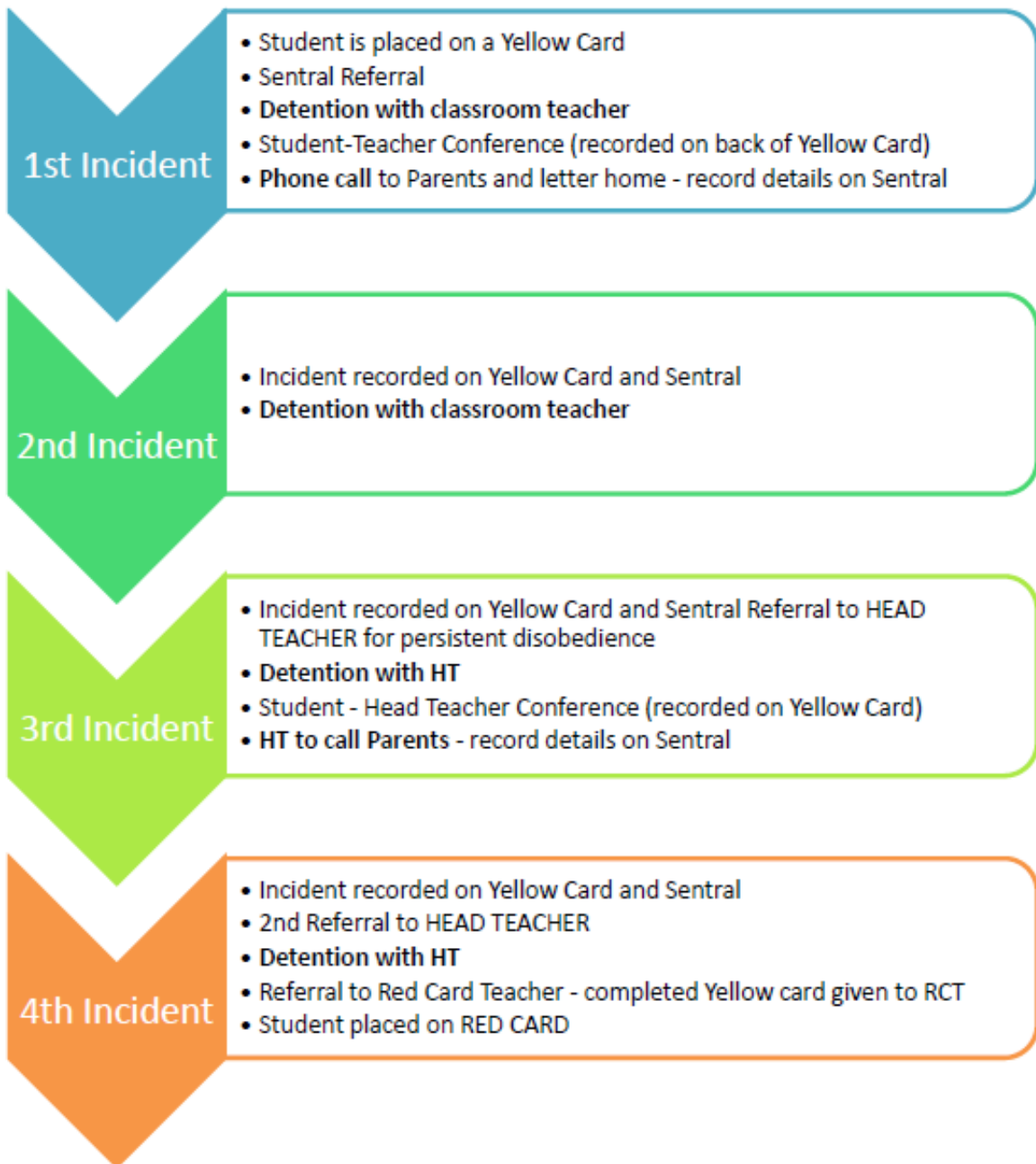
- Make Sentral entry
- Personal Best
- If the student displays persistent disobedience the teacher must give:
 - Verbal warning
 - 2nd verbal warning with explanation of school's PBL explanations
 - 3rd verbal warning with explanation of consequences and contact parents, removal from classroom, referral to Head Teacher, yellow card, detention etc
- Continued Disobedience
 - Complete monitoring slip (on yellow card)
 - Remove from classroom
 - Make Sentral entry and notify Head Teacher on Sentral
 - If necessary refer to Head Teacher with monitoring slip accompanied with another student
- Follow Student Behaviour Monitoring – Yellow Card, Red Card (see attached)

Red Card

- Purple card is equivalent to Red Card for ALC students only
- Student placed on Red Card – phone call home by Red Card Teacher (RCT).
All recorded on Sentral
- Detention each day in Lab 5 with RCT



Yellow Card



Student remains on yellow card until:

- **Student has achieved 3 consecutive satisfactory lessons.**
- **Student moves to a Red Card.**
- **Commencement of a new term.**
- **Two yellow cards simultaneously equals a red card. Notify red card team via Sentral**

SAMPLE

Not for distribution



Yellow Card

- Students are placed on a yellow card for behaving in a manner that is not acceptable at Northlakes High School.
- Student behaviour will be monitored each lesson and recorded.
- A detention is to be issued for each 'unsatisfactory' lesson achieved by the student.
- Students remain on this card until they behave appropriately for 3 consecutive lessons, or, in the event of continued poor behavioural choices, are placed on a Red Card via HT referral.

Some questions to ask the student during conferences...

What happened to cause you to be placed on a Yellow Card?	What did you think when you realised what had happened?
What were you thinking at the time?	What impact has this incident had on you?
What could you have done differently to behave more appropriately?	What impact do you think this incident has had on others in the class?
Who has been affected by what you have done? In what way?	What has been the most difficult thing for you?
What do you need to do to make things right?	Are you clear about what is expected from you in the classroom? Explain?

Actions taken by Classroom Teacher...

<input type="checkbox"/> Verbal warnings	<input type="checkbox"/> Conferences with student	<input type="checkbox"/> Moved student to 'buddy' teacher class
<input type="checkbox"/> Moved student within the classroom	<input type="checkbox"/> Detention issued for each unsatisfactory lesson	<input type="checkbox"/> Phone call home
<input type="checkbox"/> 5 minute time-out, outside of classroom	<input type="checkbox"/> Unsatisfactory incident/s recorded on Sentral	<input type="checkbox"/> Referral to Faculty Head Teacher

Actions taken by Head Teacher...

<input type="checkbox"/> Conference with Student	<input type="checkbox"/> Detention issued	<input type="checkbox"/> Referral to Red Team
<input type="checkbox"/> Student removed from class	<input type="checkbox"/> Phone call home	<input type="checkbox"/> Other:

Teacher: _____ Subject: _____ Year: _____

Lesson	Date	S	U	Teacher Comment	Detention			-P's Home	HT Ref	Sign
					S	U	Non-Attend U			
1										
2										
3										
4										
5										
6										

ACTIONS	
First nsatisfactory	<ul style="list-style-type: none"> • Incident recorded on Yellow Card and Sentral • Detention with classroom teacher
Second nsatisfactory	<ul style="list-style-type: none"> • Incident recorded on Yellow Card and Sentral Referral to HEAD TEACHER for persistent disobedience • Detention with HT • Student - Head Teacher Conference (recorded on Yellow Card) • HT to call Parents - record details on Sentral
Third nsatisfactory	<ul style="list-style-type: none"> • Incident recorded on Yellow Card and Sentral • 2nd Referral to HEAD TEACHER • Detention with HT • Referral to Red Card Teacher - completed Yellow card given to RCT • Student placed on RED CARD

Student remains on yellow card until:

- Student has achieved 3 consecutive satisfactory lessons.
- Student moves to a Red Card.
- Commencement of a new term.

SAMPLE

Not for distribution



Red Card

NAME: _____ **Year:** _____ **House:** _____

- You have been placed on a Red Card as a result of your choice to behave in a manner that is not acceptable at NHS
- Your behaviour will be monitored and recorded each lesson, for a minimum of 5 school days
- For each day that you are on this card you are expected to attend DETENTION EVERY LUNCH 1 in LAB 5
- You are required to arrive promptly at detention and complete a workbook in silence. Failure to do so will result in your being given an unsatisfactory grading (U)
- Getting U's whilst on this monitoring card will extend your time on this card.
- Continued unsatisfactory behaviour whilst on Red Card may result in an interview with the DP, a suspension warning letter and in some cases, suspension from school.

Hand this card to your classroom teacher at the *BEGINNING* of *EACH* lesson!

As a student at NHS, I understand that I am required to:

1. Follow all instructions given by teachers
2. Conduct myself according to our school rules
3. Be more mindful of having **RESPECT, RESPONSIBILITY**, and doing my **PERSONAL BEST**.

Student Signature: _____

You are to remain on this card until you receive clearance from your Red Card Teacher _____

Your Red Card **MUST** be handed in to your Red Card Teacher upon completion!

DAY 5

Date: _____ Parent Signature: _____

S=Satisfactory behaviour

U=Unsatisfactory behaviour

Period	Subject	S	U	Teacher Comment	Sign
1					
2					
Lunch	DETENTION				
3					
4					

DAY 6

Date: _____ Parent Signature: _____

S=Satisfactory behaviour

U=Unsatisfactory behaviour

Period	Subject	S	U	Teacher Comment	Sign
1					
2					
Lunch	DETENTION				
3					
4					

DAY 1

Date: _____ Parent Signature: _____

S=Satisfactory behaviour**U=Unsatisfactory behaviour**

Period	Subject	S	U	Teacher Comment	Sign
1					
2					
Lunch	DETENTION				
3					
4					

DAY 2

Date: _____ Parent Signature: _____

S=Satisfactory behaviour**U=Unsatisfactory behaviour**

Period	Subject	S	U	Teacher Comment	Sign
1					
2					
Lunch	DETENTION				
3					
4					

DAY 3

Date: _____ Parent Signature: _____

S=Satisfactory behaviour**U=Unsatisfactory behaviour**

Period	Subject	S	U	Teacher Comment	Sign
1					
2					
Lunch	DETENTION				
3					
4					

DAY 4

Date: _____ Parent Signature: _____

S=Satisfactory behaviour**U=Unsatisfactory behaviour**

Period	Subject	S	U	Teacher Comment	Sign
1					
2					
Lunch	DETENTION				
3					