



**PROCEDURE:** Discipline

**UPDATED:** 2023

**REVIEWED BY:** Senior Executive

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**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://education.nsw.gov.au/content/dam/main-education/policylibrary/public/implementation-documents/pd-2006-0316-06.pdf>

**DEFINITION:**

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

**RATIONALE:**

This Policy is intended to:

- Monitor student behaviour
- Inform parents about student behaviour
- Support positive behaviour
- Explicit teaching of behaviour code for students-  
<https://education.nsw.gov.au/content/dam/main-education/policy-library/public/implementation-documents/pd-2006-0316-01.pdf>
- 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
  - Personal Best
  - Record Student behaviour in Sentral
- If the student displays persistent disobedience the teacher must give:
  - Use strategies from classroom flow chat (see page xx) including 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 can result in:
  - Complete monitoring slip (yellow card) with appropriate goals
  - Removed from classroom
  - Record of student behaviour 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, Orange Card, Red Card (see attached)

# Yellow Card

- Student Placed on Yellow card by Classroom Teacher after completing steps within the classroom behaviour flowchart (CBF)



Student remains on yellow card until:

- Student has achieved 3 consecutive satisfactory lessons.
- Student moves to an Orange Card

Student Name		Subject		Teacher	
		Class		Date Issued	

Goal 1	
Goal 2	
Goal 3	
Principal's Goal	Demonstrates behaviours consistent with Northlakes High School Non-Negotiables (poster in every classroom)

#### Student- Teacher Conference

Student's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

	Goal 1		Goal 2		Goal 3		Principal's Goal		Comment	Sign
Date	S	U	S	U	S	U	S	U		



## 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 by CRT each lesson and recorded.
- Reflection time is to be issued for each 'unsatisfactory' lesson achieved by the student.
- Students remain on this card until they demonstrate appropriate behaviour for **3 consecutive lessons**, or, in the event of continued poor behaviour, are placed on a Orange Card Monitoring 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 the 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"/> Reflection Time 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

# Orange Card

- Student placed on Orange Card – phone call home and email sent by Head Teacher. *All recorded on Sentral*
- Reflection Time with Head Teacher

Placed on  
Orange Card

- **Sentral Referral by Classroom Teacher after failing Yellow Card**
- Reflection with HT
- Student - HT Conference recorded in Sentral

1st  
Unsatisfactory

- **Sentral Referral by Classroom Teacher**
- Reflection with HT following Lesson
- Phone call to Parents by HT - to be recorded in Sentral
- **Consequence - Extra Lesson of monitoring**

2nd  
Unsatisfactory

- **Sentral Referral by Classroom Teacher**
- Reflection with HT following Lesson
- **HT referral to Red Card Teacher**

**Student completes Orange Card after:**

- **5 lessons of 'Satisfactory' recorded with NO 'U's'**
- **Student moves to Red Card**

Student Name		Subject		Teacher	
		Class		Date Issued	

Goal 1	
Goal 2	
Goal 3	
Principal's Goal	Demonstrates behaviours consistent with Northlakes High School Non-Negotiables (poster in every classroom)

#### Student- Head Teacher Conference

Student's Signature: \_\_\_\_\_

Head Teacher's Signature: \_\_\_\_\_

Completed by Classroom Teacher for Head Teacher										
	Goal 1		Goal 2		Goal 3		Principal's Goal		Comment	Sign
Date	S	U	S	U	S	U	S	U		



## Orange Card

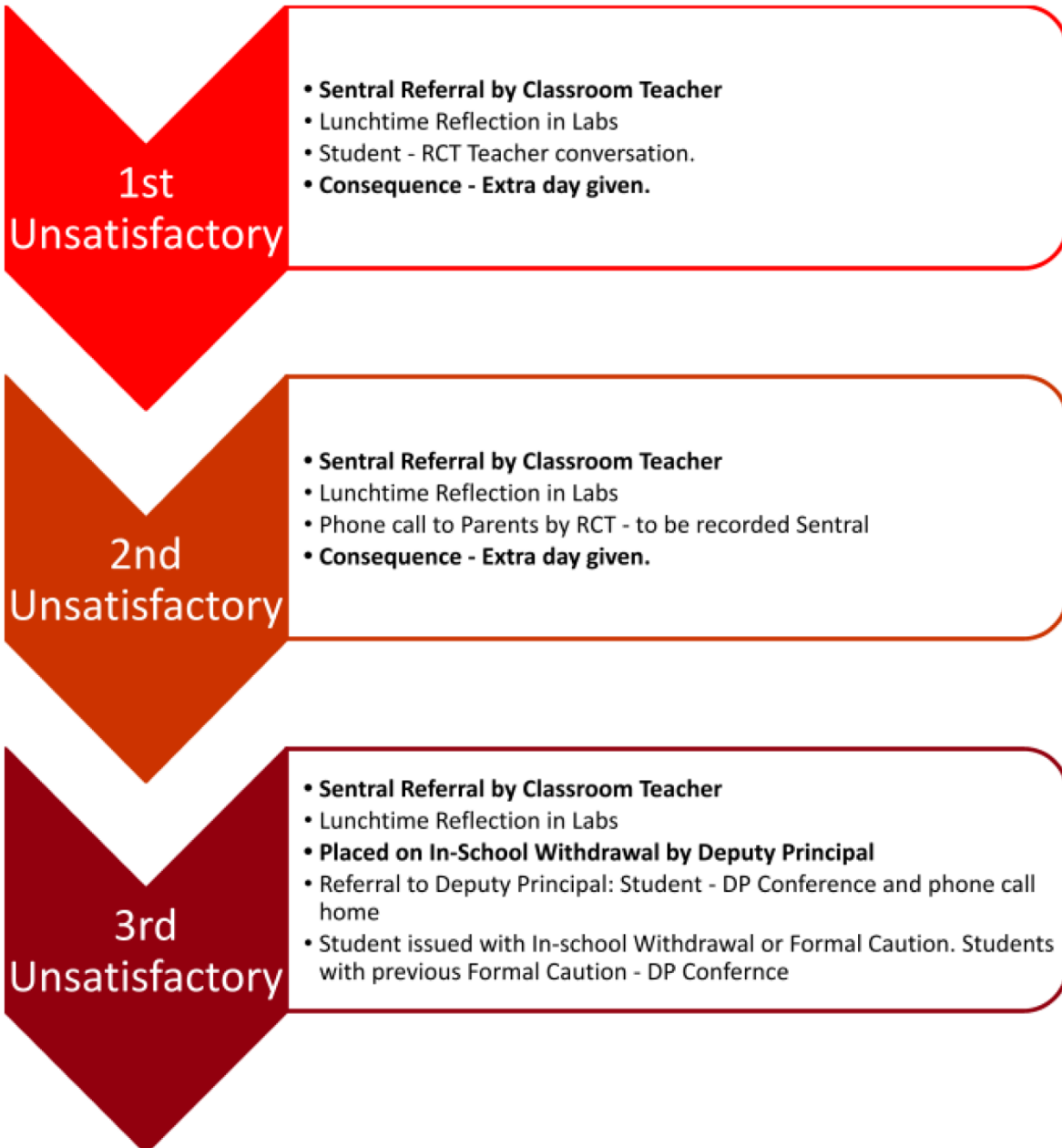
- Students are placed on an Orange card for behaving in a manner that is not acceptable at Northlakes High School.
- Student behaviour will be monitored by CRT on behalf of the HT each lesson and recorded.
- Reflection time is to be issued for each 'unsatisfactory' lesson achieved by the student.
- Students remain on this card until they demonstrate appropriate behaviour for **3 consecutive lessons**, or, in the event of continued poor behaviour, are placed on a Red Monitoring Card.

**Some questions to ask the student during the first reflection lesson (write answers on space provided)**

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

# Red Card

- Student placed on Red Card –Red Card Teacher (RCT) or DP advise parent/carers. *All recorded on Sentral*
- Reflection Time each day in Labs with RCT



## Student completes Red Card after:

- **5 days of 'Satisfactory' lessons recorded with NO 'U's' and/or 'Satisfactory' completion of restorative practice.**
- **Returning from In-School Withdrawal or issued Formal Caution**



# 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 **REFLECTION TIME EVERY LUNCH 1 in LABS**.
- You are required to arrive promptly at the LABS and complete a workbook in silence. If you do not attend or complete the workbook you will receive 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 will result in a conference with the Deputy Principal. Deputy Principal strategies may include a 'Formal Caution of Suspension', 'In-class Withdrawal', 'Alternate Educational Settings', 'Part Day Exemption' or '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. Agree to attend all classes in a prompt and timely manner
2. Follow **all** instructions given by teachers
3. Conduct myself according to our **school rules**
4. Demonstrate **RESPECT, RESPONSIBILITY**, and achieve 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!**

Date: _____		Parent signature: _____			
<b>DAY 1</b>		S = Satisfactory behaviour		U = Unsatisfactory behaviour	
Period	Subject	S	U	Teacher Comment	Sign
1					
2					
Lunch 1	REFLECTION				
3					
4					

Date: _____		Parent signature: _____			
<b>DAY 2</b>		S = Satisfactory behaviour		U = Unsatisfactory behaviour	
Period	Subject	S	U	Teacher Comment	Sign
1					
2					
Lunch 1	REFLECTION				
3					
4					



Date: _____				Parent signature: _____	
<b>DAY 3</b> <span style="margin-left: 100px;">S = Satisfactory behaviour</span> <span style="margin-left: 50px;">U = Unsatisfactory behaviour</span>					
Period	Subject	S	U	Teacher Comment	Sign
1					
2					
Lunch 1	REFLECTION				
3					
4					

Date: _____				Parent signature: _____	
<b>DAY 4</b> <span style="margin-left: 100px;">S = Satisfactory behaviour</span> <span style="margin-left: 50px;">U = Unsatisfactory behaviour</span>					
Period	Subject	S	U	Teacher Comment	Sign
1					
2					
Lunch 1	REFLECTION				
3					
4					

Date: _____				Parent signature: _____	
<b>DAY 5</b> <span style="margin-left: 100px;">S = Satisfactory behaviour</span> <span style="margin-left: 50px;">U = Unsatisfactory behaviour</span>					
Period	Subject	S	U	Teacher Comment	Sign
1					
2					
Lunch 1	REFLECTION				
3					
4					

Date: _____				Parent signature: _____	
<b>DAY 6</b> <span style="margin-left: 100px;">S = Satisfactory behaviour</span> <span style="margin-left: 50px;">U = Unsatisfactory behaviour</span>					
Period	Subject	S	U	Teacher Comment	Sign
1					
2					
Lunch 1	REFLECTION				
3					
4					