

THE LEVEL SYSTEM

Students must have a clear understanding of the consequences of misconduct if they are to make positive decisions about their behaviour. It is not intended however, that the level system will replace the teacher's responsibility for discipline. A student can be placed on ANY level, or moved up a level if there is no improvement, at the discretion of the school executive and/or the Welfare Committee.

In all cases of breach of the school's Code of Conduct students are expected to make restitution (ie, to make amends for misbehaviour by offering to engage a positive community service to the school in the student's own time).

The levels system applies to the classroom, playground, sport and travel to and from school.

LEVEL 1

Mandatory Procedures

1. A letter sent to parents by the teacher in consultation with Head Teacher.
2. A daily check (subject only) arranged by Head Teacher.
3. Year Adviser informed.
4. Detention arranged.

LEVEL 2

If there is no improvement or a further offence occurs a Pink Card is filled in and filed. The student is now on Level 2. If a student defies a teacher's instructions this will incur a Level 2. The responsibility for a student is now with the assigned Head Teacher, and the relevant Year Adviser, however, the teachers will continue to use all disciplinary techniques as before.

Mandatory Procedures

1. Student interviewed by the Year Adviser/Head Teacher.
2. Phone call to parent by Head Teacher or Deputy.
3. A letter sent to parents.
4. A daily Conduct Program which is signed by parents and checked by the assigned Head Teacher daily.
5. Detention.
6. Noted on school report.
7. Exclusion from camps, excursions and school representation **while on Level 2.**
8. If conduct sheets are not completed within two weeks, students will attend Tuesday afternoon detentions until they are.
9. If conduct sheets are not completed to a satisfactory standard within two weeks, students may be required to attend Tuesday afternoon detentions and/or complete additional conduct sheets.

LEVEL 3

Mandatory Procedures

1. An interview with Year Adviser and Deputy.
2. Student to make restitution for misbehaviour.
3. Phone call to parent by Deputy.
4. A letter sent to parents. 5. Parent meeting with Deputy and Year Adviser.
6. Detention.
7. A daily Conduct Program which is signed by parents and checked by the assigned Head Teacher daily. If conduct sheets are not completed within two weeks, students will attend Tuesday afternoon detention until they are.
8. Exclusion from camps, excursions and school representation for **one term**.
9. Noted on school report.

LEVEL 4

Mandatory Procedures

1. An interview with the Principal.
2. Phone call to parent.
3. A letter sent to parents.
4. Suspension (at home).
5. Parent interview.
6. Detention and/or restitution arranged.
7. On returning from suspension student will be placed on a Daily Conduct Sheet which is signed by parents and checked by the assigned Head Teacher daily. If conduct sheets are not completed within two weeks, students will attend Tuesday afternoon detention until they are.
8. Exclusion from camps, excursions and from school representation **for two terms**.
9. Noted on school report.

EXCLUSIONS WHILE ON LEVELS

Students excluded from excursions because of placement on a Level **may only attend excursions if it is a course requirement**, which will be at the discretion of the Head Teacher and Deputy Principal concerned.

Students who misbehave on an excursion may be prevented from going on a future excursion on the grounds that they cannot be trusted to represent the school in these situations – EVEN IF THEY ARE NOT CURRENTLY ON A LEVEL.

Students who are on levels which normally prevent them from going on excursions, in cases where the excursion is an integral part of the course, will only be permitted to go if a suitable alternative task involving no excursion cannot be arranged.