

	What are the behaviours at this level?	What are the rewards / consequences for behaviours at this level?	Who is involved?	What documentation is required?
Level 1 Minor Problems	<p>General Classroom Behaviour Engaged in Learning</p> <p>Refusing to follow instructions Being noisy Wasting time.</p> <p>Classroom safety</p> <p>Running indoors Eating in class Play-fighting</p> <p>Work expectations</p> <p>Not attempting set work Interrupting teachers</p> <p>General expectations</p> <p>Late to class Mobile phone used at incorrect time Out of uniform without reasonable explanation Offensive/inappropriate graffiti of own work/books. Deliberate destruction of own work books. Being outside school yard boundaries at recess/lunch</p>	<p>Reminders of guidelines (poster) Move student to different location in class Student goes to another teacher Withdrawal of privileges (ie.confiscation of electronic devices) Brief restorative discussion at appropriate time Make written agreement with student If behaviour continues, refer to level 2</p>	<p><u>TEACHER who is teaching or on yard duty at that time</u> takes the lead in establishing consequences and following through.</p>	<p>1. Restorative Agreement record (kept by teacher)</p>
Level 2 More Serious Problems	<p><i>Repeated incidences of level 1 behaviours</i></p> <p>Disrespect to other people Ongoing refusal to follow instructions Minor damage to school or other people's property e.g. graffiti Low-level physical incidents of pushing, shoving, hitting. Rude/offensive gestures Deliberate taking of others' property Bullying and Harassment (see policy)</p>	<p>Sent to another teacher (then followed up at an appropriate time) Restorative discussion (+ one or more of the following) Reinforce guidelines Revisit written agreement with student (Yellow Card for Secondary students) Make up time- Lunchtime or recess Student fixes the problem and makes good Yard duty and community service as agreed Parents notified (students may ring their parents to explain wrongdoing) Public admission of wrongdoing Laps/push ups</p>	<p><u>CLASSROOM TEACHER</u> takes the lead in establishing consequences and follow-through is completed along with the appropriate teacher(s). <u>Parent Notified</u> <u>HOMEGROUP TEACHER and Coordinator are contacted and kept informed</u></p>	<p>1. Online Student Incident report (including indication of parent notification) 2. Restorative agreement record (shared with Home Group Teacher)</p>
Level 3 Serious Problems	<p><i>Repeated incidences of level 2 behaviours</i></p> <p>Serious disrespect to staff / other people Misuse of electronic devices Leaving school grounds without permission. Deliberate and /or malicious harm to other students of a physical, verbal or emotional nature (Bullying)</p>	<p>Restorative agreement (+ one or more of the following) Parents notified and meeting held Withdrawal of privileges (ie. not allowed to have electronic devices at school) Removal from class/recess or lunch Internal suspension Incident Report is completed and filed</p>	<p><u>Primary or secondary leader</u> Takes the lead in establishing consequences and follow-through is completed along with the appropriate teacher(s).</p>	<p>1. Online Student Incident report 2. Serious incident report completed and stored in Shared Documents, hard copy to be stored in student file) 3. Record of parent meeting (4. Yellow Card (used on its own or as follow-up to internal suspension))</p>

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Level 4 Extremely Serious Problems	<p><i>Repeated incidences of level 3 behaviours</i></p> <p>Inappropriate use of mobile phone, ICT equipment, internet in areas such as pornography, bullying or harassment of others.</p> <p>Verbal or physical abuse of staff.</p> <p>Offensive sexual behaviour</p> <p>Smoking</p> <p>Theft</p> <p>Possession of illicit drugs and alcohol</p> <p>Homophobic behaviour</p> <p>Ongoing deliberate and /or malicious harm to other students of a physical, verbal or emotional nature (Bullying)</p>	<p>Withdrawal of privileges.</p> <p>Internal suspension.</p> <p>External suspension.</p> <p>Parents notified immediately and meeting held.</p> <p>Police notified for anything to do with drugs, pornography or any action which may be illegal.</p> <p>Automatic suspension for smoking.</p> <p>Student and parent conference must be held prior to re-entry to school.</p> <p>Expulsion</p>	<p>PRINCIPAL take the lead in establishing consequences and ensuring follow-through is completed along with the appropriate teacher(s).</p>	<p>1. Online Student Incident report</p> <p>2. Principal documents suspensions</p>

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Level 1 Positive Behaviours	<p>Classroom</p> <ul style="list-style-type: none"> ▪ Bringing materials to class ▪ Being on time ▪ Completing set work <p>School Values</p> <ul style="list-style-type: none"> • Being truthful: Being respectful to others • Taking pride and responsibility • Resilience <p>General</p> <ul style="list-style-type: none"> ▪ Showing care and compassion to others ▪ Wearing school uniform ▪ Following instructions ▪ Whole school endeavours: Swimming sports, interschool sports 	<p>1 Raffle ticket in the rewards box plus</p> <ul style="list-style-type: none"> ▪ Teacher recognition, praise, feedback ▪ A feeling of positive self-worth ▪ Happy relationships ▪ Star of the Week (Primary) <p>These rewards are also for other levels (just more of them)</p>	<p>Classroom teacher or Yard Duty teacher</p>	<p>School stamped Raffle Ticket in box (Primary or Secondary)</p> <p>Raffle drawn weekly at Monday assembly, prize winners acknowledged in Otway Light</p> <p>All tickets added to Term rewards box, for a chance at a major prize</p>
Level 2 Positive Social Skills	<p>Taking initiative and helping socially</p> <ul style="list-style-type: none"> ▪ Listening to friends ▪ Assisting others ▪ Excelling at school work 	<p>2 Raffle tickets in the rewards box Plus</p> <ul style="list-style-type: none"> ▪ Newsletter recognition ▪ Assembly recognition ▪ Parent contacted 	<p>Classroom teacher or Yard Duty teacher</p>	<p>School stamped Raffle Ticket in box (Primary or Secondary)</p> <p>Raffle drawn weekly at Monday assembly, prize winners acknowledged in Otway Light</p> <p>All tickets added to Term rewards box, for a chance at a major prize</p>

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Level 3 Leadership	Leadership in the school <ul style="list-style-type: none"> ▪ Showing leadership skills ▪ Run primary/secondary assemblies ▪ Participate in SRC meetings or events ▪ Initiate a program in the school ▪ Helping solving problems amongst peers ▪ Become a mediator or restorative facilitator ▪ Consistent level of work at high standard related to ability 	3 raffle tickets in the rewards box Plus <ul style="list-style-type: none"> • Positive Comment on report • Add to Resume • Parent contacted 	Home Group teacher Primary/Secondary Coordinator SRC coordinator Principal	School stamped Raffle Ticket in box (Primary or Secondary) Raffle drawn weekly at Monday assembly, prize winners acknowledged in Otway Light All tickets added to Term rewards box, for a chance at a major prize Online Student Incident report
Level 4 Mentoring, Community and Global Leadership	Leading programs and Leadership in the Community <ul style="list-style-type: none"> • Helping others and the community • Tutoring – Students teaching and mentoring other students • Students teaching lessons, developing lesson plans • Represent the school at functions • Involved in a community project • Fundraising • Develop policies for the school • Promote social and environmental issues • Regional, State or Global student conferences and program • Volunteering locally and internationally 	4 raffle tickets in the rewards box Plus: <ul style="list-style-type: none"> • Leadership awards • College awards presented at end of the year • Parent contacted 	Home Group teacher Primary/Secondary Coordinator Principal	School stamped Raffle Ticket in box (Primary or Secondary) Raffle drawn weekly at Monday assembly, prize winners acknowledged in Otway Light All tickets added to Term rewards box, for a chance at a major prize Online Student Incident report