

### Transgressing The Joey's Way Compendium

Transgressive Behaviour	College Value	Imperative	Sentral Incident Types	Sentral Record Details	Response
Refusal to follow teacher instructions.	Respect	Learn in Community	Respect	Other	Referral to Ignatius Room Restorative conversation or conference as appropriate
Overt Defiance	Respect	Learn in Community	Respect	Other	Direct Referral to Ignatius Room Restorative conversation or conference as appropriate Consider 1 day external suspension
Disruption of classroom learning	Respect	Learn in Community	Respect	Other	Referral to Ignatius Room Restorative conversation or conference as appropriate
Overt Swearing (not directly at an adult)	Respect	Respect Unconditionally	Respect	Language	Direct Referral to Ignatius Room 1 day internal suspension
Serious rudeness to, or about, a staff member	Respect	Respect Unconditionally	Respect	Language	Direct Referral to Ignatius Room Consider 1 day internal suspension Restorative Conference
Littering	Respect	Leave it Better than you Found it	Respect	Property	Litter duty (1-3 days depending on severity)
Careless Damage of Property	Respect	Leave it Better than you Found it	Respect	Property	Financial restitution for cost of repair or replacement Parent informed
Wilful damage of property/vandalism	Respect	Leave it Better than you Found it	Respect	Property	Financial restitution for cost of repair or replacement External suspension (1-3 Days) Re-entry meeting with parent
Stealing	Respect	Leave it Better than you Found it	Respect	Property	Immediate removal from class or playground Immediate referral to Senior Leadership Team Member Remuneration for cost of replacement or repair External Suspension (5 days) Consider exclusion Referral to Queensland Police Service Restorative Conference
Transgression of IT acceptable use policy	Respect	Leave it Better than you Found it	Respect	Property	Removal of device privileges Parent meeting Consider suspension (1-3 Days) Restorative Conference
Leaving Laptop Unsecured	Respect	Leave it Better than you Found it	Respect	Property	Removal of device privileges Parent informed
Failure to Submit Assessment	Endeavour	Aspire to Excellence	Learning	Non-Completion	In circumstances where students do not submit a final response to an assessment (other than unseen examinations) teacher make judgments based on evidence of student work collected for the purposes of authentication, during the assessment preparation period (class work, a draft, rehearsal notes, photographs of student work, teacher observations).  For students who are enrolled in a subject, but do not produce evidence on or before the due date as specified by the school and no other evidence is available, 'Not-Rated' (NR) must be entered in the Student Management System

					for the Senior School students and this will also be used for Internal Reporting Systems used by St Joseph's College for students from Years 7 to 12.
Submission of minimal/ poor quality assessment (draft)	Endeavour	Aspire to Excellence	Learning	Non-Completion	<p>Non-submission of Drafts</p> <p>If a teacher has requested a draft for a student and the student does not produce a draft</p> <p>Parents/carers are notified about non-submission of drafts</p> <ol style="list-style-type: none"> <li>1. Teacher and Middle Leader completes Academic Support Notice</li> <li>2. Teacher contacts parent or carer</li> <li>3. Academic Support Notice returned to Assistant Principal Curriculum</li> <li>4. Assistant Principal Curriculum – records evidence in Spider</li> <li>5. Student attends Academic Support to complete the draft for teacher</li> <li>6. Academic Support can either be held by               <ol style="list-style-type: none"> <li>a. Teacher arranged with parent and student (as outlined on the form)</li> <li>b. Middle Leader (as arranged with their staff)</li> <li>c. Assistant Principal Curriculum - Tuesday 3.15 – 4.15pm (library : Seminar room).</li> </ol> </li> </ol>
Cheating on an assessment - In Class	Endeavour	Aspire to Excellence	Learning	Non-Completion	Results will be awarded using any evidence from the preparation of the response that is available that is verifiably the student's own work and that was gathered in the conditions specified by the syllabus, on or before the due date. In the case of exams, students will be awarded Not-Rated (NR).
Refusal to Work	Endeavour	Participate and Persevere	Learning	Refusal	<p>Referral to Ignatius Room</p> <p>Restorative Conversation or conference as appropriate</p> <p>Consider sending home (if pre-arranged with parents/guardians)</p>
Plagiarism	Endeavour	Participate and Persevere	Learning	Refusal	<p>Responses that are not the student's own cannot be used to make a judgment. When authorship of student work cannot be established, or a response is not entirely a student's own work, St Joseph's College will:</p> <ul style="list-style-type: none"> <li>▪ provide an opportunity for the student to demonstrate that the submitted response is their own work</li> <li>▪ make a judgment about the student's knowledge and skills using the parts of the response that can be identified as the student's own work.</li> </ul> <p>In these instances, judgments about student achievement are made using the available student work and relevant ISMG, instrument-specific standards or syllabus standards.</p>
Failure to Complete Homework	Endeavour	Learn in Community	Learning	Non-Completion	<p>Parent contact</p> <p>Consider Referral to Ignatius Room</p> <p>Academic Support organised and supervised by classroom teacher.</p>

Inappropriate use of Device in class (including gaming)	Endeavour	Participate and Persevere	Learning	Other	Referral to Ignatius Room Restorative conversation or conference as appropriate Consider removal of Device Privileges Parent informed/meeting as appropriate
Use of Smart Devices in Class	Endeavour	Participate and Persevere	Learning	Other	Referral to Ignatius Room Restorative conversation or conference as appropriate Phone handed to Student Entrance Parent informed/meeting as appropriate Send home if behaviour persists after parent meeting with HL.
Lateness to Class	Endeavour	Be Punctual and Prepared	Learning	Other	Direct Referral to Ignatius Room Restorative conversation
Failure to have appropriate materials for class	Endeavour	Be Punctual and Prepared	Learning	Prepared	Referral to Ignatius Room Restorative Conversation or Conference as appropriate
Bigotry/using language that vilifies based on race, ethnicity, gender, religion, or sexuality.	Dignity	Speak and Act safely	Bullying	Select appropriate mode	Immediate referral to House Leader to investigate External suspension (1-3 days) Restorative Conference
Misuse/ Possession of Inappropriate Material on Device	Dignity	Practise Honesty and Integrity	Safety	Tach	Restorative conversation or conference as/if appropriate Consider removal of Device Privileges Parent informed/meeting as appropriate
Consuming energy drinks at school/in school uniform	Dignity	Be Punctual and Prepared	Safety	Other	Parent informed Consider litter duty as appropriate
Misuse/ Possession of Inappropriate Material on Device (2 <sup>nd</sup> instance)	Dignity	Practise Honesty and Integrity	Safety	Other	Weekly report from Family Zone to parent and student Parent informed
Misuse/ Possession of Inappropriate Material on Device (3 <sup>rd</sup> instance)	Dignity	Practise Honesty and Integrity	Safety	Other	Rescind device permission, Student to undertake learning without device Parent meeting
Sharing Password/Locker Code	Dignity	Practise Honesty and Integrity	Safety	Other	Restorative conversation or conference as/if appropriate Consider removal of Device Privileges Parent informed/meeting as appropriate
Plagiarism	Dignity	Practise Honesty and Integrity	Responsibility	Other	Parent Contact Student to re-complete assignment in own time
Failure to Engage with EMP/UMP on three separate occasions.	Dignity	Practise Honesty and Integrity	Responsibility	Other	Parent Contact External suspension subject to re-entry meeting
Incorrect Uniform	Dignity	Be Proud, be Humble	Responsibility	Other	Direct Referral to Ignatius Room in Joey's Way Time Loss of privileges (interschool sport, events, senior jersey etc) Parent contact/meeting as appropriate Sent home to rectify
Contravention of jewellery regulations	Dignity		Responsibility	Other	Incorrect jewelry being placed in a sealed envelope held in trust by the respective House Leader. Items will be returned to the student at the end of term
Inappropriate, disrespectful, or illegal behaviour in school uniform	Dignity	Be Proud, be Humble	Responsibility	Other	Immediate referral to Student Engagement Team Member Consider External Suspension (5 days) Parent Meeting

Three instances out of uniform without explanation	Dignity	Be Proud, be Humble	Responsibility	Other	Litter duty or lunch detention
More than three instances out of uniform without explanation	Dignity	Be Proud, be Humble	Responsibility	Other	Uniform Monitoring Plan Litter duty or lunch detention for each subsequent day out of uniform.
More than four instances out of uniform without explanation	Dignity	Be Proud, be Humble	Responsibility	Other	Report to Assistant Principal each morning. Student sent home if out of uniform.
Misrepresentation of College Logo or reputation	Dignity	Be Proud, be Humble	Responsibility	Other	Restorative conversation or conference as/if appropriate Consider external suspension (1-2 days) or exclusion, Parent informed/meeting as appropriate Consider referral to Queensland Police Service
Refusal to follow teacher instructions outside classroom	Dignity	Speak and Act Safely			Restorative conversation or conference as appropriate Consider internal suspension (1-3 days)
Swearing directly at, or threatening, a staff member (including on social media).	Dignity	Speak and Act Safely	Safety	Other	Immediate removal from class or playground Immediate referral to House Leader External Suspension (2 days) Re-entry meeting with parent Restorative conference
Inappropriate, consensual physical contact between students.	Dignity	Speak and Act Safely	Safety		Litter duty (1-3 days depending on severity)
Dacking	Dignity	Speak and Act Safely	Safety	Other	Immediate removal from class or playground Immediate referral to House Leader Internal Suspension (2 days) Re-entry meeting with parent Restorative conference
Verbal abuse/threatening of another student (including online)	Dignity	Speak and Act Safely	Safety		Immediate removal from class or playground Immediate referral to House Leader External Suspension (2 days) Re-entry meeting with parent Restorative conference
Single incident of substantiated bullying or harassment of another student (physical or emotional characteristics)	Dignity	Speak and Act Safely	Bullying	Select appropriate mode	Immediate removal from class or playground Immediate referral to House Leader External Suspension (2 days) Re-entry meeting with parent Restorative conference
Repeated incident of substantiated bullying or harassment of another student (physical or emotional characteristics)	Dignity	Speak and Act Safely	Bullying	Select appropriate mode	Immediate removal from class or playground Immediate referral to House Leader External Suspension (5 days) Re-entry meeting with parent and principal Restorative conference Consider exclusion
Encouraging/planning/ videoing a fight	Dignity	Speak and Act Safely	Safety	Other	Immediate removal from class or playground Immediate referral to House Leader External Suspension (1 days) Re-entry Meeting with Parent Restorative conference

Low -level violence with another (pushing or shoving, sack whacking)	Dignity	Speak and Act Safely	Safety	Physical Contact	Immediate removal from class or playground Immediate referral to House Leader External Suspension (1 days) Re-entry Meeting with Parent Restorative conference
Serious physical violence (punching, hitting, kicking, throwing objects etc)	Dignity	Speak and Act Safely	Safety	Physical Contact	Immediate removal from class or playground Immediate referral to House Leader External Suspension (2-10 days) Re-entry Meeting with Parent Restorative conference
Possession of weapon or drugs (including alcohol, smoking and vaping)	Dignity	Speak and Act Safely	Safety	Weapon	Immediate removal from class or playground Immediate referral to Senior Leadership Team Member External Suspension (5-10 days) Consider exclusion Consider Referral to Queensland Police Service
Accompanying a student who is smoking or vaping	Dignity	Speak and Act	Safety	Other	Immediate removal from class or playground Immediate referral to Senior Leadership Team Member External Suspension (3 days)
Taking/possessing photos or videos of a person against their will	Dignity	Speak and Act Safely	Safety	Other	Restorative conversation or conference as/if appropriate Consider internal suspension (1 day) Parent informed/meeting as appropriate
Distributing photos or videos of a person against their will	Dignity	Speak and Act Safely	Safety	Other	Restorative conversation or conference as/if appropriate Consider internal suspension (1 day) Parent informed/meeting as appropriate Consider referral to Queensland Police Service
Truancy from Class	Dignity	Speak and Act Safely	Safety	Movement	1-day internal suspension Parent Meeting
Pattern of truancy from School	Dignity	Speak and Act Safely	Safety	Movement	2 or 3-day internal suspension Parent Meeting
Use of mobile phone at school	Dignity	Speak and Act Safely	Safety	Tech	Student takes mobile phone to Student Entrance Parent contact after second incident Parent meeting after third incident
Being out of bounds	Dignity	Speak and Act Safely	Safety	Movement	Litter duty (1-3 days depending on severity) Consider internal suspension Parent informed