

Transgressing The Joey's Way Compendium

Transgressive Behaviour	College Value	Imperative	Sentral Incident Types	Sentral Record Details	Response	Managing Staff Member
Overt Defiance of instruction from staff member	Respect	Learn in Community	Respect	Other	Restorative conversation or conference as appropriate External Suspension (1-5 days) Re-entry meeting with parent	House Leader
Disruption of classroom learning	Respect	Learn in Community	Respect	Other	Consider referral to Ignatius Room Restorative conversation or conference as appropriate	Teacher
Overt Swearing (not directly at an adult)	Respect	Respect Unconditionally	Respect	Language	Direct Referral to Student Engagement Team 1 day internal suspension	House Leader
Serious rudeness to, or about, a staff member	Respect	Respect Unconditionally	Respect	Language	Direct Referral to Ignatius Room External Suspension (2-10 days) Re-entry meeting with parent Restorative Conference	House Leader
Littering	Respect	Leave it Better than you Found it	Respect	Property	Litter duty (1-3 days depending on severity)	Teacher/House Leader
Eating/drinking in class (other than water)						
Chewing gum						
Careless Damage of Property	Respect	Leave it Better than you Found it	Respect	Property	Financial restitution for cost of repair or replacement Parent informed	House Leader
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	House Leader
Stealing	Respect	Leave it Better than you Found it	Respect	Property	Immediate removal from class or playground Remuneration for cost of replacement or repair External Suspension (5 days) Consider exclusion Referral to Queensland Police Service Restorative Conference	House Leader
Transgression of IT acceptable use policy	Respect	Leave it Better than you Found it	Respect	Property	Possible Removal of device privileges Financial restitution subject to insurance	IT Department
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) the teacher makes 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. Please refer to the St Joseph's College Assessment Procedures Handbook on the College Website.	Teacher/Curriculum Leader
Submission of minimal/ poor quality assessment (draft)	Endeavour	Aspire to Excellence	Learning	Non-Completion	Non-Submission of Drafts. Students will be requested to attend academic support and parents will be notified. Students need to provide evidence of work during the assessment period and not just submit a final assignment. Please refer to the St Joseph's College Assessment Procedures Handbook on the College Website.	Teacher
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). Please refer to the St Joseph's College Assessment Procedures Handbook on the College Website.	Teacher/Curriculum Leader

Refusal to Work	Endeavour	Participate and Persevere	Learning	Refusal	Referral to Ignatius Room Restorative Conversation or conference as appropriate Consider sending home (if pre-arranged with parents/guardians)	Teacher/Curriculum Leader (if subject specific) / MYPL/SYPL or SEL if pattern
Plagiarism	Endeavour	Participate and Persevere	Learning	Refusal	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: • provide an opportunity for the student to demonstrate that the submitted response is their own work • 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. In these instances, judgments about student achievement are made using the available student work and relevant ISMG, instrument-specific standards or syllabus standards.	Teacher/Curriculum Leader
Failure to Complete Homework	Endeavour	Learn in Community	Learning	Non-Completion	Parent contact Consider Referral to Ignatius Room Academic Support organised and supervised by classroom teacher.	Teacher
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	Teacher/ House Leader
Failure to have appropriate materials for class	Endeavour	Be Punctual and Prepared	Learning	Prepared	Consider referral to Ignatius Room Restorative Conversation or Conference as appropriate	Teacher/ Curriculum Leader (if subject specific)/House Leader (if across subjects)
Inappropriate use of Device in class (including gaming)			Learning	Other	Referral to Ignatius Room Restorative conversation or conference as appropriate Consider removal of Device Privileges Parent informed/meeting as appropriate	Teacher/ House Leader
Use of Smart Devices in Class			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.	Teacher/ House Leader
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	House Leader
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	House Leader
Misuse/ Possession of Inappropriate Material on Device (2 nd instance)	Dignity	Practise Honesty and Integrity	Safety	Other	Weekly report from Family Zone to parent and student Parent informed	House Leader
Misuse/ Possession of Inappropriate Material on Device (3 rd instance)	Dignity	Practise Honesty and Integrity	Safety	Other	Rescind device permission, Student to undertake learning without device Parent meeting	House Leader
1 x Failure to adhere to mobile devices guidelines in a term	Dignity	Practise Honesty and Integrity	Responsibility	Other	Student to take device to Student Entrance and collect at the end of the day.	
2 x Failure to adhere to mobile devices guidelines in a term	Dignity	Practise Honesty and Integrity	Responsibility	Other	Student to take device to Student Entrance and collect at the end of the day. Sign in device for three school days	
3x Failure to adhere to mobile devices guidelines in a term	Dignity	Practise Honesty and Integrity	Responsibility	Other	Student to take device to Student Entrance and collect at the end of the day. Parent contacted to collect.	
Failure to hand device in when instructed					Direct Referral to Ignatius Room 1 day internal suspension	
Failure to follow instruction from a staff member	Dignity	Practise Honesty and Integrity			Direct Referral to Ignatius Room Consider 1 day internal suspension	
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	House Leader
Plagiarism	Dignity	Practise Honesty and Integrity	Responsibility	Other	Parent Contact Student to re-complete assignment in own time	Teacher/ Curriculum Leader
Failure to Engage with EMP/UMP/UMP+ on three separate occasions.	Dignity	Practise Honesty and Integrity	Responsibility	Other	Parent Contact External suspension subject to re-entry meeting	House Leader
Lying to a Staff Member	Dignity	Practise Honesty and Integrity	Responsibility	Other	Consider external suspension 1-3 days	House Leader
1 x Incorrect Uniform in a term	Dignity	Be Proud, be Humble	Responsibility	Other	Recording of uniform infringement on Sentral	Teacher
2 x Incorrect Uniform in a term	Dignity	Be Proud, be Humble	Responsibility	Other	Recording of uniform infringement on Sentral Warning Parent notified	House Leader
3 x Incorrect Uniform in a term	Dignity	Be Proud, be Humble	Responsibility	Other	Recording of uniform infringement on Sentral Litter duty Parent notified	House Leader

4 x Incorrect Uniform in a term	Dignity	Be Proud, be Humble	Responsibility	Other	Recording of uniform infringement on Sentral Litter duty Complete Uniform Monitoring Plan (UMP) for 10 school days Parent notified	House Leader
5 x Incorrect Uniform in a term	Dignity	Be Proud, be Humble	Responsibility	Other	Recording of uniform infringement on Sentral Litter duty Complete Uniform Monitoring Plan Plus (UMP+) for 25 school days Parent notified	Assistant Principal
6 x Incorrect Uniform in a term	Dignity	Be Proud, be Humble	Responsibility	Other	Recording of uniform infringement on Sentral Complete Uniform Monitoring Plan Plus (UMP+) for 25 school days Parent notified External Suspension (1 day)	Assistant Principal
7 x Incorrect Uniform in a term	Dignity	Be Proud, be Humble	Responsibility	Other	Recording of uniform infringement on Sentral Complete Uniform Monitoring Plan Plus (UMP+) for 25 school days Parent notified External Suspension (subject to meeting with SLT member)	Principal
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	House Leader
Three instances out of uniform without explanation	Dignity	Be Proud, be Humble	Responsibility	Other	Litter duty or lunch detention	House Leader
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	House Leader
Swearing 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 (5-10 days) Re-entry meeting with parent with SLT Restorative conference Consider exclusion	House Leader
Inappropriate, consensual physical contact between students.	Dignity	Speak and Act Safely	Safety		Litter duty (1-3 days depending on severity) Consider internal suspension	House Leader
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	House Leader
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	House Leader
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	House Leader
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 Student Engagement Team External Suspension (5 days) Re-entry meeting with parent and principal Restorative conference Consider exclusion	Principal
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 (2-5 days) Re-entry Meeting with Parent Restorative conference	House Leader
Low -level violence with another (pushing or shoving)	Dignity	Speak and Act Safely	Safety	Physical Contact	Immediate removal from class or playground Immediate referral to House Leader External Suspension (1-3 days) Re-entry Meeting with Parent Restorative conference	House Leader
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 (3-10 days) Re-entry Meeting with Parent Restorative conference	House Leader

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	House Leader
Accompanying a student who is smoking or vaping	Dignity	Speak and Act	Safety	Other	Immediate removal from class or playground Immediate referral to Student Engagement Team External Suspension (3 days)	House Leader
Taking/possessing photos or videos of a person against their will	Dignity	Speak and Act Safely	Safety	Other	Restorative conversation or conference as/ff appropriate Consider suspension (1-5 days) Parent informed/meeting as appropriate	House Leader
Distributing photos or videos of a person against their will	Dignity	Speak and Act Safely	Safety	Other	Restorative conversation or conference as/ff appropriate Parent informed/meeting as appropriate Consider suspension (1-5 days) Consider referral to Queensland Police Service	House Leader
Truancy from Class	Dignity	Speak and Act Safely	Safety	Movement	1-day internal suspension Parent Meeting	House Leader
Pattern of truancy from School	Dignity	Speak and Act Safely	Safety	Movement	2 or 3-day internal suspension Parent Meeting	House Leader
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	House Leader
Being out of bounds	Dignity	Speak and Act Safely	Safety	Movement	Litter duty (1-3 days depending on severity) Consider internal suspension Parent informed	House Leader