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**Transgressing The Joey’s Way Compendium**

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| **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 RoomRestorative conversation or conference as appropriate |
| Overt Defiance  | Respect | Learn in Community | Respect | Other | Direct Referral to Ignatius RoomRestorative conversation or conference as appropriateExternal suspension 1-5 daysIneligible for extra-curricular activities for one week per day suspension. |
| Disruption of classroom learning | Respect | Learn in Community | Respect | Other | Referral to Ignatius RoomRestorative conversation or conference as appropriate |
| Overt Swearing (not directly at an adult) | Respect | Respect Unconditionally | Respect | Language | Direct Referral to Ignatius Room1 day internal suspensionIneligible for extra-curricular activities for one week per day suspension. |
| Low level rudeness to, or about, a staff member | Respect | Respect Unconditionally | Respect | Language | Direct Referral to Ignatius RoomConsider 1-3 day external suspensionIneligible for extra-curricular activities for one week per day suspension.Restorative Conference |
| Serious rudeness to, or about, a staff member | Respect | Respect Unconditionally | Respect | Language | Direct Referral to Ignatius RoomConsider 3-5 day external suspensionIneligible for extra-curricular activities for one week per day 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 replacementParent informed |
| Wilful damage of property/vandalism | Respect | Leave it Better than you Found it | Respect | Property | Financial restitution for cost of repair or replacementExternal suspension (1-3 Days)Ineligible for extra-curricular activities for one week per day suspension.Re-entry meeting with parent |
| Stealing | Respect | Leave it Better than you Found it | Respect | Property | Immediate removal from class or playgroundImmediate referral to Senior Leadership Team MemberRemuneration for cost of replacement or repairExternal Suspension (5 days)Ineligible for extra-curricular activities for one week per day suspension.Consider exclusionReferral to Queensland Police ServiceRestorative Conference |
| Transgression of IT acceptable use policy | Respect | Leave it Better than you Found it | Respect | Property | Removal of device privilegesParent meetingConsider suspension (1-3 Days)Ineligible for extra-curricular activities for one week per day suspension.Restorative Conference |
| Leaving Laptop Unsecured | Respect | Leave it Better than you Found it | Respect | Property | Removal of device privilegesParent 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 | Non-submission of DraftsIf a teacher has requested a draft for a student and the student does not produce a draftParents/carers are notified about non-submission of drafts1. Teacher and Middle Leader completes Academic Support Notice2. Teacher contacts parent or carer3. Academic Support Notice returned to Assistant Principal Curriculum4. Assistant Principal Curriculum – records evidence in Spider5. Student attends Academic Support to complete the draft for teacher6. Academic Support can either be held bya. Teacher arranged with parent and student (as outlined on the form)b. Middle Leader (as arranged with their staff)c. Assistant Principal Curriculum - Tuesday 3.15 – 4.15pm (library: Seminar room). |
| 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). |
| Repeated behaviour that impedes the good order and running of the school (including refusing to re-enter class after an Ignatius Room Referral) | Endeavour | Participate and Persevere | Learning | Refusal | Consider 1-3 day external suspensionIneligible for extra-curricular activities for one week per day suspension.Ineligible for extra-curricular activities until resolved.Restorative Conference |
| Refusal to Work | Endeavour | Participate and Persevere | Learning | Refusal | Referral to Ignatius RoomRestorative Conversation or conference as appropriateConsider sending home (if pre-arranged with parents/guardians) |
| 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. |
| Failure to Complete Homework | Endeavour | Learn in Community | Learning | Non-Completion | Parent contactConsider Referral to Ignatius RoomAcademic Support organised and supervised by classroom teacher. |
| Inappropriate use of Device in class (including gaming) | Endeavour | Participate and Persevere | Learning | Other | Referral to Ignatius RoomRestorative conversation or conference as appropriateConsider removal of Device PrivilegesParent informed/meeting as appropriate |
| Use of Smart Devices in Class | Endeavour | Participate and Persevere | Learning | Other | Referral to Ignatius RoomRestorative conversation or conference as appropriatePhone handed to Student EntranceParent informed/meeting as appropriateSend home if behaviour persists after parent meeting with HL. |
| Lateness to Class | Endeavour | Be Punctual and Prepared | Learning | Other | Direct Referral to Ignatius RoomRestorative conversation  |
| Failure to have appropriate materials for class | Endeavour | Be Punctual and Prepared | Learning | Prepared | Referral to Ignatius RoomRestorative 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 investigateExternal suspension (1-3 days)Ineligible for extra-curricular activities for one week per day suspension.Restorative Conference |
| Misuse/ Possession of Inappropriate Material on Device | Dignity | Practise Honesty and Integrity | Safety | Tach | Restorative conversation or conference as/if appropriateConsider removal of Device PrivilegesParent informed/meeting as appropriate |
| Consuming energy drinks at school/in school uniform | Dignity | Be Punctual and Prepared | Safety | Other | Parent informedConsider litter duty as appropriate |
| Misuse/ Possession of Inappropriate Material on Device (2nd instance) | Dignity | Practise Honesty and Integrity | Safety | Other | Weekly report from Family Zone to parent and studentParent informed |
| Misuse/ Possession of Inappropriate Material on Device (3rd instance) | Dignity | Practise Honesty and Integrity | Safety | Other | Rescind device permission, Student to undertake learning without deviceParent meeting |
| Sharing Password/Locker Code | Dignity | Practise Honesty and Integrity | Safety | Other | Restorative conversation or conference as/if appropriateConsider removal of Device PrivilegesParent informed/meeting as appropriate |
| Plagiarism | Dignity | Practise Honesty and Integrity | Responsibility | Other | Parent ContactStudent 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 ContactExternal suspension subject to re-entry meeting |
| Incorrect Uniform | Dignity | Be Proud, be Humble | Responsibility | Other | Direct Referral to Ignatius Room in Joey’s Way TimeLoss of privileges (interschool sport, events, senior jersey etc)Parent contact/meeting as appropriateSent home to rectify |
| Contravention of jewellery regulations  | Dignity | Be Proud, be Humble | 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 MemberConsider External Suspension (5 days)Ineligible for extra-curricular activities for one week per day suspension.Parent Meeting |
| Three instances out of uniform without explanation in a term | Dignity | Be Proud, be Humble | Responsibility | Other | Litter duty or lunch detention |
| Four instances out of uniform without explanation in a term | Dignity | Be Proud, be Humble | Responsibility | Other | Uniform Monitoring Plan for 10 school daysIneligible for extra-curricular activities until completed.Litter duty or lunch detention for each subsequent day out of uniform.  |
| Five instances out of uniform without explanation in a term | Dignity | Be Proud, be Humble | Responsibility | Other | Uniform Monitoring Plan Plus for 25 school daysIneligible for extra-curricular activities until completed.Litter duty or lunch detention for each subsequent day out of uniform. |
| Six instances out of uniform without explanation in a term |  |  |  |  | External suspension (1 day)Ineligible for extra-curricular activities until completed. |
| Seven instances out of uniform without explanation in a term |  |  |  |  | External suspension (3 days)Ineligible for extra-curricular activities until completed.Consider exclusion |
| Misrepresentation of College Logo or reputation | Dignity | Be Proud, be Humble | Responsibility | Other | Restorative conversation or conference as/if appropriateConsider external suspension (1-2 days) or exclusionIneligible for extra-curricular activities for one week per day suspension.Parent informed/meeting as appropriateConsider referral to Queensland Police Service |
| Refusal to follow teacher instructions outside classroom | Dignity | Speak and Act Safely |  |  | Restorative conversation or conference as appropriateConsider internal suspension (1-3 days)Ineligible for extra-curricular activities for one week per day suspension. |
| Swearing directly at, or threatening, a staff member (including on social media). | Dignity | Speak and Act Safely | Safety | Other | Immediate removal from class or playgroundImmediate referral to House LeaderExternal Suspension (5 days).Re-entry meeting with parentRestorative 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 playgroundImmediate referral to House LeaderInternal Suspension (2 days)Ineligible for extra-curricular activities for one week per day suspension.Re-entry meeting with parentRestorative conference |
| Verbal abuse/threatening of another student (including online) | Dignity | Speak and Act Safely | Safety |  | Immediate removal from class or playgroundImmediate referral to House LeaderExternal Suspension (2 days)Ineligible for extra-curricular activities for one week per day suspension.Re-entry meeting with parentRestorative 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 playgroundImmediate referral to House LeaderExternal Suspension (2 days)Ineligible for extra-curricular activities for one week per day suspension.Re-entry meeting with parentRestorative 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 playgroundImmediate referral to House LeaderExternal Suspension (5 days)Ineligible for extra-curricular activities for one week per day suspension.Re-entry meeting with parent and principalRestorative conferenceConsider exclusion |
| Encouraging/planning/ videoing a fight | Dignity | Speak and Act Safely | Safety | Other | Immediate removal from class or playgroundImmediate referral to House LeaderExternal Suspension (1 days)Ineligible for extra-curricular activities for one week per day suspension.Re-entry Meeting with ParentRestorative conference |
| Low -level violence with another (pushing or shoving, sack whacking) | Dignity | Speak and Act Safely | Safety | Physical Contact | Immediate removal from class or playgroundImmediate referral to House LeaderExternal Suspension (1 days)Ineligible for extra-curricular activities for one week per day suspension.Re-entry Meeting with ParentRestorative conference |
| Serious physical violence (punching, hitting, kicking, throwing objects etc) | Dignity | Speak and Act Safely | Safety | Physical Contact | Immediate removal from class or playgroundImmediate referral to House LeaderExternal Suspension (2-10 days)Ineligible for extra-curricular activities for one week per day suspension.Re-entry Meeting with ParentRestorative conference |
| Possession of weapon or drugs (including alcohol, smoking and vaping) | Dignity | Speak and Act Safely | Safety | Weapon | Immediate removal from class or playgroundImmediate referral to Senior Leadership Team MemberExternal Suspension (5-10 days)Ineligible for extra-curricular activities for one week per day suspension.Consider exclusionConsider Referral to Queensland Police Service  |
| Accompanying a student who is smoking or vaping | Dignity | Speak and Act | Safety | Other | Immediate removal from class or playgroundImmediate referral to Senior Leadership Team MemberExternal Suspension (3 days)Ineligible for extra-curricular activities for one week per day suspension. |
| Taking/possessing photos or videos of a person against their will | Dignity | Speak and Act Safely | Safety | Other | Restorative conversation or conference as/if appropriateConsider internal suspension (1 day)Ineligible for extra-curricular activities for one week per day suspension.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 appropriateConsider internal suspension (1 day)Ineligible for extra-curricular activities for one week per day suspension.Parent informed/meeting as appropriateConsider referral to Queensland Police Service |
| Truancy from Class | Dignity | Speak and Act Safely | Safety | Movement | 1-day internal suspensionIneligible for extra-curricular activities for one week per day suspension.Parent Meeting |
| Pattern of truancy from School | Dignity | Speak and Act Safely | Safety | Movement | 2 or 3-day internal suspensionIneligible for extra-curricular activities for one week per day suspension.Parent Meeting |
| First incident of misuse of mobile device in a term. | Dignity | Speak and Act Safely | Safety | Tech | Student to hand device to Student Entrance |
| Second incident of misuse of mobile device in a term. | Dignity | Speak and Act Safely | Safety | Tech | Student to hand device to Student EntranceLunch detention |
| Third incident of misuse of mobile device in a term. | Dignity | Speak and Act Safely | Safety | Tech | Student to hand device to Student EntranceLunch detentionParent meeting with 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 |
| Single incident of using bathroom in a group | Dignity | Speak and Act Safely | Safety | Movement | Litter duty (1-3 days depending on severity)Parent informed |
| Repeated incident of using bathroom in a group | Dignity | Speak and Act Safely | Safety | Movement | External Suspension 1-3 daysIneligible for extra-curricular activities for one week per day suspension.Re-entry meeting with parent |