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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 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  External suspension 1-5 days  Ineligible for extra-curricular activities for one week per day 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  Ineligible 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 Room  Consider 1-3 day external suspension  Ineligible 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 Room  Consider 3-5 day external suspension  Ineligible 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 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)  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 playground  Immediate referral to Senior Leadership Team Member  Remuneration for cost of replacement or repair  External Suspension (5 days)  Ineligible for extra-curricular activities for one week per day suspension.  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)  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 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 | Non-submission of Drafts  If a teacher has requested a draft for a student and the student does not produce a draft  Parents/carers are notified about non-submission of drafts  1. Teacher and Middle Leader completes Academic Support Notice  2. Teacher contacts parent or carer  3. Academic Support Notice returned to Assistant Principal Curriculum  4. Assistant Principal Curriculum – records evidence in Spider  5. Student attends Academic Support to complete the draft for teacher  6. Academic Support can either be held by  a. 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 suspension  Ineligible 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 Room  Restorative Conversation or conference as appropriate  Consider 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 contact  Consider Referral to Ignatius Room  Academic Support organised and supervised by classroom 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 |
| 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)  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 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 (2nd 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 (3rd 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 | 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 Member  Consider 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 days  Ineligible 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 days  Ineligible 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 appropriate  Consider external suspension (1-2 days) or exclusion  Ineligible for extra-curricular activities for one week per day suspension.  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)  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 playground  Immediate referral to House Leader  External Suspension (5 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)  Ineligible for extra-curricular activities for one week per day suspension.  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)  Ineligible for extra-curricular activities for one week per day suspension.  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)  Ineligible for extra-curricular activities for one week per day suspension.  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)  Ineligible for extra-curricular activities for one week per day suspension.  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)  Ineligible for extra-curricular activities for one week per day suspension.  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)  Ineligible for extra-curricular activities for one week per day suspension.  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)  Ineligible for extra-curricular activities for one week per day suspension.  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)  Ineligible for extra-curricular activities for one week per day suspension.  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)  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 appropriate  Consider 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 appropriate  Consider internal suspension (1 day)  Ineligible for extra-curricular activities for one week per day suspension.  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  Ineligible 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 suspension  Ineligible 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 Entrance  Lunch detention |
| Third incident of misuse of mobile device in a term. | Dignity | Speak and Act Safely | Safety | Tech | Student to hand device to Student Entrance  Lunch detention  Parent 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 days  Ineligible for extra-curricular activities for one week per day suspension.  Re-entry meeting with parent |