

International Football School

Behaviour Guidelines Consequences

Please follow up negative behaviour with phone call home.

See colleagues and Stage Coordinator (SC) for support before engaging Principal/Director of Sports

Keep a record of all strategies put in place to support student. (EDUMATE)

Please use professional judgement in regards to collecting statements from students.

When a student is injured and needs medical attention, complete an incident report and have the Principal sign off on it.

Referral Process

Class Teacher/Coach: Minor

Disobeying instructions

Stealing/damaging property (minor i.e. pencil case, drawing on desks etc)

Pushing, poking, pinching

Hurting others through careless acts

Throwing objects - hats, rubbish, balls etc

Unsatisfactory completion of work

Teasing/verbal abuse

Out of bounds within in school

Not following road rules/crossing

Stage coordinator/Technical Director: Moderate

Vandalism/Graffiti

Fighting (moderate)

Leaving/refusing to go to class/training

Racist/Sexist Comments

Throwing objects with intention to hurt

Minor Breach of Technology Agreement

Rough play: ie slapping, hitting, spitting

Destroying property with intent

Bullying: Ongoing verbal,physical etc

Swearing at other students

Endangering others with equipment

Inciting violence

Stealing: iPad,

Hurting others intentionally

Principal/Sports Director: Serious/Critical

Repeatedly disobeying CT/SC Instructions

Leaving School Grounds

Using alcohol/drugs

Major Breach of Technology Agreement

Cruelty to animals

Physical/Verbal Assault - severe

Using weapons

Theft Major

Swearing at an adult

STUDENT OFFENCE	REFERRAL	CONSEQUENCES
CLASSROOM MISBEHAVIOUR INCLUDING NON COMPLIANCE WITH TEACHER REQUESTS	Teacher / SC Principal	<p>1st Classroom teacher to resolve with own discipline strategies; this may include missing training and phone call home.</p> <p>2nd Student meeting with Teacher and Family –family contacted; this will include missing training, match game and extra curricular activity. Student may be placed on Daily Report monitored by teacher</p> <p>3rd Stage Co-Ordinator (SC) to meet with Family. Student placed on Daily Report, monitored by SC & Parents</p> <p>4th 3 Day Suspension Activated – upon return to school Re-Entry Meeting with Parents/SC/Principal Student to continue on Daily Report monitored by SC & Parents</p> <p>5th 10 Day Long Suspension activated</p> <p>6th Re-entry Interview with Parents & Principal Student to continue on Daily Report monitored by SC & Parents/Principal</p> <p><i>Following extensive consultation – Expulsion.</i></p>
WORK INCOMPLETE	Teacher/ SC/ Principal	<p>1st Classroom teacher to resolve with own discipline strategies; this may include missing training and phone call home.</p> <p>2nd Student meeting with Teacher and Family –family contacted; this will include missing training, match game and extra curricular activity. Student may be placed on Daily Report monitored by teacher</p> <p>3rd Stage Co-Ordinator (SC) to meet with Family. Student placed on Daily Report, monitored by SC & Parents</p> <p>4th 3 Day Suspension Activated – upon return to school Re-Entry Meeting with Parents/SC/Principal Student to continue on Daily Report monitored by SC & Parents</p> <p>5th 10 Day Long Suspension activated</p> <p>6th Re-entry Interview with Parents & Principal Student to continue on Daily Report monitored by SC & Parents/Principal</p> <p>* Stage 5 & 6 Students - N Determination Warning will be issued as appropriate</p> <p>* Minimum of 2 letters in a subject to receive N Determination</p> <p><i>Following extensive consultation – Expulsion.</i></p>
NOT RESPECTING FOCUSED LEARNING TIME	Teacher/ SC/ Principal	<p>1st Classroom teacher to resolve with own discipline strategies; this may include missing training and phone call home.</p> <p>2nd Student meeting with Teacher and Family –family contacted; this will include missing training, match game and extra curricular activity. Student may be placed on Daily Report monitored by teacher</p> <p>3rd Stage Co-Ordinator (SC) to meet with Family. Student placed on Daily Report, monitored by SC & Parents</p> <p>4th 3 Day Suspension Activated – upon return to school Re-Entry Meeting with Parents/SC/Principal Student to continue on Daily Report monitored by SC & Parents</p> <p>5th 10 Day Long Suspension activated</p> <p>6th Re-entry Interview with Parents & Principal Student to continue on Daily Report monitored by SC & Parents/Principal</p> <p><i>Following extensive consultation – Expulsion.</i></p>

NOT RESPECTING TECHNOLOGY FREE TIME ZONES (Breaks)	Teacher/ Coaches/ SC/DofS/ Principal	1 st Classroom teacher /Coaches to resolve with own discipline strategies; this may include missing training and phone call home. 2 nd Warning Letter sent home 3 rd Second Warning Letter sent home 4 th Third Warning Letter sent home 3 Day Suspension activated Parents called in for interview, student placed on Daily Report 5 th Long Suspension Activated (10 Day) Parents called in for interview, student placed on Daily Report
BREACH OF IPAD and TECHNOLOGY AGREEMENT * Not Charged * Gaming during the school day * Use of Social Media during the school day * Ipad broken/screen cracked * Misuse of school internet * Change passcode * filming/taking photos without permission	Teacher/ SC/ Principal	All Students in the school to sign Acceptable Use of Technology Agreement. 1 st Classroom teacher to resolve with own discipline strategies; this may include missing training, removal of apps etc 2 nd First Warning Letter sent home 3 rd Second Warning Letter sent home 4 th Third Warning Letter sent home 3 Day Suspension activated Parents called in for interview, student placed on Daily Report 5 th Long Suspension Activated (10 Day) Parents called in for interview, student placed on Daily Report 6 th Following extensive consultation – Expulsion.
Non Compliance - Daily Report	Teacher/ Coach/SC/ Principal/ DofS	1 st Parents contacted by phone or email by class teacher or coach 2 nd Parents called in for meeting with student, teacher, Stage Coordinator or Technical Director. 3 rd Long Suspension activated (10 - 20 days) 4 th Following extensive consultation - Expulsion
TRUANTING a) Student caught during class time b) Student followed up after reported absence	SC/ Principal/ DofS	1 st A standard letter sent home 2 nd Parent brought in for an interview with SC to create an attendance plan. Counselling offered 3 rd Student referred to Principal. School Police Liaison Officer Notified. Meeting Organised, review of attendance plan 4 th Formal Warning Letter Issued Failure to attend school may impact student’s ability to progress successfully through the learning stages. Repeating may be an option. <i>Following extensive consultation – Expulsion.</i>
LATENESS	Teacher/ Coach/SC/ DofS/ Principal	Student will miss training – once 3 or more offences a term have occurred, a letter is sent home by Stage Coordinator/Technical Director If further follow up is required, the Principal will do this.
VANDALISM or TAGGING	Principal	Parents contacted and restitution sought – time will paid back during training according to seriousness of offence. Long Suspension (10 Days) Activated Police may be involved → B.O.D. must be informed – criminal activities.
DRUGS/ALCOHOL/ CIGARETTES (Smoking)	Principal	Long Suspension (10 Days) Activated Police may be involved → B.O.D. must be informed – criminal activities. Counselling sought - where appropriate

ASSAULT - PHYSICAL/ VERBAL/EMOTIONAL Student:Student	SC/ Principal	1st Parents contacted to collect student. 3 Day suspension activated ** Re Entry: Student/Parent meeting with Principal. Student placed on Daily Report. Principal with SC to complete Risk Assessment if applicable Counselling offered to student upon return to school. 2nd 10 Day Long Suspension Activated – upon return to school, Parent meeting with Principal. Student placed on Daily Report ** Risk Assessment to be reviewed or completed with Parents Counselling offered to student upon return to school. 3rd Following extensive consultation – Expulsion. **Police Liason Officer will be contacted dependant on circumstance
OBSCENE LANGUAGE	Teacher/ Coach/SC/ DofS/ Principal	1st Teacher/Coach to resolve with own discipline strategies; this may include missing training and phone call home. 2nd 3 Day Suspension Activated – upon return to school, Student placed on Daily Report monitored by SC Re-Entry Meeting with Parents/SC/Principal 3rd 10 Day Long Suspension activated with Re-entry Interview with Parents, continue on Daily Report monitored by Principal 4th Following extensive consultation – Expulsion.
OBJECTIONABLE/ INAPPROPRIATE ITEMS OR MATERIAL AT SCHOOL * sexual in nature, aggressive in nature, non age appropriate games or videos on iPad,	Principal	1st Offence <ul style="list-style-type: none"> • The matter is referred to the Principal. • Short Suspension (3 Day) activated • Re-entry Interview with Parent/SC/Principal, Counselling may be offered. • In serious matters the police may be involved • Board of Directors is notified 2nd <ul style="list-style-type: none"> • Long Suspension Activated, • Police may be involved • Board of Directors is notified
INAPPROPRIATE SOCIAL MEDIA USE	Principal	1st Offence <ul style="list-style-type: none"> • The matter is referred to the Principal. • Short Suspension (3 Day) • Re-entry Interview with Parent/SC/Principal, Counselling may be offered. • In serious matters the police may be involved • Board of Directors is notified 2nd <ul style="list-style-type: none"> • Long Suspension Activated, • Police may be involved • Board of Directors is notified
BULLYING (verbal/physical/psychological) - Intimidation - Exclusion - Harassment - Fighting	Teacher/ Coach/SC/ Principal	1st Offence Student interviewed by Teacher /SC- as appropriate. Verbal Warning issued and recorded on Edumate. Students to miss football training/representing the school in games or Lunch Break as deemed appropriate by Teacher. SC informed. 2nd Offence Suspension (3 Day) – B.O.D. informed Anti-social letter to be sent home by SC. Parents called in for interview by SC/Teacher Written apology to student concerned following mediation/ counselling. Student placed on Social Skills Plan monitored and reviewed by SC. Risk Assessment to be completed. 3rd Offence Long Suspension (10 Days) B.O.D. informed Police Liaison Officer Informed <i>Following extensive consultation – Expulsion.</i>

THEFT	SC/ Principal	1st Offence SC to investigate Long Suspension activated (10 days) Interview with Parents upon re-entry. Student placed on Daily Report Police & B.O.D. will be informed - criminal activity. *Dependent on situation, matter may be referred directly to the police. 2nd Offence Principal to investigate Long Suspension activated (20 days) Interview with Parents upon re-entry. Police & B.O.D. will be informed - criminal activity. *Dependent on situation, matter may be referred directly to the police.
ARSON	Principal	Long Suspension (20 Days) Interview with Parents upon re-entry. Student placed on Daily Report Police will be informed → criminal activity. B.O.D. must be informed. In extreme cases, instant expulsion
PHYSICAL ASSAULT ON STAFF	Principal	Long Suspension (10 Days) Interview with Parents upon re-entry. Student placed on Daily Report Police/School Police Liason Officer and B.O.D. will be involved → criminal activity. In extreme cases, instant expulsion
VERBAL ASSAULT ON STAFF	Principal	Short/Long Suspension. depending on level i.e. minor/moderate/serious/critical (3 - 10 Days) Interview with Parents upon re-entry. Student placed on Daily Report. B.O.D. involved.
SEXUAL HARASSMENT of Student:Student Student: Staff	Principal	Short/Long Suspension depending on level i.e. minor/moderate/serious/critical (3 - 10 Days) Interview with Parents upon re-entry. Student placed on Daily Report. Police and B.O.D. involved.
Weapons	Principal	Long Suspension (20 Days) Interview with Parents upon re-entry. Student placed on Daily Report Police will be informed → criminal activity. B.O.D. must be informed. In extreme cases, instant expulsion
Suspension	Principal/ B.O.D	3 suspensions in one school year will result in a parent meeting with the Board of Directors. 4th Suspension in school year will result in Expulsion.
School Transport	Bus Driver/ Teacher/ Coaches/ SC/DofS/ Principal	1. Bus driver/Teacher/Coaches to record incident and warn student. 2. Principal to be informed. Warning letter sent home. 3. Student suspended from school transport for 7 school days. 4. Further incidences will result in student being excluded from school transport for the rest of the year.
Off Site School Related Activity	Teacher/ Coaches/ Principal	Coach/Teacher to resolve with own discipline strategies; this may include calling school to inform parents to pick child up. Parent collection = 3 Day Suspension activated and formal warning letter sent home. Parent/Student Meeting with Principal upon re-entry.

School Cafe	Teacher/ Coaches/ SC	1. Chef/Teacher/Coaches to record incident and warn student. 2. Principal to be informed. Warning letter sent home. 3. Parent/Teacher/Principal Meeting. Student to sit with staff for 5 lunch times. 4. Further incidences will may result in exclusion from school lunch program.
TRAINING		
TRAINING MISBEHAVIOUR INCLUDING NON COMPLIANCE WITH COACH REQUESTS	Coach/ DofS/ Principal	1 st Coach to resolve with own discipline strategies; this may include missing training, representing the school 2 nd Student discussion with Technical Director and recorded – family contacted; this will include missing representing the school 3 rd Student continues to be non-compliant, discussion with Principal, student placed on daily report. Whilst on report, student will not represent the school in matches. 4 th Non-compliant - Student and Parent called in for interview by Principal/Technical Director before child can re-enter the school. 5 th Following extensive consultation – Expulsion
INCOMPLETE FORMS INCLUDING EVALUATION AND INJURY	DofS/ Principal	1. Students to complete before going to lunch 2. Miss training with phone call home 3. Letter sent home 4. Further offence will result in 3 Day Suspension Activated – upon return to school, Student placed on Daily Report Monitored by Technical Director. Re-Entry Meeting with Parents. 5. 10 Day Long Suspension activated 6. Re-entry Interview with Parents, continue on Daily Report monitored by Principal <i>Following extensive consultation – Expulsion.</i>
INCOMPLETE TRAINING KIT	Coach/ DofS/ Principal	1. Students to complete before going to lunch 2. Miss training with phone call home 3. Letter sent home 4. Further offence will result in 3 Day Suspension active immediately.

* DofS = Director of Sport

* Process for students missing training due to behaviour related to the development programs:
Communicate directly with the Technical Directors, coaches and parents.
Student supervision is responsibility of the coaching staff.

* Process for students missing training due to behaviour related to the academic program:
Inform Technical Directors, coaches and parents.
Student supervision is responsibility of the teaching staff.
Students miss the entire session.