

BEHAVIOUR MANAGEMENT FLOW CHART

MUST BE LOGGED IN KAMAR PASTORAL notes notifying Whanau Teacher, Classroom Timetable Teacher, Year Level Dean
 By clicking - Student - Search for Student - Pastoral - select Category applicable - Add Recipients or Notify

WHANAU TEACHER	CLASSROOM TEACHER	CURRICULUM LEADER	YEAR LEVEL DEAN	SLT	PRINCIPAL
BEHAVIOUR / GUIDANCE / DISCIPLINE					
Using a Cellphone at School				Instant Confiscation with Collection at the end of School Day 3:05 - 4pm from Main Office Discussion with Parents and Whanau with Student, reminders about Full School Ban	
Disobedience - refusal to follow instructions or work during class time			Continual Disobedience Meeting with Whānau Community Service Step Up Journal Behaviour Contract	Meeting with Parents & Whānau for alternative interventions	Discipline Process - Internal Discipline or BOT Intervention
	Non-completion of Assessment / Homework	Hui with the student, parents and whānau Interventions discussed			
Unsafe or Disruptive Behaviour / Bullying / Cyber Bullying of another student					
Verbal and/or Physical Abuse of Student			Investigation of the Event with all involved, including the Staff	Continued Investigation with Year Level Dean	Referral of Discipline Process
Verbal and/or Physical Abuse of Staff				Investigation Lead and Consultation with Principal	
Vaping, Smoking, Substance Abuse, Alcohol Abuse			Investigation of the Event with all involved, including the Staff	Initial incident - meeting with Parents/Whānau and Student 2 or more incidents - meeting with Parents/Whānau, Student with Discipline Process	Stand down (2 or more incidents)

				Suspension pending
Threat or Use of Weapon			Investigation continues, including witnesses, teachers	Discuss outcome with the Discipline Process
Theft				
Graffiti / Vandalism				
Driving a Vehicle without a Car Pass			Informed of incident, further investigation made Hui with student and parents and whānau	Possible intervention
Cheating - Plagiarism - Breach of Assessment Rules	Classroom Teacher discussion with Curriculum Leader	Follow through discussion by Curriculum Leader with Assistant Principal of Curriculum		
ATTENDANCE				
Late to class (5 minutes or more, arriving near the end of the period) No late slip received by the teacher		Continual Lateness Email communication Hui with student and whānau	Ongoing truancy Traffic Light System (15 days absent per term) Attendance Contract Home Visit Hui with student and whānau Unexplained Absence Application made (UA process) NENs Process underway with Truancy Service Early Exemption to MOE	
Truancy / Out of Bounds / Leaving without Permission		Hui with student and whānau		
Absent from Class without any explanation 5 days absent per term	Truantiing subject-specific classes	10 or more days absent Email, Phone Call, Home Visit		
UNIFORM				
Incorrect Uniform sent to the Year Level Dean during Whanau time	Incorrect Uniform, send to the Duty Person as soon as possible	Uniform Pass issued for a time period Email communication made with Parents and Whānau	Alternative item/s arranged	