



Behaviour Response Flowchart

Below the Line behaviour is either observed or reported

Re-align to Above the Line behaviour

Minor behaviour response

Minor

Categorise behaviour and respond appropriately

Major

Major behaviour response

Step 1

- ☐ Prompt – Low key responses
- ☐ Redirect –restate the behaviour (STRIVE)
- ☐ Reteach – tell, show, practice, acknowledge
- ☐ Choice – Correct or Consequence

Behaviour stops

Give positive verbal / social encouragement

Step 2

Apply behaviour response (logical, individualised)

Step 3

Record Incident on TASS
Class teacher contact parents based on the behaviour / student

If immediate Action is Required:

- ☐ 1st Contact DOS
- ☐ 2nd Head of Secondary Years
- ☐ 3rd Principal

Minor (Tier 1) – Teacher Managed

- Disruption (Low level Impact)
- Physical Contact-minor (rough play)
- Inappropriate Language
- Mistreatment of peers / property -minor
- Non-compliance
- Incidental swearing
- Cheating /Plagiarism
- Uniform infringement
- Device Incident / misuse
- Late to class / truancy
- Equipment Misuse/Incomplete

Major (Tier 2) – Leadership Managed

- Repeated Tier 1 Behaviours (3 P.C Conduct entries for the same behaviour within term)
- Disruption (whole Class impact)
- Physical Contact – moderate (intent to harm)
- Abusive language / profanity toward students
- Bullying (online or in person)
- Property Damage
- Inappropriate behaviour on the bus/train
- Persistent defiance / disrespect

Major (Tier 3) – Leadership Managed

- Repeated Tier 2 Behaviours (3 P.C Conduct entries for the same behaviour within term)
- Physical Contact – Major (Aggression / Violence)
- Abusive language / profanity toward staff
- Harassment / Racism
- Property vandalism
- Illegal behaviours (e.g. Theft, sexual assault, etc.)
- Possession or use of prohibited substances (e.g. vapes, cigarettes, alcohol, etc.)
- Possession or use of illegal weapons
- Other unsafe conduct eg high risk or repeated behaviours, sexualised behaviour

Step 1: Teacher Response

- ☐ Inform student of unacceptable behaviour
- ☐ State expected behaviour
- ☐ Complete Student Incident Form

Step 2: Immediate action

- ☐ Contact relevant FC / DOS
- ☐ Remove student if required
- ☐ Record incident on TASS

Step 3: Leadership actions

- ☐ Review incident
- ☐ Determine consequences
- ☐ Follow through with consequences

Step 4: Leadership actions

- ☐ Inform parent / guardian
- ☐ Student attends Formal Timeout with FC / DOS
- ☐ Student Reflection Form
- ☐ Enrolment may be reviewed

If Behaviour continues:

- Inform Head of Secondary Years
- Parent interview
- Classroom Problem Solving Process
- Possible Referral Tier 2 Targeted Intervention

Ensure that **Above the Line** behaviours are explicitly **taught and celebrated**

At PCS, our response to ALL Below the Line student behaviour is:

Calm – Consistent – Respectful

PCS reserves the right to apply discretionary processes and consequences in response to student behaviour.

	Response	People involved
Tier 1	Classroom ☐ Conference – more direct teaching ☐ Temporary removal from activity – ‘Brain Break’ ☐ Alteration of activity ☐ Class Teacher Timeout – Students remains at class for 5-10 minutes ☐ Community Service – clean classroom ☐ Items confiscated – sent to Student Reception for student to retrieve after school. Class Teacher enters incident as PC Record in TASS by 4pm on the same day as incident occurred. Playground ☐ Duty Teacher Timeout – Students walks with you or sits separately to other students for 5-10 minutes ☐ Removed from Activity ☐ Items confiscated – sent to Student Reception for student to retrieve after school. ☐ Community Service – Assist with packing equipment or collecting rubbish Duty Teacher enters incident as PC Record in TASS by 4pm on the same day as incident occurred.	Classroom ☐ Class Teacher to apply behaviour response ☐ Class Teacher to refer to Faculty Coordinator (FC) after 3 incidents within a term. ☐ Dean of Students (DOS) will support when behaviour patterns occur across faculties. ☐ Any bullying / harassment must be entered on TASS and referred to DoS Playground ☐ Duty Teacher to apply behaviour response ☐ Dean of Students (DoS) will support when behaviour patterns over time ☐ Any bullying / harassment must be entered on TASS and referred to DoS <i>For items that have been confiscated 3 times in a term, DOS informs parents and item is kept at Student Reception until parents arrange pick up.</i>
Tier 2	Classroom ☐ Student withdrawal – student sent to the relevant Faculty Coordinator with accompanying student. ☐ FC issues a Student Incident Form to the student. ☐ Student completes the Student Incident Form under supervision of Faculty Coordinator. ☐ Student remains under the supervision of the FC for remainder of lesson, with work to be completed. Playground ☐ Conference with DOS ☐ In Conference, strategies determined regarding choices – refer to PCS STRIVE ☐ Restoration with peers / staff including a 5-part apology. ☐ Student serves a minimum of 2 lunch reflections, or; ☐ Student serves 1 After-School Reflection, or; ☐ Student withdrawn from class for 1-3 days	Classroom ☐ FC enters PC Record on TASS –Record sent to DOS and Parents. ☐ FC meets with student and teacher following class to discuss Student Incident Form. Teacher signs the form. ☐ Student Incident Form is taken home by student, signed by parents and returned to teacher prior to commencement of their next class. ☐ FC to inform relevant DOS Playground ☐ Teacher enters PC Record on TASS –Record sent to DOS and Parents. ☐ DOS Informs parents of pathway forward if behaviour concerns continue ☐ DOS to arrange suitable time for After-School Reflection / withdrawal.
Tier 3	Classroom or Playground ☐ Student withdrawal – student sent to Admin Office. Class Teacher or delegate informs DOS ☐ Conference with DOS ☐ In Conference, strategies determined regarding choices – refer to PCS STRIVE ☐ Restoration with peers / staff including a 5-part apology. ☐ Student withdrawn from class for 1-3 days, or; ☐ Student serves external suspension no shorter than 2 days and no longer than 4 days, or; ☐ Condition Enrolment drafted at Principal’s discretion – a significant breach of conditions may lead to termination of enrolment. ☐ Immediate termination of enrolment	Classroom or Playground ☐ DOS enters PC Record on TASS and informs Head of Secondary (HOS) ☐ HOS informs parents and staff of withdrawal / suspension ☐ HOS sends Letter of Suspension to parents and arranges Return from Suspension meeting ☐ Following suspension, student and parents meet with DOS and HOS to discuss future steps. ☐ Following meeting, student is placed on a Learning Accountability Card for a two-week period. ☐ If behaviour continues, or constitutes, a letter of Conditional Enrolment is drafted by HOS and executed by Principal.