



# Goulburn High School Monitoring Card Policy

## Objective

The monitoring of student behaviour serves to support individual students to achieve their personal best. Students may be issued a Monitoring Card as a result of their behaviour or wellbeing concerns. The support is put in place to guide the student in making positive choices. The process is designed to give students regular feedback on the process of their behaviour.

## Audience

Students, teachers, and parents.

## Context

Goulburn High School is committed to educating students through cultivating a culture of high aspirations and inclusivity to ensure that all students are empowered to learn and achieve. Students achieve their personal best through high-quality teaching practice and the best conditions for learning. Students of Goulburn High School leave equipped with the knowledge, skills, and dispositions for lifelong learning.

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation, and discrimination. To achieve this, Goulburn High School expects a high standard of behaviour from its students and its staff.

The Monitoring Card utilises a 'whole child' approach in supporting the student to meet high expectations, in line with school's Positive Education System. Goulburn High School's behaviour management system is underpinned by the Positive Behaviour for Learning Model and Berry Street Education Model.

## Responsibilities and delegations

### Principal

The Principal is responsible for;

- i. applying Principal's discretion, through an informed perspective
- ii. a safe, secure, and harmonious learning environment
- iii. leading the development, implementation and monitoring of the school's behaviour management system
- iv. leading evaluation and review of the behaviour management system
- v. ensuring students, staff and parents are provided opportunities to the development of the policy
- vi. staff training and development in behaviour management
- vii. providing parents and students a copy of the Monitoring Card Policy when it is developed or whenever it is reviewed.

## Deputy Principals

Deputy Principals are responsible for;

- i. leading the development, implementation and monitoring of the school's Monitoring Card Policy
- ii. evaluation and review of the Monitoring Card Policy
- iii. leading the effective implementation and monitoring of the Monitoring Card Policy procedures across the school
- iv. supporting staff to understand and implement the Monitoring Card Policy
- v. issuing students Orange Cards, Red Cards or Caution of Suspensions for persistently failing to meet school expectations and rules and/or serious infraction of school expectations and rules
- vi. detailing on Compass the reason for Orange Card, Red Card or Caution of Suspension
- vii. communicating to parents the reasons for their child receiving an Orange Card, Red Card or Caution of Suspension
- viii. regularly meet with the student to reflect on the student's progress
- ix. setting targets for the student to achieve their personal best
- x. collaboration with the student, parent, and teachers to support the student to achieve their personal best
- xi. issuing further consequences for continued infractions of school expectations and rules.

## Head Teachers

Head Teachers are responsible for:

- i. contributing to the development of the school's Monitoring Card Policy
- ii. leading the effective implementation and monitoring of the Monitoring Card Policy procedures within their faculty
- iii. supporting staff to understand and implement the Monitoring Card Policy
- iv. issuing students Orange Cards for persistently failing to meet school expectations and rules and/or infraction of school expectations and rules
- v. detailing on Compass the reason for an Orange Card
- vi. communicating to parents the reasons for their child receiving an Orange Card
- vii. regularly meeting with the student to reflect on the student's progress
- viii. setting targets for the student to achieve their personal best
- ix. collaboration with the student, parent, and teachers to support the student to achieve their personal best
- x. issuing further consequences for continued infractions of school expectations and rules
- xi. referring the student to the Deputy Principal for persistently failing to meet school expectations and rules and/or serious infraction of school expectations and rules.

## Classroom Teachers

Classroom Teachers are responsible for;

- i. contributing to the development of the school's Monitoring Card Policy
- ii. implementing the Monitoring Card Policy procedures
- iii. developing a thorough understanding for the Monitoring Card policy
- iv. issuing students a Yellow Card for failing to meet school expectations and rules and/or infraction of school expectations and rules, specifically for their classroom
- v. detailing on Compass the reason for the Yellow Card
- vi. communicating to parents the reasons for their child receiving a Yellow Card

- vii. regular meetings with the student to reflect on the student's progress
- viii. setting targets for the student to achieve their personal best
- ix. collaboration with the student and parent to support the student to achieve their personal best
- x. notifying the Head Teacher of the faculty for the issue of a Yellow Card
- xi. issuing further consequences for continued infractions of school expectations and rules
- xii. referring the student to the Head Teacher of the faculty for persistently failing to meet school expectations and rules and/or serious infraction of school expectations and rules.

## Students

Students are responsible for:

- i. meeting the school expectations and rules
- ii. complying with staff directions regarding discipline and appropriate behaviour
- iii. show respect to teachers, fellow students, other staff and school visitors and not engage in any form of harassment, victimisation or intimidation
- iv. giving the card to the teacher of each lesson, for feedback on their progress
- v. meeting with the staff member that has issued the card to set targets for their behaviour and wellbeing
- vi. meeting with the staff member that has issued the card to reflect on their progress
- vii. sharing with their parents their progress whilst on the Monitoring Card
- viii. attending "Reflection" for 10 minutes during Break 2 whilst on an Orange Card
- ix. attending "Reflection" for 15 minutes during Break 2 whilst on a Red Card or a Caution of Suspension

## Parents

Parents are responsible for;

- i. supporting the school in the implementation of the Monitoring Card Policy
- ii. collaboration with the teacher and their child to achieve their personal best
- iii. reflecting with their child on the progress of their behaviour and wellbeing whilst on the Monitoring Card

## Monitoring Card Policy - Implementation

Monitoring Cards are issued to students, to support and guide them in the modification of their negative behaviour.

Monitoring Card	Monitored by	Types of behaviour
Yellow	Classroom teacher	Minor behaviours
Orange	Hand Teacher	Major or persistent behaviours
Red	Deputy Principal	Major and persistent incidents
Caution of Suspension	Deputy Principal	Major and persistent incidents
Suspension	Deputy Principal	Major and persistent incidents
Return from Suspension	Deputy Principal	Major and persistent incidents

### Participation in incursions, excursions and other extra-curricular activities

#### **Yellow, Orange, Red, Caution of Suspension Monitoring Cards**

Whilst a student is completing a Yellow, Orange, Red or Caution of Suspension Monitoring Card, the student is not permitted to attend an incursion or an excursion.

If an event is a Mandatory Curriculum Activity, the Head Teacher of the curriculum will provide an alternate task to support the student meet the curriculum requirements.

If an alternate task cannot be issued, due to the nature of the activity, the Principal will consult relevant staff and use "Principal's Discretion" to support the student in meeting curriculum requirements.

#### **Short Suspension and Long Suspension**

Whilst a student is suspended, the student is not permitted to attend an incursion or an excursion.

If an event is a Mandatory Curriculum Activity, the Head Teacher of the curriculum will provide an alternate task to support the student meet the curriculum requirements.

If an alternate task cannot be issued, due to the nature of the activity, the Principal will consult relevant staff and use "Principal's Discretion" to support the student in meeting curriculum requirements.

#### **Blue Monitoring Card**

Whilst a student is completing a Blue Monitoring Card, the student is permitted to attend an incursion or an excursion.

If the event organiser has concerns about the student's capacity to meet school expectations during the event, the Head Teacher of the event must meet with the respective Deputy Principal to discuss the concern.

The Deputy Principal will meet with the Principal to examine the concerns. The Principal will then apply '*Principal's discretion*' and inform the event organiser and Head Teacher.

### Appeal to attend an incursion or an excursion

If a student wants to attend an event whilst they are completing a Yellow, Orange, Red or Caution of Suspension Monitoring Card, they are required to:

- i. complete the *'Event Participation Request Form'* to reflect on and detail the reasons for receiving a Monitoring Card
- ii. submit the form at least 2 school days before the event
- iii. participate in an interview with the Deputy Principal (making the determination) to reflect on their behaviour and communicates their commitment to participate in the activity in a safe, respectful and responsible manner

### Approving an appeal to attend an incursion or an excursion

Students must complete and submit the *'Event Participation Request Form'* at least 2 days before the event. The approval of the *'Event Participation Request Form'* is based on the Monitoring Card level.

Students completing a Yellow Monitoring Card, Orange Monitoring Card, Red Monitoring Card or a Caution of Suspension Monitoring Card will need to submit their *'Event Participation Request Form'* to the Deputy Principal to determine participation.

### Communicating the determination of participation

The Deputy Principal that has made the decision on participation for the *'Event Participation Request Form'* is responsible for:

- i. communicating the decision to the student, parent and event organiser
- ii. recording the determination on Compass

### Monitoring Card Levels – actions and approval required

Level	'Event Participation Request Form'	Approved by
Yellow	Yes	Deputy Principal
Orange	Yes	Deputy Principal
Red	Yes	Deputy Principal
Caution of Suspension	Yes	Deputy Principal
Suspension		
Blue	Not required	Not required

- This process must be completed at least 2 school days before the event
- Students are responsible for completing the *'Event Participation Request Form'*
- Teachers organising the event will support this process by providing the details of the event to allow the Deputy Principal to make an informed decision



# Event Participation Request Form

Student name: \_\_\_\_\_ Year: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ School week: \_\_\_\_\_ School day: \_\_\_\_\_

## Details of Monitoring Card

Why were you placed on the monitoring card?

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## Request to attend event

Why do you want to attend the event?

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Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Completed by Executive Member determining participation

Reason for Monitoring Card:

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Progress on whilst on Monitoring Card:      Satisfactory      or      Unsatisfactory

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Determination: Yes or No

- |   |   |
|---|---|
| <input type="radio"/> Recorded on Compass     | <input type="radio"/> Communicated to event organiser |
| <input type="radio"/> Communicated to student | <input type="radio"/> Refund to be issued Y/N         |
| <input type="radio"/> Communicated to parent  |   |

Executive member: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_