GOALS:
• To respect all staff and the dignity of others at Sacred Heart School.
• To foster in each child a strong sense of identity and self esteem.

AIM:
• To encourage a kind, courteous and respectful environment among staff and children.

NAME OF CHILD: ______________________________ YEAR LEVEL: _____________

FIRST INCIDENT: (MISS RECESS FOR A DAY)
EXPLANATION: __________________________________________________________________________
_________________________________________________________________________________________

Teacher’s Signature: _________________________________ Date: ___________________

Parent’s Signature: _________________________________ Date: ___________________

SECOND INCIDENT: (MISS RECESS AND LUNCH FOR A DAY)
EXPLANATION: __________________________________________________________________________
_________________________________________________________________________________________

Teacher’s Signature: _________________________________ Date: ___________________

Parent’s Signature: _________________________________ Date: ___________________

THIRD INCIDENT: (MISS OUT ON A CLASS ACTIVITY EXCEPT ENGLISH AND MATHEMATICS &
TEACHER REQUESTS MEETING WITH PARENT/S)

EXPLANATION: __________________________________________________________________________
_________________________________________________________________________________________

Teacher’s Signature: _________________________________ Date: ___________________

Parent’s Signature: _________________________________ Date: ___________________

PROCEDURE: TEACHERS
• Teacher identifying the incident completes this Incident Form. (Red Card)
• Teacher signs and dates this form and sends a copy to the office and a copy to the parents.
• Teacher gives the child a Red Card
• If necessary the child's name will be noted in the Observation Book as being on a Red Card.
• The teacher will discuss appropriate ways of communicating with staff and others with the child.

PROCEDURE: PARENTS
• Parent’s sign, date and return the Individual Behaviour Management Plan—Red Card to school.
RED CARD - Student

Incident: One / Two / Three (Please circle)

Card to be given to Duty Teacher or Class Teacher (if Third Incident)