



# Kingsford Smith School



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## JETS CAUTIONARY PROCESS 2019

The Kingsford Smith Schools Jets development and leadership program aims to assist members to develop as athletes and people through sport and community.

### **1st caution - Verbal warning**

Students will be required to attend a meeting with Jets coordinators where they will receive a verbal warning which will be recorded. Parents or carers will then be made aware via email or phone and informed that an official warning has been given. A suspension from Jets may be applied at this time.

### **2nd caution or major incident - Written warning**

Students will be required to attend a meeting with Jets coordinators where they will receive a verbal warning which will be recorded. A written warning will then be mailed/emailed to parents or carers. Students may be required to have a meeting with the Deputy Principal. A suspension from Jets may be applied at this time.

### **3rd caution or major incident - termination of Jets membership**

Students will be required to attend a meeting with Jets coordinators where they will be notified of the termination of their jets membership. A letter will be mailed and/or emailed to parents/carers informing them of the decision and that the student will no longer hold a position within the Jets program. Students will forfeit their Jets position immediately and will be asked to return all items associated with the Jets membership including gym memberships. This will also result in the forfeit of the \$50 joining fee and students will be ineligible to apply for a Jets membership for the remainder of the current year.

### **Appeals Process:**

Parents or carers wishing to appeal any action occurring from a breach of the code of conduct can do so in writing to the Principal. The appeal should outline the reasons why the decision should be overturned. This will be considered by Jet coordinators, executive staff and the Principal. A written response will be mailed/emailed to parents or carers informing them of the final decision.

**Please note warnings are not subject to order, where an incident has occurred and it is deemed a major incident by Jets coordinators or executive staff, students may be given a second or third level caution and be subject to instant suspension or dismissal from the program.**