

BEHAVIOUR MANAGEMENT REFERRAL PROCESS

MINOR 1		
Managed by teacher using positive reinforcement and proactive strategies. Behaviours <i>may</i> be recorded in OneSchool Behaviour		
	BEHAVIOUR	POSSIBLE STRATEGIES / CONSEQUENCES
R	<ul style="list-style-type: none"> Littering Verbal misconduct - Minor swearing (e.g. within peer group) Minor unsafe behaviour Minor Harassment 	<ul style="list-style-type: none"> Explicit teaching of school rules Essential Skills in Classroom Management Seating Plans Litter duties Teacher arranged lunchtime detentions Parents contacted Alternative activity within class Sent to office to hand in phone/IPOD Refer to office for uniform slip
E	<ul style="list-style-type: none"> Failure to complete homework Failure to follow Dress Code 	
A	<ul style="list-style-type: none"> Disrupting others' learning Failure to follow a reasonable request 	
L	<ul style="list-style-type: none"> Not compliant with routine Failure to bring appropriate equipment to class Lateness to class without acceptable excuse and/or late slip Phones/iPods in sight in class / minor ICT misuse 	

MINOR 2		
Referred to curriculum Head of Department- These behaviours <i>will</i> be recorded in OneSchool Behaviour . Bolded behaviours should be referred to Year Coordinator- These behaviours <i>will</i> be recorded in OneSchool Behaviour .		
	BEHAVIOUR	POSSIBLE STRATEGIES/ CONSEQUENCES
R	<ul style="list-style-type: none"> Persistent Minor 1 behaviours Persistent refusal to complete detentions ICT misconduct Breach of work place Health & Safety requirements 	<ul style="list-style-type: none"> Loss of class privileges Loss of ICT privileges Individual counselling Monitoring sheet Reflection Room Mediation with parent/guardian Afternoon detentions/tutoring Referral to student support team Suspension – short (1-10 Days) Parent contacted Parent meeting Removal from subject
E	<ul style="list-style-type: none"> Persistent failure to follow Dress Code Persistent failure to be punctual to school Bullying / Harassment 	
A	<ul style="list-style-type: none"> Persistent failure to follow requests Minor physical misconduct (scuffles, etc.) 	
L	<ul style="list-style-type: none"> Disruptive persistent Minor behaviours (not engaging in learning process, failure to bring equipment, lateness, phones/iPods) Truant/skip class 	

MAJOR 3		
Referred to HOD Junior/Senior . These behaviours <i>must</i> be recorded in OneSchool Behaviour .		
	BEHAVIOUR	POSSIBLE CONSEQUENCE/S
R	<ul style="list-style-type: none"> Major equipment damage or vandalism (e.g. graffiti) Verbal misconduct: swearing directed towards staff Substance misconduct including use of & possession of legal substance (e.g. cigarettes, e-cigarettes, alcohol) Defiance / Threats to adults Bullying / Sexual Harassment (refer to Annex A) Unacceptable sexual behaviour (e.g. sexual harassment) Physical misconduct / conflict (fighting) Possession of prohibited items (e.g. knives, weapons) Bullying (refer to annex A) Persistent truancy / skip class Disruptive; continued persistent Minor 1&2 behaviours Cheating / Plagiarism 	<ul style="list-style-type: none"> Parent meeting Referral to outside agency or support staff Suspensions (short or long 11-20 days) / Exclusion Removal from class and / or class activities/excursions Discipline Improvement Plan (DIP) Recommendation for exclusion
E		
A		
L		

MAJOR 4		
Immediate referral to Administration. These behaviours recorded in OneSchool Behaviour		
	BEHAVIOUR	POSSIBLE CONSEQUENCE/S
R E A L	<ul style="list-style-type: none"> Persistent Major 3 behaviour/s Persistent physical misconduct (fighting) Student threatening with a weapon (e.g. knife) Student acts violently Assault of staff Distribution of legal substances (e.g. cigarettes, alcohol) Distribution, possession & / or use of illegal substances and/or associated equipment/instruments 	<ul style="list-style-type: none"> Administration: <ul style="list-style-type: none"> Police Lockdowns Long Suspension Exclusion Cancellation of enrolment

