

OBSERVE PROBLEM BEHAVIOUR



CONFERENCE WITH STUDENT



IS IT A MINOR OR MAJOR BEHAVIOUR PROBLEM?

FILL OUT OFFICE REFERRAL FORM

CLASS TEACHER AND OR ADMINISTRATOR in consultation with class teacher DETERMINES NEXT ACTION FOR STUDENT



ADMINISTRATOR FOLLOWS THROUGH ON ACTIONS DECIDED



IF NECESSARY ADMINISTRATOR INFORMS PARENTS



ADMINISTRATOR LEAVES REFERRAL FORM IN OFFICE TO BE ENTERED INTO DATA BASE

MINOR

MAJOR

USE CLASSROOM OR PLAYGROUND ACTIONS



RECORD MINOR BEHAVIOUR (IF DEEMED NECESSARY)



IS THERE A PATTERN OF CONTINUED MINOR OFFENCES? IF YES, FOLLOW PROCEDURES FOR MAJOR

<u>MINOR</u>	<u>MAJOR</u>
• LANGUAGE	• ABUSIVE
• DEFIANCE	• FIGHTING
• ROUGH PLAY	• HARRASSMENT
• DISRUPTION	• DELIBERATE DEFIANCE
• LYING	• PROPERTY MISUSE
• DRESS CODE VIOLATION	• PROPERTY DAMAGE
• DISTRACTING OTHERS	• THEFT
• UNSPORTSMANLIKE BEHAVIOUR	• BULLYING