

# Classroom Process for Managing Inappropriate Behaviour

## Minor Inappropriate Behaviour

<b>"One off" Inappropriate Behaviour</b>	<b>Continued/repetitive Inappropriate Behaviour</b>
<p><b>Staff Member Actions</b></p> <ul style="list-style-type: none"> <li>Proximity</li> <li>Signal/non-verbal cue</li> <li>Ignore/attend/specific praise</li> <li>Re-direct with rule reminder then praise behaviour when shown</li> <li>Provide a choice – the desired behaviour and less preferred choice e.g. complete work at break time, move away from group etc.</li> </ul>	<p><b>Staff Actions</b></p> <ul style="list-style-type: none"> <li>State logical consequence 'If you don't ... then...'</li> <li>Follow through with consequence</li> <li>Move student in the room</li> <li>Move student to reflection or time out area.</li> <li>teacher aides to refer student to class teacher</li> <li>Remove student from the classroom – Exit Class</li> </ul>
<p><b>Exit Class Process</b></p> <ul style="list-style-type: none"> <li>Student is to take <i>Exit Class Referral Slip</i> and class work/reflection activity to the Exit class</li> <li>Exit class is to be for 15 minutes <b>only</b></li> </ul> <p><b>Exit class teacher to:</b></p> <ul style="list-style-type: none"> <li>Supervise student</li> <li>Complete Exit Class Sheet</li> <li>Send student back to class after 15 minutes with work and slip</li> </ul>	
<p><b>Class teacher to:</b></p> <ul style="list-style-type: none"> <li>✓ Notify parents each time a student is sent to Exit Class</li> <li>✓ Enter behaviour incident, attendance at Exit Class and parent contact on OneSchool</li> <li>✓ Welcome student back to class and engage in restorative conversation</li> <li>✓ 3 x Exit Class (within 4 weeks) notify DP/P for further action e.g. time out to complete work (see Playground Flowchart for Time out process)</li> </ul>	

**OneSchool Exit Class Referral Slip**  
 Referred by: \_\_\_\_\_ Student ID number: \_\_\_\_\_  
 Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time Exited: \_\_\_\_\_  
 Work to complete  Reflected to  
 Behaviours - tick appropriate box  
 Proximity  Signal  Ignore/attend  Praise  
 Redirect  Logical consequence  
 Choice  Time out  
 Other: \_\_\_\_\_  
 Time referred to class:  
 Parent notified  
 Teacher completes at body class / Pen

## Major Inappropriate Behaviour

<b>Non Urgent</b> Ongoing repeated/persistent minor	<b>Urgent</b> Dangerous/highly disruptive
<p><b>Class Teacher Actions</b></p> <ul style="list-style-type: none"> <li>Contact Parent</li> <li>Record behaviour and parent contact on OneSchool</li> <li>Defuse the situation and manage the behaviour</li> <li>Notify and negotiate with DP/P for support and follow up</li> </ul>	<p><b>Class Teacher/Staff Actions</b></p> <ul style="list-style-type: none"> <li>Phone or send RED card to the office (Not P or DP) and ask for <b>Urgent Response</b></li> <li>Evacuate class to a safe space if necessary to ensure safety of all students and staff</li> <li>As soon as possible enter primary (initial) behaviour on OneSchool</li> </ul>
<p><b>Admin Actions:</b></p> <ul style="list-style-type: none"> <li>Investigate as necessary and determine consequences which may include;           <ul style="list-style-type: none"> <li>Follow up conversation</li> <li>Exit from classroom</li> <li>Time out/Suspension etc.</li> </ul> </li> <li>Contact parent –follow up phone call</li> <li>Enter follow up notes on OneSchool, refer to class teacher &amp; reporter</li> <li>Ongoing planning in negotiation with class teacher eg referral to SST, behaviour tracker, chill out card, parent meeting, IBSP</li> </ul>	<p><b>Admin Actions – Initial Response</b></p> <ul style="list-style-type: none"> <li>Immediate response &amp; management to ensure safety of all</li> <li>Contact parent</li> <li>Debrief staff/students as required</li> </ul>
<p>Teacher implement agreed actions with support if required.</p>	