



Procedure for correcting problem behaviours

2025

Step 1: Observe Problem Behaviour

Based on teacher assessment, determine if the behaviour teacher-managed (minor) or office-managed (major)

Refer to the lists in the flowchart for examples (e.g., "disruption" = minor; "fighting" = major).

Teacher managed	Office managed
<ul style="list-style-type: none">- Minor swearing- Low level rough play- Aggression/ harassment (minor)- Non-compliance- Disruption- Disrespect- Teasing – once off- Interfering with others- Uncooperative- Work avoidance- Niggling, teasing, putdowns- Minor property misuse- Minor graffiti- Littering- Playing in the toilets- Unsafe- Out of bounds- Leaving the classroom- Attitude/ backchatting	<ul style="list-style-type: none">- Repeated ongoing minor behaviours- Abusive/ inappropriate/ sexualised language- Verbal aggression- Defiance/ insubordination- Fighting/ physical aggression- Persistent harassment, bullying, cyber bullying- Intimidation- Leaving school grounds- Skip class/ run away- Drugs, smoking, alcohol, medication- High level stealing, theft- Technology violation- Wilful damage to other property, vandalism, arson- Weapons

Step 2: Teacher-Managed Behaviours (Low Level)

Intervene immediately using:

Reminders, re-teaching expectations, warnings, or redirection (e.g., "Jade, our rule is hands up to speak.").

If behaviour persists:

Record incident as LOW-LEVEL student behaviour (e.g., for "disrespect," "work avoidance").

- Identify relevant low-level behaviour
- Describe the incident
- Identify possible motivation
- Select teacher administered actions
- Submit Student Behaviour Referral form to the office at the end of the day

After 3 minor referrals in a term:

Escalate to a HIGH LEVEL SBR (admin handles consequences).

Step 3: Office-Managed Behaviours (High Level)

If it is a high-level behaviour, immediately submit a HIGH LEVEL student behaviour referral form (e.g., for "bullying," "defiance").

Admin steps:

- Record data in SBR Hawker Spreadsheet
(HAS Staff → Positive Behaviour for Learning → Discouraging Problem Behaviour → SBR Hawker Spreadsheet)
- Investigate and determine consequence (e.g., detention, community service).
- Contact parents.
- Provide feedback to the teacher.

Step 4: Reflection & Follow-Up

Teachers: Reflect on whether their response escalated the behaviour.

Admin: Track patterns (e.g., repeat offenders) for targeted support.

When & How to Use the Student Behaviour Referral (SBR) Form

Low Level Referrals	High Level Referrals
<p>When to use:</p> <ul style="list-style-type: none"> - After failed interventions (reminders, warnings, re-teaching). - For behaviours like: - Minor swearing, teasing, or disrespect. - Work avoidance, littering, or out-of-bounds. <p>How to complete:</p> <ul style="list-style-type: none"> - Tick one LOW LEVEL behaviour (e.g., "Disrespect/non-compliance"). - Describe the incident and others involved. - Note teacher-administered actions - File with the teacher; send to the office at day's end. 	<p>When to use:</p> <ul style="list-style-type: none"> - For severe or repeated behaviours (e.g., fighting, theft, drugs). - After 3+ minor referrals in a term. <p>How to complete:</p> <ul style="list-style-type: none"> - Tick one HIGH LEVEL behaviour (e.g., "Fighting/physical aggression"). - Provide a detailed description. - Immediately submit to admin for consequences.

Key Rules for SBR Forms:

- One student per form.
- 3 minors in one week = automatic major referral.
- All majors require admin action + parent contact.

Example Scenarios

Low Level: A student refuses to work (non-compliance).

Teacher: Gives a warning → re-teaches expectations → records LOW LEVEL SBR if unresolved.

High Level: A student uses abusive language (verbal aggression).

Teacher: Immediately submits HIGH LEVEL SBR → admin handles.