

Behaviour Referral Process

	Step 1	Step 2	Step 3	Step 4	Step 5
	Small Verbal Reminder	Discussion With Student	Contact Parent(s)	Office Referral	Office Conference: the student, administration, , all applicable teachers, school counselor, and parent(s)/ guardian(s)
Day of Incident 1	Remind the student of the behaviour matrix. This is a short reminder that they need to work on the behaviour. This is intended to not interrupt your lesson.	<ol style="list-style-type: none"> 1. Discuss the behaviour matrix item and focus on positive behaviour. 2. Let them know that if the behaviour happens again you are required to call their parent(s)/guardian(s). (*This is not a threat but a reminder) 3. Student receives a 10 minute detention. 			
Day of Incident 2	Remind the student of the behaviour matrix. This is a short reminder that they need to work on the behaviour. This is intended to not interrupt your lesson.	<ol style="list-style-type: none"> 1. Give ideas of how they can improve their behaviour in accordance to the matrix. 2. Let the student know that you have to call their parent(s)/guardian(s). 3. Let the student know that if it happens again you are required to refer them to the office. (*This is not a threat but a reminder) 4. Student receives a 10 minute detention. 	<ol style="list-style-type: none"> 1. Call their parent(s)/ guardian(s) about the behaviour matrix issue. Ask for feedback as to what they do with that student. Let them know of the ideas that you have discussed with the student and ask if they can reinforce the same idea at home. 2. Talk with student's other teachers. Discuss ideas and strategies. 		
Day of Incident 3	Remind the student of the behaviour matrix. This is a short reminder that they need to work on the behaviour. This is intended to not interrupt your lesson.	<ol style="list-style-type: none"> 1. Let them know that you have to refer them to the office. This process is to help them with the behaviour in relation to the matrix. 2. Student receives a 10 minute detention. 	Call the student's parent(s)/guardian(s) to inform them that the principal will be contacting them.	Fill out an incident report. Include previous dates and ideas that you have discussed with the student in reference to the same behaviour matrix issue.	Attend the office referral meeting with a positive growth plan in mind. This meeting is to help the student improve their behaviour with a support group. (*This is not to reprimand the student but to assist them.)