

SWPBS MINOR BEHAVIOURS

The Minor Behaviours refer to tier 2 of our SWPBS policy. These are low-level actions which require follow-up on the part of the **teacher**. These are generally managed within class or out in the yard, by the classroom teacher or teacher on duty. When dealing with minor behaviours, teachers should follow the staged intervention process outlined in our [Behavioural Continuum](#).

BEHAVIOUR	DESCRIPTION
Arguing or ignoring instructions	This entry is to be used in those instances where students are choosing to not follow teacher instructions, either ignoring them, or engaging in a debate and thus disrupting the learning of others. In particular, this chronicle entry should be used if this occurs more than once within a lesson.
Cheating / Plagiarism	Cheating is defined as students using or attempting to use non-permitted materials during an assessment task or homework activity. Plagiarism is defined as students knowingly attempting to access and copy / use material which is not their own (including the use of AI tools). This also applies to when students are caught copying other students.
Classroom disruption	This entry should be used if students are actively attempting to disrupt the teaching and learning within lessons. This can include repeatedly calling out or interrupting others; moving out of their seat; inappropriately engaging in debates with others in the class.
Eating and drinking in class	This entry should be used if students are attempting to eat or drink in class without direct permission from the teacher. This does not include student use of a personal water bottle, which is permitted.
Graffiti / Vandalism	This entry should be used for those students who have deliberately attempted to or actually, damaged school property. This could include incidental graffiti, breaking equipment or furniture.
Late to class / Homegroup	This entry should be used if a student is either repeatedly late to class or homegroup [2 or more times] or is late to a scheduled class (Period 1- 5) by 10 minutes or more. - With scheduled classes, students should also be marked as 'late' on the Compass roll as well as completing this entry. - With homegroup, those students who are late should be marked as 'late' on the Compass roll as well as completing this entry if it occurs on multiple occasions. - If a student arrives at school any time after homegroup, they should collect a late pass from their relevant Sub-School office prior to arriving at your class.
Littering	This entry should be used by staff who witness students littering - either in class or out in the yard, particularly if students have been asked to pick up after themselves.
Minor safety violations	This entry should be used for students behaving in a manner which may place themselves, the teacher or other students in danger. This could include their movement within a space, for example: - Running in a lab or workshop space - Throwing material (such as stationery) within a classroom space - Standing up on furniture in class This entry should also be used for incidents which occur in the yard, where students have similarly behaved in a manner which may place themselves, the teacher or other students in danger. This could include: - Deliberate attempts to run into or trip someone - Throwing or kicking a ball in a dangerous manner.
Misuse of facilities or resources	This entry should be used when teachers identify students using the facilities and resources within the school in an inappropriate or unsafe manner. This is particularly relevant in specialist classes where specific tools and equipment is accessed as part of the day-to-day lesson activities. For example: - Inappropriately or dangerously using tools in the resistant materials workshop; - Misusing paint / ceramic / markers in art classes; - Misusing / mistreating camera equipment in the media classroom area; - Dangerously handling chemical materials in the science labs;

	● Misusing / mistreating instrumental or drama equipment either during lessons; ● Inappropriately or dangerously using kitchen equipment in the food studies area.
Misuse of technology	This entry should be used when teachers identify that students are misusing their laptop / device in an inappropriate manner. This could include: ● Accessing online material or games without permission from the teacher and beyond the scope of the lesson, ● Accessing a social media / networking platform in order to communicate with other people, ● Using the technology to take videos, photos, or recordings of other students or staff in the class.
Mobile phone/ headphone use	This entry should be used when students are caught with their phones/headphones in class or out in the yard during recess or lunchtime. If the phone is observed it should be confiscated and handed in to the relevant sub-school office. Refer to mobile phone policy for more detail.
Non-submission of work	This chronicle entry is to be used when a student has not completed a minor homework task which has been set by the teacher. All homework tasks should be clearly outlined in the Learning Tasks section of Compass. Students should either be provided with a new submission date or can be asked to complete the task as part of a lunch-time detention run by the classroom teacher. Please note: this entry should not be used for major assessment tasks. In these instances, please refer to the 'Academic Administration' section of Chronicle.
Put downs / Teasing	This entry should be used for incidental occurrences where students have been found to be teasing or denigrating another student or member of staff. If a staff member understands this to be a more sustained series of incidents, the 'Bullying and Harassment' chronicle entry should be used instead.
Truancy	This entry is to be used when students are found to be deliberately out of class without permission from their teacher. This could include: ● students attempting to leave the school premises, ● remaining outdoors and not attending a scheduled class (arriving to class 20 minutes or more late) ● remaining out of class for an unreasonably sustained period of time (20 minutes or more) when they have been given permission to leave by the teacher. Teachers should record the time, setting, details and truancy duration on the Compass chronicle.
Unprepared for class	This entry is to be used when students repeatedly come to class unprepared and not ready to learn. Use this entry for students who come to class without: ● Their exercise books or folder ● Their textbooks ● Their laptop / device ● Their stationery
General confiscation	This entry is to be used when an item other than a mobile phone is confiscated for misuse or if it is a non-permitted item (for example, hoodies). Additionally, if an inappropriate material or substance is confiscated (such as a vape), this needs to be chronicled under Major Behaviours.
Out of uniform notification	This item is to be used if a student is out of uniform, with staff detailing how the student is not in the correct school uniform (e.g. no tie, incorrect shoes). Refer to the SWSC uniform policy for more information.

SWPBS MAJOR BEHAVIOURS

The Major Behaviours refer to tier 3 of our SWPBS policy. These are mid-to-high level actions which require follow-up by **House Leaders and Heads of School in consultation with classroom teachers or teachers on duty.** In these cases, significant intervention is required. When dealing with major behaviours, teachers should follow the staged intervention process outlined in our [Behavioural Continuum.](#)

BEHAVIOURS	DESCRIPTION
Abusive language	Aggressive or threatening language directed at another person that is targeted with the intent of making another member/s of our community feel unsafe.
Aggressive or threatening behaviour	Behaving in such a way as to pose a danger, whether actual, perceived or threatened to the health, safety or well-being of another person, for example: • Using intimidating body language • Aggressive shouting or screaming at another • Persistently and intentionally following another
Bullying and Harassment	Consistently engaging in behaviour that vilifies, defames, degrades or humiliates another person.
Defiance	Failing to comply with any clear and reasonable instruction of a staff member, that intentionally seeks to undermine teaching and learning and/or school operations. This entry is to also be used if a student refuses to hand over their mobile phone/headphones.
Inappropriate materials or substances	Possessing, using, selling or deliberately assisting another person to possess, use or sell illicit substances or weapons.
Significant property theft or destruction	Causing significant damage to or destruction of property. Committing or attempting to commit or is knowingly involved in the theft of property. (This includes the discharging of fire extinguishers).
Violence	Involvement in a physical altercation with another student or member of the school community (this includes rough play/play fighting).
Classroom relocation	Please use this chronicle template in the instance that you have had to relocate a student to a different pre-arranged classroom due to safety or significant disruption to the teaching and learning program.