

# A BRIEF GUIDE TO REPORTING BEHAVIOUR FOR CRTS



# **MINOR BEHAVIOURS ON COMPASS**

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Bag in class	$\hfill \square$ Incorrect uniform that student removed when asked (e.g. hoodie, hat)
Consistently talking over the teacher	Late to class
Disrespecting environment (e.g. littering, throwing paper)	Leaving class without permission
Eating in class	☐ Minor damage of property
Extended time out of class	Misuse of equipment
☐ Failure to attend detention	Misuse of ICT
☐ Failure to follow the hands-off policy	Not following teacher instructions
☐ Inappropriate language	Out of chair / walking around class
☐ Inappropriate interactions with peers (e.g. unkind behaviour)	Refusal to participate in learning
☐ Incomplete homework	Unprepared for class (e.g. lack of equipment)

If a student displays one or more of these behaviours, it is essential that the CRT:

- 1. Addresses the behaviour in class
- 2. Posts this on Compass using the Minor Behaviour chronicle
- 3. Provides detailed feedback to the usual classroom teacher so they can follow up in their next session.

The usual classroom teacher is responsible for following up this behaviour.

### **REQUESTING SUPPORT - MINOR BEHAVIOUR**

If you require support with a non-urgent Minor Behaviour within the classroom, you can email the Year Level team using the following email addresses:

Year 7: 7Hub@fountaingatesc.vic.edu.au
Year 8: 8Hub@fountaingatesc.vic.edu.au
Year 9: 9Hub@fountaingatesc.vic.edu.au
Year 10: 10Hub@fountaingatesc.vic.edu.au
Year 11: 11Hub@fountaingatesc.vic.edu.au
Year 12: 12Hub@fountaingatesc.vic.edu.au

A member of the Year Level Team may be able to attend the class to support.

# **MAJOR BEHAVIOURS ON COMPASS**

When a student displays the following behaviours in class, these are considered Major Behaviours.

Abuse / swearing toward teacher	Repeated failure to attend detentions
Bullying (repeated)	Repeated minor behaviours after teacher intervention
Discriminatory comments (e.g. sexist, LGBTQI+ discrimination)	Sexually explicit comments / actions
Incorrect uniform that student refused or could not remove when asked (eg. black pants, hair colour)	Theft
Leaving school grounds without permission	☐ Threatening behaviour (verbal, physical, social)
Major damage of property	Truancy
Physical altercation	Using ICT to access / share inappropriate or offensive content
Racist comments	Use of illicit substances (including vaping/smoking)
Refusal to hand over mobile phone or electronic device	Unsafe in the yard (e.g. throwing objects, on roof)

If a student displays one or more of these behaviours, it is essential that the CRT:

- 1. Addresses the behaviour in class
- 2. Requests support from leadership if necessary
- 3. Posts this on Compass using the Major Behaviour template
- 4. Provides detailed feedback to the usual classroom teacher

The Year Level Team and the usual classroom teacher are responsible for following up this behaviour.

# **REQUESTING SUPPORT - MAJOR BEHAVIOUR**

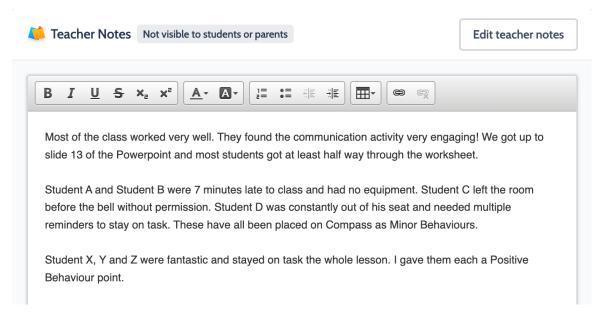
If you require support with an urgent Major Behaviour within the classroom, you should send a reliable student to the Year Level Office to gain immediate support.

Please do not send the problem student to the Year Level Office.

### **LEAVING FEEDBACK**

As stated above, leaving feedback for the teacher on Compass is essential for the usual classroom teacher to follow up with any behaviours. This should be done in the "Teachers Notes" section on the Class Dashboard on Compass.

Below is an example of the level of detailed feedback you could provide for the usual classroom teacher:



### THINGS TO LOOK OUT FOR

Prior to the class starting, it can be very useful to look at the Compass roll and look at the coloured dots that may be beneath a student's name. Hover your mouse of the dot to see what each colour represents.

The dots may indicate a student who:

- Is EAL
- Is a refugee
- Is an inclusion student
- Is on a Behaviour Card
- Is not allowed to leave the classroom
- Has a Take-A-Break Card or Circuit Breaker Card

This information can influence that way you address and follow up with students and the class.

