**PROCESS FOR ALL TEACHER REFERRED (TR) INCIDENTS**

**Pre-Work:**
- Class induction
- Class-room norms and consequences (students each have a copy)
- Grievance procedures
- Developing friendships

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**Critical Incident – imminent risk to self or other students:**
- Ask student to leave area
- Ask class to leave and assemble in Student Lounge
- Ask nearby colleague to seek help from Admin
- Advise Admin asap
- Advise Case Manager

**STEP ONE**
Discuss with student concerned and record incident(s) on Day Map
Behaviour Management Incident Form completed – placed in student file

**STEP TWO**
Issue not resolved/recurring

**FACULTY COORDINATOR/CASE MANAGER OR COUNSELLOR**
Discussion with student and teacher to mediate return to class.
Student Agreement Form completed and signed

**STEP THREE**
Issue not resolved/recurring

**ADMIN PERSON**
Discussion regarding behaviour and possible return to class.
Action to be determined by Admin person.

**STAFF INFORMED**
- Agreement proforma
- DayMap notes
- Staffroom whiteboard
- Seek information as needed.

**RETURN TO SCHOOL AGREEMENT – NEGOTIATED IN A RE-ENTRY**

**RETURN TO SCHOOL AGREEMENT**
- Seek information as needed.
- Talk with FLO student Case Manager
- Seek advice from colleague/coordiantor

**NB:** ED155 must be completed by staff members for all incidents involving violence or threatening and menacing behaviour.

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Exclusion following up to 15 days of suspension: See DECD Policy

Suspension for up to 5 days

Agreement Broken

Student Agreement Form signed. Student returns to class

Return to School Agreement – negotiated in a re-entry