



# RETHINK REFERRAL PROCESS

*Least to Most Intrusive*

## Purpose:

The aim of the Rethink Room is to support teachers in creating a positive learning environment by reducing *repeated classroom disruptions/distractions*. The Rethink Room is a process to support staff with addressing Category A behaviours (Responsible Behaviour Plan) so all students have an opportunity to learn.

## Rethink Room Procedures:

When *disruptive behaviour* persists, after *classroom expectations* are explicitly taught and known to students; and the use of *positive supportive strategies* have failed to engage the students, then staff are to follow this process.

**PROACTIVE STRATEGIES** a teacher may implement include; relevant curriculum, focused planning, positive relationships, relational pedagogy, class awards, class discussion on issues, parent contacts, recognition on year level parades, seating plan.

### First action should be to REMIND & WARN (least intrusive)

Before issuing first warning the classroom teacher should:

- Reinforce classroom expectations
- Individual close talk
- Clearly explain the inappropriate behaviour
- Redirect behaviour
- Choice given (follow the classroom expectations or consequence is to proceed with *Rethink Room warnings*)

### NOT valid reasons for student referrals:

- Lack of learning materials in practical and or non-practical subjects;
- **Late to class;**
- Lack of safety equipment or safety requirements with uniform
- Uniform infringement
- Refusal to complete tasks

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#### Persistent Disruption

- Individual close talk
- Clearly explain the inappropriate behaviour
- Redirect behaviour
- Choice given (follow the whole school expectations or consequence is *rethink room*)
- Write the student's name on the whiteboard

#### Possible questions:

What should you be doing?  
 What is stopping you from... ?  
 What behaviour choices are you making from stopping others from learning?  
 How can you change your behaviour?



#### Take up time

Provide the student time to process the instruction and then action the changes.

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#### Behaviour Continues

- Individual close talk
- Clearly explain the inappropriate behaviour
- Redirect behaviour
- Choice given (follow the whole school expectations or consequence is *rethink room*)
- Add a tick to the student's name is written on the board

#### Possible questions:

What should you be doing?  
 What is stopping you from...?  
 What behaviour choices are you making from stopping others from learning?  
 How can you change your behaviour?



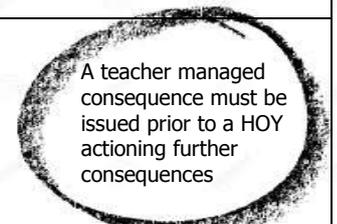
#### Take up time

Provide the student time to process the instruction and then action the changes.

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#### Leave & Rethink

- Persistent disruption continues beyond the take up time, the student is referred to the Rethink Room.
- Students should be given classroom work to complete.
- Rethink Room is in K13.



A teacher managed consequence must be issued prior to a HOY actioning further consequences

## AFTER LESSON

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#### RECORD AND CONTACT

- The classroom teacher is to record the incident on OneSchool and make contact (preferably a phone call) with the parent.

NB. Text message will be sent home if a mobile number is provided. The message reads... *Beerwah SHS records show was referred to the Rethink Room during on <DATE>. The teacher for your student will be in contact with you to discuss the details.*

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#### FOLLOW UP AFTER REFERRAL

- The teacher is to engage in a brief conversation with the student to facilitate a successful re-entry. Students are not to be refused entry by the teacher for the next lesson.
- Student rethink form will be given to the teacher. This sheet may be used in the re-entry conversation.
- If a student has been referred from the same class three times a restorative interview with the teacher, student, HOY and HOD is recommended.

#### Possible questions:

What behaviour choices did you make?  
 How can you change your behaviour?  
 How are you going with your work in this class?



## RETHINK ROOM SUPERVISOR RESPONSIBILITIES

1	<ul style="list-style-type: none"><li>▪ Using DayMap record the attendance of the student.</li><li>▪ Inform the student of the number of occasions they have been sent to the Rethink Room, if over 3 referrals, when prompted by computer program.</li><li>▪ Send a text message to the student's parent via DayMap, when number is provided.</li></ul>
2	<ul style="list-style-type: none"><li>▪ Ask the student to complete the Student Rethink Form.</li><li>▪ A Teacher Aide will collect the reflection sheet at the end of the day. The original will be given to the teacher. A copy will be given to the HOY.</li><li>▪ Where possible, discuss the responses to the rethink form with the student.</li><li>▪ Email teachers a summary of attendees at the completion of each lesson so teachers can check if referred students attended.</li></ul>
3	<ul style="list-style-type: none"><li>▪ If student's behaviour is inappropriate in the Rethink Room they will be removed from the room.</li><li>▪ If a student is sent to the Rethink Room five [5] times in a term they may be suspended.</li><li>▪ Notify the HOY/HOSES when this occurs.</li></ul>

## HOY/HOSES RESPONSIBILITIES

Heads of Year and/or HOSES will support and manage student behaviour by ensuring that the procedures are being followed and by actioning consequences as required by policy.

**Further consequences may be actioned if procedures outlined above in the 'follow up after the referral' section have been followed by the classroom teacher.**

- If a student attends Rethink Room three [3] times within a term the student may be issued an afterschool detention.
- If a student attends Rethink Room five [5] times within a term the student may be suspended for 3 days.
- If a student fails to attend the Rethink Room after their referral they will be issued with an after school detention. Further consequences may be applied, as required.