



STUDENT BEHAVIOUR POLICY

Contact Officer:	Deputy Principal
Date Approved by Executive	October 2017
Date of next review:	October 2020
Related Policies or Legislation:	Bullying and Harassment Policy (Students) Academic Integrity Policy Drug and Alcohol Policy Uniform Policy ICT Acceptable Use Policy

POLICY STATEMENT

Seymour College’s Student Behaviour Policy is based on the understanding that all students have the right to reach their full potential in a secure and supportive environment, where there is a shared understanding of the expectations for their behaviour, presentation and uniform expectations.

REFERENCE POINTS / BACKGROUND PAPERS

- Education and Early Childhood Services (Registration and Standards) Act 2011
- Student Wellbeing Hub at <https://www.studentwellbeinghub.edu.au/> as at 14 June 2017

While it is intended that all other College policies for managing student behaviour will be in conjunction with this policy, that will not prevent action from being taken under this policy if doing so is, in the opinion of the Principal, required in the circumstances.

BACKGROUND

This policy develops, maintains and supports appropriate behaviour and consistent behaviour management. All members of the College community work together to ensure that consistency and fairness are paramount.

The College provides a supportive environment to develop and sustain appropriate conduct. It engenders an environment which rewards and therefore reinforces the exemplary behaviour that underpins productive classrooms, teams and groups at Seymour College.

APPLICATION

This policy applies to all students.

SCOPE AND PURPOSE

This policy reflects the College's purpose to work in partnership with students, parents and the wider College community to ensure that each student is provided with a high quality educational experience. This policy reflects the College's aspiration to foster Strength, Optimism and Justice.

This policy should be read in conjunction with any relevant 'Procedures' documents for each of the Junior, Middle and Senior Schools.

DEFINITIONS

"Unacceptable behaviour" for the purposes of this policy, refers to any behaviour, either individual or collective, that undermines the safe, respectful and orderly operation of the College, its people, infrastructure or reputation. These behaviours are codified in the "Unacceptable Behaviour at Seymour" table at the end of this document.

POLICY PROVISIONS

Learning and Behaviour Statement

The Behaviour expectations of the College define the boundaries within which the life of the College functions. Maintaining a place at the College is, generally speaking, based on demonstrated commitment to and achievement of these expectations.

Seymour College aims to be a learning community that is:

- safe;
- inclusive;
- conducive to learning and
- free from harassment or bullying.

Expectations for student behaviour promote the virtues of trust, respect for persons and property, honesty, and integrity. They also reflect the intention of the College to provide a structured and caring community where young people can be challenged in all they do, to set their goals and to develop the confidence to succeed in their education.

All members of the Seymour community:

- enjoy a safe and supportive environment, free from harassment, or bullying in any form;
- show respect for self, others and the environment;
- support practices which enable equality of opportunity and participation in all spheres of learning and working;
- follow practices which promote a positive attitude to health and safety;
- have rights and responsibilities as partners in education and
- follow practices which demonstrate respect for the laws and regulations of our society.

It follows from these statements that:

- expectations of student conduct must be applied by staff in a just and equitable manner using a transparent process to investigate matters and apply consequences;
- the College environment should be pleasant and safe;
- each person should be valued and treated with respect;

- each person should show care, courtesy, consideration, co-operation and common-sense towards each other;
- clear communication and a strong partnership between students, parents and teachers is integral and
- actively involving parents at an appropriate stage in dealing with behavioural issues involving their daughter is essential.

The College's approach is informed by the adoption of strategies which aim to:

- deliver a *Strength, Optimism, Justice (SOJ)* curriculum program [from 2018] which emphasises positive relationships, social and emotional intelligence, resilience and empathy-building;
- embrace the spirit of "Crescam Ministrando" which is underpinned by a focus on strength, optimism and justice;
- use the principles of natural justice and procedural fairness as the basis of dealing with student behaviour;
- facilitate the development of acceptable standards of behaviour by teaching and reinforcing values, standards of behaviour and expectations;
- encourage all students to take responsibility for their own behaviour and the consequences of their actions and
- develop opportunities for parents to be involved with activities which promote and reinforce acceptable behaviour.

Facilitating High Standards of Behaviour

All teaching staff share the responsibility for the management of student behaviour at Seymour College. In the classroom, it is the teacher's role to consistently set clear boundaries and expect high standards. These are fairly but firmly maintained by teachers who always strive to advise and support each girl. Teachers, Heads of Faculty, Clan and Year Guardians, Counsellors, Director of Boarding, Boarding Coordinators and Deans of Learning and Wellbeing are part of a wider group that may be called upon to support and counsel students. These behaviours are articulated in the "Unacceptable Behaviour at Seymour" rubric on page 5 of this document.

Investigations

Investigations into potential unacceptable behaviour incidents will be conducted in line with each sub-School's procedures and protocols. At all times, principles of equity, procedural fairness and natural justice will be adhered to.

Suspensions

If it is decided that a student is to be suspended, the College must inform the student and the student's parents of:

- a. the grounds for the suspension;
- b. the length of the suspension; and
- c. particulars of any Student Behaviour Agreement the College proposes to make for the student during the period of suspension;
- d. the process whereby a Student Behaviour Agreement will be drafted;
- e. that the student has a right of appeal under this policy.

The student must comply with any Student Behaviour Agreement proposed by the College.

All relevant members of the College's staff will be notified of such suspension at the appropriate time. Whilst respecting as far as possible the right to confidentiality of the student, the wellbeing of others must be considered.

During the period of the suspension, a suspension conference is held. The conference includes:

- the student
- the Principal or representative eg Deputy Principal or Head of School
- parents or caregivers.

It may also include:

- a family support provider invited by the parents (e.g. extended family member, social worker, allied health professional)
- other involved school staff (e.g. counsellor, class teacher).

A Student Behaviour Agreement may include any of the following:

- the positive, formative purpose of the agreement;
- duration of the agreement;
- expectations regarding the student's future behaviour;
- means by which the student's behaviour will be monitored or reviewed (e.g. medical or mental health advice)
- arrangements to apply following a satisfactory conclusion of the agreement and
- arrangements to apply if the student's behaviour is not in accord with the agreement's stated expectations.

Termination of enrolment

Only the Principal may terminate enrolment of a student. The Heads of the Junior, Middle or Senior School may make a recommendation to the Principal arising out of an investigation into a *Level 3: High level unacceptable behaviour*. The Head of School may offer to a family the opportunity to withdraw their daughter before this decision is made.

Procedure on Termination of Enrolment

If it is deemed that a student's enrolment is to be terminated, the College must inform the student and the student's Parents in person, and thereafter by giving notice in writing:

- that the student's enrolment has been terminated;
- of the ground or grounds for the termination and
- that the student has a right of appeal under this policy.

The Principal must inform the Chair of the Board of the decision and the attendant circumstances, and evidence that led to it.

Review of Decision (Right of Appeal)

A request from a parent for a review must be made in writing within seven days of the notification of the recommendation to terminate, forwarded to the Principal. The written request must clearly set out the grounds upon which the review is requested against at least one of the following:

- a. that the original decision failed to follow prescribed procedures and principles;
- b. that the decision was made contrary to a given policy
- c. that the decision went against legal requirements or stipulations.

Previous disciplinary issues and how those processes were conducted in the past, will not be a ground for review under this policy.

In considering the Review, the Principal shall act according to equity and good conscience.

UNACCEPTABLE BEHAVIOUR AT SEYMOUR COLLEGE

In developing this Student Behaviour Policy, Seymour has categorised unacceptable student behaviour into three levels. This provides a clearly defined framework to be observed by the staff member conducting the investigation. The table below provides examples of unacceptable behaviour rather than an exhaustive list.

Category	Level 1: Low Level Unacceptable Behaviour	Level 2: Medium Level Unacceptable Behaviour	Level 3: High Level Unacceptable Behaviour
General misconduct	Late to and leaving class, excursions or College-related events without permission.	Absence from proper place during School time or College-related events [truancy] without permission, including failure to attend detentions	Chronic school refusal and or truancy
	Mild inappropriate language	Inappropriate language – serious or directed at a person	Persistent, repeated use of inappropriate language
	-	Vandalism (minor)	Vandalism (wilful damage to school or other’s property)
	Inappropriate physical contact (minor)	Inappropriate physical contact (major or repeated minor)	Inappropriate physical contact (severe, including fighting)
	Incorrect and/or untidy uniform	Repeated minor violations of uniform	-
	Non-compliance with personal grooming standard (eg jewellery)	-	-
	Disobeying a reasonable request from a staff member	Blatant disobedience or discourtesy	Verbal or physical abuse and/or harassment of students, staff or visitors to the College
		Failure to comply with College policy	Unlawful behaviour including, but not limited to, use, possession, sale or distribution of alcohol and other drugs, [substance or paraphernalia]
	-	Interfering with another person’s property	Theft
	-	Misbehaviour outside the school day, whilst being visibly associated with the College	Bringing the College’s name into disrepute
ORGANISATION: Lack of preparedness for class (equipment, book, homework or due dates for assessment, charged computer etc)	ORGANISATION: Continual lack of preparedness for class (equipment, book, homework or due dates for assessment, charged computer etc)	Complete failure to engage with the teaching and learning process in and out of the classroom	
BEHAVIOUR AND ATTITUDE: Disruption to the learning of others	BEHAVIOUR AND ATTITUDE: Persistent disruption to the learning of others		
CLASSWORK AND EFFORT: Lack of effort and unacceptable level of completion of set tasks	CLASSWORK AND EFFORT: Lack of effort and unacceptable level of completion of set tasks [ongoing and widespread]		
Breach of Academic Integrity Policy (minor)	Breach of Academic Integrity Policy (major or repeated minor)	Breach of Academic Integrity Policy (severe or repeated major)	
Bullying	Level 1 Bullying behaviour (refer specifically to Anti-Bullying Policy)	Level 2 Bullying behaviour (refer specifically to Anti-Bullying Policy)	Level 3 Bullying behaviour (refer specifically to Anti-Bullying Policy)
Information and Communication Technology	Unauthorised possession or use of mobile device during the school day. (1 st instance)	Unauthorised possession or use of mobile device during the school day (2 nd and subsequent instances)	Use of mobile device after multiple warnings (with implied defiance or wilful disobedience).
	-	Taking a photo or video of another student, staff member or visitor without their consent.	Distributing a photo or video of another student, staff member or visitor without their consent (with the intent to humiliate, embarrass, intimidate or harass)
Miscellaneous	Other minor, inappropriate behaviours	Repeated inappropriate behaviours	Persistent and wilful inappropriate behaviours
	-	-	Breach of student contract or management plan
	-	-	Other inappropriate behaviour deemed by the Principal or Head of School to be harmful to self, others or Seymour College

<p>Range of Consequences</p>	<ul style="list-style-type: none"> ▪ Confiscation of device (collection at 3.25) ▪ Parental notification ▪ Time out/withdrawal from classroom ▪ Intervention services (including counselling) ▪ Restorative Justice Meeting ▪ Restitution ▪ Detention 	<ul style="list-style-type: none"> ▪ Confiscation of device (collection by parent) ▪ Parental notification ▪ Intervention services (including counselling) ▪ Restorative Justice Meeting ▪ Restitution ▪ Detention ▪ Sent home to rectify breach ▪ Suspension (internal) 1-3 days ▪ Student Behaviour Agreement 	<ul style="list-style-type: none"> ▪ Confiscation of device (collection by parent) ▪ Parental notification ▪ Intervention services (including counselling) ▪ Restorative Justice Meeting ▪ Restitution ▪ Suspension 4-10 days – (internal or external) ▪ Student Behaviour Agreement ▪ Cancellation of enrolment ▪ Referral to Police
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