



INTEGRITY | ALLEGIANCE | SINCERITY

**UNITY**  
GRAMMAR

# STUDENT BEHAVIOUR MANAGEMENT POLICY

## Version 13

Written By	Student Wellbeing Committee
Approved By	Chief Executive Officer
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Relevant to	Unity Grammar Staff and Students
Related College Documents	<ul style="list-style-type: none"><li>• Child Protection Policy</li><li>• Grievance and Complaints Policy</li><li>• Wellbeing Policy</li><li>• Discrimination, Harassment and Workplace Bullying Policy</li><li>• Anti-Bullying Policy</li><li>• Communications Policy</li><li>• Enrolment Policy</li></ul>
Legislation	<ul style="list-style-type: none"><li>• The Children and Young Persons (Care and Protection) Act 1998 (NSW).</li><li>• The Child Protection (Working with Children) Act 2012.</li><li>• Children and Young Persons (Care and Protection) Regulation 2000</li><li>• Commission for Children and Young People Act 1998</li><li>• Commission for Children and Young People Regulation 2009</li><li>• The Ombudsman Act 1974 (NSW).</li><li>• A Guide for NSW Non-Government Schools on Reporting, Disclosing or Exchanging Personal Information for the purposes of Child Wellbeing.</li><li>• Education Act 1990 (NSW) as amended by the Education Amendment Government Schools Registration) Act 2004 (NSW).</li><li>• Civil Liability Act 2002.</li></ul>
Next Policy Review	Ongoing

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# Student Behaviour Management Policy

## 1. PURPOSE

- 1.1 The purpose of this Policy is to clarify Unity Grammar's Student Behaviour Management policy and procedures.
- 1.2 The College's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the *Education Act* and of the NESAs for registration of the College.

## 2. SCOPE

- 2.1 This Policy applies to all College staff and students.

## 3. DEFINITIONS

- 3.1 **Suspension** is a mandatory leave assigned to a student as a form of punishment that can last anywhere from one day to several weeks, during which time the student is not allowed to attend regular **school** lessons.
- 3.2 **Expulsion** refers to the removal/banning of a student from the College permanently, due to a student persistently violating College rules, or for a single offense of appropriate severity in extreme cases.

## 4. ACCOUNTABILITY

- 4.1 All Unity Grammar Staff are accountable for implementing this Policy.
- 4.2 The CEO has the overall responsibility for the implementation, evaluation and for all final decisions in respect of this Policy.

## 5. RATIONALE

- 5.1 Unity Grammar is committed to providing a safe and supportive learning environment where students can develop into independent, compassionate, confident young leaders with a strong sense of social responsibility.
- 5.2 Good discipline and standards of behaviour are key features of a successful College. These standards encourage a student's sense of security and well-being.

## 6. POLICY GUIDELINES

- 6.1 Students are required to abide by the College's Rules and to follow the directions of teachers and other people with authority delegated by the College.
- 6.2 Staff are required to adopt a positive and proactive approach to student behaviour management. This is seen through the implementation of the college reward system.
- 6.3 Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the college, staff members or other students, the student may be subject to disciplinary action.
- 6.4 The disciplinary procedures undertaken by the College vary according to the seriousness of the alleged offence.
- 6.5 The College prohibits the use of corporal punishment in disciplining students attending the College.
- 6.6 Where the offending behaviour is of such a nature that it may result in **suspension**:
  - 6.6.1 The Wellbeing Coordinator will conduct the initial investigation
  - 6.6.2 The student will be informed of the alleged infringement

- 6.6.3 The student will be informed of the procedures to be followed and opportunity to respond to the allegations
- 6.6.4 The Head of School will reach a decision (in consultation with the CEO) in relation to the allegation and determine the disciplinary action to be imposed.
- 6.6.5 The parents will be informed of the finding and decision.

6.7 Where the offending behaviour is of such a nature that it may result in **expulsion**:

- 6.7.1 The Wellbeing Coordinator (in consultation with the Head of School) will conduct the initial investigation.
- 6.7.2 The student will be informed of the alleged infringement.
- 6.7.3 The student will be informed of the procedures to be followed which will include an opportunity to respond to the allegations.
- 6.7.4 The Head of School will reach a decision in relation to the allegation and recommend the disciplinary action to be imposed to the Chief Executive Officer (CEO).
- 6.7.5 The parent/s or guardian/s will be invited to the College to discuss the allegations and will be informed of the finding and preliminary recommendation.
- 6.7.6 The student (and parent/s or guardian/s) will be advised that if they wish this preliminary decision to be reviewed, they may make a request in writing for a review (within 24 hours) to the CEO and submit any information they wish to be considered for the review process.
- 6.7.7 The CEO is the final arbiter, who will then either confirm the preliminary decision as the final decision or amend the preliminary decision based on the additional information provided.

## **7. APPENDIX 1 – APPROACHES TO BEHAVIOUR MANAGEMENT**

7.1 Unity Grammar's aim is to foster a happy, friendly place where students are valued and nurtured.

7.2 A proactive, positive approach to the discipline system is based on the following key principles:

- 7.2.1 Students and staff have the right to work and learn free from disruptions, abuse, threat or fear
- 7.2.2 A positive relationship between staff and students and a positive learning environment should be maintained
- 7.2.3 Student wellbeing and the prevention of inappropriate behaviour is promoted through our wellbeing programs
- 7.2.4 Consistent application of standards
- 7.2.5 Consequences should be commensurate and relevant to the breach
- 7.2.6 Students must accept responsibility for their own behaviour and for correcting inappropriate behaviour
- 7.2.7 Parents are prepared to acknowledge the behaviour of their child and are willing to take on a proactive approach to addressing poor behaviour.

7.3 Staff should:

- 7.3.1 Seek to build positive relationships with all members of the College community
- 7.3.2 Model the College values and expected behaviours in interactions with others
- 7.3.3 Be responsible for the implementation of the student behaviour management system
- 7.3.4 Use positive reinforcement, praise and encouragement for good behaviour, attitude, striving and performance for individuals or groups
- 7.3.5 Recognise effort and achievement through our merit system

**7.4 Unity Grammar will not accept a student disrupting the learning and safety of others.**

## **8. COMMUNICATION AND PARENTAL PARTNERSHIP**

8.1 At Unity Grammar, we give high priority to clear communication within the College and to a positive partnership with parents since these are crucial in promoting and maintaining high standards of behaviour. A positive partnership with parents is crucial to building trust and developing a common approach to behaviour expectations and strategies for dealing with problems.

8.2 Where the behaviour of a student is giving cause for concern it is important that all those working with the student in the College are aware of those concerns, and of the steps which are being taken in response. The key professional in this process of communication is the class teacher who has the initial responsibility for the student's welfare. Early warning of concerns should be communicated to the Department Head, Year Coordinator, Stage Adviser, Wellbeing Coordinator or Head of School so that strategies can be discussed and agreed before more formal steps are required.

8.3 Where behaviour is causing concern, parents will be informed and given an opportunity to discuss the situation.

## **9. APPENDIX 2 – THE COLLEGE BEHAVIOUR MANAGEMENT SYSTEM**

9.1 Unity Grammar bases an approach to behaviour management upon a range of rewards, which are given regularly and publicly, as we believe that the encouragement of desirable behaviour is the most effective and positive means of behaviour modification.

### **A. Rewards**

9.2 The College has established a student reward system for Kindergarten to Year 12.

9.3 The student merit system is designed to acknowledge and reward displays of positive student behaviour in academic, social, behavioural and values areas.

9.4 The merit system is based on an accumulation of Commendation Cards and Merit Cards that allows students to progress through the levels of Bronze, Silver and Gold to achieve the Unity Trophy.

### **B. Discipline**

9.5 The College does not use or promote corporal punishment of any kind, nor does it condone the administering of corporal punishment by parents or caregivers to enforce the discipline of the College.

9.6 When responding to incidents of inappropriate behaviour, the College Wellbeing team will reference this Policy and Procedures to determine a consequence.

9.7 The student discipline system is designed to address student misbehaviour. In most cases a student will progress through the levels of Warning, White, Yellow, Orange and Red.

9.8 In some cases, students can face escalated disciplinary action depending on the severity of the misbehaviour exhibited.

9.9 The College will respond with increased seriousness should the student:

- 9.9.1 have committed multiple offences
- 9.9.2 been dishonest during any inquiries
- 9.9.3 have a history of repeat offences.

9.10 Investigations into incidents of serious inappropriate or unacceptable behaviour which could result in suspension or expulsion will be conducted following the guidelines relating to procedural fairness. These include:

- 9.10.1 Obtaining written reports regarding the issue
- 9.10.2 Informing the student of the substance of any allegations made against them and providing them with an opportunity to respond
- 9.10.3 Ensuring so far as reasonably practicable, there are no reprisals against the person who reported the situation or any witnesses who have provided information
- 9.10.4 Ensuring so far as reasonably practicable, that no person decides a case in relation to which they have a conflict of interest
- 9.10.5 Acting fairly and without bias
- 9.10.6 Conducting the investigation without undue delay
- 9.10.7 Offering the services of the College Counsellor or other counselling agencies to the student
- 9.10.8 Emphasising the need for confidentiality on the part of all involved throughout the process.

9.11 Students who are placed on an orange or red disciplinary level at any point in the academic year will have their behavioural record reviewed at the end of each term by the Wellbeing Committee.

- 9.11.1 Students with a positive review will be de-escalated back a level until they reach a neutral level.
- 9.11.2 Students with a negative review will either stay at the existing level or face escalated disciplinary action.
- 9.11.3 It should be noted that this process applies at any point in the year and it may be that a level is carried over to the next academic year. Students on Orange or Red card levels at the end of a calendar year will automatically carry over the same card to the following year.
- 9.11.4 If a student is on a card, or a card level changes, parents will be notified via a phone call and/or email/letter.