



OXFORD ENGLISH LANGUAGE CENTRE
(CRICOS No. 02501G)

Student Behaviour Management Policy and Procedures v7.1

1. Policy

Oxford English Language Centre (“**Oxford**”) is committed to providing an environment to maximise educational opportunities to generate the best outcome for all students.

The behaviour of both staff members and students at Oxford is managed supportively to achieve a positive learning environment for the benefit of all parties. The existence of any physical violence or issues of an emotional nature is inappropriate and will not be tolerated at Oxford. As such, no **corporal punishment** will be allowed.

Oxford will also undertake disciplinary measures for any behavioural incidents on-site, off-site, online or commuting to and from Oxford during Oxford activities. To facilitate procedural fairness, disciplinary measures implemented will take into account the nature of the behaviour and steps will be taken to identify and address the cause giving rise to the incident.

See also:

Anti-bullying and Anti-harassment Policy and Procedures

2. Code of Conduct

A mature and positive learning environment will be introduced to students at Oxford with the aim to channel the students in time to become mature and responsible people. Therefore a rigid code of discipline will be adopted at Oxford.

The Code of Conduct (“**the Code**”) is developed as a basis for providing:

- A positive support to promote high standards of achievement and behaviour; and
- Articulation of responses and consequences for inappropriate behaviour.

Further, the Code will ensure that both staff members and students are aware of the behavioural standards expected of students. The Code will also be promoted to students/parents/guardians/carers via:

- Oxford’s website;
- Orientation and class group meetings;
- Student handbook; and
- Newsletters.

Oxford expects students to:

- attend classes every day and on time;
- be respectful and courteous to administrative staff, teachers and other students;
- dress and behave in an appropriate manner;
- contribute to the life of Oxford in a constructive manner;
- respect the property of Oxford and those of other students; and
- comply with the visa regulations for international students.

2.1 Classroom behaviour

The classroom is a place of learning. Students are expected:

- to attend class in a timely manner and phone the school if they are going to be late or absent;
- to have in their possession the relevant textbooks, stationery and other items for the class;
- to respect all teachers and other students;
- to refrain from causing disruption of any form or manner during class and to other students;
- to communicate with anyone in and out of class in English only;
- to complete and submit all tasks undertaken during class, assignment(s) and homework in a timely manner;
- to seek permission from the teacher prior to taking leave from the classroom if a need arises;
- not to consume any food or drink in class; and
- to leave tables and the surrounding area tidy after each class.

2.2 Assault/violence

Any form of assault/violence in or outside class is prohibited and considered a serious misconduct matter. The reference to assault/violence includes not only physical behaviour but oral, written, electronic, online, sexual and/or behaviour of a racial nature. Any such conduct between students and/or with teachers is not acceptable and will be subject to disciplinary action.

The possession or threat of possession of knives, weapons or objects that can be used as a weapon at Ozford is strictly prohibited and may constitute a criminal activity and be reported accordingly.

2.3 Bullying

Bullying is a repeated unreasonable behaviour directed toward another person/student, or a group of students, or staff member creating a risk to health and safety. Any form of bullying in or outside class is strictly prohibited.

See also: Anti-Bullying and Harassment Policy and Procedures

2.4 Discrimination

Discrimination exists if and when a person or a group of people, is/are being treated less satisfactorily than another person and/group because of race, colour, nationality or ethnic origin, sex, pregnancy or marital status, age, physical disability, religion, sexual preference, trade union activities or any other characteristics specified under the Anti-discrimination or Human Rights legislations. Discrimination and harassment in or out of class is strictly prohibited and will be subject to disciplinary action.

See also: Equal Opportunity and Anti-discrimination Policy and Procedures

2.5 Food and Drink

Ozford aims to provide a neat and comfortable learning environment for students and as such:

- consumption of food and drinks is prohibited in classrooms and in computer labs or common computer areas and is allowed only in designated common areas;
- chewing gum is banned;
- all rubbish is to be placed in the bins provided around the premises; and

- both staff members and students to make an effort to ensure that the general area of the premises is clean and tidy at all times.

2.6 Alcohol and drugs

The consumption of alcohol or any illegal drugs is prohibited at Ozford.

2.7 Dress code

Staff members as well as students are required to dress appropriately thereby portraying Ozford as a positive, safe and healthy learning environment. For health and safety reasons, students must wear closed shoes at all times and thongs/flip flops are not permitted. In the event that the footwear policy is not complied with, a student may be asked to return home to change their footwear.

2.8 Building Regulation

Students are required to comply with the policies and/or regulations whilst on the premises being:

- compliance with the prohibition of non-smoking in and within 5 metres of the building;
- to use the lift emergency button only if there is an emergency; and
- adherence to the use of the various areas within the building for the designated purpose.

3. Practical Implementation of Code of Conduct

The four basic principles that underpin the Code are:

- fairness;
- respect;
- firmness; and
- consistency.

Fairness

Both the staff members and students should expect repercussions for any inappropriate conduct and Ozford will continuously uphold and ensure promotion of the Code, Policies and Procedures to students at all times.

Respect

Mutual respect is to be extended between staff members and students in the resolution of any behavioural issue(s);

Respect should also be exercised in the implementation of any disciplinary measure with the focus on the events giving rise to the behaviour and not on the offender.

Firmness

Students are to familiarise themselves with the Code, Policies and Procedures at Ozford and to seek clarification if they are unclear thereby avoiding non-compliance.

Non-compliance of the regulations will result in the student being subject to investigations of the matter and disciplinary measures for inappropriate behaviours will be adopted.

Consistency

The Code, Policies and Procedures will be communicated clearly to the students and the manner of resolution of any breach by any person will be consistent throughout; and

Admirable conduct will be recognised and rewarded on a termly basis.

4. Disciplinary Measures

Students in breach of the Code will be subject to disciplinary action including:

- an initial verbal warning;
- time limited withdrawal from class;
- conduct card arrangement;
- written warning(s);
- suspension and/or possible expulsion for a period of time from Ozford; and
- a permanent expulsion and a possible referral to the relevant authority or authorities in the event the behaviour constitutes a serious breach of the legislation.

Ozford's complaints and the appeals policies and procedures will be adopted in the investigations and anticipated resolution of the complaint(s) as it sees fit.

In ensuring fairness is exercised throughout the process of implementation of disciplinary action, the staff member should take into consideration the following:

- the nature of the behaviour;
- the student's age;
- the circumstances surrounding the inappropriate behaviour;
- the interest, health, safety and wellbeing of the student(s);
- the impact on the student's engagement;
- a duty of care to the student(s); and
- the family circumstances of the student(s).

Suspension is a serious disciplinary action and as such should only be utilised in the event other disciplinary measures have failed to affect a satisfactory outcome. A student shall not be suspended for a period of time greater than nine school days in any one school year.

Expulsion is a severe form of sanction and to be exercised only in the most serious circumstances.

The English Language Centre Coordinator, the Head of Education Programs or the Head of Student Services at Ozford have the authority to make the final decision with regard to suspension and expulsion of a student.

Parents/guardians/carers of students under the age of 18 will be notified via phone call and /or written notification in cases of serious discipline action being taken such as suspension and expulsion. An accurate record is kept with respect to any inappropriate behaviour, disciplinary actions taken and resolution on student management system.