

Student Guide To The Behaviour Management Process

1.0 Introduction

The college's Managing Student Behaviour procedures are designed to help make sure that the college is a safe and pleasant place to work and study in for *everybody*.

The formal procedures are used to help deal with unsatisfactory conduct or behaviour.

Unsatisfactory conduct or behaviour normally means:

- Behaviour which is not in keeping with the letter or the spirit of the college's Expectations of Student Behaviour. In other words, conduct which could disturb, upset or offend other people, or which is preventing *you* from making the most of your opportunities at the college.
- Actions which break the college or course Rules and Regulations.

2.0 Levels of misconduct

Unsatisfactory conduct and behaviour is divided into *levels* of misconduct. These are:

- Cause for Concern
- Minor Misconduct
- Serious Misconduct
- Major Misconduct.

There are no hard and fast rules which say what sort of behaviour is minor, what is serious and what is major. It depends on the situation. For example, using obscene or abusive language might be considered to be **minor** misconduct if you were talking to a friend who didn't mind. However, if you were deliberately directing this language at someone who did mind and felt upset and offended by it then this might be considered **serious** misconduct. If it was considered that that person might feel threatened by such language then this might well be **major** misconduct.

Vandalism, theft, bullying, taking or supplying drugs and violent behaviour are *always* major misconduct and are likely to lead to exclusion from the college.

3.0 The Process

The behaviour management process can be used in 3 situations;

- Inappropriate behaviour in or out of class
- Poor attendance or lateness
- Course progress

There are three stages to the process:

- Stage 1: Formal Warning (can be verbal)
- Stage 2: Formal Review meeting(s)
- Stage 3: Formal Hearing (with right to appeal)

At each stage you will be asked how you will improve your behaviour or to sign up to an Action Plan. The idea is to give you the chance to improve your behaviour. Initial minor misconduct will usually result in a verbal warning. However, if the behaviour is repeated or there is new misconduct then this can lead to you moving through the stages. If there is no significant change this can lead to a Stage 3 Formal Hearing and you being excluded from college.

3.1 Stage 1: Formal Warning

A Formal Warning is usually given for the first instances where your behaviour gives **cause for concern**. This may be for lateness, non attendance or other minor misconduct and will be given after your tutor or lecturer have spoken to you about their concerns. You will be asked to agree a change to your behaviour and a date for review. A formal warning can be given by any teacher or college manager. You may receive a maximum of 3 warnings before you will be moved to Stage 2 of the process.

3.2 Stage 2: Review Meeting

Following 3 formal warnings or a an incident of minor misconduct you will be asked to attend a Formal Review meeting. This meeting will be held by your course tutor and/or team leader. The meeting will discuss your behaviour, attendance or course progress. You will be given the opportunity to put your view of the situation and to discuss any other concerns or support needs that may have affected your behaviour. At the end of the meeting there will be an agreed Action Plan which will detail what steps you need to take to change your behaviour and clearly state future expectations.

3.3 Stage 3: Formal Hearing

If your behaviour is considered to be **Serious or Major Misconduct** or you have not met the Action Plan agreed at a Formal Review meeting, you will be invited to a Stage 3 Formal Hearing.

You will be told about the time and place of the hearing in writing at least two days beforehand and you will be able to bring a parent/guardian *or* a friend *or* a member of college staff to the hearing.

If, for a very good reason, you cannot attend the hearing then you must tell the person who sent you the notification letter. If your reason is acceptable, for example if you are ill and can produce a medical certificate, another hearing will be arranged.

You can decide not to attend the hearing. You can send any written statements to the Chair and they will be considered. However, you are strongly advised to attend. It is your opportunity to discuss the situation.

Please Note: If you do want to rely on written statements as part of your case, then you must make very sure they arrive safely. Don't just leave them in an office. Hand them over personally and get a receipt. Or send them by Recorded Delivery.

3.3.1 What happens at the hearing?

The hearing will be chaired by the Head of your Curriculum Centre and any other members of college staff who have been involved with you or the incident. In the hearing members of staff will explain why they are concerned about your behaviour, hear any statements from witnesses and then you will have the chance to put forward your point of view and explain any circumstances that may have affected your behaviour.

The Chair will then make a decision about the outcome of the hearing. Before making a decision the Chair will have to be clear that there is evidence that you have committed the misconduct, that the outcome is appropriate to the level of misconduct and that the process has been fair and open. If you have a disability this must be taken into account according to section 7.0 of the Managing Student Behaviour policy.

3.3.2 The Outcome of the Hearing

The outcome of the Formal Hearing may be any of the following:

1. Decide you have no case to answer.
2. Decide he/she needs to investigate further and so arrange another hearing.
3. Decide on an appropriate Action Plan which may include expectations of future behaviour or a commitment to certain actions.
4. Decide that you should be excluded from the college. This decision must be confirmed by a college Vice Principal.

The outcome will be in a letter. This will be handed to you or sent to your term-time address. If you are under 18 your parent or guardian will be sent a copy. The letter will state the outcome of the Hearing and invite you *either* to:

- sign to an agreed Action Plan
- or appeal against the decision.

If you neither sign and return the Action Plan nor appeal against the decision then you will be considered to be refusing to sign and will be automatically excluded from the college.

4. Time Out Suspension

If you are accused of Major Misconduct you may be given a Time Out Suspension from the college for up to 10 working days. Suspension is **not** a punishment but is designed to give you and the college time to prepare for a Formal Hearing. While suspended you must **not** come onto college premises unless you have arranged it previously with the Curriculum Head.

You should receive a letter confirming your suspension and then a letter inviting you to attend a Formal Hearing.

5. How do I appeal?

If you feel that the warning was unjustified, you can appeal against the decision. You can do this by writing to the Vice Principal Student and Learning Support or the Principal within **5 working days** of receiving your warning, giving the reasons why you feel this to be the case. This letter is very important as the appeals panel will *only* consider what is written there. If you need any help in writing it, you can ask a tutor or a friend, or call in to the Student Centre.

An appeal can only be made on the following grounds:

- That the process as laid out in the college Behaviour Management Policy and Procedures have not been followed.
- That there is new evidence that was not available at the original hearing that may directly impact on the outcome.
- You believe that the decision was not fair in relation to the information or evidence available and presented.

5.1 Appeal Panel

Your appeal will be held by an appeal panel which will be chaired by a college Vice Principal. The process will be the same as for the hearing. The decision of the appeal panel is final and you will be informed of the outcome in writing.

Appendix

Expectations of Student Behaviour: Respect, Responsibilities and Rights

We expect high standards of behaviour from all our students. These expectations of your behaviour will be clearly set out for you when you join the College and are there so that everyone has the opportunity to learn, to do the best they can and to feel safe and supported.

We will not tolerate bullying, harassment or any other behaviour that makes you feel uncomfortable about being in college or prevents you from studying to your best level. The expectations apply to all students and not just in classrooms but in all areas of the College, for example the LRC, refectory or corridors. Any member of College staff can challenge your behaviour and ask you to identify yourself by showing them your College ID card.

If you are not able to meet these expectations then we will use our Managing Student Behaviour process to give you warnings and the chance to improve.

Respect for Learning: this means that you:

- Wear your ID badge at all times when in College
- Attend all your classes
- Arrive before the lesson starts ready to start on time
- Arrive prepared to learn and with the right equipment
- Meet deadlines set for your course work
- Take an active role in the class without disrupting lessons
- Co-operate and communicate with your teachers and other students
- Follow the class rules agreed with your teacher
- Have your mobile phone off or on silent and only bring water into class
- Only take on outside work or commitments if they do not clash with or have a negative affect on your studies

Respect each other: this means that you:

- Are polite and do not use language that can offend others
- Will never be violent, aggressive or intimidate others
- Will not bully or discriminate against others
- Listen to your teacher and other students and allow others to take part
- Look after the College environment and equipment
- You do not have to accept behaviour (in or outside the classroom) that makes you feel uncomfortable or stops you learning.

Responsibilities: this means that you:

- Always wear your College ID card and show it when asked by a member of College staff
- Do the best you possibly can, in your class and in your college work
- Set yourself high targets and tough challenges - believe in yourself
- Meet our standards, expectations and follow the agreed rules
- Sign up to and follow our IT Acceptable Use agreement
- Take responsibility for what you do and what you say
- Find out about the facilities and services and opportunities the college has to offer
- Take up opportunities that are offered
- Ask for help if you need it, take help when it is offered
- Be proud of yourself and encourage and support others
- Learn from mistakes and use them to improve.

Rights: this means that you can expect:

- Your classes will be well prepared, start on time and all students will have the opportunity to learn
- You will receive useful and regular feedback about your progress and be set challenging targets to improve
- You will be treated politely, with respect and in a way that recognises and values your differences and achievements
- Any poor behaviour, in or out of the classroom, that affects your learning will be challenged and dealt with
- You will receive positive encouragement and support to achieve your best
- You will be listened to and the College will act on what you tell us
- You will have a wide range of opportunities to try new experiences and learn new skills.