



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

Behaviour Policy

Expectations for student behaviour

Penleigh and Essendon Grammar School encourages all students to participate in society as proud and responsible individuals, to act with integrity and to practise the values of the school. The Student Code of Conduct summarises students' rights and responsibilities and is printed below. The Rules of the School and the Mutual Respect Policy with its addendum Statement of Cyber bullying should be consulted for more detailed expectations related to student behaviour. The PEGS Behaviour Policy sets out the consequences of failure to comply with the expectations spelled out in these documents.

Student Code of Conduct

Every student of Penleigh and Essendon Grammar School is a member of a community dedicated to her or his care. Each member of this community has both rights and responsibilities.

It is the right of each student to work in a safe, secure and enjoyable learning environment where:

- access to a wide range of academic, social and recreational opportunities is provided
- their possessions and the property of the school are respected
- freedom of thought and beliefs as well as individual differences are respected

It is the responsibility of each student:

- to contribute to maintaining a school environment free of harassment in all its forms
- not to interfere with the educational opportunities of others and to acknowledge their right to participate in a full range of school activities
- to treat others and their property with respect and courtesy
- to contribute to keeping our school environment clean and safe.

Consequences of a failure to comply with the expectations of the Rules of the School and the Mutual Respect Policy with its addendum Statement of Cyber bullying

If a breach of behaviour does occur, the school has established guidelines which will be followed and may include:

a) Formal process of mediation and restorative practices

A formal process of mediation and restorative practices may be required in cases of inappropriate behaviour considered counter to practices of mutual respect including bullying, harassment, victimization, and vilification.

Additional action may include

- Notifying the Year Level Coordinator or Head of Section
- Referring either or both parties to counseling with a school psychologist
- Informing parent(s)/legal guardian
- Referring the matter to Police where the behaviour is sufficiently serious or believed to be of a criminal nature.

Refer to the Mutual Respect Policy for details.

b) Detention

Detention may be imposed for serious or recurrent infringements of school rules or failure to fulfil requirements of enrolment, including participation in compulsory activities such as attendance at Church services and the school sport programme.

c) Exclusion from activities or suspension from classes

Exclusion from activities or suspension from classes may be imposed in cases of serious infringements of school rules. Suspension is a very serious action and may be taken by the Head of Section or Principal in situations where the student:

- behaves in such a way as to constitute a serious offence to or endangers the physical or emotional health of a staff member or student; or
- consistently and deliberately fails to comply with any reasonable instruction by a staff member; or
- consistently or deliberately behaves in a manner that is a serious breach of the Rules of the School or interferes with the educational opportunities of other students; or
- exhibits unacceptable discriminatory behaviour including harassment or bullying as defined in the school's Mutual Respect Policy and Cyber bullying addendum; or
- participates in an act of significant violence against person or property, significant damage or theft of or on school property or while under supervision on a school activity; or
- possesses, uses or assists others to possess or use a prohibited drug or substance; or
- participates in any other activity which contravenes the criminal law.

Exclusion from class is subject to Penleigh and Essendon Grammar School's Complaints and Appeals Policy. The decision to exclude or suspend a student by the Head of Section or Principal may require immediate action. As such extenuating circumstances may apply and the exclusion or suspension will be initiated immediately, it is not subject to processes listed under the Complaints and Appeals Policy.

d) Expulsion or cancellation of enrolment

Expulsion would occur when a student has committed a serious breach of discipline or any serious breach or series of breaches of the Rules of the School or has committed any other act which may damage the good order or reputation of the school. As such, expulsion may occur if the student:

- behaves in such a way as to constitute a serious offence to or endangers the physical or emotional health of a staff member or student; or
- consistently and deliberately fails to comply with any reasonable instruction by a staff member; or
- consistently or deliberately behaves in a manner that is a serious breach of the Rules of the School or interferes with the educational opportunities of other students; or
- exhibits unacceptable discriminatory behaviour including harassment or bullying as defined in the school's Mutual Respect Policy and Cyber bullying addendum; or
- participates in an act of significant violence against person or property, significant damage or theft of or on school property or while under supervision on a school activity; or
- possesses, uses or assists others to possess or use a prohibited drug or substance; or
- participates in any other activity which contravenes the criminal law.

Expulsion is the most serious disciplinary action that the school can undertake and the decision to expel a student would be made after thorough investigation and with the knowledge of the parents or legal guardians of the student. In special circumstances, however, where it is necessary to take prompt action, the decision to expel a student may be made without prior notice to the student or parents. With the exception of these special circumstances, expulsion would only be used when other measures have failed to produce a satisfactory response.

If a student's misbehaviour is serious enough to warrant consideration of expulsion, except in special circumstances spelled out above, it is expected that the Principal will ensure that procedures are instigated to address the undesirable behaviour and that suitable warning of possible expulsion given no significant improvement in behaviour, should be given to the student and his/her parent(s) or legal guardian.

If a warning of a possible expulsion has been given to the parents of a student, a Panel of Review, consisting of the Principal, Vice Principal, relevant Head of Section and one or more members of the teaching staff should be established. The role of the Panel is to monitor and assess the behaviour of the student under consideration and to keep parents informed of any significant variation in the student's behaviour.

If the student believes extenuating circumstances exist or if the Principal considers that extenuating circumstances may exist on the part of the student, the parents (or legal guardian) and student will be notified in writing that they have 20 working days to access the school's internal complaints and appeals process and in such cases cancellation of the student's enrolment can not take effect until the internal process is completed.

If strategies as implemented fail to achieve an acceptable change in behaviour or if the appeal to the school's internal complaints and appeals process when completed finds

against the student and expulsion is imposed, the Principal shall contact the parents or legal guardian immediately and advise them of the expulsion and the reasons for the expulsion.

Updated: October 2008
To be reviewed: October 2010
[CRICOS 00311G]

Letter of intention to suspend or cancel enrolment with extenuating circumstances sent to parent/guardian

Parent /Guardian name

Address:

Student name:

Year:

Current address:

Phone no:

Email address:

This letter is to inform you that Penleigh and Essendon Grammar School intends to

Suspend (Name's) enrolment for days/weeks/months

Cancel (Name's) enrolment

This is due to:

(Name) has 20 working days in which to appeal the school's decision in accordance with the school's Complaints and Appeals Policy attached.

Penleigh and Essendon Grammar School has determined that extenuating circumstances apply in this case. [insert details]

For this reason (Name's) enrolment will be cancelled immediately. This will not affect (Name's) ability to access the complaints and appeals processes of the school.

Letter of intention to suspend or cancel enrolment sent to parent/guardian

Parent /Guardian name
Address:

Student name:
Year:
Current address:
Phone no:
Email address:

This letter is to inform you that Penleigh and Essendon Grammar School intends to

Suspend (Name's) enrolment for days/weeks/months

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