



## Student Discipline Policy Number TL010

### Policy

The Port Macquarie Community College aims to promote and provide a positive learning environment for students. The purpose of this policy is to ensure that any student s who breach discipline or who exhibit inappropriate behaviour are dealt with fairly and quickly in the interest of the safety and equity of other students, tutors and staff at the College.

All staff and tutors are responsible for ensuring that breaches of discipline by students are dealt with immediately and where necessary, are referred to the General Manager in accordance with the *Student Discipline Process*.

*The organization retains the right to refuse enrolment as permitted by law and to remove from class students who do not behave in an acceptable and appropriate manner towards staff or students, fail to respect the property of the organization, the staff or other students, or the premises in which classes are conducted.*

### Definition of Breach of Discipline

A breach of discipline means:

- (a) conduct that impairs the reasonable freedom of any person (whether or not a student) to pursue his or her studies, research or work in the College or on the premises of the College or to participate in activities of, or associated with the College.
- (b) conduct that is prejudicial to the Management of the College or any part of it.

A student commits a breach of discipline if the student does any of the following:

- (a) fails to provide accurate information about themselves at enrolment
- (b) commits or engages in any dishonest or unfair act in relation to an examination or other form of assessment.
- (c) falsifies, or attempts to falsify, a testamur, result notice, employer report or any record relating to the results of an assessment
- (d) fails to comply with the *Student Code of Conduct*

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## **Staff and Tutor Responsibilities**

All staff and tutors are responsible for ensuring that Port Macquarie Community College is a pleasant and safe place to work and study. Many matters relating to behaviour in the classroom or on the premises can be dealt with promptly by proactively using a positive and supportive approach when students first exhibit unacceptable behaviour.

Staff and tutors should be familiar with the Student Discipline Policy and Process.

Any member of staff has the right to direct students to leave the premises for the remainder of the day or lesson for any alleged breach. It is also possible in extreme circumstances, to have students excluded from the premises until further steps in the Student Discipline Process are implemented.

In all such situations, staff and tutors are to exercise their duty of care towards both the student being disciplined and other students when deciding on appropriate action.

### **Procedure**

Refer to *Student Discipline Flowchart – Breach of Discipline*

## **Threatening or Violent Behaviour**

All staff should be aware of what to do in the event of violent or threatening behaviour. If a person is acting in a violent or threatening manner staff should take the following steps:

1. Ask the person to leave the premises.
2. If the person does not respond to the request, cancel the class or activity.
3. Arrange to have the person removed from the premises with assistance from office staff who will, in exceptional circumstances, contact the police.
4. For assistance in an emergency out of office hours, security or police can be contacted through the College security system.

Refer to *Student Discipline Flowchart – Inappropriate Behaviour*

### **Reference Documents:**

Student Discipline Flowchart  
Breach of Discipline Form

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