

## UNACCEPTABLE BEHAVIOUR PROCEDURE

### A student behaves badly in class:

- Disrupts the class
- Repeatedly fails to participate in or complete class work
- Is repeatedly late with no valid reason
- Uses L1 despite being asked to stop
- Uses their mobile phone in class
- Demonstrates behaviour not supported by the Shared Values Statement

**The teacher deals with the issue briefly in the hearing of the class, or privately after class if this is more appropriate.**

**If nothing changes**

**1<sup>st</sup> official warning:** The teacher speaks to the student privately, outlines the problem and asks for it to stop. The student is told this is an official warning. This is documented by email to the Head of Student Services and the Deputy Director and placed on the student's file.

**If nothing changes**

**2<sup>nd</sup> official warning:** A Team Leader or the Deputy Director speaks to the student. This is documented by email and placed on the student's file.

**If nothing changes**

**3<sup>rd</sup> official warning:** The student meets with the Head of Student Services. The unacceptable behaviour is identified in the context of the Shared Values Statement. An official warning letter is issued. The student's behaviour is monitored closely.

**If nothing changes**

**Final warning:** The Director REW Melbourne informs the student verbally and in writing that any further incidents of unacceptable behaviour will result in expulsion. Behaviour closely monitored. Meeting documented. In the case of sponsored students, sponsor notified.