



GREENE'S TUTORIAL COLLEGE
Oxford

Code of Behaviour & Policy for Disciplinary Procedures

The aim of this code of behaviour and policy for disciplinary procedures is to provide a framework for reasonable and responsible behaviour by all concerned including staff, tutors, parents and students alike; and to ensure that every reasonable effort is made to accommodate the individuality of each student while acknowledging the right of each student to education in a relatively disruption-free environment.

Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour at Greene's. The code offers a framework within which positive techniques of motivation and encouragement are applied by our tutors and staff and, should it be required, a policy for applying sanctions, clearly outlining what action should be taken in cases of a) misbehaviour or misconduct; b) *serious* misbehaviour or *serious* misconduct; or c) *gross* misbehaviour or *gross* misconduct.

Greene's places greater emphasis on rewards rather than on sanctions in the belief that this will, in the long run, give the best results.

Greene's recognises the variety of differences that exist between students and the need to seek to accommodate these differences.

It is agreed that a high standard of behaviour requires a strong sense of community within the college and a high level of co-operation among staff, and among staff, students, tutors and parents.

This code of behaviour and policy for disciplinary procedures is incorporated into the Greene's *General Terms & Conditions* and is stated in terms of what may reasonably be expected of students and the course of action taken by staff in the case that the code is breached. All efforts are made to avoid any misconduct, which may arise from a lack of proper care or attention to the requirements of each student.

The overall responsibility for discipline within the college rests with the Chief Executive.

Each tutor and member of staff has responsibility for the maintenance of discipline within his or her tutorial, group or seminar while also sharing a common responsibility for good order within the college premises. A student will be referred to the Academic Director or Chief Executive for serious breaches of discipline and for repeated incidents of minor misbehaviour. For the purposes of this code, we consider three levels of increasing seriousness: a) misbehaviour or misconduct; b) *serious* misbehaviour or *serious* misconduct; c) *gross* misbehaviour or *gross* misconduct.

Supervisory staff at Greene's (e.g. Director of Studies, Academic Registrar, the Academic Director and the Chief Executive) shall ensure a written record is made of all instances of serious misbehaviour as well as a record of improvements in behaviour of disruptive students. Before resorting to serious sanctions (e.g. suspension) the matter will be discussed between Greene's and parents or guardians. Parents will be involved where applicable and their active co-operation sought at

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an early stage, rather than as a last resort. Students and parents can be assured of a fair hearing and will be informed of their right of appeal.

The following strategies may be used to show disapproval of unacceptable behaviour:

- (a) reasoning with the student;
- (b) reprimand (including advice on how to improve);
- (c) temporary separation from peers, friends or others;
- (d) loss of privileges;
- (e) referral to the Chief Executive;
- (f) communication with parents;
- (g) suspension (temporary).

Communication with parents or guardians will be verbal or by e-mail, depending on the circumstances. If practical, the parents or guardians concerned will be invited to come to the college to discuss their child's case. For gross misbehaviour, or repeated instances of serious misbehaviour, suspension or expulsion will be considered. Disruptive behaviour, aggressive, threatening or violent conduct towards any member of staff, tutors, students, parents or visitors to Greene's, will all be regarded as serious or gross misbehaviour. Dishonesty or deceit in connection with either internal or public examinations will also be considered as serious or gross misconduct.

Where there are instances of serious misbehaviour, the parents or guardians will be invited to attend at the college to meet the Academic Director or Chief Executive. If Greene's does not receive an undertaking that the student will behave in an acceptable manner in the future, the student may have to be suspended.

In the case of gross misbehaviour, the Academic Director and Chief Executive are empowered to sanction an immediate suspension. Expulsion will be considered after every effort at rehabilitation has failed and every other sanction exhausted or thought to be impractical.

Every effort will be made to have an emotionally disturbed student referred for psychological assessment without delay. Help will be also be sought from health and care support services.

In the belief that a college can be most effective if there are good relationships between all members of the college community - principally: students, staff, parents and tutors; every effort will be made to ensure that individuals are kept well informed and that the college provides a welcoming and caring atmosphere. The code will be reviewed at regular intervals.