**Student Conduct Procedures**

## Associated Policy

These Student Conduct Procedures have been developed in conjunction with the [Student Conduct Policy](https://cit.edu.au/current/information/policies).

## Procedures

1. Unsatisfactory student conduct may include behaviour that is contrary to:
   * + an Australian or Australian Capital Territory law
     + [CIT Student Code of Conduct](https://cit.edu.au/__data/assets/pdf_file/0005/89186/CIT_Student_Code_of_Conduct.pdf)
     + relevant [CIT student policies](https://cit.edu.au/current/information/policies).
2. The table below outlines examples of behaviour levels and their descriptions, with suggested actions.   
   CIT recognises that situations may escalate quickly and the CIT staff member in situ may have to respond to a profoundly serious situation with no warning.

| **Level** | **Description** | **Details** | **Steps to take** |
| --- | --- | --- | --- |
| 0 | Orientation | All students to be aware of CIT Student Code of Conduct and associated policies. It is also important that students are aware of assessment requirements and dates as per policy to help allay stress during assessment times. Stress is often the cause of behaviour/conduct that is deemed unsatisfactory. | **Teachers/Staff**   * At first session let students know about [CIT Student Code of Conduct](https://cit.edu.au/__data/assets/pdf_file/0005/89186/CIT_Student_Code_of_Conduct.pdf). Provide copies or link * If running classes, have the discussion with the class on expected conduct and agreements on class behaviour rules * In service areas or CIT businesses open to the public a sign stating behaviour/conduct expectations for all might help * Ensure this information is accessible via eLearn * Ask CIT Student Support to present a range of information to your class, including CIT Student Code of Conduct * Inform students that teachers can exclude students from an activity or class for unsatisfactory conduct. Any CIT staff can direct students away from CIT service areas/premises for unsatisfactory conduct. |
| 1 | Minor incident | Allegations of or witnessed behaviour/conduct that is in breach of the CIT Student Code of Conduct. This behaviour/conduct is one off and short lived. The conduct could be serious, but non-violent (if violent see category 3).  Examples include (but are not limited to):   * Disrupting other students who are trying to study * Disrupting CIT staff who are trying to carry out their duties * Failing to follow class rules or teacher directions * Being rude or disrespectful to others * Verbal abuse of others.   This conduct can be dealt with by the relevant teacher or another CIT staff member who witnesses the behaviour or the conduct is reported to.  Please contact your HOD or Manager, Student Support or CIT for advice if needed. | **Teacher or staff member who observes the conduct or it is reported to them will:**   * Chat to the student in private where possible (could be after class) * Tell student explicitly what the behaviour/conduct is that is not appropriate and what is more appropriate * Request student agreement to cease or change behaviour * Make a record of the conversation and agreement – using the [Report of Student Conduct Incident Template](https://citeduau.sharepoint.com/:w:/r/sites/teaching/Shared%20Documents/Pathways%20College/Student%20Support/Student%20Support%20-%20Policies%20and%20Procedures/Report%20of%20Student%20Conduct%20Incident%20Template.dotx?d=wb69f6576df8c494f8c7c3672c6007964&csf=1&web=1&e=zxb9cz) (CIT Staff only) * Email form to [CITSaferCommunity@cit.edu.au](mailto:CITSaferCommunity@cit.edu.au) and HOD/Manager (do not send this form to the student) * Email record of concern (detail the behaviour) and any verbal agreement to student - include in email where student has refuted the issue and/or refused to agree to change- see [Student Conduct Email Template](https://citeduau.sharepoint.com/:w:/r/sites/teaching/Shared%20Documents/Pathways%20College/Student%20Support/Student%20Support%20-%20Policies%20and%20Procedures/Student%20Conduct%20Email%20Template.dotx?d=w71d6bdeebc644e1eba405bdd604a68fd&csf=1&web=1&e=10GLEg) (CIT Staff only) * If the student refuses to agree to cease or change the behaviour, still complete, and send the record, but discuss with your HOD/Manager to determine next steps (see Level 3).   NOTE: it is essential the student has written record of the conversation and a written description of the unsatisfactory behaviour/conduct.  Please contact your HOD or Manager, Student Support or CIT for advice if needed. |
| 2 | Repeated or continued minor incidents | * Repeated or continued minor incidents of unsatisfactory student conduct that have been addressed with the student should be referred to the HOD/Manager to work with the student and the teacher/staff to develop a plan to assist the student to understand the expectations and modify their behaviour. * If the student has not agreed in step 1, follow these actions * This repeated conduct can be difficult to manage as it may be low grade and the student just needs regular reminders. Always refer it to your HOD/Manager. Your HOD/Manager may decide to seek advice from Student Support or Counselling for guidance in onward management * If the behaviour escalates, it may be appropriate to develop a Student Behaviour Agreement and a formal meeting with the student * The Student Behaviour Agreement should outline the unsatisfactory conduct and reiterate the need to follow CIT Student Code of Conduct. It should also outline consequence of continued unsatisfactory conduct.   NOTE: it is important to include specific descriptions of the conduct in the Student Behaviour Agreement, including what is expected, and potential consequence of breaching the Agreement. Contact Manager, Student Support or Head of Counselling for advice.  Even though minor in nature, frequent breaches of the CIT Student Code of Conduct where reasonable efforts have been made with the student to assist them to modify their conduct may result in more serious action being taken, such as suspension from studying at CIT and/or from attending CIT premises for a definitive period or, in extreme cases, expulsion from CIT. | **Teacher or staff member who observes the conduct or it is reported to them will:**   * Inform the student that their behaviour/conduct is still an issue and you will be referring it to the HOD or Manager – email the student using the [Student Conduct Email Template](https://citeduau.sharepoint.com/:w:/r/sites/teaching/Shared%20Documents/Pathways%20College/Student%20Support/Student%20Support%20-%20Policies%20and%20Procedures/Student%20Conduct%20Email%20Template.dotx?d=w71d6bdeebc644e1eba405bdd604a68fd&csf=1&web=1&e=10GLEg) * Update or create a new [Report of Student Conduct Incident Template](https://citeduau.sharepoint.com/:w:/r/sites/teaching/Shared%20Documents/Pathways%20College/Student%20Support/Student%20Support%20-%20Policies%20and%20Procedures/Report%20of%20Student%20Conduct%20Incident%20Template.dotx?d=wb69f6576df8c494f8c7c3672c6007964&csf=1&web=1&e=zxb9cz). Send form to HOD/Manager and to [[CITSaferCommunity@cit.edu.au](mailto:CITSaferCommunity@cit.edu.au)](mailto:CITSaferCommunity@cit.edu.au)   **HoD/Manager to:**   * Arrange a meeting with the student as soon as possible and within one week to discuss the conduct and advise that a formal Student Behaviour Agreement may be required * Invite the student to bring a support person and the HOD/Manager is strongly advised to have a support person (usually from Student Support) * Invite student to provide any response to the conduct concerns in writing in advance of meeting * NOTE: Before developing a [Student Behaviour Agreement](https://citeduau.sharepoint.com/:w:/r/sites/teaching/Shared%20Documents/Pathways%20College/Student%20Support/Student%20Support%20-%20Policies%20and%20Procedures/Student%20Behaviour%20Agreement%20Form.dotx?d=w2f39746f733948e8977a72c6247014db&csf=1&web=1&e=oJnaiM) (CIT Staff only) contact Manager, Student Support or Head of Counselling, or counsellor for advice * Ask the student to agree to the Student Behaviour Agreement and to sign the agreement.   ***NOTE:*** it is always preferable to resolve the situation before moving to a formal Student Behaviour Agreement. However, if a [Student Behaviour Agreement](https://citeduau.sharepoint.com/:w:/r/sites/teaching/Shared%20Documents/Pathways%20College/Student%20Support/Student%20Support%20-%20Policies%20and%20Procedures/Student%20Behaviour%20Agreement%20Form.dotx?d=w2f39746f733948e8977a72c6247014db&csf=1&web=1&e=oJnaiM) is considered necessary then this must be a condition of study.  If the student refuses to sign a Student Behaviour Agreement, and/or refuses to cease or change their conduct - the situation is now regarded as a level 3 incident.   * In the above case HoD/Manager can let the student know the incident will be referred to the Director * If appropriate you can end the meeting and ask the student to leave * The HOD/Manager to inform the Director * Director to follow steps for level 3, below. |
| 3 | Refusal to sign  a Student Behaviour Agreement or  Breach of Student Behaviour Agreement or Higher Risk incidents | * Refusal to sign a Student Behaviour Agreement * Breach of Student Behaviour Agreement * Conduct considered higher risk to CIT, its students, staff and/or others related to CIT. Higher risk behaviours/conduct e.g. abusive behaviours, including those against protected characteristics such as racial slurs * a serious impediment to CIT staff carrying out their duties in a safe environment.   Conduct in this category might result in a student receiving a written warning about their behaviour and/or a Student Behaviour Agreement being established. | **HoD/Manager will**   * for instances where a student refuses to sign a Student Behaviour Agreement, the Director will be notified and this may result in the student’s suspension from study and/or CIT premises until the document is signed, depending on the conduct * for instances where the student breaches their Student Behaviour Agreement, email student (using the [Student Conduct Email Template](https://citeduau.sharepoint.com/:w:/r/sites/teaching/Shared%20Documents/Pathways%20College/Student%20Support/Student%20Support%20-%20Policies%20and%20Procedures/Student%20Conduct%20Email%20Template.dotx?d=w71d6bdeebc644e1eba405bdd604a68fd&csf=1&web=1&e=10GLEg)) the behaviour issues and inform them that this will be escalated to Director (refer below) and may result in the student’s suspension from study and/or CIT premises until the document is signed, depending on the conduct.   If repeated unsatisfactory conduct or conduct considered higher risk occurs and/or a Student Behaviour Agreement is not in force **any CIT staff will**:   * complete the [Report of Student Conduct Incident Template](https://citeduau.sharepoint.com/:w:/r/sites/teaching/Shared%20Documents/Pathways%20College/Student%20Support/Student%20Support%20-%20Policies%20and%20Procedures/Report%20of%20Student%20Conduct%20Incident%20Template.dotx?d=wb69f6576df8c494f8c7c3672c6007964&csf=1&web=1&e=zxb9cz) – stating that conduct is a Level 3 and why – and email to their relevant HOD/Manager/Director and [CITSaferCommunity@cit.edu.au](mailto:CITSaferCommunity@cit.edu.au)   **HoD/Manager will**   * follow steps in Level 2 above (e.g. where abuse/racial slurs/ harassment occur) and a [Student Behaviour Agreement](https://citeduau.sharepoint.com/:w:/r/sites/teaching/Shared%20Documents/Pathways%20College/Student%20Support/Student%20Support%20-%20Policies%20and%20Procedures/Student%20Behaviour%20Agreement%20Form.dotx?d=w2f39746f733948e8977a72c6247014db&csf=1&web=1&e=oJnaiM) is completed   **Director will**   * contact student to organise a meeting- forwarding in writing (using the [Student Conduct Email Template](https://citeduau.sharepoint.com/:w:/r/sites/teaching/Shared%20Documents/Pathways%20College/Student%20Support/Student%20Support%20-%20Policies%20and%20Procedures/Student%20Conduct%20Email%20Template.dotx?d=w71d6bdeebc644e1eba405bdd604a68fd&csf=1&web=1&e=10GLEg)) the issues, inform student they can respond in writing BEFORE the meeting * If needed request Manager of Student Support or Head of Counselling to activate a Behaviour Risk Assessment Team to assess the situation and provide advice to the Director * At the meeting, a discussion of options and potential outcomes e.g. a new Student Behaviour Agreement, suspension from class/study/CIT for a period -this may include exclusion from a class, program, CIT enrolment and CIT premises up to a semester.   For continued breaches the request to suspend a student from CIT for longer may be put forward to the relevant Executive. |
| 4 | Serious/High Risk incidents | Violent behaviour is always classed as serious, even if it is the first incident of unsatisfactory behaviour.  Examples of violent behaviour includes behaviour that is:   * a serious risk or **threat** to physical and psychological safety to anyone * actual physical or psychological harm * a serious risk to CIT property * conduct that requires Police attendance/investigation.   Note: do not hesitate to call estate or the police for assistance if necessary. | These incidents need swift action.  **ANY CIT staff observing or made aware of incident will:**   * Inform student (if present at the time at the time) that this is a serious incident and immediate action will be taken (this could include asking the student to leave the CIT premises immediately) * Immediately notify relevant HoD/Manager/Director * Riskman report.   **HoD/Manager/Director will:**   * Inform student immediately (ASAP after incident) they are suspended from CIT for 2 weeks to allow investigation and decisions. Follow up this directive in writing to the student ASAP (using the [Student Conduct Email Template](https://citeduau.sharepoint.com/:w:/r/sites/teaching/Shared%20Documents/Pathways%20College/Student%20Support/Student%20Support%20-%20Policies%20and%20Procedures/Student%20Conduct%20Email%20Template.dotx?d=w71d6bdeebc644e1eba405bdd604a68fd&csf=1&web=1&e=10GLEg)) * Where required police are notified * Complete the [Report of Student Conduct Incident Template](https://citeduau.sharepoint.com/:w:/r/sites/teaching/Shared%20Documents/Pathways%20College/Student%20Support/Student%20Support%20-%20Policies%20and%20Procedures/Report%20of%20Student%20Conduct%20Incident%20Template.dotx?d=wb69f6576df8c494f8c7c3672c6007964&csf=1&web=1&e=zxb9cz) and forward to relevant Director/Executive and [CITSaferCommunity@cit.edu.au](mailto:CITSaferCommunity@cit.edu.au) * Riskman report completed if not already actioned.   **Director will:**   * Organise meeting with student having informed them of complaint in writing (using the [Student Conduct Email Template](https://citeduau.sharepoint.com/:w:/r/sites/teaching/Shared%20Documents/Pathways%20College/Student%20Support/Student%20Support%20-%20Policies%20and%20Procedures/Student%20Conduct%20Email%20Template.dotx?d=w71d6bdeebc644e1eba405bdd604a68fd&csf=1&web=1&e=10GLEg))– Student informed they can respond in writing BEFORE the meeting to discuss the issue * May request Manager of Student Support or Head of Counselling to activate a Behaviour Risk Assessment Team to assess the situation and provide advice to the Director * Outcome of meeting may result in suspension from CIT premises or engagement in CIT related services/activities including onsite and offsite delivery of CIT courses/subjects, approved field trip/excursions or approved vocational placements for up to a semester. Or where the risk is considered high, they may request the Executive to suspend the student for a longer period or expulsion. * Provide in writing the outcome of decisions from the meeting to student; include any conditions of returning to CIT where an action to suspend the student or otherwise from any CIT service or premises has occurred. |