

The National Ballet and Drama Schools' Student Behaviour Policy

As a student of either the National Ballet or Drama school you have rights and responsibilities in regard to your education and behaviour.

By adhering to the Behaviour Policy, we aim to ensure that The National Ballet and Drama Schools provide an environment for students where free intellectual enquiry and freedom of expression is protected and encouraged, academic integrity is promoted, and the rights and responsibilities of students, employees and The National Ballet and Drama Schools are respected.

Students must take responsibility for their learning by:

- Being aware of and complying with all relevant policies and procedures concerning their enrolment, studies and conduct.
- Reading and complying with their subject/unit and course requirements.
- Taking responsibility for their own learning and wellbeing, and seeking support and/or assistance from their school and/or support services when required.
- Providing accurate personal details keeping those details up to date; and reading and responding, where, required to all official correspondence including email.
- Being committed to their studies: attend classes on time, participate during classroom activities, and complete all tasks allocated to them and submit their work on time.

Students must act with honesty and integrity by:

- Undertaking their work with integrity and honesty, avoiding breaches of integrity and copyright.
- Working cooperatively and collaboratively with all other students, staff, associates of The National Ballet and Drama Schools partners.
- Not engaging or colluding in fraudulent or corrupt behaviour, or any unlawful behaviour, and reporting such behaviour to their school Director.
- Declaring any conflict of interest or a matter which has the potential to influence decisions in their interest, or declaring a matter which could be perceived to influence decisions in their interest.

- Not doing anything which may bring The National Ballet and Drama Schools into disrepute including making or publishing (including social media) false or misleading statements relating to the National Ballet and Drama Schools.

Students must act with respect and fairness by:

- Interacting in a polite and respectful manner with all students and staff of The National Ballet and Drama Schools at all times.
- Communicating with courtesy and consideration, verbally and in writing, in person and online (including through email and social media).
- Providing considered and honest feedback to The National Ballet and Drama Schools and its staff on the quality of learning and teaching and its services.
- Respecting the privacy of other students and staff.
- Respecting others' rights to their own opinions and beliefs and, where there is disagreement, engaging only in respectful discussion.
- Refraining from actions, behaviour and words (both written and spoken) that may jeopardise their own or another student or staff member's health, safety or wellbeing or may damage their reputation or career.
- Not engaging in discrimination, sexual assault, sexual harassment, victimisation, bullying, child abuse or any form of interpersonal, psychological or physical violence, and report such behaviour if witnessed to the school Director or Administrator.
- Not disclosing information identified as confidential concerning any matter relating to The National Ballet and Drama Schools.
- Avoiding disruption or interfering with any teaching, learning, research or other academic activity of The National Ballet and Drama Schools. This includes not being rude or using inappropriate language or such behaviour that may cause a staff member or another student to feel uncomfortable or threatened.
- Not impairing the rights of others to participate in any legitimate course activity.
- Not encouraging, persuading or inciting others to engage in conduct or behaviour constituting misconduct in accordance with this policy.

Students must contribute to a healthy and safe learning environment by:

- Not causing harm to others, endangering or potentially endangering the safety or health of others.
- Promoting an inclusive environment
- Being free from the influence of alcohol and/or drugs on The National Ballet and Drama Schools' premises.
- Not using, possessing or supplying a prohibited weapon or any prohibited substance at The National Ballet and Drama Schools' premises.
- Using The National Ballet and Drama Schools' property or resources, including communication technology resources, cooperatively, legally, ethically responsibly and appropriately.
- Respecting the property rights of others, including students and staff.
- Complying with any reasonable request or directions from The National Ballet and Drama Schools staff with regard to safety or compliance with policy, procedure or ethical requirements.

Disciplinary/Academic Concerns

The first person to speak to is the teacher of the class where the issue lies. This can be done by speaking to them directly or sending an email outlining where you need support. Often small problems can be resolved this way before they become bigger!

If you cannot discuss matters with your teacher, or you have an issue of concern that does not involve a particular class or subject, please speak to your school Director. They are there to assist you, and can possibly solve the problem or suggest avenues of ongoing support and guidance.

We have in place a three step process:

1. Warning (Teacher informs student of disciplinary/academic concerns via discussion/email - administration is alerted.)

If no improvement is evident step 2 is implemented

2. Probation (Disciplinary/Academic Probation Form is issued to student highlighting concerns. Teacher/s and student meet to complete Successful Pathway Contract, to support the student to successfully complete the course by working through the area/s of concern.)

Disciplinary/Academic Probation Form

If no improvement is evident step 3 is implemented

3. Potential Dismissal (Meeting is held with the Artistic Director and relevant teaching staff where final outcome is reached.)

The National Ballet and Drama Schools **takes a zero tolerance stance towards bullying.**

DEFINITIONS of Bullying -

- Bullying is unwelcome or unreasonable behavior that is intended to demean, intimidate or humiliate people either as individuals or as a group.
- Bullying behavior is often persistent and part of a pattern

- It is usually carried out by an individual but can also be an aspect of group behavior (see “mobbing” below).

- **Bullying by Verbal communication**
 - Abusive and offensive language
 - Insults
 - Teasing
 - Spreading rumor and innuendo
 - Unreasonable criticism
 - Trivialising of work and achievements
 - Manipulating the work environment
 - Isolating people from normal work interaction
 - Excessive demands
 - Setting impossible deadlines

- **Bullying by Psychological manipulation**
 - Unfairly blaming for mistakes
 - Setting people up for failure
 - Deliberate exclusion
 - Excessive supervision
 - Practical jokes
 - Belittling or disregarding opinions or suggestions
 - Criticising in public

Differences of opinion, academic counselling, reviews against course requirements, acknowledgements of genuine shortfalls in behaviour, commitment or expectations and constructive feedback are examples of what bullying is *not*.

Context is important in understanding bullying, particularly verbal communication. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is

group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

In academic settings, it is not limited to students at risk of bullying. Teachers can be intimidated by a class through the 'mob' situation or by a student alluding to false accusations when disgruntled by feedback on their performance.

CONSEQUENCES OF BULLYING

Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

- People who have been bullied often suffer from a range of stress-related illnesses. They can lose confidence and withdraw from contact with people outside the school as well as at school. Their work performance can suffer.
- People who witness bullying behaviours can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and perform less efficiently fearing that they may be the next to be bullied.

If a student or staff member is being bullied or fears for someone else being bullied they must report the incident immediately to the School Administrator who will ensure the Director is informed. A formal complaint will be instigated and relating processes will commence. All allegations of bullying are taken seriously and any student or staff member after full investigation who is deemed responsible for bullying will be disciplined or have sanctions actioned against them relative to the seriousness of the incident.