

## Student Disciplinary Policy and Procedures

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<b>Person Responsible</b>	Deputy Principal
<b>Approval/ review body</b>	<b>SLT</b>
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*\* Policies will be reviewed more frequently if legal changes or good practice require*

Review History:		
Date of review	Reviewed by	Reason for review
Various	Director of Student Services	Annual review
June 2010	Director of Student Services	Annual review
December 2010	Vice Principal	Good practice
January 2011	Compliance and Policy Manager	Title change of Person Responsible and SMT members
April 2011	Vice Principal	Annual review
January 2012	Assistant Principal, Student Experience & Support	Title changes and reason for review
July 2013	Deputy Principal	Review of procedure in dealing with serious and very serious events 2.4.10 and Title changes
September 2014	Deputy Principal	General Review
September 2014	Deputy Principal	General Review
September 2015	Deputy Principal	General Review

### Contents

1.	Breach of Disciplinary Rules .....	1
2.	Disciplinary Procedures .....	1
2.1.	Disciplinary Procedures by any Member of Staff – Student Discipline Form.....	1
2.2.	Disciplinary Action by Curriculum Manager - Written Warning .....	2
2.3.	Disciplinary Action by Curriculum Manager - Outcomes .....	3
2.4.	Disciplinary Action by Assistant Principal – Final Warning .....	4
2.5.	Disciplinary Action by Assistant Principal - Outcomes.....	5
2.6.	Disciplinary Action by Deputy Principal – Exclusion Decision .....	6
2.7.	Disciplinary Action by Deputy Principal - Outcomes.....	6
3.	Right of Appeal .....	6
3.1.	Appeal Hearing - Procedure.....	7
3.2.	Appeal Hearing - Outcomes .....	7

4. Notification of Financial Benefactors.....	7
Appendix 1 .....	8
Disciplinary Rules.....	8
Appendix 2 .....	15
Student Disciplinary Flow Chart .....	15
Appendix 3 .....	16
Student Disciplinary Procedures Summary.....	16
Appendix 4 .....	19
Department Student Discipline Form.....	19

**Related policies/documents:**

- Student Disciplinary Rules (Appendix 1);
- Summary Student Disciplinary Flow Chart (Appendix 2);
- Staff Summary Student Discipline (Appendix 3);
- Department Student Discipline Form (Appendix 4)

The College makes the following procedures relating to student discipline under Sections 15(2) and 15(3) of the Articles of Government (Statutory Instrument 1992 No 1963). These rules and procedures replace any previous published procedures.

## **1. Breach of Disciplinary Rules**

- 1.1. Any member of College staff may instigate the first part of the disciplinary procedure by raising a Department Student Discipline form (Appendix 4), against a student for breach of rules contained within sections 2.1 to 2.10 of the Disciplinary Rules (Appendix 1) and sending copies to the appropriate Curriculum Administrator and Student Services. Any member of College staff can recommend implementation of the next stage of the Student Disciplinary Procedures (written warning) if a serious contravention of the Disciplinary Rules has occurred, with agreement from the Curriculum Manager.
- 1.2. All staff should use their professional judgment as to the appropriate starting point of the Student Disciplinary Procedures.
- 1.3. In the case of a 'serious' or 'very serious' breach of discipline contained within 2.10, the matter should be referred immediately to the appropriate Curriculum Manager and/or Assistant Principal. The Curriculum Manager and/or Assistant Principal shall determine whether the breach is to be defined as 'serious' or 'very serious' and apply the appropriate level of the Student Disciplinary Procedures. If the breach of disciplinary rules resulted in physical damage to the College estate, the student should be informed that they will be liable for the cost of repair, should they be found responsible for the damage.

## **2. Student Disciplinary Procedures**

### **2.1. Disciplinary Procedures by any Member of Staff – Student Discipline Form**

- 2.1.1. Where a student has been observed breaking the College's Disciplinary Rules, any member of staff may issue, or request the curriculum department concerned to issue, a Department Student Discipline form (Appendix 4) under the jurisdiction laid out in 1.1 and 1.2 above. This will be recorded and tracked by the department to which the student belongs.
- 2.1.2. The Department Student Discipline form should be given to the student, and a discussion should take place between the issuing member of staff and the student. Following the discussion, the student and staff member should sign the form to formally acknowledge that the discussion took place. This signed form should be sent to the Personal Tutor via the Curriculum Administrator for information and inclusion on the student's ILP on eTrackr. A new Note will be created on the learner's eTrackr profile and categorised as a Disciplinary Level 1.

- 2.1.3. The discussion between the member of staff issuing the disciplinary and the learner is key to ensuring that the learner understands what they have done or not done that has been called into question, so that they do not repeat the offence moving forward. Our aim in the process is not about taking punitive action with learners but to educate them through our high expectations, in relation to developing employability skills. Such skills include politeness, respectful attitudes, punctuality, attendance, wearing the correct kit and submitting work to a high standard on time.
- 2.1.4. A full copy of the Student Disciplinary Rules and Procedures will be provided to the student on request. Although a summary of this Policy is to be included within the Student Handbook.
- 2.1.5. A learner can add their comment to the form. If a learner is challenging the issue of the form then whilst their comment may reference their displeasure, they must still sign the form acknowledging receipt of the disciplinary from the staff member. The student is required to sign the disciplinary form to confirm receipt and understanding of why they have been issued with a disciplinary irrespective of whether they agree with it, failure to sign without due cause will result in a written warning.
- 2.1.6. Most disciplinary forms are given within the students Curriculum Department, however, in the event of someone issuing one outside the learner's department, that member of staff should seek to give the signed copy to the Curriculum Administrator for the department, so that they may disseminate the form to the relevant Personal Tutor.
- 2.1.7. The issue of three Department Student Discipline forms to any student in one academic year will result in the student being referred to the Curriculum Manager for potential further disciplinary action. The Curriculum Administrator and the Personal Tutor must monitor the receipt of disciplinary forms through E-Trackr and must report a third occasion in a single academic year to the Curriculum Manager of the department for the consideration of further action.

## **2.2. Disciplinary Action by Curriculum Manager - Written Warning**

- 2.2.1. Where a student has been observed breaking the College's Disciplinary Rules, and has been previously issued with two Department Student Discipline forms, or where the seriousness of the breach warrants it, a member of staff or the Curriculum Administrator should request an investigation by the Curriculum Manager.
- 2.2.2. Where the disciplinary issue has been referred to the Curriculum Manager either due to its seriousness or because it

is a third occurrence, the Curriculum Manager should instigate an investigation within five working days of the complaint. This will, as a minimum, involve an interview with the student and the member of staff bringing the complaint.

- 2.2.3. The Curriculum Manager may temporarily suspend the student for no more than five working days pending the investigation hearing where appropriate (if this needs to be extended due to extenuating circumstances, it needs to be discussed with the Deputy Principal who is the one that may agree a time-bonded extension).
- 2.2.4. The student must be advised that they may be accompanied by a 'friend' or parent/guardian during the investigation interview. The student should be present when the member of staff presents evidence of the breach of the Student Disciplinary Rules and should have the opportunity to ask questions. The student's 'friend' has the right to ask questions and to speak on behalf of the student if invited to do so by the student.
- 2.2.5. Where the student has exercised the right to have a 'friend' or parent/guardian present, the Curriculum Manager is advised to invite a member of College staff, unconnected with the complaint, as an observer.
- 2.2.6. A written summary of the evidence and any mitigating circumstances should be made.
- 2.2.7. Any student who, having already received a written warning within the preceding twelve months, is found in breach of the College's Disciplinary Rules on a subsequent occasion, should be dealt with by the Assistant Principal.
- 2.2.8. The student will be advised that if they disagree with the issue of a written warning they may ask for the decision to be reviewed by their Assistant Principal.

### **2.3. Disciplinary Action by Curriculum Manager - Outcomes**

- 2.3.1. Where the Curriculum Manager considers, on the evidence presented, that there has been a 'serious' breach of student disciplinary rules, they should issue a written warning.
- 2.3.2. The warning letter will be scanned, and attached to a new Disciplinary Level 2 Note on the Learner's eTrackr file, and the disciplinary status of the learner will be set to Level 2.
- 2.3.3. Electronic copies of this warning letter should be sent to:
  - 2.3.3.1. the student;
  - 2.3.3.2. student's personal tutor for information and to the

Curriculum Administrator for inclusion on eTrackr;

2.3.3.3. Student Services; and

2.3.3.4. the Assistant Principal.

2.3.4. The student will be asked to sign a document acknowledging receipt of the warning which will also be attached to the Disciplinary Level 2 Note on eTrackr. Failure to do so by the student, without due cause, will result in disciplinary proceedings by the Assistant Principal.

2.3.5. The student should be advised by the Curriculum Manager that if they disagree with the issue of a formal written warning, they may ask in writing for the decision to be reviewed by the Assistant Principal.

2.3.6. Where the Curriculum Manager is not satisfied that a 'serious' breach has occurred, then they will proceed as appropriate, in accordance with the Student Disciplinary Procedures.

2.3.7. Where the Curriculum Manager considers, on the evidence presented, that there has been a 'very serious' breach of Disciplinary Rules, they should refer the matter to their Assistant Principal.

## **2.4. Disciplinary Action by Assistant Principal – Final Warning**

2.4.1. This stage of the disciplinary process should only be instigated in cases where there has either been a 'very serious' breach of the College's Student Disciplinary Rules, as determined by the Assistant Principal or Curriculum Manager, where a student has received a written warning from the Curriculum Manager in the previous twelve months, or as a result of a very serious incident. The Assistant Principal or Curriculum Manager may suspend the student for a maximum of five working days pending the investigation hearing, if it is thought appropriate (this may be extended for a time-bonded period if it is considered necessary, but only with the agreement of the Deputy Principal).

2.4.2. Under these circumstances, the Assistant Principal should review the evidence. This should take place within five working days of the complaint being made, or at a time mutually agreed by both Assistant Principal and the student.

2.4.3. Where the student is under 19, the student's parents or guardians should be notified that a formal investigation is taking place and be invited to attend.

2.4.4. Where the student is employed or on a sponsored training programme, the employer/sponsor should be notified that a formal investigation is taking place and be invited to attend.

- 2.4.5. The investigation will, as a minimum, involve the Assistant Principal in an interview with the student and the member of staff bringing the complaint.
- 2.4.6. The student must be advised that they may be accompanied by a 'friend' or parent/guardian during the investigation. The student should be present when the member of staff presents evidence of the breach of the College's Student Disciplinary Rules and should have the opportunity to ask questions. The student's 'friend' has the right to ask questions and to speak on behalf of the student if invited to do so by the student.
- 2.4.7. The student must be advised of the appeals procedure by the Assistant Principal at the conclusion of the investigation.
- 2.4.8. The Assistant Principal has the right to proceed in the absence of any student who has received due notice of the interview and who fails to attend without prior communication or reasonable reason for non-attendance.
- 2.4.9. In the event of the matter proceeding in the absence of the student, the student may apply for a rehearing only if they can satisfy the Assistant Principal there was a good reason for non-attendance.
- 2.4.10. Where a 'serious' or 'very serious' event has occurred and the Assistant Principal believes there is enough justification not to exclude the student, he or she must gain the approval of the Deputy Principal.

## **2.5. Disciplinary Action by Assistant Principal - Outcomes**

The Assistant Principal, where they are satisfied on the material facts that a 'very serious' breach of student disciplinary rules has occurred, and taking into account any mitigating circumstances, shall determine which of the following sanctions should be applied. A written summary of the evidence presented and any mitigating circumstances should be made.

- 2.5.1. The student is issued with a Final Written Warning by the Assistant Principal, within ten working days of the conclusion of the investigation. Circulation as in 2.3(2). Any subsequent proven breach of the Disciplinary Rules by the student within a twelve month period will be dealt with as a 'very serious' breach under these procedures, and is likely to result in a recommendation to the Deputy Principal for permanent exclusion. A copy of the final warning will be attached to a new Disciplinary Level 3 Note on the student's eTrackr profile and the disciplinary status will be set to Level 3.
- 2.5.2. A recommendation to exclude is made to the Deputy Principal that the student be required to withdraw immediately and

permanently from their course and the College. This recommendation for exclusion, together with a brief rationale, to be confirmed in writing to the Deputy Principal within two working days of the conclusion of the investigation. Copies circulated to the parties identified and to the Principal.

Where the Deputy Principal is not satisfied that a 'very serious' breach has occurred, then the Assistant Principal will proceed as appropriate in accordance with the disciplinary procedures above.

## **2.6. Disciplinary Action by Deputy Principal – Exclusion Decision**

The Deputy Principal shall, within five working days of receipt of the recommendation for exclusion, review the conduct of the investigation, in particular confirming that the investigation followed all the Student Disciplinary Procedures and provided the opportunity for consideration of all the relevant facts.

## **2.7. Disciplinary Action by Deputy Principal - Outcomes**

Having reviewed the material facts and considered any mitigating circumstances, the Deputy Principal should within five working days of the decision of the exclusion either:

- 2.7.1. require the student to withdraw immediately and permanently from their course and the College. In particular, the student may no longer enter the College or its grounds without the express permission of the Deputy Principal. This exclusion, together with a brief rationale, to be confirmed in writing to the student within five working days of the conclusion of the exclusion hearing. Copies circulated to the parties identified and to the Principal;
- 2.7.2. apply any other reasonable sanction. This sanction, together with a brief rationale, to be confirmed in writing to the student within five working days of the conclusion of the exclusion hearing. Copies circulated to the parties identified, and to the Principal; or
- 2.7.3. exonerate the student and reinstate the student to their original programme. This action, together with a brief rationale, to be confirmed in writing to the student within five working days of the conclusion of the exclusion hearing. Copies circulated to the parties identified and to the Principal.

## **3. Right of Appeal**

Any student excluded or suspended from the College under the above procedures shall have the right of appeal to the Deputy Principal, provided written notice of such appeal is given to the Deputy Principal by that student within ten working days of the exclusion taking place.



### **3.1. Appeal Hearing - Procedure**

The Deputy Principal shall, within five working days of receipt of notice of appeal, or at a time mutually agreed by both the Deputy Principal and the student, review the conduct of the investigation, confirming that the investigation followed all the procedural rules and provided the opportunity for consideration of all the relevant facts.

### **3.2. Appeal Hearing - Outcomes**

Having reviewed the material facts, the Deputy Principal should, within two working days of the conclusion of the appeal hearing either:

- 3.2.1. ratify the original exclusion;
- 3.2.2. rescind the exclusion, reinstating the student and applying any other reasonable sanction; or
- 3.2.3. exonerate the student and reinstate the student to their original programme.

The Deputy Principal's decision and rationale should be confirmed to the student in writing with copies to the Assistant Principal and identified parties.

The Deputy Principal's decision is final. There are no further appeals available.

## **4. Notification of Financial Benefactors**

Any individual, employer or other agency known to be financially supporting or sponsoring the student at College may also be informed in writing of any serious disciplinary action taken against that student and of the outcome of any subsequent appeal.

### **Funding/Fees**

Any student who is excluded from the College through these procedures will not have the right to any reimbursement of fees paid.

## Disciplinary Rules As From September 2015

Author	Deputy Principal
Date	September 2015
Person Responsible	Deputy Principal
Approval/ review body	SLT
Frequency of Review*	36 months

*\* Policies will be reviewed more frequently if legal changes or good practice require*

Review History:		
Date of review	Reviewed by	Reason for review
1995	Director of Student Services	Policy Written
Various	SMT	Annual review
June 2010	Director of Student Services	Annual review
January 2011	Compliance and Policy Manager	Title of Person Responsible and SMT members
April 2011	Vice Principal/Registrar	Annual review
December 2012	APSES & Student Services Manager	Change of Titles
July 2013	Deputy Principal	2.12.2 and Titles
September 2014	Deputy Principal	Change of Titles and include electronic storage of items to Learner Details
October 2015	Deputy Principal	More detail for the 42 day rule and change of electronic storage place

### Contents

1.	Application of the Rules and Procedures .....	9
2.	Rules to Maintain the Required Standard .....	9
2.1	Identification - Rule.....	9
2.2	Identification - Notes for Guidance .....	9
2.3	Six Week Review Period – Rule.....	9
2.4	Six Week Review Period – Notes for Guidance .....	10
2.5	Attendance - Rule .....	10
2.6	Attendance - Notes for Guidance .....	10
2.7	Punctuality - Rule .....	11
2.8	Punctuality - Notes for Guidance.....	11
2.9	Progress and Work - Rule .....	11
2.10	Progress and Work - Notes for Guidance.....	11
2.11	Behaviour - Rule .....	12
2.12	Behaviour - Notes for Guidance .....	12
2.13	Payment of Monies - Rule .....	14
2.14	Payment of Monies - Notes for Guidance.....	14
Appendix 2 Student Disciplinary Flow Chart .....		155
Appendix 3 Student Disciplinary Procedures Summary .....		166
Appendix 4 Department Student Discipline Form.....		199

**Related policies/documents:** Student Misuse of Substances Policy, Academic Misconduct Policy, Single Equality Scheme 2010-13, Student Anti Bullying Policy, Health & Safety Policy

These rules and procedures replace any previously published Disciplinary Rules.

## **1. Application of the Rules and Procedures**

These Rules apply to all students regardless of age or mode of attendance. They should be interpreted paying due regard to any special circumstances which may be relevant.

## **2. Rules to Maintain the Required Standard**

The College seeks to specify the minimum number of disciplinary rules sufficient to ensure a safe, supportive learning environment.

### **2.1. Identification - Rule**

Students are required to wear their Student ID Card at all times whilst on College premises (or whilst engaged in any activity associated with their programme at College whether on or off the College premises).

### **2.2. Identification - Notes for Guidance**

Any member of College staff may ask a student to produce their ID card at any time. If the card is not available, the member of staff should check with the Curriculum Administrator that the student is enrolled on a programme for the current year.

Where there is no evidence of the 'student' being enrolled on a programme for the current academic year, the member of staff should ask the person to leave the College premises. Where this presents a problem, the staff member should summon assistance from the College Security Staff or a senior member of staff.

For a bona fide current student, failure to produce their ID card without good cause would be regarded as a disciplinary matter.

### **2.3. Six Week Review Period – Rule**

The first 6 weeks (42 days) of college are considered a trial period for all learners to ensure they make a smooth transition to their new environment and to confirm they are on the correct course at the appropriate level in order for them to achieve. During the 6-week trial, the course team will consider the behaviour for learning, attendance, punctuality and ability of every learner and a decision will be made as to whether or not to confirm the learner on the programme before the start of the seventh week of attendance. If there are issues flagged on learners during this 42 day period, it will be usual for the college to attempt to make contact with the parent and the learner, either in person, by phone or by letter, to highlight our early concerns. It is made clear to learners that any breach of the disciplinary code or the attendance criteria during this period may lead to the decision that the learner should not be confirmed on their chosen course, and they will be asked to leave.

In some cases alternative provision will be offered within the college, and where this is not available or suitable, the college will assist in connecting the learner with suitable alternative providers using our careers guidance. This process will not require the three stage disciplinary process to be invoked, and it is not necessary for an exclusion decision to be made by the Deputy Principal, given that the learner will not have formally commenced the course. The final decision to ask a learner to leave within the six week period will rest with the Assistant Principal of the department concerned, although this will have been discussed with the Deputy Principal at a Case Conference for learners.

**In summary:** Students who are enrolled on any programme of study may be withdrawn from their programme at any time during the first 42 day period should they breach the terms of their six week review period or their Contract. Withdrawal will be with immediate effect and without recourse to the Student Disciplinary Procedures. The decision of the Assistant Principal for the student's department is final, and there will be no appeal procedure to invoke.

#### 2.4. **Six Week Review Period – Notes for Guidance**

2.4.1. This applies to any student who has not met the terms of their six week review, in respect of their required level of attendance, punctuality, behaviour, or academic progress on their programme of study.

2.4.2. Any breach of the terms in 2.4.1 must be recorded by the Personal Tutor and brought to the attention of the student in writing or noted on the eTrackr Individual Learning Plan (“ILP”).

2.4.3. Withdrawal of a student by the Curriculum Manager for breach of the terms of the six week review period as stipulated in 2.3 and 2.4 must be sanctioned by the Assistant Principal for the department.

#### 2.5. **Attendance - Rule**

Students are expected to be present and equipped to participate in all timetabled learning activities and to participate in all other activities associated with their programme of study including examinations.

#### 2.6. **Attendance - Notes for Guidance**

2.6.1. A student who is absent from their learning programme for more than three consecutive weeks, without notification or due cause, will be in breach of their learning contract and will be assumed to have withdrawn from their programme. In such cases the Curriculum Manager will write to the student (a note added to eTrackr and a copy of the letter attached) (copy to parent/guardian if under 19 and/or copy to employer or managing agent if a sponsored student) to confirm that, should they wish to

re-join the programme, the student would need to re-apply formally. Re-admittance is at the discretion of the Curriculum Manager and Assistant Principal.

2.6.2. After the six week review period, an attendance rate of less than 90% for students on programmes of 16 hours per week or more, and 85% for all other programmes, where there is no evidence of notification of good cause, constitutes a breach of the Disciplinary Rules. This would not in the first instance normally be regarded as a 'serious' or 'very serious' breach, and would likely lead to disciplinary action at Level 1 from the Personal Tutor. Any subsequent failure to attend without notification or due cause will invoke further disciplinary action from the Personal Tutor or Curriculum Manager for the learner's area, and will escalate to Disciplinary Level 2 on the third occasion.

## **2.7. Punctuality - Rule**

Students are expected to be punctual at each timetabled class and other activities associated with their programme of study.

## **2.8. Punctuality - Notes for Guidance**

2.8.1. For this purpose, 'punctual' is defined as being present and ready to participate actively in the session by the notified time of each class or activity.

2.8.2. Persistent breach of this rule may result in disciplinary action.

## **2.9. Progress and Work - Rule**

Students are expected to work to the best of their ability, exhibit an appropriate attitude to work, to achieve satisfactory standards of progress and quality of work, commensurate with their programme of study.

## **2.10. Progress and Work - Notes for Guidance**

2.10.1. For this purpose, "work" includes class work, home work, work experience, practical and project work, and all other activities as are an integral part of their programme of study.

2.10.2. All programme work must be submitted by the specified hand in dates, unless an extension has been granted by the tutor.

2.10.3. Students are required to produce their own work. Instances of plagiarism would normally result in disciplinary action being taken at Disciplinary Level 1. Please refer to Academic Misconduct Policy for definition of 'plagiarism'.

2.10.4. The professional judgment of one or more members of College Academic Staff shall be sufficient to determine whether disciplinary action should be taken where these standards have

not been met. Under normal circumstances, the first breach of this rule would not be regarded as 'serious' or 'very serious' and would result in disciplinary action at Disciplinary Level 1. Persistent or 'serious' breach of this rule may result in disciplinary action by Curriculum Manager or Assistant Principal.

#### **2.11. Behaviour - Rule**

Students are expected to achieve and at all times maintain a high standard of personal behaviour and to co-operate fully with all College staff and other students.

#### **2.12. Behaviour - Notes for Guidance**

The following examples of unacceptable behaviour are for illustrative purposes. It rests with the professional judgment of a College member of staff as to whether specific incidents are in breach of the broad behaviour rule.

It is considered unacceptable for a student to:

##### **2.12.1. Engage in any form of harassment**

Harassment for this purpose is any activity which causes offence, directly or indirectly as a result of a person's gender, colour, race, nationality or ethnic or national origins; disability or learning difficulty, family and social status, gender reassignment, marital status, pregnancy, religion or belief including philosophical belief, sexual orientation or legal political belief and trade union activity.

Breaches of this rule will normally be regarded as 'serious' or 'very serious'. 'Very Serious' incidents will be reported to the Police. Such incidents should be reported to the Deputy Principal.

##### **2.12.2. Incidents causing actual harm to another person**

Any incident of violent or negligent behaviour resulting in injury will be treated as a very serious breach of the Disciplinary Rules.

##### **2.12.3. Damage or deface, whether deliberately or carelessly, or steal or knowingly misappropriate property belonging to the College, its staff, students or visitors**

Breaches of this rule will normally be regarded as 'serious' or 'very serious'. 'Very Serious' incidents will be reported immediately to the Police.

**2.12.4. Contravene relevant Health and Safety regulations or the College Non-Smoking Policy**

First instances of breaches of Health and Safety regulations will normally be regarded as 'serious' or 'very serious'. Any contravention of Health and Safety regulations must be reported to the College's Risk Manager.

First instances of breaches of the College's non-smoking policy will not normally be regarded as 'serious' or 'very serious'. Persistent breach of this rule may result in action by Curriculum Manager or Assistant Principal.

**2.12.5. Consume, offer for sale, or carry on the premises, or whilst undertaking a programme related activity, alcohol, solvents, unauthorised drugs or intoxicants of any kind unless they are essential for medical purposes and are provided under prescription**

The purchase and consumption of alcohol within the bar area immediately adjacent to a College Restaurant and within the Restaurant or at The Miskin Theatre's bars by students eighteen years of age or older who are bona fide customers of that Restaurant, together with officially sanctioned college functions, are specific exceptions to this rule.

With regard to the purchase and consumption of alcohol by adult students whilst on foreign visits in conformity with the local law; importation of alcohol into the United Kingdom for personal consumption shall be subject to the prevailing regulations of HM Revenue & Customs, and is a specific exception to this rule.

First instances of breach of this Rule will normally be regarded as 'serious' or 'very serious'. 'Very Serious' incidents involving drug use on premises will be reported immediately to the Police.

**2.12.6. Disrupt any activity connected with the College, or disrupt the efficient and effective management of the College and its operations or impede the learning of any fellow student, e.g. use of mobile phone during lessons, bringing unauthorised visitors onto a college site**

Any complaint by a member of staff against a student under this rule should be referred to a Curriculum Manager who should decide on the facts presented, and the appropriate starting point of disciplinary action.

**2.12.7. Bring on to College premises, or carry any 'offensive' weapon or use furniture, fixtures, fittings or other loose**

**items around the college as a weapon with the intent to threaten and/or harm people on campus**

First instances of breach of this Rule will normally be regarded as 'serious' or 'very serious' and the latter will be reported immediately to the Police.

The Police may be telephoned in these instances and there may be cause to restrain such individuals in order to ensure the health and safety of others on the campus.

**2.13. Payment of Monies - Rule**

Students are required to pay all monies due to the College promptly at the time(s) stipulated by the College.

**2.14. Payment of Monies - Notes for Guidance**

The College will use a variety of means to ensure students are fully informed of all such monies due. The Assistant Principal will determine the appropriate starting point in the disciplinary procedures for those students in breach of the rule without due cause.



## Student Disciplinary Flow Chart

A Department Student Discipline Form is issued to a learner.  
This is recorded as a Disciplinary Level 1.

Given to the  
Personal Tutor or  
CA for area

Three Department Student Discipline forms issued within an  
academic year will result in:

Managed and  
recorded within the  
curriculum area

**Note:**  
  
**Serious**  
contravention  
of the student  
disciplinary  
rules will result  
in the  
procedure  
commencing  
at Disciplinary  
Level 2.

**Disciplinary Level 2: Action By Curriculum Manager**

The Curriculum Manager will investigate under the formal  
procedures agreed by the Corporate Board.  
The Curriculum Manager may temporarily suspend the student  
for a period of up to five working days, if appropriate. The  
Curriculum Manager, if case proved, will issue a:

**Written Warning and Improvement Action Plan**  
and is recorded as a Disciplinary Level 2

*A student who is dissatisfied with the outcome may ask for a  
review by the Assistant Principal.*

Letter sent by  
Student Services.  
Action Plan  
monitored with the  
curriculum area

Any further serious contravention of  
Disciplinary rules will result in:

**Note:**  
  
**Very serious**  
contravention  
of the student  
disciplinary  
rules will result  
in the  
procedure  
commencing  
at Disciplinary  
Level 3.

**Disciplinary Level 3: ACTION BY ASSISTANT PRINCIPAL**

*The Assistant Principal will investigate under the formal  
procedures.  
The Assistant Principal may also suspend the student while an  
investigation hearing is conducted.*

- ***The Assistant Principal, if case proved, will issue a***  
  
**FINAL WARNING: AND IMPROVEMENT ACTION PLAN**  
and is recorded as a Disciplinary Level 3

**OR**

- ***make a recommendation to the Deputy Principal that the  
student is withdrawn immediately and permanently from  
their course and the College.***

*A student who is unsatisfied with the outcome may ask for a  
review by the Deputy Principal.*

*A student who is unsatisfied that the protocol has not been  
followed may appeal to the Deputy Principal.*

**NB:**      ***the investigation into the evidence will not  
be re-opened at this stage.***

Letter sent by  
Student Services.  
Action Plan  
monitored with the  
curriculum area.

**Disciplinary Action by the Deputy Principal**  
Appeals to DP to uphold or overturn previous process  
outcomes. DP decision is final.

## Student Disciplinary Procedures Summary

### Overview

Depending on the seriousness of breach of Disciplinary Rules, including lack of progress on programme, staff will use their professional judgement as to whether to action Level 1 department based procedures or to recommend that more formal procedures at Level 2 or 3 are followed by the relevant Curriculum Manager or Assistant Principal.

### Disciplinary Procedures

**Any member of staff may issue a Department Student Discipline form for a student they have observed breaking College Disciplinary Rules.**

**Any member of academic staff may issue a Department Discipline Monitoring form to a student**

- ◆ whose lack of effort means they are not progressing satisfactorily
- ◆ they have observed breaking College Disciplinary Rules

### Examples of 'Less Serious' Breach

- ◆ Student smoking in non-designated area having previously been asked not to
- ◆ Student parking in non-designated area having previously been asked not to
- ◆ Student failing to produce identity evidence
- ◆ Student spitting, having previously been asked not to
- ◆ Lateness/absence from class having been told it is unacceptable
- ◆ Failure to hand in work on time having been told it is unacceptable
- ◆ Using mobile phone in class having been told it is unacceptable
- ◆ Unacceptable attendance rate
- ◆ Plagiarism (first offence)
- ◆ Rudeness to staff, student or visitor

### Department Discipline Monitoring Form

(Copy form to student, Curriculum Administrator and Personal Tutor)

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## Disciplinary Procedures

## Examples of 'Serious' Breach

### Disciplinary Level 2: Action by Curriculum Manager

- ◆ Where any member of staff accuses a student of a '**serious**' breach of College Disciplinary Rules

- ◆ Where three Department Disciplinary Monitoring Forms have been raised for student in previous 12 months

The Curriculum Manager will investigate under the formal procedures agreed by Corporate Board.

The Curriculum Manager may temporarily suspend the student for a period of up to five working days if appropriate

- ◆ Three Department Disciplinary Monitoring Forms in preceding 12 months

- ◆ Incident causing damage to property

- ◆ Bullying/Harassment

- ◆ Under influence of alcohol/drugs on college premises

- ◆ Persistent lateness, absence, failure to produce adequate work, disruptive behaviour in class

- ◆ Breach of Health & Safety rules

### Outcomes

(copies to, AP, Student file, inclusion in ILP added to REMS)

The Curriculum Manager, if case proved, will issue a formal written warning and improvement action plan and add the documents to eTrackr.

A student who is dissatisfied with the outcome may ask for a review by the Assistant Principal.

# Student Disciplinary Procedures Summary

## Disciplinary Procedures

## Examples of 'Very Serious' Breach

### Disciplinary Level 3: Action by Assistant Principal

- ◆ Where a student has received a written warning from the Curriculum Manager in the previous 12 months
- ◆ Where any member of staff accuses a student of a **'very serious'** breach of College Disciplinary Rules

The Assistant Principal will investigate under the formal procedures agreed by Corporate Board.

The Assistant Principal may also suspend the student while an investigation hearing is being conducted

- ◆ Curriculum Manager written warning in previous 12 months
- ◆ Criminal act on college premises
- ◆ Incident causing actual harm to person
- ◆ Possession of drugs/alcohol on college premises
- ◆ Refer all incidents to the Deputy Principal to agree outcome

### Outcomes (copies to CM, AP, Student file, inclusion in ILP)

The Assistant Principal if case proved

- ◆ will issue a Final written warning and improvement action plan; or
- ◆ make a recommendation to the Deputy Principal that the student is withdrawn immediately and permanently from their course and the College.

## Department Student Discipline Form

Print Name of Staff Issuing Form \_\_\_\_\_

Print Student's Name: \_\_\_\_\_

Course Title: \_\_\_\_\_

Please complete appropriate section by ticking the box, sign and give **BLUE** and **WHITE** copies to Curriculum Administrator and **YELLOW** top copy to the Student

- Persistent Lateness** (Dates and Times)
- Unauthorised Absence**
- Not Wearing Uniform** (Required dress e.g. PPE, overalls etc.)
- Disruptive Behaviour** e.g. use of bad language, use of mobile phones in class
- No Equipment** e.g. pens / books / paper etc.
- Not Meeting Course Deadlines / Not Working In Class** (delete as appropriate)
- Not Carrying College ID Badge At All Times**
- Smoking In A Non-Smoking Area**
- Parking In An Unauthorised Area**
- Other** \_\_\_\_\_

**Student reason for above:**

**Member of staff responsible for raising disciplinary action: comments relating to above:**

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_