Disciplinary Procedure 002 P01



Purpose

- to ensure a standard approach to the conduct of Disciplinary meetings and subsequent actions
- to set out the Student Code of Conduct
- to define types of student misbehaviour

Scope

• all students

The Procedure

All members of staff are expected to challenge any infringements of the Student Code of Conduct and, where appropriate, report the student to his/her Head of Division or tutor.

All unacceptable behaviour by a student should be fully documented. Such documentation may consist of attendance/progress reports, concern notes, incident reports and statements from members of staff and students.

The seriousness of the behaviour should be identified as minor misbehaviour, serious misconduct or gross misconduct.

Once unacceptable student behaviour has been identified, a series of actions must be taken by the division responsible for that student to acknowledge and address the misbehaviour.

The form of action taken will be dependent on the seriousness of the misbehaviour as detailed in the disciplinary flowchart.

All disciplinary meetings should be documented and all parties involved should be informed in writing of the outcome.

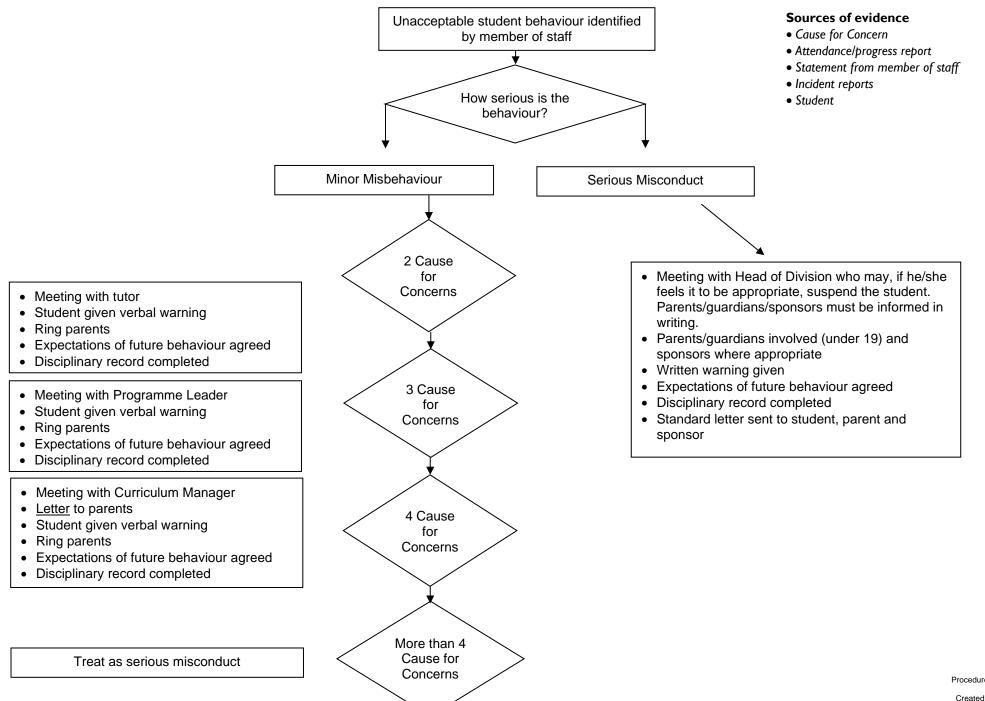
The Deputy Principal has the authority to permanently exclude students.

A student has the right to appeal against a decision of the Deputy Principal and this appeal will be heard by the Principal.

Related Procedures and Documentation

- 002_D01 Student Code of Conduct
- 002_D02 Behaviour Descriptions
- 002_D03 <u>Cause for Concern</u>

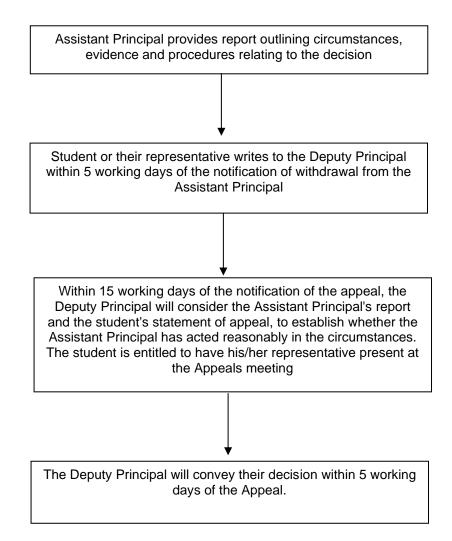
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Procedure No 002_P01 Version 9 Created October 2010

Gross Misconduct Student suspended from College • Sources of evidence • Student and parents/sponsors informed of the suspension Incident Report Statement from • member of staff Disciplinary meeting with an Assistant Principal takes place within 7 working days of the suspension **Disciplinary** meeting Sources of evidence HoD, student and, if appropriate, parents/guardians to be present ٠ Disciplinary record • Assistant Principal explains process Student's conduct described Assistant Principal or member of SMT may suspend the student HoD provides academic report • Student given opportunity to state his/her case Student & parents/guardians informed of decision Student cannot return to Is withdrawal Exclusion is College at a future date. recommended? recommended No Yes Final written warning Report from Assistant Principal produced within 2 • Letter sent to confirm Expectations of future behaviour working days of Disciplinary meeting, including all ٠ withdrawal and process agreed supporting evidence and documentation for re-entry at agreed Standard letter sent to student • point. and parents/sponsors Deputy Principal makes decision within 3 working No days of receipt of report. Student to be informed of right to appeal Student conduct improves Refer to Appeals Against Withdrawal/Exclusion Procedure No 002_P01 Yes Flowchart Version 9 Created October 2010 No further action required

Appeal Against Withdrawal



Appeal Against Exclusion

