

## **Disciplinary & Misconduct Procedure - Students**

### **1. Policy**

- 1.1 The disciplinary procedure will be used if a student fails to conduct themselves in a manner that is in harmony with the Academy Policies and Procedures.
- 1.2 Some examples of unacceptable behaviour include:
- Falling below the 95% attendance rule on the BTEC Course.
  - Bullying a fellow student.
  - Stealing
  - Taking drugs or alcohol on the premises.
  - Being rude to staff
  - Making derogative remarks about Shockout, any of its faculty or other students on any public, private or social network.
- 1.3 This is not an exhaustive list and is for guidelines purposes only.

### **2. Procedure**

- 2.1 The disciplinary procedures have three stages:

There is no formal requirement to go through each of the 3 stages. The starting point will depend on the severity of the inappropriate behaviour.

#### **Stage 1**

A verbal warning will be given by Course Co-ordinator and a note will be kept on the student file until the end of the course.

If there are no improvements, then the issue will move up to the second stage of the procedure.

#### **Stage 2**

A meeting will take place with the Course Co-ordinator and a formal written warning will be issued. Where attendance is the Disciplinary a Learners Attendance Agreement contract will be issued to the student. This will be kept on the student's file and a copy handed to the student.

If there are no improvements, then the issue will move up to the third stage of the procedure.

### **Stage 3**

At this stage dependent on the individual case could also result in suspension issued by the Principal at official meeting.

#### **3. Right of Appeal**

- 3.1 If a student disagrees with any of the decisions made in the above stages, they have the right to appeal.
- 3.2 At stage 1 the appeal should be given in writing to the Principal within 7 working days of the verbal warning being issued. The Principal will respond to the appeal in writing within 14 working days.
- 3.3 At stage 2 and 3 the appeal should be given in writing to the Principal within 7 working days of the written warning being issued. The Principal will respond to the appeal in writing within 14 working days.