

## **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 Shockout Arts Policies and Procedures.
- 1.2 Some examples of unacceptable behaviour include:
- Falling below the 95% attendance rule.
  - 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:

#### **Stage 1**

A verbal warning will be given by Head of Year and a note will be kept on the student file until the end of the course.

If there is no improvement then the issue will move up to the second stage of the procedure.

#### **Stage 2**

A meeting will take place with the Head of Dance and a formal written warning will be issued. Where attendance is the Disciplinary then a Student 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.

- 2.2 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. Eg. if found guilty of gross misconduct this can result in immediate dismissal.

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

- 3.1 If a student disagrees with any of the decisions made with any of the above stage 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.

### **Related Policies**

Attendance Policy

Data Protection

Academic Misconduct & Regulations Procedure