

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 line with Shockout Policies and Procedures.
- 1.2 Some examples of unacceptable behaviour include:
- Falling below the 95% attendance rule
 - Bullying
 - Theft
 - Under the influence of illegal substances and/or drugs alcohol on the premises
 - Inappropriate/unprofessional communication with peers and staff
 - Making derogative remarks about Shockout, any of its faculty or other students on any public, private or social network

This is not an exhaustive list and is for guidelines purposes only.

2. Procedure

The disciplinary procedures have three stages:

Stage 1

A verbal warning will be given by a member of the student support team 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. A review meeting will take place 4 weeks after the initial Stage 1 meeting.

Stage 2

An attendance and attainment 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. A review meeting will take place 4 weeks after the initial Stage 2 meeting.

Stage 3

At this stage a final written warning will be issued by a member of senior management and principalship and could result in suspension.

Stage 4

At this stage if no improvement is made or dependent upon individual scenario and severity of the issue withdrawal and permanent exclusion from will be enforced.

There is no formal requirement to go through each of the 4 stages. The starting point will depend on the severity of the inappropriate behaviour.

3. **Right of Appeal**

If a student disagrees with any of the decisions made with any of the above stages they have the right to appeal.

- 3.1 At any stage the appeal should be given in writing to the vice Principal within 7 working days of the verbal warning being issued. The vice Principal will respond to the appeal in writing within 14 working days.

Related Policies

Attendance Policy

Data Protection

Academic Misconduct & Regulations Procedure

Academic Policy

Communication Policy