



## **DISCIPLINE & EXCLUSIONS POLICY**

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| <i>EFFECTIVE DATE:</i> | <i>AUGUST 2010</i>            |
| <i>LAST REVIEWED:</i>  | <i>DECEMBER 2011</i>          |
| <i>REVIEWED BY:</i>    | <i>DIRECTOR</i>               |
| <i>NEXT REVIEW:</i>    | <i>AS REQUIRED</i>            |
| <i>POLICY LEAD:</i>    | <i>DISCIPLINARY COMMITTEE</i> |

### **DISCIPLINARY COMMITTEE**

**College Principal**  
**Academic Coordinator**  
**Course Coordinator**  
**Student Welfare Officer**

## **Discipline & Exclusions Policy**

### **Introduction**

Metro College of Management Sciences aims to create an inclusive, safe and stimulating environment which is conducive to learning and to provide high standards of achievement and behaviour. In line with current regulations and guidance, sanctions that the College might use include: a reprimand, a letter to parents or guardians, removal from a class or group, loss of privileges, confiscation of a possession that is inappropriate in the classroom, detention, reporting to the UKBA & Home Office, exclusion/withdrawal of sponsorship. Excluding a student whether on a temporary or permanent basis or any action that leads to the removal of a students' sponsorship will only occur as a last resort and only for the most serious circumstances.

### **Scope**

This policy will apply to all students currently studying or intending to study at Metro College. This policy will be made available to all students / applicants in a suitable location and at appropriate times. This policy relates closely and should be read in conjunction with the following documents:

- Complaints procedure
- Harassment Policy
- Students Code of Conduct
- Racial Policy
- Exam Malpractice Policy

### **Responsibilities:**

Metro College of Management Sciences has a responsibility to ensure the safety and welfare of its employees, students, visitors and property. Overall responsibility for the disciplining and behaviour of students of the College lies with the Principal. The standards of acceptable behaviour and rules regulating discipline and exclusion will be determined by the Principal and a select committee of Senior Management/Faculty.

Teaching staff at Metro College play a greater role in maintaining the Welfare of their students and act in a mentor capacity. All teaching staff are required to monitor closely the behaviour of their students and to report any breaches of this and other policies to the principal.

Metro College of Management Sciences employs a Student Welfare Officer at each campus who will retain copies of any disciplinary proceedings, temporary exclusions and sanctions made against students. Where possible the Student Welfare Officer will work with students to ensure that they are aware of the requirements the College has regarding behaviour and Code of Conduct, and to suggest actions required to rectify any behavioural issues.

### **Disciplinary & Exclusions Procedure:**

Any incidents that occur at Metro College of Management Sciences that require sanctions must be recorded on an **Incident Report Form** and submitted to the Principal. The College will determine the appropriate action dependent upon the severity of the incident.

For the purposes of this policy the College classifies low-level misbehaviour to be incidents such as:

- Lateness
- Disruption in class
- Littering
- Inappropriate language
- Spitting
- Inappropriate use of ICT
- Inappropriate use of mobile phones

These types of low-level misbehaviour will usually be dealt with by the student's teacher, who will inform and remind the students of the College rules and the Code of Conduct expected of them whilst studying here. Repeated occurrence of low-level misbehaviour may require a more severe sanction and will be reported to the Student Welfare Officer and/or College Principal.

Mid-level misbehaviour is classified by the College as any incidents requiring direct involvement by either Senior Staff or the Student Welfare Officer. Whilst not an exhaustive list, types of mid-level misbehaviour include:

- Re-occurrences of low-level misbehaviour
- Drinking or smoking on/in College Premises
- Low-level bullying
- Vandalism
- Being sent out of class
- Truancy

Discipline procedures required as a result of mid-level misbehaviour and any involvement by the Student Welfare Officer/College Principal will be recorded on the student's file.

### **Severe misbehaviour or incidents leading to exclusion or withdrawal of sponsorship:**

In the event that a student is determined to have caused or committed a severe breach of College rules, the incident should be reported directly to the College Principal who may involve other relevant staff/authorities.

Incidents that would be considered a severe breach of College rules are:

- Verbal abuse to staff and others
- Verbal abuse to students
- Physical abuse to staff

- Physical abuse to other students
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious act or threatened violence against another student or member of staff
- Sexual abuse or assault
- Carrying an offensive weapon
- Arson
- Exam malpractice
- Plagiarism
- Repeated truancy/failure to attend College as per College Attendance Policy requirements and UKBA guidance.

Upon receipt of an Incident Report Form detailing an incident of severe misbehaviour the student will be required to attend a disciplinary meeting with the College Principal and any other relevant staff. The student will be given an opportunity to explain the incident. The Principal will determine the necessary sanctions required. The student may be required to attend a full disciplinary hearing held by the College Principal, Academic Coordinator, Course Coordinator and Student Welfare Officer.

Disciplinary hearings will be officially recorded and any outcome reached will be clearly communicated to the student. In the event that sponsorship of the student is withdrawn, the College will inform the UKBA and the student's agent/next of kin.

In the event of any occurrence of criminal activity or damage, the College reserves the right to notify the Police and, if appropriate, the relevant authorities in the student's home country.

**Quality Assurance:**

This policy will be reviewed on an annual basis. Incident Report Forms and Student Files will be audited as part of Metro College of Management Science's annual schedule.