

College Policy



Policy name:	Student Disciplinary Policy
Approved:	4 th September, 2020

Purpose:	To provide staff and students with details of the process used to address issues related to standards of student personal behaviour, poor attitude and/or attendance on their programme of study while attending Highlands College.
Policy:	<p>Highlands College seeks to support student success in their academic studies and personal endeavours. Through students meeting expected standards of behaviour, attitude and attendance they will be better prepared for their next step in life, employment or further study.</p> <p>This policy is to support student development by clarifying the procedures which will be put in place should their behaviour, attitude or attendance not be to an acceptable standard.</p> <p>The Student Agreement, which all students sign, gives an outline of the standards students must meet. The Student Disciplinary Procedure, which forms part of this policy, gives details of what the college considers unacceptable behaviours and the sanctions which will result from such behaviours.</p> <p>Where it is alleged a student's behaviour has breached this policy and that the behaviour in question is believed to constitute Gross Misconduct this may result in immediate Authorised Absence requiring the student to leave the campus. The student will be supported to study at home until an investigation or review of their conduct can be carried out. Where Gross Misconduct is evidenced the student may be withdrawn from their programme of study.</p> <p>Note that a full-time student's parents will normally be involved if the student is less than 18 years of age.</p> <p>When a student is withdrawn from their programme of study, they may not reapply to study at the college for a minimum period of one full academic year.</p>
Scope:	<p>This policy and the procedure cover all students and all programmes of study and include students studying on any full- or part-time study programme.</p> <p>Students will meet the requirements of the Student Agreement where their behaviours, attitude or actions fall short of those outlined in the Student Agreement or are unacceptable. These would include, but are not limited to:</p> <p>Minor Misconduct: Poor attendance, poor punctuality, lack of engagement, disruption, use of mobile phones, eating/drinking in class, rowdiness, habitual swearing.</p> <p>Serious Misconduct: Repeated minor misconduct, swearing directed at an individual, inappropriate use of IT system, aggressive behaviour. Not informing the college if they are involved in a Police/Customs investigation.</p>

	<p>Gross Misconduct: Any student behaviour resulting in Police or Customs investigation on or off campus, possession, supply, use of illegal drugs, possession of or being under the influence of alcohol or illegal drugs on campus, bullying, assault, theft, serious misuse of IT systems, fraud, serious disruption of learning, continued minor or serious misconduct.</p> <p>The college has a zero-tolerance policy relating to illegal drugs, bullying or intimidation of any type or means including carrying of offensive weapons, and breaches of health and safety policies or processes.</p>
Operational arrangements:	<p>The Student Disciplinary Procedure outlines the steps the college will take with regard to supporting students who do not meet the expected standards of behaviour.</p> <p>Initially, examples of poor behaviour, attitude and attendance will be discussed with the student by their personal tutor and recorded in Student Advantage. Students will be referred to support agencies or the Student Life Team to help them manage their behaviour where appropriate.</p> <p>If these problems persist the Student Disciplinary Procedure will be invoked. While it is intended that this is a step-by-step process this is not always the case. Where a review of student behaviours indicates a starting point of Serious Misconduct rather than Misconduct the student will be made aware of this. Minor and Serious Misconduct will be dealt with within departments.</p> <p>Where Gross Misconduct is alleged, the student may immediately be placed on Authorised Absence at the discretion of an Assistant Principal. Any allegations would then normally be investigated by a different Assistant Principal or their nominee. If the States of Jersey Police or Customs become involved and are undertaking an investigation, their investigation will take precedence over any college investigation. Authorised Absence will remain in place until the outcome of the Police investigation is known before the college considers any alleged misconduct.</p> <p>The Registry Department will be made aware of and monitor the progress of allegations of Gross Misconduct.</p> <p>The decision on whether to allow the student to return to their studies after Authorised Absence or withdraw them from their programme of studies lies with the Deputy Principal. Safeguarding concerns for all involved will always be paramount, as well as the appropriateness of their attendance at College in that year.</p> <p>Highlands is committed to lifelong learning and would not permanently exclude islanders from participation in education except in very extreme and unusual circumstances.</p> <p>Appeals against the decision of the Deputy Principal will be heard by the Principal. However, appeals will only be considered where it can be evidenced that the College is in breach of its published policies and</p>

	processes or where new evidence, which has not been considered previously, is presented.
Approved by:	Quality Board and revised by Registry 4 th September, 2020
Approval date:	19 th July, 2019
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Produced by:	Registry
Supporting documentation:	Student Agreement Student Disciplinary Procedure
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To be reviewed by:	Registry