

Our Student Disciplinary Procedure

A Guide for Students

The college has **guidelines** and a **policy**, which give more details.

This document is a simplified version, designed to help you understand our process and approach.

The college has THREE zero tolerance rules:

Illegal Drugs

Possession, use, selling and/or being under the influence of drugs.

Bullying / Intimidation

Physical, verbal or through technology, inciting violence, carrying an offensive weapon.

Health & Safety

Not following instructions and/or putting yourself or others at risk.

There are also specific rules regarding police investigations that can alter the order of the process. Please ask for details if this applies to you. Should you be involved in any incident which leads to a Police or civil authority investigation while you are enrolled at Highlands College you must inform your personal tutor or Student Life.

Cause for Concern: Supportive Meeting

This may be linked to behavioural issues, or your attendance at being under 95%, for example.

This meeting might even happen before you arrive in college, or at the point of entry, because of your previous performance in school or college.

- You will have a meeting with your Personal Tutor or a senior member of staff.
- They will set targets with you, to monitor your progress.
- Your Personal Tutor will investigate support needs and put these in place if necessary - such as emotional support or learning support.
- If you are under 18 years old, your Tutor will make a telephone call to your parent/carer.

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You can appeal at any stage from Stage One onwards. You must do this in writing, within 7 days, via the College Registry.

Each of these boxes contain examples. However, you could be placed on a disciplinary warning or investigated for a range of different reasons.

