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.

Stage 1 **Minor Misconduct**

Examples include:

- Failure to meet pre-entry conditions
- Poor attendance or punctuality (<85%)
- Poor performance/ attitude /behaviour
- · Bringing college into disrepute
- Minor academic misconduct (see Guidelines).

First Warning

- You will meet your Personal Tutor and set targets.
- You will be given a contract.
- If you are under 18 years old, a copy of the contract will be sent to your parent/carer.
- Personal Tutor will investigate support needs and put in place if necessary.
- You will be allowed to return to classes.

Stage 2 **Serious Misconduct**

Examples include:

- Continued failure to meet pre-entry conditions
- No progress in behaviour, attendance, attitude, punctuality etc.
- Swearing directed at other people
- Inappropriate use of IT systems
- · Aggressive behaviour
- Moderate academic misconduct (see Guidelines).

Second Warning

- You will meet your Personal Tutor and Head of Department and set targets.
- You will be given a contract.
- If you are under 18 years old, a copy of the contract will be sent to your parent/carer.
- The Head of Department will investigate support needs and put in place if necessary.
- You will be allowed to return to classes.

Stage 3 **Gross Misconduct**

Examples include:

- Serious breach of expectations
- Continual repetition of minor/serious misconduct due to continued failure to meet contract conditions
- Serious academic misconduct.









Automatic Authorised Absence:

- · Drugs; bullying; health and safety risks
- Serious disruption to learning
- · Serious misuse of IT, e.g. hacking.



Authorised Absence

Authorised Absence is a neutral act, but you will not be allowed on campus until the **INVESTIGATION STAGE** is completed

- You will be asked to leave campus immediately if this is safe.
- If you are under 18, a telephone call will be made to your parent/carer.
- There will be a meeting with you, and with your parent/carer if you are under 18.
- · A letter will be sent to you, and if you are under 18, a copy sent to your parent/carer.

Investigation

We will gather information from:

- You
- An adult representative if you are under 18 years old
- Staff
- Anyone else involved in the situation.

For serious academic misconduct refer to quidelines.



Decision

There are several possible outcomes, e.g.:

- No case to answer.
- Further investigation required.
- Investigate support needs and put in place if necessary.
- Appropriate level of warning.

It is possible that an investigation will lead to temporary or permanent exclusion from your course. The decision will be explained in a letter to you, and if you are under 18, a copy will be sent to your parent/carer.

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