

College Policy



Policy name:	Student Code of Conduct and Disciplinary Policy
Approved:	1 st February, 2023

Purpose:	To provide staff and students with details of the policy and process used to address issues of student misconduct. This relates to standards of student personal behaviour both on and off campus, poor attitude to learning and/or attendance on their programme of study while enrolled on a programme of study at Highlands College.
Policy:	<p>Highlands College seeks to support student success in their academic studies and personal endeavours. Through all students meeting expected standards of behaviour, attitude and attendance they will be better prepared to study, engage with employment and their wider responsibilities as a citizen.</p> <p>Highlands College is an inclusive General Further Education College embedded in the community with a wide range of stakeholders with students ranging in age from 14-year-olds upwards. This policy seeks to ensure that the college is recognised as inclusive, diverse and safe for all college stakeholders.</p> <p>This policy is intended to support student development by:</p> <ul style="list-style-type: none"> • clarifying the college’s expectations of students • defining what is meant by misconduct. <p>The procedures which will be put in place should student behaviour, attitude or attendance not be to an acceptable standard are also outlined.</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, summarises details and definitions of what the college considers unacceptable behaviours and the sanctions which will result from such behaviours but the full detail of these is set out in this policy.</p> <p>Where it is alleged that a student’s behaviour has breached this policy and the behaviour in question is believed to constitute Gross Misconduct, this may result in immediate Authorised Absence requiring the student to leave the campus. Where possible, the student will be supported to study at home until an investigation or review of their conduct can be carried out.</p> <p>Where the Police or another external official body are carrying out an investigation regarding a student for whatever reason, the college will take a view as to whether the student should be placed on Authorised Absence with study support. College investigations will normally be suspended if a Police investigation is taking place.</p> <p>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 at the start of their programme of studies.</p>

	Wherever 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.
Definition	<p>Definition and classification of misconduct</p> <p>Misconduct is defined as any behaviour which:</p> <ol style="list-style-type: none"> a) Fails to meet the college's stated expectations of student behaviours, or b) Interferes with the proper functioning or activities of the college, or c) Otherwise damages the college or its reputation. <p>Any of the above can be considered a breach of this code of conduct and will mean that the matter is taken forward using the college Disciplinary Procedure.</p>
Scope:	<p>This policy and procedure covers all students and all programmes of study taught by Highlands College and includes students studying on any full- or part-time study programme.</p> <p>Students must meet the requirements of the Student Agreement. Where their behaviours, attitude or actions fall short of those outlined in the Student Agreement or are otherwise unacceptable they are likely to be considered misconduct. 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.</p> <p>Gross Misconduct: Any student behaviour resulting in police investigation on or off campus; possession, supply, use of illegal drugs, carrying of offensive weapons on or off campus, 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, damage to college property, bringing the college into disrepute, continued minor or serious misconduct.</p> <p>The college has a zero-tolerance policy relating to illegal drugs, bullying* of any type or means, and breaches of health and safety policies or processes, including those related to Public Health, e.g. legal and college regulations put in place for the Covid-19 pandemic.</p> <p>* Bullying behaviours recognised by the college include:</p> <ul style="list-style-type: none"> • any form of intimidatory or undermining behaviour • verbal or online abuse • use of homophobic or racial epithets

	<ul style="list-style-type: none"> • online offensive behaviour, for example, either in class or on a group chat where a student makes a report of being offended by what they have heard seen or read (this does not have to be aimed at a particular person). What may be classed as ‘banter’ by some may be highly offensive to others and is not acceptable on college premises.
<p>Operational arrangements:</p>	<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 become involved and are undertaking an investigation, their investigation will take precedence over any college investigation. The college will undertake a risk assessment to determine whether Authorised Absence will remain in place until the outcome of the Police investigation is known.</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 Assistant 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 Assistant Principal will be forwarded to the college Registry. However, appeals will only be considered where it can be evidenced that the college is in breach of its published policies and processes or where new evidence, which has not been considered previously, is presented.</p>

Approved by:	Senior Leadership Team
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Supporting documentation:	<p>Student Agreement</p> <p>Student Disciplinary Procedure</p> <p>Equality and Diversity Policy</p> <p>Safeguarding Policy</p> <p>Attendance Policy</p> <p>Anti-bullying and Harassment Policy</p>
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To be reviewed by:	Registry