

Blackstone School of Law & Business

Student Disciplinary Policy and Procedure

Order and discipline are the pre-conditions for a successful education. Students should be free to study without fear of disruption, threat, and harassment or bullying. Our aim is to create a college environment in which students and staff can work comfortably and work together to achieve common goals. This means working within an agreed code of behaviour and above all, developing habits of self-discipline, tolerance and co-operation.

The college's disciplinary code is concerned with the prevention and correction of unacceptable behaviour. On occasions, this may involve the imposition of appropriate and reasonable sanctions and punishments. All sanctions and punishments will be sparingly administered with due regard to the legal rights and human dignity of students.

Good order and discipline owe as much to a friendly atmosphere and good relations between tutors and students, as they do to sanctions and punishments. The college, therefore, aims to create a positive ethos and to encourage, reinforce and reward good behaviour through the recognition of achievement and excellence.

The college's disciplinary system will only function successfully if it has the full backing and support of parents and agents. The college undertakes to communicate with parents and agents on all disciplinary matters except for minor offences.

College rules are explained to students in the student handbook and Student Code of Conduct given to them during registration and they sign an agreement to abide by the college rules.

Disciplinary Procedure

The procedures outlined below are not a substitute for normal good classroom discipline but to support teaching staff to help them maintain standards of conduct and a consistency of approach across the College and to ensure fair treatment for all.

The procedure involves a number of stages of progression. However, a serious offence may determine the stage at which the procedure may be implemented. Certain offences which would be regarded as gross misconduct may lead to immediate suspension prior to investigation and any possible further action. These offences include the following:

- Theft
- Physical Assault
- Deliberate Damage to College Property
- Incapacity due to the influence of alcohol or drugs

- Anti Social Behaviour
- Gross insubordination

The college has a range of different sanctions and punishments that are used if rules are broken. Sanctions and punishments are intended to be appropriate to the seriousness of each offence. A verbal warning will follow minor infringements of rules. Repeat offences may require a written warning with a copy placed in the student's file and may result in the student's parents and agent being informed. This will be administered by the Student Services Administrator.

Persistent absence, lateness and late return to college may result in extra work, or an academic contract being issued. Parents or agents will be informed at the discretion of the Student Services Administrator or Dean.

More serious offences or infringements will be recorded on the student's file and parents and agents informed. Damage to property and loss of property may result in a financial recompense and incur other sanctions. The parents or agent will be informed. These incidents will be dealt with by the SS Administrator on all occasions.

Abuse towards other students or members of staff, whether written, verbal or physical, is likely to result in a letter warning of exclusion for future misbehaviour as well as other immediate sanctions as outlined above, or a letter of exclusion. This will be reviewed, investigated and dealt with by the SS Administrator in consultation with the dean. A repeat of such behaviour will invariably lead to permanent exclusion from the college and this will be dealt with by the dean.

Any use of alcohol by students under 18 years of age and the abuse of alcohol by students over 18 years of age are also likely to result in a warning of future exclusion if the offence is repeated. Other immediate appropriate sanctions may be imposed. In all cases this will be dealt with by the dean.

The college reserves the right to permanently exclude a student whose actions are threatening the well-being and safety of other members of the college community.

The college undertakes to keep parents and agents fully informed if their child is involved in anything other than a minor offence. Any mitigating circumstances will be considered, and the college's decision will be fully explained to the student (and parents and/or agent. When the college takes a decision on discipline, after due consideration and discussion, the college will adhere to that decision.

The college reserves the right to take into consideration incidents occurring outside the college, which may have a direct effect on conduct within the college and also where the incident may have an adverse affect on the good name of the college.

Summary of Stages of Progression with outcome of actions:

| Stage | Type | Form | Staff | Appealto |
|--------------|-----------------------|---|-----------------------------|-----------------|
| 1 | Verbal Warning | Verbal warning | Lecturing Staff/Other staff | SS Admin |
| 2 | 1st Written Warning | Formal 1st Warning Letter/Student Contact | SS Admin | Dean |
| 3 | 2nd and Final Warning | Formal Final Warning Letter | SS Admin | Dean |
| 4 | Suspension | Formal Letter of Suspension | Dean | Dean |
| 5 | Termination | Formal Letter of Termination | Dean | Dean |

NOTE: All written warnings will be issued following a meeting between the student and the indicated member of senior member of staff where the incident will be fully investigated and an agreed course of action decided upon.

