

STUDENT DISCIPLINARY

Policy Statement

ILS English has a disciplinary procedure for students and this provides a framework for students to be disciplined for breaches of the School rules.

Part A

Where students fail to meet their obligations on their programme of study, then action will be taken by the Director of Studies or Director.

The following are examples of unacceptable behaviour within the programme of study:

- Persistent lateness or unexplained absence from lessons and tutorials
- Persistent failure to hand in written work
- Disruptive behaviour in class
- Disobeying safety instructions
- Disobeying reasonable requests from staff

Any of these will result in:

Stage 1: A verbal warning from our Director of Studies / Director
If there is no improvement

Stage 2: A written warning from the Director
If there is no improvement

Stage 3: A formal review by the Senior Management Team which may lead to either:

1. A recommendation for a change in, or withdrawal from the programme
2. Formal disciplinary action

If you are having difficulties with any aspect of your course for personal reasons, then your Personal Tutor or a member of the ILS English team are all there to support you.

Part B

Where students are involved in criminal activities or are suspected of having broken the law, the police may be involved. For international students the consequences of illegal activity can be very serious and they may be deported back to their home country.

The following are examples of gross misconduct which could mean you being involved in disciplinary procedures which could result in permanent exclusion from the school and / or criminal proceedings.

- Physical violence against another person
- Deliberate damage to School properties
- Theft
- Personal harassment (e.g. racial, sexual)
- Drug or alcohol abuse
- Threatening behaviour

If you find yourself involved in a disciplinary procedure, you are strongly advised to arrange for someone who can support you to attend any disciplinary hearing you may be invited to attend.

All allegations will be investigated before any disciplinary action is taken. You will be told clearly what is being alleged. You will have the opportunity to answer any allegations.

DISCIPLINARY ACTION - STUDENTS

Stage 1: If you behave irresponsibly you will receive a verbal warning from the Director of Studies.

Stage 2: If you re-offend or commit a serious offence then you will receive a written warning from the Director of Studies. You may also be given a short-term suspension at the discretion of the Director.

Stage 3: If you offend yet again or commit a very serious offence, after investigation the Director may recommend your suspension or exclusion from the School.

ALTERNATIVE PROCEDURE IN CASE OF SERIOUS MISCONDUCT

Students are not automatically entitled to two warnings. If the offence is deemed serious then action to suspension or exclusion may be taken immediately.

In cases of serious misconduct a member of the Management team or a delegated representative may tell a student pending further enquiries to leave the premises

immediately. The student must be told when to return to School, to whom and where they should report. This will be confirmed by letter (a copy sent to parents, guardians in the case of students under the age of 18).

The member of the Management team involved must report this action to the Director who will make arrangements for an investigation to take place.

Statements will be taken from witnesses as soon as possible after the incident.