

International School of Creative Arts

Student Conduct and Disciplinary Policy

September 2016

Control Page

Document Title	Student Conduct and Disciplinary Policy
Document Reference	ISCA 15
Version	1.0
Author	Jane Slade
Location	Policy File, Head of School's Office
Network Path	Management\ISCA Controlled Documents
Controller	Jane Slade
Sensitivity	General Issue
Date of Document	March 2016
Approved	Senior Management Team
Date Approved	March 2016
History:	
	V1.0 March 2016 First release as a controlled document

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ISCA Student Conduct and Disciplinary Policy

Introduction and Scope

The Student Conduct and Disciplinary Policy is the format through which the School addresses infringement of the Student Code of Conduct, student policies and poor academic progress.

- The intended outcome is that a student will improve her/his conduct so that s/he will remain on their study programme and complete it successfully.
- Fair and consistent treatment of all students is the basic principle of student conduct processes.
- This procedure applies to all students of the School.

Policy

The school will support the student's development whilst they are enrolled on any of the School's programmes. The School will take action to ensure students comply with the Student Code of Conduct and policies to make both academic progress and remain fit and well whilst attending the School.

Any targets set during stages of the Conduct and Disciplinary Policy procedure will be SMART (specific, measurable, achievable, realistic and time-constrained) and aim to help the student to make improvement. Students will be encouraged to set their own targets and monitor their own progress supported by key members of the School team. As far as is feasibly possible the process aims to help develop the student's self-esteem.

Where a formal stage is about to be started near the end of a term or half term, the resulting meeting may have to take place at the beginning of the next term or half term (if one is planned).

If an incident is deemed serious enough, the procedure may miss one or more stages and be escalated to the final stage. The level of the student conduct meeting will be determined by the Head of School. The decision may be made in consultation with the Executive Director of the School.

If the student does not meet the targets set, the procedure will progress to the next stage. Cause for concern, targets and formal warnings will all be linked to the student's individual record on the Student Welfare Hub.

Student Conduct and Disciplinary Stages

When deciding at which stage to deal with the matter, the member of staff should consider the possible outcomes of the meeting. He or she should convene a meeting at a stage which allows for the highest level of warning that may result from the meeting. The stage at which the meeting is held does not pre-judge the outcomes of the meeting.

Informal Stage 1 - Discussion

A subject tutor, member of boarding staff or academic manager may issue a verbal warning to a student whose behaviour is cause for concern. This can include:

- Attendance
- Punctuality
- Minor infringement of the code of conduct

The verbal warning should link the behaviour to the breach of the Student Code of Conduct. No documentation has to be raised however the student should sign a declaration form which states that they have been issued with the verbal warning. A copy of this will be given to the student and the original scanned and linked to the Student Welfare Hub. Improvement targets should be set and noted on the declaration. i.e. percentage increase in attendance and/or punctuality or an improvement in a specific aspect of their conduct.

Informal Stage 2 - Discussion

This take place when the student fails to improve in line with the expectations/targets set in Stage 1 or where the behaviour is sufficiently serious enough to warrant immediate intervention/action, for example:

- Repeated poor behaviour in class or during out of class hours on site.
- Use of abusive/foul language in class and on site, including the boarding accommodation.
- Disrespectful behaviour towards staff or other students.
- Off-site without permission.

The warning can be issued by an Academic Manager or Head of School. The issues must be clearly explained to the student, and how they link to the Code of Conduct. A Cause for Concern or Incident Report should be written up by the tutor or member of staff witnessing the issue/concern. Where a student is at this stage as a consequence of a failure to improve following a Stage 1 Student Conduct discussion the records of the previous stage should be available and referred to in the discussion. Tutorial records demonstrating academic progress, attendance and punctuality may be used to inform the discussion.

The student should be made aware that a letter reporting the concern will be sent to their parents and/or guardian. This letter should be signed by the Head of School.

Formal records of the discussion should be signed by the student, and all documents relating the concern/issue should be scanned and uploaded to the Student Welfare Hub.

Formal Stage One - Formal Meeting

A student is likely to be asked to attend this formal meeting if they have not improved their patterns of behaviour as set out in the previous stage. The Head of School can invoke this stage if the seriousness of the behaviour/event warrants it, but is not considered gross misconduct – it lies somewhere between ‘unacceptable behaviour’ and gross misconduct. A student’s tutor or member of staff witnessing the incident/behaviour must submit a report on performance and conduct and academic progress to the Head of School before the meeting.

A minimum of three School days’ notice, this includes weekends as the School is a boarding institution, in writing to the student requiring him/her to attend the meeting. The student is

entitled to be accompanied by a friend, student representative or member of family, but not a legal advocate or any other professional advisor.

The meeting will be chaired by an Academic Manager. A member of staff who can comment on the events/incident will also be present. As a result of the meeting a formal warning may be issued in writing, this warning should include targets for improvement and/or sanctions. Before issuing the warning the Head of School may meet informally with the student to emphasise the seriousness of the concern and to reinforce the need to make improvement.

The student should be made aware that a letter reporting the concern will be emailed/posted to their parent and/or guardian. This letter should be signed by the Head of School.

Formal records of the discussion should be signed by the student, and all documents relating the concern/issue should be scanned and uploaded to the Student Welfare Hub.

Formal Stage Two – Formal Meeting

This step is considered the final stage in the disciplinary process. The meeting should be instigated as a result of the student failing to improve despite repeated efforts to change his/her behaviour or has committed an act of gross misconduct.

The meeting will be chaired by the Head of School. An Academic Manager should ensure the student has an appropriate level of support in the meeting. A member of staff who can comment on the events/incident will also be present. The member of staff should provide the Chair with all documentary evidence leading up to this stage, e.g. student file, witness statements of incidents, copies of relevant letters. In addition the Chair should be provided with any background information, academic progress reports.

The student will be provided with the outcomes of the meeting, in writing by the Chair. The Student Code of Conduct and Disciplinary Procedure does not constitute a hearing or a legal proceeding, therefore this is no burden of proof-beyond-doubt on the member of staff instigating the Student Conduct meeting or discussion. However evidence should be provided to corroborate any accusations made against the student.

Guidance for those instigating discussion or chairing meetings

- The Student Code of Conduct and Disciplinary Procedure does not always progress from one stage to another. The seriousness of the incident dictates the stage at which the procedure is started. This decision is made by the Head of School, and where necessary in consultation with the Executive Director
- The student and the members of staff in the meeting will be asked to propose and agree targets and outcomes by the senior member of staff chairing the meeting.
- The senior member of staff will issue any warning in writing within the timescale identified in this policy.
- If deemed necessary the Chair will postpone the meeting to allow further investigation to take place.

- The School will implement the procedure for unrelated academic and non-academic circumstance. In addition the School will implement the procedure if the event/concern occurs on any courses, trips or residentials connected to or run by the School.
- Where the student has achieved set targets in a student concern meeting this should be recorded as part of the student's records.
- If the student subsequently behaves in a way that warrants the same stage meeting a member of staff can deal with the behaviour at the same stage of the Student Conduct Procedure.
- If the member of staff considers that the student is repeating the behaviour that led to the original warning the member of staff may instigate the stage next in the process

Definitions of Unacceptable Behaviour and Gross Misconduct

Unacceptable Behaviour

Examples of unacceptable behaviour which break this Code of Conduct include (this list is not exhaustive):

- poor timekeeping
- unreasonable conduct in class, in School or the boarding accommodation
- persistent talking and interruptions
- failure to complete and submit work to deadline on a regular basis
- breach of attendance and registration guidelines
- failure to follow reasonable instructions of staff both teaching and boarding staff
- persistent bad language
- inappropriate use of the computers or any other technological device
- persistent littering
- refusal to show ID card when requested by any member of staff
- persistent use of a mobile phone in class when requested not to use it
- eating and/or drinking in classrooms (other than bottled water)
- smoking outside, including e-cigarettes, anywhere other than in the designated area
- continual untidiness or unhygienic conditions in individual student bedrooms
- disruption to student's privacy or rest in the boarding facilities
- inappropriate attire in communal areas of the school or studios

Gross Misconduct

This is behaviour so serious that it may constitute a threat to the safety of other people, be illegal or dishonest.

Examples include (this list is not exhaustive):

- bringing the School into disrepute
- any form of bullying or discrimination
- any form of physical, emotional or verbal threat
- abusive, offensive, aggressive language or behaviour
- any illegal activity whether carried out on School premises or not
- acts of violence
- threatening behaviour, carrying of offensive weapons
- actions that break the School Health and Safety Policy
- smoking inside the School accommodation
- removal of fire alarms in boarding facility

- ironing in student rooms
- drug, solvent or alcohol possession or abuse
- the unacceptable disruption to the learning of others
- the unacceptable disruption to student's privacy or rest in the boarding facilities
- plagiarism
- lewd or indecent language and behaviour
- cohabitation
- inappropriate use of IT including cyber bullying
- the unacceptable use of mobile devices to record images / voice of anyone without their knowledge or permission
- wilful damage to property

In certain circumstances, a student may be asked to stay in their room or stay off-site at the discretion of the Head of School. This is not a formal suspension but a short term step to allow consideration of whether further action is appropriate or not.

Support

Questions concerning acceptable behaviour and conduct will be explored and reinforced for boarding and day students via their form tutor and one to one meetings with other members of the team, boarding and/or management team. Students will also be informed of the support they can receive from School staff and external agencies.

If a student has any concerns, s/he should discuss them with the Welfare Team.

Further Information

Each full time student will be given access to an online student handbook at the start of their course. This contains:

- the Code of Conduct
- guidance on attendance
- guidance on bullying and harassment
- information about how to complain
- information about equal opportunities
- information about support for students
- information about our ICT Code of Conduct

Temporary and Permanent Exclusion

Suspension

Where the situation is deemed serious the student will be asked to leave the campus while an investigation takes place, and until a formal stage 1 or 2 conduct meeting can be arranged. The School will write to the student, their parents and/or guardian advising them of the suspension 24 hours before it is due to commence advising of the reasons for the action.

In the intervening period the student will be asked to remain in their room during class hours. They will be asked not to communicate with their peers either face to face nor via social media or the Internet. This is to protect the student and prevent further allegations being made. It is deemed a 'cooling off' period. During the period of suspension the student will be banned from the premises including the boarding facilities.

Suspension can be applied where the following occurs:

- The student presents a risk to him or herself, other students, members of staff across the campus.
- The student is subject to a police investigation.
- The students is subject to an investigation under the School's Anti-Bullying Policy.
- The student is deemed capable of disrupting other learners both in and out of the class.

Before suspension takes place:

A senior manager must assess the level of risk the student poses to both themselves and others

'Cooling off'

The Head of School can remove the student from classes and main communal boarding facilities for a temporary 'cooling off' period. The student will be asked to remain in their room during class hours. They will be asked not to communicate with their peers either face to face nor via social media or the Internet. This is to protect the student and prevent further incidents or allegations being made.

Permanent Exclusion

Permanent exclusion procedures are followed after a suspension is in place and further investigations are necessary following an accusation of gross misconduct. All staff refer to the ISCA exclusion policy for guidance.

Appeals

At all times through the process a student should be informed that it is possible to appeal against any decision and the actions s/he needs to take to do so.

- Informal stages one and two - in writing to Head of School with the basis of the appeal within 7 days of the warning.
- Formal stage one and two – in writing to the Head of School
- Exclusion - Please refer to the ISCA Exclusion Policy

In each instance, the documentation of the case will be reviewed, and if it is considered there is a reason for reviewing the outcomes of a student conduct discussion or meeting a review meeting will be called, to be held within twelve working days of receipt of the appeal. If the responsible manager considers that there is insufficient evidence for an appeal to be heard, the appeal will be rejected and the student informed within twelve working days of the appeal. The appeal will be carried out by the Head of School and include the Board of Directors in cases of serious or gross misconduct.

Gross misconduct or unacceptable behaviour can trigger sanctions in addition to a Level 2 formal meeting. These can be fines, services to the ISCA community or grounding depending on the circumstances.

Sanctions for Gross Misconduct or Unacceptable Behaviour

Smoking:

Evidence of cigarette ends, smell of smoke, ash, in the bedroom, bathroom or on the windowsill:

Occurrence

1st	2nd	3rd	4th
£50	£100	£150	Exclusion

If evidence of smoking is found on campus in areas other than the designated smoking area a rota will be created and all smokers will take a turn cleaning up the School grounds.

Use/consumption of alcohol and/or illegal substances:

Evidence of use of illegal substances, this includes unexplained bottles of alcohol, drug paraphernalia, smell of cannabis or other drugs:

Occurrence

1st	2nd	3rd	4th
£50	£100	£150	Exclusion

Cohabitation:

The School accepts that some students form relationships while at the School, however cohabitation between couples is not permitted. Where evidence of cohabitation is found the following sanctions will apply:

Occurrence

1st	£50 per student
2nd	£100 per student
3rd	£150 per student
4th	£200 per student
5th	Exclusion

Please note the same sanctions apply to sleep overs and students found in another's room after curfew.

Off-site without permission:

1st	Grounded for a weekend
2nd	Grounded for a weekend
3rd	Grounded for a weekend and a fine of £100
4th	Grounded for two weekends and a fine of £200
5th	Grounded for a month and a fine of £300
6th	Exclusion

Failure to register and attend lessons without authorised absence:

Persistent failure to register or attend lesson will result in the disciplinary process being implemented.