

# De La Salle College



## Disciplinary Policy (Students)

|                                  |                          |
|----------------------------------|--------------------------|
| Compiled by: The Head of College | Date: July 2015          |
| Policy Holder: J. Turner         | Revision date: July 2018 |

# DISCIPLINARY POLICY

1. Purpose of the Procedure - The aim of De La Salle College is to encourage improvement in individual conduct. This procedure sets out the action which will be taken when disciplinary rules are broken and/or Stage 12 of the Behavior Policy has been reached.

## 2. Principles

- a) The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues;
- b) No disciplinary action will be taken until the matter has been fully investigated;
- c) At every stage students will have the opportunity to state their case and their parents/guardians will be informed and may choose to discuss this with the appropriate person.
- d) Unless the matter is deemed to be an act of gross misconduct (in such a case student is normally excluded without notice), it is unlikely that a student will be permanently excluded at the first stage of the process.
- e) Students have the right to appeal against any disciplinary response as detailed below.

This procedure may be implemented at any stage as appropriate for the alleged misconduct.

## 3. The Procedure

### Stage 1 - first warning

If conduct falls short of the expected standards and the lapse in conduct requires a stage 12 response of the Behaviour policy, then a student will be asked to attend a meeting with the Assistant Headmaster (Pastoral)/ Deputy Headteacher (Primary) and advised that it may result in a formal verbal warning. If it is determined that the student is at fault he will be:

- Told the reason for the warning;
- Advised that this is the first stage of the disciplinary procedure
- Told how long the warning will remain on file (usually 6 months)
- Told the consequences of further lapses of conduct or performance
- Given the right of appeal to the Assistant Headmaster (Safeguarding) or Primary Headmaster.

The Assistant Headmaster (Pastoral)/Deputy Headteacher (Primary) will make a brief note of the meeting and place it on file. It will be destroyed - subject to satisfactory conduct - once it has expired. Parents will be informed that the student is now at this stage of the disciplinary procedure and will be offered a meeting with the Assistant Headmaster (Pastoral)/ Deputy Headteacher (Primary).

## Stage 2 - written warning.

If there has been a further lapse in conduct requiring a stage 12 response of the Behaviour policy, it may be necessary to move to the next stage of the procedure. The student will be asked to attend a meeting with his parents/guardian and advised that it may result in a written warning. If it is found the student is at fault he will be:

- Told the reason for the warning, which will be sent to him in writing;
- Advised that this is the second stage of the disciplinary procedure;
- Told how long the written warning will remain on file (usually 12 months);
- Told the consequences of further lapses of conduct (possible expulsion);
- Given the right of appeal to the Head of College.

The Assistant Headmaster(Safeguarding)/ Primary Headmaster will make a brief note of the meeting and the warning and place it on file. It will be destroyed - subject to satisfactory conduct/performance - once it has expired.

## Stage 3 - Permanent Exclusion or Action Short of Permanent Exclusion.

If there has been a further lapse in conduct requiring a stage 12 response of the Behavior policy, (and if previous warnings have not expired) or an incident of serious misconduct occurs, a student may be permanently excluded or a period of extended suspension may be enforced (5 days suspended from the College site).

The student with his parents/guardian will be asked to attend a meeting and advised they may be permanently excluded. If it is determined that the student is at fault he will be:

- Told the reason for the permanent exclusion (or other disciplinary action such as a period of suspension) which will be sent to him in writing;
- Advised that this is the final stage of the disciplinary procedure
- Told, if excluded, the amount of notice to be given and the last date at which he will be able to attend the College;
- Given the right of appeal to the Disciplinary sub-committee of the Board of Governors.

The Head of College will make notes of the meeting, the outcome and the reasons for the decision and place it on file.

## 4. Gross Misconduct

If, following an investigation, it is decided that the student has committed an offence similar in nature to the following non exhaustive list then the normal consequence will be summary permanent exclusion. While the alleged gross misconduct is being investigated, the student may be suspended, during which time school work & support will be supplied, and such suspension will be for as short a period as possible. Examples of acts of gross misconduct are:

- Theft
- Being under the influence of alcohol or illegal drugs at school
- Bringing alcohol or illegal drugs into school
- Violence, abuse or threatening behaviour
- Sexual or Racial harassment
- Gross insubordination
- Falsification of documents/records
- Gross intentional damage to property (College's or other student's)

When the investigation is complete the student with his parents/guardian will be asked to attend a meeting and advised that the student may be permanently excluded. If it is determined that the student is at fault he will be told:

- The sanction imposed and the reason for the sanction which should be sent to him in writing;
- Told, if the sanction is permanent exclusion, that no notice will be given.
- Given the right of appeal to the Disciplinary sub-committee of the Board of Governors.

The Head of College will make notes of the meeting, the outcome and the reasons for the decision and place it on file.

## 6. Appeals

A student or his parents/guardian who wishes to appeal against any disciplinary decision must do so to the Head of College within 5 working days. The student or his parents/guardian must clearly state the reasons for their appeal. The College will then hear the appeal at the earliest opportunity and decide the case as impartially as possible, confirming the outcome in writing. The appeal will be heard by a person other than the person who made the disciplinary decision.