



## WC28 - Students' Disciplinary Policy

College Policy	
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## Introduction

Westerfield College is committed to providing a safe, inclusive, and supportive learning environment that promotes academic excellence, personal growth, and social responsibility. As a community of learners, we expect all students to uphold the values of respect, integrity, and responsibility.

## Purpose

The purpose of this Student Disciplinary Policy is to:

1. Establish clear expectations for student behavior and conduct.
2. Promote a culture of respect, inclusivity, and responsibility.
3. Ensure that students understand the consequences of misconduct and the process for addressing incidents.
4. Provide a fair and transparent process for investigating and resolving disciplinary incidents.

## Scope

This policy applies to all students enrolled at Westerfield College.

## Content

Definitions of key terms:

- Misconduct: This refers to behaviour that is unacceptable, unethical, unprofessional, or unlawful.
- Disciplinary action: This refers to any action taken by the institution in response to misconduct, including warnings, fines, suspension, or expulsion.

## Procedure

### Student Disciplinary Action-The *Level* warning system

The *Level* warnings are issued for persistent disruptions to the learning process. Some examples may include, but are not limited to:

- Poor attendance.
- Poor punctuality.
- Failure to complete tasks
- Failure to follow any of the school's code of conduct
- Repeated low-level disruption.
- Plagiarism and cheating

## Level Warnings (1-5)

These warnings are supportive, not punitive; they are to get students back on track. At every level of warning, students are expected to improve between 1-2 weeks. If the conduct does not improve by the deadline, it escalates to the next level. The person issuing the level does the review and decides whether it should be removed, extended (this can only happen once), or escalated to the next level.

- Level 1: Cause for concern
- Level 2: Warning
- Level 3: Second warning
- Level 4: Final warning
- Level 5: Permanent exclusion

## Student Disciplinary Action-Formal Written Warnings

Formal Written Warnings are issued for one off or isolated incidents for any college related activity

### Isolated incident(s)-Formal Written Warning

These will usually be issued for one off isolated incidents. Examples of reasons why a Formal Written Warning may be issued include, but are not limited to:

- Any serious breach of the Student Code of Conduct;
- Aggressive, intimidating, and inappropriate behaviour when at college or any college event;
- Making offensive comments or threats in person or online, including those involving any form of discrimination or offensive language;
- Using social media in a way that could be seen to be harmful or promote bullying any other member of the College;
  - Making any inappropriate comments to, or having any inappropriate contact with, staff either in person or online;
- Recording and publishing pictures, video, and audio of students or staff without their express permission;
- Plagiarism or cheating;
- Failure to meet a major deadline without valid explanation or application for an extension;
- Acting in a manner in person or when using Social Media that would bring the College's name into disrepute

### Formal Final Warning

- If a student has already been issued with a 'written warning' and there are further one off incidents of misconduct (related or non-related to the formal written warning) they will be issued with a Formal Final Warning. If the conditions for the final warning are not met for the

remainder of their programme of study at Westerfield College, they will be withdrawn from college.

## **Student Disciplinary-Exclusions**

Exclusions are issued for serious or gross misconduct.

### **Other-Fixed Term Exclusion**

There may be circumstances where a student is excluded, for a fixed term from WESTERFIELD COLLEGE. Behaviour likely to lead to fixed-term exclusion may include but is not limited to:

- Threatening or aggressive behavior;
- Rudeness to staff including the use of foul and offensive language;
- Violence;
- Bullying;
- Vandalism;
- Racism;
- Deliberate disobedience;
- Possession of/being under the influence of a controlled substance and/or alcohol;
- Major disruption to the learning process;
- Alleged sexual misconduct or sexual violence at college;
- Behaviour deemed to undermine the good order of the college;
- Serious breaches of Health & Safety or Safeguarding protocols.

Following fixed term exclusion, parents/guardians will be expected to attend a formal meeting either in person or virtually during which the incident will be discussed as well as the terms for readmission into Westerfield College if appropriate.

### **Other-Permanent Exclusion**

The principal may decide that permanent exclusion is necessary because:

- All other steps to encourage the student to obey the college code of conduct on Level warnings have failed (a student has reached Level 5)
- Allowing the student to remain in college would be seriously detrimental to the education, safety or welfare of others in the college;
- A student has failed to meet the terms of their conditional offer;
- Persistent and defiant behavior. This also includes but is not limited to homophobic, sexist or racist bullying;
- Serious aggression, actual or threatened violence against a student or member of staff;
- Sexual misconduct or violence;
- Possession or supply of a controlled substance in college;

- Carrying an offensive weapon in college.

## Policy Review

This policy will be reviewed every two years by the Academic Board unless there are changes that necessitate an earlier review.

## Version History

No	Revised on	Version	Changes	Approved by	Date of Approval	Revised by
2	30 November, 2024	2				