



Student Positive Behaviour and Discipline Procedures

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History of Changes

Version	Description of Change	Authorised by	Date
1.1	Addition of History of Change log and update to 2.4 and 2.5 to include (viii)	J Stalker	30-3-17
1.2	Addition of direction towards letter templates in Guidance document	J Stalker	14-3-18
1.3	Amendment to extend no of days to conduct disciplinary investigation and disciplinary meeting to accommodate non-routine situations for distance/part time students	J Stalker	11-07-18
1.4	Amendment to 1/1.1 to clarify scope of the procedure and include table of examples. Amendment to 2.5 to clarify where students are given information on the procedure.	J Stalker	12-10-18

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1 Introduction

West Lothian College promotes positive behaviours and respectful attitudes between staff and students to add value to the learning experience and to the benefit of all students.

To maximise the educational and development opportunities of all students and in response to student feedback, the College has produced the following procedure to ensure that staff and students can raise concerns about behaviours and attitudes that are not appropriate and have the matter dealt with in a positive and speedy manner.

Scope and Purpose of the Procedure

This procedure covers all enrolled students.

The procedure lays out the process that may be applied by college staff where a student does not exhibit positive behaviours. The procedure also details the type of action that may be taken to address different degrees of poor behaviour.

In the first instance, staff and students will endeavour to resolve concerns raised about poor behaviours and/or attitudes at an informal level. If the matter is not resolved informally, staff will implement this procedure on a formal basis and students involved will be made aware of the potential consequences of continued poor behaviours and/or attitudes.

The procedure will be subject to review in 2020. The review will be undertaken in consultation with the Student Association and student ambassadors to ensure the procedure continues to meet the needs of the student body.

This procedure is supported by guidance notes to assist implementation. These are located in the College Document Control System under Quality Policies and Procedures and are available to students through the Student Association website section on Policies and Procedures or on request.

The undernoted table outlines the possible behaviours that would be deemed to be a Breach of Positive Behaviour and the degree of that breach. It should be noted that the degree of breach can vary from minor to major and that the possible actions taken will vary accordingly. For example, a student who wilfully damages college property in a minor way may be given a written warning on the first occasion but may ultimately be expelled from college if the behaviour persists. Equally, a student who seriously damages college property may be expelled from college even though it is the first time the student has committed such a breach.

The table also outlines the potential actions that college staff may take to address the breach and the possible consequences that the breach may have on the student and their ability to remain on course and attain their qualification:

Nature of Breach in Positive Behaviour	Degree of Breach	Potential Actions to be taken/consequences to the student
Poor timekeeping	Minor	Verbal warning Written warning Non-attainment of the qualification
Poor attendance	Major	Written warning Loss of student funding Non-attainment of the qualification
Poor classroom/college behaviour that causes disruption or upset to other students	Major	Written warning Expulsion Loss of student funding
Verbal and/or physical abuse of other students and/or college staff	Gross	Suspension Expulsion Loss of student funding
Plagiarism	Major	Written warning Withdrawal of the qualification
Misuse of social networks to abuse or harass other students and/or the College	Gross	Suspension Expulsion Loss of student funding
Use of Drugs and/or alcohol while on campus	Gross	Suspension Expulsion Loss of student funding
Wilful damage to college property	Major	Written warning Expulsion Loss of student funding

1.1 Suspension – Action prior to invoking the disciplinary procedure

The College reserves the right to suspend an individual where the degree of the alleged offence/breach of discipline is deemed to be of a serious nature and to the extent that an appropriate level of investigation requires to be undertaken before deciding whether or not to invoke the disciplinary procedure. If appropriate, a student's school/employer/sponsor will be notified.

2 Discipline Procedure

- 2.1. The procedure encourages staff and students to address poor behaviour/attitudes informally and before invoking the formal disciplinary procedure.
- 2.2. The procedure is designed to ensure that a fair and consistent approach is adopted when disciplinary action is to be taken against a student.

- 2.3. The procedure is designed to cover situations which may require formal disciplinary action.
- 2.4. In the case of school pupils attending the College, it is important to involve the relevant Centre Manager, Schools and Community Planning Officer and advise the appropriate Schools Liaison contact. This includes involvement at the “suspension” stage.
- 2.5. A student has the right of appeal at each stage of the disciplinary procedure but may not attempt to circumvent the disciplinary procedure by lodging a written complaint.

Complaints received while a student is part of a disciplinary action will not be accepted as valid.

- 2.6. A student would be deemed to be in breach of College discipline where they have breached their Learning Agreement with the College. This may include:-
 - (i) Inappropriate conduct, such as poor timekeeping and lack of attendance resulting in poor progress
 - (ii) The student obstructs or frustrates the ability of others to achieve their legitimate learning or recreational objectives
 - (iii) A student’s behaviour or conduct within the confines of the College is unacceptable or of a disruptive nature, including verbal or physical abuse
 - (iv) The student causes wilful damage to College property or neglects to adhere to the regulation in respect of which he/she may acquire a loan of College property
 - (v) The student is guilty of such behaviour as would bring the reputation of the College into disrepute, including verbal and physical abuse and inappropriate use of social networks
 - (vi) The student is guilty of abuse or harassment of another individual through inappropriate use of social networks
 - (vii) The student has been involved in academic misconduct
 - (viii) The student is guilty of such behaviour as would bring the reputation of the College into disrepute, including verbal and physical abuse and abuse of alcohol while taking part in international mobility opportunities
- 2.5 The acceptance of College rules is a pre-requisite for registration in the College and each student will have received notice of the existence of such rules during student induction. The procedure is available to students through the Student Association website.
- 2.6 The student shall have the nature of the complaint fully explained to him/her and shall be given an adequate opportunity to prepare and present his/her case prior to any disciplinary action being taken. An investigation of a contested allegation will be undertaken.

- 2.7 The student shall be entitled to be accompanied at any disciplinary hearing by a student representative or any person of his/her choice. The student's employer/sponsor or school shall be invited to the meeting. Notwithstanding the provisions of this paragraph, no legal representation shall be permitted.
- 2.8 The student shall be notified in writing as to the findings of the hearing and what action, if any, is to be taken against him/her. A copy of this letter will also be sent to the student's employer/sponsor/school. The student will be advised of the right of appeal, if appropriate.
- 2.9 Where action is to be taken, the seriousness of the offence will determine this. Actions may include:
- (i) a verbal warning
 - (ii) a written warning
 - (iii) reduction of marks or zero marks
 - (iv) withdrawal of unit
 - (v) a final written warning
 - (vi) expulsion (which can only be exercised by the Principal, the appropriate Vice Principal or in exceptional circumstances by a person so designated by the Principal).

3 Appeals Procedure

An individual or student group will have the right of appeal at any stage of the disciplinary procedure. No member of staff who has been involved in an earlier stage of the disciplinary procedure will be present to hear an appeal but will be able to give evidence, if required, or to put the case for the College.

If the appeal is against expulsion, this will be to the Principal.

There is no further right of appeal.

4 Documentation

Read in conjunction with

Guidance notes Student Positive Behaviour and Disciplinary Procedure containing:

- **MODEL LETTER 1:**
Notification of Suspension
- **MODEL LETTER 2:**
No further action following suspension or disciplinary meeting
- **MODEL LETTER 3:**

To call a disciplinary meeting

- MODEL LETTER 4:
Confirmation of Written/Final Written Warning following Disciplinary Meeting
- MODEL LETTER 5:
Stage 4 - Notification of Expulsion

The Academic Malpractice Policy and Procedure V1.3

Procedural Timetable

The following table identifies actions and disciplinary stages which are progressive in nature. However, it should be noted that disciplinary action does not have to progress through each stage, but is subject to the seriousness of breach of conduct. Should any stage take longer than the prescribed time, then all parties concerned should be informed of the delay with a new date for action/meeting. Number of days in brackets may be applied where the disciplinary involves a distance learning student who is not located on campus.

Action	By Whom	To be completed within X College days where X =	Model Letter	Student's Right of Appeal submitted in writing within Y College days following receipt of warning where Y =	Appeal heard by
Suspension	Centre Manager		1		
Investigation Procedure following suspension	Centre Manager	5 (10)			
Disciplinary meeting, following suspension and investigation, if applicable	Centre Manager	3 (6)	2 or 3		1 ELT member + 1 manager
Stage 1 - Verbal Warning	Lecturer	3	n/a	3	Centre Manager
Stage 2 - Written Warning	Depute/Centre Manager	5	4 or 5	5	Alternative Centre Manager or other designated College Manager
Stage 3 - Final Warning	Centre Manager	5	4 or 5	10	Senior Team
Stage 4 - Expulsion	Appropriate Vice Principal	5	n/a	10	Principal