



Student Disciplinary Procedure

Introduction

Carrick Institute of Education actively promotes an environment in which students develop a positive and responsible attitude to the work environment, customers and colleagues. As part of this the Institute supports a system of informed consequence for actions.

A disciplinary procedure exists for the proper management of disciplinary issues.

The procedure is designed to ensure fairness and objectivity and its primary purpose is not intended as a form of punishment but as a means of providing students with the opportunity to correct or modify their behaviour through fair and objective means.

Procedure

In the case when student behaviour conflicts with SMP 2 Student Code of Conduct disciplinary action will need to be taken and the following will apply in a private and confidential manner.

- 1.0 In the first instance the Vocational Staff/English Language Staff issues the student with an official warning about their behaviour by filling out the SMF 10 Diary Note Form, one copy of this warning goes to the student and another copy must be filed in the student's file.
- 2.0 In the second instance of unacceptable behaviour the teacher is to arrange a meeting with the (Associate) Head of VET/Head of English Language.
 - 2.1. The details of all disciplinary interviews and warnings will be recorded using the Diary Note and a copy filed in the student's file. (Associate) Head of VET/Head of English Language must inform the student of the possible ramifications.
 - 2.2. A note should be placed on the Student Management System (Wise.NET) to identify that a disciplinary interview has taken place and that details are located on the student's file.
- 3.0 Persistent disciplinary problems are to be dealt with by the (Associate) Head of VET/ Head of English Language in liaison with the Teacher and Student Services Manager. In the third instance the (Associate) Head of VET/ Head of English Language is to decide whether the student's behaviour constitutes the expulsion of their studies with Carrick Institute of Education.
 - 3.1. The details of all disciplinary interviews and warnings will be recorded using the Diary Note and a copy filed in the student's file.

- 3.2. A note should be placed on the Student Management System (Wise.NET) to identify that a disciplinary interview has taken place and that details are located on the student's file.
- 4.0 If the student is on an international student visa the institute must report to the Department of Education, Employment and Workplace Relations (DEEWR) any variation in the student's enrolment as outlined in SMP 35 Student Deferral, Suspension & Cancellation policy.
- 5.0 In cases of serious misconduct the (Associate) Head of VET/ Head of English Language will make an immediate decision on suspension or expulsion.

Related Policies

SMP 2 Student Code of Conduct
SMP 8 Student Access and Equity
SMP 9 Student Complaints and Appeals Procedure
SMP 13 Student Diary Notes
SMP 35 Student Deferral, Suspension & Cancellation

Related Form

SMF 10 Diary Note Form

Policy Locations

P Drive
Website
MyCarrick