

# **BCC STUDENT DISCIPLINE POLICY**

Accredited by the  
  
for the teaching  
of English in the UK



## **Bournemouth City College**

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## **SUMMARY:**

Bournemouth City College (BCC) strives to encourage a regular attendance policy to ensure that our students receive the most from their language courses, encourage students to attend classes on a regular basis and so that we comply with statutory requirements on attendance.

This document includes:

- 1) *BCC Student Discipline Policy***
- 2) *Teacher's response to Disruptive Behaviour***
- 3) *Director of Studies response to Disruptive Behaviour***
- 4) *Managing Director response to Disruptive Behaviour***
- 5) *Expulsion process***

BCC administration staff must follow the procedures and steps set out in this document to ensure that the consistency is followed by all members of BCC.

This policy is reviewed and amended due to business needs and requirements on regular basis.

<b>Policy created by:</b>	<b>Policy created:</b>	<b>Last Reviewed:</b>	<b>Last Reviewed:</b>	<b>Last Reviewed:</b>
Turcekova	July 2019	July 2020	July 2021	

## **BCC STUDENT DISCIPLINE POLICY**

The BCC Discipline Policy aims to provide general information to BCC staff with clear and detailed information on how to deal with student disruptive behaviour. BCC aims to provide and to create a safe, friendly and enjoyable environment for everyone. BCC believes all its staff and students should build a positive relationship based on respecting cultural differences.

BCC Student Discipline Policy aims to make sure students understand the consequences of misbehaviour and disruptive behaviour in the college premises.

***Student misbehaviour is when the student misbehaves in a classroom or in another BCC premises, which disrupts the educational process and badly affects other student's wellbeing. Such behaviour includes, but is not limited to, verbal or physical abuse or threats to other students or members of BCC staff.***

Every student is required to follow this policy and accompanying procedures.

## **TEACHER'S RESPONSE TO DISRUPTIVE BEHAVIOUR**

### **When disruptive behaviour occurs:**

- 1) The teacher will warn the student. The warning will consist of oral notification of bad student's behaviour and an explanation why his/her behaviour is disruptive and not acceptable. It must be clear that continuing with disruption will cause student removal from the classroom.
- 2) If student fails to comply with the teacher's warning, the teacher may require the student to immediately leave the classroom for the remainder of the class period.
- 3) If the student refuses to leave, the teacher may report the incident to Director of Studies to remove the student.

## **DIRECTOR OF STUDIES 'RESPONSE TO DISRUPTIVE BEHAVIOUR**

If the Director of Studies believes the disruptive behaviour poses an immediate threat to the safety of the teacher, the students or any other person, the Director of Studies may contact police to remove the student from the premises, regardless if a warning has been issued or not.

This action should be immediately reported to the Managing Director, by email, to review with respect to whether the student's behaviour poses an imminent threat to students, teachers or other persons and further discussion if the student should be removed from the college.

If the Director of Studies chooses to allow the student to return to the class and continue with the course, the process is resolved and does not require any further action.

## MANAGING DIRECTOR RESPONSE TO DISRUPTIVE BEHAVIOUR

In the case of any further discipline problems from the student, following a discussion with the Director of Studies, the Managing Director will:

- 1) Notify the student in writing, via e-mail or post, within 1 day of receiving the Director of studies notice that the matter has been submitted to the Managing Director for a decision on whether the student should be removed from the course and that she/he may not return to the class until the issue is resolved.

This written notification shall include a written description of the disruptive behaviour complained of and a copy of the Student Code of Conduct in the Classroom, which includes a procedure to correct the behaviour in the classroom and includes a description of the complaint process.

Each student will also be informed that if he/she wishes to respond to the complaint, he/she must submit a written statement to the Managing Director and meet with the Managing Director within three (3) working days from the day of written complaint.

- 2) Arrange a time to meet with student within three (3) working days after written notice to the student, review existing situation and allow student to comment and explain their behaviour
- 3) Decide on the appropriate outcome for disruptive student based on the student's circumstances
- 4) Send a notification of decision in writing, by email or post, with an explanation of the decision, within three (3) working days after meeting and receiving student's feedback. The decision may consist of:
  - ***Allowing the student to return to the course with or without conditions***
  - ***Allowing or requesting the student to transfer to another course, which could be more appropriate for the student***
  - ***Withdrawing the student from the BCC course***

If the Managing Director decides that the student should be removed from the course, she/he will sign the Disruptive Student Withdrawal Form. A copy of the form will be emailed or posted to the student. The Office Manager will also notify the UK Visas and Immigration office and the student's agent or sponsor.

In the event a decision is made at any point in this process that the student was removed without due cause, then the student will be allowed to return to the course and the Director of Studies will work with the student to facilitate the completion of any work missed.

## **EXPULSION PROCESS**

**Expulsion is a permanent exclusion of the student from the language course at BCC.**

The Managing Director together with Director of Studies should follow the process:

### **1. INFORM STUDENT, AGENT OR SPONSOR**

If the Managing Director decides to remove the student from the course, the letter of permanent exclusion from the course at BCC will be sent to the student within three (3) working days, by email or by post, together with a copy of Disruptive Student Withdrawal Form.

Providing the copies of student's Disruptive behaviour record, the Managing Director will issue a letter to confirm the expulsion of the student from the language course to her/his agent or sponsor with the reason of expulsion. If the student is to be expelled from BCC, he/she will be responsible for any loss of course fees.

### **2. INFORM UK VISAS AND IMMIGRATION**

The Managing Director will issue a letter to the UK Visas and Immigration within 24 hours from the expulsion date.

### **3. MAINTAIN RECORDS**

BCC will maintain all the relevant records of student's disruptive behaviour, records of meeting with Director of Studies and the Managing Director, together with all copies of the emailed correspondence addressed to student.

