



Discipline Procedure

There are three stages to discipline but these do not necessarily have to follow the order below as a student may receive a written warning for more serious infractions. The stages are as follows:

1) Verbal warning. This is issued for discipline problems such as:

- being consistently late (i.e. 3 out of 5 times a student is more than 15 mins late) or not turning up for an activity or class
- being disruptive in class or on an activity (e.g. despite previous requests to the contrary: not listening to the person in charge, being rude, speaking own language, etc)
- bullying – this includes name-calling, swearing etc.

The person in charge must issue the warning to the student and explain why. This should follow the standard response outlined below as it's important that all staff members are consistent.

This incident needs to be recorded AND reported to the Course Leader and/or Senior Teacher as soon as possible (and, if applicable, the Group Leader should also be notified).

2) Written warning. This is issued if the student has not acted on the previous verbal warning. It can also be issued for any of the following discipline problems:

- Vandalism
- Theft
- Physical threats and violence

Once again the student needs to be told immediately that they and their parents are to receive a written warning from Head Office. Both the reason why and the ramification must be clearly explained. and a copy of the warning will be sent to their parents.

This incident needs to be recorded AND reported to Management as soon as possible.

3) Final sanction. This is issued if the student has not acted on the previous written warning and the parents will be contacted again, **and** a recommendation for further action is to be sent to Head Office (transfer from the centre or expulsion back home)

This incident needs to be recorded AND reported to Management as soon as possible.