

London Contemporary Dance School Student Disciplinary Procedure

Introduction:

1. The School operates on a basis of openness and trust however, there are boundaries to observe, and certain conduct is unacceptable. If there is cause for concern over a student behaving in an unacceptable way, he/she may be subject to the Disciplinary Procedure. Confidentiality will be maintained throughout unless the student agrees otherwise.

Reasons for Disciplinary Action:

Misconduct

2. Misconduct is any breach of the School Codes of Conduct or other School Regulations.

Gross Misconduct

3. Gross misconduct is behaviour which is likely to seriously affect the safety or welfare of others. If the misconduct has brought into question the student's entitlement to remain on their course of study the student will be referred to the Disciplinary Committee.

Other Procedures

4. Disciplinary matters invoked by concerns raised at undergraduate Year Group meetings are governed by the Unsatisfactory Progress procedure as described on Moodle
5. Conduct that affects others is governed by the School's Anti Harassment Policy and Grievance Procedure as described on Moodle

Informal Approach:

6. It is anticipated that an informal approach will resolve many issues and this will normally be used first. When this is possible and the issue is resolved, no record will be kept on the students file. Part of the resolution could be the student making appropriate recompense.
7. Where an informal approach is not effective or where the offences are serious or repeated, the formal stages of the Disciplinary Procedure will be used as set out below.

The Formal Disciplinary Procedure:

8. The student has the right to be accompanied at any stage of the formal disciplinary procedure by student representative or a friend who is not acting in a professional capacity.
9. At each stage of the formal disciplinary procedure, reasonable provision will be made by the School to ensure that the student and his/her companion can attend the meeting and in the same respect, the student has a duty to take all reasonable steps to attend. The student will be notified in writing of the time, date and place and, of the nature of the alleged unaccepted behaviour/conduct and supporting evidence. Reasonable time will be provided to the student to allow for any preparation required for the meeting, normally a minimum of five working days for Stages 1 & 2 and a minimum of 10 working days at Stage 3.
10. Copies of any written material, or the names of any witnesses to be called, must be made available to the student, at least 4 days before at stages 1 & 2 and at least 7 days before at Stage 3.

Stage 1: First Disciplinary Meeting

11. If as a result of informal action the issue is not resolved the Year/Programme Leader will hold a First Disciplinary Meeting where the matter will be discussed formally. During the course of the meeting, the nature of the problem will be explained based on the evidence gathered regarding the student's behaviour/conduct. The likely consequences of failure to address the identified problems or to modify his or her behaviour will also be explained. A record of the meeting and the outcome will be placed on the student's file and will be taken into account in any subsequent meeting.
12. If it is considered appropriate, the student may be issued with a first written warning explaining the nature of the misconduct and the change in behaviour required. On issue of the statement the student will be advised that further incidents of misconduct may result in a final written warning or expulsion. A copy of the statement will be placed on the student's file and will be taken into account in any subsequent meeting.

Stage 2: Second Disciplinary Meeting

13. If as the result of an oral or first written warning the issue is not resolved a Disciplinary Meeting will be held with two members of staff who, if appropriate, will issue a final written warning based on the evidence gathered regarding the student's behaviour/conduct. The likely consequences of failure to address the identified problems or to modify his or her behaviour may lead to expulsion. A copy of the record of the meeting and the outcome will be placed on the student's file and will be taken into account in the event of further action.

Stage 3: School Disciplinary Committee

14. At this stage, allegations of misconduct will be considered by the School Disciplinary Committee. The Committee will be chaired by the Vice Principal (or

a designated nominee) and will consist of three other members of staff. No member of the Panel will have had any prior involvement with the student's formal disciplinary history and if necessary will nominate one or more other people to the committee in substitution. The panel will be supported by a secretary who will record details of the meeting and the outcome. During the meeting, the facts of the case will be discussed with the student who will be allowed to make representation to the Committee. The record and outcomes of the panel meeting will be placed on the student's file.

15. The committee may apply one of the consequences set out below. Where it is recommended that the student be suspended or expelled from the School, the decision must be confirmed by the Principal. In considering the recommendation, the Principal will be provided with written material presented in earlier proceedings, the record of those proceedings and the decision(s) reached.

Consequences of Misconduct:

16. At any stage of the procedure, a student may:
 - receive an oral or written warning
 - be required to pay compensation/or cost for damage or loss
 - agree to apologise to the injured party
 - be placed on an action plan
 - be suspended from the School's premises or facilities for a defined period

At Stage 3 a student may be

- suspended from his/her studies for a defined period
 - be expelled from the School.
17. The severity of the penalty imposed will be consistent with the gravity of the complaint. Where a lesser penalty is appropriate, this may be coupled with action to ensure that all parties involved can continue working together without anxiety.

Right of Appeal:

18. Students have the right to appeal against any disciplinary action taken. Details of the School's Student Appeals Procedure are available on Moodle.
19. All official procedures are removed from the student's record after one year. (Responsibility: Academic Administration Manager)

Review of the Disciplinary Procedure:

20. The Vice-Principal is responsible for reviewing the effectiveness of the School's Student Disciplinary Procedures.