

Number:	POL-017
Version:	v4.1
Pages:	7

Created:	1-Nov-2009
Last modified:	30-Sep-2019
Revision:	30-Sep-2020

Documents:

References:	Student Code of Conduct Student Handbook Complaint Policy Appeal Policy Attendance Policy Student Support Services Intervention Strategy
--------------------	--

Relevant Standards:	Standards for Registered Training Organisations (RTOs) 2015 ELICOS National Standards 2018 Education Services for Overseas Students (ESOS) Act 2018 National Code of Practice for Providers of Education and Training to Overseas Students 2018
----------------------------	--

Authorised:	
Position:	Principal

Authorisation Date:	04-Oct-2019
----------------------------	-------------



CONTENTS

CONTENTS	2
PURPOSE	3
POLICY.....	3
SCOPE	3
DEFINITIONS.....	3
OVERVIEW	4
PROCEDURE	
Disruptive and/or Inappropriate Behaviour.....	4
Habitual Tardiness and/or Non-Attendance	5
Valid Reasons for Non-Attendance and/or Tardiness	5
Plagiarism and Cheating.....	5
Illegal Activities	6
SUPPORT AND INTERVENTION.....	7
APPEAL	7
RESPONSIBILITY	
Students.....	7
Principal	x

16 PAVLOVA STREET, WILSONS PROMENADE, WILSONS PROMENADE, WILSONS PROMENADE

16 PAVLOVA STREET, WILSONS PROMENADE, WILSONS PROMENADE, WILSONS PROMENADE

16 PAVLOVA STREET, WILSONS PROMENADE, WILSONS PROMENADE, WILSONS PROMENADE



PURPOSE

Blackfriars Priory School (Blackfriars) reserves the right to summarily expel any student for grievous misconduct. Instances of such misconduct include, but are not limited to, theft, assault, indecent or outrageous behaviour, professional misconduct or breach of any higher-level policy (e.g. WHS, Access and Equity).

This policy provides clear identification of what constitutes misconduct, at what level and the potential disciplinary consequence attached.

POLICY

It is the policy and commitment of Blackfriars to assist all students successfully in their studies and qualifications.

It is the policy of Blackfriars to support higher level policies which are ethically, morally or legislatively obligated, with appropriate learning and where necessary disciplinary action for students.

Students will be apprised of the disciplinary process and consequences at orientation and the policy will be included in the Student Handbook.

SCOPE

This policy covers all persons who are students enrolled in any and all courses and training programs conducted by or on behalf of Blackfriars, undertaking training in any state or territory of Australia, either face to face or distance learner, undertaking accredited or non-accredited training.

DEFINITIONS

Minor Breach	A minor breach is a non-compliance of Blackfriars procedure (i.e. smoking on campus, littering).
Significant Breach	Non-adherence to the Student Code of Conduct and in particular with respect to cheating and plagiarism, inappropriate behaviour (i.e. aggressive or insolent behaviour or a breach of ethical, moral or legislated policy).
Major Breach	A major breach constitutes allegations of violent behaviour (physical or verbal), theft, illicit drug and alcohol abuse, non-compliance of WHS practices.
Suspension	A period of time where a student is removed from the learning environment and during which time an investigation is conducted. If the allegation is disproved the student will be provided with additional supports and flexible timeframes to ensure the successful completion of their qualification. If the allegation is proven to be true and correct the student will be expelled, Fees and Refund Policy will apply and a Statement of Attainment for the units successfully completed will be provided.
Expulsion	Termination of studies. Expulsion will result in a student not being permitted to return to any future studies at Blackfriars.



Summary Expulsion	Immediate termination of studies when a Major Breach is proven or witnessed by Blackfriars representatives. Expulsion will result in a student not being permitted to return to any future studies at Blackfriars.
Repeat Breach	This means the repeat of a breach that falls within a particular set of activities not solely the repeat of an individual activity (e.g. a breach of a number of different policies/procedures, codes of conduct will be deemed to be the 'repeat' of a breach).
Habitual	For the purposes of this policy 'habitual' refers to three (3) or more incidences of the same breach within any given timeframe (i.e. if a student is late for class commencement three (3) or more times within a study period of any one term the behaviour will be deemed as habitual).
Probation	A period of time where the student may be placed under an Intervention Strategy and is monitored under performance management to meet agreed outcomes. If the probationary period is successful, the student will continue to complete their qualification/course. If the probationary period is unsuccessful the student's enrolment with Blackfriars will be terminated, Fees and Refund policy will be applied and a Statement of Attainment for all successfully completed units will be provided.
Intervention Strategy	Please refer Intervention Strategy Policy.

OVERVIEW

Students must comply with the Student Code of Conduct and policies, procedures and guidelines of Blackfriars as documented within the relevant Policy and Procedure Manuals. Failure to do so may result in, as a minimum, a verbal or written warning or in extenuating circumstances expulsion.

Blackfriars disciplinary process for students is based on human resource management practices that mirror the 'real world' of employment.

Students are strongly encouraged to discuss any issues they may have with their teacher(s), the International Students Program Officer or other senior member of staff with whom they feel most comfortable.

Blackfriars commits to discussing with and supporting students regarding issues that are identified by either the student or Blackfriars.

PROCEDURE

Where a student's behaviour is disruptive or inappropriate at any time during face to face contact at Blackfriars the Teacher is authorised to:

- Verbally warn the student once and note the occurrence in the student's file;
- If the behaviour continues, they are to remove the student from the session, note the occurrence in the student's file and advise the Deputy Principal, Secondary (7-12).



- The Deputy Principal, Secondary (7-12) will investigate in collaboration with the teacher and the student. Dependent upon the outcome of the investigation the student may be:
 - required to participate in an Intervention Strategy;
 - placed on probation;
 - suspended;
 - required to re-enrol in the particular session/unit.

If a student's behaviour is habitually disruptive or inappropriate the student may face expulsion.

Habitual Tardiness and/or Non-Attendance

Please refer Attendance Policy.

Blackfriars requires a minimum contact attendance level of 80% attached to all courses and classes.

Attendance will be monitored and recorded on a daily/session basis and low attendance and/or students at risk of not successfully completing due to poor attendance will be reported to the Deputy Principal, Secondary (7-12) immediately.

Where necessary the student will be required to participate in an Intervention Strategy. Failure to comply with the intervention strategy and/or continued high levels of non-attendance will result in termination of training program.

Punctuality is required at all times. Habitual tardiness (three (3) or more times during a study period of one term) will result in an Intervention Strategy being implemented. Failure to comply with the intervention strategy and/or continued tardiness will result in termination of course.

Lateness of more than 15 minutes for commencement or re-commencement after breaks will result in the student being prevented from entering the session.

Students will need to 'make up' lost sessions and to re-register for missed sessions

Valid Reasons for Non-Attendance and/or Tardiness

Blackfriars will accept the following reasons as valid for non-attendance at scheduled sessions, however, students must decide to attend alternate session dates:

- Work Commitments with confirmation letter from employer (Domestic Students only);
- Illness supported by Medical Certificate;
- Compassionate or compelling circumstances that the student could not have reasonably foreseen and may include:
 - Death of a family member;
 - Jury Duty;
 - Unforeseen carer responsibilities;
 - Political upheaval or natural disaster in home country.

Plagiarism and Cheating

Blackfriars enforces zero tolerance for plagiarism and cheating.

Where a Teacher suspects that a student has or is involved in plagiarism and/or cheating the student's work will be confiscated and an investigation will be conducted.



The student will be given ample opportunity to respond and to engage the assistance of an advocate.

The student is to be permitted to continue with their course studies until the outcome of the investigation is confirmed.

If the student is found to have plagiarised and/or cheated the assessment/work in question will be recorded as a fail and depending upon the level of the plagiarism/cheating they may be required to exit the course.

Repeat offences of plagiarism and/or cheating will result in expulsion.

Illegal Activities

Blackfriars reserves the right to report to the South Australian Police Department suspected illegal activities for investigation.

Illegal activities include, but are not limited to, theft, larceny, violence (verbal or physical), distribution of illicit drugs or alcohol, fraud, and number of forms of discrimination and harassment (e.g. bullying is a legally reportable offence prosecutable under law).

Students suspected of illegal activities will be immediately suspended pending an investigation.

Warnings must:

- be supported by evidence of the breach and/or the outcomes of an investigation;
- provide a minimum of five (5) working days written notice of the meeting;
- be given face to face;
- all minor students are to be accompanied by parent/guardian;
- allow adult students to be accompanied by an advocate of their choice;
- afford the student opportunity to respond and negotiate remedial action;
- be documented clearly;
- have all documentation signed by all parties attending the proceedings.

The process will at all times comply with principles of Privacy and Natural Justice and will be as follows:

Level	Reason	Type
1	Minor Breach	Verbal Warning
2	Repeat of Minor Breach OR 1st Significant Breach	1st Written Warning
3	Serial Minor Breach OR Repeat Significant Breach	2nd Written Warning
4	Serial repeat of Minor OR Serial repeat of Significant	Expulsion
5	Major Breach	Suspension pending investigation.
6	Summary Dismissal as defined by the requirements for summary dismissal.	Summary Dismissal



SUPPORT AND INTERVENTION

Refer: Intervention Strategy Policy, Student Support Services

Blackfriars will provide, where practicable and within reason, intervention and support mechanisms for students at risk of not successfully completing the course/qualification they are undertaking.

APPEAL

All students have the right to access the Blackfriars Complaints and Appeal Process in regard to disciplinary action decisions

RESPONSIBILITY

Students

It is the responsibility of all students to ensure that they are aware of and understand the contents of all relevant Blackfriars Policy and Procedure and Codes of Conduct and Practice and legislations related to their enrolment.

NB: A student's assertion of ignorance regarding any policy/procedure, code of conduct or practice or legislation will not be an acceptable defence in regard to disciplinary action.

Principal

It is the responsibility of the Principal to ensure that:

- all Blackfriars Policy and Procedure, Codes of Conduct and Practice and relevant legislations are easily accessible by all students,
- the Student Handbook is up to date;
- all new Blackfriars students are adequately inducted and in particular about Policies and Procedures, Codes of Conduct and Practice and relevant legislations applicable to their enrolment.