

# The London Interdisciplinary School

## Student Conduct Policy and Disciplinary Procedure

### Introduction

The London Interdisciplinary School is committed to helping its students get the most out of their time with the School, and expects students to behave appropriately and with respect to others at all times. This Policy sets out the standards of conduct that the School requires of its students, and its procedures for dealing with allegations of student misconduct.

### Principles

Every student has a duty to the School, its staff, students, visitors and to the wider community to maintain appropriate standards of behavior and to refrain from causing damage, in any way, to its property or reputation, or to impede or harm the effective operation of the School or its staff. Any breach of these duties will constitute a disciplinary offence.

### Policies

#### Good Conduct

All LIS students are expected to conduct themselves, both on and off the School premises, in such a way that shows respect for the School, its staff, fellow students and property, and for members of the wider community. This applies anywhere at any time, including outside term-time and whilst on School activities such as placements and field trips.

Good conduct means that students should behave as positive ambassadors for the School, anywhere and at any time. It also means recognising the diversity of the School and wider community, and not discriminating against others based on their age, ethnic origin, race, nationality, culture, language, religious faith, gender, gender identity, sexual orientation, disability, or socio-economic background. It means that students should act safely, and with regard for the safety of others; that they should behave responsibly and honestly; and that they should be considerate, respectful and courteous towards others.

Specific standards of good conduct are expected of students whilst they are learning, whilst they are on School premises, and while they are socialising.

Whilst learning, students must:

- Follow the rules laid down by the School for academic activity and the use of the Library, Information Services and other services;
- Attend classes on time;

- Switch off mobile phones in classes.

Around the School premises, students must:

- Show respect for LIS property;
- Follow LIS health and safety policies;
- Play their part in maintaining security, including producing their identity card when requested.

Students should also care for the environment, including recycling and disposing of litter responsibly and being aware of energy-saving advice.

Socially, students must:

- Refrain from exhibiting displays of drunken behaviour;
- Ensure that any activity engaged in using the internet refrains from causing offence, and could not be regarded as bullying or harassment;

Students should also show consideration for the welfare of their friends and peers.

### Misconduct

Misconduct includes but is not limited to:

- Any breach of School Regulations;
- Bullying, harassment or discrimination against another person, including the use of discriminatory language;
- Physical, verbal, or written abuse or intimidation against another person, including in social media communications;
- Sexual harassment, violence or abuse;
- Damage to or theft of property from the School or members of staff or students;
- Criminal or other activities that have a bearing on the student's participation in the School or provide a risk to other students, staff or visitors to the School;
- Fraud, deceit, deception or dishonesty in relation to the School or its staff, students or visitors;
- Distribution or publication of a poster, notice, sign or any electronic publication which is offensive, intimidating, indecent or illegal;
- Misuse of computers or the communications network;
- Serious breach of the Student Drugs and Alcohol Misuse Policy;
- Disruption of or improper interference with the academic, administrative, social, or other activities of the School;
- Any act which brings or threatens to bring the School's reputation into disrepute.

### **Procedures**

The School will seek to promote and facilitate good student conduct through education, support, and positive encouragement. However, where these approaches or other informal action are not sufficient, the School will institute formal disciplinary action. The School is committed to conducting its disciplinary procedures fairly, consistently, transparently and proportionately.

There are two ways in which alleged misconduct may be formally dealt with by the School, depending on the seriousness of the alleged instance of misconduct: summary jurisdiction; and formal disciplinary procedures.

These procedures do not cover any allegation of academic malpractice in examinations and assessment. They must be made and investigated in accordance with the School's Academic Malpractice Regulations.

Where the School believes that a criminal offence may have been committed, it may at any time refer to matter to the police instead of, or in addition to, the initiation of disciplinary proceedings.

### Summary jurisdiction

Various School staff members including the Learning Director, senior teaching staff, the Head of IT, the Head of Estates, and the Head of Student Experience, have delegated powers to deal with less serious instances of misconduct within their area of responsibility. This allows the School to address instances of misconduct of a more minor nature as quickly and as close to the source as possible.

If these staff members determine that a student has committed an act of misconduct, they may apply summary jurisdiction in one or more of the following ways:

- Deliver a formal reprimand or warning;
- Require a written apology;
- Require the removal of material published either in hard copy or electronically which is deemed to be inappropriate;
- Impose a fine not exceeding £200;
- Require reparation to the School or individual in respect of any loss caused (limited to a total value of £1,500);
- Seize and retain items for a period of time, or confiscate them without compensation, to maintain the safety and wellbeing of others;
- Withdraw privileges that have been abused, for up to two weeks.

### Formal disciplinary procedures

Should a student be alleged to have committed a more serious instance of misconduct, an Investigating Officer will consider and investigate the issue. The Investigating Officer will then decide whether or not there is sufficient case for consideration by a Disciplinary Panel; or whether or not the case should be referred for summary jurisdiction by an appropriate School staff member, or dismissed.

The Investigating Officer will be a senior member of Staff nominated by the Head of Student Experience. They will set out the allegation in writing to the student within five working days of the allegation being raised. They will invite the student to provide evidence to rebut the allegation; the student must do so within three working days. The Investigating Officer will consider the facts of the allegations. If there are witnesses to an incident, or a person makes an allegation against somebody else,

written statements from these people will be obtained, or where appropriate, these people will be interviewed and asked to sign a note summarising the contents of the interview. The student may be interviewed as part of the investigation if appropriate.

Within ten working days of the allegation being raised, the Investigating Officer will inform the student in writing of their decision on how the charge should be considered, and whether it should be dismissed, referred for summary jurisdiction by an appropriate School staff member, or referred to a Disciplinary Panel.

A Disciplinary Panel will be convened within 5 working days of referral by the Investigating Officer. The student will be notified in writing of:

- Confirmation of the time and place of the hearing;
- The nature of the alleged misconduct and a summary of the evidence for the complaint;
- The student's entitlement to accompaniment at the meeting by a friend or representative unconnected with the allegation;
- The members and Chair of the Disciplinary Panel;
- The requirement that the student attends, including informing the student that if they fail to attend without good reason, the disciplinary hearing will go ahead in their absence using the facts as recorded;
- The possible disciplinary action that may be taken.

If the student is unable to attend the hearing at the stated time, they must notify the Chair of the Disciplinary Panel as soon as possible, stating their reasons; where it is reasonable to do so, an alternative date or time may be provided.

The Disciplinary Panel will be chaired by a member of the Executive Committee, and will comprise two other senior staff members. Each member of the Panel, including the Chair, will be nominated by the Head of Student Experience; no member of the Panel will have had any prior involvement in the case. The purpose of the disciplinary hearing is to give the student an opportunity to state their case and answer any allegation against them, and for the Panel to review the evidence against them. The Investigating Officer will attend the hearing to present their investigation findings, and answer any questions from the Panel and from the student. The Investigating Officer will not otherwise take part in the hearing, and will not participate in the decision-making process.

The Panel will review the allegation in the light of the evidence, presented by the Investigating Officer, and hear any representations from the student. The hearing will be recorded. The Chair of the Panel will inform the student of the Panel's decision in writing within three working days of the hearing.

Sanctions that can be imposed at this stage, in addition to those enabled under the powers of summary jurisdiction, include suspension, exclusion and expulsion from the School. Failure to comply with any penalty imposed by the disciplinary panel will constitute a further disciplinary offence.

Where a student is expelled from the School they will not be entitled to any refund of fees already paid, and will remain liable to pay any fees that are still outstanding.

Where the School considers that there may be undesirable consequences for the student to remain at the School during disciplinary procedures, it may initiate the procedures for temporary suspension or exclusion. This is not a disciplinary penalty, but is available as a neutral act to mitigate risk.

The student shall have the right to appeal against the decision of the Disciplinary Panel via the Student Complaints and Appeals Procedures.

### Criminal Offences

The School has a duty to inform the police and other law-enforcement agencies if it considers that a student is engaged in illegal activity, and the School will support the police or other agencies in their investigations as necessary.

### **Linked Policies and Procedures**

- Student Complaints Procedure;
- Dignity at Work and Study Policy and Procedure;
- Student Drugs and Alcohol Misuse Policy;
- Academic Misconduct Policy;
- Academic Appeals Procedure;
- Attendance Policy.

<b>Name of policy/procedure:</b>	<b>Student Conduct Policy and Disciplinary Procedure</b>
<b>Document owner:</b>	<b>Hannah Kohler, Head of Student Experience</b>
<b>Date Originally Created:</b>	<b>12/2018</b>
<b>Last reviewed:</b>	<b>12/2018</b>
<b>Reviewed by:</b>	
<b>Audited by:</b>	<b>[name and job title]</b>



<b>Date of Audit:</b>	MM/YYYY
<b>Date of next review:</b> (annually unless otherwise agreed)	MM/YYYY
<b>Related documents:</b> (eg associated forms, underpinning processes, related policies or overarching policies)	<b>Student Complaints Procedure</b> <b>Dignity at Work and Study Policy and Procedure</b> <b>Student Drugs and Alcohol Misuse Policy</b> <b>Academic Misconduct Policy</b> <b>Academic Appeals Procedure</b> <b>Attendance Policy</b>

<b>Version Control</b>			
<b>Version</b>	<b>Author [name]</b>	<b>Date</b>	<b>Brief summary of changes</b>
<b>1</b>	<b>Hannah Kohler</b>	<b>1/12/2018</b>	<b>Original draft</b>