



Appendix D: Student Disciplinary Action Policy

1. Scope

Raffles College offers freedom to its students to make personal, mature choices in all areas of College life. However, in order to offer a safe and secure environment in which to study and work, the College expects adherence to the guidelines outlined in these policies. Raffles College recognises that there may be times when students choose to behave in a manner that does not meet College requirements. Such behaviour might incur disciplinary sanctions which are intended to benefit the student concerned and their fellow students. Any formal disciplinary action will be recorded on a student's file in Administration. If any decision to notify any other bodies of disciplinary actions, such as employing bodies, the Police, government agencies, or other institutions, then the student concerned will be notified.

2. Sanctions

The following sanctions may be administered by the appropriate staff member depending on the severity of the situation.

- *Verbal warning:* A warning given to students pointing out a failure by the student to abide by College policies.
- *Written warning:* A warning specifically addressed to the student in writing. A copy of this letter will be kept in the student's file until graduation or withdrawal from the course. A copy will also be sent to parents/guardians of students under 18 years of age.
- *Disciplinary probation without restrictions:* A period of time during which a student will be required to report to a staff member on a regular basis.
- *Financial restitution:* As a result of the actions or behaviour of a student, an amount of money may be required from the student to assist in the payment of repairs, or the replacement of damaged or misplaced equipment.
- *Expulsion or suspension:* There may be behaviour by a student where the only appropriate action by the College is for expulsion completely or suspension for a definite period of time from the College. The time period for the latter will be set by the CEO, and, during this time, the student may not be permitted on College campus without the specific permission of the CEO. This may affect a student in relation to regulations of Australian Government Departments (such as DIAC or DEST).

3. Offences

It is neither possible nor desirable to list all the possible offences which might incur a penalty, but the following should be noted by students:

- *Lateness:* students who more than ten minutes late for a class will not be allowed entry into the lecturer/tutorial. He/she will be marked absent for that class.
- *Safety and security:* Students who offend on any of the following issues will be issued with a warning on the first offence, suspension on the second same offence, and expulsion on the third offence, without the right of re-imbusement of fees paid or debts incurred.
 - Activating fire alarms except in the case of an emergency (see pertinent policy).
 - Tampering with the operation of fire doors.
 - Interfering with fire hoses.
 - Unlawful use of student identification card (see pertinent policy).
 - Willful damage to the property of others (including the College).
 - Any theft which an offender can be identified with will be referred to the Police.
 - Any illegal drug use will be referred to the Police.
- Raffles College requires its staff and students to uphold the principles of justice, fairness and equality, and to show kindness, courtesy and respect for others. Any behaviour which does not uphold these principles will be deemed inappropriate. Such behaviour includes (but is not necessarily limited to):
 - Offensive or vindictive language.
 - Racial discrimination.
 - Sexual harassment

See pertinent policy:

- Student Grievance and Appeals Policy and Procedures
- Conciliation Committee
- External Mediation Policy

