



# EMPOWERING CREATIVE THINKERS

## Your Behaviour at DV8

**We expect everyone to follow these guidelines:**

1. You will attend every session and be on time.
2. Food and drink is not allowed to be consumed in classrooms or practical spaces - the only exception is bottled water.
3. Mobile phone use is not allowed during lesson time.
4. Hats, hoods and outdoor coats must be removed during lesson time. Bags and rucksacks must not be worn in class.
5. Posting photos or video from lessons onto Social Media is forbidden unless consent has been given by your teacher.
6. You must arrive prepared for what you need in order to fulfil your proper work expectations - pens, notebooks, instruments, technical equipment as applicable.
7. Drug or alcohol use in college, or being in college suspected as under the influence, is forbidden and will be a serious disciplinary matter.
8. Students must wear their ID visibly on college premises.
9. College facilities & IT are used with respect & in line with DV8 policy.
10. Assessed work will be submitted on the agreed deadlines.

## The Disciplinary Process

If we have problems working together our first action will be to try and plan a resolution by finding ways to support you. However, if we have to discipline you we will follow this process of consequences:

- C1 - A formal verbal warning (kept on record)
- C2 - Contact with parents/guardian/employer/sponsor (kept on record and considered at progression time)
- C3 - Suspension or Exclusion

Please see below for a more detailed view of this process.

**C1:** This should be considered as a formal verbal warning that is beyond a minor, everyday telling off. This could be the consequence of such behaviour as: flatly refusing to follow an instruction, being late or absent in an impactful way, acting in a way which causes a negative impact or disruption to learning or college life, or causing offence with inappropriate language or actions.

We cannot list each and every potential behaviour: DV8 staff will make a professional judgement on when it is appropriate to issue a C1.

College management will be aware of C1s being issued.

Your Course Leader will discuss a C1 with you at earliest appropriate time.

**C2:** This can be as a result of a build up of C1s, or because of more serious bad behaviour towards, or witnessed by, any member of DV8 staff. A C2 can be issued for a variety of reasons, examples include; continuing to not follow teacher instructions, continuing to disrupt learning, rude or abusive language, persistent lateness or bad attendance, or an incident that is clearly beyond expected behaviour standards.

After a C2 The Course Leader will contact your parent/guardian to attend a behaviour meeting with a member of the management team and Student Services in order to discuss how to improve your behaviour. This may also result in a fixed period suspension. The number of C2s on record are taken into account when considering a student's progression.

**C3:** These are issued immediately for seriously unacceptable or criminal behaviour, including (but not exclusively) threats or use of violence, bullying, extreme prejudice or unsafe opinions, use of drugs, alcohol or other controlled substances, and theft. You will be suspended for a C3 and depending on a review of the incident, you could be permanently excluded. Parent/guardians will immediately be informed where applicable and a behaviour meeting with a member of the management team, Student Services and parent/guardian will be organised. We do not expect any students to receive more than one C3 and will move to permanently exclude any students who are persistently demonstrating unacceptable behaviour. A C3 will bar a student's progression to higher levels of study within DV8.