

STUDENT DISCIPLINARY CODE

We want you, as a St Giles student, to feel part of a community which includes all the students and the staff in the building. To make this school an enjoyable and fair place to study and work in, we have made a number of rules. These rules are for everyone's benefit and are as follows:

SCHOOL RULES

Lesson times

We expect all students to arrive on time for class so that lessons can start as planned. If you are late for any reason, you may quietly enter class up to ten minutes after the official start time. If you are more than ten minutes late, you should wait until the start of the next lesson to avoid disrupting the class.

Use of mobile phones or tablets in class

Please show respect to the other students and the teacher and do not use your mobile phone or tablets for personal messaging, telephoning, surfing the internet or anything not related to the lesson, in the classroom.

Food and drink

To keep the classrooms free of food smells and clean we ask you to bring bottled water only with you into your classroom. No other types of drink or food are allowed.

Smoking

Many students and staff do not smoke and do not want to breathe other people's cigarette smoke. It is illegal to smoke anywhere in the building except in official smoking areas outside. If you smoke outside the Main Entrance, please stand a distance of around 10 metres from the main doors and allow space for other students and staff to enter the building. Please allow members of the public to get past you easily by not blocking the pavement.

Attendance

You are expected to attend all of your classes, every day. If you cannot attend classes due to sickness or another very good reason, you should tell the school office by telephone or email. If you know in advance that you cannot attend school you must tell your first teacher, but you must have a good reason.

Homework

If your teacher gives you homework, you are expected to do it. It is not fair to the other students and disrespectful to the teachers if you do not complete the work properly. If you need help with your homework and/or feel it is too difficult for you, please speak to your teacher.

St Giles ID cards

All students should carry their St Giles ID card when you enter the school and be ready to show it to a member of staff or to security.

Accommodation

If you are staying in accommodation arranged by St Giles you must be polite and show respect and consideration to homestay hosts or members of staff, their visitors or guests and their family, and to other students staying in the same home or residence.

Fire Evacuation

If the fire alarm goes off, you must leave the building immediately and you must follow all instructions given by members of staff and fire marshals. You must not attempt to re-enter the building during the evacuation.

EXAMPLES OF MISCONDUCT

St Giles has the right to take disciplinary action against any students who do not follow the rules above or is shown to behave in a way as described below.

- i. Violent, rude, disorderly, threatening or hurtful behaviour or language used within the school building, or in accommodation arranged by St Giles, or when taking part in an activity organised by the school, or towards any member of staff or fellow student;
- ii. Fraud, theft, or dishonesty in relation to St Giles, its staff or students, or towards members of homestays providing accommodation arranged by St Giles;
- iii. Racial, sexual or other kinds of harassment of any student or member of staff, or towards those providing accommodation arranged by St Giles;
- iv. Damage to St Giles property, or the property of other students or staff, or to accommodation arranged by St Giles, which is caused intentionally or through lack of care.
- v. Misuse of PCs and the use of social media to harass, offend, bully or abuse other students, members of staff, or accommodation providers of St Giles;
- vi. Behaviour which damages or could harm the reputation of St Giles;
- vii. Being too noisy, or other anti-social or indecent behaviour in the school or in accommodation organised by St Giles;
- viii. The possession, use and distribution of banned items, drugs and weapons in or outside the school building or in any accommodation organised by St Giles;
- ix. The support of extremist or terrorist organisations and actions or speech that might lead to the exploitation or radicalization of other individuals;
- x. Being drunk, under the influence of illegal drugs or disruptive behaviour whilst in class, at the school or in accommodation organised by St Giles;
- xi. Failure to observe national or regional laws or regulations and/or behaviour which may put at risk the health and safety of the student, other students or staff, homestay hosts, residential staff and/or other parties in the local community.

- xii. Disobeying school or Government guidelines, policies or regulations with regard to COVID-19 or other health and safety measures, taken to minimise the health risk to themselves or other students, staff, homestay hosts or visitors.

DISCIPLINARY PROCEDURE

Students who behave badly (as defined above) may face the following stages of disciplinary action but St Giles has the right to move to a higher or final stage depending on the seriousness of the event or situation:

- i. You may be given a first warning. This warning will last for up to 24 weeks;
- ii. You may be given a second warning and again this warning will last for a further 24 weeks. More serious action will be taken if you commit another act of misconduct during both time periods;
- iii. If a very serious complaint is received by the school, you may be suspended from attending the school or any activities organised by the school until the complaint has been investigated;
- iv. If evidence is found of serious and/or persistent misconduct you may be asked to leave the school or any accommodation arranged by St Giles permanently and you will not receive any refund for the unused part of the course; plus you may be charged one weeks' notice for any accommodation arranged by St Giles International.
- v. For under 18 students: we may inform your parents and/or your agent if you have misconducted yourself, and for adults: we may inform your agent.

APPEAL PROCEDURE

If we take disciplinary action to suspend you from school activities, or permanently expel you, you have the right to fair treatment and can ask the Principal to reconsider this action. You have the right to meet with the Principal along with another student to explain your behaviour or to give your opinion on the decision. The Principal has a duty to investigate and check any facts on which you disagree.

The school follows a complaints procedure which is explained separately, and you can use it if you feel that the school's disciplinary action has been unfair or unreasonable.

Reviewed 7th September 2020