

STUDENT DISCIPLINARY POLICY

Purpose

The student disciplinary policy exists for the proper management of disciplinary issues.

The policy is designed to ensure fairness and objectivity and its primary function is not intended as a form of punishment but as a means of providing students with the opportunity to correct or modify their behavior.

Procedure

Insight Academy seeks to promote an environment in which students develop a positive and responsible attitude towards fellow students, staff and the general work / learning environment.

When a student's behaviour conflicts with the Student Code of Conduct, disciplinary action will be taken according to the following process:

1. Initially, the trainer will discuss the behaviour in question with the student and add a note to the students file.
2. If the behaviour continues to be unacceptable the trainer arranges a meeting with the PEO (or nominee) to discuss the issue.
 - a. Details of all disciplinary warnings and/or interviews will be recorded using the communication log of the Student Database System.
 - b. The PEO (or nominee), counsels the student on possible consequences of breaching the Student Code of Conduct.
3. If necessary, an action plan may be implemented for the student to abide by in cases deemed necessary by the PEO (or nominee).
4. Further disciplinary problems will be addressed by the PEO (or nominee), in consultation with the trainer.
5. An official warning letter will be issued by the PEO (or nominee).

NOTE: Insight Academy reserves the right to expel students immediately depending upon the seriousness of the misconduct.