



Action Community Enterprises CIC (ACE)

Student Disciplinary Policy



Policy number:	SD01
Version:	4.0
Policy holder:	Lou Gardiner
Approval board:	ACE Board of Directors
Date of original approval:	September 2014
Date of latest approval:	September 2021
Review period:	Annually
Date of next review:	September 2022

Action Community Enterprises CIC

Viking House, Dewing Road, Rackheath Industrial Estate, Norwich, NR13 6PS. Company No. 7663378
Tel: 01603 720308, Email: info@ace-project.org.uk

Introduction

We believe that no organisation can achieve its aims without disciplined behaviour from its participants. At ACE we aim for academic, social and personal discipline of the highest possible standard to ensure positive outcomes.

Aims and expectations

All students are required to observe the ACE student code of conduct and meet classroom expectations.

- Should students fail to respond to encouragement and reminders to conform to the required standards of behaviour, then sanctions will be applied.
- ACE intends that students shall be able to carry out their learning without disruption caused by the misbehaviour of other students.
- ACE will not permit the personal harassment or bullying of any student, nor will it tolerate any forms of violence as a means of settling arguments or disagreements.
- ACE will not tolerate the involvement of students with illegal drugs or alcohol and may permanently exclude students involved in the supply, consumption or purchase of these substances.
- ACE will not tolerate the bringing of any item onto the premises which could be classified as a weapon and reserves the right to permanently exclude for a first offence.
- ACE will not allow any learner to challenge the authority of the staff, especially in the use of foul or abusive language.

ACE expects that all students will act with courtesy and consideration to others at all times.

This means that students should:

- Try to understand other people's points of view.
- In class, make it as easy as possible for everyone to learn and for the teacher to teach by arriving on time with everything needed for that lesson, begin and end the lesson in a courteous and orderly way, listening carefully, following instructions and helping others when appropriate.

- Speak politely to everyone.
- Keep the work area clean and tidy so that it is a welcoming place to be proud of. This means putting all litter in bins, keeping walls and furniture clean and unmarked and taking care of the displays, particularly of other people's work.

Students who repeatedly break the student code of conduct can expect the sanction imposed to be more severe than that given to a student with a clean past record.