

SAMUEL JACKMAN
PRESCOD
POLYTECHNIC

STUDENT DISCIPLINARY POLICY

AND

PROCEDURES MANUAL

DISCIPLINARY POLICY AND PROCEDURES

PREAMBLE

The guidelines and procedural steps outlined in this policy document are intended clearly to indicate what the Institute deems to be acceptable standards of behaviour for the Polytechnic. It seeks to outline the areas of activity in which such conduct ought to be exhibited, the mechanism for dealing with breaches of the code, and the penalties deemed appropriate for such breaches.

The Polytechnic believes that all discipline should be student centered, and should include provision for the rehabilitation of offending students. However, the burden of responsibility is placed on the student to conduct him/her in accordance with the code.

Behavior which disrupt classes, interfere with the learning process or threaten the safety of staff members and other students will not be tolerated. Failure on the part of students to act in a responsible manner and to follow the code will result in disciplinary measures being taken.

Education Act, CAP 41, Section 64, 64A, 64B, and 64C apply.

Section 64 states:

(1) A person is guilty of an offence who

(a) causes a disturbance in an educational institution:

(b) insults or abuses a teacher or other person engaged in the instruction of pupils in the presence or hearing of the pupils:

(c) uses threatening, abusive or insulting words in an educational institution;
and

(d) assaults a teacher or assaults, insults or abuses a pupil.

(2) A person guilty of an offence under subsection (1) is liable on summary conviction to a fine of \$500.00, or imprisonment for 6 months, or both.

(3) A prosecution for an offence under this section in relation to a public educational institution may be brought in the name of the Chief Educational Officer.

EXPECTATIONS

1. The Polytechnic expects that students will be courteous at all times and will conduct themselves in a business-like manner.
2. Students are expected to dress and groom themselves in a neat and tidy manner.
3. Full-time students must wear the designated uniform at all times.
4. Students must familiarize themselves with the students' code of conduct (Revised 2009) and at all times exhibit behaviour as prescribed by the code.

5. Students must demonstrate the ability to work cooperatively with fellow classmates and instructors at all times.
6. The exercise of common sense and good judgment is a requirement for all students using the laboratories, workshops and other facilities of the Polytechnic.
7. Recognizing that the Polytechnic is co-educational, students must demonstrate respect for members of the opposite sex. Healthy interaction among students is encouraged *but overt sexual involvement such as kissing, petting, and fondling and any other such activity whether or it be consensual or not will not be tolerated.*
8. Every effort will be made to ensure that the rights of each student are fully enjoyed. Students are expected, however, to ensure that their responsibilities to the Institution are kept.

DISCIPLINARY PROCEDURES

1. Behavior contrary to the accepted norm is subject to disciplinary action.
2. Breaches of the Code of Conduct should be dealt with, in the first instance, by the Instructor and then the Head of Division. Such breaches are to be handled **fairly, firmly and without undue delay**. Verbal cautions and reprimands should be followed by written documentation.
3. Disturbances and conflicts that occur in the classroom/workshop will be dealt with by the Instructor present. If there is no resolution the matter shall be referred to the Head of Divisions or, in his/her absence, to a senior member of the Division.
4. Upon notification that a violation of the rules and Code of discipline has occurred, the appropriate Polytechnic official shall investigate the circumstances of the case and attempt to identify the student (s) who allegedly committed the offence. The official shall decide whether to pursue or drop the case. Cases to be pursued should be properly investigated to determine the guilt or innocence of the alleged offender.
5. a) Serious breaches involving drugs, weapons and explosives must be referred to the Disciplinary Committee and referred to law enforcement officials for arrest and prosecution.
b) Sexual and other harassment or harm to others must be treated as major offences and must be referred to the Disciplinary Committee for investigation.
6. Serious offences should be investigated by the Disciplinary Committee and referred to a Deputy Principal or to the Principal as soon as possible.
7. Where the Head of Division refers a matter to a Deputy Principal or to the Principal, any decision taken by the Deputy Principal or by the Principal shall be communicated to the Head of Division and the Instructor.
8. Where problems between students and ancillary staff occur the reports shall be to the student's Instructor and Head of Division, in that order, if there is need for referral by the ancillary staff it shall be to the Executive Officer. The Executive Officer shall refer all disciplinary matters brought to his/her attention by the ancillary staff to the relevant Head of Division or to a Deputy Principal.

9. The Registrar and the Senior Clerk for Student Affairs shall be informed of all breaches of discipline for the purpose of record keeping and the issuing of relevant correspondence.
10. Only the Principal and the Deputy Principals (in cases of the absence of the Principal) shall exercise the option of out-of-school suspension of students.
11. Only the Principal shall exercise the option of expulsion of students. In all cases where expulsion of students is contemplated, a recommendation for such expulsion shall be made to the Board of Management which, in accordance with the Samuel Jackman Prescod Polytechnic Board of Management Order 1983, schedule 9 (b), function to “inquire into and adjudicate upon disciplinary charges made by the Principal against students of the Polytechnic”.
12. All cases involving expulsion must be fully documented and the record of such documentation brought to the attention of the Board.
13. Students who present disciplinary problems which tend to interfere with their own learning and the learning of other students may be sent for a period of counseling with the Guidance Officer/Counselor by the following persons: the Head of Department, Deputy Principal or Principal. Failure to comply with the directive to attend counseling with the Guidance Officer/Counselor or failure to participate in the counseling process the said failure should be reported to the Disciplinary Committee for action.

STUDENTS' RIGHT TO APPEAL

- a) If the student disagrees with any disciplinary action taken by the Instructor he/she may make an appeal to the Head of Division.
- b) If he/she is still dissatisfied he/she may appeal to the Deputy Principal.
- c) If he/she is dissatisfied with the action take by the Deputy Principal the student must lodge a written appeal to the Principal.

CARE OF THE POLYTECHNIC'S PROPERTY

1. Students **MUST** dispose of food and drink containers, paper and other trash in the bins **ON THE CAMPUS**.
2. Students must neither place their feet on walls, furniture or equipment nor place dirty hands on the walls or furniture.
3. Students must **NOT** sit on tables or equipment in the classrooms, labs or canteen area.
4. Adequate care must **ALWAYS** be taken when using the Institution's equipment materials and furniture. **Liability for loss due to willful waste or deliberate damage will be the responsibility of the student and/or the parent or guardian.**
5. The defacing of walls or any part of the Institution is a punishable offence.
6. Sitting, climbing or scaling of the railings or fences in or around the campus is strictly prohibited.
7. Obstruction of corridors and the stairway in any form is strictly prohibited.

8. **Students and/or their parents will be held liable for the willful damage or defacing of equipment, tools, books, furniture and buildings.**
9. Any student found guilty of stealing tools or other property or being in possession of stolen property will be subjected to suspension, expelled and/or prosecuted.
10. Administration reserves the right to conduct searches.
11. Students are permitted to use the designated playing field/grass areas only for recreation.

ATTENDANCE STANDARD

Regular and punctual attendance is important to a high standard of work. An absence, regardless of the reason, will be recorded each time a student fails to attend a regularly scheduled class period.

- Students with excessive absences which are not supported by relevant documentation may, after written warning, be terminated for unsatisfactory attendance.
- All students should have **an 80% attendance for all courses** to be eligible for graduation from any programme except in situations where special permission is given by the Registrar.
- Failure to attain an 80% overall attendance in a course may prevent a student from taking the examination at the end of the semester.

Students are encouraged to **treat absences from class as they would treat absences from work**. One of the most frequently asked questions by employers is the graduate's regard to their punctuality and attendance habits. The Polytechnic has an obligation to ensure that graduates are acceptable to employers.

POLICY ON PERSONAL CONDUCT PERSONAL CONDUCT

1. Smoking, possession or use of alcoholic beverages or illegal drugs is strictly forbidden on Campus or at any institutional or student sponsored event. Administration reserves to the right to conduct searches.
2. Eating, drinking or disposal of food in classrooms, workshops or in the Hall or any form of littering is strictly prohibited. Littering is a punishable offence.
3. The use of abusive or obscene language and gambling in any form are strictly forbidden on Campus.
4. Noisy behaviour is prohibited in close proximity to classrooms, workshops and offices is prohibited

5. “Skylarking” is not allowed in the workshops or classrooms and any action likely to endanger the health, safety and welfare of the other students or staff will be dealt with severely.
6. All students are responsible for the safekeeping of their personal possessions.
7. Cellular phones **must be placed on one of the following modes during class: off, vibrate or silent.** They **MUST NOT** be taken into examination rooms during local or overseas examination. The Polytechnic reserves the right to evict the offending student from the classroom or examination who breaks this rule.
8. The playing of **loud music on campus is strictly prohibited.**
9. Trespassing on the SJPP property is prohibited.
10. **The unauthorized entry to rooms or restricted areas** is strictly prohibited.
11. Harassment. i.e.: verbal or physical conduct which creates an intimidating, hostile or offensive educational environment will not be tolerated. This includes unwelcome sexual advances, unwelcome physical contact of a sexual nature and making of repeated unsolicited gestures. This can lead to expulsion of the offenders.

RELATIONS WITH STAFF

12. Rudeness to any member of staff or to a Supervisor when on Job Attachment will result in suspension/expulsion.
13. Students must notify their immediate instructor, Head of Division or other senior members of staff when leaving the Campus during class sessions.

USE OF VEHICLES

14. A speed limit of sixteen (16) Kilometer per hour must be observed on campus. Students are restricted to parking their vehicles in the designated parking area only.
15. Students are not permitted to park their vehicles beyond the gates of the canteen and automotive workshops.
16. The **directions of security staff must be observed at all times.**
17. Noisy vehicles or those emitting excessive fumes are not allowed on the campus unless special permission is granted.
18. The riding of bicycles or motor cycles along the corridors is strictly prohibited.

DRESS CODE

19. *Students must wear the designated uniform on campus at all times. Uniforms should be clean and in good repair. Shoes should also be in good repair. Sandals and open-toed shoes are unsafe in **workshops** and would not be allowed to be worn during practicals.
20. The following items of clothing are not permitted during campus activities in classrooms/workshops: sleeveless vests or jerseys, tank tops with deep cuts,

see through clothing, navel breakers, x-rated prints, jeans and cut outs. Track pants or shorts may be worn only when required for sporting activities.

SECURITY

21. Knives or implements which can be considered as weapons are strictly forbidden on campus, students are liable to be searched by Security Personnel.
22. In the case of suspension, students will not be allowed on campus during the period of suspension unless authorized. **ID Cards** will be withdrawn during the period of suspension.
23. When **on campus**, students must wear ID Cards in a manner such that the **photo and the student number are displayed.**
24. Offending students I.D cards must be surrendered on request of the campus security officers or a member of staff.
25. Any student who fails to identify him/herself or who fails to follow a legitimate directive by any member of staff may be suspended.
26. The Principal reserves the right to have offending students escorted off the premises.
27. Conduct which breaks the laws of Barbados, e.g. illegal gambling and drug possession, theft, is a breach of this code.

SCHEDULE A

Students are expected to conform to the following rules which are laid down for their guidance and to maintain the tone of discipline of the Polytechnic.

The Principal reserves the right to conduct searches.

Students on suspension are required to surrender their ID Cards to the Institution.

N.B. A DAY as identified below represents a school day.

N.B. Disciplinary action will not be limited to the offences outlined below.

Description of Offence	1st Offence	2nd Offence	3rd Offence
Smoking of cigarettes on campus	Written warning	5 days suspension	5days suspension and counseling
Possession or use of drugs	Prosecution and/or expulsion		
Insubordination to any member of staff or to a supervisor when on Job Attachment	Written warning and or apology	5 days suspension	
Gross insubordination	5 days suspension	10 days suspension and counseling	
Abusive/obscene language and conduct	3- 5 days suspension	Max 5 days suspension	10 days suspension
Gambling on Campus	10 days suspension and counseling	10 days suspension, pending expulsion	
The possession of knives or implements which can be considered as weapons	10 days suspension and/or prosecution Counseling	10 days suspension pending expulsion	
Students found sitting or climbing on the railing or fence on or around the Campus	Written warning	3 days suspension	5 days suspension
Willful obstruction of corridors or stairs	Written warning	3 days suspension	3 days suspension
Disruptive behavior in the classroom	Written warning	3 days suspension and counseling	5 days suspension
Littering along the corridors, stairs, outside the classrooms, workshops and canteen	Written warning	3 days suspension	5 days suspension

Description of Offence	1st Offence	2nd Offence	3rd Offence
Refusal to observe the speed limit of (10) Km/ph on Campus	Written warning	Withdrawal of parking privileges	
Parking of vehicles in areas other than the designated area	Written warning	Withdrawal of parking privileges	
Willful damage or defacing equipment, tools, books, furniture and buildings	Payment for cost and/or 5 days suspension. Refusal to pay may result in expulsion and or prosecution		
Stealing tools and/or other property	Payment for cost and /or 5 days suspension. Refusal to pay or return property may result in expulsion and or prosecution counseling	10 days suspension Pending expulsion and prosecution	
Engaging in willful negligent behavior in the workshop or classrooms which is likely to endanger the health, safety and welfare of students or other persons	5 days suspension	10 days suspension and counseling	10 days suspension Pending expulsion
Failure to display ID Cards in appropriate manner i.e. showing photo and student #.	Written warning	Written warning	3 Days suspension.
Failure to identify yourself as directed by any member of staff.	Written warning or eviction from campus.	3 days suspension	5 days suspension
Engaging oneself in any immoral act or conduct. Example: display of pornographic images	3 days suspension and counseling	5 days suspension and counseling	10 days suspension Pending expulsion

Malingering, truancy, persistent lateness or absence from class.	Written warning	Written warning	5 days suspension
Display of aggressive behaviour, threats of violence, bullying of students	3 days suspension	5 days suspension	Expulsion
Fighting without weapons	10 days suspension and counseling	10 days suspension Pending expulsion	
Fighting with the use of weapons	10 days suspension and/or prosecution Pending expulsion		
Lewd, obscene, licentious, indecent dress	Refusal to enter compound		
Failure to comply with the authority of Campus officials acting within the capacity of their positions	3 days suspension and or written warning	5 days suspension	10 days suspension Pending expulsion
Improper use of Internet or computer technology available for student use	Written warning	Written warning	Prohibit access
Bomb Threat	10 day suspension and/or prosecution and counseling	10 day suspension, Pending expulsion	
Consumption of intoxicating liquids	3 days suspension	5 days suspension and counseling	10 days suspension
Behavior while in SJPP uniform causing embarrassment or that brings this institution to disrepute	10 day suspension and counseling	Suspension and/or expulsion	
Failure to wear appropriate uniform while on campus	3 days suspension	5 days suspension and counseling	10 days suspension

The SJPP is under no obligation to make up for lost time by students who are suspended. During the suspension period all privileges as a student at SJPP are

suspended, including sports representation. Suspended periods are not included in the possible attendance.

A student facing disciplinary proceedings may be accompanied by a student representative if he or she so desires.

Relevant Education Regulations

Education Act, CAP 41, section 64A, 64B and 64C apply.

Section 64A states:

(1) This section applies to all schools.

(2) Where a teacher of a school has reasonable grounds for believing that a student has in his possession any intoxicating liquor, controlled drug within the meaning of section 3 of the Drug Abuse (Prevention and Control) Act, gun within the meanings of the control of Offensive Weapon Act, or any article that has been reported stolen, the teacher may search the pupil's person and the pupil's property.

(3) Where upon a search carried out pursuant to subsection (1), the teacher finds intoxicating liquor, controlled drug, gun, offensive weapon or any article that has been reported stolen on the person or in the possession of a pupil; the teacher shall report forthwith the finding to

(a) The police

(b) The Disciplinary committee as the case may be.

(c) The principal.

(4) The search of:

(a) The pupil's person shall be conducted in the presence of an adult, other than the adult conducting the search; and

(b) A pupil's property shall be conducted in the presence of the pupil and another adult, other than the adult conducting the search.

(5) A female pupil may only be searched by a female in the presence of another female.

(6) A male pupil may be searched by an adult of either sex in the presence of another adult of either sex.

(7) A search under this section shall be carried out in a private place whether on the school premises or elsewhere during school related activities, and no pupil, other than the pupil searched, shall be present during the search.

(8) The instructor who carries out a search under the authority of this section may exercise the same powers, and has the same privileges and immunities as are conferred on a constable by law.

(9) Where a search is carried out by an instructor other than the principal, that instructor shall forthwith forward a report in writing to the principal stating the facts and circumstances relating to the search.

(10) Whenever a search is carried out pursuant to this section by an instructor other than the principal, the principal shall, forthwith after the search, institute an inquiry into the circumstances relating to the search.

(11) Any pupil who

- (a) assaults, obstructs or uses insulting, abusive or indecent language to a teacher carrying out or attempting to carry out a search under this section; or*
- (b) is found in possession of any intoxicating liquor, controlled drug, gun, offensive weapon or any article that has been reported stolen;*

is guilty of an offence and is liable on summary conviction, if he is under the age of 16 years, to a fine of \$1,000 or if the pupil is 16 years of age or older to such a fine or to imprisonment for 6 months or both.

(12) Any person, other than a pupil, who assaults, obstructs or uses insulting, abusive or indecent language to a principal, deputy principal or teacher carrying out a search under this section or any adult assisting the principal, deputy principal or teacher is guilty of an offence and liable on summary conviction to a fine of \$2,500 or imprisonment for one year or both.

Section 64B (1) states;

A pupil who willfully damages or destroys school property or the property of any person lawfully on the school premises is guilty of an offence and is liable on summary conviction to a fine of \$500, if he is under the age of 16 years, or, if he is 16 years or older, to such fine or to imprisonment for 3 months or both.

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Please complete and return this slip to your respective head of division.

STUDENT'S NAME: _____

PARENT'S NAME: (for students under 18 years) _____

STUDENT NUMBER: _____ **COURSE:** _____

This is to confirm that I _____ have read,
Fully understand and accept the students' Codes of Conduct of the Samuel Jackman
Prescod Polytechnic.

Student (18 years old and over)

Parent/Guardian (if student is under 18
Years old)

Date

Date

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