# Purpose

* 1. To describe the procedure by which Foundation Staff manage student behavioural issues.

# Scope

* 1. This procedure applies to all Foundation managers and staff.

# Regulatory References

* 1. N/A

# Related Documentation

* 1. IATC SS 01 Student Handbook - Students
  2. IATC SS POL 03 Student Dismissal
  3. IATC SS POL 05 Student Behaviour Management
  4. IATC TF 06a Student Counselling Form
  5. IATC TF 06b Student Behaviour Warning Letter

# Glossary of Terms

## **Counselling –** Support and guidance offered a student by any member of AARCOE staff. The purpose of counselling is to help our students to develop personal, professional, and academic skills to find success at AARCOE and beyond.

## **Behavioural issue –** Any instance of non-compliance with IATC’s policies or Student Code of Conduct.

## **Minor offense –** Any infraction which is expected to be handled exclusively by the classroom instructor and does not pose a threat to health or safety. Examples of common minor offenses are sleeping in class, talking out of turn, use of mobile phones, minor disrespect of the instructor, leaving the classroom without permission or having two recorded late-absences in one week. Though a series of repeated minor offenses could lead to the issuing of an IATC TF 06b Student Warning Letter, an isolated minor offense does not warrant counselling or involvement of the Disciplinary Committee.

## **Major offense –** Any infraction warranting the immediate involvement of senior management and or the Disciplinary Committee. Examples of major offenses are smoking on college property, cheating, setting off fire alarms, striking a member of staff or a classmate, verbally abusing a member of staff, bullying, and vandalism or destruction of college property. Any major offense can be used as evidence for support of recommendation for dismissal.

# Responsibilities

## All Foundation Managers and staff are responsible for the implementation of and adherence to this procedure.

## Foundation Managers are responsible for responding to reports of major offenses or repeated minor offenses according to AARCOE TF 06 Student Behaviour Management Procedure. This includes supporting EFL Instructors, counselling students, issuing IATC TF 06b Student Warning Letters, and recommending students to be brought before the Disciplinary Committee for potential dismissal.

## The Disciplinary Committee is responsible for determining what actions to take regarding students who have (1) received 3 IATC TF 06b Student Behaviour Warning Letters, (2) committed a major offense, or (3) have been recommended for dismissal for any other reason.

## Foundation Instructors are responsible for (1) counselling their students in the case of minor offenses, (2) completing proper documentation of both minor and major offenses, and (3) reporting habitual minor offenses or any major offenses to their reporting manager.

## Student Counsellors are responsible for providing guidance and support for students where necessary/appropriate.

## Foundation Instructors are responsible for documenting all major and minor offenses on Teacher Plus.

# Procedure

* 1. Minor Offenses:
     1. For first or initial instances of a minor offense, the student shall be counselled and or disciplined by the instructor.
     2. After repeated or habitual occurrence of a minor offense the Foundation Instructor shall report the issue to their reporting manager.
  2. Major Offenses:
     1. In the case of any major offense a Foundation Manager must provide counselling for the student and complete an IATC TF 06a Student Counselling Form. The Foundation manager must then determine whether or not to (1) issue an IATC TF 06b Student Behaviour Warning Letter and (2) recommend the student for suspension or dismissal. At this point, the Foundation Manager may elect to seek the support of a student counsellor from Student Services.
     2. In the case a student receives 3 IATC TF 06b Student Behaviour Warning Letters, the student may be recommended for suspension or dismissal by a Foundation Manager.
     3. In the case a student is recommend for suspension or dismissal, all documentation and records regarding the student’s attendance and academic and behavioural history shall be gathered by a Foundation Manager and provided to the Disciplinary Committee. The Disciplinary Committee shall address the student’s case and determine whether or not to suspend or dismiss the student according to IATC SS POL 03 Student Dismissal Policy.

# Records

## All infractions and any related documentation shall be input on Teacher Plus, put in the student’s records, and stored electronically.