

## Abusive Behaviour Policy

Extract from Student Handbook:

*Please note: Abusive behaviour of any kind will never be accepted in our school. If a student is found to have been physically or verbally abusing a teacher or another student, ICE reserves the right to expel the offending student without a refund of course fees.*

In the event that a student is found to be acting in an abusive manner toward fellow students or a member of the ICE staff, the order of staff to deal with the incident is as follows:

1. Teacher
2. Core staff member (Head of Student relations, Administrator, DoS)
3. Director

When stage 2 is reached, written records of the meeting are kept in the Complaints folder. In a private meeting with a core staff member, the student shall have the above policy of the Student Handbook explained to him/her in particular the implications of re-offending. Attempts must be made to mediate and listen to grievances in a non-confrontational manner. Where there is a dispute between two students, all efforts should be made to separate them/find an alternative class for one party and resolve the matter quickly and with the least impact on the student and the administration. If a student continues to behave in an abusive or severely obstructive manner or one that prohibits the comfortable running of the class, then the student can be expelled. ICE operates a '3 strikes and out' policy in this regard. At this stage, any refund is at the discretion of the ICE management.