



OISE Cambridge Disciplinary Policy

Lateness, absence & disruptive behaviour in school
or inappropriate behaviour in a homestay

1. The Teacher should inform the Principal of any disruptive behaviour. All absences/lateness should also be reported on the day to the Principal.
2. If the problems continue, the Principal will speak to the student about disruption to classes / homestay provider respectively.
3. If the problem is not solved or the behaviour continues, the Principal should speak to the student again (with the Teacher present) or the Principal should speak to the student (with Accommodation Officer present) to try and find out the reason for the behaviour and ask if anything can be done to help in case there is a problem of some kind. The student should be warned about visa requirements, if relevant, and that a minimum of 80% of the course must be completed. The student should be made aware of the procedure if the behaviour continues.
4. If the behaviour continues, the student should receive an official verbal warning from the Principal, who should again try and find out if there is an underlying cause.
5. If the behaviour continues, the student should receive an official written warning from the Principal who should also try and find out if the student has any difficulties. The agent should be informed.
6. If the behaviour still continues, the student would then receive a final written warning from the Principal and a copy will be sent to the agent.
7. The agent should be contacted and the student will be asked to leave the school or (in the case of homestay problems) asked to leave the homestay and move to private accommodation or a hotel.