



## Student Misconduct Policy

The school has a behaviour policy which will be explained to you on your arrival. You must pay for any damage you cause to the school or homestay and its contents. The school reserves the right to cancel a student's course in the case of serious misconduct. Refunds will be at the discretion of the school.

### In the event that a student is deemed to have demonstrated misconduct by Berlitz staff, the following action will be taken:

Stage 1	Verbal warning from your teacher and/or Director of Studies.
Stage 2	Written warning from the Director of Studies.
Stage 3	You will be asked to leave the school.

Behaviour that would be regarded as **serious misconduct** & might lead to a student being asked to leave the school includes:

- stealing;
- deliberate & serious damage to the school building or its fittings,
- property or equipment;
- improper use of school facilities (e.g. accessing pornography on the Internet);
- breaching health & safety rules (e.g. tampering with fire extinguishers);
- the use of threatening or abusive language;
- physical violence & bullying;
- harassment or discrimination against staff or other students on the grounds of sex, marital status, race, disability, religion, age, sexual orientation or any other factor.

This list is intended as a guide & is not exhaustive.

If you have any questions about this policy, please ask your teacher or see the Director of Studies.

### VERSION CONTROL

Version	2.0
Originator	Director Of Studies
Effective from	1 <sup>st</sup> October 2022
Approved by	Berlitz Executive Committee
Date Approved	2022

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