

Western Hospitality Institute

Toil For Excellence



**DISCIPLINARY CODES
AND PROCEDURES**
A Framework for Discipline
Appendage to the 'Student Handbook'

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Western Hospitality Institute

Preamble

Western Hospitality Institute, herein referred to at times as WHI or W.H.I. is invested in developing within its students a high level of social responsibility and discipline. Within this context, the Disciplinary Code serves to enforce desirable and acceptable principles that if practiced and adopted by students, will go a far way in their personal and professional development

Mission Statement

To develop and enhance the skills and academic capabilities of students and employees in the Hospitality & Tourism industries by providing them with educational opportunities both locally and internationally.

Vision Statement

To provide and maintain quality assurance educational programs in Hospitality & Tourism that will foster the total development of persons in these industries locally and internationally

GENERAL RULES & GUIDELINES

Western Hospitality Institute prides itself in producing excellent men and women, the Institute's graduates are recognized locally and internationally for their discipline and professionalism. It is an accepted concept that when individuals become acquainted with an organization's principles and expectations the stage is set for smooth operations. As we develop great minds it is also our mission to develop great attitudes that prepare students for the Hospitality Industry; as a consequence the following guidelines for operation have been developed.

- * Respect must be shown to members of the administration and ancillary
- * Punctuality is of utmost importance, persistent disregard will incur sanctions
- * Lecturer and facilitator facilities are out of bounds to students who must at all times seek permission to enter.
- * Destruction or removal of the institution's property warrants swift disciplinary action
- * The use or possession of alcohol and drugs is strongly prohibited
- * Weapons, including but not limited to (knives, razors, firearms or makeshifts) are not allowed on property
- * Hazing in any form will incur grave sanctions
- * School events and lecture series are mandatory
- * Sounds including music or otherwise from laptops are prohibited
- * All forms of physical and verbal violence are forbidden

STUDENTS DISCIPLINARY CODE

PURPOSE

To denote the School's disciplinary procedures

POLICY

It is the School's policy to engender discipline and deportment within students while on property; with the aim of developing individuals of substance and decorum. Where standards of conduct are violated by students a Disciplinary Committee is in place to actively deal with such occurrences

The Disciplinary Committee shall comprises of:

- Chairman of the Disciplinary Committee
- Senior Lecturer/ Senior Facilitator or Designate
- Student Senate President
- Students Affairs Coordinator or Designate

PROCEDURE

The incident will be dealt with by the Disciplinary Committee. The students affairs coordinator must advise the student of his/her right to have witnesses and will inform Student as to the time, location, charge(s) and date of the hearing.

Step-by-Step Code for Hearings

- The student affairs coordinator or designate will be present at all hearings but independent of procedures.
- The Defendant will be informed of the charge(s) and will be read his/her rights by the Chairman
- The student will be asked to plead guilty or not guilty
- The council members are at liberty to question the defendant. witnesses will testify.
- The council members may question the witness or witnesses
- Defendant will leave the room and the council will deliberate
- Recommendations and findings should be given associate chair.
- The head of school shall or shall not act upon the recommendations of the committee in favour of lesser or more severe sanctions
- Student holds the right to appeal sanctions of dismissal or suspension (to the President)in writing within seven school days

GRIEVANCE PROCEDURE

Western Hospitality has an open door policy and keeps the lines of mediation open at all times to foster discussion on any request or complaint by any student who believes he/she has a justifiable complaint. With this in mind the institution has established procedures for settling grievances.

The Grievance Resolution Committee will consist:

Associate Chairperson or Assistant
Students Affairs Coordinator or Designate
Senior Lecturer/ Senior Facilitator or Designate
Student with grievance

PROCEDURAL STAGES

Student must communicate grievance to the student affairs coordinator after which, the committee will be convened. The aim of the grievance procedure is to build trust and confidence in the systems of the institution. Arriving at a speedy and amicable solution for all parties is paramount and as such all possible solutions must be exhausted.

Stage 1

At this step it is incumbent upon the student to identify the problem with his/her lecturer/facilitator/administration staff. However, the committee at this point has the opportunity to arrive at a speedy solution that is fair and amicable. Accurate records are to be kept and findings and recommendations must be presented to the associate chair.

Stage 2

If the grievance is not solved at stage 1 the student may present their case in writing to the associate chair.

Stage 3

If the grievance is not solved at stage 2 the student may present their case in writing to the president of the institution. At this point the president may request the minutes of the committee and convene a meeting with the student, student affairs coordinator and the associate chair. This is at the discretion and convenience of the president.

PERSONAL APPEARANCE AND GROOMING

Students of Western Hospitality Institute, while on campus, or on school trips, or events, must at all times carry themselves with the greatest respect and decency – one must be appropriately attired as they would be on the job. Male and female students' hair should be well groomed, male students are not allowed to wear braids or plaits. Muslims, Rastafarian etc. shall cover their heads with appropriate headwear (**students' manual page 31**). School shirts and blouses are to be worn in pants/skirts –**AT ALL TIMES**.

PURPOSE

WHI regularly hosts visitors, potential employers as well as unannounced individuals from the industry. Proper attire ensures safety but also helps the students' confidence and forms a positive image of the institution.

POLICY

All students of Western Hospitality Institute will at all times be appropriately attired and in good taste.

PROCEDURES

General Rule

Attire with slogans of drugs, sex or obscenities are at no time permitted on campus; neither are revealing and uncouth attire. Students having class or not, will immediately be asked to leave the property.

Classroom Attire

- No shorts, cut off pants, knickers, earrings for males
- Tongue rings are not to be worn on property
- Uniform is Gold dressing shirt with W.H.I. logo along with Navy Blue pants for males & for ladies skirts only.
- Excepting for an illness to the feet, shoes must be worn to classes at all times, these must be black.
- Open toed shoes or slippers are prohibited.
- Head coverings, hats, head bands or picks are not allowed in the classroom or on campus while in uniform; excepting for religious reasons, which the school must be made aware of in writing to the associate chair.

REGULATIONS AND SANCTIONS FOR BREACHES

The following states the regulations that govern the students at the Western Hospitality Institute. They include but, are not limited to the situations stated and may include other situations which will incur sanctions which breach W.H.I.'s disciplinary policies and procedures.

School Regulations

Academic Dishonesty

Attendance & Punctuality

Lateness & absence from classes

Scholastic Activities

Uniform

Lecture series

Sporting activities

Dress Code

Hairstyles

Nails

Earrings

Belts

Uniforms

Student Behaviour

Cursing

Fighting

Gang involvement

Taunting

Dissent

Sexual assault/misconduct

Vandalizing school and classroom property

Stealing

Weapons

Knives

Ice picks

Other weapons (makeshifts)

Drugs & Alcohol

Cigarettes

Marijuana

Alcoholic beverages

Other illicit drugs

REGULATIONS

The following states the regulations that govern the students at the Western Hospitality Institute. They include but, are not limited to the situations stated and may include other situations which will incur sanctions that breach W.H.I.'s disciplinary policies and procedures.

Introduction to Disciplinary Policies

The administration of Western Hospitality is first and foremost committed to the education of its students, providing them with local and international opportunities they could not otherwise access; however, discipline is the foundation on which a good education rests. As we provide facilities conducive to learning, students are expected to carry themselves in same manner.

Every student is in all respects responsible for his/her behaviour and will be held accountable per the Institution's guidelines

All students have the right to an appeal.

Students are dismissed by the Disciplinary Committee who has the final say on that matter. Students may otherwise appeal other sanctions in writing to the associate chair within Five(5) school days of receiving such sanctions.

SANCTIONS

Students found guilty of misconduct shall be subject to the imposition of the following sanctions.

- i. **First Warning** – A written or verbal notice to a student that the repetition or continuation of a particular conduct will warrant further or more severe disciplinary action.
- ii. **Second Warning** – An official written reprimand with warning that further infractions will result in further or more severe disciplinary action.
- iii. **Restitution** – An order that a student make compensatory payment per cost of loss or damaged property, being limited but not in excess of the cost of repair or replacement.
- iv. **Work Related Reparation**- An order offered to student as an alternative to other sanctions accompanied by Sanction (ii).
- v. **Educational Alternatives** – An order or option that student issues an apology, research, participate in workshops or seminars or carry out an educative rehabilitative assignment.
- vi. **Fine**- An order that the student pay a sum of money to the Institution. Since this fine is optional, the student may refuse to pay the fine in lieu of another punishment
- vii. **Restriction to Facilities** – limitation or denial of access to use facilities or participate in an activity for a period of time
- viii. **Probation**- Student is placed on a probationary status. Restrictions aligned would include: Ineligibility to appear as a participant in public performances, musicals, intramural activities and athletic or Sporting activities. Ineligibility to hold public office within the year of the probation.
- ix. **Suspension**- Student is suspended from school for a designated period of time. Student is banned from campus and has a non-participatory status in any school activity.
- x. **Dismissal** - The student is deregistered from the institution and barred from ever resuming studies. All fees and monies paid to the institution are forfeited by the student and will not be refunded.

ACADEMIC DISHONESTY

This is one's behaviour that is intended to obtain or assist in obtaining credit for work that is not one's own, once a student has collaborated in a joint educational effort with a lecturer's knowledge or permission this would not qualify as educational dishonesty.

Academic Dishonesty includes but is not limited to:

- Copying material during an examination or quiz by hand or by electronic device.
- Allowing a student to copy from one's examination or quiz script.
- Communicating with other students during an examination.
- Submitting falsified information for grading.
- Misuse of the Institutions computer system.
- Unlawfully copying data originally created by another.
- Purposeful absence or lateness in a manner to postpone, delay or avoid academic responsibilities.
- Stealing or accepting stolen copies of scripts or answer keys.
- Intentional misrepresentation of information.
- Copying a student's assignment or allowing another to do so.
- Submitting work that is not your own.
- Using personal notes or jottings during a quiz or examination.
- Obtaining a copy of or information about a quiz or examination beforehand without a facilitator's consent.
- Impersonating a student to assist student academically or having oneself impersonated.
- Changing answers or seeking credit for returned assignment which has been already graded.
- Altering a teachers mark book or grade sheet.
- Using professional assistance without giving credit to the source.

Attendance & Punctuality

× Lateness

Punctuality cannot be overstressed; classroom doors are closed 15 minutes after the scheduled start of class. A student who reports for class late must not disturb the ongoing session. The student may request to be admitted when the facilitator allows students a break. Students will incur sanctions for persistent lateness.

× Absence From Classes

Absence from Three(3) consecutive classes will result in a re-sit of the course

Scholastic Activities

Activities are developed in the interest of the student to assist in our commitment to developing the total individual; professionally and educationally.

× Lecture Series

Attendance to lecture series is mandatory

× Sporting Activities

Participation in planned sporting activities is expected; during such events students must conduct themselves consistent with a regular school day behaviour.

× Attire For Activities

The uniform specific to the particular event must be adhered to, if a particular dress code is required for the event the student will be informed.

× Student Meetings

Student meetings allow students to voice their concerns and opinions. Important information is disseminated at these meetings. Attendance is mandatory and no student must be absent from more than 80% of these meetings. A register is taken and attendance is constantly monitored.

Dress Code

Hairstyles

- × Hair must always be well groomed and low cut for males except for religious or medical reasons which must be in writing to the Associate Chair and Dean of Discipline
- × No colours other than natural hair colours
- × No decorative markings in the hair
- × No markings in the eyebrow
- × No shells or beads in hair
- × Males should be well groomed at all times

Nails

Nails should be neatly trimmed at all times, students are allowed to wear French tips, no patterns and no more than ____inch from the nail bed. Tips must be well groomed at all times, these must be removed once student has a practical class. **Males are not allowed tips or acrylic. Brightly coloured nails are prohibited**

Earrings & Jewelry

Females are allowed to wear one (1) small pair of studs. Loops must be those that are close to the ear lobes. Chains and necklaces of any form are not to be visible if worn. **Males in earrings on campus will be asked to leave immediately.**

Belts

Belts for males must have a simple professional dress buckle and the strap must be black. Females' belt should match the bottom they are wearing with simple professional buckle.

Uniforms

The uniform is Yellow Dress shirt with WHI crest/logo sewn on along with Navy Blue pants (males) and skirt only (females) tucked in. Undershirts must not be seen. It is to be noted that uniform concession is made for part time students who have to work. However, all other codes of dress must be adhered to. Students who use their job situation to flout the dress code will be reprimanded.

Student Behaviour

This Institution is committed to training the ideal hospitality candidate and as such students' behaviour must conform. Disorderly or insubordinate conduct will subject a student to disciplinary action.

Such conducts include but are not limited to:

- × Making unreasonable noise
- × Obstruction of vehicular or pedestrian traffic while in uniform
- × Disturbing any meeting or convened assembly
- × Creating hazard or physical offenses
- × Actions that bring or may bring the school's name into disrepute.

Cursing

This is lewd or obscene language directed to an individual or group. While in uniform, on campus or representing the Institution this behaviour is a serious offense.

Fighting

The ability to reason through differences and not resort to physical action is the mark of a mature and educated individual, qualities which are ideal for job placement in the industry as well as for personal development.

Fighting is prohibited while representing the school, on campus, in uniform or at a function or property where student is assigned.

Gang Involvement

Gangs are defined as group(s) of persons forming an alliance or group to pervert, intimidate or subvert the rules of the institution through the defacing of property, wearing gang insignia or acts of violence

Teamwork is an essential facet of learning as well as building camaraderie and trust; in this regard WHI en-

Student Behaviour

Taunting

This is an invasion of one's individual personal privacy and space. The use of words, symbols or actions in a malignant manner to intimidate or make fun of one's situation, physical or mental appearance.

Dissent

Western Hospitality Institute takes a Zero Tolerance approach to this behaviour which is disrespectful actions or words to staff or other students.

Sexual Assault/Misconduct

Pulling someone's pants or skirt down or up, inappropriate sex talk, inappropriately fondling or touching a person's body as well as the possession of pornographic material all constitute a breach.

School & Classroom Property

To continue providing quality service to students, the institution's property must be protected. Students who are depriving current and future students of a clean and proper facilities will be sanctioned.

- * Displays & notices must not be removed
- * Classes must be kept clean as bins are provided
- * Walls must not be defaced
- * Tables must not be used as seats or standing platforms

Stealing

Stealing infringes on the staff's and students' feeling of safety and as a such a zero tolerance approach is taken regarding theft of any kind.

Illegal Drugs & Alcohol

- × **Cigarettes**
- × **Marijuana**
- × **Alcoholic Beverages**
- × **Cocaine or Crack**
- × **Other Illicit Drugs**

Students who report for classes visibly under the influence of alcohol or drugs or emitting a drug or alcoholic odour will be sent home.

Students caught using illegal drugs on campus will be asked to discontinue study with WHI.

No illegal drug or alcohol in any form is allowed on campus.

Western Hospitality Institute reserves the right to treat the above infractions as follows:

Illicit substances or paraphernalia will be turned over to law enforcement

Violators will be subject to criminal prosecution

The law enforcement officers will be contacted, student will be placed on automatic suspension pending a formal report from the officers.

In severe circumstances or the perception of danger or threats, WHI reserves the right to search the property and person of students on property.

Weapons

- × **Knives**
- × **Ice picks**
- × **Other weapons (makeshifts)**

Possession of dangerous weapons is prohibited

The use of any dangerous weapon or makeshift to inflict wound to fellow students or staff will warrant immediate dismissal

Note: The possession of firearm or other dangerous weapons on campus or event related to the institution will result in the summoning of law enforcement officers. This warrants immediate suspension pending further investigation and possibly more severe actions.

Gambling

Gambling in any form is strictly prohibited

N.B: Graduation is mandatory for all WHI students, students who do not participate will be charged 50% of the graduation fee (whatever it may be at the time each student is scheduled to graduate) before being able to receive their certificates of completion and will be given a written warning to be placed on their permanent file.

Consequences of Breaches

Offences	First Offence	Second Offence	Third Offence
Non-Participation in Scholastic/ Sporting Activities	WW & CNSL	Review	
Use/Possession of Weapons	Dis.		
Absence from Lecture Series			
Attendance & Punctuality	VW & CNSL	WW	Review
Gang Involvement & Gambling	Dis.		
Fighting	Sus.	Dis.	
Misuse of Library material	VW/CNSL	WW & Res.	Review
Taunting	WW		
Dissent	WW/ AA		
Dress Code	VW	WW	Review
School Property Destruction	VW/Fine	WW & Res./Fine	Review
Noise From laptops	VW & Fine (\$500)	WW & Fine (\$1500)	Review
Cursing	VW/CNSL	WW	Review
Use/Possession of Illegal Drugs	Dis.		

Key

AA	Academic Alternative
CNSL	Counseling
Dis.	Dismissal
Res.	Restitution
Sus.	Suspension
VW	Verbal Warning
WW	Written Warning
Review	Student's status is evaluated

Student Disciplinary Agreement Form

As a current or prospective student of **Western Hospitality Institute**

I _____ have read and understood the rules, regulations, procedures and guidelines as well as relevant consequences for breaches; as such, I agree to carry myself in adherence to the rules and policies of the school. I take full responsibility for my actions if I should breach the guidelines set out in the Student Handbook and Disciplinary Code. I understand that accessible to me are avenues for appeal and systems in place to hear any grievance(s) I may have. I understand that after signing this form, it will be placed on my permanent file.

Student's Signature

Date

_____/_____/_____

Month Day Year