

STUDENT DISCIPLINARY ACTION FORM INSTRUCTIONS

Newly implemented Disciplinary Changes

Arkansas Baptist College

One of the major strengths of the CSWEP Program is the decentralization of participating departments. Still, there is a need to create a method whereby we can apply a consistent disciplinary policy and procedure across campus. The “**Student Disciplinary Action Form**” was designed to provide supervisors a standardized procedure that could be used campus-wide when addressing performance problems. Supervisors are advised to use the form as official documentation and to provide a detailed description of the infraction along with the date, time and location. As always, the CSWEP office is available to assist you at any point during the process

- I. When the “**first warning**” occurs, it is preferable to speak directly with the student and discuss the matter in private. Calmly discuss the offense and the corrective actions being taken. You have an opportunity at this point to help the student work through the issue by offering solid suggestions for improvements. Only focus on the offense and resolution. Never give the impression that you are attacking the person. Students have an option to either agree or disagree. If a student refuses to sign the form, the labor supervisor should note this by writing on the form, “This situation was discussed with the student. Student refused to sign the form.”

- II. The procedure is the same for a “**second warning.**” At this point the supervisor should write an action plan and notify the CSWEP office of that plan. The supervisor should also inform the student, coach, and CSWEP office that he/she has received their second warning and therefore recommended to be suspended from all extracurricular activities. The coach will be notified that the student has been suspended from the extracurricular activity until he has met the requirements for the CSWEP program..

- III. If the first and second warnings do not provide the intended results, “**Departmental Probation**” and/or “**Department Release**” can be chosen as a consequence for final resolution of the student’s undesirable behavior. At this point, the student has not met the requirements in the action plan. The supervisor has the right to put the student on departmental probation, or department release. Depend on the availability of other jobs on campus the student may be removed from residential housing for the remainder of the academic session. The student will also sign a payment arrangement agreement with the business office.

As the third and final written course of action which may involve one or more of the following: the supervisor must consult with the CSWEP Office and determine the next course of action which may involve one or more of the following:

- Departmental Probation (This disciplinary action must be taken when the supervisor decides to allow the student to continue working in the department. The supervisor will be required to develop an accountability agreement outlining specific expectations. If a student disregards the accountability agreement, appropriate actions.
- Departmental Release agreement (This disciplinary action is taken when the supervisor believes all resources have been exhausted and the student doesn't have the ability to be successful within their present work assignment. The CSWEP office and the supervisor must sign the Work Release Form.

Campus Service Work Education Program
Student Disciplinary Action Form

Student Name _____

Circle: First or Second Infraction

Date _____ Time of Infraction: _____

Location: _____

Description:

Corrective Actions Taken;

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Third Warning Form

Date/Time of Infraction:

Location: _____

Description of Issue:

Corrective Actions Being Recommended by Supervisor:

Corrective Actions Taken:

- Departmental Probation**
- Departmental Release** (*Release of freshman students requires approval from the CSWEP office*)
- REMOVAL from residential life** (*for the academic semester*)

Supervisor Signature

Date

Student Signature

Date

CSWEP Office Staff Signature

Date

Considerations when terminating a student's employment

- Trust your instincts and don't hire a student you feel uncomfortable with. Personality match can be as important as a skills/education match in the work environment. Be sure to interview students thoroughly and consider checking references on campus.
- Make sure you have considered the following:
 - a. Establish expectations early
 - b. Do not allow poor performance to go unchecked
 - c. Use the Student Labor Evaluation as a conversational guide for changing behavior and improving performance
 - d. Use the disciplinary action form to document performance concerns and your response
 - e. Develop an accountability agreement with the student outlining performance requirements
 - f. Contact the Labor Program Office to help mediate a resolution
- If repeated attempts to resolve the situation have failed, then meet with the student in private to explain that the agreed upon expectations have not been met and that you are not able to continue their employment. This should be done after all documentation of the offenses have been completed and after consultation with the Labor Program Office. Remember that you are addressing the performance of the student and should refrain from making it a personal issue with them.
- Provide documentation to allow the student an opportunity to understand your concern.
- Students do have a right to discuss their work-related concerns with the CSWEP office.
- Do not escalate the situation. Remain calm by speaking in a low, controlled voice.
- Never allow your frustration with a student to cause you to "unload" on them. Be professional and speak to the performance issues without personal attack.
- Should you ever feel threatened, call campus security