**Summer Camp Disciplinary Action Standard Operations Procedure (SOP)**

**夏令營紀律處分 標準流程**

2019-03

This SOP follows a three-level approach. In Level 1, a verbal warning is given. In Level 2, a written warning is issued. And in Level 3, disciplinary actions are taken (along with a formal notice). Any violator who receives two written warnings will face disciplinary actions automatically.

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| **Tasks** | **Steps and Descriptions** | **Person in charge** |
| (Level 1) Verbal warning | * For participant or program assistant who violates the RC Code of Conduct in References 1 & 2, the person in charge may give a verbal warning on the spot * The person in charge records the name and ID card number of the violator and inform the violator that the incident will be reported to College Office * Security Personnel may submit a report to College Office as appropriate | College Office or Security Personnel |
| (Level 2) Written warning | * College Office reviews the incident. Based on the severity, College Office may issue a written warning to the violator or elevate to Level 3 below. * If the violator already received a written warning before, proceed to Level 3 directly. * For written warning, College Office inform the violator to pick up the warning notice and sign a receipt | College Office |
| (Level 3) Disciplinary Actions | * Based on the severity, College Office may consider the following actions:   + Immediate or delayed cancellation of residency   + Recommendation to program organizer for immediate or delayed termination of the violator's participation in the program   + (If the violator is a prospective UM student) Recommendation to UM for re-consideration of admission * College Office will coordinate with the program organizer about the actions and issue a formal notice to the violator | College Office |

References:

1. Basic Rules and Regulations from RC Code of Conduct for UM Summer Program Participants

2. RC Code of Conduct for Summer Program Assistants