

STANDARDS OF
CONDUCT/DISCIPLINE &
EXCLUSIONS POLICY

Standards of Conduct/ Discipline and Exclusion

To be reviewed: February 2017

All students at Centre Academy are expected to uphold the *ethos* of the School at all times: respect for teachers, staff and all members of the School community; respect for the School buildings and property; concern for the welfare of others; civility, courtesy and politeness at all times; honesty and integrity. Students should bear in mind that behaviour away from School, which we define as ‘public behaviour’, must also be guided by the Centre Academy *ethos*: the School is, of course, affected when an activity is a school-sponsored one or when our students participate in private activities which reflect negatively on the School. In essence, *we expect all Centre Academy students to be good ambassadors.*

Accordingly, the School reserves the right to address misconduct both *inside* and *outside* the school proper and, in extreme cases, to dismiss a student who has proven to be an unsatisfactory member of the Centre Academy community. If the School determines that a student’s conduct on or away from the campus is out of sympathy with the *ethos*, ideals and objectives of Centre Academy, the student may be dismissed—even if there has been no infraction of a specific rule.

1. Drugs

Centre Academy is dedicated to helping each student realise his/her full potential. The use of illegal drugs is antithetical to this goal, seriously threatens a person’s psychological and physical health, and ultimately undermines the fabric of the School community.

Our policy is therefore one of **zero-tolerance**. *Any student found to be using, possessing and/or distributing any illegal or unauthorised drugs, drug-related paraphernalia or other mind-altering substance(s) will be dismissed immediately.* While we may attempt to seek counselling advice for a student who has experienced drug-related difficulties, the School also reserves the right to inform the police or other authority if a situation (including non-drug associated situations) so warrants.

2. Alcohol

Alcohol is also antithetical to our educational and other objectives. *Centre Academy therefore prohibits the use, possession, and/or distribution of all alcoholic beverages. A student violating any of the above rules will face serious disciplinary action, including suspension or dismissal.*

3. Smoking

Smoking is dangerous and destructive. *It is therefore our policy not to permit smoking at any time—on School premises or during off-campus mid-morning or lunch breaks. Regardless of his/her age, any student found smoking or in possession of cigarettes or other tobacco products will be subject to suspension or other serious disciplinary response.*

4. Vandalism

Vandalism is thoughtless, selfish and uncivilised. All members of the Centre Academy community should be able to use and enjoy all the School's facilities, property and equipment without being offended by the maliciousness of others. *Defacing (through, for example, graffiti) or destroying the property of the School or, indeed, of other students, will result in both payment for damages and strong disciplinary action—to include suspension or dismissal.*

5. Weapons

Students may not bring to School or to any School-sponsored event knives, guns or any other implement that could be used or construed as a weapon.

6. Theft and Dishonesty

Centre Academy is a community united in the pursuit of a collective goal: education. Trust is central to the well-being of any community; nothing can undermine a community's

trust more quickly than when individual members show a lack of respect for the property of other people. Any student involved in such actions—either within the School or outside of it—may forfeit his/her right to be a member of the Centre Academy community.

Similarly, lying and other forms of deception may be equally destructive to the *ethos* of the School. Students who engage in this kind of behaviour will be viewed as being out of sympathy with the values of Centre Academy.

7. Academic Dishonesty

Any form of academically-related dishonesty, including copying someone else's work and submitting it as one's own, cheating on a test, copying another student's work or homework or taking material from the Internet without acknowledging the source, is completely against the *ethos* of Centre Academy. A student involved in such practices may lose course credit and may also be subject to disciplinary action.

Please note: *a student who fails to give credit to external sources of information is guilty of plagiarism, a sophisticated term that means, quite simply, cheating. Plagiarism, whether intentional or not, occurs when a student fails to credit information, ideas, or words that are not his/her own. At Centre Academy, teachers of English, English Skills and other disciplines make it a point to discuss plagiarism with all their students so that no misunderstanding may take place.*

8. Anti-Social Behaviour

We value civility and politeness, for they reflect cardinal tenets within the School's *ethos*, specifically respect and concern for all other people. Behaviour that is at odds with these principles is not to be tolerated, for it undermines the spirit of the School and the morale of the community. **Profanity, rudeness, insolence, disobedience have no**

place at Centre Academy and will not be tolerated. Students who repeatedly engage in anti-social behaviour may forfeit their right to be part of the School community.

9. Bullying

Bullying is an extreme form of anti-social behaviour, for it involves a student(s) imposing his/her will on another student by force or threat. A more subtle but equally offensive kind of bullying involves verbal bullying, that is, attempting to denigrate a student through protracted name-calling, teasing or other forms of verbal abuse. Both forms of bullying can cause significant distress to the victim, and neither will be tolerated.

10. Respecting Mixed Company

Members of each sex have the right to areas of the School specifically reserved for them; boys are not permitted in areas designated for girls and vice-versa. Centre Academy recognises its responsibility to parents for guaranteeing individual privacy as appropriate. Students are not to jeopardise this principle.

11. Public Displays of Affection

The *ethos* of the School requires that students at all times bear in mind the sensitivities of other students and that they therefore should avoid behaviour that in any way causes embarrassment and/or offence to other members of the School community. In this regard, public demonstrations of affection must be considered inappropriate in a school environment and are therefore unacceptable.

12. Discipline and Infractions

As a general practice, Centre Academy's tendency is to acknowledge a student's various successes and to emphasise rewards. The school acknowledges that the individual profiles of each student differ and seeks to

identify, address and enable individual progress and development whilst taking these factors into account. However, the rights of all children to learn may not be continually compromised by the repeated negative conduct of any individual. Therefore, infractions of School rules, breaches of discipline or a general sense of a student being 'out of sympathy' with the values of Centre Academy will result in sanctions, as explained below:

--Detention: this occurs generally when a student is guilty of an infraction during a class period: repeatedly talking out of turn, for example, using a mobile phone during School hours or engaging in behaviour that makes learning for the student's peers difficult. Detentions usually take place at lunch time. In most instances, we attempt to have the student use the detention period for something constructive, including helping clean up after an assembly or lunch and break period, or assisting in tidying the playground or other School facility.

--Loss of Privileges: all students at Centre Academy have the opportunity to earn privileges through conscientious behaviour, appropriate actions and generally sound school citizenship. These privileges are not, however, a right and require that the student maintain a proper standard of behaviour in all aspects of School life. Specific privileges are, of course, largely determined by the student's age and membership in the Lower, Middle or Upper schools. Younger students, for example, may have the privilege of having a non-uniform day or seeing a video at lunch-time (once-a-month) or the like. Middle and Upper school students may earn the privilege of visiting the local shop for a snack at break-time, and students in US2, 3 & 4 may have unsupervised lunches off-campus. Behavioural and/or other infractions may result in the loss of one or more privileges for a period of time. *Students who have lost a privilege must earn reinstatement.*

--In-School Suspension: the in-school suspension may be brought into play when a student has *repeatedly* engaged in one or another forms of anti-social behaviour, has

repeatedly been guilty of disruptive behaviour in class, has violated one or more school rules governing smoking and the like and/or various other forms of behaviour that undermine the values and *ethos* of Centre Academy. A student serving an in-school suspension must arrive at the usual time but will be separated from his/her peers. The student will not attend classes or participate in any school activity, including off-campus activities, but instead will be set a day's work to be completed under the supervision of a member of staff. In-school suspensions are generally set for one or two days.

--Out-of-School Suspension: the School reserves this course of action for infractions of a *particularly serious nature* and/or for the repetition of the same behaviour that previously resulted in a student's in-school suspension. In such instances, the student is separated from the School community by being barred from the campus for a period of time, usually between two and, for especially serious offences, five days. A student who has been given an out-of-school suspension is expected to work at home and will be given essentially the same assignments that he/she would be addressing during the regular school day. Naturally, anyone serving an out-of-school suspension is barred from all extra-curricular activities during the period of the suspension.

Please note: *repeated out-of-school suspensions will be noted on the student's permanent record and may result in permanent dismissal.*

Where all the above measures have been activated and are met with minimal or no improvement, the parent(s) will be notified that the school has not so far been able to secure the successful integration of the student, and a contract will be drawn between home and school which clearly states what is necessary to facilitate continued successful placement. This will be done in conjunction with the LA/external agencies as appropriate, in order to maximise opportunities for success of placement.

--Dismissal: Centre Academy reserves the right to dismiss a student permanently for a particularly serious offence (drugs, for example) or when a pattern of misbehaviour is such to indicate that the student is out of sympathy with the goals and *ethos* of the School.

13. Repetition of negative behaviours

The Centre Academy learning environment needs to be such that in making reasonable adjustments to facilitate some of the more problematic difficulties of a particular student, the ability of the teachers to make reasonable adjustments for all (other) students is not compromised.

All staff and teachers will work with *all* students to reduce the incidence or repetition of negative behaviours. Whilst the means by which this may be achieved may differ, the following procedures are likely to occur in this, or similar order:

- Warning/suggestions for alternative and improved behaviours
- Detention issued/student retained after class/during break and mentor informed
- Head of School informed and further detention/meeting arranged
- Parent informed and other relevant parties (eg, counsellor)

--Additional offences may lead to *permanent exclusion*.

Please note that the term *infractions* involves a variety of obligations, and while it is not the School's intention to list all of them, it should be understood that the most common involve the following:

--student out of uniform (or lacking part(s) of the uniform);

--student not abiding by rules governing food;

--student ignoring the no gum chewing rule;

- student not fulfilling his/her homework responsibility;
- student repeatedly being late or missing class;
- student engaging in anti-social behaviour (as previously discussed).

Parents are urged to review all of the above with their children, and to be aware that some issues (for instance, uniforms and aspects of the dress code) involve *parental obligations and responsibilities*.