

STUDENT BEHAVIOUR & CONDUCT POLICY

PRIMARY PEOPLE RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

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LAST REVIEW DATE

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NEXT REVIEW

March 2020

STUDENT BEHAVIOUR & CONDUCT POLICY

1. College Expectations Of All Students

Students should:

- Throughout the year, maintain a high standard of respectful behaviour towards their peers and members of staff
- Keep track of their academic learning and progress with the support of their Curriculum Manager, Personal Tutor and Subject Tutors
- Complete homework to the best of their ability and by the required deadlines
- Do not cheat or plagiarise any work submitted (see Academic Honesty Policy)
- Attend all classes punctually and abide by the Attendance Policy
- Abide by the school policies including those on Health and Safety, consumption of alcohol, smoking and use of illegal substances (drugs) or bringing in any sort of object that may be harmful towards others.
- Avoid littering in the college and in the street directly outside
- Abide by the college's Code of Conduct during college trips and visits
- Acknowledge that it is their responsibility to inform the college if they have any dealings with Police or other authorities outside of college hours
- Maintain their attendance at an acceptable level i.e. >90%
- Notify college admin staff of any changes to their contact details and those of their parents/guardians

At an individual level, parents will generally be informed of any on-going issues by the College Administrator in the first instance. Parents are encouraged to contact the College Administrator in the first instance with any concerns.

Parents are asked to support the College Behaviour Policy and imposition of reasonable sanctions.

2. Classroom Conduct

Students being asked to leave a classroom

Students may be asked to leave a classroom IMMEDIATELY for any of the following reasons:

- overt, obscene language or violent conduct to a teacher;
- fighting or violent conduct to another pupil;
- racial, sexist or any other form of abuse;

In such cases the student will be isolated for the duration of the lesson. Action will then be taken depending on the problem, which may include referral to their Personal Tutor or Curriculum Manager.

A note regarding the details of the incident will be placed on the student's file (and the Serious Incident File) for a period of 1 academic year or longer, depending on the severity of the incident.

If a student refuses to leave a classroom

If a student refuses to leave a classroom the Principals reserve the right to call the police to escort the student from the premises.

Should this occur the Principals have the discretion to impose on the student immediate suspension or exclusion from the College.

If the student is presenting a physical threat to other staff or students, the Principals reserve the right to instruct other members of staff or students to physically remove them from the premises or prevent them from leaving a classroom or other room within the College premises.

3. Conduct for SEN students

Where students understand the rules, know they should follow them, but fail to do so due to their special educational needs, the College will consider if it is appropriate to exempt them from normal sanctions, or have those sanctions modified so as to be less severe.

We seek to ensure that disabled students are not placed at a substantial disadvantage in comparison with students who are not disabled (a duty to make 'reasonable adjustments'). This would include making reasonable adjustments to the statement of principles, Behaviour & Conduct policy and disciplinary practices.

4. Confiscation

The rights of staff to confiscate items:

At Albemarle, the Principals have delegated to all staff the authority to confiscate items from students as a disciplinary penalty. Once items have been confiscated a clear indication of when and where the item will be returned will be given.

The secure storage of confiscated items:

Students have a right to expect that confiscated items, especially those of monetary or emotional value, will be stored safely until they can be returned. Staff should take confiscated items of obvious value to the College front office, for storage in the College safe.

Searching for inappropriate items/material:

A student might reasonably be asked to turn out their pockets or to hand over any items from their person or in a bag, including personal music-player or mobile phones, that are being used inappropriately or that are deemed illegal. Any student who refuses to cooperate may face disciplinary sanctions.

5. Conduct at Evening Study and Saturday Study

Students may be assigned Evening/Saturday Study after lessons, generally to catch up with work missed or failure to complete assignments on time. Students must stay for the duration of the whole period of the session of Evening or Saturday study, regardless of whether they have completed their assignments. Students must submit all work whether completed or not to the member of staff on duty at Evening or Saturday study at the end of the session.

Saturday Study Activities:

In Saturday Study students can be asked to undertake a range of activities, including completing assessed coursework, undertaking tasks to assist staff (such as classroom-display work or materials preparation), and assisting staff with compensatory tasks which do not raise any health and safety or child-protection issues.

If the student walks out of an Evening Study:

Staff will inform the student at the time of the need to return, and secondly make clear that the students will be held to account for the action they have taken. It will be made clear to other students that the pupil has made choices and will be held to account for those choices. The purpose of this is to calm down other students. A further and higher-level sanction may be imposed on the pupil. This higher-level sanction may include suspension or exclusion from the college.

If a pupil refuses to undertake Evening or Saturday Study, or fails to arrive:

The College has the right to impose the disciplinary penalty of evening or Saturday study; the consequences of non-attendance will involve in most cases a further and higher-level sanction to be imposed on the student. As stated above, this higher-level sanction might be a fixed-period suspension or exclusion.

6. Conduct of Students directly outside the College and on the Front Porch of the College

All students are made aware at Student Induction that the front porch of the College is a main designated fire escape for the College.

Students who loiter on the front porch of the College are therefore blocking a main designated fire escape, and therefore are in breach of Health & Safety rules of the college.

No loitering will be tolerated in this area or in front of the College premises.

Failure to comply

If students block the main designated fire exit by loitering on the front porch or the entrance to the College or in front of the College, they will receive:

- a) a verbal warning and/or a written warning

- b) followed by an immediate suspension or exclusion from the College

7. Drugs, Smoking and Alcohol Policies

To ensure the health and wellbeing of students and staff, the college operates a policy of zero-tolerance towards the use or misuse of drugs and/or alcohol and smoking in a non-designated area.

Substance Misuse

The word substance is taken to include those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs and illegal drugs e.g. cannabis, ecstasy, heroin, cocaine and LSD.

The college has a zero tolerance towards the use of alcohol during the College's working day (which counts from the start of the first lesson to the end of the last lesson). The college reserves the right to test any student whom they suspect has been drinking alcohol during this period.

The college has a zero tolerance towards drugs. To protect the safety and wellbeing of all students and staff, drugs must not be possessed or bought, sold or otherwise obtained at any time on college premises or on college supervised trips or activities or events.

The college is committed to the health and safety of its members and will take action to safeguard their well-being and ensure that clear procedures are in place for responding to drug/alcohol related incidents and that students are aware of the rules on drugs and alcohol, and of the consequences of breaking them.

Sanctions for incidents are consistent with the college's discipline policy.

The College shares the responsibility for the education of its pupils with their parents/guardians and will keep them informed and involved at all times.

Procedures for dealing with an incident of Substance Abuse:

In the event of an emergency the safety of pupils is of paramount concern, and First Aid measures are taken before any other action is contemplated. If necessary, emergency medical advice will be sought.

Students are obliged to cooperate with any drug testing procedures deemed necessary. Refusal to cooperate is a disciplinary offence that may result in exclusion of the student from the college.

Parents will be informed directly by telephone of any drug related incident. An interview between senior managers of the college and the student/s concerned (with parents/guardian if appropriate) will be offered to enable a full account of the circumstances to be provided.

It is normal practice to contact the police if a search is required. Police will automatically be informed in the event of a criminal offence being committed.

A student found to be in possession of drugs would be likely to be permanently excluded from the college with immediate effect.

8. Smoking Policy

Smoking is prohibited at all times within the college building and in the street directly in front of the College.

Students are not permitted to smoke in front of any of the neighbours entrances on Dunraven Street.

Failure to Comply

If students break the smoking policy, they will get:

- a) a verbal warning
- b) followed by an immediate suspension or exclusion from the College

9. Assault and/or Battery

The College has a zero tolerance towards any students who physically attack another student or member of staff, regardless of the degree of harm caused towards the victim of the physical attack.

Procedures for dealing with an incident:

In the event of an emergency the safety pupils is of paramount concern, and First Aid measures will be taken before any other action is contemplated.

If necessary emergency medical advice will be sought and police/social services could be contacted for advice.

The student(s) accused of the physical attack will be removed from further contact with other students until the investigation is completed. Provision will be made for the student who was targeted by the attack to be escorted home safely.

The Principal will conduct an investigation with another senior member of staff. All relevant parties will be verbally questioned and all will be requested to provide a written statement after their oral evidence is heard.

Notes will be made of the oral interviews and transcribed as necessary. The Principal(s) will confer with the Curriculum Manager and a course of action will be agreed upon.

Parents/Guardians of the accused student will be asked to attend the College for a meeting with the Principals, to discuss the course of action and any sanctions deemed necessary.

10. Vandalism and Damage to College Property

The college will not tolerate any intentional abuse, damage or destruction to its facilities or structure including walls, furniture, electronic equipment or any other item of college property.

If a student is found to be responsible for vandalizing books in the library or fixtures, fittings or items on any college owned premises, then this may lead to their exclusion from the College.

Vandalism is a malicious act and the college wants to ensure that students are aware of the seriousness of this policy.

11. Plagiarism

Plagiarism of homework by a student or generally copying work created by other people and attempting to present it as their own, is a serious offence and breach of the college's code of conduct.

This includes copying and pasting from the internet or textbooks or any other sources. Students must seek to rephrase the content found in their own words.

Students must not allow home tutors to complete homework or coursework assignments for them – this will be treated as plagiarism.

Parents, Guardians and Students should be aware that presenting plagiarised work as one's own is tantamount to cheating.

If a Student is Caught Plagiarising

- a) The student may be given a verbal warning and/or a written warning, and be required to attend Evening Study or Saturday Study, for a minor first offence.
- b) If the student persists in repeated plagiarism, the Principals reserve the right to exclude the student from studying that subject.
- d) The Principals reserve the right to issue a suspension from the College for plagiarism.

12 Theft of College or Personal Property

The College will not tolerate theft under any circumstances; in particular with regard to college property or that of staff or students within the college including electronic equipment and personal belongings.

If a Student is Caught Stealing

If a student is found to be in possession of stolen goods or there is reasonable evidence to support this, the college reserves the right to suspend the student pending further investigation and thus exclude the student if significant evidence is found to support the allegation.

It is at the discretion of the Principals whether the police will be informed of the theft.

13. Anti-Bullying Policy

We believe that student intimidation or bullying covers a full spectrum of behaviour, ranging from making an individual in a group feel awkward and out of place, through repeated taunting, isolating an individual, verbal or physical intimidation to full-blown physical aggression. All of the aforementioned are considered as bullying and are unacceptable in the Albemarle College community.

The College recognises the potential for students to suffer cyberbullying, including the receipt of inappropriate text messages or emails, rumors posted on social networking sites, and embarrassing pictures or videos, or the creation of fake websites or fake profiles, intended to intimidate or embarrass. Cyberbullying that occurs between students is deemed as serious as bullying in any other context.

Procedure for dealing with Bullying

The College urges all pupils who feel they are the victims of bullying or intimidation to report their worries or concerns to a member of staff or an officer of the Student Council, so that the problem can be identified and dealt with. The victim may report to:

- a fellow student (preferably a member of the Student Council)
- a Personal Tutor or Curriculum Manager

- the Welfare Officer
- any other member of staff - teaching or non-teaching.

The matter will then be discussed with both the victim and the alleged perpetrator, the strategy being discussed with the victim before implementation. In the first instance, the aim is to counsel both parties so that the intimidation can stop, and the self-esteem of all is maintained.

Sanctions against the perpetrator, in accordance with College policy, will be enforced only if the policy implementation is obstructed and the intimidation continues, and not for the initial intimidation.

The parents of both parties will be fully informed and involved in the process, if deemed appropriate by the Curriculum Manager.

Failure to Comply

If a student who bullies fails to comply with sanctions or continues to bully other students, the Principals will take action on a case by case basis and they reserve the right to issue an immediate suspension or exclusion from the College, to the perpetrator.