

## **BEHAVIOUR & CONDUCT OF STUDENTS POLICY**

### **PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY**

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

### **LAST REVIEW DATE**

July 2020

### **NEXT REVIEW**

July 2021

## BEHAVIOUR & CONDUCT OF STUDENTS POLICY

### **1. College Expectations Of All Students**

Students will:

- Throughout the year, maintain a high standard of respectful behaviour
- 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 illegal substances (drugs) or bringing in any sort of object that may be harmful towards others.
- Accept that it is their responsibility to keep the college clean and tidy.
- Abide by the college's Code of Conduct during college trips or 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.
- Note that attendance is COMPULSORY at all classes.
- Notify college staff of any changes of contact details by completing Change of Circumstance Form.

At an individual level, parents will be informed of on-going problems by the College Administrator in the first instance upon the request of the Curriculum Managers.

Parents are encouraged to contact the College 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 class**

Students may be asked to leave a class 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 abuse;

In such cases the student will be isolated for the duration of the lesson. Action will then be taken depending on the problem, e.g. personal tutor referral, interview with a 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 the Lesson**

If a student refuses to leave the lesson 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 immediate suspension on the student or exclusion from the College.

If the student is presenting a physical threat to other staff or students, the Principals reserve the right 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. The use of confiscation as a sanction should be accompanied by a clear indication of when and where the item will be returned, and by whom.

#### **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 an item such as a personal music-player that is causing disruption, and the College might discipline a student who refuses to cooperate.

## **5. Conduct at Evening Study and Saturday Study**

Students may be assigned Evening/Saturday Study after College sessions, to catch up with work missed or failure to complete assignments on time. Students must stay for the duration of the whole period in their time at Evening and Saturday study, regardless of whether they have completed their assignments. Students must acknowledge that they can be focussing on other academic work, such as revision for examinations, should they finish their assignments before the Evening study or Saturday study has finished. Students must submit all work whether completed or not to the member of staff on duty at Evening and Saturday study at the end of the session.

### **Saturday Study Activities:**

In a 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. These may include cleaning or litter picks, again providing health and safety issues are not compromised.

### **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 be exclusion imposed by one of The Principals.

### **If a pupil refuses to undertake the evening study, or fails to arrive:**

The College has a legal power to impose the disciplinary penalty of evening study; the consequences of non-attendance is that a further and higher-level sanction may be imposed on the student. As stated above, this higher-level sanction might be a fixed-period exclusion imposed by one of The Principals.

## **6. Conduct of Students Outside the College and On the Front Steps of the College**

All students will be made aware that the front steps of the College is also the main designated fire escape for the College.

Students who stay on the front steps of the College are blocking the main designated fire escape.

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 steps or the entrance to the College or in front of the College, they will get:

a) a verbal warning

b) if after a verbal warning the student persists in blocking the designated main fire escape, the Principals reserve the right to give an immediate suspension or exclusion from the College, to protect the health and safety of occupants of 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, alcohol and smoking.

### **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 class to the end of the last class). The college reserves the right to test any student whom they suspect has been drinking alcohol.

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

The college is committed to the health and safety of its members and will take action to safeguard their well-being.

It will 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/carers 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 the pupils is of paramount concern, and First Aid measures should be taken before any other action is contemplated. If necessary, emergency medical advice would be sought.

Students are obliged to cooperate with any testing procedures. Refusal to cooperate is a disciplinary offence that may result exclusion.

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) if after a verbal warning the student persists in breaking the smoking policy, the Principals reserve the right to give 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.

### **Immediate Procedures for dealing with an incident:**

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

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

Provision will be made if necessary for the student who was targeted by the alleged attack to safely be escorted home.

### **Investigation by the Curriculum Manager**

The Curriculum Manager of the student accused of initiating the assault and/or battery will:

- \* conduct an investigation by speaking to the person alleging the attack, the person accused of the attack and any witnesses or CCTV evidence
- \* determine the seriousness of the incident, classifying it as a 'skirmish' or a 'serious assault'
- \* assess whether the age of the participants is an aggravating factor
- \* reserve the right to request written statements from those involved
- \* reserve the right to ask the Disciplinary and Attendance Board to make an objective recommendation on the incident

## **Role of the Disciplinary and Attendance Board**

- \* All available evidence will be submitted to the Disciplinary and Attendance Board and a meeting will be convened with the student alleged to have initiated the assault and/or battery.
- \* The Disciplinary and Attendance Board will put the evidence to the student and listen carefully to their response. The Disciplinary and Attendance Board reserves the right to cross examine the student involved.
- \* After the meeting, the Disciplinary and Attendance Board will assess the evidence presented and make a recommendation to the Curriculum Manager.
- \* The Curriculum Manager will then make a final decision on which action should be taken with the student involved.
- \* Parents/Guardians of the accused student will be informed as soon as possible regarding the decision of the Curriculum Manager regarding their son or daughter.

## **10. Vandalism and Damage to College Property**

The college will not tolerate any intentional abuse, damage or destruction to its facilities such as structure i.e. walls, furniture, Electronic Equipment or any other item of college property/facilities.

If a student is found to be responsible for vandalizing books in the library or any other 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. Student Conduct Regarding Plagiarism**

Students must not seek to plagiarise their homework. This means they must not copy work created by other people and attempt to present it as their own.

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 write their work for them.

Parents, Guardians and Students must be aware that teaching staff know how to detect plagiarism. There are many online tools available that make plagiarism easily detectable.

Parents, Guardians and Students must be aware that presenting plagiarised work is tantamount to cheating.

### **If a Student is Caught Plagiarising**

- a) The student will be given a verbal warning & may be required to attend Evening Study or Saturday Study.
- b) If the student persists in plagiarising, the Principals reserve the right to remove the student from that subject.
- c) Cases where the student is in denial about plagiarism, and where it has been proved, may result in the student being withdrawn from 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 regard to that of college property or that of staff and students within the college i.e. electronic equipment, personal belongings etc.

This includes property belonging to the College, its staff or its students.

### **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. This policy should be known, agreed and adopted by all staff, students and parents within the College community.

The College recognises the potential for students to suffer cyberbullying, including the receipt of mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. 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 an appropriate person, so that the problem can be identified and brought out into the open. The victim may report to:

- a fellow student who can go to a member of staff
- a Personal Tutor

- 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.

In more serious cases or if a problem persists the parents of both parties will be fully informed and involved in the process.

### **Failure to Comply**

If a student continues to bully students the Principals will take action on a case by case basis and they reserve the right to give an immediate suspension or exclusion from the College.