

**ARK ACADEMY**

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# **Behaviour & Ethos**

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# **POLICY & PROCEDURES**

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*A Mathematics and Citizenship Rich School*

**SECONDARY**  
**2019 - 2020**



[www.arkacademy.org](http://www.arkacademy.org)

*Work Hard Be Nice...*

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## INTRODUCTION

*‘Be kind whenever possible. It is always possible!’*

Dalai Lama

The Ark Academy Behaviour and Ethos policy creates the conditions for outstanding learning and the encouragement and development of our students into rounded citizens. With CIVITAS the cornerstone of our ethos, our students will be fully aware of their impact on society and potential to be active citizens shaping and leading their community. These aspirations are reflected through all our codes and expectations and recognised through rewards and celebrations.



## **ARK ACADEMY MISSION STATEMENT**

***Ark Academy has at its core the pursuit of highest standards possible in education. We believe in high aspirations, high motivation and high achievement for all. Through our extended curriculum and community life we seek to meet the needs of the whole person. Civitas – Citizenship – is at our core. We will build a community of civic pride and social justice in which all members are equally valued. We are committed to the service of young people and to helping them play their full part in society.***

***In light of this we aim to:***

- *Provide every student with the knowledge, skills, self belief and motivation to be successful in their learning and lives*
- *Welcome, value and respect all who come to the school*
- *Build a community based on justice and a sense of personal responsibility*
- *Provide opportunities for all to experience CIVITAS whilst developing a spirit of tolerance and understanding for all cultures, traditions and faiths*
- *Promote dialogue and co-operation with the wider community*

### ***Our Driving Principles are:***

- ***Excellence***
- ***Citizenship***
- ***Participation***
- ***Persistence***

### ***Our goal***

***Our goal is that all students should be able to access higher education and career of their choice and participate fully in our democratic society.***

## AIMS OF WHOLE SCHOOL BEHAVIOUR POLICY

- to reflect the values expressed in our mission statement
- to make clear the positive and constructive rules of conduct as agreed by governors, staff, parents and pupils
- to set the framework for rewarding positive and responsible behaviour
- to make explicit the procedures to be followed and sanctions applied should behaviour fall below these standards

## THE OBJECTIVES OF THE WHOLE SCHOOL BEHAVIOUR POLICY

- to ensure the school is a safe and supportive environment for all
- to ensure that all members of the school community are shown respect and show respect for others
- to encourage a positive approach to behaviour by good example and praise and reward for good behaviour
- to ensure that the environment, curriculum, and other factors within the Academy's control are monitored to ensure the promotion of good behaviour
- to ensure that where behaviour falls short of accepted standards, procedures are followed and sanctions are applied fairly and consistently

As a community it is essential that we recognise that this policy must apply to the behaviour of all its members and to all adults (teachers, other staff, parents/ carers and visitors) as well as to our pupils. Only by example can we teach and demand good standards of behaviour from those whose education is entrusted to us.

We also recognise that the success of the policy depends on the full support of parents. To this end **The Home/ School Agreement** has been drawn up which reflects the expectations of all ARK academies.

## HOME SCHOOL AGREEMENT – SECONDARY 2019-20

	School will:	Home will:	Pupils will:
<b>Teaching and Learning:</b> <i>pupils deserve the highest possible standard of teaching and support to help them learn.</i>	<ul style="list-style-type: none"> <li>Provide an enriched curriculum which challenges and motivates</li> <li>Ensure that each pupil has the opportunities, support and guidance to achieve his/her full potential</li> <li>Use regular assessment to track pupil progress</li> </ul>	<ul style="list-style-type: none"> <li>Take an interest in what my child is learning</li> <li>Support the school's philosophy of high expectations for all</li> <li>Encourage my child to work hard and support them in homework</li> </ul>	<ul style="list-style-type: none"> <li>Come to school ready to learn</li> <li>Work hard in all lessons</li> <li>Complete their home learning everyday</li> </ul>
<b>Attendance &amp; Punctuality:</b> <i>pupils have the right to education and parents have a legal responsibility to make sure children attend regularly.</i>	<ul style="list-style-type: none"> <li>Contact parents on the first day of unknown absence</li> <li>Contact parents of children who regularly arrive late for school</li> <li>Refer to Education Welfare where attendance is a concern</li> </ul>	<ul style="list-style-type: none"> <li>Make every effort to make sure that my child will attend school every day and on time</li> <li>Inform the school as soon as possible about any absence and the reason for it</li> <li>Avoid taking children on holiday during term time</li> </ul>	<ul style="list-style-type: none"> <li>Attend school every day and arrive on time</li> <li>Go straight to lessons during the school day</li> </ul>
<b>Behaviour and Ethos:</b> <i>pupils learn best in an orderly environment where everyone knows what is expected of them.</i>	<ul style="list-style-type: none"> <li>Have a behaviour policy which creates a safe and caring environment for everyone</li> <li>Treat everyone with respect</li> <li>Make sure that all staff, pupils and parents know what behaviour is expected</li> <li>Consistently implement the behaviour policy sanctions and rewards</li> <li>Detain your child until 5.15 pm where necessary</li> <li>Place your child on daily behaviour report where necessary</li> <li>Liaise with external agencies where necessary when concerns arise ( Social care, Police , Brent Inclusion Team)</li> <li>Search students for prohibited items when necessary</li> </ul>	<ul style="list-style-type: none"> <li>Give praise at home for good behaviour and attitude at school</li> <li>Work with the school to find solutions in cases of unacceptable behaviour</li> <li>Agree to the detention policy of the academy</li> <li>Sign daily behaviour reports where necessary</li> <li>Work cooperatively with external agencies where necessary to support the wellbeing and behaviour of your child</li> </ul>	<ul style="list-style-type: none"> <li>Keep school and class rules</li> <li>Be an ambassador for Ark Academy- polite to others in the academy and in the wider community</li> <li>Understand that any misbehavior whilst wearing Academy uniform will be dealt with as if the incident occurred at school</li> <li>Treat others as I would wish to be treated</li> <li>Have a positive attitude to learning and school</li> <li>Attend detentions</li> <li>Work cooperatively with external agencies to improve behaviour where necessary</li> <li>Understand that you may be searched for banned or prohibited items where necessary</li> <li>Go straight home after school. Do not visit any local shops.</li> </ul>
<b>Home Learning, Study Support &amp; Enrichment:</b> <i>learning at home has an important part to play in helping pupils to achieve.</i>	<ul style="list-style-type: none"> <li>Keep parents informed about home learning</li> <li>Provide suitable materials and advice on home based activities and how to help</li> <li>Provide a range of study support and enrichment opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Encourage my child in home learning and sign the school planner weekly</li> <li>Encourage my child to read every day</li> <li>Allow my child to attend off-site visits</li> <li>Encourage my child to participate in the extracurricular opportunities offered by the school</li> </ul>	<ul style="list-style-type: none"> <li>Complete all home learning set and return it to school on time</li> <li>Read everyday</li> <li>Use my planner to organise my homework and record my achievements</li> <li>Take part in extra-curricular activities offered by the school</li> </ul>
<b>Communication:</b> <i>good communication between home and school is essential to make sure that pupils get the support they need.</i>	<ul style="list-style-type: none"> <li>Make sure that parents have information about their child's progress, behaviour and general school matters</li> <li>Make sure that parents are informed about what their child is learning</li> <li>Make sure they listen to parents' concerns and do their best to help</li> <li>Inform you if your child has detention</li> </ul>	<ul style="list-style-type: none"> <li>Tell school about anything that may affect my child's learning or behaviour</li> <li>Attend parent evenings</li> <li>Raise concerns promptly and directly with the school</li> </ul>	<ul style="list-style-type: none"> <li>Take letters, notes and reports from school home and give them to my parents</li> <li>Talk with parents and teachers about any worries in school</li> <li>Be responsible for signing daily behaviour reports where necessary</li> <li>Tell a teacher if there is anything that may be affecting my learning or behaviour</li> </ul>
<b>Uniform, Equipment &amp; Parent Pay</b>	<ul style="list-style-type: none"> <li>Check your child's uniform, planner and equipment daily</li> <li>Provide you child with a locker and insist valuables like mobile phones are stored there</li> </ul>	<ul style="list-style-type: none"> <li>Make sure my child wears the correct uniform everyday</li> <li>Make sure my child comes to school with the necessary equipment and books</li> <li>Ensure my parent pay account is always in credit and all required payments for trips /visits/lessons/clubs are made in advance</li> <li>Agree to the biometrics policy of the academy</li> <li>Agree to my child's photograph or film/video footage being taken for the academy's use and for use by ARK</li> <li>Agree to the confiscation of banned items, e.g. mobile phones</li> </ul>	<ul style="list-style-type: none"> <li>Wear the correct uniform everyday</li> <li>Come to school with the correct equipment and books</li> <li>Make sure valuables are stored in lockers at all times</li> </ul>

## THE PUPIL CODE OF CONDUCT

In the **community of Ark Academy**, I must:

- **Listen** to members of staff and follow instructions politely and calmly
- be **polite** to all I encounter: staff, visitors and fellow students and treat all people as I would wish to be treated
- **go straight to lessons**, holding doors open for others when corridors are busy
- **walk in silence** in a **single file** in corridors and stairs, keeping to the **left, without running or causing a disturbance**
- **respect** other people's privacy and family life so they are not offended by what I say or do
- **never insult, undermine or swear** at any member of staff, visitor or student
- **never rush, fight, play-fight** or engage in any other form of physical abuse on anyone at anytime
- **never touch** other people's property, and treat their belongings with respect

To show that I am an ambassador for which the Academy can be proud I will...

- **dress smartly**, in correct uniform at all times, including to and from school
- **care** for my uniform by **hanging** it up at the end of the day and keeping it clean and well pressed
- have respect for the Academy's **neighbours** and be helpful and considerate in the local community
- **be aware** of other people around me – on the streets, in shops, on buses and trains – **never shout** or behave in a way that will affect others (we **share** pavements, buses/trains)
- **speak quietly** and politely to my friends
- **offer my seat** where possible to an older person/mother with young children
- make my way to and from Ark Academy quickly and not congregate in large groups on the streets
- I understand that there will be consequences if I do not adhere to the Code of Conduct.

## REWARDS

The role of rewards in recognising and promoting Ark Academy values is a key part of developing the potential of young people by giving encouragement and praise.

Praise is a key component of good teaching and good staff/pupil relationships. **Good behaviour is also best promoted and developed by drawing attention to and rewarding well behaved and hardworking students.**

**Praise needs to be used appropriately, sincerely and linked to tangible examples of a student's strengths.** The rewards policy operates within this guiding principle. We want a positive atmosphere and so colleagues should try to issue **5 rewards for every sanction. Catch them doing the right thing, recognise it and offer positive reinforcement.** The system also links individual recognition and achievement within the house system and develops a healthy competitiveness at house level and fosters a sense of belonging.

Merits will be issued awarded according to Ark Academy's 4 core values:

<p><b><u>Civitas</u></b>            Responsibilities            Charitable work            Lining up properly            Being polite            Holding doors open            Being helpful            Thinking of others            Helping teachers with resources and layout of classroom            Looking after someone who has been hurt or who feels unwell            Following teachers' instructions</p>	<p><b><u>Persistence</u></b>            Never being late            100% attendance            Being organised            Always correct uniform            Always handing in HW on time            Sustained improvements in behaviour – decrease in concerns and detentions            No concerns or detentions            Acting on their own tasks            Drafting and re-drafting essays            Trying before asking for help            Working at something hard</p>
<p><b><u>Excellence</u></b>            High Attainment and significant progress in subjects            Excellent HW            High numbers of merits and commendations            Original ideas and great thinking and discussion            Winning competitions and sporting events            Teaching other pupils</p>	<p><b><u>Participation</u></b>            House events            Charity events            Sports teams            Music e.g. choir, orchestra            Getting involved in class discussion            Leading and organising Leading class discussions            Responsibility : – sports captain, librarian etc.</p>

**Departments will create their own examples of ways in which pupils can demonstrate each value and create a display in their classrooms.**

- Any pupil who earns 5 merits will be awarded a commendation certificate [this happens automatically on Bromcom]
- Merits are recorded in the student planner in the form of a sticker. The member of staff will sign the merit and tick the relevant core value. They will then enter this merit on Bromcom
- SLT / HOY / Heads of House can award a Silver Merit for anything above and beyond the normal merit. This will lead to a silver commendation certificate.
- Assemblies should begin positively with a shout out and these should be emailed to HOY/SLT in advance.
- Likewise the Principal will award Gold Merits for strong support for the ethos of Ark Academy, representing the Academy in some way or to pupils sent to her for special recognition (particularly for excellent academic achievement).

#### **Living the vision around the Academy (*Civitas* Merits)**

- Teachers are entitled to award a student a ***Civitas*** merit for demonstrating kindness, thoughtfulness or selflessness.
- Examples of this type of behaviour might be:
  - a) Picking up litter, maintaining the school environment
  - b) Helping another student if lost/stuck.
  - c) Helping a visitor.
  - d) Contribution to local community – voluntary work, reading at local primary school etc.

#### **Rewards and Celebration assemblies**

- At the end of each half-term there will be a Celebration assembly and at the end of term there will be two assemblies.
- Tutee of the term will be announced at each Celebration assembly
- During the week there will be a Celebration assembly for each year group, led by the Head of Year. The Principal and members of the senior team will support these assemblies and the handing out of certificates/awards
- On the last day of term there will be a rewards assembly.
- The next section of the handbook explains in more detail how rewards in Ark Academy are linked to the House system.

#### **House Awards**

The House system fosters a sense of belonging and healthy competition.

- All merits/commendations generate house points for the relevant house.
- Pupil attendance and academic achievement generates house points for the relevant house.
- Inter house competitions also generate house points and contribute to the overall house awards at the end of the year.

## **Rewards programme and House points**

The following points system applies to all Major House Competitions:

1. For Major House Competition:

**1st Place** 1000 points

**2nd place** 500 points

**3rd Place** 250 points

**4th place** 100 points

2. For Minor House Competition:

**1st Place** 500 points

**2nd place** 250 points

**3rd Place** 150 points

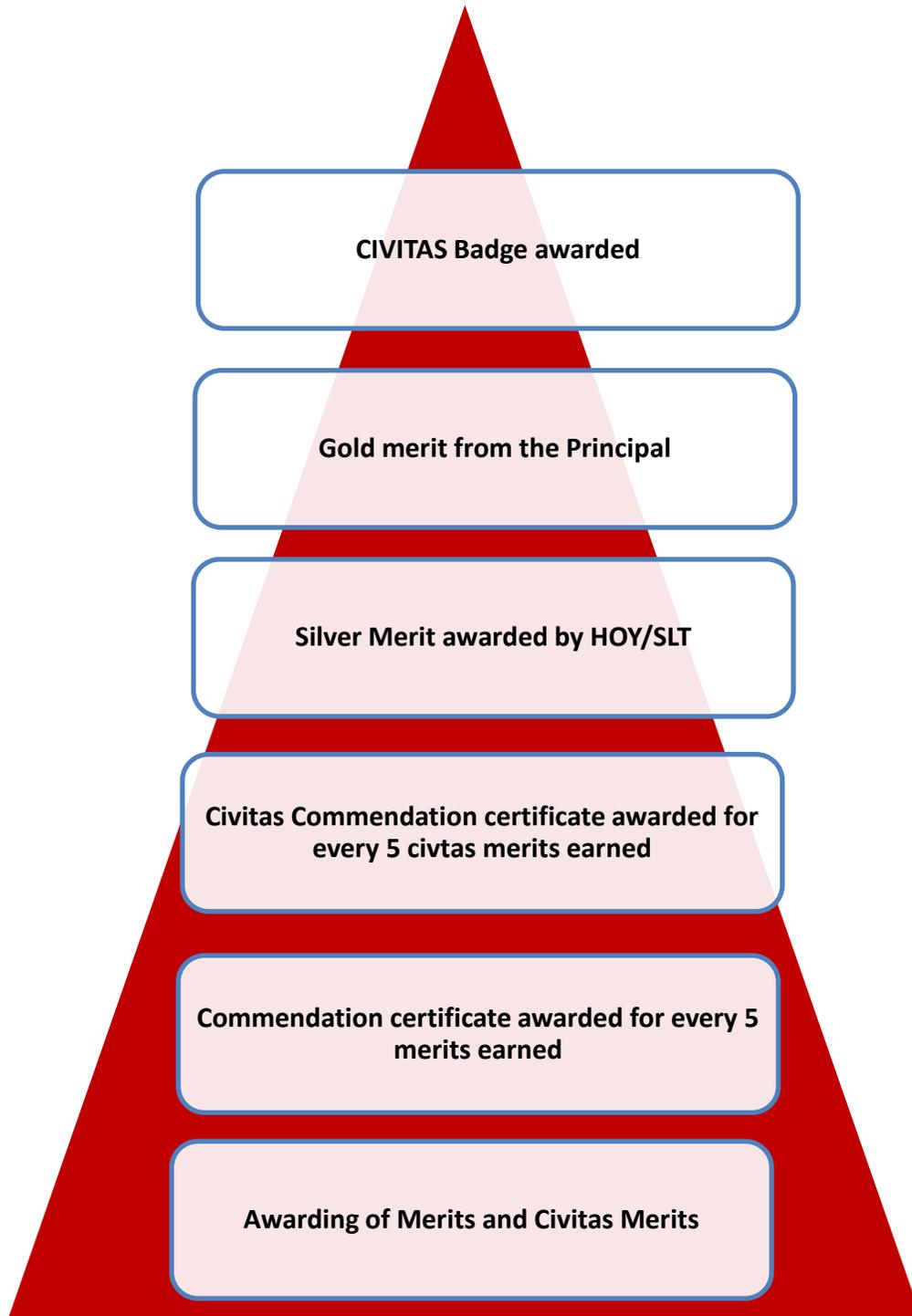
**4th place** 50 points

Should more than one House entry for a competition be fantastic, the house can only earn one rank / one set of points - in other words you can never clean up and come first, second and third.

3. Student awards can also earn their points for their house:

- Gold merit (awarded only by Principal or head teacher) 50 points
- Silver Merit (awarded by SLT, Heads of Year, Heads of Department and Heads of House) 30 points
- Commendation 20 points
- Civitas commendation 30 points

## Overview of rewards



### Termly Celebration Assemblies

	Autumn	Spring	Summer
<b>Half-term</b>	<ul style="list-style-type: none"> <li>• Shout Outs</li> <li>• Commendations</li> <li>• Civitas Commendations</li> <li>• Silver merits:</li> <li>• Gold merits</li> <li>• 100% attendance</li>   <li>• <b>House:</b> Drama competition</li> </ul>	<ul style="list-style-type: none"> <li>• Shout Outs</li> <li>• Commendations</li> <li>• Civitas Commendations</li> <li>• Silver merits:</li> <li>• Gold merits</li> <li>• 100% attendance</li>   <li>• <b>House:</b> music competition</li> </ul>	<ul style="list-style-type: none"> <li>• Shout Outs</li> <li>• Commendations</li> <li>• Civitas Commendations</li> <li>• Silver merits:</li> <li>• Gold merits</li> <li>• 100% attendance</li>   <li>• <b>House:</b> Debating/Spoken Word competition</li> </ul>
<b>End of term</b>	<ul style="list-style-type: none"> <li>• Shout Outs</li> <li>• Commendations</li> <li>• Civitas Commendations</li> <li>• Silver merits:</li> <li>• Gold merits</li> <li>• 100% attendance</li>   <li>• Student celebrations e.g. sports successes</li>   <li>• Maths competitions &amp; Mathmagician</li> <li>• Library competition &amp; Reader of the Term</li> <li>• <b>House:</b> Charity Week [Inc. Fundraiser of the term]</li>   <li>• <b>Subjects:</b> Progress and excellence. <ul style="list-style-type: none"> <li>a) English</li> <li>b) Maths</li> <li>c) Science</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Shout Outs</li> <li>• Commendations</li> <li>• Civitas Commendations</li> <li>• Silver merits:</li> <li>• Gold merits</li> <li>• 100% attendance</li>   <li>• Student celebrations e.g. sports successes</li>   <li>• Maths competitions &amp; Mathmagician</li> <li>• Library competition &amp; Litercay Legends</li> <li>• Sportspersons [Male &amp; Female]</li> <li>• <b>House</b> Art Competition</li>   <li>• <b>Subjects:</b> Progress and excellence. <ul style="list-style-type: none"> <li>a) History</li> <li>b) Geography</li> <li>c) RE</li> <li>d) French</li> <li>e) Spanish</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Shout Outs</li> <li>• Commendations</li> <li>• Civitas Commendations</li> <li>• Silver merits:</li> <li>• Gold merits</li> <li>• 100% attendance</li>   <li>• Student celebrations e.g. sports successes</li>   <li>• Maths competitions &amp; Mathmagician</li> <li>• Library competition &amp; Litercay Legends</li> <li>• <b>House:</b> Sports day winners</li>   <li>• <b>Subjects:</b> Progress &amp; Attainment</li> <li>• All subject areas</li> </ul>

### End of Year Rewards Assembly - Secondary

Award	House points
<b>Academic Progress Award</b> – Persistence – most progress made in each subject area	150
<b>Academic Achievement Award – Excellence</b> - highest level of achievement in each subject area	150
<b>Literacy Legend of the Year</b>	150
<b>Civitas badge</b> for most contribution to Ark Academy and to the community	250
<b>Pupils with 100% attendance</b> for the year	150
<b>Sportsman/woman of the Year</b>	200
<b>Ark Core values Award ( 0 Demerits)</b>	150
<b>House Attendance</b>	1000
<b>House Academic Achievement for whole year</b>	1000
<b>House Sports Shield</b>	1000
<b>[Each Individual Year Group Competition also counts as a major competition]</b>	1000
<b>Overall House Cup</b>	0

## PROCEDURES FOR DEALING WITH DISCIPLINARY PROBLEMS IN SECONDARY LESSONS

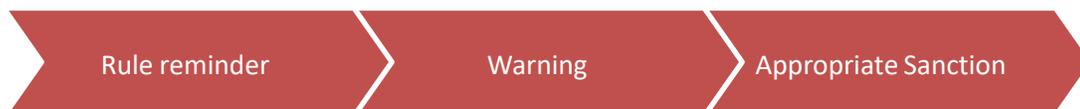
Ark Academy has a zero tolerance of any behaviour which might cause offence or harm or disrupt the learning of others. We wish to ensure that every child is safe, happy and free to learn and make progress. To ensure that this situation is secured we will sanction students who do not comply with our expectations.

In order that students comply with these expectations, our detention system is simple, fair, swift and transparent. There is a detention page in the pupil planner for recording purposes. Parents will be notified if their child is in detention an automated text.

Staff should try to ensure they use the '**champion teacher techniques**' outlined in the behaviour policy to try and secure 100% compliance from pupils.

The central principles of managing pupil behaviour is that it be done with a firm, calm finesse. This can be achieved where we follow these guidelines:

1. Use non-verbal techniques e.g. fingers on lips, arms folded or bouncing ball to indicate hands down
2. Use depersonalised commands e.g. I am waiting for just one pair of eyes or I need everyone to put their hands down and wait to be asked rather than call out answers
3. Where a pupil is persistently not meeting expectations or responding to the steps described above it may be necessary to speak to the pupil or even issue a sanction. **However, this should be done discretely and as privately as possible. We do not want to reward any poor behaviour with public attention as this is likely to increase and not end the unwanted behaviours. These discrete conversations should follow these steps:**



### General points:

- Sanctions (Detentions and Concerns) must be recorded on Bromcom and written into the planner.
- KS3 students will be expected to write a side of lines for each 15 minute detention they have. KS4 can get on with study.
- P6 Staff can remind students if they have a detention but this is only a courtesy- if not possible then it does not excuse the child from attending. Please do not display the detention list on the whiteboard or allow students to read from your teacher monitor. Students with a 90 minute logged will be collected towards the end of p6.
- Department detentions can be entered at lunch to be sat for 20 minutes at the beginning.
- Whole class detentions should not be issued as an appropriate sanction.
- Enrichment/Study support does not take precedent over detention.
- Cut off point for same day detentions is 2.45. After this you will need to write in the following day's date. If you forget/make a mistake it is your responsibility to notify the student and the HOY so that students do not sit unnecessary or escalated detentions.

Every detention should be recorded in the relevant detention page in the pupil planner and logged on Bromcom at the time the detention is issued.

**Learning disrupted by persistent low-level disruption and/or failure to follow code of conduct for lessons as outlined in the pupil planner:**

1. Rule reminder identifying the unwanted behaviour
2. Warning (name written down but preferably not in public view and planner taken)
3. If disruption persists issue a 15 minute detention in the planner and on Bromcom
4. If disruption persists – departmental relocation to another classroom in the department for the rest of that lesson
  - a) classroom teacher to give work to pupil and email Department/Staff member to notify they are expecting to receive a relocated student. Write in planner also with clear instruction of room number
  - b) classroom teacher to enter relocation on Bromcom and the detention is now set for 45 minutes.
5. Where the incident is serious i.e. aggression, violence, abusive language or refusal to leave the classroom and go to another classroom on call should be called. **Please refer to the procedure for a serious incident.**
6. If relocations are from the same subject/teacher head of department should make contact with the parents.
7. Refer to Cumulative response for procedure Academic concerns or behaviour concerns

**Defiance or rudeness to an adult or cussing another member of the class:**

Examples might be persisting in disruption after issuing a 15 minute detention, challenging the issuing of a verbal warning, talking back, being openly defiant, refusing to move when asked to change seat or cussing another member of the class:

Move straight to **departmental relocation**

- a) classroom teacher to give work to pupil and email Department/Staff/HOD member to notify they are expecting to receive a relocated student. Write in planner also with clear instruction of room number
- b) classroom teacher to enter relocation and 45 minute detention on Bromcom and write detention in planner

If the pupil refuses to leave the classroom or is violent or threatening the safety of a teacher or pupil it should be treated as a serious incident and on call should be contacted to collect the pupil and take them to the Reflection room initially. The teacher should complete an incident report and send it to the head of year.

## SUMMARY OF SECONDARY SANCTIONS



Description of behavior	Action taken
Unsigned or unprofessional planner	Concern logged and noted in planner 5/10 Concerns in 1 week ( 45/90 minute detention)
No Planner/Equipment	
No Homework	20 min lunch detention
Poor line-up behaviour	15 min detention
Late to lessons	
No PE Kit	
Continued disruption/ lack of focus/ co-operation	
Poor corridor behaviour	45 min detention
Poor behaviour in Assembly	
Late to school	
Missing a 15 minute detention	
Eating food outside the dining hall / chewing / dropping litter/leaving trays and food in canteen	
Inappropriate language; cussing other pupils;	
Repeated or serious disruption of learning/Department relocation	
Rudeness/defiance/answering back/rolling eyes	90 Minutes
Truancy from a lesson	
Bullying	
Possession of phone	
Graffiti/Vandalism/destruction of school property	
Missing a 45 minute detention	IE/90 minute detention/ Fixed Term Exclusion
Extreme Defiance/ Flat refusal to follow clear and reasonable instructions/Threatening behaviour	
Poor Behaviour in LSU	
Serious incidents/ Repeated visits to IE	Fixed term exclusion/ Alternative provision/Permanent exclusion

## A CUMULATIVE RESPONSE TO CONTINUED POOR BEHAVIOUR

Where a pupil persistently disrupts learning or repeats behaviours which make others feel unhappy or unsafe, a cumulative response will be brought into play. In order to encourage any recidivist to not repeat these unwanted behaviours, the academy has a stepped response to poor behaviour.

Sanction	Negative points
15 minute	1
45 minute	2
90 minute	3
IE	4

SEND & Pastoral Support		Lack of progress/accumulation of negative points
Tier 0 Responses		
Academic concerns arise	Behaviour concerns arise	
Teacher-led response - 6 weeks	Tutor-led response - 6 weeks	
Tier 1 Responses (weeks 1-6)		
Teacher Referral	Tutor Referral	
6 week academic intervention	6 week pastoral intervention	
Letter to GP		
ADHD	ASD	
ODD	AD	
Parenting Support		
No SEND indicators		
Tier 2 Responses (weeks 7-12)		
PS-led 6 week academic intervention	HOY-led 6 week academic intervention	
BIS referral		
SEND Assessment	PSP	
Early Help Assessment		
Tier 3 Responses (weeks 13-18)		
PS-led 6 week academic intervention	BS-led 6 week pastoral intervention	
EHCP request	Social Care referral	

## ANTI-BULLYING POLICY

Our Mission statement makes clear the entitlement of all in the school to be equally valued and respected and the responsibility of all to show understanding and respect for others. In the light of this, bullying in any form has no place in Ark Academy and will not be tolerated.

### General introduction

**It is very important to be clear about what is, and is not, bullying. There are many definitions and perceptions of bullying, but all recognise that bullying is sustained and takes place where there is an imbalance of power.**

**Two useful and comprehensive definitions are:**

A bully is an individual who tends to torment others either through verbal harassment or physical assaults, or through more subtle methods of coercion.

Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted (cyber bullying), or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal put-downs, and extortion of money or possessions.

**Cyber bullying** is bullying through the use of communication technology like mobile phone text messages, e-mails or websites. This can take many forms, for example:

- Sending threatening or abusive text messages or e-mails, personally or anonymously
- Making insulting comments about someone on a website, social networking site (e.g. Instagram) or online (blog or YouTube)
- Making or sharing derogatory or embarrassing videos of someone via mobile phone or email (such as 'Happy Slapping' videos)

**'Sexting'** is the sending and receiving of sexually inappropriate images or messages, using a mobile phone or the internet. It is illegal for children under the age of 16 to do this and will be referred to both the police and social care. An investigation will be undertaken and appropriate action taken.

It is illegal for a pupil to retain a sexually inappropriate image of another pupil and show it to other pupils. Again, this will result in a referral to the police and social care. It is likely that any pupil doing this will be excluded for a fixed period.

We have zero tolerance of bullying.

**The aims and objectives of the school in relation to bullying are to:**

- Ensure all students, teachers and parents know that bullying will not be tolerated.
- Ensure clarity and agreement about what is and is not bullying.
- Ensure whole school awareness of the rights and responsibilities of all pupils with regard to bullying.

- Involve all members of the school, staff and pupils in helping to prevent bullying and to confront it when it occurs.
- Encourage pupils to report instances of bullying.
- Ensure that all pupils, parents and staff know what preventative steps the school takes and how these are implemented.
- Ensure all pupils, staff and parents know the procedure to follow when bullying occurs.

**In dealing with bullying we aim to:**

- Eliminate the bullying itself.
- Support the victim by resolving the problem and by building up his/her self esteem and where appropriate developing strategies to avoid bullying.
- Bring the perpetrator to realise the unacceptability of his/her behaviour and the consequences should it continue.
- Investigate the cause of the bullying behaviour and where appropriate work with him/her to modify his/her behaviour.
- Reconcile the perpetrator and the victim.

**The school's response to bullying is achieved in various ways:**

**Year 7 New pupils** are given a pupil handbook on arrival which includes what to do if a student feels he/she is being bullied.

**Assemblies** are delivered by the pupils to highlight the issues. These assemblies focus on:

- Clarifying and defining what is and is not bullying, raising awareness of the difference between disputes, endings of friendships and bullying behaviour.
- Cyber bullying as part of safety.
- encouraging zero tolerance of bullying behaviour, encouraging a sense of social responsibility and the courage to speak out when necessary, and ensuring pupils know what they can do if they or someone else is being bullied.

**The School Council** will be consulted on anti-bullying policy and strategies.

Key pastoral staff will always mediate between the bully and the victim, where appropriate. The victim will be encouraged to tell the bully how the bully's actions made them feel. The bully will be given an opportunity to apologise.

We will hold an evening session for parents of new Year 7 pupils in their first half term which includes information on our policy and procedures on bullying. Bullying is explored during the year 7 induction week and details of what to do if someone is being bullied is detailed in the pupil and parent handbook.

## **Record keeping**

Incidents of bullying are recorded on Brom Com by the member of staff investigating the incidents. Serious concerns about bullying will result in the parents of the pupil being invited into school to meet with the Head of Year.

Pupils who feel they are being bullied will be asked to keep a detailed record of incidents.

## **Sanctions**

The varying nature and varying degrees of bullying require a range of responses and a range of sanctions. Anyone who bullies someone will be seen and spoken to about this by their Head of Year/ Vice Principal.

In appropriate cases, (and particularly, though not exclusively, where the perpetrators do not attend the school and the bullying occurs elsewhere), the police liaison officer is involved, to advise the victim on what steps can be taken. Where the perpetrator is part of the school he/she would stress the seriousness of the matter and the possible consequences if it were to continue.

In the cases of a first and minor incident an informal warning from a Head of Year may be sufficient. This would be recorded as a detention for bullying on Brom Com.

Where a pupil is found to persist in acts of bullying, despite warning, or demonstrate serious bullying behavior, it is necessary for the pupil to be removed from lessons and sent to Internal Exclusion (I.E.) for a fixed period and sit an after school detention. In certain circumstances, it may be necessary to recommend a fixed term exclusion to the Principal.

A fixed period exclusion might also be given even if there have not been previously recorded warnings if the seriousness of the bullying warrants it. As a last resort, or in extremely serious cases, permanent exclusion/managed move would be considered.

**WHAT TO DO – DAILY ROUTINES- STUDENTS**

<b>On arrival at Ark Academy</b>	<ul style="list-style-type: none"> <li>• Smile and greet staff on the gate and staff and pupils in corridors</li> <li>• Turn off and put away headphones/mobile phones so they cannot be seen before you enter the gates</li> <li>• Ensure you are in perfect uniform before you enter the gates</li> <li>• Put valuables in lockers</li> <li>• On the first bell at 8.20 ensure you are at line up (KS3 and Year 10) or tutor time (Year 11)</li> <li>• If you are in Year 11 you should be at your tutor room door by 8.20 ready to start</li> </ul>
<b>Lateness to school</b>	<ul style="list-style-type: none"> <li>• You should be in school by 8.20</li> <li>• The gate is closed at 8.25. If you arrive after this time you will receive a 45 minute detention after school and a note will be in your planner. Your teacher will ask to see this note.</li> </ul>
<b>Line up</b>	<ul style="list-style-type: none"> <li>• Whistle goes at 8.20, 10.35, 1.40 from the centre of playground (same time as internal bell). You should be in your line up area already.</li> <li>• Year 11 must be off the playground by 8.20, 10.35, 1.40</li> <li>• Pupils move into lines (in alphabetical order) silently with HoY giving a silent countdown from 10 with fingers.</li> <li>• Anyone late to line, poor line up behaviour is sent to the on call staff member in the centre of the playground. Sanctions issued.</li> <li>• Ensure all outdoor clothing is removed before you enter the classroom</li> </ul>
<b>Walking around the school</b>	<ul style="list-style-type: none"> <li>• Walk calmly and quietly on the left</li> <li>• Go straight to lessons via the quickest route</li> <li>• You may not get water or to go to toilet in between or during lessons</li> </ul>
<b>Uniform</b>	<ul style="list-style-type: none"> <li>• Ensure you are wearing your uniform appropriately at all times: <ul style="list-style-type: none"> <li>✓ <i>Shirts tucked in</i></li> <li>✓ <i>No skinny trousers</i></li> <li>✓ <i>Top button done up</i></li> <li>✓ <i>Tie neat</i></li> <li>✓ <i>No trainers</i></li> <li>✓ <i>No jewellery</i></li> <li>✓ <i>No pouch bags</i></li> <li>✓ <i>No make-up, acrylics or false eyelashes</i></li> <li>✓ <i>You may take off your jumper in Summer term if the teacher gives permission (not to be tied around waists)</i></li> </ul> </li> </ul>
<b>Entering the classroom and beginning the lesson</b>	<ul style="list-style-type: none"> <li>• Line up quietly outside your class with your planner and pencil case in hand</li> <li>• Greet the teacher as you enter</li> <li>• Enter the classroom in silence</li> <li>• Books, pencil case, water bottle and planner should be laid out on the desk</li> <li>• Sit down and write lesson question and date and underline and complete Do Now in silence</li> <li>• There must be silence during the register</li> </ul>

<b>Lateness to lesson</b>	<ul style="list-style-type: none"> <li>• At KS4 if you arrive after the second bell you are late to lesson and will be issued a sanction</li> <li>• If you are late to p1 because you are late to school you must show the note from the attendance officer to your teacher</li> <li>• If you are late to lesson with no note you will be issued a 15 minute sanction</li> </ul>
<b>Exiting the lesson</b>	<ul style="list-style-type: none"> <li>• Stand behind your chair in silence and wait to be dismissed in silence</li> <li>• Go the quickest route to next lesson and do not wait for friends in the corridor</li> </ul>
<b>During a lesson</b>	<ul style="list-style-type: none"> <li>• Stand up in silence when an adult enters the room</li> <li>• Put your hands up when answering or asking a question and do not shout out</li> <li>• Speak in full sentences</li> <li>• Pay attention to whoever is speaking, facing them where possible, sit up straight and make eye contact</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>• Be at line up/Dining hall on time after first bell/whistle</li> <li>• Ensure you remain in silence and lead silently into assembly hall in alphabetical order</li> <li>• Remain silent throughout the assembly</li> <li>• Pupils who speak or behave inappropriately will be asked to leave and sanctioned with a 45 minute detention</li> </ul>
<b>Break/Lunch time</b>	<ul style="list-style-type: none"> <li>• You may only access lockers in the last 5 minutes</li> <li>• Pupils behaving inappropriately will be challenged and/or sanctioned</li> </ul> <p>Canteen</p> <ul style="list-style-type: none"> <li>• Clear your own tray and rubbish</li> <li>• Remain calm and quiet in your seat</li> </ul> <p>Playground</p> <ul style="list-style-type: none"> <li>• Ball games are only allowed in allocated areas</li> <li>• Do not gather in large groups</li> <li>• Keep hands and feet to yourself</li> <li>• Do not play fight or chase each other</li> </ul> <p>Library</p> <ul style="list-style-type: none"> <li>• Ensure you are working quietly or are having quiet conversations and that you leave on time for line up/lesson or when asked</li> </ul> <p>Wet break/lunch</p> <ul style="list-style-type: none"> <li>• You are permitted to go to Library, allocated year group form rooms, Dining hall or Sports hall</li> <li>• Usual corridor behaviour is expected</li> <li>• On the first bell head to your next lesson via the nearest route. Lateness to lesson sanctions apply as usual</li> </ul>
<b>At the end of the day</b>	<ul style="list-style-type: none"> <li>• Walk quietly through academy exits</li> <li>• Walk directly offsite and do not congregate in atrium, playground or school gates</li> </ul>

	<ul style="list-style-type: none"> <li>• All headphones/ mobile phones must be collected from lockers and remain in your bag/pockets until you are off the school site</li> </ul>
<b>Fire drill</b>	<ul style="list-style-type: none"> <li>• If the fire bell sounds you must exit the building- even if the bell stops</li> <li>• You will be directed to stand up in silence, leave all belongings and exit the class. You must walk in silence on the left and exit building via nearest stairwell. You should expect a sanction for 45 minutes if not meeting these expectations</li> <li>• Once your class is on the playground you should head to your tutor group to complete the fire drill register</li> <li>• Remain in silence throughout</li> </ul>
<b>Classroom/IT spaces</b>	<ul style="list-style-type: none"> <li>• Tidy up your workspace/computer area</li> <li>• Paper/ rubbish is put in the bin</li> <li>• Chairs are tucked in and tables straightened</li> <li>• Computer logged off</li> </ul>

**WHAT TO DO - DAILY ROUTINES- STAFF**

<b>On arrival at Ark Academy</b>	<ul style="list-style-type: none"> <li>• Smile and greet pupils on corridors</li> <li>• Confiscate all observable headphones/mobile phones in corridors, form rooms or playground</li> <li>• On the first bell at 8.20 you should be at line up ushering pupils on your way (Do not rely on the bell for your timings just in case!)</li> <li>• If teaching Year 11 be at your door by 8.20 ready to greet your class</li> <li>• If you are not teaching be on the corridor ushering pupils to class and ensuring quiet and orderly corridors</li> </ul>
<b>Lateness to school</b>	<ul style="list-style-type: none"> <li>• The gate is closed at 8.25. Pupils arriving after this will receive a 45 minute after school detention from the attendance officer. Ensure student planner is checked for attendance officer signature and arrival time.</li> <li>• Pupils arriving late to tutor period/ without a note should be sent to Attendance officer and HOY notified</li> </ul>
<b>Line up</b>	<ul style="list-style-type: none"> <li>• Attend line up on time- 8.20, 10.35 and 1.40</li> <li>• Patrol the lines – checking for alphabetical order, uniform and planners and ensuring all pupils are silent.</li> <li>• Walk your class quietly to lesson. Sanction or redo if necessary</li> <li>• Ensure all outdoor clothing is removed before pupils enter the classroom</li> <li>• No coffee/ drinks etc at line up</li> </ul>
<b>Walking around the school</b>	<ul style="list-style-type: none"> <li>• Remind all pupils to walk calmly and quietly on the left if necessary</li> <li>• Approach and challenge pupils not moving directly to lessons via the quickest route or demonstrating poor behaviour (sanction where necessary)</li> <li>• Remind pupils not to get water or to go to toilet in between lessons</li> </ul>
<b>Uniform</b>	<ul style="list-style-type: none"> <li>• Ensure every pupils is wearing uniform appropriately at line up, in corridors and at your door:</li> <li>• <i>Shirts tucked in</i></li> <li>• <i>No skinny trousers</i></li> <li>• <i>No trainers</i></li> <li>• <i>No jewellery</i></li> <li>• <i>No pouch bags</i></li> <li>• <i>No make-up or acrylics</i></li> <li>• <i>Students may take off their jumpers in summer with your permission (not tied around waists)</i></li> </ul>
<b>Before the lesson</b>	<ul style="list-style-type: none"> <li>• Ensure your lessons are finished and classes are dismissed on time</li> <li>• Be at the threshold to welcome next class</li> <li>• Do Now is on Board</li> </ul>

	<ul style="list-style-type: none"> <li>• Emails do not pop up</li> <li>• Bromcom is logged on and register opened</li> </ul>
<b>Entering the classroom and beginning the lesson</b>	<ul style="list-style-type: none"> <li>• Teacher stands across the threshold of your classroom door so that you can see the corridor and into your classroom</li> <li>• Have Do Now in place on board/on desks/hand out as pupils enter</li> <li>• Greet the pupils at the door and ensure they have planner and pencil case in hand</li> <li>• Pupils enter the classroom in silence and take their seats</li> <li>• Books, pencil case and planner are laid out on the desk and bag under the desk</li> <li>• Teacher ensures pupils sit and write lesson question/title and date and underline and complete Do Now in silence</li> <li>• Manage the flow of pupils into the classroom to ensure that students are complying</li> <li>• Teacher takes the register whilst students are doing the Do Now in silence (unless students are instructed to talk, the expectation is that the Do Now is done in silence)</li> <li>• Teacher circulates once or more around the classroom to check all pupils are on task</li> </ul>
<b>Lateness to lesson</b>	<ul style="list-style-type: none"> <li>• Year 11 pupils arriving after the second bell tutor period/PSHE are late to lesson and should be sanctioned with 15 minutes detention</li> <li>• Pupils arriving late to tutor period/PSHE - see lateness to school</li> <li>• Pupils arriving after the lesson has started, without a note from their previous teacher should be sanctioned with 15 minute detention.</li> </ul>
<b>Pupil requests to leave the lesson</b>	<ul style="list-style-type: none"> <li>• <b>Do not allow pupils to leave your lesson except in an emergency.</b> You will be informed if any pupil has a medical reason to leave the room and they should have a note in planner. Never ever allow a pupil out of class <b>without their planner signed and their blazer worn</b> - they will be sent back.</li> </ul>
<b>Exiting the lesson</b>	<ul style="list-style-type: none"> <li>• Pupils stand behind their chairs in silence waiting to be dismissed</li> <li>• Stand across the threshold of your classroom door so that you can see the corridor and into your classroom</li> <li>• Find out what pupils have next and ensure they are directed the quickest route</li> <li>• Dismiss one row at a time</li> <li>• If you teach period 6 you may remind pupils <i>as a courtesy</i> who has a detention to head to main hall directly. (Do not display this on the board or allow pupils to come to your desk at your computer, instead instruct them to sit in their chair and wait for you)</li> </ul>
<b>During a lesson- Expected routines and expectations</b>	<ul style="list-style-type: none"> <li>• <i>See Team Practice section and further guidance on Managing behaviour in Behaviour and Ethos Policy</i></li> </ul>

<b>Assembly</b>	<ul style="list-style-type: none"> <li>• Be at line up/ Dining hall (for Year 11) on time after first bell/whistle</li> <li>• Ensure pupils remain in silence and lead silently into assembly hall in alphabetical order</li> <li>• Ensure pupils remain silent throughout the assembly</li> <li>• Remove those students that speak or behave inappropriately and sanction with 45 minute detention</li> <li>• If you are teaching P1 ensure you are at the threshold of your classroom ready to greet your class</li> </ul>
<b>Break/Lunch time</b>	<ul style="list-style-type: none"> <li>• Remind and ensure pupils only access lockers in the last 5 minutes</li> <li>• Challenge and/or sanction students behaving inappropriately</li> </ul> <p>Canteen</p> <ul style="list-style-type: none"> <li>• Ensure pupils clear their own trays- sanction if necessary</li> <li>• Ensure pupils remain calm and quiet in their seats</li> </ul> <p>Playground</p> <ul style="list-style-type: none"> <li>• Ball games are only allowed in allocated areas</li> <li>• Do not allow pupils to gather in large groups (6 or more)</li> <li>• Ensure pupils keep hands and feet to themselves.</li> <li>• Pupils should not play fight or chase each other</li> </ul> <p>Library</p> <ul style="list-style-type: none"> <li>• Ensure pupils are working quietly or are having quiet conversations and that they leave on time for line up/lesson or when asked</li> </ul> <p>Wet break/lunch</p> <ul style="list-style-type: none"> <li>• Pupils are permitted to go to Library, allocated year group form rooms, Dining hall or Sports hall</li> <li>• Usual corridor behaviour is expected</li> <li>• On the first bell staff should head to teaching room- ushering pupils en route. Lateness to lesson sanctions apply as usual</li> </ul>
<b>At the end of the day</b>	<ul style="list-style-type: none"> <li>• Ensure pupils walk quietly through academy exits</li> <li>• Ensure pupils walk directly offsite and do not congregate in atrium, playground or school gates</li> <li>• Confiscate all observable headphones/ mobile phones on school site</li> </ul>
<b>Fire drill</b>	<ul style="list-style-type: none"> <li>• If the fire bell sounds all staff and pupils must exit the building- even if the bell stops</li> <li>• Pupils must be directed to stand up in silence, leave all belongings and exit the class. Pupils walk in silence on the left and exit building via nearest stairwell. Pupils should receive 45- minute detention if not meeting these expectations</li> <li>• Once your class is on the playground you should head to your tutor group to complete the fire drill register</li> <li>• Once deemed safe to re-enter the building a whistle will sound. Staff should head to the year group line up they are teaching to collect their class. Dismissal will happen as normal</li> <li>• Pupils in IE should register with form tutor in line and then wait in the centre of the playground.</li> </ul>

<b>When leaving classroom or IT spaces</b>	<ul style="list-style-type: none"><li>• Before dismissal ensure pupils tidy up their workspace/computer area</li><li>• Paper/ rubbish is cleared</li><li>• Chairs are tucked in and tables straightened</li><li>• Teacher desk is tidied up. No mess/mugs etc.</li><li>• Computer logged off/ board wiped ready for next teacher</li><li>• Turn off projectors at the end of the day</li><li>• Report all maintenance/IT issues</li></ul>
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## RELOCATION PROCEDURES

Relocation from the classroom is designed to ensure that learning is never disrupted and that the classroom remains a calm and orderly space. The guidelines below are designed to help staff at Ark Academy know when to use the system.

There is no stigma attached to relocating a pupil and it should be seen as an integral part of The Behaviour Policy. **However, the system is not there for every minor infraction and it is essential for teachers to 'own' their own classrooms.** Please ensure that you read the champion teacher techniques for further guidance about how to secure 100% compliance in your classrooms.

### Departmental relocation - when to relocate to another classroom within your department

**1. A pupil persists in disrupting learning, after you have:**

- a) Given them a rule reminder
- b) Given them a verbal warning and written their name down/moved their seat
- c) Issued a detention

**However, where a pupil is rude or challenging when their disruption is being tackled, staff can move straight to a departmental relocation.**

**2. Rudeness to an adult or another member of the Academy (pupil).**

Examples might be:

- a) muttering something under their breath when challenged by the teacher;
- b) challenging the issuing of a verbal warning or talking back;
- c) refusing to move when relocated to another teacher within the Department or;
- d) cursing another member of the class.

### SLT on-call, relocation to LSU.

Reasons for doing this will be:

- a) refusal to leave the classroom, following departmental relocation
- b) cursing or inappropriate gestures – particularly towards an adult
- c) verbal aggressiveness towards a peer or adult;
- d) bullying or other harmful behaviour;
- e) threatening others – physical or verbal
- f) destruction of another person's or Academy property;
- g) refusing to wear the appropriate uniform;
- h) playing with fire alarms or extinguishers;
- i) vandalism;
- j) deliberate involvement in or instigation of conflict.
- k) sexually inappropriate behaviour;
- l) willful disobedience or serious disrespect to an adult.

In the case of SLT relocation, all teachers contact the member of SLT on call via email. **The classroom teacher must log the relocation on eportal as soon as possible, but by the latest the end of the day.** Where further action may be required an incident report should be completed by the class teacher and sent to the Head of Year.

## SYSTEM FOR DETENTIONS

The system for issuing detentions is simple and transparent. There are 3 types of detention in Ark Academy: 45/60 minute late detentions; central detentions (15/45/90 minutes) and Department Homework detentions for 15/30 minutes. Every detention should be recorded in the relevant detention page in the pupil planner.

### 1. Late detentions

- If a pupil arrives late after 8.25 in the morning, the pupil will sign in late and a detention will be written in their planner for that day.
- Students arriving between 8.30-8.55 will be signed in by the Student services Officer and a 45 minute detention recorded
- Students arriving after 8.55 should sign in with the Student Services Officer and will receive a 60 minute detention
- Students arriving after 9.50AM (after Period 1) will be issued a 90-minute detention.
- Students arriving late and refusing to sign in with the Student Services Officer will receive a 90 minute detention

### 2. Central detentions

- There is a daily detention from 3.45pm until 5.15pm in the main hall (2.55- 4.25 on a Friday). Pupils can accumulate detentions in one day up to the length of 90 minutes.

These detentions are written in the student planner and logged on Bromcom at the time the detention is issued. A text message is also sent home.

**Where a pupil fails to attend detention, the consequence will escalate.**

### DEFINING A SERIOUS INCIDENT AT ARK ACADEMY

The following list provides examples of what constitutes a serious incident (In or out of school). The list is neither exhaustive nor definitive and members of staff may use their discretion so long as they are following the code of conduct.

- Repeated visits to IE for persistent breaches of the school's code of Conduct
- Bringing onto school premises or being found in possession of anything that could constitute an offensive weapon or illegal substances
- Bullying/Cyberbullying or other harmful behaviour
- Bringing 'outsiders' onto Academy property in order to threaten or create conflict
- Sexually inappropriate behaviour
- Threatening others – physical or verbal
- Cursing or inappropriate gestures – particularly towards an adult
- Deliberate involvement in or instigation of conflict
- Verbal aggressiveness towards a peer or adult
- Willful disobedience or serious disrespect to an adult
- Stealing
- Knowingly possessing stolen property
- Vandalism and destruction of property
- Consistently disrupting learning
- Playing with fire alarms or extinguishers
- Smoking or drinking alcohol, Using or distributing drugs
- Cheating in a test or exam
- Wearing, displaying or graffitng 'gang' affiliated items and phrases
- Bringing the school into disrepute



