

## Summary

The Academy recognises that effective teaching and learning can only take place in a caring and well-ordered environment. The Academy will apply its Behaviour Policy fairly and consistently, without regard to race, gender or seniority. Good discipline is important for the growth, welfare and development of all students. In this regard the students are given clear expectations, effective pastoral support and opportunities to build good relationships. High standards of behaviour, manners and discipline are expected of all students at all times. Pupils are expected to behave in such a way as to be a credit to themselves and to the Academy.

## Roles and Responsibilities

**Staff** – will be responsible for ensuring the policy and procedures are followed and consistently and fairly applied to all students. Staff will never ignore an incident of inappropriate conduct or behaviour anywhere in the school. The presence of all members of staff will be assertive and active - but never aggressive or disrespectful.

**Parents** – are expected to take responsibility for the behaviour of their child. They will be encouraged to work in partnership with the Academy and will have the opportunity to raise any issues with the school.

**Students** – will be expected to take responsibility for their own behaviour and uphold the School policies and principles.

## Procedures

The disciplinary system reflects three levels of misbehaviour:

1. Minor - dealt with by the mentor, reporting teacher and HoY
2. Serious - dealt with by the mentor, reporting teacher, the HoY and the AP Pastoral
3. Very Serious Offences - dealt with HoY and the Senior Management Team (Principal and Assistant Principals)

## Rewards

An ethos of praise and encouragement is central to promotion of good behavior. Rewards motivate students to realize that good behavior is valued. Rewards might include the following: Verbal and written praise, Commendations, School prizes.

## Sanctions

Responsible behaviour is the expected norm at all times, in and outside the classroom. Students who display behaviour which break the rules are dealt with firmly and fairly. A variety of sanctions is available when it is considered appropriate. Sanctions include the following: Oral reprimand, written reprimand,

work assignment, placed on monitoring report, detention, community service, withholding privileges such as participation in school trips and activities and, in the case of serious misbehavior, external suspension.

## Behaviour expectations

Particular attention is drawn to the following points:

- All conduct that is anti-social or tends to bring discredit to the School, whether on the premises or elsewhere is deemed a breach of School Rules
- Bullying is not acceptable in any form and students are expected to have read the school's anti-bullying policy and embrace it
- The Academy encourages all of its pupils to show respect for each other. Disruption in lessons, public displays of intimacy, sexual activity on the school premises, fighting, vandalism, theft and misusing technology to bully, harass or abuse another pupil are not acceptable and will be dealt with firmly
- AAL has a zero tolerance policy regarding the abuse of alcohol, drugs and tobacco. The school will act accordingly and students should expect to be dealt with in accordance with the school's rules
- The possession or use of any dangerous instrument, explosive device, fireworks, or dangerous chemical is forbidden
- Students are expected to relate well and to behave considerately towards others. Social skills are vital and learning to interact with others is a critical part of education
- The use of mobile phones is prohibited. School staff can confiscate a mobile phone as a disciplinary penalty
- All students should be aware that AA expects high standards of appearance at all times
- When students are caught cheating in a test/exam or have the intention of cheating in a test/exam they will receive a zero and the test/exam is terminated

## Records of student conduct

- The conduct of a student can be described by one of the following: excellent, very good, good, poor
- The conduct of a student is recorded on the report at the end of each semester and at the end of each academic year respectively
- If the conduct for the two semesters is the same then the conduct at the end of the year should be the same
- In the cases where there is a difference in the conduct of the two semesters then the Principal, the Assistant Principals, the Head of Year and the teachers teaching the student decide what the conduct should be for the end of the year
- The student can have excellent conduct for the end of the year only if in at least one of the two semesters he/she has excellent conduct
- In the case where the conduct needs to be lower than excellent then the reasons and justification according to the School's policies should be written in the minutes of the appropriate meeting

## Non-Academic Withdrawal

In the judgement of the Principal and the SMT, a student may be withdrawn from the school for non-academic reasons when it is determined that the student has demonstrated behaviour that: (a) poses a significant danger or threat of physical harm to self or to the person or property of others; or (b) interferes with the rights of other members of the community or with the exercise of any proper activities or functions of the school or its personnel.

## School Uniform

The highest standards of appearance are expected at all times. The purpose of the school uniform and the neat appearance is to encourage our students to experience a greater sense of school identity and belonging, to promote school safety, to improve student behaviour and discipline, and to enhance the learning environment.

The potential benefits of school uniforms include:

- Increase a sense of belonging and school pride
- Instilling students with discipline
- Helping parents and students resist peer pressure
- Diminishing economic and social barriers between students
- Helping students concentrate on their school work
- Helping school officials recognize intruders who come to the school

### **Parents/Guardians**

Parents and guardians are expected to support the school's uniform policy. They are responsible for sending their child to school in the correct uniform, ensuring that it is neat, clean, in good repair and of appropriate fit.

### **Students**

Students are expected to wear their uniform with pride. Students should be of smart appearance both within the school and on the way to and from the school.

Students can wear items as listed in Appendix 1

### **Sanctions**

Violations to the dress code will result in school disciplinary action. Students violating the uniform and appearance policy repeatedly may be sent home or kept out of class.

The Head of Year has the discretion to decide whether the offense must be rectified immediately and hence confiscate any non-uniform item(s).

The school uniform policy will accommodate students' religious expression.

## Attendance

Full attendance at school is a requirement. On the positive side there is an obvious link between attendance and progress; on the negative side, it must be recognized that students missing classes can disrupt the work of fellow students and teachers. Where the level of absence is considered to be affecting progress, this may result in low grades and eventually the student will not be able to be promoted at the end of the year. Looked at in another way, full attendance is an indication of a correct and appropriate attitude to and respect for our school. It shows that the student is complying with our expectations, meeting our required standards and is a part of the required Academy spirit.

There may be occasions when absence is unavoidable, but we must stress that we expect these absences always to be in the context of exceptional and unavoidable circumstances e.g. illness. Absence must be kept to an absolute minimum.

## Procedures

On the first day of absence the Head of Year will contact parents unless parents have contacted the school. Following an absence and where applicable, a doctor's certificate should be sent to the Head of Year. Students are responsible for making up work missed.

Repeated absenteeism is viewed seriously and may result in reduced grades or the non-award of the grade in a subject where the degree of absenteeism is unacceptable. Where a student is unavoidably absent for a significant period, a decision about whether the final examination can be sat will be at the discretion of the Principal.

Lateness and absence are recorded on Semester reports.

**Parents are asked to ensure that students are not taken from lessons for the purpose of holidays.**

## Procedures arising out of accumulated absence

Every case must be considered on its own merits, but it is useful to have an outline of potential consequences. Professional judgment will be exercised in deciding what action is appropriate and how best to address each particular situation, but the following policy gives a general guide.

- **STEP 1 (for up to 60 periods of absence during a school year or the equivalent of 10 school days)**  
In the initial stages of a buildup of absences, parents will be alerted to the school's concern and a record of that contact kept on file. Where the HoY considers it appropriate, parents will be asked to meet with the Head of Year (HoY) to discuss the matter. A letter stating the school's concern will be sent to the parents. Meetings may involve the appropriate Assistant Principal (AP) where necessary.
- **STEP 2 (Additional absence totalling up to 90 periods of absence during a school year or the equivalent of 15 school days)**  
At this stage a Review Body (the Assistant Principals, the appropriate HoY, Mentor and subject teachers) will consider how best to address the issue. This may include supervised detention to catch up on work missed.

- **STEP 3 (120 periods of absence during a school year or the equivalent of 20 school days)**

An extended Review Body (Principal, Assistant Principals, HoY, Mentor and subject teachers) will consider what action is appropriate e.g.

- i. Y1 – Y6 Serious sanctions, which in some cases may lead to repeating the year
- ii. Y6 Not allowed to go to Greece
- iii. Y7 must meet the attendance requirement in order to graduate

Absences will need to be made up before an American Academy Larnaca Graduation Diploma is issued.

If a student is suspended absences will be recorded and will count for the above sanctions.

In exceptional circumstances approval may be granted for time off school e.g. on the grounds of serious ill health or injury, educational benefit or compassionate grounds provided the necessary documents have been received, considered and approved by the Principal.

### Late Arrival

- Students may be registered as late to ANY lesson if they arrive 5 minutes after the bell goes
- Students arriving to the AA before the end of the first period should go to period 1 lesson and will be marked late (L). All students who arrive after the first period should, as soon as they arrive in school, report to the appropriate H.O.Y to get an “entrance permission” and will be marked absent (N) for the periods missed
- In case of regular lateness to lessons, a series of sanctions will be imposed in line with the School’s Late Arrival Policy

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- **Step 1**

In the initial stages of the accumulation (up to 6 - 7 late arrivals to lessons) parents will be alerted to the school’s concern and a record of that contact will be kept on file. Where the HoY considers it appropriate, parents will be asked to meet with the Head of Year (HoY) to discuss the matter. A letter stating the school’s concern will be given to the parents. Meetings may involve the appropriate Assistant Principal (AP) where necessary.

- **Step 2**

In the case where the student fails to comply with the school regulation the AP and the HoY will consider how best to address the issue. This may include supervised detention.

- **Step 3**

In the case where the student exhibits very poor punctuality more serious sanctions will be considered by the AP and the HoY.

## Rules for online learning

Students should:

- Not share their password with anyone
- Change their password if they think someone else might know it
- Always log out when they are finished using the system
- Attend all on online lessons
- Be prepared and on time for the scheduled online classes
- Keep microphones muted and unmute only when needed
- Stay focused and disciplined
- Post only relevant messages and comments
- Use proper writing style and always make an effort to use proper punctuation, spelling and grammar
- Participate and contribute to the lessons
- Use clear and concise language. Comments should be constructive and well-articulated
- Treat teachers and classmates with respect in discussions, email or any other communication
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Not make personal or insulting remarks
- Not post or share (even privately) inappropriate material
- Be careful with personal information (both yours and other's)

## Appendix

### **Hair**

Hair must be neat and tidy. Extreme hair styles/haircuts are not allowed. Hair that is shaved, obviously dyed, cut with a step or ridge or patterns, is not permitted.

For boys a 'grade 2' haircut is the shortest allowed and any hair longer than collar length is considered unsuitable

### **Shaving**

Boys are expected to be clean shaven. Any boys with beards will be required to shave before given permission to enter their lessons.

### **Make –up and nail varnish**

No make-up is allowed at school except for upper school girls who are allowed light make up and nude nail polish colour.

**Tattoo** - Tattoo should not be visible when school uniform is worn.

### **Formal uniform**

On formal occasions students are expected to wear the Navy blue blazer with the embroidered school badge and the school tie.

**PE kit:** T- shirt with school emblem and navy blue shorts or long PE trousers

**Boys' uniform**

- Grey trousers, with the school badge embroidered on them
- White short/long-sleeved shirt, with the school badge embroidered on the pocket
- White short/long polo t-shirt with school badge embroidered.
- Navy blue zip up Jacket with school badge
- Raincoat jacket with school badge
- T-shirts and vests worn underneath shirts to be plain white
- Black shoes (no logos of any colour)

**Girls' uniform**

- Air force blue skirt
- Navy blue trouser
- White short/long-sleeved shirt, with the school badge embroidered on the pocket
- White short/long polo t-shirt with school badge embroidered.
- Navy blue zip up Jacket with school badge
- Raincoat jacket with school badge
- T-shirts and vests worn underneath shirts to be plain white
- Low heeled black shoes (No sports shoes or trainers of any colour, except for PE)
- No fancy jewellery or faux-bijoux (earrings to be worn one on each ear only)

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