



1. 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.

2. 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.

2.1 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.

2.2 Sanctions

Responsible behaviour is the expected norm at all times, in and outside the classroom. Students who display behaviour which breaks the rules are dealt with firmly and fairly. A variety of sanctions are available when it is considered appropriate. Sanctions include the following: Oral reprimand, written reprimand, work assignment, placed on monitoring report, detention sessions, restorative workshops, community service, internal suspension, withholding privileges such as participation in school trips and

activities and, in the case of serious misbehavior, external suspension and expulsion.

2.3 Decision committees

The members of staff in the committees to decide in case a student does not comply with any school rules and regulations, where necessary after consultation with the relevant member(s) of the staff, are the following:

DISCIPLINE CASES

- A. **Oral reprimand** (SMT, SPT, HoF, teacher)
- B. **Monitoring Form** (DP Pastoral, HoY)
- C. **Detention – 1 hour sessions after school** (DP Pastoral, HoY)
- D. **Internal Suspension - one day** (DP Pastoral, HoY)
- E. **External Suspension – up to 2 days** (Principal, Deputy Principals, HoY, where necessary the relevant HoF)
- F. **External Suspension – more than 2 days** (SMT, HoY, where necessary the relevant HoF and teachers teaching the student)
- G. **Expulsion from school** (SMT, HoFs, HoYs, the mentor, all the teachers teaching the student for the last two years. Educational psychologist may attend if required, for information only. The meeting may be observed by CEO)

ACADEMIC CASES

- A. **Plagiarism / Cheating** (DP Curriculum, AP Data and Exams, the Head of the appropriate Faculty, the teacher involved, Head of Year.)
- B. **Breach of make-up policy** (DP Curriculum, AP Data and Exams, Head of relevant Faculty, the classroom teacher, Head of Year)
- C. **Poor academic performance - referrals to the Review Body:** Senior Management Team, Head of Year, the mentor participate in the discussion, but ONLY the teachers teaching the student can vote. In the case of a tie, the Principal votes.

3. Behaviour expectations

Behaviours and actions that disrupt the smooth functioning of the school, compromise student safety, result in property damage, or negatively affect the school environment are subject to disciplinary action at the discretion of School Management. Some examples of infractions include:

- Any behaviour that is antisocial or may damage the School's reputation, whether on or off school premises.
- Repeated unjustified tardiness to class.
- Inappropriate or improper appearance.
- Display or use of mobile phones (school staff have the right to confiscate devices as a disciplinary measure).
- Disrupting the smooth conduct of lessons or other school events.
- Being absent from or leaving a class or school event without permission or exiting the school grounds without authorization.
- Making false statements, falsifying and/or destroying school documents.
- Bullying and threatening behaviour.
- Abusive behaviour and/or verbal violence.
- Malicious damage to school property (including defacing desks).
- Public displays of affection, sexual activity on school grounds, or sexual harassment.
- Writing offensive or insulting messages within the school premises.
- Use or possession of alcohol, tobacco, or drugs.
- Possession, transportation, or use of dangerous objects, explosive devices, fireworks, or hazardous chemicals is strictly prohibited on school grounds and during any school activity.
- Physical violence, with or without the use of objects.
- Cheating or attempting to cheat during written exams, assessments, tests, or school competitions.
- Unauthorized interaction with non-students during school hours.

Year 7 – End of Year Celebrations

Traditionally, the end of the school year for Y7 students is marked with celebrations. Even though the school welcomes celebrations, we need to ensure that they comply with the school's ethos which is based on trust and mutual respect.

The following behaviour is not acceptable as part of celebrations or at any other time:

- Language or behaviour which is improper, or disrespectful to other students, staff and any other members of the School community or members of the public.
- Graffiti of any kind
- Damage to, or improper use of, school property or equipment
- Use of alcohol or tobacco
- Use of firecrackers, or smoke bombs and flares

The above list is not exhaustive. If students violate the Student Code of Conduct, the school will take severe and appropriate disciplinary action including lowering the **Student Conduct on their Apolytirion**.

4. 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
- If a student receives different conduct grades across the two semesters, the Review Body Committee will review the case and decide on the final end-of-year conduct grade.
- 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

5. Termination of Enrolment

Where the Management reasonably believes that a student has engaged in conduct constituting a serious breach of the Code of Conduct, including conduct that: (a) poses a significant risk of physical harm to the student or to the person or property of others; or (b) materially interferes with the rights of other members of the school community or with the proper activities or functions of the school or its personnel, the matter may be referred to the Review Body. Following consideration of the matter, the Expulsion Committee will determine whether the student's enrolment should be terminated.

6. 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 should be of smart appearance and wear only uniform items both within the school and on the way to and from the school.

Appearance

- 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 not allowed
- Years 1-5 boys are expected to be clean shaven
- Years 6-7 boys are expected to be clean shaven at the beginning of any school week
- No excessive make-up is allowed
- Nails should be short. Nude nail polish is allowed
- Earrings to be worn one in each ear only and studs only (no hoops or dangly earrings)
- Visible body piercings are not allowed, this includes tongue piercings
- Body piercing and Tattoos should not be visible when school uniform is worn

Uniform

- Grey trousers, with the school badge embroidered on them for boys
- Air force blue skirt or navy blue trousers for girls
- 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) for boys
- Low heeled black shoes (no logos of any colour) for girls
- Non-uniform items are not allowed in school. This includes sweaters, t-shirts etc
- No hoodies are permitted

Formal uniform

- On formal occasions, students are expected to wear the navy blue blazer with the embroidered school badge and the school shirt and tie.

PE kit

- T-shirt with school emblem and navy blue shorts or long PE trousers.

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.

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

7.1 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.

7.1.1 Procedures arising out of accumulated absence

Each case of student absence will be considered individually, ensuring fairness and appropriate action based on professional judgment. While the following policy serves as a general guide, additional discretion may be exercised to best support students and their families.

STEP 1: Initial Concern (Up to 60 Periods of Absence in a School Year)

- Parents will be formally notified of the school's concern regarding their child's attendance
- A record of all communications will be maintained
- A formal letter will be issued to parents, outlining the concerns and potential next steps

STEP 2: Continued Absence (Between 61 to 90 Periods of Absence)

- At the discretion of the Head of Year (HoY), parents may be invited for a meeting to discuss the ongoing attendance concerns
- The Deputy Principal (DP) will participate in the meeting to reinforce the importance of consistent attendance and inform parents of the potential escalation to **Step 3** if absences continue
- A formal letter will be issued again, emphasising the urgency of the situation and the possible consequences

STEP 3: Excessive Absence (Exceeding 120 Periods in a School Year)

- Students accumulating **120 or more absences** will be referred to the **Review Body**
- A **Review Body**, consisting of the Principal, Deputy Principals, Assistant Principals, HoFs, HoY, Mentor, and subject teachers, will assess the case and determine final recommendations, including the possibility of asking the student to repeat the year or pass a re-exam in those subjects in the designated re-exam period
- The Review Body reserves the right to uphold or adjust the decision based on individual circumstances

Important Notes

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

- The **Review Body** has the discretionary authority, in special and duly justified cases of students with serious health issues to make decisions different from those outlined above. This discretion is exercised if it serves the best interests of the student's education and well-being
- Absences will need to be made up before an American Academy Larnaca Apolytirion is issued

Authorised Absences

These are absences that the school considers valid and acceptable:

- **Illness/Surgery:** If a child is seriously ill, injured, or has undergone an operation and will be absent from school for **three or more** days, parents must provide the Head of Year with a doctor's certificate.
- **Medical, Embassy, or Immigration Appointments:** While these appointments should ideally be scheduled outside school hours, unavoidable appointments can be authorised. Parents must provide the Head of Year with relevant documentation confirming the appointment.
- **Family or Close Friend Bereavement:** Parents must notify the Head of Year about any absences due to the loss of a family member or a close friend.
- **Religious Observances:** Absences for recognised religious holidays are typically authorised, provided parents inform the school in advance.
- **School Organised Activities:** Participation in any school organised activities, whether on or off school premises, is authorised.
- **School-Approved Activities:** Participation in external exams, conferences, educational competitions, or sports events may be authorised if students submit relevant documentation to the Head of Year for approval prior to the event. For activities or competitions held abroad, the school will excuse the day of the activity as well as the day before and the day after.
- **University Interviews:** For interviews held at universities abroad, the school will excuse the day of the interview, along with the day before and the day after. For interviews at local universities, the school will excuse only the day of the interview.
- **Driving Test:** Students will be excused on the day of their driving test. Appointment details must be submitted to the Head of Year in advance.
- **Injury at School:** If a student sustains an injury on school grounds and needs to visit a doctor, the absence will be authorised.
- **External Exams:** The school will excuse the day of the exam as well as the day before the exam.
- **School Counsellors Appointment:**

Unauthorised Absences

These are absences that the school does not approve:

- **Holidays During Term Time:** Parents should ensure that students are not taken out of lessons for holiday purposes, as these absences are not authorised
- **Non-Urgent Appointments:** Routine check-ups or appointments that could be scheduled outside school hours will not be approved as valid absences
- **Parental Decisions:** Keeping a child home for reasons such as studying for a test or exam, bad weather, birthdays, or other non-essential reasons is unauthorised
- **Internal or External Suspensions:** All absences resulting from a student being internally or externally suspended will be recorded as unauthorised
- **Late Arrivals:**
 - Students arriving after 7:50 am will only receive a late mark if they provide a valid reason, otherwise, they will be recorded as an unauthorised absence for all missed periods
 - If a student accumulates twelve late arrivals to lessons, then every additional late arrival will be recorded as an unauthorised absence

7.2 Late Arrival

- Students who arrive late for **the first period** must collect an entrance slip from the school reception before entering class
- School gates will be closed at **7:40 am sharp** every day to ensure consistency when recording late comers
- After 7:40 students should report to the school secretary, who will **amend N to L**. The school secretary should record in Classter the arrival time.
- If students fail to provide a **documented valid reason** for their lateness, they will be marked as **unauthorised absent** for all missed periods. This amendment will be done by the HoY at the end of the week.

7.2.1 Procedures arising out of accumulated lates

Each case of student late will be considered individually, ensuring fairness and appropriate action based on professional judgment. While the following policy serves as a general guide, additional discretion may be exercised to best support students and their families.

Six (6) Late Arrivals reached/completed

- The student will be assigned **one detention session**
- Attendance at a **Punctuality Workshop** will be mandatory, aimed at addressing time management and the impact of lateness on academic progress
- A **Detention Slip** will be issued which must be signed by parents for acknowledgement

Nine (9) Late Arrivals reached/completed

- The student will be placed under a **Conditional Internal Suspension**. The expectation is for the student to demonstrate improvement to avoid suspension.

Twelve (12) Late Arrivals reached/completed

- The student will receive a formal **Internal Suspension** and be temporarily removed from regular classroom activities
- The student will be required to attend a **Counselling Session**
- A **Behavioural Contract** will be agreed to set clear improvement goals and outline additional future interventions if goals are not met

Beyond 12+ Late Arrivals

- Every additional late arrival will be recorded as an unauthorised absence

Classroom Behaviour Policy

- **2 Late Arrivals** – The teacher issues a verbal warning
- **3 Late Arrivals** – The student is assigned extra work to reinforce responsibility, and the Head of Year (HoY) is informed through Classter

8. Exit Permission

If students wish to leave school because they feel ill or for any other reason, they should obtain permission from the appropriate HOY. If the HOY is not in his/her office, the student should check the timetable (posted outside his/her office) and find him/her.

Students must not call parents to collect them before they have spoken with the HOY.

9. 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)