

Policy name	<b>Disciplinary Policy</b>		
Policy number	DS-01		
Review cycle	As required in 2020; then annually		
Reviewed	2022-2-14	Next review	2023-2-14

### **Policy Statement**

The School has high expectations of student behaviour and academic performance. Students who fail to conform to these expectations, Code of Conduct, enrolment conditions and other school rules and regulations will be dealt with in accordance with the Disciplinary Policy.

### **Purposes**

1. To establish clear disciplinary procedures
2. To ensure that any disciplinary action process taken by the School is in accordance with the principles of natural justice
3. To develop the student behaviour management plan for teaching staff
4. To manage inappropriate behaviours of students
5. To delegate the responsibility of implementing and overseeing the disciplinary procedures to the Principal

### **Guidelines**

1. This policy does not limit the School's power to take appropriate disciplinary action urgently and without following the disciplinary procedures if this is necessary having regard to the seriousness of the breach.
2. When the School learns of any incident or anything that may be a breach of Code of Conduct, enrolment conditions and other school rules and regulations, or might otherwise warrant a disciplinary response, the School will immediately start a disciplinary process.
3. When the School investigates the allegation, it will endeavour to provide the alleged student and their parent/legal guardian with an opportunity to give a response.
4. The Principal will convene a disciplinary subcommittee in consultation with the CEO, having regard to the seriousness of the breach.
5. When the School decides on the disciplinary action, it will advise the student and parents in writing.
6. The disciplinary action will take effect and actions will be taken to put it into place after the student and parent/legal guardian have been advised of the decision.

## **Disciplinary Procedures**

1. Minor matters will be usually handled by a classroom teacher.
2. Moderate matters will be dealt with by the HoD - See appendix 2
3. Persistent recidivism will be dealt with initially by the appropriate Dean - See appendix 2
4. If there are ongoing serious discipline breaches the issue should be dealt with by the DP or Principal.
5. The Board will be available at the ultimate point of referral and they will deal with the major matters which would likely lead to stand-down, suspension, exclusion, or expulsion.
6. For repeated offences / serious misconducts/ breach of the enrolment agreement, Code of Conduct and/or School rules, students may be given a stand-down or suspension.
7. Extremely serious misconducts may warrant an immediate termination of the enrolment (permanent exclusion/expulsion).
8. Students who are suspended or stood-down may be required to attend the School for guidance and counselling or to access the individual educational programme being provided during the period of stand-down or suspension.
9. Where appropriate, the School will investigate and determine the facts to reach a conclusion on what happened, when and where it happened, and whether it amounts to a breach of the enrollment agreement, code of conduct and/or school rules.
10. If the School has determined that a breach has occurred, the School will consider the appropriate response to that breach. The following steps will be taken:
  - a. The Dean will meet with the student (online via Zoom).
  - b. The student may have a support person of their choice to attend the meetings.
  - c. The student will have an opportunity to provide a response to the alleged breach within a specified timeframe.
  - d. The student will document their version of events in English.
  - e. Where it is necessary and/or appropriate, statements from any witnesses or other relevant information will be sought. That information will be provided to the alleged student and their parent/legal guardian, who will be given the opportunity to comment on that information.
  - f. Parents/legal guardians will be informed at each stage of the process. The School will give genuine consideration to the feedback from the parents/legal guardians.
  - g. The Dean and the Principal will discuss the alleged breach

with the information collected in the process, and make a decision about the allegation (for moderate incidents). In the case where either stand-down, suspension, exclusion or expulsion is deemed appropriate, the matter will be escalated to the Board.

- h. The School will advise the student and parent/legal guardian of the final decision in writing.
- i. All meetings will be documented and dated.

11. Teachers are to follow the Student Behaviour Management Plan as a guide. For a matter that is not included in the plan, they should report to their line manager for an appropriate action.

12. The disciplinary procedures are overseen by the Principal.

## **Appendix 1 - School rules**

### School Rules

#### **Aims**

The aims of these rules are:

1. To enable Crimson Global Academy ("School") to carry out their responsibilities of maintaining order and good discipline;
2. To promote good behaviour within the student body;
3. To ensure, so far as is possible, that every student in the School is able to benefit from and make a full contribution to the life of the School, consistent always with the needs of the School community; and

#### **Fundamental School Rules**

Students are deemed to be under the authority of the School while attending an online lesson. The Rules apply to all age groups and at all times when a student is under the authority of the school, representing or associated with the School.

1. Students are deemed to be under the authority of the School whilst:

- a. They are participating in an online lesson.
- b. They are attending onsite lessons or activities with their teacher and classmates.
- c. They are representing the School in an extracurricular pursuit.
- d. They are attending a trip, visit or tour even if a parent/legal guardian is present.

## 2. Prohibition of drugs and alcohol

- a. No student shall have consumed or be under the influence of: alcohol, illegal drugs, non-prescription drugs, party pills, e-cigarettes or cigarettes whilst under the authority of the school.
- b. No student will share or sell: alcohol, illegal drugs, non-prescription drugs, any party pills, e-cigarettes/vapourisers or cigarettes.

## 3. Attendance and lateness

Students are required to attend punctually all timetabled classes and other compulsory activities.

### Purposes

- a. To ensure attendance of all students enrolled in the School.
- b. To ensure students' safety and welfare
- c. To promptly handle attendance issues
- d. To maintain accurate attendance records

## Guidelines

### Absences

- i. If a student will be absent from school, a parent/legal guardian must report the absence by email by email at the earliest convenience on the day of absence
- ii. If a student is absent without an explanation, a parent/legal guardian will be contacted on the day of absence.
- iii. For an anticipated absence of more than 3 days, a parent will be required to apply directly to the Principal at least two weeks prior to the scheduled absence.
- iv. The legitimacy of any explanation for absence will be decided by the Principal.

#### Late Arrivals

- i. No student should be late for class.
- ii. If a student is persistently late for class in a single subject a HoD detention will be arranged, if the lateness is across all subjects a Dean's detention will be arranged.

#### Early Departures - online lesson

- i. If a student needs to leave the lesson, their parent/legal guardian must communicate this to the Dean in advance. Students need to inform the teacher by email prior to the lesson.
- ii. In the event of illness, injury or a technical difficulty during an online class, the student must contact the Dean immediately after leaving the lesson.

#### Early Departures - onsite lesson

- i. If a student needs to leave the lesson, their parent/legal guardian must communicate this to the Dean in advance. Students need to inform the teacher by email prior to the lesson and must sign off in the attendance register before leaving the lesson.

- ii. In the event of illness, injury during an onsite class or a school activity, the student must make the teacher aware of their wish to depart.

#### Registering attendance

- i. Classroom teachers will be required to electronically record attendance for all students on a period-by-period basis.
- ii. Dean will follow up on any unexplained absences and keep attendance records accurate and up to date.
- iii. When the Dean identifies irregular or unsatisfactory attendance patterns, it will be referred to the SMT.

#### Truancy

- i. If truancy is identified, the School will endeavour to resolve the issue through communication involving the truant student, the parent/legal guardian and the Dean.
- ii. If the issue persists, the matter will be escalated to the Principal for appropriate action to be taken.

- 4. Bullying (more detail is available in the school Anti-bullying prevention policy CS- 05)

### **Definition of Bullying**

Bullying is behaviour which is repeated over time, which hurts, humiliates or otherwise causes harm or distress by taking unfair advantage of another person in some way, making the victim feel uncomfortable or threatened. It can be verbal or physical in nature and involve the intentional harming or humiliating of another person. This can include any threat or use of violence of any kind, insults and offensive remarks (including, but not limited to, sexualised comments), whether made face-to-face or electronically (e.g. via email, social media or texting).

Bullying may be prejudice-based and therefore may involve actions or comments which are racist, sexual, sexist or homophobic; it may also focus on religion or cultural background, special educational needs or disabilities, and health or other physical attributes (such as hair colour or body shape). This list is not exhaustive, and the act of bullying might not be related to any obvious cause at all.

Cyberbullying (this should be read in conjunction with the Online Safety Policy - CS07)

Cyberbullying is a form of bullying which uses information and communication technology to support deliberate, repeated and hostile behaviour by an individual or group that is intended to emotionally harm

others. Bullying via online communications by various electronic media may include but is not solely restricted to:

- a) texts, instant messages on the Zoom app or other communication programmes
- b) the use of camera images, taken from Zoom lessons to cause distress, fear or humiliation.
- c) the use of mobile phone camera images taken of the online lessons or when the students physically meet up to cause distress, fear or humiliation.
- d) Posting threatening, abusive, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter, YouTube, Snapchat)
- e) Using dating apps, (such as Tinder or Grinder) to cause upset or abuse.
- f) Using email to message others in a threatening or abusive manner
- g) hijacking/cloning email/accounts.

The School recognises the above situations may be interpreted as cyberbullying and will take the necessary actions to sanction those involved.

#### **5. Behaviour whilst in online classroom or in on-site lessons and field trips**

For most of the students, the online classroom format will be new and exciting. With this in mind, the teacher will use his or her own discretion as to what they deem courteous.

- a) Students are expected to behave in a courteous manner at all times whilst involved in an online or on-site lesson.
- b) Students should not be eating during an online lesson; except for health reasons
- c) During lessons, students should not be privately messaging each other using the Zoom app, Facebook, Instagram, SnapChat or any other communication software.
- d) During lessons students should not talk over their peers or the teacher
- e) Students should not be late for lessons, and forewarn the appropriate people if they are going to be justifiably late or absent

#### **6. Homework, assessments and examinations**

- a. Homework is expected to be completed by the deadline posted on LMS. Persistent failure to hand in homework pieces at the required time will result in sanctions. - See Sanctions list appendix 1
- b. Assessments and topic tests are seen as essential for student progress at CGA; missing assessments and topic tests without the requisite reasons will not be accepted.
- c. If a school examination is missed a medical certificate will be required for justification

#### **7. Out of the classroom expectations (See Student Well-Being Policy- CS06)**



- a. Students should carry their student ID card on their person during school hours
- b. All students will be expected to participate in co- and extracurricular activities.
- c. All students will be expected to engage in online forums set up to discuss the subjects that they are studying

## 8. E-Safety (See Online Safety Policy- CS07)

It is the duty of the School to ensure that every student in its care is safe in the digital world.

### Use of CGA Technology

All students are issued with their own personal school email addresses and usernames for use on the CGA network. This includes: LMS and Zoom and Slack.

- a) Access to all of the online platforms used at the School is via a personal login, which will be password protected.
  - Students are regularly reminded of the need for password security. Use of a strong, unique password consisting of at least 16 characters is recommended. This should include a mixture of capital and lowercase letters, numerals and special characters. It must not include a group of three characters from the username.
  - As a matter of good practice it should be changed every 6 months.
  - Students should never share their passwords.
- b) LMS may be regarded as safe and secure and must be used when submitting homework.
- c) Students should be aware that communications through LMS, Zoom and school email addresses can and will be monitored.
- d) Students must only use their school accounts to email staff; they must not seek to contact staff via private email or social media accounts.
- e) Students must not respond to any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature, and should immediately report such a communication to the Dean.
- f) The School expects students to think carefully before they post any information online, or re-post or endorse content created by other people. Content posted should not be able to be deemed inappropriate or offensive, or likely to cause embarrassment to the individual or others.
- g) Students must report any accidental access to materials of a violent or sexual nature directly to their Dean/Counsellor.
- h) The deliberate accessing of inappropriate material by a student will lead to the incident being recorded on their file and will be dealt with under the School 's Rewards and Sanctions Policy.

## Use of digital and video images

Digital imaging technologies have created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet.

Students need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyber-bullying, stalking or grooming. Also, digital images may remain available on the internet indefinitely thus causing harm or embarrassment to individuals in the short or longer term.

With this in mind:

- a) Students must not take, use, share, publish or distribute images of others or themselves, except when in connection with a clear educational purpose and/or authorised to do so by staff and the students themselves.
- b) The School will not tolerate illegal activities or activities that are inappropriate in a school context, and will report illegal activity to the police. If the School discovers that a child or young person is at risk as a consequence of online activity, it will seek assistance from the Police immediately.
- c) Incidents of misuse or suspected misuse will be dealt with by staff in accordance with the School's policies and procedures.

## **Rewards and Sanctions Policy**

Crimson Global Academy takes the view that a system of rewards for positive behaviour is more effective than punishment for negative behaviour. As such, the School is committed to promoting good behaviour throughout the School, both online and when physical meetups occur. However, the School understands that when poor, disruptive or abusive behaviour occurs, sanctions will apply.

### Rewards

Awards will be given at the annual CGA Prize Giving, where students will receive academic and sporting awards. Throughout the year students will be able to receive numerous small awards and 3 larger awards:

#### Minor awards:

These will include attendance, homework submission, participation in extra or co curricular activities.

These minor awards will be monitored on Hero and the student will reach a threshold. When the threshold is obtained an automated notification will be sent to the student and parent on the Hero app. It will congratulate the student and inform the parent.

#### Major awards:

These can be given throughout the year will fit into three categories, in no particular order:

- 1. Principal's Award for Outstanding Homework**

This award will be presented for an outstanding single piece of homework submitted.

The teacher who set or marked the homework should inform the Principal of their nomination.

The Principal will assess the homework piece and if it fits the criteria, send a personal email and certificate to the student congratulating him or her.

Approximately three to four of these will be awarded across the School in a single year.

- 2. Crimson Global Academy Award**

This award will be presented to a student who shows outstanding levels of dedication, enthusiasm and effort. Any teacher can nominate any student for this Award throughout the year.

The student will receive a personal email from the Principal and a certificate.

### 3. The Award for Outstanding Participation in an Extracurricular Pursuit

This award will be presented to a student who has shown exemplary achievement in an extracurricular activity.

The student will receive a personal email from the Principal and a certificate.

#### Sanction Options:

##### Sanctions

The system of sanctions used by the School will complement the reward system laid out above. Any sanctions imposed by the staff of the School should be for breaches of School Rules only. Any sanctions given should be fair, reasonable and should never be humiliating, degrading, inappropriate or disproportionate, nor should they compromise the health and safety of the student.

Sanctions should be given to promote a period of self-reflection that promotes positive behavioural changes by the student involved. On the completion of the sanction the staff and the student should consider the issue resolved.

Below is a list of sanctions that are available to the staff; a brief description of the sanction and who can issue the sanction.

Sanction	Description	Examples or misdemeanors	Administered by
Subject detention	A piece of work is set by the HoD on CANVAS and student given set time to complete  Behaviour log completed and saved.	Lack of HW  Continual lateness  Minor disruptions reported by staff member to HoD	HoD
Dean's detention	Full timers - stay for 30 mins after form time.  Behaviour log completed and saved.  Need a solution for PT students.	Failed to complete the HoD detention  Disruptive behaviors	Dean
Suspension from communications channels	Suspend Slack  Must use school website / LMS to find class info etc  Behaviour log completed and saved.  Formal communication to parent / caregiver.	Inappropriate use of communication channels; off task chat's etc (low level)  Disruptive behaviours	Slack Operations Manager and Dean.

Limited class access  On permanent record	Can attend class but as an attendee - no mic and no video feed from students and limited no interactive features.  Behaviour log completed and saved.  Formal communication to parent / caregiver  MoE code " <b>R</b> "	Inappropriate use of communication channels.  Disruptive behaviour in class	Dean / SMT
Removed from a class for a period of time  Note on permanent record for university	Formal communication to parent / caregiver from Principal  MoE code " <b>U</b> "		Dean / SMT
Official disciplinary meeting with student and parent/legal guardian	parent/legal guardian and student meet with Deputy Principal and Dean, either on Zoom or in person	I	Dean but facilitated by Deputy Principal/Principal  Principal for possible consequences – may include stand down or suspension Recorded on permanent record
Stand down  Removed from all timetabled classes	Students will be prevented from attending any lessons  The Ministry of Education will be made aware of the stand down		Principal  Recorded on permanent record and with the Ministry of Education

Temporary suspension	The Principal will refer to the Board, who will determine the length of time the student is away from the school. The Ministry of Education will be made aware of the suspension  Sanction will be the same as stand-down in process.		Board  Recorded on permanent record and with the Ministry of Education
Permanent exclusion/expulsion	The Board will determine if the misdemeanour or series of misdemeanours are so severe that they believe the only option is for the student to leave the school permanently.		Board  Recorded on the permanent record and with the Ministry of Education.

Any student who is found to not adhere to the general principles, values and expectations of the School will be subject to a referral process which may lead to the termination of their schooling contract with the School.

### **Definitions**

A stand-down is when a student is removed from the School for a short period – no more than 5 days in a school term or a total of 10 days in a school year.

A suspension is the formal removal of a student from the School by the Principal, until the Board meets to decide what to do.

An exclusion (students under 16) and expulsion (students over 16) are the most serious of outcomes that the suspension process could lead to. The student cannot attend the school from which s/he was excluded/expelled.