



Hope Academy

Behavior Policy



Hope Academy

This policy has been developed and implemented in consultation with the whole school community including students, parents/guardians, staff, and partner agencies.

Approved October 2020
Review Date: May 1, 2024

SIGNATURES

Student (via the Student Council)

A handwritten signature in black ink, appearing to be "hs", written over a horizontal line.

Parent (via the PTA)

A handwritten signature in black ink, appearing to be "Alister", written over a horizontal line.

Staff Representative

A long, flowing handwritten signature in black ink, written over a horizontal line.

School Leader

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INTRODUCTION

Students at **Hope Academy** have rights and privileges as well as responsibilities. While the school has an obligation to provide an education for all its students, members of the School Leaders Team (SLT) and staff have an expectation that students conduct themselves in a way that is respectful, responsible and supportive of the school's positive learning environment. Students, parents, teachers, school leaders and the wider community have contributed to the development of this School Behaviour Policy, which states our expected standards in relation to appropriate and responsible student behaviour. This policy is intended to inform staff, students and parents of the expectations, procedures and protocols for promoting positive behaviour and dealing with negative behaviour within **Hope Academy**.

POLICY STATEMENT

At Hope Academy, our mission is to provide an effective and enjoyable learning experience for all children through multi/sensory, individualized educational programs that embrace, celebrate and utilize their differences.

At **Hope Academy**, we believe that all members of the school community deserve a welcoming, supportive, respectful and inclusive learning environment, which values individual safety, well-being and the right to learn. In particular at **Hope Academy**, we realise that it is also our responsibility to provide a social learning context that is significant in influencing positive student behaviour and encourages individuals to accept responsibility for their own behaviour. This School Behaviour Policy provides a framework for such learning. Teachers encourage appropriate behaviour by teaching, guiding, directing, and providing opportunities for new learning to occur.

RATIONALE AND PURPOSE

This policy has been drawn up in accordance with the Education Law, 2016 and associated regulations. This policy also considers the Ministry of Education guidance relating to student behaviour and discipline.

The purpose of the policy is to:

1. Highlight expected, appropriate and respectful student behaviours.
2. Describe positive behaviours and associated rewards and incentives.
3. Describe violations of the School Behaviour Policy and associated interventions and consequences that may be enforced.
4. Outline the responsibilities of students.

The rules and expectations outlined have been developed so that a combination of consistent, fair, proactive, corrective and instructive strategies can be implemented in every classroom. Equally important to sharing what is expected of students is that school policies and practices support character development, the development of self-control and positive behaviour choices. Thus, ensuring teachers can teach and students can learn. As a result, students, staff, and parents all benefit.

HOPE ACADEMY STUDENT CODE OF CONDUCT

Hope Academy is committed to providing the very best education possible to all our students. It is also our commitment to provide an environment where all people can feel, safe, happy, accepted and well-integrated. To achieve this, we have a fair system of discipline that seeks to facilitate the very highest of behavioural standards from all our pupils.

Students at Hope Academy are expected to be in the **RIGHT PLACE**, at the **RIGHT TIME**, doing the **RIGHT THING**.

As a student.... I will.....

Respect self and others by:

- Following school rules.
- Listening to members of staff or responsible students and following instructions politely and calmly.
- Being polite to all staff, visitors and fellow students and treat all people as I want to be treated.
- Telling the truth and admitting to things I have done.
- Working with others in positive ways.
- Refrain from swearing or insulting a member of staff, visitor or student.
- Being respectful, positive and considerate of other:
- Never rushing, fighting or play-fighting.

Respect the policies of the school by:

- Being on time for school and all my lessons.
- Only eating the dining area or designated places.
- Making healthy food choices.
- Remaining on school grounds unless I have permission to leave school.
- Dressing in the correct school uniform always.
- Remembering to leave chewing gum at home as it is not allowed on school premises.
- Leaving my cell phone and other

Be responsible by:

- Helping to keep classrooms/bathrooms and all other areas used by students pleasant, clean and organized.
- Never touching other people's property and treating their belongings with respect.
- Following rules about safety.
- Never dropping litter and always placing litter in the garbage bins.

Achieve by:

- Making learning my priority and coming to school prepared to work.
- Doing my schoolwork to the best of my ability.
- Bringing all the equipment necessary for school.
- Being an active learner by participating in class activities and discussions.
- Always recording homework in my planner

LEVELS OF REWARDS AND SANCTIONS

As with any incident of student behaviour, school staff must exercise informed judgment about whether a student's actions constitute a reward or sanction in relation to the Student Code of Conduct. The level responses shown in table 1 and 2 provide guidance to school staff in the use of progressive interventions, both positive and negative, to change student behaviours. School staff always have the option to use an intervention from a lower level if one from the prescribed level is also employed.

Repeated chronic or cumulative offenses may require a higher level of sanction and a referral may be made to supporting agencies. Serious violations of the Code of Conduct will result in immediate sanctions at a higher level.

Table 1: Level Rewards

LEVEL	OPTION		
1	<p>Level 1 Rewards. Teachers/staff use the following rewards to recognise and reinforce positive behaviour, effort and achievement/success in and around the classroom.</p>		
	<table border="1"> <tr> <td> <ul style="list-style-type: none"> • Verbal praise • Display students work • Merit points • Tokens such as gifts, etc. • Tutorial group rewards </td> <td> <ul style="list-style-type: none"> • Post card, letter and/or certificate to parents • Classroom privileges • Homework pass </td> <td> <ul style="list-style-type: none"> • Text, email, phone call to parents. • Classroom responsibilities • Referred for academy reward </td> </tr> </table>	<ul style="list-style-type: none"> • Verbal praise • Display students work • Merit points • Tokens such as gifts, etc. • Tutorial group rewards 	<ul style="list-style-type: none"> • Post card, letter and/or certificate to parents • Classroom privileges • Homework pass
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2	<p>Level 2 Rewards. Appropriate when students have made extra effort and or behaved in a way which requires extra recognition. Level two rewards may also be cumulative as a result of a pre-agreed number of level 1 rewards. Level 2 rewards are generally recognised through academy activities.</p>		
	<table border="1"> <tr> <td> <ul style="list-style-type: none"> • Merit awards/ certificates • Classroom display board • Classroom awards improved, effort and conduct </td> <td> <ul style="list-style-type: none"> • Teacher letters, reports home • Classroom recognition badges • Tutorial/academy dress down day </td> <td> <ul style="list-style-type: none"> • Weekly/monthly assembly recognition • Class trips/parties for groups of students • Class Lunch trips </td> </tr> </table>	<ul style="list-style-type: none"> • Merit awards/ certificates • Classroom display board • Classroom awards improved, effort and conduct 	<ul style="list-style-type: none"> • Teacher letters, reports home • Classroom recognition badges • Tutorial/academy dress down day
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3	<p>Level 3 Rewards. Appropriate when students have made an exceptional contribution to the school, have achieved something outstanding or need recognition for services to the wider community. Level 3 rewards may also be cumulative as result of a pre-agreed number of level 2 rewards. Level 3 rewards are generally recognised through whole school celebrations or national press releases.</p>		
	<table border="1"> <tr> <td> <ul style="list-style-type: none"> • Merit awards/ certificates • School honour board • School display board • National Press report • Termly/yearly prize draw for high achievers </td> <td> <ul style="list-style-type: none"> • Principal letters, reports home • Whole school recognition badges • Movie or games day </td> <td> <ul style="list-style-type: none"> • Termly/monthly assembly recognition • School trips/parties for groups of students • Dress down passes • Whole school awards for attendance, most improved, effort and conduct </td> </tr> </table>	<ul style="list-style-type: none"> • Merit awards/ certificates • School honour board • School display board • National Press report • Termly/yearly prize draw for high achievers 	<ul style="list-style-type: none"> • Principal letters, reports home • Whole school recognition badges • Movie or games day
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Table 2: Level Behaviours and Sanctions (in line with GRADELINK)

Level 1	Responsibility: Teacher- Use the following interventions to help students manage behaviour in the classroom. Teachers to record offence and sanction taken in lesson monitor comments (GRADELINK). If offence becomes a MAJOR due to intensity or frequency, then intervene student and inform/refer on to SLT using GRADELINK and/or referral form.		
MINOR or MAJOR Offence	Cheating. Defiance. Disrespect toward others or their equipment. Disruptive behaviour. Inappropriate contact. Lying. Leaving class without permission. Misuse of school equipment. Possession of mobile electronic equipment or other prohibited items. Refusal to attempt/complete work. Teasing/hurtful comments. Uniform infraction, Unsafe behaviour.		
Action Taken	<ul style="list-style-type: none"> Letter of apology Loss of privileges Restorative approach Contact parent 	<ul style="list-style-type: none"> Teacher conference with student Mentoring In-class time-out Seat change Behaviour target(s) 	<ul style="list-style-type: none"> Reinforcement of appropriate behaviours Written reflection about incident Daily report (teacher) Teacher detention
2	Responsibility: Teacher can deal with behaviour but must also inform/refer to SLT. Teachers to record offence in Gradelink and forward on to SLT.		
MAJOR Offence	All Level 1 MINOR offences that become MAJOR due to intensity or frequency or have not been resolved: Leaving School without permission, Threatening behavior to student, Prejudicial remarks/comments. Selling goods. Deliberate damage to property.		
Action Taken	<ul style="list-style-type: none"> All of level 1 sanctions referral to SLT Daily report 	<ul style="list-style-type: none"> Teacher conference with student and/or parent Referral to school counsellor Peer mediation 	<ul style="list-style-type: none"> Parent or guardian accompany student to school or classes Confiscation of prohibited items Student/Parent contract School detention
3	Responsibility: Teacher/SLT - Teacher to intervene with student and inform and/or refer on to SLT using GRADELINK		
MAJOR Offence	Level 1 and 2 offences are repeated, are of a more serious nature or have not been resolved: Alcohol, tobacco and other drugs, arson/fire and bullying. Deliberate cruelty to animals. Inappropriate sexual contact. Inciting others to fight or joining a fight. Indecent/offensive behavior. Physical aggression to student. Stealing. Threatening behavior to staff.		
Action Taken	<ul style="list-style-type: none"> All of level 1 and 2 sanctions Mandatory referral to / SLT/Deputy 	<ul style="list-style-type: none"> Community Service (Volunteer work as a form of restitution) Parent/guardian notification required Alternative school-based programme Behaviour contract 	<ul style="list-style-type: none"> Referral to Behaviour Support Services In-school suspension Exclusion (1-3 days) School Leaders detention
4	Responsibility: Teacher/SLT - Teacher to record offence in GRADELINK and forward on to Deputy/School Leader		
MAJOR Offence	Level 1, 2 and 3 offences are repeated, are of a more serious nature or have not been resolved. Arson, Physical aggression to staff. Distribution of alcohol/drugs; Possession of dangerous implements/weapons		
Action Taken	<ul style="list-style-type: none"> All of level 3 sanctions Parent/guardian notification required 	<ul style="list-style-type: none"> Alternative school-based program Referral to Alternative Placement Panel Behaviour referral to School Leader 	<ul style="list-style-type: none"> Restricted activity Modified school day Transfer to another Academy Exclusion (4–7 days) Behaviour contract
5	Responsibility: School Leader with support from SLT. Teacher/SLT Record offense and outcome in GRADELINK.		
MAJOR Offence	Level 4 offences have been repeated or have not been resolved. Level 5 offences are of a significantly serious or extreme nature where the student’s behaviour presents a serious health and safety risk to the school community.		
Action Taken	<ul style="list-style-type: none"> Parent/guardian notification required 	<ul style="list-style-type: none"> Managed move to another school Referral to Alternative Placement Panel 	<ul style="list-style-type: none"> Extended Suspension (up to 30 days) Expulsion (to be considered only in the most extreme cases)

Costs relating to loss or damage may be required in addition to any other prescribed consequences.

SANCTIONS AND DISCIPLINARY ACTION

There is a clearly defined process for issuing sanctions in this school. Where possible students are issued with a warning to enable them to rectify their behaviour although there may be times, if the nature of their behaviour is so serious, that more than a warning is warranted. The school uses a wide range of consequences for poor behaviour which are outlined in more detail below.

Community Service

Students may be assigned community service as an act of restitution or consequently for a minor misdemeanour. The task might include a simple classroom chore or help with a simple clerical task. Maintenance of the school grounds may also be included as well as other appropriate activity as seen fit by the staff.

Detentions – After school and lunch

Detentions may be assigned by a teacher or school administrator as a consequence to a more serious disciplinary issue. Students should arrive at the designated time in full uniform. There is not to be eating, drinking, sleeping or any other type of inappropriate behaviour.

Withdrawal

Refers to incidents where a student has been withdrawn from normal classroom lessons for up to one day. This disciplinary consequence is usually used where a student needs a 'cool down' or have a 'reflective' period outside of the classroom.

Internal Suspension

Refers to a disciplinary penalty where a student is formally placed within the school-based suspension unit or room, or they may be assigned to work with a school administrator throughout the day.

Exclusion/External Suspension

Refers to a disciplinary penalty where a student is removed from school for a fixed period. The decision to keep someone from the academic environment is not one that is made without serious consideration of the offense. External suspensions may range in length and the context under which it must be observed. This should not be treated as free period for the student because they are expected to submit all assigned work upon returning to school.

Students **should not** be on the school property or the Grand Harbour Shoppes premises for any reason during an external suspension. Presence on campus or at a school activity during a suspension will be considered trespassing. External suspensions are unexcused absences.

Non-disciplinary Suspension

If a student is under investigation, arrested for an alleged crime or in need of an alternative school placement, he/she may be removed from classes conditionally pending the results of the investigation.

Situations will be handled on a case by case basis in a non-judgemental manner. Alternative placement through our online program may be offered.

Expulsion

Refers to a disciplinary penalty where a student is permanently excluded and cannot return to their registered school. Despite the best efforts of all involved, expulsion may become necessary for certain matters such as but not limited to:

- Extreme Violence
- Drug Possession
- Weapon Possession (threatening or causing injuries)
- Culmination of the three (3) strike system

Note: Further information on Suspension, Exclusion and expulsion can be found in the Ministry of Education Document – *‘Guidance on the Suspension, Exclusion and Expulsion of Students’*

SEARCHING, SCREENING AND CONFISCATION

Hope Academy follows the legislation and Ministry of Education advice when confiscating items from students, which is outlined in their document “Searching, Screening and Confiscation – Advice for School Leaders and Staff– 2017 (A copy of this document is available from the school on request or to download from the Ministry website). The following items are what are termed ‘Prohibited Items’ and their presence on school premises or if found on an individual student will lead to the highest sanctions and consequences:

- Knives
- Firearms/weapons
- Illegal drugs and drug paraphernalia
- Alcohol
- Fireworks
- Tobacco, cigarette papers and or e-cigarettes
- Pornographic images
- Stolen items
- Any article that the member of staff (or other authorised person) reasonably suspects has been, or is likely to be, used:
 - i) to commit an offence,
 - ii) to cause personal injury to, or damage to the property of, any person (including the student)

School Leaders and authorised staff can also search for any item banned or inappropriate use by the school rules, which has been identified in the rules as an item which may be searched for. The following are items which are banned by the school under the Student Behaviour and Discipline Policy:

- Cell phones and other personal electronic devices except with grade level approved use.
- Jewellery not in accordance with the school uniform policy.
- Lighters, matches or flammable liquids.

The school may confiscate any electronic items being used inappropriately on the premises such as mobile phones, MP3 players etc. Staff in this school have the right to confiscate and search any media which they “reasonably suspect” is being used to bully or otherwise cause an individual harm.

Students wearing any accessories or jewellery which do not follow the school uniform policy can expect to have these items confiscated. Any confiscated items will be logged and made available for collection at the end of the school day. Where a student repeatedly breaks the rules, they may be asked to hand in items at the beginning of each day to reduce unnecessary time wasting for teachers. For repeated offences of this nature, parents will be asked to collect confiscated item, or the items may be kept for the whole term. Where items are not collected, the school will dispose of them at the end of each term. Where items are ‘prohibited’ as outlined above, these will not be returned to students and will be disposed of by the school according to the Ministry and statutory guidance ‘Searching, Screening and Confiscation – Advice for School Leaders and Staff’. Students must not bring any of the items listed above on to school premises. The school will automatically confiscate any of the ‘prohibited’ items and staff have the power to search students **without** their consent for such items. There will be severe penalties for students found to have ‘prohibited’ items in school. In certain circumstances this may lead to exclusion and criminal charges being sought

SERVICE AGREEMENTS

Hope Academy issues annual service agreements, requiring a signed declaration that the parents have read and agree with the school’s core values. The Student Handbook outlines the following:

- The school’s aims and values
- The school’s responsibilities towards its students who are of compulsory school age.
- The responsibility of each student’s parents, and what the school expects of its students

At **Hope Academy** we take reasonable steps to ensure that all parents of students registered at the school; sign the parental declaration to indicate that they understand and accept the contents of the agreement.

STUDENT CONDUCT AND MISBEHAVIOUR OUTSIDE OF SCHOOL

What the law allows

In line with the Education Law (2016) teachers at **Hope Academy** have a statutory power to discipline students for misbehaving outside of the school premises and the School Leader has a specific statutory power to regulate students’ behaviour in these circumstances.

At **Hope Academy** school administration and teachers may discipline a student for any misbehaviour when the child is:

- Taking part in any school-organised or school-related activity; or
- Travelling to or from school

Out of School Behaviour

This school is committed to ensuring our students act as positive ambassadors for us. Taking the above into account, we expect the following:

- Good order on all transport (including public transport) to and from school and educational visits
- Good behaviour on the way to and from school or anytime school uniform is worn.
- Positive behaviour which does not threaten the health, safety or welfare of our students, staff, volunteers or members of the public.
- Protection for individual staff and students from harmful conduct by students at the school when not on the school site.

The same behaviour expectations for students on the school premises apply to off-site behaviour.

SANCTIONS AND DISCIPLINARY ACTION – OFF-SITE BEHAVIOUR

Sanctions may be given for poor behaviour off the school premises which undermines any of the above expectations and has been witnessed by school staff regardless of whether or not it is an activity supervised directly by those staff.

Sanctions may be in the form of detentions, internal suspension or fixed-term external suspension. In issuing sanctions, the following will be considered:

- The severity of the misbehaviour.
- The extent to which the reputation of the school has been affected.
- Whether students were directly identifiable as being members of the school.
- The extent to which the behaviour in question could have repercussions for the orderly running of the school and/or might pose a threat to another student or member of staff (e.g. bullying another student or insulting a member of staff).
- Whether the misbehaviour was whilst the student was participating in a sports event (and in any situation where the student is acting as an ambassador for the school) which might affect the chances or opportunities being offered to other students in the future.

EXCLUSIONS FOR CHARGE RELATED INCIDENTS OUT OF SCHOOL

In line with the Education Regulations (2017) the School Leader may consult with school stakeholders to consider exclusion when a student is charged with an offence and that the School Leader is reasonably satisfied it would not be in the best interests of other students or of staff, for the student to attend the school while the charge is pending.

BEHAVIOUR ON THE SCHOOL BUS/VAN

At **Hope Academy** we consider that using the school van is a privilege. This privilege may be temporarily denied or permanently removed if misconduct jeopardizes the safe operation of the school van or the safety of students riding the van. School exclusion is a possible sanction.

Behaviour or activity jeopardizing the safe operation of the school van or putting the safety of others on the van is prohibited. The school van operator will report promptly and in writing to the SLT the conduct

requiring disciplinary action. After an evaluation by school SLT, appropriate disciplinary action will follow. Internal suspension and exclusion will occur in cases of misconduct that warrant this type of action.

Consequences for Violations Related to Transportation for all students include, but are not limited to:			
1st Offense	2nd Offense	3rd Offense	4th Offense
<p>Parent meeting required</p> <p>Appropriate action required</p> <ul style="list-style-type: none"> • Student meeting • Seat change on van • Van or School Suspension in line with offense • Code of Student Conduct implemented as appropriate 	<p>Appropriate Action Required</p> <ul style="list-style-type: none"> • Additional van or school suspension commensurate with offense • Implement Code of Student Conduct as Appropriate 		

GANG RELATED ACTIVITY

At **Hope Academy** gang related activity is prohibited and sanctions may be enforced and/or police action may be requested under the following circumstances:

- a. Wearing, possessing, using, distributing, displaying, any clothing, jewellery, badge, symbol, sign, or other item which evidences or reflects membership in or affiliation with any gang.
- b. Carrying out any act which furthers the interests of any gang, gang like activity, or act of violence, including but not limited to:
 - (1) encouraging membership in a gang
 - (2) requesting any person to pay for protection or otherwise intimidating or threatening any person
 - (3) committing or inciting criminal acts or violation of school policies
 - (4) encouraging other students to engage in physical violence against any other person
 - (5) engaging in any act, either verbal or nonverbal, including gestures handshakes, slogans, drawings, etc. showing membership or affiliation with any gang
 - (6) challenging or provoking fights, flashing colours, verbal remarks, etc.
 - (7) marking or defacing school property with messages, symbols, or slogans that may signify gang affiliation
 - (8) displaying gang apparel, signs, symbols, or slogans on personal property
 - (9) engaging in physical confrontations where one or more persons confront another individual or group
 - (10) using electronic devices such as cell phones, or computers to communicate gang activities while on school property.

CELL PHONE OR OTHER ELECTRONIC DEVICES

At **Hope Academy** cell phones and other electronic devices are **permitted in specific instances**. Students in grades 9-12 are allowed to use their phones outside of the building during break and lunch. Phones must be kept in the designated location specified by the classroom teacher throughout class periods. If younger students need their phones for after school purposes, phones must be kept turned off and in their bags during school hours. Any cell phone or other electronic device that is being used without authorization will be confiscated and returned at the end of the school day. Repeated offences may result in the phone being returned to the parent at the end of the week or term. The refusal to hand over a phone or any other electronic equipment will be considered a serious breach of the School Behaviour Policy and will result in sanctions being taken.

The school will take reasonable measures to secure any electronic equipment that has been confiscated, however it will not be held responsible in the event that a phone is stolen, damaged accidentally or damaged due to fire or other natural hazards.

In exceptional circumstances, the School Leader may arrange with a parent/caregiver for a student to bring a cell phone to school and leave it with a designated adult. Any of the following will be considered as a serious breach of the Student Code of Conduct and may result in Police action:

- Photographing or filming staff or other students without their knowledge or permission.
- Photographing or filming in toilets, swimming pools and changing rooms and similar areas.
- Bullying, harassing or intimidating staff or students using text, email or sending inappropriate messages or posts to social networking or blogging sites.
- Using cell phones outside school hours to intimidate or upset staff and students.

CLASSROOM RULES

At **Hope Academy**, we believe that establishing good classroom discipline is essential in promoting a positive learning environment where students can experience success and reach their potential. Every child should feel that the classroom environment is safe and secure, free from all threats of physical or emotional harm. In addition, it is important that each child learn to develop self-discipline and good work habits, to resolve conflicts peacefully, and to think independently.

In order to promote a positive learning environment, each classroom will have expectations, rules and routines, which will develop the idea that classrooms are a community with the common purpose of learning. Our classroom rules will:

- Keep control of the environment
- Provide structure in the classroom
- Provide the students with a safe and positive learning environment
- Keep inappropriate behaviors from occurring
- Provide students with consistent procedures and routines

At Hope Academy we ask our students to always be:

Be PROMPT

Be on time, enter the classroom quietly and sit at your assigned seat

Be PREPARED

Bring all materials, necessary for learning and be dressed appropriately

Be PRODUCTIVE

Maximize learning time by staying on task, following directions and remaining seated unless you have been given permission to get up.

Be POLITE

- Be polite, courteous and positive to everyone. Cursing, teasing, talking back and bullying will not be tolerated.
- Respect yourself, your classmates, your teacher and your classroom.
- Keep your hands to yourself.
- If you do not own it don't write or draw on it.

Be PATIENT

Wait respectfully and calmly for your turn, do not call out or complain. Listen, stay seated and focus on the speaker when someone is talking.

THE USE OF REASONABLE FORCE

In order to maintain the safety and welfare of our students, it may sometimes be necessary to use reasonable force on a student, as permitted by the Education Law, 2016. At **Hope Academy** we have taken account of advice provided by the Ministry of Education Guidance 'Physical Interventions in Schools' and have instructed our staff on their legal powers in relation to using physical interventions with students.

Any use of force by **Hope Academy's** staff will be reasonable, lawful and proportionate to the circumstances of the incident and the seriousness of the behaviour (or the consequences it is intended to prevent). Reasonable force will be used only when immediately necessary and for the minimum time necessary to achieve the desired result and in order to prevent a student from doing or continuing to do any of the following:

- Committing a criminal offence
- Injuring themselves or others
- Causing damage to property, including their own
- Engaging in any behaviour prejudicial to good order and discipline at the school or among any of its students, whether that behaviour occurs in a classroom or elsewhere.

At **Hope Academy**, any physical intervention by staff will be in line with the Ministry of Education Guidance.

ACTION AS A RESULT OF SELF-DEFENCE OR IN AN EMERGENCY

All staff including teaching assistants, admin staff and security staff have the right under Common Law to defend themselves from attack, providing they do not use a disproportionate degree of force to do so.

Similarly, in an emergency, if for example, a student was at immediate risk of injury or at the point of inflicting injury on themselves or someone else, any member of staff is entitled to intervene.

BULLYING

The Ministry of Education has defined bullying as being repeated conduct by a student where the conduct is intended by that student to have the effect of, or that student out to know that the conduct would likely have the effect of:

- Causing physical, emotional, psychological or social harm to another student.
- Placing another student in reasonable fear of physical, emotional, psychological, or social harm.
- Placing another student in reasonable fear of damage to that student's property.
- Creating an intimidating, threatening, hostile, or abusive educational environment for another student.
- Disrupting the academic progress of another student.
- Damaging the reputation of another student.
- Infringing on the rights of another student to participate in school activities.

Hope Academy endeavours to comply with the Ministry of Education requirements placed on schools and our Anti Bullying Policy outlines detailed procedures and protocols to 'encourage good behaviour and respect for others on the part of students and in particular preventing all forms of bullying among students'.

BEHAVIOUR OF PARENTS/GUARDIANS AND OTHER VISITORS TO THE SCHOOL

Hope Academy encourages close links with parents/guardians and the community. We believe that students benefit when the relationship between home and school is a positive one. While the vast majority of parents, guardians and others visiting our school are keen to partner with us and are supportive of the school, in those instances wherein there is a negative attitude, it is unacceptable for it to be expressed aggressively, with threatening behavior, or in the form of written, verbal and/or physical abuse towards a member of the school community.

Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated. When formulating our procedures, reference was made to the Education Law (2016) and the Ministry of Education Complaints Policy.

Types of behaviour that are considered serious and unacceptable

The following list outlines the types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the school community. This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting and or swearing either in person or over the telephone.
- Speaking in an aggressive/threatening tone.
- Physical intimidation e.g. standing very close to her/him.
- The use of aggressive hand gestures/exaggerated movements.

- Physical threats.
- Shaking or holding a fist towards another person.
- Pushing.
- Hitting, e.g. slapping, punching or kicking.
- Spitting.
- Racist or sexist comments.
- Sending inappropriate or abusive e-mails or text messages to school staff or to the general school e-mail address
- Publishing or posting derogatory or inappropriate comments which relate to the school, its students or staff/volunteers on a social networking site
- Breaking the school's security procedures.
- Using social media to harass, threaten and tarnish student, staff or any member of the school's community character.

Procedures for dealing with unacceptable behaviour

When a parent/guardian or member of the public behaves in an unacceptable way during a telephone conversation, staff at the school have the right to terminate the call. The incident will be reported by staff to the Senior Leadership Team. The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to verbal abuse. The school may warn the aggressor and/or contact the police.

When any parent/carer or visitor behaves in an unacceptable way in person towards a member of the school staff a member of the Senior Leadership Team will seek to resolve the situation through discussion and mediation. If necessary, the school's complaints procedure should be followed. Where all procedures have been exhausted, and aggression or intimidation continues, or where there is an extreme act of violence, the discussion will be terminated, and the visitor will be asked to leave the school immediately. As it is also an offence under the Education Law (2016) for any person (including a parent) to cause a nuisance or disturbance on school premises and the police will be called if necessary. If it has been determined that an offence has been committed, then the perpetrator is liable under summary conviction to a fine of \$5000 and may also be banned from the school premises for a period.

SCHOOL PROPERTY

It is an expectation, at **Hope Academy**, that all students take care of any property or equipment placed in their care and where property is to be returned it is done so in good condition and at the requested time. If property is not returned in good order or is destroyed, damaged, lost or converted by intent or neglect then the parent can be held liable. In such circumstances and in accordance with the Education Regulations 2017, the Director of the Department of Education Services may claim the value of the property from the parent or legal guardian of the student.