



Behavior & Discipline Policy

INTRODUCTION

Myrtle Vine Academy seeks to create an atmosphere in which effective teaching and learning can take place. Adults and children flourish best in an ordered environment therefore we work to maintain fair discipline throughout the school with a clear code of conduct that all staff and parents uphold.

Myrtle Vine Academy considers the moral and spiritual development of all its students as being of great worth. All associates of the school community need to have a strong sense of the standards we wish to encourage and an understanding of right and wrong. In particular, all our learners must accept that they are accountable for their actions, and that actions always have consequences. Of course, the school is only one part of each pupil's life: parents, siblings, extended family, society at large and, in most cases, a Christian faith will contribute to their moral and spiritual development.

There are firm boundaries and expectations regarding behavior and positive encouragement and rewards for those who follow them. When children behave in an unacceptable manner physical punishment will never be used or threatened. Although staff may feel the need to raise their voices the students will not be shouted at in an aggressive way.

When a student displays unsatisfactory behavior, it will be discussed to see how it can be improved in future. It will always be made clear that although the behavior is wrong the child is still accepted and loved. The individual child's level of maturity and understanding will be taken into account when dealing with any behavioral problems.

We teach the students to respect authority as given by God to parents, teachers and others in the school and Church communities; therefore, the principles underlying this Behavior Policy are based on respect for self, for others and for the environment:



- **Respect for self:**
 - Everybody should:
 - Behave in a sensible and appropriate manner

- **Respect for others:**
 - Everybody should:
 - Allow others to learn and teachers to teach
 - Treat everybody with consideration and good manners
 - Respect the right of others to hold their opinions
 - Keep to and enforce the school dress code
 - Help to prevent all forms of bullying
 - Behave with the health and safety of others in mind
 - Behave helpfully and responsibly

- Respect for the environment of Everybody should:
 - Treat their own property and the property of others with care
 - Treat the school buildings, contents, and grounds with care

In doing so we will:

- work to maintain fair discipline with a clear code of conduct that all staff and parents uphold
- teach the children to respect authority
- have firm boundaries and expectations regarding behavior
- give positive encouragement and rewards for those who follow them
- operate a merit/demerit system as detailed below

REWARDS, CORRECTIVE MEASURES AND SANCTIONS

Praising students will raise their self-esteem, help them to learn to accept praise with good grace, enable them to appreciate their strengths, and recognize the success of others and help them to become positive members of society.



Praise can be linked to work, effort, willingness, contribution, co-operation, teamwork, thoughtful actions towards and for others and personal achievement; and should be given when:

- it is above the standard for that class
- it is above the standard for that student
- it is of a consistently good standard

We should avoid giving rewards:

- as bribes e.g.; for classroom control
- on demand
- in a way which causes embarrassment
- in a way in which devalues their worth to others (e.g.; overuse)

Corrective Measures or Sanctions can be linked to work, effort, behavior, and personal conduct and should be given when behavior, work or effort is:

- below the standard expected by the school
- below the standard of that student
- of a consistently poor standard

We should try to avoid:

- Negative comments – especially about the person
- Punishing a whole group
- Inconsistency
- Threatening and not carrying through those threats
- Put downs and sarcasm
- Ridicule or humiliation
- Causing intentional embarrassment
- Labelling the child instead of confronting their action and behavior

We should never:

- Impose excessive Corrective Measures or Sanctions
- Shout aggressively
- Punish a child for a decision made by the parent



A merit/demerit system is operated within the school where the students are rewarded for good behavior but corrected for that which is unacceptable. Corrective measures (withdrawal of privileges and demerits) or Sanctions (detentions, Yellow Slips, Red Slips, exclusions, and expulsion) are used within the school for misdemeanors or bad behavior, depending on the nature and seriousness of the misconduct.

REWARDS

The Merit System:

Merits are given as Rewards for helpfulness, diligence, particularly neat work, extra effort, good attitude etc. as well as for learning scripture and passing PACE tests.

A merit shop is held twice in a term. Before the half term and before the term holiday, where the children may spend their merits.

Other Ways to Reward/Praise a student:

- Public Recognition
- Personalized Praise
- Stickers or Stars
- Gift
- Honor Roll
- Positive comments in class and/or reinforcement at end of lesson.
- Use the contact book effectively – this is a way of letting both Supervisors and parents know.
- Positive notes or comment on reports or assignment.
- A letter home to parents.
- Parents' Evenings/Whole School Assemblies/Awards Ceremony – use these as a means of praising where appropriate.

- Display work done

- Student of the week/Month/Term



CORRECTIVE MEASURES AND SANCTIONS

The Demerit System:

Demerits are given as Corrective Measures for inappropriate language (1st offence); distracting others from their work; inattention; unhelpful attitude in devotions; running, pushing, shoving, and shouting; talking out of turn in lesson time; wasting time; not preparing for a test; impoliteness; procedures or scoring violation; laziness; bad attitude; disrespect towards other students; foolishness; care not taken of other people's property; bad time keeping

If a child receives 3 – 5 demerits in a morning, they will be given a detention of between 15 and 25 minutes during the lunch hour. Parents will be informed of behavior which is repeated but not overly serious (Minor Incidents) and asked to suitably deal with the matter. This will include when a child has been given for six demerits in one day, which have been issued for minor offences such as repeatedly not scoring properly, wasting time etc.

Sanctions

Parents will be informed of 'Significant Incidents' with a form and a Yellow Slip and asked to deal with the situation appropriately and inform the school that action has been taken. This will be filed detailing the reason for disciplinary action being taken and the actual action taken.

Yellow Slips will be given for: asking permission when previously refused by another adult; careless attitude to property; disrespect towards adults; being given more than 2 demerits in one day for bad attitude or disrespect towards other students; swearing, blasphemy or inappropriate language (2nd offence); cheating; lying; disobedience; repeated offence after warning being given.

More serious matters (Major Incidents) will result in a Red Slip being issued in the first case. This will be sent home to the parents who will be asked to deal with the situation appropriately and inform the school what action has been taken. This will be filed detailing the reason for disciplinary action being taken and the actual action taken. If the school believes that further sanctions are needed the parents will be asked to come in to school for an interview to discuss what needs to be done. Repeated offences of this nature may result in the pupil being excluded or expelled.



Red Slips will be given for bullying; rebellious attitudes; violent behavior; repeated swearing or blasphemy; inappropriate language (3rd offence)

Extreme offences such as racial, sexual, or physical abuse, sexualized language, or violent or bullying behavior will result in the parents being asked to come in to school for an interview to discuss what needs to be done. Offences of this nature may result in the pupil being excluded or expelled. In the case of an offence of a sexual nature staff should follow the statutory procedures laid out in the school's Safeguarding and Child Protection Policy.

Recording Sanctions

The school will keep records of all sanctions in the office. Copies of all yellow slips with their corresponding 'Significant Incident' forms and red slips with their corresponding 'Major Incident' forms will be made before sending them home to the parents. These will be kept on file. Parents are expected to sign and return the slips and forms to the office the following day, checks will be made to ensure that this takes place. If they are not returned the office will call the parents to enquire as to whether the forms were received and to request their return. All staff will be made aware of the forms and the process of sending them home.

All sanctions that are issued such as exclusion or expulsion will also be recorded by the school. Green Slips and Detentions are recorded on the children's Goal Check Reports and records kept in the children's personal files.

Other ways to correct a student:

- Make your disapproval clear – by a look, by talking to the student, by showing your disapproval in front of others (without humiliating them!).
- Insist that work is repeated / completed or that extra work is done. Always give a deadline and check.
- Students should be moved in class if their present position is influencing their ability to learn or influencing the learning of others.
- Use the Contact Book to record information which you wish to pass on to parents/guardians.
- Meet with student and Head Supervisor to discuss future conduct.
- Student referred to Head Supervisor and/or Principal.



- Contact with home if approved with Head Teacher or Principal.

There are higher levels of Sanctions, which may be imposed after consultation with appropriate staff and parents:

- Withdrawal of privileges
- Internal exclusion
- Ask parents/guardians to come in
- After school detention
- Permanent exclusion
- Fixed term exclusion from school

Playground

-In the Playground It is important for everyone to be able to use and enjoy the playground safely.

-No food or drink is permitted to be consumed in the playground.

-Not indulging in dangerous games or activities which could cause injury or endanger the health and safety of others.

-Fireworks or similar items are strictly forbidden.

-Calm if somebody accidentally knocks against you or kicks a ball at you.

Any form of rushing is strictly forbidden.

STRATEGIES

Conduct in the Classroom

- In class, make it as easy as possible for everyone to learn and for the teacher to teach.

Conduct in the Classroom

Arrive on time with everything you need for each lesson.

- Do not bring magazines, newspapers or other distractions.
- MP3 players, radios, telephones and electronic games are banned from the school at all times.



- Remember to pack your bag the night before and refer carefully to your timetable to ensure you have the right books and equipment for each day.
- Listen carefully and follow the teacher's instructions at all times.
- Begin and end the lesson in a courteous and orderly way and throughout the lesson behaving in a sensible and considerate manner.
- Help each other when appropriate and with the teacher's permission.
- Never eat food or sweets or have drinks in the classroom.
- Aim to do the best work you can in class.
- Record homework properly in your journal or homework diary and completing it to the best of your ability. Remember that if you fail to do homework or if you complete it badly, you miss the opportunity to learn.

Look after all your items of equipment carefully and do not lend them to other children. Do not bring expensive pens etc. and scratch your initials on your calculator. The school cannot be held responsible for losses, so please do not leave money, bus passes etc. in unattended bags or blazers.

Moving Around the School

- Always walk on the left in corridors and on the stairs.
- Never run, chase, barge or shout.
- Do not delay getting to lessons.
- If you arrive late, you disrupt the learning of the whole group

At start of lessons:

- Students should arrive punctually. Students should ensure they take the right equipment and books to lessons.
- Books and equipment should be taken out immediately ready for the lesson to begin.
- Bags should be placed on the provided area.

During lessons:

- Students should not speak when the teacher is speaking to the whole class.
- Students should listen carefully and follow instructions.



- Students should concentrate fully and do their best at all times.
- Students should not disrupt the lesson in any way
- Students should enter all homework into their planners.
- Students should stand if an adult visitor enters.

At the end of lessons:

- Students should not start clearing away until instructed to do so.
- Students should make sure the room is clean and tidy before leaving.
- Chairs should be pushed in after you get up.
- Students should not leave until dismissed.
- Students should go quickly, quietly and directly to the next lesson.

At the end of the school day:

- Students going home should not linger unnecessarily on the school premises.
- Students going to detentions, activities or clubs should go directly there.
- Students remaining on **the premises** should do so in the 1st floor only.
- Chairs should be put back, or up on desks at the end of the day

Clubs & Skill up days

- Be in school earlier before the time
- Come with required materials and instruments
- Move straight to the venue
- Involve in all activities
- Don't move around
- Once done, you go home

Procedures – Strategies for Promoting Good Behaviour

We firmly believe in an active partnership between parents and school.

- Praising students for good behavior (e.g.; letters home, notes in contact books)
- Broadcasting information about successful events via Student newsletter
- Daily Opening Exercises and Devotions which help to promote good behavior



- Staff being visible around the school, being seen to be interested in the students and in good self-discipline
- Learning the names of students to let them know they belong
- Displaying examples of good student work
- Rewarding good behavior as appropriate
- Employing a flexible approach to the curriculum to attempt to meet the needs of all students
- Pleasant school environment
- Adults' role as role models
- Creating calm and orderly movement around the school
- Use of professional and positive language when dealing with students
- Aim for self-discipline. Help students by providing a checklist relating to positive expectations

Procedures – Strategies for Discouraging Poor Behaviour

There is a range of strategies used for discouraging poor behaviour.

- Using Corrective Measures and Sanctions as appropriate
- Staff being visible around the school, being seen to be interested in the students and in good self-discipline
- Learning the names of students to let them know they belong.
- Counselling/punishing poor behavior, not the child but their action
- Pleasant school environment and suitable organizational strategies
- Seeking information and support from students
- Use of parents
- Adults as role models (e.g.; punctuality, standard of dress etc.)
- Creating calm and orderly movement
- Providing students opportunities to identify undesirable behaviors
- ALL staff will be provided with an opportunity to identify undesirable behaviors through the evaluation and monitoring of this policy
- Daily truancy/late checks and action



EXPECTATIONS AT MYRTLE VINE ACADEMY

“RULE”

RESPECT! UNIFORM! LOCATION! EQUIPMENT!

RESPECT EACH OTHER

- Talk politely and calmly to ALL STAFF.
- Listen to ALL STAFF. Do not interrupt.
- Put your hand up if you want to say something in class.
- Use the words “PLEASE” and “THANK YOU”.
- Talk politely to other students.
- Stand up when visitors enter the room

UNIFORM

- PLAIN, WHITE singlet only under your white shirt.
- Shirt TUCKED IN and put on your TIE.
- One, stud earring in each ear is allowed.
- No other jewelry or piercings.
- Trousers pulled up. No “combat” pockets on side.
- School PE on appropriate days with white Canvas
- Only school cardigan and shoe to be worn.

LOCATION

- Enter and leave school carefully and when suppose.
- Walk around the premises. Do not run.
- Hold doors open for others.

EQUIPMENT

- Look after your own office/class and any equipment entrusted to you.
- Respect the school buildings and learning furniture in the school premises.



- Don't write on the wall, lockers, shelves, wardrobe, bed or any school properties.
- Properly use all sports, music, club's equipment and entrepreneurship materials.
- Be mindful of all chats, bulletin boards and learning resources.
- All electrical appliances like stitch, Television, Fan, CCTV cameras, Projectors, PCs, Laptops etc. must be protected and rules on each should be applied.
- Pumping machines should not be touched.
- Stitching of electricity source is prohibited.

ALL MEMBERS OF MYRTLE VINE ACADEMY WILL:

- Walk NOT run
- Show courtesy by holding doors open.
- Eat food and drink only in the provided areas.
- Avoid inappropriate physical contact.
- Keep the General Office area and main doorway area free for visitors.
- Show consideration for our neighbors by not blocking the area outside the School.
- Follow the Health and Safety regulations on the school site.
- Treat the decoration of the building sensibly at all times.

MONITORING

Monitoring is carried out in formal and informal ways by staff where needed:

- Record of exclusions – Head Teacher/ Supervisors
- Comments in contact books – Teachers
- Referral to outside agencies – Head Teacher/ Administrator
- Students' academic projections /progress reports / reviews – Teacher/Head Teacher/Principal



- Incident sheets / Logs – Staff on duty/Head Teacher
- Demerits/Corrective Measures- Head Teacher/ Principal
- Sanctions - Head Teacher/ Principal (depending on the seriousness of the incident)
- Individual Needs Register – Administrator
- Annual Reports – Head Teacher/ Principal
- Personal Development Plans - Head Teacher /Level Heads
- Interviews/'phone calls/letters to parents – Head Teacher/ Principal
- Registration –Administrator
- Medical information – Head Teacher/ Administrator
- Direct observation of student behavior in/out of lessons – Class Teacher/Class Guardian
- Detention records/ - Principal

SUPPORT FOR STAFF

- It is important to remember that all members of staff need to work collectively to ensure and maintain the highest standards of behavior.
- Rather than work in isolation it is much better to seek help and use the procedures that exist. A number of staff will have dealings with a given student or group of students and there will be information available that could prove useful in assisting your classroom management.
- Enlisting a senior member of staff to visit and observe can help behavior management in the classroom. Advice and suggestions based on observation are often of real practical benefit.
- Management of behavior requires all staff to have an open attitude and a willingness to take advice. Our collective responsibility to promote good behavior will help to ensure a consistent approach across the school and move us towards being an institution where all students know what is expected of them.

This Behavior and Discipline Policy should be reviewed annually and was done last on Month of May 2025.