



# STUDENT BEHAVIOUR POLICY

MC Academy

**Review**

Last Reviewed: July 2024  
Next Review: January 2025

## **Policy regarding the behaviour of students**

At the MC Academy, we believe everyone has the right to be treated with respect and decency, including visitors, employees, homestay hosts, lodging providers, contractors, and members of the general public. School property and public property should also be respected.

The ultimate goal of this policy is to ensure that every student gets the most out of their time at the MC Academy, and that the college is a welcoming and secure place to learn. This document aims to accomplish this objective by encouraging appropriate conduct both within the College and with the community at large, and by laying out the values, rules, and penalties necessary to maintain discipline, order, and a pleasant environment.

The policy applies to any student enrolled in a course at the MC Academy, regardless of their age, gender, nationality, or other unique circumstances. This policy's rules shall be followed at all times, without exception, by persons on MC Academy property or participating in MC Academy social trips. MC Academy students are expected to follow this policy's guidelines when interacting with other students; teachers and staff; homestay hosts or their guests, relatives, and friends; lodging providers and their employees; independent Contractors for the MC Academy; guests on MC Academy property; and individuals from the surrounding neighbourhood.

### **Definitions**

The following definitions shall be used for the purposes of this policy:

**Behaviour:** An individual's actions or mannerisms, particularly in relation to other people.

**Misconduct/Poor Behaviour:** Behaviour that is improper or unpleasant and does not follow the criteria outlined in the section of this article headed *Behaviour expected from students*.

**Discipline:** The process of teaching individuals to follow norms or behavioural guidelines and employing punishment for noncompliance

### **General principles**

The MC Academy will consistently promote polite and respectful behaviour among students, as well as excellent manners, courteous speech, and appropriate care and respect for the environment, and public and private property. The MC Academy will always uphold, encourage, and support tolerance for differences of any kind, be they racial, religious, or cultural. Under no circumstances will the MC Academy allow harassment, bullying, or violence of any kind. Instances of bad behaviour will not be accepted by The MC Academy, and offenders may face disciplinary action.

### **Behaviour expected from students**

Every student of MC Academy is expected to abide by the following, which is not an entire list of rules. Students at the MC Academy will:

- act in a way that doesn't offend or show disregard for other people. This includes acknowledging that other people's perspectives and opinions might not align with their own.

- avoid using foul language, such as swearing, and making unpleasant or disparaging comments.
- not harass or intimidate those they come into contact with
- abstain from using violence whenever and whenever possible.
- be on time for all planned classes.
- refrain from using their phone or any other electronic device for any reason during class, unless it is a part of an authorised teaching strategy.
- speak only English in the classroom.
- finish all of the prescribed homework.
- avoid speaking at the same time as someone else and pay attention to the teacher and other pupils.
- use "thank you" and "please" wherever appropriate.
- only smoke in the places that have been properly assigned.
- not carry or use alcohol on college property.
- look after the college's and the classroom's furnishings and equipment.
- show consideration and respect for the environment and other people's property.
- whether on campus or in the community, dispose of their trash in the proper containers.

### **Sanctions**

In the event of misconduct or inadequate attendance, the MC Academy has the right to deny admission to any student or to terminate a student's stay at the institution or lodging, with no reimbursement of tuition fees. Students are expected to follow the rules, regulations, and guidelines outlined in this and other policies of the school.

If a student is asked to leave the school due to unsatisfactory attendance or behaviour, the student's fees will not be reimbursed, and they will not be permitted to remain in housing provided by MC Academy. It will be the responsibility of the student to cover any damages they may do to the school or their lodging.

For any of the following reasons, a student may be ordered to leave the college:

- theft
- vandalism/damage to property or personal effects of others;
- illicit drug and alcohol use, as well as smoking on the property;
- attending college while under the influence of alcohol or illicit drugs;
- frequent tardiness or unauthorised absences;
- frequent or severe violations of the MC Academy and/or accommodation regulations

When handling misconduct or poor behaviour, reasonable force will be applied in compliance with the DfE's Use of Reasonable Force (July 2013) guidelines, but only in an emergency situation and for the shortest amount of time required to stop a student from doing or continuing to do any of the following:

- committing a crime.
- causing harm to themselves or others.
- endangering their own property or other people's property.
- acting in any way that is detrimental to discipline and good order, whether that behaviour takes place in a classroom or not.

### **Disciplinary action**

The following actions will be taken if there are concerns about a student's behaviour or conduct:

Stage one: A suitable staff member will give a verbal warning to the student, cautioning against misbehaviour.

Stage two: The Director of Studies will issue a formal written warning to the student if their behaviour is still a cause for concern.

Stage three: If bad behaviour persists, the student will be asked to leave the school.

### **Reporting inappropriate or unruly behaviour**

Students who and believe they have been the victim of inappropriate behaviour and wish to file a complaint should do so through the college's complaints procedure. In the event that a student files a complaint against a fellow student or staff member, and it is demonstrated that the complaint was made maliciously, the Director of Studies will decide what kind of disciplinary action to take.