

## **BEHAVIOUR AND DISCIPLINE POLICY**

### INTRODUCTION

It is our goal to work with parents to instil in each student respect and responsibility. All students of COA International have the right to learn in a safe environment that is stimulating and rooted in mutual respect. An essential objective of COA International is to develop and maintain a positive, purposeful, safe and secure online learning environment, personal pride, and academic success.

### VIRTUAL CLASSROOM CONDUCT

For an online lesson to be educationally effective, all students should abide by the following rules of etiquette:

- Students' oral and written communications must be free of any offensive language or any form of bullying;
- Students must respect the opinions of their classmates, teachers or course instructors, and if they feel the need to disagree, they must do so respectfully;
- Students must abide by the rules established by their teachers or course instructors.

Students who violate the virtual classroom conduct rules will be warned by the teacher or course instructor to correct the behaviour. In addition, they may be prohibited from communicating with classmates for the rest of the online lesson or longer, depending on the infraction.

### SCHOOL RULES

At COA International, students should be aware that there are rules and agreements to be followed. If a group wants to work well together, then there has to be an agreement within that group as to what is the right or the wrong thing to do. These are the school rules.

We expect all students to follow these rules in order to create a safe and friendly environment and help others to maintain these standards. We also expect students to use common sense in their conduct, which is not necessarily written down.

## LEVEL 1 RULES

### GENERAL

1. Have good manners at all times.
2. Treat others as you want to be treated.
3. Respect the religious beliefs and practices of others.
4. Help your fellow students keep to the rules.
5. If you have a complaint of any kind, take it up with your teacher, the Student Administrator or Headmaster.
6. Report any repeated Level 1 rule violations at [feedback@coaint.com](mailto:feedback@coaint.com)

### AS A STUDENT

1. Students need to be well-fed and rested.
2. Be on time for online classes.
3. Hand in homework and other assignments on time.
4. Follow the online classroom rules.
5. Students must have their own materials.
6. Don't interrupt or disturb other students or classes.
7. Use toilets during breaks, not during class time.

Any staff member observing Level 1 rule violations handles this by immediate correction, warning or short amends action. If a staff member has to repeat any corrections a report is written to the Headmaster. Level 1 violations can become Level 2 violations when they are serious, repeated and/or of great harm to others.

## LEVEL 2 RULES

1. Do not lie or cheat. Be honest at all times.
2. Do not tease, bully or hurt another's feelings, gang up against others or unreasonably exclude others from activities.
3. No online sexual activities are allowed whilst enrolled at school.

4. No student is allowed to bring or consume alcohol while attending online lessons.
5. At school or elsewhere, no student is allowed to log onto websites that are illegal or have adult sexual content. Nor is a student allowed to view or listen to anything else that has adult sexual content.
6. Do not do anything that will damage or endanger the school or bring the school into disrepute.
7. Always report a Level 2 or a Level 3 offence at [feedback@coaint.com](mailto:feedback@coaint.com) so that it can be corrected.

The Headmaster will go over violations of a Level 2 rule and will work out a full correction programme with the student. This usually includes making amends to the school for time wasted and disruption caused. This may include suspension from class. The Headmaster also helps to sort out the rights and wrongs of the matter. Level 2 violations can become Level 3 violations when they are serious, repeated and/or of great harm to others. Level 2 violations are immediately handled by the Headmaster.

### LEVEL 3 RULES

1. Do not break the law.
2. Do not take street drugs or solvents or un-prescribed medical drugs in or out of school.
3. Do not withhold vital information whilst you or another student are under ethics investigation. This can be knowledge of a crime or a serious harmful situation.

Whilst the Headmaster investigates violations of a Level 3 rule, a student is either internally or externally suspended from school. Expulsion is mandatory if the student has been involved with drugs. If a student is found to have encouraged another student of the school to break any of these Level 3 Rules, or ANY of the previous rules for that matter, it will be taken that that student has broken the same rules themselves and the matter will be treated with the same degree of seriousness.

### DISCIPLINARY ACTIONS



COA International school rules and discipline system are written to make sure that students and staff can work together and achieve the purposes of the school. Breaking the rules of the school is never ignored but handled with communication to bring about understanding in the case of Level 1 violations. Any other non-optimum behaviour is handled in the same manner. Further actions are only taken if the matter is not handled.

## REPORT CARDS

When a student needs further help in order to handle non-optimum behaviour, a report card is issued. Being on the report means that the student's production and behaviour are monitored for a limited period to give the student an extra opportunity to correct whilst back in class.

## COMMUNICATIONS TO PARENTS/PARENT ALERTS

It is important that the parents are kept informed of a continuing non-optimum situation with their child. If this is the case the Headmaster is informed and the parents will be contacted. If, after the initial communication with the parent the situation continues, a Parent Alert is sent to the parent as the next disciplinary action.

## WRITTEN REPORTS

The students are expected to be responsible for themselves, their fellow students and for upholding the rules and standards of the school. Therefore, if a student notices a rule is being broken, he/she is to mention this to the student involved. If repeated, the student can write a report with specific data, sending this to [feedback@coaint.com](mailto:feedback@coaint.com)

Generally, the Headmaster will take no action because of a Level 1 violation, unless more than three reports are received. If a student feels that a report is incorrect, he/she can sort this out with the Headmaster to get this properly handled.

Level 2 violations are immediately handled by the Headmaster. When a Level 3 rule is reported, the report will be fully investigated, whilst the student is externally suspended, and it will be decided whether or not any further actions are needed.

## SUSPENSION (Internal & External)

If a student is suspended from class (internal suspension) the parents are informed and are asked to come to the school as soon as possible. The student works on a programme under the Headmaster to help correct the violated agreements and harmful actions done. Suspension from school (external suspension) may be necessary and return to school is after full and satisfactory handling and correction of the violations. A student will usually be put on probation for a period with clearly laid out steps to achieve normal status.

### EXPULSION

Should the above not be sufficient to remedy the student's behaviour then the last step is expulsion. If a student is expelled it is possible that, should the student come to his or her senses, the student may regain the opportunity to return to COA International.

The requirements would include:

1. Full compliance with any order made by the Headmaster at the time of expulsion.
2. Full write-up of all the violated agreements and harmful actions done.
3. A public announcement to the school that the student realized that his or her actions were contra-survival, possibly including the influence or motivation that led to them.
4. A suitable amends project done for the parents and/or for the school.
5. Evidence of genuine ethics change would be needed.
6. A 6 months' record of no further instances of return to the previous violations.
7. Positive evidence of honesty and exchange.
8. Recommendations from people who the student has worked for during the period of expulsion.
9. Once back at school the student would be on a probationary period, building up a record of acceptable behaviour and study.

### PROCEDURE FOR DISCIPLINARY SUSPENSION AND EXCLUSION

COA International must maintain discipline and good conduct to ensure an orderly online environment conducive to learning. This policy and contractual arrangements between the school and parents are clear as to what constitutes unacceptable conduct and the possible consequences of such conduct.

A student may be expelled from COA International in the following circumstances:

- In response to a serious breach of the School rules and discipline.
- In response to a student's continual refusal to comply with the School rules (after the School has taken all reasonable strategies to avoid expelling the student) and if allowing that student to remain in school would, in the opinion of the school, seriously harm the education and welfare of other pupils or members of the school community.
- If he or she has been found to have committed a criminal offence in or outside school or found to have behaved in a manner that tends to bring the school into disrepute.
- If the Headmaster considers that the child's attendance, progress or behaviour (including behaviour outside school) is unsatisfactory and in the reasonable opinion of the Headmaster the removal is in the school's best interests or those of the child or other children.
- If the behaviour of one, or both parents, is, in the opinion of the Headmaster, unreasonable and affects or is likely to affect adversely the child's or other children's progress at the school or the well-being of school staff or to bring the school into disrepute.

The School Rules state explicitly the offences likely to be punishable by suspension or permanent exclusion. The Headmaster may decide that expulsion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the student's record at the school may be taken into account.

### **Guiding Principles**

Whilst the precise procedure to be followed in a given situation will depend on the circumstances of the case, the following key principles are followed:

- A fair and reasonable investigation will take place. No decision will be made until sufficient information has been gathered.
- Students and parents will be informed of the allegation and supporting evidence and must be given a reasonable opportunity to exculpate themselves.
- The sanction should be proportionate and an appeal should be offered in cases of permanent exclusion.

- Immediate expulsion of a student will only take place in exceptional circumstances e.g. if there is an immediate risk to the safety of others in the school or the student concerned.

Only the Headmaster can permanently exclude a student from the school.

## PROCEDURE

### Clarification

When a matter arises which may lead to permanent exclusion of a student, the Headmaster will seek clarification as to the exact nature of the allegation and the extent of the information available. He will make a judgement as to whether external agencies should be involved.

### The Investigation

Unless it is likely that a crime has been committed, at which point advice will be sought, the Headmaster will designate a staff member, usually the Administrative Manager, to interview all staff and students involved in strictest confidence. There is no requirement for parents to be present. Statements may be taken from staff and students involved in the matter or who may have witnessed an incident. All written statements will usually be attributed, signed and dated by the witness, having first had a chance to read through the text. They should be countersigned by the person who took the statement.

Each student interviewed should be told not to discuss the matter with other students, especially others involved in the incident.

It may be appropriate to temporarily exclude the student while the investigation continues. If this is the case, the period of time will be kept as brief as possible and arrangements will be made to provide support to the student(s) for its duration. It must be made clear to parents and students that this is to allow the school to investigate the matter properly and not a disciplinary sanction. Parents will be informed by the Headmaster that an investigation is happening.

At the conclusion of the investigation, all statements or evidence will be given to the Headmaster. If presented to a student alleged to have committed a breach of Level 3 School Rules, the Headmaster or another witness must be present in the interview. If the student has admitted the breach of Level 3 School Rules, a statement without coercion would be requested and signed.

The school may refer to the police any matter which amounts to criminal activity. The school may refer to social services any case where it is believed that a child may be suffering, or may be at risk of suffering significant harm.

The Headmaster will make the final decision based on the results of the investigation. If oral notification is given to the parents and students, written notification must follow as soon as reasonably possible. This should state:

- The Headmaster's decision
- The sanction and when it takes place
- The reasons for the decision

### The Right of Appeal and Process

Application for Appeal must be made by the parents/guardian of the student within 14 days of receipt of the Letter of Expulsion to the Administrative Manager. The right of Appeal will lapse after 14 days.

In making the application the parents should:

- State the decision appealed against and the date of the permanent exclusion.
- State their grounds for Appeal.
- Provide any new evidence not available at the time of the investigation. The Administrative Manager must be satisfied that it is relevant and there was a good reason why it was not brought forward at the time.

The Administrative Manager will acknowledge receipt of the Appeal and will appoint a panel of at least three people not directly involved in matters detailed in the Appeal, one of whom shall be independent of the management and running of the School. The Panel will consider the matter and make the final decision on the Appeal. The Panel will review all the evidence and any new evidence not previously presented for good reason, and then either:

1. Uphold the Headmaster's decision.





2. Ask the Headmaster to review the decision in light of new evidence.
3. Confirm the sanction as appropriate.

The parents will be informed of the decision of the Panel.

Vladimir Krasniakov  
Headmaster

Date Reviewed	Approved By
23 of February 2022	Headmaster