



BRITISH SPRING COLLEGE AWKA

BRITISH SPRING COLLEGE, AWKA THE CLASSROOM BEHAVIOUR MANAGEMENT/ "APPOINTMENT" POLICY.

1.0. CLASSROOM EXPECTATIONS:

- 1.1. Teacher should be in the classroom three minutes before the lesson period.
- 1.2. All students shall rise up to greet the teacher as he/she walks in to the class.
- 1.3. The teacher who takes the last period before break or the last period for the day should ensure that students place their chairs under the desks' spaces, properly arranged before they all leave the class.
- 1.4. The teacher should make sure that the students are properly dressed before they are allowed to leave.
- 1.5. The teacher must be the last person to leave the class.
- 1.6. The last teacher should ensure that students leave the classroom in an orderly manner.
- 1.7. Each class should have one exeat card, so that no student leaves the class without it. The exeat card serves one student at a time and any student found outside without the card would be booked for an appointment and the teacher that permitted such a student without an exeat card would be warned for the first time and thereafter, higher level sanctions will be applied.

2.0 CLASSROOM MANAGEMENT DURING ACTIVE TEACHING:

- 2.1. School leaders and Year Group Heads according to the daily duty schedule, must be on patrol during lessons to support the teachers.
- 2.2. **Any student found (or reported to be) sleeping/ talking/ disturbing other students/not responding in class; shall be spoken to as to desist from such act by the subject teacher. After which the lesson continues with the student in question responding as directed by the subject teacher.**
- 2.3. **In event where the said student has to be warned up to three times by the same teacher during a lesson, he or she shall be booked for appointment with the subject teacher. This appointment shall take place in the evening between 5 and 5:30pm for about 10 to 20 minutes on a sports day.**

- 2.4. **But where a student, during a lesson, is outrightly rude to a teacher either verbally or by behaviour, to the extent that the teacher feels that the student's continued presence in the class jeopardizes the progress of the lesson, the teacher shall seek the help of a school leader available to remove such a student from the class. After which the academic supervisor shall fix a resolution appointment with the teacher and the student with the head of pastoral in attendance, in his office on the same day, and the student shall be further detained for 40 minutes in all. This later appointment shall be supervised by the HoP.**
- 2.5. **Any teacher who fails to address or escalate a students' misbehaviour during a lesson session, shall be made to do a community service as a sanction on the Saturday following the day in question.**
- 2.6. For students who commit more serious classroom offences such as, refusal to do classroom task, absconding from the classroom, not participating in lesson, incomplete note etc., they would be booked for appointment. During this appointment, the erring students, while reflecting on their actions, shall be made to update their outstanding academic work, be it note copying, classwork or any other exercise the supervising staff shall assign to them.
- 2.7. The teacher who books the student for appointment shall generate an appointment slip to that effect which shall be handed over to the Academic Supervisors of the respective schools through the Year Group Head, for identification of students on appointment and for record purpose. **Any teacher who does not follow this process through shall be said to have compromised, and thus, shall be sanctioned based on the provisions of 2.5 above.**
- 2.8. Every student booked for appointment for any classroom misbehavior shall have a corresponding deduction of points from his/her reward booklet.
- 2.9. The venue for appointment shall be Year 11 Ivory for Years 9 and 10, and Year 11 Spring class for Years 11 and 12. Year 7 Amber class shall be for junior school. All the teachers on duty are to coordinate the appointment exercise while the HoD on duty shall monitor it.
- 2.10. A rotational duty rota shall be prepared for this exercise. This is to ensure that the same set of teachers are not always used every week.
- 2.11. The HOD on duty for each of the days shall monitor the Appointment exercise daily, while Academic Supervisors shall supervise.

2.12. Students would also be made to write apology letters to the staff offended in the case of an outright disrespect of a staff from a student.

2.13. If a student is booked for appointment up to three times in one term, the following procedure shall be strictly followed:

- **The Academic Supervisor of the said student's school shall then be notified. The child shall be called for a discussion and he/she shall be encouraged.**
- **If there is no improvement in the child's attitude to learning, then a warning letter shall be issued to the student by the Academic Supervisor, and the principal and the student's file shall be copied.**
- **Should the student continue in his or her lack of interest towards his or her academics, the parent(s) shall be notified of his/her misbehaviors towards learning via a phone call. Parents shall be notified that their ward shall be sent on one week suspension if he/she does not improve in his/her attitude towards learning. This chain of actions shall be documented.**
- **On return from suspension, the child shall be made to sign an undertaking with the parent(s) which would state that the student shall avoid all forms of bad attitudes towards learning and pledge readiness to improve in his/her academic pursuit.**
- **If there is no improvement still, the parents of the child will be advised to withdraw him/her from the school, if the child is in a class between Year 7 to 11. But where the student is in Year 12, he/she would be expelled, and if the student had been registered for SSCE, he/she shall do the examinations from home.**

(AS PROPOSED FOR APPROVAL)