

BOHERBUE COMPREHENSIVE SCHOOL

Boherbue, Mallow, Co. Cork.



CODE OF BEHAVIOUR

CONTENTS

	Page
Rules	3
Preventative Measures	5
Rewards	5
Sanctions	6
Interventions	7
Procedures & Record Writing	8
Success Criteria / Monitoring	9
Timeframe	9
Implementation	9
Appendix 1	10

RULES

THE FOLLOWING RULES HAVE BEEN DRAWN UP AND APPROVED BY THE BOARD OF MANAGEMENT, TEACHERS, PARENTS AND STUDENT COUNCIL.

Parents and students should familiarise themselves with the following policies (on school website)

- Code of Behaviour
- Code of Uniform
- Attendance and Participation Policy
- Acceptable Internet Usage Policy

THE SCHOOL EXPECTS THAT STUDENTS WILL:

- **Attend school regularly and remain for the full day.**
This is a rule of our School because missing class adversely affects progress.
- **Seek permission to leave the school and be signed out by parents /guardians.**
This is a rule of our school in the interest of health and safety
- **Be on time for every class.**
This is a rule of our School because lateness causes disruption for the teacher and the class. Students are encouraged to develop good punctuality which will also be expected from them in the workplace.
- **Move quietly around the school in an orderly manner.**
This is a rule of our School for the health and safety of students and staff and so that the business of teaching and learning can take place without unnecessary disturbances.
- **Show respect for oneself and others.**
 - a. **Within the school community**
 - b. **Within the local community***This is a rule of our School because self respect and respect for others promotes a respectful, caring atmosphere where the rights of all members of the school and local community are upheld.*
- **Come to school in full uniform.**
 - (a) **This means that**
 - *only the official uniform and permitted jewellery may be worn as outlined in the code of uniform.*
 - *hair must be kept clean, neat and tidy.*
 - *students must take pride in their appearance and present themselves neatly and tidily in school each day.*
 - Because**
 - *the wearing of the school uniform gives a sense of belonging and equality to our school community.*
 - *we all have a responsibility to maintain a positive image of the school.*
- **Show respect for school property. Defacing, damaging or removing school property or personal property without prior authorisation is a very serious offence. Person or persons found responsible will be liable for damages. This rule also extends to the local community and school buses.**
This is a rule of our School because it shows a lack of respect for the school and local community of which the student is a member.

- **Develop healthy eating habits. Eating and drinking is confined to break time and lunch time and is allowed only in designated eating areas. Chewing gum is not permitted.**
This is a rule of our School as it promotes positive well-being and self discipline and results in a cleaner safer environment.
 - **The use of mobile phones is not permitted on the school premises unless students are explicitly requested by their teacher in the classroom to use their mobile phone strictly for educational purposes.**
ICT equipment must be used appropriately at all times.
This is a rule of our School in the interest of health and privacy of staff and students and because such equipment interferes with the smooth running of class.
 - **The use of items deemed an inappropriate distraction or danger to the health and safety of the School Community is not permitted. These may be confiscated until a parent/guardian collects such items in person.**
This is a rule of our School because such items are a distraction to learning and teaching.
 - **Promote equality and respect of diversity. The Equal Status Act of 2000 identifies nine grounds of discrimination: gender, marital status, family status, sexual orientation, religion, age, disability, race, membership of the Travelling Community. Harassment and sexual harassment are prohibited in our School.**
This is a rule of our School which endeavours to meet the needs of all students and promotes tolerance and inclusion.
 - **Create a safe school environment by not engaging in violent or anti-social behaviour. Bullying in any form is unacceptable**
This is a rule of our School for the health and safety of the whole school community.
- 12. Online Privacy and Code of Behaviour**
Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.

PREVENTATIVE MEASURES

STUDENTS WILL BE ENCOURAGED IN THEIR ENDEAVOURS TO UPHOLD THE CODE OF BEHAVIOUR BY USE OF THE FOLLOWING MEASURES:

- (a) **The Code of Behaviour is circulated to the parents/guardians of all new entrants into the school and they are required to sign their agreement with the content and their support and co-operation with it.**

Parents/Guardians and students are required to sign the Code of Behaviour/Code of Uniform contract in the student journal at the beginning of the school year.

This is to ensure that parents/guardians and students understand what our rules are, why they must be adhered to and what procedures will be followed if the rules are not upheld.

- (b) **At the start of Term One each year, as part of our induction process an assembly with each year group is held where the Code of Behaviour/Code of Uniform and any amendments to it are highlighted. There is regular whole school reinforcement of the school rules throughout the school year.**

This is done so as to remind students of the school rules.

- (c) **If a student is in breach of a rule, he/she is asked to explain (orally or in writing) the rule he/she has breached, to describe what effect this breach has had on members of the school community, and how he/she could act differently in the future to avoid being in breach of the rule.**

This is done to develop the student's sensitivity and consideration for others and to assist them in upholding the school rules in future. Only after this is a sanction given.

- (d) **School rules and the reason for them are discussed as part of the School's Pastoral Care Programme and as part of Social Personal Health Education and Religious Education Programmes. The notion of tolerance for others, self-control, a sense of fairness and the principles of natural justice are discussed as part of the S.P.H.E. and R.E. Programmes in the school.**

- (e) **Issues such as bullying, racism, sexism, harassment, violence, substance misuse etc. are discussed with students during their time in our School, using current legislation, current affairs and/or outside speakers.**

This is done to help the students better understand these issues so that they can base their thinking, understanding and action on factual information and in the light of the Christian values espoused in our School.

REWARDS

IN OUR SCHOOL TEACHERS USE THE FOLLOWING METHODS TO REWARD STUDENTS FOR UHOLDING THE CODE OF CONDUCT:

- **Verbal praise to student either in class or privately.**
- **Positive comment to year head.**
- **Positive note home to parents in homework journal.**
- **Display of students work.**

SANCTIONS

THE FOLLOWING SANCTIONS ARE USED SO THAT OUR STUDENTS EXPERIENCE THE CONSEQUENCES OF THEIR MISBEHAVIOUR. THEY ARE SCALED SO AS TO TAKE ACCOUNT OF THE NATURE OF THE INCIDENT, THE SITUATION LEADING UP TO THE INCIDENT AND ARE IMPOSED BY THE STAFF OF OUR SCHOOL IN ACCORDANCE WITH OUR 'LADDER OF REFERRAL'.

- A firm reprimand from a member of staff is expected to be sufficient to correct inappropriate behaviour.
- Time out – removal of the student from the scene of the incident. E.g the student is put working in a different place within the classroom. Or the student is put working outside the Deputy Principal or Principal's office – by prior arrangement.
- A note home to parents in the homework journal.
- A community task such as picking up litter, removal of graffiti or tidying a classroom.
- Detention in school to be given only after notice has been given to the student who should inform their parents.
- A referral of the incident on to the Year Head.

Sanctions for unauthorised use of mobile phone on the school premises.

- Teacher confiscates the phone and gives it to the Principal/Deputy Principal. The phone is returned to the student's parent/guardian the following Monday evening.
- There is also a fine of €5 to recover the phone. This money is donated to the "Jack and Jill foundation".

Sanctions for more serious misdemeanours or for consistent breaches of our code of conduct include:

- Disciplinary Card System is implemented. *(See appendix 1)*
- Friday evening detention from 4.00 to 6.00pm with the agreement of parents.
- Suspension from school *(in accordance with the School's Policy on Suspension and Expulsion)*.
- Exclusion from school *(in accordance with the School's Policy on Suspension and Expulsion)*.

Automatic Suspension/Expulsion

- A serious incident can lead to automatic Suspension.
- A very serious incident can lead to automatic Expulsion.

Management reserves the right to discipline a student or students immediately on a day to day basis in the interests of health and safety and to ensure the smooth running of the school.

INTERVENTIONS

IN OUR SCHOOL THE INTERVENTIONS WE USE TO PREVENT STUDENTS RE-OFFENDING AND TO GIVE SPECIFIC HELP TO THOSE STUDENTS WHO FIND IT PARTICULARLY DIFFICULT TO UPHOLD THE CODE OF BEHAVIOUR ARE:

- **Interview between the student and a member of staff, usually the class teacher initially:**

The purpose of this interview is to establish an understanding in the student of the rule / rules he/ she has broken.

To bring the student to an understanding of the effects of the breach on his/herself as well as on other members of the school community.

To bring the student to an understanding of how to act / react differently so as not to be in breach of the rule / rules.

To administer a sanction, if one is required and to get the student to see the need for one. (Often this process is sanction enough, especially in the case of a new / younger student or a student who has genuine behavioural difficulties.)

- **Giving the student a piece of written work to do in which they have to outline in writing the rule / rules they breached, the effects this breach had on themselves and on other members of the school community and how they can avoid a repeat of this behaviour.**
- **Referral to the School Chaplain.**
- **Referral to the Guidance Counsellor.**
- **Referral to School Counsellor**
- **Referral by the school to an out centre for assistance in behaviour modification.**
- **Referral to the school's psychologist for testing and / or help in behaviour modification.**

PROCEDURES AND RECORD KEEPING

THE PROCEDURES FOR DEALING WITH INCIDENTS OF UNACCEPTABLE BEHAVIOUR / BREACH OF SCHOOL RULES ARE REFERRED TO AS OUR 'LADDER OF REFERRAL'.

The basic principle of this ladder of referral system is that the higher up the ladder an incident is dealt with, the more seriously it is viewed.

Step 1 – The Subject Teacher

Each teacher has responsibility for implementing discipline in his / her own classroom.

Subject teachers may use some of the schools agreed sanctions for minor offences. More serious offences should be dealt with under Step 2 of the ladder of referral.

Step 2 – The Year Head

Each Year Group is assigned a teacher with special responsibility for them. He / She has a pastoral and disciplinary role to play with the class groups that make up this year group. A serious offence or a number of minor offences will warrant reporting to the Year Head.

Step 3 – The Principal / Deputy Principal

Students whose behaviour has not modified despite the school's best efforts will be referred by the Year Head to the Principal / Deputy Principal.

If the Principal / Deputy Principal decides that a suspension is warranted (the procedures of our policy on suspension and expulsion will be implemented) the parents must be notified orally and in writing of the reason for and the length of time of the suspension.

The Principal will inform the Board of Management of all suspensions.

The Principal recommends expulsion to the Board of Management if warranted.

The Board of Management considers the recommendation and having given an opportunity to the parents / student if over 18 years, to make/put their case, makes its decision whether to expel or not.

SUCCESS CRITERIA / MONITORING

- **This Code of Behaviour was drawn up in consultation with the parents, students, staff and management of our school, was ratified by the Board of Management and will be reviewed one year after its implementation initially.**
- **Any amendments which need to be made will be in keeping with the general philosophy of our Code of Behaviour and will be communicated to the members of our school community in writing.**
- **A major review will be carried out no later than five years after the date of implementation and will involve consultation with the parents, staff, management and Board of Management of our school.**

TIMEFRAME

This Code of Behaviour was devised in consultation with the students, parents, staff, management and Board of Management of our school. The Code of Behaviour was ratified by our Board of Management on 12th April, 2010. A major review of the Code of Behaviour was carried out in 2016, which involved consultation with all stakeholders. The Code of Behaviour/Discipline will be reviewed on or before May 2017.

IMPLEMENTATION

As the official Code of Behaviour of our school, all registered students of our school, on enrolment will receive a copy of it by hand and parents / guardians, or students over 18 years will be required to sign an acknowledgement of receipt of it.

The Code of Behaviour is also available from the school upon request.

Amendments to the Code of Behaviour will be communicated to the stakeholders in writing.

When the major review is carried out, the resulting amended Code of Behaviour will be circulated to all the stakeholders in writing.

Appendix 1: Disciplinary Card System.

- **Blue Card:** Year Head Referral Form (*A Blue Card will be issued in consultation with the Year Head*)
- **Green Card:** Teacher Report on Student
- **Yellow Card:** Student "On Report" Card
- **Red Card:** Suspension Card

Blue Card must be completed by teacher.

If the Year Head receives three Blue Cards r.e. a particular student in one school year a Green Card is completed on the student. The Year Head then decides if the student should be issued with a Yellow Card. If the Year Head receives two more Blue Cards in relation to that student then the student is automatically issued with a Yellow Card.

Student issued with a Yellow Card

- Parents/Guardians will be informed in writing
- Parents/Guardians may be required to come in to the school to meet with Year Head, Principal/ Deputy Principal.
- Student is required to do lunchtime detention for three days.

Student issued with a second Yellow Card

- Parents/Guardians are required to come in to the school to meet with Year Head, Principal/ Deputy Principal.
- The student is required to do 5 school days detention at morning break and lunchtime. Student is not allowed to go on any extracurricular trips, including sporting activities while on detention.

Student issued with a second Yellow Card within 40 school days (in same school year)

- The student is issued with a Red Card (1 to 5 days depending on the incident).

Student issued with a third Yellow Card (in same school year).

- The student is issued with a Red Card.

Student issued with five Yellow Cards during his/her time in the school.

- The student is issued with a Red Card.

Probation Period

- Following a First Suspension there is a probation period of 5 school days.
 - Student is not allowed to go up the village at lunchtime.
 - Student is not allowed to go on any extracurricular school trips including sporting activities.
 - Student is on a Yellow Card.
 - Student is required to sign a commitment to good behaviour.

- Following a Second Suspension in the same school year, there is a probation period of 10 school days .
 - Student is not allowed to go up the village at lunchtime.
 - Student is not allowed to go on any extracurricular school trips including sporting activities.
 - Student is on a Yellow Card.
 - Student is required to sign a commitment to good behaviour.
 - The file is given to the Principal who discusses it with the parents/guardians and the student.
 - Parents/Guardians and student are advised that if the student is involved in another serious incident in the same school year then expulsion will be recommended to the Board of Management.

- **Student issued with four Red Cards during his/her time in the school.**
 - Parents/Guardians and student are advised that if the student is involved in another serious incident during their remaining time in school then expulsion will be recommended to the Board of Management.

Management reserves the right to discipline a student or students immediately on a day to day basis in the interests of health and safety and to ensure the smooth running of the school.