

BALLYHAUNIS COMMUNITY SCHOOL CODE OF BEHAVIOUR

Ballyhaunis Community School Mission Statement

“We in Ballyhaunis Community School are committed to fostering the holistic development of each individual.

We aim to promote equality for all and respect for one another and our environment and to give each person the opportunity to reach his/her potential.

While valuing our traditions we encourage innovative curricula to achieve these aims in a safe, caring and ordered manner in partnership within the school, with parents and with the broader community.”

A Code of Behaviour has been put in place to ensure the school community fully honours the Mission Statement above. The Board of Management is the authority responsible for ensuring a fair and efficient Code of Behaviour is drawn up in consultation with staff, students and parents. The Board of Management is also responsible for ensuring the Code of Behaviour is applied to the School.

The Principal is responsible to the Board of Management for implementation of the Code.

The Year-Heads are responsible for the day to day matters relating to their student’s overall well-being, performance, uniforms, attendance and discipline.

Each teacher has the responsibility for the maintenance of discipline within his or her class while sharing a common responsibility for discipline within the school.

The Disciplinary Council, comprised of the Principal or Deputy Principal and the relevant Year-Heads for the particular year group, meets every week to review and discuss matters pertaining to the welfare and discipline of students.

Three interlinked approaches are used to facilitate the creation of an educational and caring environment in the school.

A. Rewards

Ballyhaunis Community School endeavours to reward good behaviour. Among the methods of rewarding good behaviour are:

- Positive affirmation in the classroom from the teacher.
- Public affirmation by school management via PA system or notice board.
- Public affirmation through social media.

Ballyhaunis Community School will also recognise student behaviour and/or achievement in the following ways:

- Positive Points will be issued by a teacher to students for positive behaviour in or out of class. Points are recorded on the VS-ware system. Teachers are reminded on a monthly basis to reward students for good behaviour. Points are added to a term total and recorded before going back to zero for the next. Positive points will counteract any negative points (see procedures for dealing with unacceptable behaviour) a student gains and are an incentive for students to improve their behaviour.
- Certificates of Commendation will be issued for good behaviour/achievement by class teachers in response to appropriate behaviour by students. These must all be recorded on the VS-Ware system.
In addition, all students who have a clean disciplinary record will be awarded a commendation to recognise this at the end of each year.
- Certificates of Merit will be issued by Year-Heads if a student has achieved 10 Positive Behaviour Points in a term.
A student may, in exceptional circumstances, be awarded a Certificate of Merit without needing to obtain 10 Positive Behaviour Points. This may occur when the behaviour/achievement is indeed exceptional. The awarding of a Certificate of Merit in this way is at the discretion of the Principal/Deputy Principal in consultation with the Year-Head.
- Distinctions: If a student achieves something extraordinary or makes a consistent positive contribution to the school over a long period of time they then will be considered for a “Distinction Award”. This is the highest honour the school can award to a

student. Consequently, it is envisaged that the awarding of this honour will be discussed at a whole staff level and unanimous support is required.

B. Pastoral Care Structure

Pastoral Care is holistic. It recognises and respects the young person who is on the road to becoming an adult. It is an integral part of life within the school.

All class teachers and staff members have a central role to play in this.

Junior classes have a timetabled class each week to help them in their Social, Personal and Health development.

Our Guidance Counsellor and Chaplain are available to meet students and help them with their difficulties.

Check and Connect initiative has been introduced for Leaving Certificate students. A group of volunteer teachers are assigned a number of leaving certificate students to check in with on a regular basis to ensure the students have someone on staff to talk to about any issues that may arise during the year. This just a check in with students to ensure they know there is someone looking out for them during this stressful year.

C. School Rules

Students have responsibilities and obligations to themselves and to their fellow students. The School Rules are intended to provide a framework which will ensure students show respect for themselves, for each other and to their environment. The School has the right to implement these rules in accordance with the Deed of Trust of the School.

1. General

- (a) Students must be co-operative, well mannered and respectful to all members of staff, visitors to the school and to each other.
- (b) Common courtesies must be observed at all times.
- (c) Disruptive behaviour is prohibited, as it interferes with the rights of others.

- (d) Violent or threatening behaviour is a serious breach of this Code of Behaviour.
- (e) If a class is in progress in room students must knock on entry. When the bell rings at the end of a class, students should remain seated until dismissed by the teacher. The bell is a reminder to teachers only that class is over.
- (f) Students must complete oral and written work assigned to them by teachers in a satisfactory manner. Failure to do so is a breach of this Code of Behaviour. Repeated failure to do so is a serious breach of this Code of Behaviour and of the Homework Agreement.
- (g) All students must use a Journal to record homework to be checked by parents and teachers.

2. Attendance and Punctuality

- (a) Students are required to be in attendance at the School on every school day. Students returning from an absence from school must submit a note of explanation for same signed by a parent/guardian to the appropriate Year Head. At the School's discretion students may not be admitted to class until this explanation has been furnished.
- (b) The School Timetable is as follows:

School starts at 9.00 a.m. sharp and finishes at 4.00 p.m. with the exception of Friday when lessons cease @ 1.20p.m.

Lunch Break is from 1.20p.m. to 2.00p.m. Monday – Thursday inc.

Covid Alterations

During the pandemic there have been alterations to the timetable. There are staggered breaks and 2nd and 5th years finish early @ 3.55p.m. on a daily basis to reduce the movement of large numbers of students at any one time.

Students must be punctual. Late arrival is disruptive and unacceptable and is a breach of this Code of Behaviour. Students arriving late must sign a 'late book' at the office.

- (c) If a student arrives for class after the time at which that class is scheduled to start, the student will be regarded as late and must report to the office and sign in and officially registered as being late.
- (d) A corridor pass system is in operation in the school. No student is permitted to be in the corridors during any teaching period without a "green corridor pass" which is issued by the class teacher.

(This system has been suspended during the pandemic.)

3. The School grounds

- (a) Students are not permitted on the school grounds except when attending school or a school activity. Students otherwise on the school grounds are trespassers within the meaning of the Occupiers Liability Act 1995.
- (b) Students may not leave the school grounds without written permission from their parents to do so, to be given to the appropriate Year Head or Principal/Deputy Principal.
- (c) Students consistently involved in incidents of indiscipline during breaktimes may be required to leave the school grounds during lunchtime. Parents will be notified in writing of this.

4. School Uniform and Dress Code

1. Uniform

School uniform must be worn at all times. The School uniform is as follows:

Junior Boys:

Maroon jumper with crest, mid-grey trousers, grey skirt and black leather-style shoes.

Junior Girls:

Maroon jumper with crest, plaid skirt, cream blouse, black leather-style shoes, navy trousers (Arthur's Court model no 222W) may be worn instead of a skirt. No other trousers except as specified here is acceptable.

Transition Year/LCA and Senior Boys:

Navy blue jumper with crest, mid-grey trousers, grey shirt and black leather-style shoes.

Transition Year/LCA and Senior Girls:

Navy blue jumper with crest, plaid skirt, cream blouse, black tights or navy socks and black leather-style shoes. Navy trousers as specified

above may be worn instead of a skirt. No trousers, other than what is outlined above, are acceptable.

A white round-neck T-shirt, without a collar, may be worn inside the shirt or blouse.

School Jackets are available and the school recommends that all students wear this jacket. In the absence of this jacket, students are permitted to wear a plain navy jacket.

Students are not permitted to wear “Hoodies” to school. School Jacket now available. It has also been decided that during the pandemic students are permitted to wear jackets in class as windows are open to ensure classrooms are well ventilated.

If students wish to wear a belt it must be plain black.

Shoes must be plain black without any visible markings. Navy “Boat Shoes” are also permitted. Athletic shoes, “runners” or “trainers” may not be worn except for PE classes.

PE Uniform:

Students must bring a change of gear to school for PE class. It is expected that this gear will be kept clean to maintain personal hygiene standards.

2. Dress code

Students must be neat, tidy and respectable in appearance. This also applies if students are given permission not to wear school uniform (e.g. non-uniform days, school tours or other extra-curricular activities connected with the school). Students should be aware that if they are in school uniform they are representing the school.

Students are not permitted to attend school with any facial piercings. This includes tongue piercings, nose piercings, and eyebrow piercings. Students will be permitted to wear one small stud piercing in each ear however. This is not only a Health and Safety measure but also to ensure students comply with the requirement to attend school in a respectable manner.

Visible Tattoos are not permitted under any circumstances.

Male students are expected to maintain any facial hair in a neat and tidy fashion with any beards being kept to an absolute minimum length.

If Muslim students choose to wear the Hijab it must be plain black in colour.

Due to the COVID19 Pandemic all students are required to wear face coverings. These face coverings must be school appropriate and the school reserves the right to decide if a face covering is unacceptable in accordance with our Dress Code.

The School reserves the right to decide whether any aspect of a student's appearance is in compliance with this Dress Code. Students who do not comply may be suspended until such time as the Code is observed to the School's satisfaction.

5. Property

- (a) Each student is responsible for his or her own property. Student's property should be clearly marked with the Student's name.
- (b) Interference of any kind with another person's property including property belonging to the School is a serious breach of this Code of Behaviour. Interference includes but is not limited to theft.
- (c) Where school property is damaged by students the parent(s)/guardian(s) of students responsible may be required by the School to pay for the repair or replacement of same as appropriate.
- (d) The School does not accept responsibility for any property belonging to students which is lost or damaged. Students are advised not to bring valuable or irreplaceable items to school.
- (e) Tippex and chewing gum are not allowed in the school and will be confiscated if they are brought to school, in addition to any other sanctions which the School feels appropriate.

Digital Technologies

Ballyhaunis Community School recognises that it is a student's entitlement, with parental consent, to have a mobile phone and we acknowledge the positive aspects of this. Nonetheless, this right cannot compromise or disrupt teaching and learning. Therefore, student's mobile phones are expected to be powered off when on the school premises.

There are certain circumstances when mobile phones usage is allowed in class. This is only for the purpose of teaching and learning and will be carried out under the strict supervision of the class teacher. Urgent phone calls to or from a student will always be facilitated through the office.

Parents/Guardians are asked to cooperate with this policy by refraining from making calls/texts to their daughter's/sons' mobile phones during the school day. Parents and students are asked to familiarise themselves fully with the school's Mobile Phone Policy.

Microsoft Office Suite – Usage of TEAMS platform. All students have access to the schools Microsoft office suite, including TEAMS, Onenote, Outlook etc. Students are reminded that this is a professional platform and it is not permitted for personal use or to create personal TEAMS etc. on our school platform. Students who are found to be in breach of this rule will be subject to the schools disciplinary process, the outcome of which will depend on the severity of the matter.

6. Bullying

Bullying is unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

Bullying in any form is considered a serious breach of this Code of Behaviour and will be dealt with accordingly. The school has a comprehensive Anti-bullying policy and parents/guardians are asked to familiarise themselves with it. It can be accessed via our website.

7. Substance use

The School has a zero-tolerance approach to incidents of substance abuse. Possession, use or distribution of harmful or illegal substances including alcohol and tobacco will not be tolerated at any time under any circumstances and may lead to suspension or expulsion. This applies whether students are on school property and/or engaged in a school activity or not.

The School has a comprehensive Substance Use Policy in place. It is the responsibility of all students and their parent(s)/guardian(s) to familiarise themselves with the provisions of the Substance Use Policy.

Smoking

Smoking in the school is banned in line with the “Tobacco Smoking (Prohibition) Regulations 2003”. The school views any breach of these regulations very seriously. To underline this any student caught smoking will be suspended for one day on the first offence with any further breaches incurring more severe sanctions. The use of any other devices such as “Electronic Cigarettes” will equally incur such penalties.

8. Procedures for dealing with unacceptable behaviour

Behaviour in contravention of any of the foregoing rules and principles constitutes a breach of discipline.

Where the Code of Behaviour has been breached some or all of the following strategies may be used, as the School considers appropriate:

- Reasoning
- Reprimand
- Extra work
- Notification to parent(s)/guardian(s)/Report
- Removal from class to the study area
- Loss of privileges
- Detention – (1) In-school Detention will be held every Tuesday and Thursday 1:40-2:00PM, this is for students presenting with persistent unacceptable behaviour. The decision to put a student on In-school detention is made by the Year Head. Failure to present for this detention will result in it being rescheduled or for repeat offences may result in After-school detention.
- (2)After-school Detention will be held once a month on a Friday afternoon or as the need arises. After-school Detention will be reserved for students presenting with persistent disruptive/unacceptable behaviour but also for serious one-off breaches of the Code of Behaviour. The decision to place a student on After-school Detention will be made jointly between the Year Head and the Principal/Deputy Principal. Students and Parents must be given a minimum of one week's written notice in advance of the Detention. Failure to present for Detention will result in a one day suspension and the Detention will be rescheduled for another

Teachers or Year Heads may refer students to members of Pastoral Care Team for help and advice.

Computerised incident report forms will be kept in relation to breaches of the Code and measures taken in response to same.

Where a student's behaviour warrants suspension or expulsion the following procedures will apply:

- (a)** Teacher(s) will notify parent(s)/guardian(s) of their concerns and request that parent(s)/guardian(s) advise the student appropriately.
- (b)** Teacher(s) may request a full assessment of the student.
- (c)** Parent(s)/guardian(s) will be requested to come to the School to meet Teacher(s), Year Head(s) and/or Principal. Parents will be given as much notification in advance of this meeting as is reasonably possible.
- (d)** The sanctions described above may be implemented at any stage in this process.
- (e)** The Principal may suspend a pupil for up to three school days. Parent(s)/guardian(s) have the right to appeal the Principal's decision to the Board of Management. Where such an appeal is taken the suspension will not take effect until after the meeting of the Board of Management at which the appeal is heard.
- (f)** Where a student's conduct justifies a longer period of suspension than the Principal may impose, or expulsion, parent(s)/guardian(s) will be requested to attend with the student at a meeting of the Board of Management to discuss the student's ongoing participation in the School. Parent(s)/guardian(s) will be given as much notification in advance of this meeting as is reasonably practicable. If the Board of Management suspends or expels a student, parent(s)/guardian(s) and in the case of a student who is over the age of 18 the student may appeal this decision to the Department of Education & Science pursuant to s.29 of the Education Act 1998.
- (g)** The Principal may also suspend a student immediately in the following circumstances:
 - Where he/she considers the student's behaviour is a threat to the safety, welfare and/or property of other members of the school community.
 - Where the student is guilty of serious misbehaviour as defined below at (l)
 - Where he/she considers that suspension of the student is necessary to maintain discipline within the School.

If a student is suspended in these circumstances parent(s)/guardian(s) may be asked to attend at a meeting of the Board of Management. This

meeting will be held as soon as is reasonably possible after the suspension is imposed.

- (h)** Where a student is suspended parent(s)/guardian(s) will be notified in writing of the reason for the suspension, the period of suspension, the condition(s) which will justify the lifting of the suspension and the fact that the student will be regarded as in the care of his/her parent(s)/guardian(s) from the end of the school day on which the suspension is imposed.
- (i)** A notice of suspension may set out the conditions which must be fulfilled before the suspended student is permitted to return to the School. Conditions which may be imposed include one or more of the following:
 - Written undertakings by the student to be of good behaviour.
 - Return to School subject to loss of privileges.

The foregoing are merely examples of conditions which may be attached to suspensions and are without prejudice to the School's right to impose different conditions as appropriate.

- (j)** Where the Board of Management decides to expel a student, parent(s)/guardian(s) will be notified in writing of the expulsion, the reason for same and the fact that the student will be regarded as in the care of the parents from the end of the school day on which the expulsion is imposed.
- (k)** While suspension or expulsion are generally used only when all other options have been tried, a student may be suspended or expelled for a single serious breach of discipline or for consistent breaches of discipline of a less serious nature.
- (l)** The following are serious breaches of discipline:
 - Behaviour which disrupts the learning of other students.
 - Acts of violence towards any person, whether occurring on School property or during a school activity.
 - Behaviour which is threatening towards any person, whether occurring on School property or during a school activity.

- Interference with another person's property including property belonging to the School.
- Breaches of the School's zero-tolerance policy regarding substance abuse, whether occurring on School property or during a school activity.

The definition of serious breach of discipline includes but is not limited to these examples.

I/We have read and are familiar with the provisions of this Code of Behaviour. I/We understand that my/our child's participation in the School is subject to him/her complying with the Code of Behaviour and I/We will support the School in implementing same.

PARENT(S)/GUARDIAN(S) SIGNATURE:

Sign: _____ Sign: _____
 Parent/Guardian Parent/Guardian

Print Name: _____ Print Name: _____

Name of student and date enrolled in the school:

Name: _____ Date: _____

I have read and am familiar with the provisions of this Code of Behaviour. I understand that my participation in the School is subject to me complying with the Code of Behaviour and I will obey its rules.

Student's signature: _____

Date: _____