

BANDON GRAMMAR SCHOOL

CODE OF BEHAVIOUR

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1. Code of Behaviour - Origin, Jurisdiction and Publication

- 1.1 The code of behaviour was developed through partnership of staff, students, parents and Board of Management. Pupils benefit from a structured and fair system of discipline, where they know which types of behaviour are encouraged, acceptable and unacceptable. Please **read and discuss** this document with the pupil(s) in your household.
- 1.2 Pupils are expected to uphold the Code of Behaviour at all times when in attendance at school, at matches, on tours, trips or extra- curricular activities outside the school, and when representing the school.
- 1.3 The Policy document is available on request and on the school website www.bandongrammar.ie . It is published in the Student Journal.

2. Vision

Our **vision** for relationships and behaviour in the school and the ways in which the school promotes good behaviour.

- 2.1 It is the aim of the school to help its pupils to develop as well rounded individuals within a community where moral values such as respect, honesty, fairness, personal integrity and sensitivity to the needs of others are nurtured. Pupils are encouraged to take responsibility, leading to growth in confidence and self-esteem so that individuals may excel and thus enabling them to make optimum use of life's opportunities.
- 2.2 We endeavour to provide a high quality education within a Christian context. A plurality of views in a diverse school community necessitates an atmosphere of tolerance and respect.

The school strives to provide opportunities for the development of a wide variety of differing aptitudes towards spiritual and intellectual growth, practical skills, recreational activities and aesthetic development.

3. Mission

The school **Mission Statement**

- 3.1 Bandon Grammar School is dedicated to providing a safe, caring environment that promotes the intellectual, moral, cultural, emotional, physical and social development of all students. Our school community encourages its members to be life-long learners through an ongoing commitment to improvement.

The general aims of the school are:-

- To provide all pupils with the opportunity to develop their potential and to encourage and guide them to take a meaningful place in society
- To ensure that pupils have experiences which include those that are academic, aesthetic, ethical, linguistic, mathematical, physical, spiritual, social, scientific and technological
- To promote close reciprocal links with home and community
- To provide a curriculum appropriate to the needs of each pupil at each stage in his/her development. This includes the provision of opportunities for pupils to achieve success in a variety of contexts

4. Expectation

The **Expectation** of students, staff and parents and how they will treat each other.

- 4.1 That respect and tolerance would permeate the relationship between each of these partners in the school community.

5. Facilitation of vision / mission statements.

How students, teachers and parents can help to **facilitate** a happy and successful school.

- 5.1 It is our aim to promote positive behaviour. We promote positive habits of self-respect, self-discipline and responsibility among all our members. Habits of mutual respect, courtesy and an awareness of the interdependence of people in our community are promoted. The school values co-operation with parents, keeps them informed and continues to develop procedures to improve relationships within the school community.
- 5.2 The staff members share a collegiate responsibility in co-operation with the Principal to act in preventing bullying behaviour by any member of the school.
- 5.3 The Student Council, prefects and student mentors are an integral part of our anti-bullying strategy.
- 5.4 The school tutorial system and aspects of our curriculum will be used to help form positive attitudes and values of tolerance, equity and respect for diversity among pupils.

- 5.5 The use of our disciplinary structure allows for both pupil and teacher participation.
- 5.6 The communication between Board of Management, School Management, Year Heads, Tutors, Staff, Parents and Students is transparent and this is reviewed annually.
- 5.7 Parental participation in all matters relating to their children, especially parent teacher meetings and relevant committees, is encouraged.

6. Roles and Responsibilities

Roles and Responsibilities of staff members in relation to behaviour

Subject Teachers -

- 6.1 Subject teachers are responsible for maintaining discipline and safety within the classroom. Discipline and caring go hand in hand.

Tutors -

- 6.2 Each pupil has a member of staff as his/her tutor and where possible retain the same tutor until he/she completes his/her education in the Grammar School. The tutor is central to our pastoral care system. The parents can make contact with the tutor if they have any concerns.

Year Head -

- 6.3 Each Year Head works closely with the Teachers, Tutors, Deputy Principal and Principal. They monitor behaviour, progress and participation of pupils in their year group. Year Heads are responsible for dealing with the disciplinary matters within their year groups which may be handed on to them by staff through an incident report. (See Appendix 2) The year head will make contact with the parent / guardian, if there are any concerns about behaviour.

6.4 **Boarding – Head of House**

Each Head of House (Richmount House – Girls and Roundhill House – Boys) works with day school colleagues, the pastoral team, Principal and Deputy Principal when dealing with pastoral and discipline matters affecting the pupils in the boarding community. They may be contacted by telephone, school office and at boarding@bgsmail.ie

- 6.5 We request that you check your child's **Student Journal** on a weekly basis.
- 6.6 Our **Pastoral Care** system extends through a tutorial system, mentoring, prefects, matrons, chaplain, guidance counsellor, house heads and other forums.
- 6.7 A **Discipline Committee** is in place with responsibility for implementing a system of dealing with those rare offences considered serious breaches of discipline. (see 10.5)

7. Purpose and Content

The purpose and content of school rules

7.1 **Purpose**

The aim of the school is to facilitate the development of each individual pupil towards adulthood as a well - educated, mature, caring, responsible and articulate citizen.

The school rules facilitate the achievement of the above aim by providing clear and defined boundaries of behaviour.

7.2 **Courtesy**

Each pupil has the responsibility to be well-behaved, well-mannered and orderly at all times, to operate within these guidelines and the school Code of Behaviour, to show respect for all school staff, guests and other pupils, to respect the grounds and buildings, to maintain and enhance the good reputation of the school and to uphold its traditions.

7.3 Pupils must always **co-operate** with and **respect** instructions both in and out of class from all staff members.

- Be aware of others and take care not to injure anyone. Bullying, assault or aggression (whether verbal, physical, emotional or cyber) towards any other person is unacceptable (Refer to the sections of the Student Journal on bullying, internet safety and cyber bullying)
- Disrespect, insubordination, swearing and grossly inappropriate use of language will not be tolerated
- Bandon Grammar School is an inclusive school where everybody is unique and equally deserving of respect. Discrimination will not be tolerated
- Intimate expressions of affection are not acceptable

7.4 **Attendance**

Pupils must be punctual for each class period throughout the day. Pupils must attend each designated class or be in the G.P Room, Library or elsewhere for periods as specified by staff. **Assembly** is to be attended promptly by pupils at times specified.

Late arrivals must sign the **Late Book** at Reception, collect a **Late Card** and present this to the class teacher. Late notices pass to the Year Head who may impose a sanction when 5 or more late cards are registered.

Absence from school must always be explained by an initial phone call as soon as possible on the first day of absence followed by a written communication i.e. absence note from School Journal, email or letter from parents/guardians to the school.

7.5 **Leave-Out**

Pupils may not leave the school between 9.00 a.m. and 4.00 p.m. without permission and a Leave-Out Card.

Boarders may not leave the school at any time without permission and they must sign out and report in as appropriate.

Day pupils not participating in supervised after-school activities must be collected from school by 4.15 p.m.

7.6 **Bounds**

Areas marked or named as **out-of-bounds** must not be entered.

Under no circumstances are boys permitted to enter girls' dormitory areas, changing rooms or lavatories nor are girls to enter boys' dormitory areas, changing rooms or lavatories.

7.7 **Uniform**

Proper school uniform (see circular) is to be worn daily and when representing the school. Pupils must always have appropriate Sports wear.

- 7.8 **Appearance & Cleanliness**
Dress and grooming must be acceptable and the school restricts the wearing of jewellery and make-up (see circular). Tattoos and body piercings are not acceptable. Pupils may wear a discrete stud to keep ear piercings open. A good standard of personal hygiene must be maintained. Two or more sets of uniform items are required for hygiene reasons. Boys are to be clean shaven.
- 7.9 **Classroom**
Pupils must always have their books and pens and **have their homework up to date**. Pupils must behave in class and apply themselves seriously to their work, thus respecting the right of other pupils to a disruption-free environment.
- 7.10 **Journal**
The school Homework Journal is essential for all pupils. It is to be brought to each class, be available for inspection and be kept clean and neat. Parents are requested to sign the Journal each week. Notes regarding homework etc are to be in the journal.
- 7.11 **Safety**
Possession of any weapons or instruments likely to cause injury is forbidden. Materials and substances which have the potential to hurt others or damage property, whether by design or accident, are likewise prohibited. Laser devices are **not** permitted in school or on school trips. Offending items will be confiscated and sanctions imposed as appropriate. Observe the safe cross code on school roadways and pathways. Orderly queues will be formed at all mealtimes, and also when boarding buses. In corridors and on stairs, pupils will walk in an orderly fashion.
- 7.12 **Lockers**
You must use the locker assigned to you. Lockers are school property and are allocated at the discretion of the school. Pupils may go to lockers **only at break times** and may not enter other locker areas. Keep your locker locked and the code secret.
- 7.13 **Driving**
For safety reasons the Board of Management will no longer permit pupils to drive or park on school grounds. In a case where that may cause particular hardship, parents may make application to the Board of Management.
- 7.14 **Fire Drill**
Students must adhere to instructions, walk quietly in an orderly fashion and assemble at the designated fire assembly point.
- 7.15 **Illness / Injury / Health at School**
Illness or accidents at school must be reported firstly to the teacher and then to the matron on duty unless in cases of serious injury. If Matron is unavailable, students should go to the nearest teacher or to Reception to seek attention.
- 7.16 **Theft and Damage**
Pupils are responsible for their own belongings and the school will accept no responsibility for their loss or damage. Respect the property of the school and other people at all times. Vandalism and theft will not be tolerated.

- 7.17 **Mobile phones** and related devices cause loss of concentration, disruption and the possibility of cheating in tests / examinations. Mobile phones, ipods or other audio/visual electronic devices and games etc may not be brought to the classrooms, study periods, the study hall / G.P Room between 9.00 a.m. and 4.00 p.m. Boarders and Day Boarders may not bring these items to Prep (6.30 – 9.45 p.m.). Use of a mobile phone / device during these times will result in a sanction.
- First occasion – confiscation of the phone/device for the school day
 - Second occasion – confiscation of phone/device until a parent / guardian is available to collect same from school office (Deputy Principal or Principal for a boarder)
 - Subsequent occasion – confiscation and referral to Section B of the Discipline Procedures

Under no circumstances must a phone be brought to any examination centre. The presence of a phone / device constitutes the inference of attempted / actual cheating which may result in cancellation of that test / examination for the pupil along with a sanction.

Each boarding house will specify appropriate times for the use of mobile phones, ipods, etc. Use of devices after 'lights-out' is **not** permitted.

It is forbidden to use any technology or means of communication to take images, record, copy or transmit illegal material or material which the school deems to be offensive, intimidating or discriminatory.

7.18 **Privacy and Data Protection**

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.

7.19 **General**

The school will be kept litter-free. Please use the bins provided.

At last class each day the room is to be tidied and chairs placed on desks

Chewing gum is not permitted. Bicycles are to be kept in designated areas.

8. DISCIPLINARY PROCEDURES (1) STRUCTURE

- 8.1 **A code of behaviour is in place to deal with breaches of discipline including those that do not fit neatly into a list.** In such instances, the Year Head or the Disciplinary Committee and the Principal will treat each case on its merits and take such measures as they deem necessary.

8.2 **Low Levels of Misbehaviour – Level A**

This involves a poor attitude, poor behaviour and poor self presentation. This is subject to correction by the teacher involved. e.g. Late for class, speaking out of turn.

8.3 **Medium Levels of Misbehaviour – Level B**

This involves behaviour and actions which interfere with the smooth respectful, healthy, and safe functioning of the school. e.g. Inappropriate rude language, homework not done repeatedly. This level of misbehaviour may result in a verbal reprimand, issue of report card, detention, consultation with parents/guardians or other measures as deemed appropriate.

8.4 **High Levels of Misbehaviour – Level C**

This involves very serious misbehaviour including illegal actions and possession of any non-prescription substances. It also includes acts of vandalism and actions which bring the school into disrepute. Other examples include:-

Bullying and cyber bullying	Violence
Possession or use of weapons	Disrespectful, dangerous behaviour
Possession, supply or consumption of Alcohol	Sexual Activity
Smoking or being in possession of cigarettes, e-cigarettes or tobacco	Racist or discriminatory actions.

This list is not exhaustive.

This level of breach of the Code of Conduct may result in suspension or expulsion. The school has a zero tolerance policy to the possession of, supply of and consumption of illegal substances (illegal drugs or misused prescription drugs)

8.5 In the case of repeated or multiple breaches of discipline the school also reserves the right to impose more severe sanctions, up to and including expulsion. It must be emphasised that these regulations apply to **ALL** school outings and activities.

8.6 The school reserves the right to control the composition of any group on a school outing.

8.7 Strict adherence to Health & Safety regulations is a requirement for boarding. Where a boarder is in serious breach of such regulations or the Code of Behaviour, his/her continuation as a boarder will be seriously considered by the school.

9. **DISCIPLINARY PROCEDURES (2)**

Consequences

The **consequences** of unacceptable behaviour/what happens when students break the rules (Responses and Sanctions)

9.1 For minor matters (Level A) a firm reprimand from a member-of-staff is expected to be sufficient to correct inappropriate behaviour

9.2 An incident report form (see **Appendix 2**) should be completed in detail by the teacher for Level B and C misbehaviour and returned to the relevant Year Head's postal box who then decides if further action is required.

9.3 For Level C offences the Year Head will investigate the issue and report to the Principal whereupon the Principal will arrange for a meeting of the discipline committee. The pupil(s) possibly involved will be required to give a full account of any actions of theirs being investigated.

9.4 The purpose of Discipline Committee meetings is to establish the truth, to arrive at just and fair decisions and to encourage improvements in behaviour. It strives to ensure that meetings are positive and supportive in tone. The student has the right to have parents / guardians present during the meeting.

9.5(a) The Discipline Committee shall consist of the Principal, Deputy Principal and either the Year Head and/or an Assistant Principal keeping gender balance in mind.

In the prolonged absence or unavailability of the Principal, he or the Chairperson of the Board of Management may instruct the Deputy Principal to act in his stead. As part of his investigation, the Principal puts the case to the pupil and gives him/her an opportunity to respond to the accusation.

Where a pupil is found to have breached the Code of Conduct or school rules appropriate sanctions will be imposed. A sanction may include a decision to suspend the pupil for a period up to three days. (In exceptional circumstances, the Principal may suspend the pupil for five days). He may also make a recommendation to the Board of Management to suspend the pupil for a longer period or to exclude him/her.

- 9.5(b) Where a boarder is involved in the Disciplinary issues relevant to boarding matters only it will be dealt with by the Principal and relevant head of house.

9.6 **Communicating Disciplinary Decisions**

The decision of the committee will be communicated to the pupil by the Principal/Deputy Principal and then to the parents/guardians concerned. The parents/guardians will be contacted by telephone in the first instance, but subsequently the committee's decision is forwarded in writing. All decisions to suspend are communicated to the Board of Management. Parents/Guardians have the right to appeal in all cases to the secretary of the Board of Management in writing within 5 days.

9.7 **Longer Periods of Suspension & Expulsion**

The Principal informs the Chairperson of the Board of Management, who nominates a sub-committee to investigate the breach of discipline fully. In its deliberations, that committee hears representations from the pupil, his/her parents/guardians, the complainant and any other party deemed by the committee to be relevant to the investigation, and reports its findings to the Board of Management. The Board decides what action is to be taken.

- 9.8 Pupils suspended or expelled from the school will not be allowed to return to class or any school activities during their removal from school in normal circumstances. (In the case of pupils living a great distance from school it may be necessary to make alternative arrangements to facilitate their departure)

- 9.9 Once the Discipline Committee has imposed a sanction the following in-school groups will be informed.

- Tutor(s) and Year Head
- House parent where a boarder is involved
- The Teaching Staff
- The School Board of Management

- 9.10 Where the school is obliged to notify a State authority of an incident or decision of the Disciplinary Committee/Board of Management. This will be done at the appropriate point having first contacted the parent(s) / guardian(s) i.e. Health Service Executive, Garda Youth Liaison Officer, Tusla.

- 9.11 The parent(s)/guardian(s) of the pupil have a right to make a submission to the Board of Management prior to that decision. Tusla (formally the The National Educational Welfare Board) will be informed by the school of any decision to suspend a pupil for 6 or more days together, 20 or more days cumulatively in one year, or to expel the pupil.

10. Appeals

- 10.1 The decision of the Board of Management may be appealed within five days to the Board of Directors but that decision stands pending the Directors' ruling. Under the Education Act 1998, Section 29, the decision of the Board of Directors may be appealed to the Secretary General of Education and Science or any authority designated by the Minister.
- 10.2 Suspensions of 20 days cumulatively or more in a school year may be appealed under Section 29 of the Education Act 1998 to the Department of Education and Skills. Appeal of a decision to expel may be made to the Secretary General, Department of Education and Skills, Portlaoise Road, Tullamore, Co. Offaly.
- 10.3 Where a boarder is involved in Disciplinary issues relevant to boarding matters only an appeal of the decision of the Board of Management may be made within five days to the Board of Directors but that decision stands pending the Directors' ruling.

11. Rewarding Positive Behaviour & Achievements

Systems for acknowledging good behaviour, progress and effort

- Quiet appreciation from a teacher
- Praise for achievement in school assembly, website public praise and/ or award at Prize Day and Sports Day, or the David Smyth Memorial Cup
- Favourable note sent home
- An outstanding achievement by a pupil would be acknowledged by a presentation to the student at a tutorial meeting
- Election to a position of leadership by other pupils i.e. Student Council
- Election to a position of leadership by staff e.g. Mentor, Sports Prefects, Prefects

12. Seeking Help

Where parents or students can get **help** when problems arise

- 12.1 The Principal and Deputy Principal, the Guidance Counsellor, Chaplain, Year Head's, Boarding staff, Matrons, Class teachers are all available to approach as appropriate should you have a concern.
- 12.2 Where incidents occur we pledge to encourage a culture of 'reporting'. Each report will be taken seriously and the focus will be on resolving the problem.
- 12.3 Reporting: This may include reporting to the following: Mentor, Prefects, any member of the Teaching Staff, Tutor, Guidance Counsellor, Matron, Year Head, House Heads, Chaplain, Deputy Principal or Principal

13. Raising a concern

Procedures for **raising a concern** or bringing a complaint about a behaviour matter

- 13.1 A teacher communicates the matter to the parent in the H/W journal and look for a reply and/or report to Year Head via Incident Report form.
A parent should contact the school office to make contact with class teacher, tutor, year head, boarding head, guidance counsellor, deputy principal or principal in order as appropriate.
- 13.2 For very serious behaviour matters the situation should be reported directly to the Principal or Deputy Principal.
- 13.3 Where the matter is of a sensitive nature it should be reported to the Guidance Counsellor or Chaplain.
- 13.4 Child Protection. For Child Protection matters the Designated Liaison person is the Principal. The Deputy Designated Liaison person is Mrs Mary McCarthy-O'Brien, Assistant Principal.

Reference

14. **Reference** to other school policies to deal with bullying, harassment and sexual harassment
- 14.1 Attendance Policy
Anti Bullying Policy
Acceptable Usage I.T. policy
Guidance Policy
Cyber Bullying
School Tour Policy
Pastoral Care Policy
Data Protection Policy

Reviewing

15. The plan for **reviewing** the code
- 15.1 The code should be reviewed prior to the Easter Holidays each year.

June 2016.

Bandon Grammar School

Appendix 1 to Code of Behaviour

Policy for the School regarding Narcotics & Illegal Substances

The school believes that involvement on the part of students of the school in the use of, possession of, supply of or the organisation of supply of illegal substances, narcotics, pharmacy drugs or prescription drugs for misuse:-

- (a) detrimentally affects the school based performances and behaviour of the students concerned, and other students, and
- (b) detracts substantially from the harmonious operation and/or safe environment of the school.

Further, conscious of the need to support those members of our community who find themselves drawn into any of the above activities, the school:

1. **Prohibits** the use of, possession of, supply of, or the organisation of the supply of illegal substances by students of the school on school grounds, or school based or related activities or having an effect on other school pupils.
2. **Reserves the right** to require that students suspected of involvement in the use of, possession of, supply of, or the organisation of supply of illegal substances, present for medical examination as determined by the school in consultation with the parents concerned.
3. **Reserves the right** at its above absolute discretion to impose the following sanctions:
 - (a) To exclude from the school students found to be in breach of the policy which prohibits the use of, possession of, supply of, or the organisation of supply of illegal substances on school grounds or school based activities.
 - (b) In the event of a student testing positive under the policy which reserves the right to request that students suspected of involvement in the use of, possession of, supply of, or the organisation of supply of illegal substances, present for medical examination as determined by the school in consultation with the parents concerned, he/she will be excluded.
 - (c) In the event of a student testing negative, the school reserves the right to continue investigations into the use of, possession of, supply of, or the organisation of supply of illegal substances.
 - (d) In the case of refusal to accede to the school's reasonable request for medical examination the school reserves the right to impose sanctions which may include exclusion from the school based on the evidence then or subsequently available to the school.

This policy will be implemented in accordance with procedures detailed in the school Code of Behaviour.

June 2016

Signed by Chairman, Board of Management: _____

Date : _____

Bandon Grammar School

Incident Report Form

(Appendix 2 to the Code of Behaviour)

Complete in detail and return to the relevant Year Head Postal box.

Pupil Name		Date of Incident:	Time:
Teacher		Pupil's Class:	Location of Incident:

Nature of Incident

Repeated failure to produce homework		Failure to bring books / materials to class on a regular basis	
Consistent lack of effort		Littering	
Disruptive in class		Rude to teacher / insolent	
Damage to school property		Failure to bring appropriate apparel to P.E / Games / Activities	
Writing graffiti		Improper use of phone	
Use of bad language		Truancy from class	
Disrespect to other pupils		Other:	

Details of Incident:

Action Taken	Additional Comments	
Talk it through		
Verbal reprimand		
Verbal apology sought		
Written apology sought		
Additional work	Tutor's Comments (If required)	
Detention		
Journal entry		
Parents / Guardians contacted		
Other (Please Specify):	Signed:	Date: / /

Referred to Year Head On: / /	Signed:	Date: / /
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For Year Head Use only

(Please tear this section off and leave it in the postal box of the student's tutor)

Note to inform Form Tutor:

Form		Tutor	
Student Name		Date	/ /
Incident		Action Taken	

If you require more information on this incident, please consult the Year Head.