

# **Code of Behaviour**

“We in Beaufort endeavour to provide a caring and supportive community which encourages each student to develop her full spiritual, intellectual, moral, physical and social potential in an environment which recognises the primacy of social justice.”

These values underpin all relationships, structures, systems and responsibilities in our school and our code of discipline is to be interpreted within this ethos.

## **The aims of our code of behaviour are:**

- To create a safe and happy learning environment by promoting a sense of mutual respect among all members of the school community
- To promote good behaviour and self-discipline among the pupils so that people feel valued and respected

## **Respect**

A core value of our mission statement is respect for ourselves and others. It follows that in Beaufort we expect you will:

- Show respect for yourself and all members of the school community both in school and on school outings
- Respect all school property and the property of your fellow pupils
- Never belittle or insult your fellow pupils
- Respect the property of others
- Contribute to an atmosphere of support and inclusion
- Not interfere with your fellow pupils' learning by disrupting and interrupting their lessons
- Show kindness to everyone in the school community
- Mobile phones, camera phones, digital phones, i-pods and all recording devices must be locked in student's lockers during the school day. The telephone at reception is available to students with permission from the receptionist.
- Show courtesy and respect to all members of the school community both inside and outside school.

***Positive behaviour will be encouraged and rewarded.***

## **Health and safety**

The school aims to create an environment where learning and teaching can take place effectively. It follows that in Beaufort we expect that you will:

- Attend school on each school day and not miss time without good reason
- Provide your Form Teacher with a written excuse explaining any absence
- Be punctual and be prepared for class
- Log in at Reception if you come to school after class has started
- Log out with written parental permission at Reception if you have to leave during the day
- Remain on the school grounds for the duration of the school day. Only Sixth Year pupils have permission to go home for lunch.
- Neither smoke nor drink alcohol:
  - (a) in any part of the school premises or grounds
  - (b) while in school uniform
  - (c) on occasions when pupils can be identified with the school

- Dismount and walk into school from the school gates if you cycle to school. Car parking within the entire school grounds is available to Staff only. Anyone parking illegally will be clamped. Release fee €20.
- Show courtesy and respect to all members of the school community both inside and outside school.

## **Learning**

We set high standards and expect every student to work hard in order to achieve her full potential. It follows that in Beaufort we expect that you will:

- Mobile phones, camera phones, digital phones, i-pods and all recording devices must be switched off and locked in student's lockers during the school day. The telephone at reception is available to students with permission from the receptionist.
- Show courtesy and respect to all members of the school community both inside and outside school.
- Fully co-operate with teachers at all times.
- Be punctual and have all necessary equipment
- Do homework completely and on time
- Participate fully in class
- Not disrupt class: e.g. Talking out of turn / answering back
- Help to create a positive attitude and show willingness to learn
- Be responsible for all your own belongings and store them in your locker
- Keep your locker locked at all times
- Label all your belongings including uniforms, books and sports equipment.

## **School uniform policy**

Students should be aware that they represent the school at all times when wearing the school uniform, and that their behaviour should be in keeping with the ethos and values of the school.

- Pupils are expected to wear the uniform in a neat and tidy fashion.
- Frayed cuffs and dropped hems on skirts should be mended.
- It is not permitted to wear hoodies with the skirt.
- White v-necked tee shirts or vests may be worn under the blouse but no coloured tee shirts.
- Uniform scarves and gloves may be worn coming to and from school, but not during the school day.
- Canvas shoes are not permitted, as they do not provide adequate support.
- Socks or tights may be worn but not both together. In very cold weather, it is acceptable to wear black socks and black tights together, otherwise revert to green socks only.
- Leggings may not be worn with the skirt.
- Each item of uniform must be clearly marked with a label.
- No non uniform items may be worn.
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Non-uniform items of clothing (including hoodies when worn with the skirt) will be confiscated for a period of three weeks.

The items of uniform listed below may be purchased in School Wearhouse Ballyogan.

- Brendella green check skirt
- Green pullover with crest (navy for 6<sup>th</sup> Years only)
- 5 white revere long sleeve blouses
- 5 pairs dark green knee socks (navy for 6<sup>th</sup> Years only)
- Black or navy traditional leather school shoes
- Green school fleece lined jacket
- School scarf (available from Reception)

- Uniform labels

#### Games Uniform

- School tracksuit
- Games skirt/jersey/games socks (hockey and camogie)
- 3 white Aertex blouses
- Navy uniform shorts

#### Hairstyle/Jewellery

Hairstyles should be neat, discreet and simple and the colour within the normal range of natural hair colours. Hairbands should be of school uniform colours only.

#### Jewellery allowed

- Small cross or chain
- Watch
- 1 ear stud in each lobe

#### Hair and make up

- Hair neat and tidy
- No make up
- No nail varnish

Jewellery, including body piercing jewellery, will be confiscated until the end of term.

*Uniforms will be checked regularly during the year.*

**No coloured jackets, hoodies, scarves or runners to be worn to or from school.**

### **Sanctions**

The following sanctions apply in accordance with the seriousness of the offence.

#### **Confiscation:**

- Non-uniform items of clothing will be confiscated for three weeks including hoodies when worn with a skirt
- Jewellery, including body piercing jewellery, will be confiscated until the end of term
- Mobile phones including their SIM cards and all recording devices will be confiscated for two weeks.
- I-pods used in class will be confiscated for two weeks.

#### **Dockets:**

Any member of the staff may issue these for:

- lack of respect to any member of the school community (e.g. rudeness, rowdy behaviour, disrupting class)
- disregarding a teacher's instructions.
- littering
- chewing gum
- incomplete school or PE uniform
- eating in bathrooms or locker rooms
- eating or drinking during class or study
- not logging in

#### **Late Slips:**

These will be issued for being late for school or for class / or study.

**Detention:**

This will be imposed by decision of the Year Head for any three dockets given during the year or for 3 lates. Late dockets do not carry over after Christmas. It will take place from 3:50pm to 4:50pm on a day to be decided by school management in September. Detention slip must be signed by parent or guardian and returned to the Year Head.

**Detention cannot be changed for reasons such as grinds, sports, music lessons, dental appointments etc.**

**On Report:**

A pupil who continually infringes rules will be put on report. This means that the Year Head gives the pupil a report sheet, which is signed with a comment by the subject teacher after each class. A pupil may be put on report for at least one week, after which the situation will be reviewed by the Year Head.

**Instant Detention:**

Will be given for by the Year Head for:

- Rudeness or disrespect to a member of staff
- Bullying or aggressive behaviour
- Stealing
- Leaving school grounds without permission
- Failure to log in or out at Reception
- Graffiti on school property, including desks and lockers. Pupils must also pay for damage done to school property.
- Vulgar language either spoken or written
- Forging signatures
- Telling lies
- Copying at tests
- Absenting themselves from a class without permission
- Disrupting supervised classes in the supervision room.

**Discipline Committee:**

Students who reach 3 detentions or students who have continuously misbehaved will be required to attend a meeting of the discipline committee. The student will be required to explain her behaviour to the committee and how she will correct it. Measures will be put in place to support and guide the student in the future.

**Suspension:**

In the case of suspension the decision may be taken by the day to day management team of the school, i.e. the Principal or in her absence the Deputy Principal.

Any student who continuously breaches school rules or the school's code of behaviour may warrant suspension outside of school.

Suspension will take up to and including 5 days.

Suspension may be given for the following:

- Continuous breaches of school rules e.g. repeated bullying, etc

- Any grave misdemeanour
- Missing classes in or out of school
- Leaving school grounds without permission
- Smoking or drinking in school uniform or on occasion when the student is on school business.
- Any person using Information and Communication Technology (ICT) for the purpose of bullying a fellow student, insulting or defaming a teacher or any other member of staff associated with the school and/or bringing the school into disrepute in any fashion will be immediately suspended.
- Intentional damage of school property

## **Procedure**

The Principal (or in her absence the Deputy Principal) rings the parent(s)/guardian(s) to inform them of the situation and that it is our policy to suspend in such incidences. The parent(s)/guardian(s) informs the pupil of the suspension details. The Principal then sends a letter home to that effect. In very special circumstances the school may accommodate the parents by having an in-house suspension. The pupil may be asked to write an essay reflecting on why they received a suspension.

## **Re-introduction of the student to the school**

1. Parent(s)/guardian(s) may be requested to attend a meeting in the school
2. A written intention of good behaviour in the future may be requested
3. In some instances written agreed conditions signed by both parent(s)/guardian(s) and pupil may also be requested.

## **Referral to the Board of Management / Gardai**

The possession, use or distribution of illegal substances is forbidden in the school, on its grounds and at all school related activities. Breaches of this rule will result in suspension from school, referral to parents, the Board of Management and to the Gardai.

These regulations are required to protect the health and safety of the full school community.

***Note: It is strictly forbidden to take photographs in school as this may constitute an invasion of privacy.***

**The School Management reserves the right to be the final arbitrator in the interpretation of the School Rules**

## **Expulsion**

Expulsion is the ultimate sanction imposed by the school, and is employed by the Board of Management in extreme cases of indiscipline or gross misconduct.

The Principal will decide to recommend to the Board of Management that a student be expelled, only when it is the only course of action available to her for a very serious incident or incidents.

A decision by the Principal to recommend to the Board of Management the expulsion of a student will only occur when the following procedures have been carried out:

- 1) The school management is satisfied that all other sanctions have been exhausted and/or all other solutions deemed reasonable by the Principal have been explored and found unsatisfactory.
- 2) When the parents(s)/guardians(s) have been informed of the Principal's intention to recommend expulsion.
- 3) When the parents(s)/guardians(s) are provided with a full written description of the allegation(s) against the student and the case being brought to the Board of Management.

A decision made by the Board of Management to expel a student may be appealed under section 29 of the Education Act 1998.

### **Appeals Procedure**

Under Section 28 of the Education Act, 1998:

- a) The parent of a student, or in the case of a student who has reached the age of 18 years, the student, may appeal to the Board of Management against a decision of a teacher or other member of staff of a school,
- b) Grievances of students, or their parent(s), relating to the students' school (other than those which may be dealt with under paragraph (a)) or Section 29, shall be heard.
- c) Appropriate remedial action shall, where necessary, be taken as a consequence of an appeal or in response to a grievance.

Under Section 29 of the Education Act, 1998, there are three contingencies in which the student (over 18 years) or the parent/guardian may appeal to the Secretary General of the DES, as follows:

- 1) Where the Board permanently excludes a student from the school.
- 2) Where a student is suspended for a period of 20 days or more in one school year.
- 3) Where the school refuses to enroll a student.

Such an appeal may only be made following the conclusion of any appeal procedures provided by the school in accordance with Section 28.

**In matters of discipline the School Management will be the ultimate arbitrator.**

***The School Management reserve to themselves the right of resigning the charge of any student.***