

Holy Rosary College Mountbellew

Code of Behaviour

INTRODUCTION:

1. In devising the Code of Behaviour for Holy Rosary College, consideration has been given to the particular needs and circumstances of this school. The aim is to ensure that the individuality of each student is accommodated while acknowledging the right of each to an education in a relatively disruption-free environment.
2. Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school. The code offers a framework within which positive techniques of motivation and encouragement are utilised by the teachers.
3. The school places greater emphasis on rewards than on sanctions, in the belief that this will, in the long run, give the best results.
4. The school recognises the variety of differences that exist between students and the need to accommodate these differences.
5. It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff and between staff, pupils and parents.
6. The rules are being kept to a minimum and are positively stated in terms of what pupils should do.
7. All efforts will be made to match the curriculum to the abilities, aptitudes and interests of each pupil. This should help to reduce boredom, lack of interest or lack of progress.
8. The overall responsibility for discipline within the school rests with the Principal. Each teacher has responsibility for the maintenance of discipline within his/her classroom, while sharing a common responsibility for good order within the school premises. A pupil may be referred to the Year Head, the Deputy Principal and/or the Principal for serious breaches of discipline and for repeated incidents of minor misbehaviour.
9. The code will be reviewed at agreed intervals.

THE STANDARDS OF BEHAVIOUR THAT SHALL BE OBSERVED BY STUDENTS ATTENDING THE SCHOOL

- Students are expected to show respect for themselves, for others, for their own, for other students', public and school property and behave at all times in a way that respects the safety of themselves and others.
- Students responsible for damage to any property, including schoolbooks, will be required to pay for such repairs or replacement as may be necessary.
- A high standard of behaviour is expected from all students while in class, on corridors, at sporting outings, recreation, on school tours, at school functions, in Church, or on school buses.
- Regular attendance is essential. Students who arrive late for school must "sign in" in the Deputy Principal's office, otherwise they will be recorded as being absent from school.
- Students are expected to be on time for every class. They may not be absent from class without the permission of the teacher in whose class they should be.
- Students are expected to have the required books / equipment / materials for each class.
- Students are expected to co-operate with the teacher and not to disrupt the lesson in any way.
- Students must personally do the homework set for them by their teacher and present the work on time.
- Students are required to use the official HRC Homework Diary and parents are expected to check the diary regularly.
- Students must have permission from the Deputy Principal or Principal to leave the school grounds at any time. Those who have medical appointments etc. must bring an official note to that effect from a parent/guardian to the Deputy Principal, receive permission from him to leave school, "sign out" and be collected by a parent/guardian who must also sign the student out. Students "sign in" if they return to school from an appointment.
- Students who are being collected from school because they are sick must "sign out" and their parent/guardian must sign them out also.
- School uniform must be worn on all school days. Students are expected to be well groomed, neat and tidy. In the interest of safety, no body piercing jewellery is permitted with the exception of an ear stud in each ear.
- Students are expected to maintain a litter free school.
- In accordance with the Government Tobacco (Health Promotion and Protection) Regulations, 1990, and The Public Health (Tobacco) Act, 2002, smoking including the use of electronic cigarettes is forbidden in the school, in the grounds, and on school buses.
- Students may not enter buildings or areas within the school / convent grounds which are designated as "out of bounds", or other areas which may be designated as "out of bounds" from time to time.
- For health, hygiene and safety reasons, Tippex, Felt-tip markers and Chewing Gum are not allowed in the school.
- Possession or use of alcohol or non-prescribed drugs in the school, the grounds, during school hours, or at school events, is absolutely forbidden.

- Mobile phones must not be used during school time. Any phone left powered on between 9:10 and 3:45 may be taken up by a member of staff. The phone may be collected from the school office at 3.45pm.

MEASURES THAT MAY BE TAKEN WHEN A STUDENT FAILS OR REFUSES TO OBSERVE THE SCHOOL'S CODE OF BEHAVIOUR

Classroom management issues and inappropriate behaviour on corridor or school grounds etc., should be dealt with as appropriate by the teacher.

As a general guideline, measures / procedures may include:

- Verbal Reprimand
- Repeat Homework
- Extra Homework
- Withdrawal of Privileges
- Incident noted on a White Card

White Card

Misconduct which warrants a White Card may include the following:

1. Failure to do given homework.
2. Late for Class with no acceptable excuse.
3. Not having required textbooks / materials for class.
4. Deliberate littering.
5. Using, or having a mobile phone switched on during school time
6. Other incidents which the Teacher may deem to warrant a White Card

- When 5 incidents are recorded, the subject teacher issues a White Card, records this in the lunchtime detention book and in the student's school diary. The teacher who issued the card, puts the student on a lunchtime detention, leaves work for the student in the 'detention book' or assigns work, before the start of detention. The teacher checks that the student has done the detention and the work. The card, indicating whether or not the student has done detention, is placed in the box for the relevant Year Head when the detention period has passed.
 - Lunchtime detention takes precedence over all extra-curricular activities.
 - A student who does not have work assigned will not be allowed into detention.
 - Should a student fail to attend the assigned lunchtime detention, the subject teacher informs the relevant Year Head who places the student on evening detention. The student must also serve the outstanding lunchtime detention. If a student misbehaves during lunchtime detention he/she will be placed on an evening detention.

- A standard letter will be sent by the teacher, who has put the student on detention, to the parent(s)/guardian(s) informing them that their son/daughter has been put on lunchtime detention and enclosing a copy of the White Card recording the incidents.

If a student commits an offence of a more serious nature than would warrant a White Card or if repeated minor offences occur, the teacher may issue a Yellow Card.

Yellow Card

Misconduct which warrants a Yellow Card may include the following:

1. Showing serious disrespect for a teacher, a member of staff or a fellow student.
2. Out of bounds infringements.
3. Preventing the learning process in a class through disruption or misbehaviour.
4. Use of offensive language, offensive sexual or homophobic comment.
- 5 Other incidents which the Teacher may deem to warrant a Yellow Card

- The Teacher records the details of the misconduct or offence on a Yellow Card and gives the card to the relevant Year Head who keeps it on file.
- If the student receives 4 Yellow Cards, he/she may be placed on evening detention by the Year Head. The parent(s)/guardian(s) of the student in question are informed in writing beforehand, of the reasons for the detention and the date and duration of the detention.
- Should a student receive a further 4 Yellow Cards, then he/she may be put on another evening detention.
- Should a third period of evening detention be warranted, a suspension of up to three days may apply instead.
- A student who is given a further four Yellow Cards following a suspension, may be subject to another period of suspension.
- The Year Head will discuss with students the reasons for which a Yellow Card is issued. They will if necessary, explain why their behaviour was unacceptable. They will point out the consequences of making certain choices and will encourage students to improve behaviour so that no further yellow cards are received.

Red Card

- If a student's behaviour in class is such that the teacher can no longer teach the class effectively, the teacher records the incident on a Red Card.
- The student is informed that he/she will not be allowed back in to class until a letter is received by the teacher, signed by both the student and his/her parent(s)

/guardian(s) apologising for the incident and promising good behaviour in future. A standard letter, (available from the office) to that effect, is given to the student by the teacher to be brought home to the parents/guardians.

- The student is sent, accompanied by another student, to be supervised by arrangement in another classroom. The accompanying student brings the completed red card to the receiving teacher who indicates on the red card that the student has been accepted into his /her class.
- The accompanying student returns to the teacher and confirms by presentation of the red card that the student who was “redcarded” has been delivered to the other classroom.
- The teacher informs the Deputy Principal as soon as possible, that he/she has removed a student from class, and that the standard letter has been given to the student to bring home .
- The Deputy Principal phones the parents/guardians to tell them that their son /daughter has been removed from class and that a letter to that effect has been given to him/her .
- On receipt of a letter signed by both the student and his/her parent(s) /guardian(s) apologising for the incident and promising good behaviour in future, the student is allowed back in to class.
- In the event of a student not producing a letter of apology, he / she must report for each class to the teacher from whose class he/she has been red carded. The student will continue to be red carded from each class until a letter of apology is produced.
- The Year Head will discuss with students the reasons for their removal from class, helping them to learn why their behaviour is unacceptable. The Year Head will help them to recognise the effect of their actions and behaviour on others and will encourage them to improve behaviour so that no further red cards are received.

Any Teacher has the right to bypass the ‘Card system’ if he / she deems that the situation warrants more serious consideration. Parents may be contacted at any time where it is deemed necessary. If such contact is made, the Principal/Deputy Principal must be informed beforehand.

Referral to Year Head

If a teacher refers a student to a Year Head outside the card system , the Year Head may

- Place the student on a Lunchtime Detention
- Put the student ‘On Report’ for a period of time as determined by the Year Head or Deputy Principal. The ‘On Report’ book is collected from the Deputy Principal’s office by the student “on report” before first class each morning and is returned to the office at the end of last class each day. Each subject teacher fills in details of the student’s punctuality, behaviour and homework in the book. A copy of the completed

“On Report” book is sent home to parent(s)/guardian(s) at the end of the week. The student is responsible for the report book and loss or mislaying of the book may incur another period of being put “on report”.

Suspension by the Principal

- The Board of Management has the authority to suspend a student but delegates the right to suspend for a maximum of 6 days to the principal. (5/11/2013)
- In its assessment of the facts, the school will follow fair procedures i.e the right to be heard and the right to impartiality.
- If this assessment confirms serious misbehaviour that could warrant suspension, the student and his/her parent(s) / guardian(s) will be given an opportunity to respond to the assessment before a decision is made to suspend .
- The duration of the suspension will be determined by the Principal or by the Deputy Principal in the absence of the Principal.
- The Principal will inform the Staff and the Board of Management of the decision to suspend a student.
- The reason(s) for the suspension will be outlined in writing to the parents/ guardian(s)
- The dates of the suspension will be clearly stated.
- Before being allowed back to the school following a period of suspension, the student – accompanied by his/her parent(s) /guardian(s)- must give a written undertaking, in the presence of principal/deputy principal, as to future good conduct.

SUSPENSION BY THE BOARD OF MANAGEMENT

- The Board of Management may suspend a student for serious breaches of the school’s Code of Behaviour.
- In the event that the Principal proposes that the Board of Management should suspend a student, the following procedures will be adopted:
 - The reason(s) for the proposed suspension will be outlined in writing to the parents/ guardian(s)
 - The dates of the suspension will be clearly stated
 - The parent(s) / guardian(s) of a student, or a student over 18 years of age, will be invited to respond to the proposed suspension in writing and/or orally to the Board of Management. If attending they must give two days notice to the secretary of the Board.
 - Where the total number of days for which a student has been suspended in the current school year reaches 20 days , the parent(s) / guardian(s) or a student aged 18 years or over, may appeal the suspension under section 29 of the Education Act 1998 ,as amended by the Education (Miscellaneous Provisions) Act 2007

EXPULSION

Where the Board of Management or a person acting on its behalf is of the opinion that a student should be expelled from the school it shall, before so expelling the student:

1. Notify the Educational Welfare Officer to whom functions under the Education (Welfare) Act 2000, have been assigned, in writing, of its opinion and the reasons therefor. Appeals against suspension of more than 20 days per year may be appealed to the DES Secretary General under Section 29 Education Act 1998.
2. The Educational Welfare Officer concerned shall, as soon as may be after receiving a notification under subsection 1 above, make all reasonable efforts to ensure that provision is made for the continued education of the student to whom the notification relates.
3. For the purposes of subsection 2 above, the Educational Welfare Officer concerned shall, as soon as may be after receiving the said notification:-
 - (a) make all reasonable efforts to consult with the Principal of the school concerned or a person nominated by him or her, with the student concerned and with his/her parents, and such other persons as the Educational Welfare Officer considers appropriate, and
 - (b) convene a meeting attended by Educational Welfare Officer him or her of such of those persons as agree to attend such meeting.
4. A student shall not be expelled from a school before the passing of 20 school days following the receipt of a notification under this section by an Educational Welfare Officer.
5. Subsection 4 is without prejudice to the right of a Board of Management to take such other reasonable measures, as it considers appropriate to ensure that good order and discipline are maintained in the school and that the safety of students is secured.

THE GROUNDS FOR REMOVING A SUSPENSION / EXPULSION IMPOSED IN RELATION TO A STUDENT

Where a board or a person acting on behalf of the Board:-

- (a) permanently excludes a student from a school, or
- (b) suspends a student from attendance at a school for a period to be prescribed for the purpose of this paragraph, or
- (c) refuses to enroll a student in a school, or
- (d) makes a decision of a class which the Minister, following consultation with patrons, national associations of parents, recognised school management organisations, recognised trade unions and staff associations representing teachers, may from time to time determine may be appealed in accordance with this section;

the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may, within a reasonable time from the date that the parent or student was informed of the decision and following the conclusion of any appeal procedures provided by the school or the patron, in accordance with section 28 (Education Act 1998), appeal that decision to the Secretary General of the Department of Education and Science and that appeal shall be heard by a committee appointed by the Minister.

THE PROCEDURES TO BE FOLLOWED RELATING TO NOTIFICATION OF A STUDENT'S ABSENCE FROM SCHOOL

- Where a student is absent from school for any length of time, the parent / guardian must explain the absence by an Official Note (from the back of the student's school diary) to the Deputy Principal on the student's return to school.
- The school will maintain a record of the attendance, non-attendance and/or reasons for such non attendance on each school day of each student registered at the school.
- Such a record will be maintained at the school and shall be in such form as may be specified by the Board.

Where:-

- (a) a student is suspended from the school for a period of not less than 6 days,
- (b) the aggregate number of school days on which a student is absent from the school during a school year is not less than 20,
- (c) a student's name is, for whatever reason, removed from the register referred to above by the Principal of the school, or a student is, in the opinion of the Principal of the school at which he or she is registered, not attending school regularly;

the Principal of the school shall forthwith so inform, by notice in writing, the Educational Welfare Officer.

On receiving such a notice the Educational Welfare Officer shall:-

- (a) consult with the student concerned, his or her parents / guardian, the Principal and such other persons as he or she considers appropriate, and
- (b) make all reasonable efforts to ensure that provision is made for the continued education of the student and his or her full participation in school.

Subject to section 17(2) (Education Welfare Act 2000), the Board of Management shall, if of the opinion that a parent / guardian is failing or neglecting to cause his or her student to attend a recognised school in accordance with this Act, serve a notice (hereafter in this section referred to as a "school attendance notice") on such parent / guardian:-

- (a) requiring him or her on the expiration of such period as is specified in the notice, to cause his or her student named in the notice to attend such recognised school as is specified in the notice, and there to attend on each school day that the notice is in force, and
- (b) informing him or her that if he or she fails to comply with a requirement under paragraph (a) he or she shall be guilty of an offence.

A school attendance notice under this section shall remain in force for such period as may be specified in the notice or until it is revoked by the Board.

Before making a school attendance notice the Board shall, in such manner as it considers appropriate, make all reasonable efforts to consult with:-

- (a) the parents / guardian of the student concerned, and
- (b) the Principal of the recognised school that the Board proposes to specify in such notice, and shall, when so specifying a recognised school, have regard, as far as is practicable, to the preference (if any) expressed by the said parents.

PASTORAL CARE / DISCIPLINE STRUCTURE AND PROCEDURES

Individual teachers will deal with breaches of the rules in so far as is possible.

The principal informs the staff, on a need to know basis, of any issues of concern that she or the deputy principal become aware of. This is done by confidential letter in an envelope on the Pastoral Care notice board or otherwise as may be deemed most suitable.

Parents are kept informed of any concerns involving their children always being cognisant of our Child Protection policy.

Each class/ teaching group is assigned a class teacher who takes a pastoral interest in the students.

Regular Class Teacher time enables teachers to reinforce the Code of Behaviour and to discuss any issues of concern that their students may have. Regular surveys of students are carried out to ensure that any issues are dealt with as soon as possible.

Teachers will refer students to the Year Head, the School Counsellor, the School Chaplain, Pastoral Care Team, Deputy principal and / or the Principal where they deem this necessary.

Year Heads will deal with issues referred to them and report to the weekly Pastoral Care meeting.

The Pastoral Care Team considers referrals of a pastoral nature from all teachers, reports to a weekly Pastoral Care meeting and takes whatever action is deemed necessary.

Leaving Cert prefects act as Cairde to the first and second year students and report regularly to meetings with the Principal and Deputy Principal.

This policy will be subject to periodic review.

**The Board of Management approved the Code of Behaviour
on 20 January 2005.**

Modified & updated :08 February 2006; 07 March 2007; 4 February 2008

29 May 2013