

CODE OF BEHAVIOUR POLICY

How the Code of Behaviour developed:

During the process of amalgamation of the two schools, a committee was formed from staff members of both schools. The committee reviewed both existing codes of behaviour and drew up a draft code of behaviour for Banagher College. This was presented to a full staff meeting and amended in view of this discussion. The new draft of the code was discussed by the Parent's Council and Board of Management set up the following year when the schools amalgamated fully.

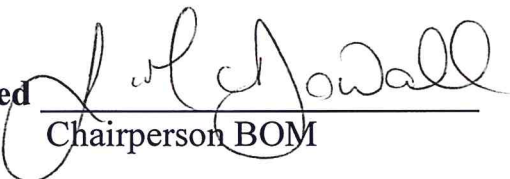
It was ratified in that year 2007.

It was reviewed on an on-going basis during the next two years.

A Committee consisting of Principal, Deputy Principal and two elected staff members was formed to review the code in light of the guidelines on positive behaviour. A draft code was drawn up.

This was reviewed by the Student Council whose comments were brought to a whole staff meeting. It was presented to the staff in May 2010. It was ratified by the Board of Management on 24/06/2011

Reviewed by Board of Management

Signed 
Chairperson BOM

Date 28/11/19

MISSION STATEMENT

Banagher College Coláiste na Sionna is a multi-denominational school which aims to provide an education which is truly Christian.

AIMS:

We aspire to:

- Provide a just and caring environment where each student is impressed with awareness of human dignity and to develop a sense of responsibility in each individual.
- Develop the talents of each individual and instil the desire to achieve one's full potential through a spirit of intellectual enquiry and academic endeavour.
- Foster in a caring community the desire for participation and challenge, to build individual and compassionate men/women of character.

If a child lives with fairness, he learns justice."

The Code of Behaviour of Banagher College Coláiste na Sionna is based on respect for self, others and the school environment. Each student is expected to behave in a mature and responsible manner, helping to create a cheerful and safe environment where education flourishes. The College encourages students to achieve their potential by adopting a curriculum and a teaching methodology, which are sufficiently differentiated, to cater for the needs of each individual student.

All staff members contribute to creating an environment, which fosters acceptance, understanding and accomplishment and encourages healthy interpersonal relationships. Good behaviour is recognised and commended whether on an individual or collective basis.

Rules: the foundation of the College's Code of Behaviour is based on a positive and developmental approach to discipline, which is primarily preventative and secondly corrective. Hence the need for the rules and regulations, rewards and sanctions. The College rules are implemented consistently, firmly and at all times fairly.

Sanctions: Sanctions are required to show disapproval of and to discourage unacceptable behaviour. Sanctions are graded according to particular circumstances and they make a clear distinction between minor and major breaches of the code of behaviour. The school journal is used to keep parents informed of their child's general behaviour and achievements. In cases of a major breach of the code of behaviour, parents are contacted at an early stage and their active co-operation is sought in relation to the matter.

Teacher Priorities

- ◆ Offer a child-centred education, emphasizing the holistic development of the student. Develop awareness of a healthy lifestyle.
- ◆ Plan and resource suitable units of work to effectively deliver a balanced well prepared programme.
- ◆ Encourage involvement in extra-curricular activities, motivating students to develop their unique strengths and talents.
- ◆ Be proactive as a teacher and a staff member. Foster teamwork by supporting colleagues. Act as a consistent, productive and efficient member of the teaching team.
- ◆ Encourage students to develop their full academic potential, based on competition with self rather than others.
- ◆ Instil a love of learning in students and be a source of support and guidance for them.
- ◆ Offer a variety of learning experiences and encourage students to participate fully in class.
- ◆ Give all students a sense of achievement to enable them to develop their various skills and talents and achieve their goals.
- ◆ Be a role model for students at all times.
- ◆ Help students to understand and appreciate that authority is a necessity in any living community.

Students

- ◆ Positive Caring Environment
- ◆ High Expectation and Standards
- ◆ Rewarding Relationships with Teaching
- ◆ Gender Equality
- ◆ Responsive to Needs

- ◆ Equitable Timetable
- ◆ Challenged to be the best they can be

Parents

- ◆ Relaxed and Welcoming Environment
- ◆ Respected as Prime Educators and Partners in Education
- ◆ Express Views and Opinions
- ◆ Involvement in relevant School Issues
- ◆ Informed of Significant Happenings
- ◆ College an Integral Part of Community

STUDENTS' CODE OF CONDUCT

The purpose of schooling should be to teach young people to teach themselves – how to live, how to work, how to direct their lives, how to shoulder responsibility. School rules and regulations must have this as their objective. Unless we discipline ourselves we cannot achieve our goals; young people must learn the value of discipline if they are to succeed. Students are expected to show respect for themselves and for all other members of the school community.

The members of our School Community are expected to show:

- **Care, Courtesy, Respect and Responsibility**

School Regulations

Admission to the school implies acceptance of school rules and regulations. These rules and regulations apply to any school lined school activities, e.g. school tours, school bus, games away, etc. The student and his/her parents/guardians are requested to read carefully the following Code of Conduct and information in regard to school regulations and then sign in the spaces provided to indicate acceptance of the school's Code of Conduct.

The Journal

The Journal is an important medium of communication during a student's school life. It serves the following functions:

- (i) Record of all homework.
- (ii) Record of important notices.
- (iii) Means of communication between Teacher and Tutor.
- (iv) Means of communication between Teacher and Parent.
- (v) The Journal must be presented immediately when requested to do so by a Teacher.

Students are to have the Journal in school at all times. This should be signed by parents and never defaced. Replacement cost of lost/defaced journal is €10.

Appointments

Parents should write to Class Tutor, via the Journal or letter to meet a teacher during school hours. It would be appreciated if the teacher is not interrupted during class times. Parents may phone the school at any time and make an appointment with Principal, Deputy Principal, Year Head and Tutor.

Uniform Policy

The school uniform is a symbol of our school to all who see our students as they come and go from school. Complete school uniform is to be worn in school, on school business or when representing the school. Students who do not attend in full uniform will be required to change into a school uniform provided by the school for the duration of school hours. Students must return uniform at the end of the school day. These regulations apply to all students including Repeat Leaving Cert. students.

GIRLS' UNIFORM:

- Specified blue round-neck jumper with grey stripe in the collar
- Royal blue/navy/grey pleated skirt (style no. 14774)
- White shirt or polo shirt with school crest.
- Navy knee length socks or navy tights.
- A tailored navy trousers (style no. 2114) will be available, these trousers have an 'Anne Fahy' label attached to the outside of the pocket. These are the only trousers that girls are allowed to wear.

BOYS' UNIFORM :

- Specified blue round-neck jumper with grey stripe in the collar.
- Slate grey (Orries) trousers. (**Denim, Cord or Casual Trousers are not allowed**)
- White shirt.

FOOTWEAR:

Sensible black or brown shoes.

Deck shoes allowed (white soles permitted on deck shoes)

Runners style shoes **MUST BE ALL BLACK – NO COLOURED SOLES, MARKINGS, STRIPES OR LOGOS ALLOWED.**

Black or white laces only.

Canvas shoes not allowed.

Students will not be allowed to class unless in full uniform.

Note: Facial piercing is not allowed.

School jackets can be ordered through the school. Cost is set annually.

BANAGHER COLLEGE COLÁISTE na SIONNA UNIFORM IS AVAILABLE LOCALLY.

The wearing of the correct and complete uniform is a most important part of school discipline.

NOTE:

Badges and like insignia are not allowed. Nose and eyebrow rings and any other such attachments are not allowed. Boys are not allowed to wear earrings.

Facial piercing are not allowed.

Girls may wear stud earrings only.

Courtesy

- (a) Pupils are expected to show co-operation, good manners and respect to all members of staff as well as to each other. They should make way for staff members or other adults in corridors, etc. and open doors to allow them pass through first.
- (b) Physical intimidation and verbal abuse of students by their fellows shall not be tolerated.
- (c) Students who remain in the school during lunch hour must eat their lunch in the assembly hall or other areas provided. All students should ensure that tables are left clean before they leave them. Any form of eating or drinking in class is strictly forbidden.
- (d) Pride and respect for your school should be important to you.

ATTENDANCE AND PUNCTUALITY

In Banagher College Coláiste Na Sionna we value punctuality and regular attendance at school. To ensure these, the following rules apply to all students:

1. All students are expected to be in school before 8.45a.m. to properly organise themselves for their classes. Students are expected to prepare themselves for their afternoon classes at 1.40p.m. Monday –Thursday and 12.30 Friday. Consistent punctuality throughout the day is a requirement. Should it be necessary to absent oneself from a particular class for any reason, prior permission of the relevant teacher must be obtained.
2. In the case of unexplained absences, the Tutor or Year Head will contact a parent/guardian. No student will be allowed to leave the school during class times without the permission of the Principal, Deputy Principal, Year Head or Tutor. The student must “sign out” at the Principal’s/Deputy Principal’s office before leaving school.

A note of explanation in the pupil’s journal from parent or guardian is required for absence from school, homework undone, late arrival, or for permission to leave school. Unauthorised departures from the school within the school hours are regarded as serious transgressions and a student found in breach of this rule may be suspended. If a student arrives late to school he/she must report to the Principal’s/Deputy Principal’s office and sign in.

3. To comply with the Education Welfare Act 2002, all absences from school must be explained in writing by parents on the day the student returns to school. If a student is absent from school in excess of **twenty** days, then the National Education Welfare Board must be informed.

Student Illness/Appointments

Illness

1. If a student is ill, he/she must remain in class where possible.
2. If a student is very unwell and needs to go home, he/she must go to his/her Tutor/Year Head/Deputy/Principal who will then refer him/her to the school office.
3. A member of staff will contact the student's Parent/Guardian and arrange for the student to be collected. The student must sign out in the "Sign Out Book" in the office before leaving the premises.

Appointments

Students with dental/doctor appointments, etc. must present a note in their journal from their Parent/Guardian to their Tutor for signing. Students must produce this note to the office when signing out at the permitted time.

Study/Homework

Students are expected to comply with the study/homework assignments as set by the relevant teachers. In this regard the role of parents cannot be minimised. Student's Homework Diary should be examined and signed each week by a parent/guardian.

Homework should show a student's best effort both in content and neatness and must be handed up in the class on the day it is due.

Required Classroom Etiquette

- Greeting (Teacher to student, student to Teacher).
- Students placed in their seats.
- Students give teacher their full attention (silence).
- Teacher dismisses class and students leave after the bell has rung.

Care of Property

By having genuine group concern it is possible to maintain all school property i.e. walls, furniture, chairs, equipment, gardens at a very high level.

Litter in this school is created by students and consequently it can only be eliminated by them. A little effort by everybody in each classroom would help enormously. Adequate litter containers are provided and students are expected to use them.

Students are responsible for their own property – uniform, school books, etc. A secure locker is provided for each student to keep his/her books and other personal property needed for school. Students are expected to keep their property in their lockers and to keep their lockers locked and their locker key safe.

The School Authorities will not be responsible for any property, which is lost or stolen. Therefore great care regarding belongings should be exercised by students at all times. Each student is allocated the use of a locker for the year. This locker is their sole responsibility and it must be kept clean, tidy and locked at all times.

Safety

Students must never behave in a way that endangers the health or safety of any person in the school. In the interest of students, teachers in charge of laboratories and specialized classrooms will have additional regulations concerning the correct and safe use of equipment and apparatus.

FOSTERING HEALTH

Smoking:

In view of the clear and convincing evidence that smoking is injurious to health, the school urges all students not to smoke. Smoking, in any part of the school building or its environs is illegal under current legislation. Smoking while in school uniform and the possession of cigarettes is also prohibited. Those in breach of this rule will warrant suspension and/or other sanctions as deemed necessary. E-Cigarettes are forbidden in the school.

Drug Abuse:

The consumption of alcohol and the use of possession drugs by students in the school building in school uniform or while representing the school is absolutely forbidden. Disregard of this regulation will warrant suspension and/or expulsion.

Mobile Phones

The use of mobile phones or any hand-held devices during class time and between classes including break and lunch is not acceptable. Use of such items will lead to them being confiscated. Confiscated items will only be returned to parents/guardians. Any recording, photographing or videoing is a serious offence. Any inappropriate or misuse of mobile phones may result in a suspension or other penalty and/or referral to the Gardaí.

The school authorities will not be responsible for any loss or damage to any confiscated property while in their possession.

As you are aware, there is an abundance of undesirable, illegal and objectionable material available and in circulation at present, which can be downloaded from the Internet to a mobile phone. It is parents'/guardians' responsibility to ensure their son's/daughter's phones are clear of all such dangerous and harmful material.

Use of Chewing Gum and Tippex

Chewing gum and Tippex are strictly forbidden.

CARS

Cars driven by students are not to be parked on the school site. Students **must not** drive cars during the school day or to school activities.

SCHOOL TRANSPORT SAFETY POLICY

Travel by school bus is a very safe mode of transport but there are inherent dangers, especially in the following areas:

- Queuing
- Boarding and alighting
- Behaviour on the bus
- Crossing the road

Safety points for students

- Arrive in good time at your pick up point.
- Queue properly and avoid pushing or jostling.
- Wait for the bus to stop, then enter and take your seat in an orderly manner.
- Keep passageway clear. Stow your school bag underneath your seat or on luggage rack where provided.
- Do not tamper with doors or windows.
- Don't distract your driver – your safety is in his/her hands.
- Wait until the bus comes to a complete stop at your destination, then alight in an orderly manner.
- If you must cross the road, please remember to:
 - Stand well back from the bus after getting off.
 - Allow the bus to pull away so there is a clear view of the road in both directions.
 - Look right, look left, look right again.
 - Cross over, checking both directions, only when road is clear.

Reminder to Parents/Guardians

- Encourage your children to be safety conscious.
- Entrust younger pupils to the care of older brother or sister, where possible.
- Remind them regularly of the necessity for the greatest care when crossing the road after alighting from the school bus.
- Insist on reflective armbands being worn on both arms. Why not sew them on, to ensure constant protection? "Be safe – Be seen".
- If you meet your children at the set down point, try to arrive beforehand, and wait on that side of the road on which they alight from the bus.
- Pupils must behave themselves on the bus and obey the instructions/directions of the driver.
- Misbehaviour may lead to withdrawal of travel facilities.
- A current valid travel permit must be presented to driver on request.
- Only pupils holding a current valid travel permit are allowed to travel.

BANAGHER COLLEGE COLÁISTE na SIONNA DOES NOT TOLERATE BULLYING OR HARASSMENT OF ANY KIND

WHAT IS BULLYING?

“Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against others”.

From Dept. of Education and Science Guidelines

Bullying can take many forms, but its aim is always to make person feel upset, intimidated or afraid.

The most common forms of bullying are:

Physical harassment: pushing, shoving, kicking, hitting

Verbal harassment: name calling, teasing, insulting, humiliating.

Sexual harassment: verbal, physical, rumours, gestures, etc.

Emotional: making threats, spreading rumours, excluding, ignoring, etc.

Non-Verbal: making suggestive, provocative or intimidating gestures

‘E-Bullying’: sending threatening or upsetting messages or images

Personal Property: threats against or damage to a person’s property.

IF YOU ARE BEING BULLIED, WHAT CAN YOU DO?

It is not your fault

Don’t put up with bullying

Ask for help

WHO TO APPROACH IN SCHOOL:

Cáirde

Chaplain

Class Teacher

Tutor

Year Head

Deputy Principal

Principal

Any breaches of this are dealt with as in the school’s anti-bullying policy.

DISCIPLINE PROCEDURES

The main thrust of the discipline procedures is based on positive encouragement of students to behave respectfully and to take responsibility for their learning.

Class tutors, Year Heads, Chaplain or Counsellors will provide support and encouragement to students whose behaviour or work rate is not satisfactory. This support may be continuous during any discipline procedure.

It is necessary to have an effective and consistent system to deal with discipline issues when they do arise.

- Sanctions which may be used in response to minor incidents of inappropriate behaviour by students may include a verbal reprimand and note in journal for parent/guardian and tutor e.g. talking in class, disruptive behaviour in class, no homework done, late for class, not being organized for class.
- A record will be kept of breaches of the code by students and a build-up of three behavioural notes e.g. three late for class notes or three homework notes over a half term will cause the student to be put on lunch detention.
- If a student receives three further notes he/she will be put on detention again or further action taken e.g. put on evening detention.
- Persistent misbehaviour or continued poor work rate or poor punctuality or repeated lunch detentions, the student may be put on a report card.
- With poor comments on report card or continued misbehaviour further action may be taken e.g. putting student on an evening detention following consultation with Year Head.
- If the misbehaviour continues or for breaches that the school deems serious e.g. leaving school premises without permission, disrespect shown for any staff member or another student, damaging school property, smoking on school premises, the sanctions used may include evening detention, withdrawal from privileges e.g. class outings.
- The student concerned may be cautioned and warned that persistence with such behaviour will lead to further disciplinary action.
- The Year Head, Deputy Principal and Principal may be informed and the student spoken to.
- If the student concerned fails to heed the warning and continues to misbehave, then the parents/guardians and student will be asked to visit the school to discuss the matter with the Principal, Deputy Principal and Year Head involved. This meeting may result in the student being suspended for a specified number of days.
- Failure of parents/guardians to attend this meeting will result in the automatic suspension of the student concerned. Parents/guardians will be informed and arrangement made for collection of student.
- The student may be placed on a contract following this meeting or before the student is allowed to return to school.
- If the student's indiscipline or misbehaviour is of a very serious nature e.g. putting the safety of another student at risk, refusal to obey a teacher's instruction, verbal or physical abuse of a teacher or another student the school may immediately suspend the student pending discussion with the parents. Parents/guardians will be informed and arrangements made for collection of student.
- If a student is suspended on three occasions a student review meeting may take place by the Principal, and/or Deputy Principal, year Head and Tutor and pastoral care staff. The student's continuation in the school may be discussed at this meeting. A revised contract may be put in place. The parents/guardians will be invited into the school and they will be informed of the staff's observations on the student behaviour and the revised contract.

- A student may be asked to appear before a Disciplinary Committee.
- This committee consists of Principal and/or Deputy Principal, Year Head and staff representative. The student may be accompanied by parent/guardian or any other representative.
- Parents or guardians with any concerns about a student or bringing a complaint should contact the student's tutor by a note in the journal or letter to arrange a meeting. They may phone the school to speak to the Principal or Deputy Principal or Year Head and an appointment will be made.

DETENTION PROCEDURES POLICY

LUNCH DETENTION

- Students are placed on detention at the discretion of a teacher. Students will be placed on detention for not doing homework only if it is a continuous offence.
- There should be three notes in the student journal informing parents/guardians of persistent offences.
- Students should arrive for detention promptly at 1.20p.m.
- Students who arrive after 1.30p.m will be detained but will also be listed for an extra detention the next day.
- Students must bring a pen to detention.
- Students must bring their journal with them and the detention will be recorded in the journal.
- Students must write work given by supervising teacher
- Tutors keep a record of their group's detentions and continuous offenders will be reported to the Year Head.
- Detention is held in Lecture Room 1 on the ground floor, but may be relocated occasionally to accommodate exams etc.

EVENING DETENTION

- **Students will be listed for evening detention for serious offences or continuous misbehaviour only by their year head.**
- **Students will be informed in good time re evening detention by a letter home.**
- **Evening detention is on a Tuesday from 4.00 – 6.00 p.m. Occasionally there will be alternate days of the week to facilitate events, meetings etc.**
- **Homework/study may not be done during evening detention.**
- **Non-attendees will be followed up by their year head.**