

Code of Behaviour

SEPTEMBER 22nd

2015

As an educational community we strive to embody the values of unity, truth and love in our everyday interactions.

**Good Counsel
College**

AN AUGUSTINIAN SCHOOL



Introduction

This document is the culmination of much work between Parents, Students, Teachers, School Management and the Board of Management. This collective approach has led to what I feel is a fair, reasonable and transparent discipline procedure which expresses our shared values for Good Counsel College.

A key element within this policy is the active acknowledgement of positive efforts and actions by our students in all facets of their daily school and community lives. I believe our focus and culture must continue to move towards rewarding the good work that permeates throughout our daily school lives.

However, this must be balanced with a clear procedure for dealing with misbehaviour that affects the quality of student life and the quality of teaching and learning in our school. This policy aims to reach that balance between positive reinforcement and disciplinary procedures.

Please do not hesitate to contact me should you wish to discuss any element of this policy.

Yours sincerely,

A handwritten signature in black ink, which appears to be "Mark O'Brien". The signature is stylized and cursive.

Mark O'Brien

Principal

The Code of Behaviour supports our Mission Statement and School Charter and is prepared in line with the NEWB Guidelines and all relevant statutory legislation.

This Code should be read in conjunction with;

- ✓ The School's Mission Statement
- ✓ The School's Homework Policy
- ✓ The Schools' Policy on Substance Abuse
- ✓ Guidelines for Parent/Teacher Communications & Meetings
- ✓ Policy on Anti-Bullying
- ✓ Policy on Internet Acceptable Use
- ✓ Policy on Mobile Phone Acceptable Use

Schools are complex organisations, whose specific purposes are teaching and learning, leading to personal and social development. Like all organisations, schools need accepted rules of procedure and codes of behaviour in order to operate efficiently and to ensure a positive learning atmosphere conducive to the realisation of their specific purposes.

The values on which our Codes of Behaviour is based are those of mutual respect, fairness, equity, self-discipline and social responsibility. They emanate from recognition of the need to protect majority rights and to ensure the creation and maintenance of an atmosphere where effective teaching and learning can take place. These values are expressed in our School Charter.

The school recognises the variety of differences that exist between pupils and the need to seek to accommodate these differences.

Schools' activities take place in classrooms, practical workshops and laboratories, formal and informal playing areas, in the sports hall and in various out of school areas.

Unacceptable behaviour can arise in any of these areas. It is important that the boundaries of acceptable and unacceptable behaviour in all of these areas are known and understood so that affirmation can be given and sanctions can be applied. Sanctions should make clear distinctions between misdemeanours and gross misbehaviour and punishment should be quickly, fairly and consistently applied.

Good Counsel College places greater emphasis on rewards than on sanctions in the belief that this will, in the long run, gives the best results.

Disciplinary Structures and Procedures

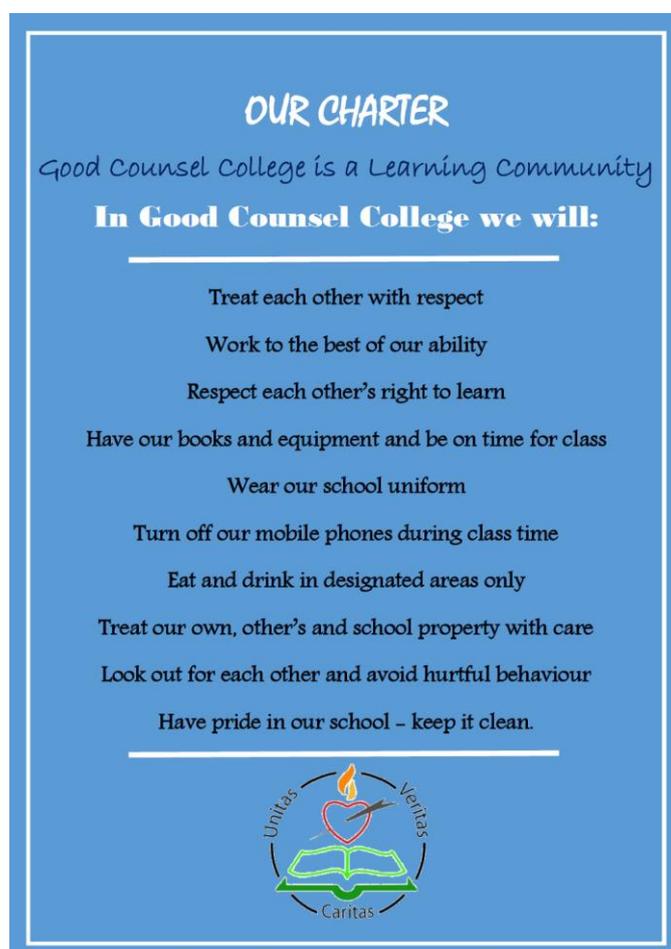
It is Good Counsel College we aim to foster a positive attitude to personal responsibility and behaviour. Our primary goal is to encourage pupils to consider what they should do as part of their moral and ethical development. There are a range of means in which positive behaviour and achievement both within and beyond the classroom are recognised. These include assembly, individual classes, awards nights etc.

In the daily routine of school, students can achieve high standards for themselves and make a positive contribution to the community in a variety of ways.

Some examples are:

- Assisting new pupils or any visitors to the school.
- Involvement in Caritas, Student Council and Prefect system.
- Being punctual to class and activities.
- Ensuring all equipment is brought to class.
- Completing homework to the best of their ability.
- Valuing and respecting yourself and other people.

Our School Charter clearly outlines our expectations within the school community.



Central Core of School Rules:

There is a central core of school rules which are detailed in the students' journal and with which every school pupil is expected to be familiar. These rules are as follows:

1. Pupils are expected to attend punctually at all classes for which they are timetabled with the school open to receive students from 8:15am.
2. Pupils are to apply themselves to their classwork, to perform the exercises given to them as homework and to give their teachers respect.
3. No students may impede in any way the progress and development of another Student.
4. Students are expected to be neat and clean in their person and attire. The uniform specified by the Board of Management must be worn on all school days.
5. Pupils may not smoke, including e-cigarettes.
6. Pupils may not leave the school grounds without written permission.
7. Pupils are expected to keep the school clean in line with our Green Schools commitments and to take care of the furniture and equipment which they may have occasion to use.
8. Pupils leaving the school on educational tours or for matches etc. are expected to refrain from behaviour which would bring the school into disrepute.

In addition to these core rules, there has also developed a set of rules and procedures which apply to the general rules in practice. These regulations include the following:

1. **Attendance:** Students who are absent from school (for a full day or part of the day) must bring with them on their return a note in their Journal from their parents/guardians, which explains their absence. This note should be presented in the school office.

Any student leaving during the school day must be collected and signed out at the office by a parent/guardian.

Students with excellent attendance are acknowledged throughout the year and at our awards night.

2. **Punctuality:** Students arriving late for school should go first to the office where their Journal will be stamped with an 'L'. They will complete a Late Card outlining the reason for their lateness. This will be given to their Year Head in order to monitor and assist students who are persistently late.
3. **Staffroom:** All students coming to the Staffroom are expected to knock politely and wait. Students should not come to the Staffroom during breaktime, except in exceptional circumstances.
4. **Uniform:** A detailed description of the uniform is issued to parents and students must wear this uniform to school as it is considered to be an essential part of the life of the school symbolising our shared values and goals. The following items are considered unsuitable and not part of the uniform; denims, combat trousers, runners, tee-shirts, ear rings, eye rings or other facial piercings.
5. **Homework:** Prescribed homework must be completed each evening as per homework guidelines. Positive affirmation such as notes in journals and praise will be given for presenting homework to the best of each student's ability.
6. **Classroom:** Students must leave the classroom in good order before departing for the next class. Students coming to a class to give a message must knock politely, excuse themselves to the teacher and thank the teacher and class before leaving the room. Copies, workbooks etc will not be accepted for correction if graffiti of any type appears on the cover.
7. **Out of Bounds:** The following areas are off limits:
 - a. The back of the school unless going to games.
 - b. The staffroom and staff toilets.
 - c. Any area beyond the Villanova roundabout.
 - d. Behind the residences.
8. **Extra-curricular Activities:** We encourage all students to engage in these activities, reminding them that when they represent the school they should do so with pride and respect for their school, teammates and opponents in success and loss.
9. **Smoking** in public buildings is prohibited by law as well as **e-cigarettes** by school rule and is regarded as a very serious misdemeanour. Students will receive an automatic 2 hour detention if found smoking on the school campus. Failure to attend 2 hour detention without 2 days' notice from parents/guardians will lead to a one day automatic suspension. The HSE Environmental Health Officer will also be informed in writing of the incident.
10. **Damage:** A student who breaks or damages any item of school property or equipment due to lack of care, will be expected to pay towards its repair or replacement.

In the event of a pupil engaging in a negative behaviour a structured series of disciplinary responses will be invoked. These are set out below. The chain of reporting proceeds from the Class Teacher to the Class Tutor to the Year Head to the Deputy Principal, Discipline Committee to the Principal, to the Board of Management.

Under this system information pertaining to a student’s behaviour record may be held on the eportal administration system.

Categories of Behaviour, Sanctions and Rewards

Examples of Low level Misbehaviour	Examples of Low level Sanctions	Examples of Serious/Gross Misbehaviour	Examples of Serious/Gross Misbehaviour level Sanctions	Examples of Classroom Rewards
Disruption/Horseplay	Extra Work	Disrespectful to teachers	Suspension	Praise
Talking in class	Extra homework	Offensive language to teachers	Inform parents/Year Head/D.P	No homework/Start homework before the end of class
No books/Equipment	Lunchtime detention	Bullying/Abusive/Aggression to others	After school detention	Treats
Late for class	Subject specific penalty sheets	Shouting at teachers	Exclusion from practical/Withdrawal of privileges	Teacher plays music for class
Swinging on chairs	Note in journal	Constant Disruption	Removal/Move class	Quizzes
Not on task	Verbal Warning	Leaving class/Mitching	Internal suspensions	Preferred seating
Chewing gum	Tactical ignoring of student	Misuse/Refusal to hand over phone	Sent home	DVD
Throwing things	Removal of class rewards	Ignoring a clear instruction/Defiance	Expulsion	Projects of own choice
Walking around class	Picking up	Vandalism	Sent to a	Students to

	litter		supervised area	teach the class
Swearing indirectly	Change seating	Smoking		Trips
Eating/Drinking in class	Written apology	Serious Assault		No uniform
Use of mobile phone		Serious damage to property		Talk time
Breaking specific classroom rules (safety)		Possession or supply of alcohol/drugs or any non-prescription mind altering substances		Good note in journal
Disrespectful to other students		Possession of pornography		Use of computers
Misuse/damage to school property		Possession of weapons/fireworks		Allow lunch early
No homework		Threatening behaviour		Phone credit/Lunch vouchers
				Certificates at Assembly

This list is not exhaustive.

Role of Key Personnel in our Code of Behaviour

The Subject Teacher

In order to elicit co-operation and effort from the students, praise and commendation both written and verbal are vital in an effort to raise each student's self-esteem and confidence.

Subject Teachers aim to build a positive and vibrant work ethic in the classroom. Their approach to classroom management will be firm, fair, inclusive and consistent.

Achievements and positive contributions of students can be recognised in a variety of ways:

- Words of praise and encouragement.
- Note to parents – placed in the student's journal.
- Certificate of Achievement.

- Extra responsibility given.
- A display of their work.
- Inform Class Tutor/Year Head who will reinforce achievement in a number of ways.
- Nomination for awards.

In the event of the non co-operation of a student, the following procedures apply:

Reason with the student while making sure that they understand the consequences of their actions for everyone involved.

In the event of negative behaviour occurring in class, subject teachers have a range of sanctions available to them. **These include:**

- Verbal reprimand
- Loss of privileges at the discretion of the event organiser.
- Moving the pupil to a different location within the class
- Assigning extra work
- Detaining the pupil at breaktime / lunchtime
- Issue Incident Report
- Possible referral for counselling session.
- Note sent to parents in Student Journal.
- Referral to Class Tutor through E-portal.
- Referral to Deputy Principal in the case of gross misbehaviour.
-

This list is not exhaustive. In the event of a disciplinary incident occurring, which, in the view of the class teacher is of sufficient severity to require further sanctioning, the matter must be referred to the relevant Class Tutor and, if necessary, the Year Head or Deputy Principal.

Any sign of sustained improvement needs to be met with approval.

The Class Tutor

On receipt of a referral (positive or negative) about a pupil and having consulted with the Subject Teacher, the Class Tutor may take a form of the following action:

- Meet pupil, gather facts.
- Identify the source of the problem.
- Consult with others.
- Get agreement to work in partnership to bring about the desired change.

- Help work out strategies for change.
- Small signs of improvement need to be met with approval.
- Request Parent Teacher meeting through the Year Head.
- Issue Incident Report

Forms of Affirmation may include:

- Highlighting positive contributions of class to members of the school community through use of Notice Boards, Assembly, School Newsletters,
- Letter of Achievement, Certificates of Attendance/Punctuality,
- Pointing out improvements no matter how small,
- Giving responsibility within their area of ability.

Forms of Sanction may include:

- Give Demerits.
- Refer to Year Head for formal School Detention.
- Refer to Year Head for placement of pupil on Report (Notify parents using Report Notification Form)
- Referral to Deputy Principal

The Year Head

On receipt of a referral (positive or negative) on a pupil from a member of staff the Year Head may adopt a form of the following course of action:

Forms of affirmation may include:

- Recognition of achievements at Year Group Assembly.
- Rewards.
- Nomination for School Awards.

Forms of Sanction may include:

- Consultation/meeting with Class Teacher/Deputy Principal.
- Counsel/Warn/Impose sanction/Note in Journal.
- Closely follow and monitor the Discipline slip system by placing the pupil on Report ¹(Report Notification sent to parents).

¹ **REPORT** Year Heads may issue a Report Card to pupils as a means of monitoring their performance in class. These run for one week and are then reviewed. Pupils must present the Report Card to each teacher at the beginning of each class. The teacher will make a comment on the pupil's participation at the end of the class. The Report card must be signed by a parent/guardian and returned to the Year Head by 9:00 am on each day.

The issuing of a Report Card is seen as a sanction in itself on the pupil's behaviour. In certain circumstances it may be necessary to proceed to another phase of the disciplinary structure.

- Request Parent-Teacher meeting.
- Refer for counselling.
- Place pupil on detention².

The Deputy Principal

Forms of Sanction may include:

- Placing pupil on Detention.
- Placing pupil on Report.
- Withdrawal of pupil from class.
- Referral for counselling and/or assessment.
- Referral of serious cases to Principal.
- Request a Parent-Deputy Principal Meeting.

The Discipline Committee

The discipline committee consists of the Deputy Principal and 3 teachers nominated and elected by teaching staff at the beginning of each academic year.

Forms of Sanction may include:

- Placing pupil on Detention.
- Placing pupil on Report.
- Referral for counselling and/or assessment.
- Referral of serious cases to Principal in order to draft a 'Behavioural Plan'.
- Request a Parent-Discipline Committee Meeting.

The Principal

Suspension (See Suspension & Expulsion Policy)

The Principal has the authority to impose suspensions, subject to the parents' right of appeal to the Board of Management against the decision.

² **DETENTION** Year Heads, the Deputy Principal and the Principal may issue a detention. Detention occurs on Thursday from 4.00 – 6.00 p.m. Pupils are required to attend the next available detention. Work will be set and must be completed.

Records are maintained in relation to behavioural offences that occur. This information may be used in meetings with parents / guardians, or as evidence in the event of further sanctions being deemed necessary.

The decision to suspend a student will be taken only if a serious breach of discipline has occurred and/or all other disciplinary measures have failed and will normally be taken only after consultation with the members of the Disciplinary Committee.

Expulsion (See Suspension & Expulsion Policy)

A pupil may be recommended for expulsion by the Principal to the Board of Management. In the event of a pupil being recommended for expulsion the parents/guardians, or the pupil themselves, if they are 18 years of age or over will be provided with the right of appeal as specified in Section 29 of The Education Act 1998.

Indefinite suspension or expulsion are procedures which are subject to review by the Board of Management.

Concluding Points

This Code of Behaviour will be issued to all prospective parents/guardians in advance of their son being accepted into the Good Counsel College.

It is a requirement of entry that parents/guardians sign their acceptance of the Code of Behaviour in advance of their son being accepted into the school.

Good Counsel College values the role played by the Parents Association and the Code of Behaviour may be commented on by the committee of the Parents Association and their views passed on to the Principal. Parents/Guardians wishing to comment on the Code of Behaviour should do so through the Parents Association Committee members

Appendix 1: Definitions

1. Misdemeanours:

Misdemeanours include isolated minor breaches of school regulations and repeated minor infringements of rules related to schoolwork and homework. Sanctions here include correcting the student, giving the student additional work, detaining the student during break time, etc.

2. Continuous Misdemeanours:

These include repeated minor breaches of school regulations and repeated minor infringements of rules related to schoolwork and homework. Sanctions here include reporting the student to the Principal or Deputy Principal, placing the student on report, informing parents, loss of privileges, etc.

3. Serious Breaches and Gross Misbehaviour

These could include wilful harm to any person or property and include insulting behaviour, sexual harassment, bullying and theft.

Smoking, including the use of e-cigarettes, is also included under this heading.

It also includes ³

- serious assault (physical fights) by students on another person,
- supply, possession and use of alcohol or illegal/legal drugs or any non-prescription mind altering substance,
- Leaving the school grounds without permission.
- directed offensive language,
- possession of pornography,
- possession of weapons,
- serious damage to property,
- misuse of mobile phones or Internet⁴,

³ **SPOT CHECKS:** As part of a preventative policy in relation to the possession of Alcohol and Illegal Drugs or other dangerous items the school authorities may, from time to time, carry out spot checks of bags and/or lockers in the presence of the pupils' concerned.

⁴ 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 .

- Smoking including e-cigarettes
- any misbehaviour of a similar kind.

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.

Code of Behaviour



Acceptance Form

Student name: _____

I/We have read the Code of Behaviour of Good Counsel College.

Any student who is enrolled at Good Counsel College is subject to this Code of Behaviour. This is a condition of enrolment and is not dependent on the code being signed by the parent/guardian or the student.

School rules apply to all situations where students are in the care of staff.

I/WE accept the rules and procedures within the code of behaviour which enable the school to operate efficiently and to ensure a positive learning atmosphere.

Parent/Guardian Name: (BLOCK CAPITALS): _____

Signature: _____

Date: _____

Parent/Guardian Name: (BLOCK CAPITALS): _____

Signature: _____

Date: _____

Student Signature: _____

School Contact Points

Web site: [www.Good Counsel College.ie](http://www.GoodCounselCollege.ie)

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Co. Wexford

Email:

Office: Info@goodcounselcollege.ie

Principal: mark.obrien@goodcounselcollege.ie

To contact the Board of Management address correspondence to:

The Secretary,
Board of Management,
Good Counsel College
New Ross
Co. Wexford.

To contact the Parents Association address correspondence:

The Secretary,
GCCPA,
Good Counsel College,
New Ross,
Co. Wexford.