

BEHAVIOUR MANAGEMENT

Code of Conduct and Responsibilities

Every school community needs rules; rules protect all and safeguard everyone's rights. We encourage responsible behaviour and promote self-discipline through which pupils behave because they value the education and opportunities they are receiving.

The School aims to encourage all pupils to have a high level of self-respect and as a consequence to develop an attitude of respect for others and for their community.

Application for admission to Killicomaine Junior High School indicates agreement with the aims and ethos of the school and acceptance of all regulations.

Aims of policy

We aim to develop self-discipline by:-

- providing a high quality of teaching and learning
- creating a pleasant, stimulating, well-ordered and caring environment in which individual growth is promoted
- ensuring that staff, pupils and parents are aware of the school's expectations of pupil behaviour
- encouraging participation in a wide variety of extra curricular activities
- applying our methods for dealing with misbehaviour in a firm, fair and consistent manner

Responsibility and rights

Within this ethos pupils have a responsibility to:

- come to school on time with homework done and suitably equipped for the lessons in the day ahead
- respect the views, rights and property of others, and behave safely in and out of the class
- co-operate in class with the teacher and with their peers
- work as hard as they can in class
- conform to the conventions of good behaviour and abide by school rules

and have a right to

- be valued as members of the school community
- get help when they seek it, whether with their work or with bullying or other personal worries and to have a sympathetic audience for their ideas and concerns
- make mistakes and learn from them

- be treated fairly, consistently and with respect
- be consulted about matters that affect them and have their views listened to and, as far as reasonable, acted upon
- be taught in a pleasant, well-managed and safe environment
- work and play within clearly defined and fairly administered codes of conduct
- experience a broad, balanced and suitably differentiated curriculum and have any special learning needs identified and met
- develop and extend their interests, talents and abilities

We recognise the key role parents play in the education/behaviour of their children and we facilitate this by

- arranging parental interview evenings
- facilitating interviews on request
- the provision of school policies and assessment information

Parents also have a responsibility to:

- ensure that their child attends school regularly and arrives in good time with homework done and suitably equipped for the lessons in the day ahead
- be aware of school rules and procedures and encourage their child to abide by them
- show interest in their child's classwork and homework and,

where

- possible, provide suitable facilities for studying at home
- act as positive role models for their child in their relationship with the school
- attend planned meetings with teachers and support school functions

SCHOOL RULES

1. APPEARANCE and UNIFORM

School uniform encourages identity with, and loyalty to, the school and its ethos and standards. It helps engender identify with, and loyalty to, the school and facilitates integration and, with the ever increasing cost of designer clothes, provides a relatively cheap way of clothing young people five days a week.

Many employers have a dress and appearance code and as we prepare our young people for the world of work they must understand this.

This code also applies to appearance and whilst we try to move with the times, nevertheless we must set out our standards. We try to be reasonable, particularly in the case of hair but the school is the final arbiter in this respect.

Pupils are required to wear correct and full uniform at all times. Grant forms for pupils entitled to assistance with uniform costs may be obtained from the office.

Girls

Appearance

A high standard of personal appearance is expected at all times
No extreme hair styles/no unreasonable dyes or colourings (as determined by the Principal) are allowed.

Only the following jewellery may be worn: a watch, one ring and one plain stud earring in each lobe, no other studs are permitted e.g. nose, eye, tongue

Make up and nail varnish are not allowed

Uniform

The school uniform consists of:

white blouse

regulation school blazer

black school jersey with school badge (optional)

black gym tunic (with girdle) not a skirt

black knee socks or ankle socks (plain black tights may be worn in winter). For hygiene reasons one pair of socks only should be worn

school tie

black leather low heeled (maximum height 5cm) shoes (not boots or training shoes)

overcoats or anoraks must be black (school coat with badge is available from local stockists)

school scarf (optional)

Boys

Appearance

A high standard of personal appearance is expected of all pupils

No extreme hair styles/no unreasonable dyes or colourings (as determined by the Principal are allowed

No part of the head must be shaven; anything lower than number three (No 3) is forbidden

No jewellery with the exception of a watch

No studs are permitted e.g. ear, nose, eye, tongue

Uniform

The school uniform consists of:

white shirt

regulation school blazer

black school jersey with school badge (optional)

charcoal grey trousers

school tie

black socks

black leather shoes (not boots or training shoes)

overcoats or anoraks must be black

school scarf (optional)

General

Pupils are encouraged to take a pride in their appearance.

- 1.1 School uniform should be clean, neat and worn correctly on all school days
- 1.2 Shirts must be tucked into trousers. All buttons on shirts/blouses must be fastened. Tee-shirts etc must not be visible under the school shirt
- 1.3 Tie must have a medium sized knot and worn at regulation length
- 1.4 Should a pupil have a medical reason for not wearing full school uniform, parents should contact the school in advance of the pupil coming to school or send an explanatory note into school. A doctor's note may be requested.
- 1.5 Full school uniform should be worn on the journey to and from school. Pupils are reminded that while wearing the school uniform in public they represent the school and the school may be judged on how they conduct themselves
- 1.6 The only badges to be worn on the school uniform are official school badges or recognised youth organisations.
- 1.7 Each pupil should have all his/her belongings clearly marked. The school does not accept responsibility for articles lost.

2. ATTENDANCE and PUNCTUALITY

Full attendance and punctuality are important for the smooth running of the school and develops in pupils a sound practice for future employment. There is a clear correlation between attendance and achievement.

- 2.1 Pupils are expected to attend every day
- 2.2 As far as possible all medical and dental appointments should be made outside of school time
- 2.3 A pupil who wishes to leave the school during the day must have a note from home in advance of departure. This note must be shown to the Form Teacher at morning registration and signed by the Principal or one of the Vice Principals
- 2.4 All absences must be accounted for, in writing, from parent/guardian to the Form Teacher during registration. The onus is on parents/guardians to contact the school and keep the school informed about all absences
- 2.5 Pupils may not leave any class without permission, nor may they leave the school at any time without a written request or genuine phone call from parent/guardian
- 2.6 Any pupil who leaves the school at any time without official permission may not return to the school unless he/she is accompanied by a parent/guardian
- 2.7 Pupils who go home at lunchtime must have a note from their parent/guardian at the start of the school year. A lunch time pass will be issued when this note is produced
- 2.8 Parents are strongly discouraged from booking family holidays during the school term as this affects their child's performance. Holiday dates are available from the school.
- 2.9 Pupils who are regularly absent from school will be referred to the Educational Welfare Officer who may make a home visit to discuss a pupil's poor attendance at school
- 2.10 The school premises open for pupils each school day at 8.30am
- 2.11 A pupil is considered late in the morning if he/she arrives after 9am.
If a pupil arrives after 9.10 their name will be recorded in the late book. Four such latenesses, without acceptable reasons, will result in breaktime detention. Continual lateness will result in after-school detention. If pupils are late due to an appointment, a letter signed by parent/guardian explaining this should be presented on their arrival.

The school day begins officially at 9.00am with Registration

Morning Assembly (except Thursday) is from 9.15am to 9.25am
Class begins at 9.25am

Morning break is at 11.05am - 11.20am (15 minutes)

Early Dinner Break is at 12.30pm - 1.10pm (40 minutes)

Late Dinner Break is at 1.05pm - 1.45 (40 minutes)

The School Day ends at 3.25pm

3. Equipment and Property

- 3.1 Each pupil is responsible for his/her own property. The school does not accept responsibility, nor is it insured, for loss of any items.
- 3.2 Pupils must bring a school bag to school each day. This should contain all necessary equipment/books needed on a particular day.
- 3.3 School bags/PE bags must not be left in the corridors during class time, and must not be left on the red carpet at all, for safety and security reasons
- 3.4 Schoolbags/P.E. bags must not be left in the corridors between Rooms 1 and 5 at any time of the day
- 3.5 In any large community there may be a few members who succumb to the temptation to steal. It is forbidden, therefore, to leave money and valuables in cloakrooms, classrooms or changing rooms - the school cannot accept responsibility for pupils' valuables in school.
- 3.6 Pupils are discouraged from bringing large sums of money to school. Where this is absolutely necessary then pupils may, by agreement, deposit the money for safe keeping with the office.
- 3.7 It is not permissible for pupils who obtain "free meals" tickets to permit other pupils to use these tickets to obtain meals.
- 3.8 Personal stereos, radios, ipods etc. are not permitted
- 3.9 Mobile 'phones are not permitted. An exception may be made in special circumstances e.g. when pupils are involved in a school trip where the time of return is uncertain. In each case a letter from a parent/guardian must be presented to the Principal seeking permission. A pupil carrying a mobile 'phone will have the 'phone confiscated for collection at the end of the day. Any further problem involving the same pupil will mean that the 'phone will only be returned to parents who will be required to collect it at the school office. Video/camera phones are not permitted.
- 3.10 Each pupil must have a full P.E. kit which is only brought to school on the days required.
- 3.11 Articles found by pupils should be taken to the General Office/ Mr Best Rm 32
- 3.12 Graffiti of any kind is forbidden on any part of any book, bag or uniform
- 3.13 Pupils must not deface school property. Damage caused deliberately or through carelessness or the breaking of school

- rules must be paid for
- 3.14 To protect uniforms and school property, chewing gum is forbidden
- 3.15 Books used in school are not free - they are on loan. Books which are damaged or lost must be paid for.

4. Health and Safety

- 4.1 Pupils should walk on the left-hand side of the corridors and stairway. Running in the corridors or on the stairs is strictly forbidden to help ensure the safety of all
- 4.2 Pupils may not enter the classroom until instructed by the teacher
- 4.3 Smoking or the use of any intoxicant or drug are strictly forbidden.
- 4.4 Litter must not be dropped. It must be placed, at all times, in the bins provided.
- 4.5 Pupils must not throw anything within the school grounds or premises
- 4.6 School bags must never be left:
on corridors with red carpet
on the corridor running from Room 5 to Room 19
(see 3.3)
- 4.7 Pupils must respect all Health and Safety regulations unique to each room and corridor. They must not interfere with any health and safety equipment
- 4.9 Pupils must not bring any dangerous or offensive objects into school e.g. fireworks, stinkbombs. Knives, cigarettes, drugs and alcohol fall into this category Breach of this rule may result in suspension
The school Drugs Policy is available on request.

5. Classwork and Homework

Pupils must:

- 5.1 arrive to class on time
- 5.2 come to class properly equipped with books, equipment/P.E. kit
- 5.3 come to lessons with homework completed
- 5.4 put up their hands before answering or speaking
- 5.5 listen carefully to their teacher and follow instructions the first time they are given
- 5.6 treat others, their work and equipment with respect
- 5.7 show respect at all times to their teacher
- 5.8 treat school property with respect
- 5.9 not use bad/rude language
- 5.10 not leave their seats without permission

Homework

- 5.11 all homeworks must be recorded in homework planners

- 5.12 homework should be completed on time
- 5.13 if homework is not presented on time the teacher will assume that
 - it has not been done
- 5.14 if a pupil has a legitimate excuse for not completing a set homework a note of explanation signed by the parent/guardian should be presented to the teacher concerned
- 5.15 failure to complete a homework may result in the application of school sanctions including, for repeated offences, detention and suspension
- 5.16 repeated failure to complete set homeworks may incur detention and the parent/guardian informed

Pupils should

- 5.17 always take their planner to class
- 5.18 record all homeworks given by the class teacher
- 5.19 have their planner signed by a parent/guardian every week

Parents are requested to:

- 5.20 inspect the planner frequently
- 5.21 sign the planner weekly
- 5.22 encourage children to develop a responsible attitude to schoolwork and homework
- 5.23 ensure that children complete homework on time
- 5.24 communicate with the form teacher using the planner

6. Self Esteem and Respect for Others

- 6.1 Each pupil has the responsibility of projecting a positive image of the school through his/her attitude, speech and conduct
- 6.2 Each pupil must walk on the left hand side of the corridor and should hold doors open for staff and visitors.
- 6.3 Pupils must stop when being spoken to by an adult. At no time should a pupil walk away or run away when being spoken to or called by a member of staff.
- 6.4 Common courtesy is expected at all times. Rough behaviour or crude, obscene language is unacceptable.
- 6.5 Taking part in, or inciting, fights is not acceptable.
- 6.6 Bullying of any form is not acceptable. The school anti-bullying policy is given to parents of all new Year 8 pupils.
- 6.7 All forms of vandalism are not acceptable. Where a pupil is known to have deliberately caused damage to school property, another pupil's property or a teacher's property, he/she will be expected to pay for the repair or replacement.

7. Educational Visits

- 7.1 The school rules and sanctions will apply on all school organised visits
- 7.2 The school standards of courtesy and discipline expected in the

- classroom also apply when pupils are on educational visits.
- 7.3 When travelling in the minibus or by coach, pupils should remain seated, be well behaved and wear safety belts at all times
 - 7.4 Pupils must never distract the driver
 - 7.5 Ensure that no litter is left on the seats or on the floor of the bus
 - 7.6 Pupils who have been "excluded" through the merit system or are otherwise considered to be a risk through their misbehaviour will be considered ineligible to travel.

8. Travelling to and from School

Misbehaviour travelling to and from school reflects badly on the school. This is particularly the case where pupils travel by bus. The school therefore reserves the right to impose sanctions upon such pupils.

9. Discipline Procedure

The Class Teacher deals with the problem or incident. An appropriate comment may be written in the pupil's planner.

Continuing problems will be discussed with the Head of Department who will initiate Departmental disciplinary procedures.

If the pupil does not respond satisfactorily, the class teacher will use the pro-forma to advise the Form Teacher of all misdemeanours. The Form Teacher will use his/her own knowledge of the pupil to determine the best strategy (whether it be strictly disciplinarian or perhaps a more pastoral approach).

When considered necessary, the Form Teacher will pass the written record of misdemeanours (accompanied by a Form Teacher's report) to the Year Head who will liaise with his/her colleague in order to determine the best approach. Parents/guardians may be contacted at this point by the Year Head or Form Teacher

If, despite all efforts, the pupil's behaviour has not improved sufficiently, the Year Head will notify the Vice Principal who in turn will initiate their own disciplinary procedures.

Where a pupil's behaviour continues to present serious difficulties, the Principal or Vice Principal may invite the parent(s)/guardian(s) to the school in a final effort to resolve the difficulty presented by the pupil.

Senior Management will intervene at any stage where they consider the frequency of misdemeanours or the seriousness of an incident merit their involvement.

10. Sanctions

Whilst we reward and encourage good behaviour, we recognise that unacceptable behaviour may occur and this will warrant sanctions. Parental support is needed in the maintenance of dress standards and behaviour. When pupils break school rules there is a series of sanctions which may be imposed.

10.1 Minor infringements

Where the teacher decides that the infringement is a relatively minor one, he/she may decide to deal with the matter informally. Action may be as follows:-

- warnings and/or verbal reprimand
- withdrawal of privileges in the classroom setting
- setting of additional work
- detention

10.2 Serious infringements e.g.

- smoking
- bullying 1.
- truancy
- insolence or disobedience towards a teacher
- defacing school property
- failure to comply with sanctions imposed by a teacher
- refusal to do work
- viewing/downloading inappropriate images

Year Heads will normally be involved. They may take action as follows:

- place on report
- detention
- withdrawal of privileges
- contact parent/guardian
- set extra work
- refer to Senior Management

10.3 Very serious misbehaviour e.g.

- fighting
- bullying 2,
- theft
- vandalism
- failure to comply with sanctions imposed by a Year Head
- bringing banned substances into school

- extreme insolence
- threatening or intimidatory behaviour

10.4 Extraneous circumstances

The school takes very seriously any attack on a member of staff or on the property of a member of staff. Such attacks will be reported to the PSNI and the perpetrator will be subject to the school's discipline policy.

Very serious misbehaviour is normally referred to the Principal/Vice Principal. In dealing with such incidents they may wish to bring the parent/guardian into school to discuss appropriate measures. This may involve the use of the school sanction system which includes movement to a different class, withdrawal from class with supervision by parent or staff, suspension, rolling suspension* expulsion.

*rolling suspension will be used when a pupil engages in repetitive/continuous disruptive behaviour as indicated by e.g. the Merit System or otherwise recorded.

In all cases of suspension, parents are required to attend a reinstatement meeting with the Principal/Vice Principal. On returning the pupil will be placed on report to maintain behaviour,

11. Contact with School, Pupils and School Staff

Parents/guardians are welcome to contact the school, any school day, at any time during school hours 8.50am - 3.25pm

The following procedures should be followed:

Should parents wish to discuss any matter regarding their own child with any teacher, they should firstly contact the school office and make an appointment with the teacher concerned. To facilitate appropriate preparation for the meeting the school operates a "by appointment only" policy. This enables relevant information to be accessed and available.

Meetings should be conducted in a professional manner. Failure to do so will result in the termination of the interview. The Principal may have a colleague present if he deems it appropriate; a parent may bring a companion. The Principal and Board of Governors reserve the right to refuse interviews with parents who fail to conduct meetings in a proper manner.

Please note that the school does not accept anonymous 'phone calls . Consequently the office staff will not forward any caller who refuses to give his/her name.

For the safety of all pupils, when parents/guardians come to fulfil the appointment they should report to the office and remain there until the teacher concerned comes to the office. Parents are not permitted to wander along corridors or into the canteen.

Seeking access to and making contact with pupils

- (i) No unauthorised person will be granted access of any kind to any pupil within the school and its grounds during the school day
- (ii) Only parents/guardians who have legal right of access to their children will be allowed access to their children within the school and its grounds. this will be by appointment only with the Principal or Vice Principal.
- (iii) Should any unauthorised person attempt to contact any pupil in the school or grounds, or seek to make arrangements to meet any pupil outside the school, the PSNI will be informed immediately
- (iv) The Board of Governors, represented by the Principal Vice Principal or any member of the school staff delegated by them reserve the right to exclude from the school premises, anyone refusing to comply with these regulations.

Promoting Positive Behaviour

The Merit System

'Many children who behave badly in school are those whose self-esteem is threatened by failure. They see academic work as unwinnable. They soon recognise that the best way to avoid losing such a battle is not to enter it. (The Elton Report)

As a school which values achievement in every aspect of the pupil's life and which is very aware of the seamless connection between behaviour and learning, we have introduced a system which emphasises the positive ethos of the school while improving attitudes among a small group of pupils who find it difficult to conform to expected standards.

The system combines rewards and sanctions setting out clear criteria which are applied consistently by all teachers in every classroom. A

booklet, created for each form group and carried by the form captain allows teachers at every period of the day to immediately acknowledge standards of pupil performance.

To reward the exceptional performance of a pupil in:

- production of work of a high standard
- participation in class activities
- helpfulness to others
- behaviour
- effort to complete tasks for which the outcome represents progress for that pupil

To record the poor behaviour of a pupil with regard to:

- lack of punctuality
- arriving without required equipment for class
- failure to complete homework
- vandalism
- use of inappropriate language
- ignoring agreed class rules

-

A cumulative weekly and monthly tally of positive and negative points is carried out which can indicate areas of concern to staff. But the main interest for the pupils is the monthly tally which selects the individual pupil with the highest number of points and the best performing form group,

Rewards

For individual pupils, there is immediate recognition in class but there is also the competitive element of striving to be best overall in class or in the year group. That brings further reward of public recognition at assembly with the presentation of a certificate with a book token and the display of a photograph in the foyer and on the school's website in the Internet. The same recognition is given to the best form group. At the end of the period, pupils with points above a certain level are given additional rewards such as the showing of a video.

Sanctions

Pupils below the cut-off point and denied access to the reward, follow a regular timetable of work. It is also made obvious to those pupils through a pastoral system that their performance is below expected standards. They are required to reflect on their behaviour and to draw up an action plan to enable them to improve on that behaviour with targets to be achieved by the end of the month. Peer group dynamics may also reinforce the message that their individual performance deprives the form group of achieving reward as top class, providing further pressure on the individual to conform to required standards.

Key Features

- careful monitoring of behaviour
- readily identifies good behaviour
- publicly rewards good behaviour
- identification of bad behaviour facilitating early intervention
- personal target setting
- peer group influence

Benefits of the merit system

- it acknowledges the efforts of pupils who always conform
- it is a source of self-esteem for pupils who may not succeed in other ways
- it emphasises the importance of praise as a motivating influence
- it is a vehicle for changing attitudes among pupils whose behaviour is less than satisfactory
- it identifies immediately the source and type of problem behaviour which can then be addressed and remedied before it becomes a major issue
- it increases the integration of pastoral and curricular areas
- it raises the profile of literacy and ICT through the choice of rewards
- an effective means of improving the quality of education for all pupils

Policy Review

This policy will be reviewed to evaluate its effectiveness and make improvements if appropriate.