



**HIGH CROSS**  
COLLEGE

# Code of Behaviour Policy

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### Section 1

#### 1.1 Introduction

The purpose of the Code of Behaviour is to create a learning environment where excellence in teaching and learning can be fostered. The code creates a climate that encourages and reinforces positive behaviour and ensures an environment that is safe for teaching and learning. It helps students acquire good habits of discipline and behaviour in preparation for the responsibilities of the adult world and also builds positive relationships of mutual respect and mutual support among staff, students and parents.

This policy and its procedures are approved by the Board of Management and are developed in line with NEWB Guidelines.

#### 1.2 Mission Statement

High Cross College is a voluntary Catholic co-educational Secondary School under the trusteeship of Ceist, inspired by the Mercy and presentation philosophies of education. We value highly effective teaching and learning. We foster the pursuit of excellence in an inclusive and compassionate community.

We encourage respect for the individual, our school and our wider environment.

#### 1.3 School Ethos

High Cross College is a CEIST school

We believe in:

- Promoting Spiritual and Human development
- Achieving Quality in Teaching and Learning
- Showing Respect for every Person
- Creating a supportive Community
- Being Just and Responsible

We strive to live the values of our school through our daily interactions with each other, staff, students and parents/guardians.

It is our belief that education flourishes in an environment where people feel valued and respected.

The Code of Behaviour is in place to ensure that there is a climate of positive discipline in the school thus encouraging high educational attainment and positive relationships.



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The Code of Behaviour encourages each student to take responsibility for their own behaviour and students are supported in this regard through our Pastoral Care Policy.

The Code of Behaviour applies to all students of this school and relates to all school activities both on-site and off-site.

It is expected that students uphold the good reputation of the school after school hours and off school grounds.

In the case of incidents which occur outside of school hours, the school reserves the right to impose sanctions where particular behaviour adversely affects the school's reputation or the Health and Safety of the school population. All registered pupils of High Cross College are ambassadors of the school; therefore off-site behaviour which reflects badly on the school will not be tolerated and may be the subject of sanction

All parents will be supplied with the code of behaviour on registering a student in the school. The code of behaviour will be reviewed periodically and any changes will be communicated to parents/guardians of all students.

### 1.4 Rationale

- To have a written code of behaviour as required by the Department of Education.
- To communicate the code of behaviour.
- To set down standards of expected student behaviour.
- To communicate the behavioural expectation to students.
- To apply the code fairly recognising the principle of natural justice.
- To support students in following the code of behaviour.
- To outline steps taken if the code is not adhered to.
- To monitor and review the code periodically.



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## Section 2

### (a) Behavioural Expectations

**Each student should have Respect for:**

#### **Self**

This includes:

- Behaving in a responsible manner which ensures personal safety and the safety of others.
- Wearing the correct uniform
- Having good personal hygiene and neat appearance
- Being responsible for writing your name on all your possessions. The school accepts no liability for students' personal possessions if they are lost or stolen.
- Avoiding inappropriate behaviour and language.

#### **Others**

This includes recognising the rights of others:

- Allowing your teacher to teach without disruption
- Allowing your classmates to learn without disruption
- All staff, teachers, SNAs, secretary, caretaking and cleaning staff, management, students and visitors should be addressed politely and respectfully

#### **Behaving in an orderly manner**

- You should go quickly and quietly to class when the bell rings.
- You should organise your class books and materials at locker times before school, breaktime, lunchtime and immediately after school
- You should not congregate on or block corridors and doorways in the interest of health and safety.
- You should walk and not run on the corridors and follow any corridor direction system. This requires students to walk on the right-hand side.

You should **NOT** engage in:



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- Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation)
- Behaviour that interferes with teaching and learning
- Threats or physical hurt to another person
- Damage to property
- Theft

### **Participation**

You are expected to attend school and participate in an active and positive way in your class activities.

Students must have all required materials and books for class.

Students must have required clothing and footwear for P.E.

Each student is expected to occupy her assigned desk as instructed by the teacher for the duration of the class.

Class work will be completed as instructed.

Students should be on time for class. Students who are late must sign in at the Deputy Principal's Office.

Homework should be completed to the best of the student's ability and written into the school journal.

All students must have a school journal in class

A student should not leave the class without the permission of the teacher and should produce a RED PASS if required by another member of staff on the corridors.



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### (b) School Rules

#### 1. Uniform (see Appendix 1 Uniform Policy)

- 1.1 Students must come to school in full uniform, clean and tidy and be conscious that every time they wear it, they represent their school community.
- 1.2 Jewellery should be worn as stated in Uniform Policy
- 1.3 Students are not allowed to wear make-up, fake tan, false eyelashes or false nails at school.

#### 2. Mobile Phone Use (see Mobile Phone Policy when ratified)

- 2.1 Mobile phones may only be used at break and lunch time. Mobile phones will be confiscated if used outside the allotted times. Students will be allowed to make a call from the office if required. The phone will not be returned until collected by a parent. If a student is over 18 years of age, the mobile phone usage according to the school rules applies to them also, however rather than a parent collecting the phone the student will collect the phone from the Principal.
- 2.2 The use of any mobile camera phone in the changing/toilet areas or any classroom at any time is strictly forbidden.
- 2.3 Video or voice recordings of any member of the school community, without prior consent or knowledge is forbidden.

#### 3. Use of Substances

- 3.1 Smoking is strictly forbidden. Any student smoking on the premises will be reported to the relevant authorities.
- 3.2 Vaporizers, including all vape devices, e-cigarette systems and any evolving derivatives are strictly forbidden.
- 3.3 The possession, use or supply of drugs, alcohol or illegal substances is completely prohibited on school premises and on school related activities and will be confiscated by staff and the matter reported to parents/guardians and the Gardai.

#### 4. Attendance

- 4.1 Students should attend school every day and arrive on time for all classes.



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- 4.2 Absences should be explained by using the Compass App. The school is required to report absences of more than 20 days to the NEWB (National Education Welfare Board)
- 4.3 Students are not allowed to leave the school without permission.
- 4.4 Students are not allowed out of assigned classes without permission.

### 5. School environment

- 5.1 No eating or drinking is allowed in class. Food and drink should be consumed in designated areas only. However, if a student has a cough or dry throat, with the permission of the teacher, they may take a drink of water or a soft drink and return the bottle to their bag.
- 5.2 High Energy drinks are not to be consumed during the day.
- 5.3 All litter should be placed in a bin.
- 5.4 Keep walls and furniture clean and care for all displays.

### 6. Class environment

- 6.1 Students should follow the instruction of the teacher at all times.
- 6.2 In the kitchens, art rooms, gym and lab areas, specific class regulations apply for health and safety and you must follow your teacher's instruction in relation to this.
- 6.3 Verbal assault, foul language or aggressive behaviour will not be tolerated.



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### Section 3

#### Responding to Inappropriate Behaviour

##### 3.1 Ladder of Referral

Sanctions are used to help students to learn about unacceptable behaviour and to recognise the consequences of their actions and their responsibilities. Sanctions are proportionate and are used consistently and fairly.

[Issues relating to attendance are dealt with separately]

##### 3.2 Low Level Disruption

The Classroom teacher is responsible for discipline in his/her classroom. The classroom teacher teaches the behavioural expectations and rules for the class in line with the school code of behaviour and rules outlined above.

A class teacher will encourage positive student behaviour and active engagement in learning. Offences of poor application e.g. homework, textbooks or copies will be addressed by the class teacher. If there is persistence in poor application the class teacher will bring it to the attention of the year head.

A class teacher may contact a parent in relation to the behaviour of a student, they may assign extra work, change the seating arrangement in the class, give verbal warnings. A teacher will keep a record of inappropriate student behaviour in class.

Where persistent low-level behaviour is repeated and the student fails to respond to actions taken by the teacher, the teacher will issue a YELLOW card for the student and send it to the Year Head.

Examples of low-level disruption include, consistently talking out of turn, refusal to follow an instruction, no homework, and no material for class, talking/distracting other students from learning or the teacher from teaching, chewing gum, uniform breach, and the list is not exhaustive.

##### Stage 1

When a student has accumulated **three** yellow cards (**Stage 1**) the year head will place the student on **lunchtime detention** and parents will be informed by text.

The student will meet with the Year Head with a view to managing their behaviour or Deputy Principal in charge of that year group if the Year Head is unavailable. Where appropriate the student may be placed on a **target behaviour card** to monitor the unacceptable behaviour





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and to set goals for improvement.

### Stage 2

A student moves onto **stage 2** when they accumulate three more yellow cards (total of 6). At this stage the student will be placed on **red tracking** for an agreed period of time which each teacher will sign at the end of class. The parent will be informed by email. The student will also meet with the guidance counsellor or Year Head and the involvement of agencies may be appropriate.

### Stage 3

If the misbehaviour continues while the student is at stage two and they receive further yellow cards they will move on to **stage 3** and serve an **evening detention** and parents will be informed by letter. Any further misbehaviour during stage 3 will result in the student moving to stage 4.

### Stage 4

A meeting with parents will be requested and support from external agencies may be sought. In attendance at the meeting will be the Year Head and a member of management.

### Stage 5

The student is suspended for 2 days and NBSS supports sought and/or implemented.

### Stage 6

The student's file is brought before the Board of Management for discussion.

**Further infringements when the student is on stage six may result in the Principal placing the student on further suspensions (see suspension policy)**

**Frequent suspensions may lead to expulsion (see expulsion policy)**

At all stages the student will have the support of staff, Year Head, Guidance Counsellor and management to redress their behavioural issues.



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At the start of an academic year each student begins with no active yellow cards. However, all behaviour records of students are kept for the duration of their studies in High Cross College and will be referred to in the case of a section 29 appeal under the 1998 Education Act.

### 3.3 High Level/Serious Disruption

Refusal to follow an instruction given by a teacher that causes concern for health and safety is a serious breach of discipline. Repeated refusal to follow a direct instruction by a teacher in relation to teaching and learning is a serious breach and will result in a **stage two offence**.

Under certain circumstances a teacher may need to remove a student from class temporarily until the appropriate disciplinary measures have been implemented. In this instance the teacher may place the student in a cooperating teacher's class or place the student in the study hall for the duration of the class until follow-up can occur. The teacher will instruct the student to inform the office that they are going to the study hall and the teacher in the study hall must register the student in the book. The class teacher may send another student from the class to confirm with the office and or the teacher in the study hall that the offending student has arrived. Follow-up disciplinary procedures will apply as outlined under the Code.

Truancy from class or school is a serious breach and will result in an evening detention or suspension at the discretion of the Principal under the suspension policy ratified by the Board of Management.

Smoking will lead to a report to the relevant authorities and suspension.

Verbal assault/foul language is a serious breach and will result in evening detention or suspension depending on the nature of language used at the discretion of the Principal in consultation with the Year Head and Deputy Principal.

Physical assault of a staff member or student will result in suspension and possible expulsion (see policy).

Theft or the use of illegal substances will be reported to the Gardai and will lead to suspension and may result in expulsion. Lockers are the property of the school and may be searched by school management and another staff member in the presence of the student. A student may also be requested by school management in the presence of another staff member to display the contents of their school bag. If the student refuses, the Gardai may be contacted to search the bag. A student will be searched only by a member of the Gardaí.

It should be noted that students may be requested to hand over passwords or electronic devices as part of an investigation within the school.



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### Section 4

#### Promoting Positive Behaviour

4.1 It is the policy of the school to actively promote positive behaviour. Students learn best by being rewarded. Staff will be given opportunities to share their experience of both positive and negative behaviour and to learn from collective wisdom. All staff have the responsibility in developing relationships with students that balance warmth and empathy with objectivity, professional detachment, fairness and consistency.

4.2 It is expected that staff and parents/guardians model appropriate behaviour.

Staff ensure that students have a clear understanding of the school rules and class rules.

The pastoral care programme in the school supports students. Tutors teach rules and guidelines and modules on respect and organisation skills.

The SPHE programme re-enforces positive behaviour.

The Guidance Counsellor meets with students.

The Chaplain supports students where required.

There is an active Prefect system with senior class Prefects for each class.

There is an active Student Council.

There is effective communication on student information between staff.

Extracurricular and sporting activities encourage positive behaviour among students.

The quality of the relationships between teachers and students is a major influence on positive behaviour. Mutually respectful relationships with empathy, objectivity, professional detachment fairness and consistency are fostered.

4.3 Reward System Motivation, encouragement and rewards are central to the code. To recognize and acknowledge good behaviour and commitment to studies, all staff will use various strategies to promote good behaviour at all levels. The strategies proposed are:

- Full Attendance Certificates.
- End-of-Year Awards and Achievements at whole school level.
- Perpetual Trophies.
- Positive Contribution Sheets.
- End-of-Year Treats.
- Praise on the Intercom.
- Mention at half-term Assembly.



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- Note in Journal.
- Year Head praise.
- Social Media recognition.
- Year Head Meetings where information is shared.
- Phone calls home.
- Display of student work.
- Student of the Month.
- Corridor Chats.

### 4.4 Monitor & Review

The code of behaviour is periodically reviewed and monitored to ensure fairness and effectiveness to all members of the school community. Regular monitoring will alert staff to emerging problems for a particular student or group of students and provide school management with an insight as to whether the code is working. This code will be reviewed during the academic year 2024/2025.

Teachers document records of inappropriate student behaviour. The Year Head will have student files on inappropriate behaviour. A student should be told when a record is being made about their behaviour.

Records should be kept in accordance with the Data Protection Act 1988 and the Data Protection Amendment Act (2003).

1. Obtain and process information fairly
2. Keep it only for one or more specified explicit and lawful purpose
3. Use and disclose it only in ways compatible with these purposes
4. Keep it safe and secure
5. Keep it accurate, complete and up-to-date
6. Ensure it is adequate, relevant and not excessive
7. Retain it for no longer than is relevant for the purpose
8. Give a copy to the individual on request (In the case of a minor their parent or guardian).