



# SCHOOLWIDE BEHAVIOUR MANAGEMENT PROGRAMME

## Student Code of Conduct

**In lessons** I will do whatever it takes to make sure that I:

- arrive at school by 8.00 am
- be at every lesson on time
- bring the equipment I need and am ready for learning
- wear the correct uniform smartly throughout the day
- enter the school safely and quietly, greeting the staff
- enter the classroom calmly, greeting my teacher
- avoid all distractions: putting away anything not required for the lesson
- only drink water from my water bottle
- be an active learner by participating and doing the activities set by the teacher
- show respect for my own learning and that of others and being silent when requested
- remain within the in-bounds areas throughout the day
- always complete my homework on time and to my best standard
- make sure that I catch up with my learning if I have been absent from school or have fallen behind for other reasons
- help a classmate if they are finding the learning difficult

**In the school and the local community** I will do whatever it takes to be safe and respect the rights of others by:

- listening to members of staff and following instructions politely and calmly
- walking as asked, not running or shouting, in corridors
- going straight to my lessons and holding doors open for others when the corridors are busy
- never damaging school property, adding graffiti, dropping litter or spitting
- never insulting, undermining or swearing at anyone
- when travelling on school transport, I will respect those around me, speaking to classmates and transport staff quietly and politely
- remembering I am always an ambassador for the school, respecting the local environment, by being considerate to our local community, obeying shop rules, and never dropping litter, adding graffiti or trespassing on private property

**At all times I will 'STRIVE'**

Safety	I will act responsibly to protect myself and others from injury and harm.
Tolerance	I will respect everyone, even people who are different from me.
Respect	I will be kind and good to other people.
Identity	I know I am an individual but part of a family, community and country.
Ventures	I will take advantage of opportunities, activities and programmes offered at school.
Excellence	I will always aim to do my best in everything I do.

**I promise to do my very best to keep to this Code of Conduct. I understand that should I not observe this Code, I will be reminded of what I have done wrong and will be given opportunities to correct my behaviour. I understand that I will face consequences should I not correct my behaviour.**



## **Incentives and Sanctions**

Praise and rewards will be used to motivate students much more frequently than negative consequences. This builds a culture of achievement and success. The praise and rewards will aim to constantly reinforce the school's core values of:

Safety  
Tolerance  
Respect  
Identity  
Ventures  
Excellence

### **‘STRIVE’**

Students start a new term ‘fresh’, with no existing sanctions carried over.

<b>Incentives</b>	<b>Sanctions</b>
Praise	Reminder
Stickers	Verbal Warning from teacher
Stamps	Yellow card from senior administrator
School Director's Certificate	Orange card – parental involvement
Attendance and punctuality awards	Red card
	Suspension
	Exclusion

## **Incentives**

### **Group rewards**

Students should be in 6 mixed ability groups of 4-5. Each group is to be named after one of the core STRIVE values. Group charts are to be displayed in the classroom, and stickers can be awarded each day for general good behaviour, having equipment, transitions, being on task, tidiness, packing away etc.

### **School Director's Certificate**

Students will be nominated for a School Director's award for an exemplary display of core values. The STRIVE awards will be presented at the weekly school assembly. Students should work towards receiving a certificate for each of the STRIVE core values over the course of the year. Should they achieve this, they will receive a special award at the end of the school year.

### **Attendance and Punctuality awards**

Good attendance and punctuality are to be celebrated. The class with the best weekly attendance is given an Attendance Trophy at the weekly assembly. Students with 100% weekly, termly and annual attendance are awarded special certificates and prizes.

It is intended that each student will get a certificate at least once every half term. Class teachers will keep the accumulative records of good choice stickers and stamps. A record of certificates will be kept through the electronic management system and certificates issued will be indicated on student report cards.

<b>Reward</b>	<b>How does it work?</b>	<b>Frequency</b>
Good Choice Stickers/Stamps	Quick and easy rewards, using stickers, will be issued to praise students for meeting expectations.	Daily
Playground	Playground staff will reward positive behaviour frequently	Daily



	and consistently. The reward will be a sticker i.e. good choice	
Group	Table points given for behaviour, lining up, transitions etc	Daily
Attendance and punctuality	Students with 100% weekly attendance and punctuality will be issued certificates. Students with 100% termly attendance and punctuality will be issued a School Director prize.	Weekly at the school assembly. At the final assembly at the end of each term.

## Sanctions

There is a clear set of escalating sanctions for poor behaviour. They range from reminders, expressions of disapproval, withdrawal of privileges, referral to the School Director, letters to and meetings with parents/guardians, suspension and, ultimately and in the last resort, exclusion. Most instances of poor behaviour are relatively minor and can be adequately dealt with through minor sanctions. It is important that the sanction is not out of proportion to the offence. Where anti-social, disruptive or aggressive behaviour is frequent, sanctions alone are ineffective. In such cases careful evaluation of the curriculum on offer, classroom organisation and management, and whole school procedures should take place to eliminate these as contributory factors. Additional specialist help and advice from outside agencies may be necessary. This possibility must be discussed with and approved by the School Director.

The use of sanctions will be characterised by certain features:

- It must be clear why the sanction is being applied – refer to the school STRIVE values
- It must be made clear what changes in behaviour are required to avoid future sanctions
- There should be clear distinction between minor and major offences
- It should be the behaviour rather than the person that is focussed on
- Where appropriate for student-student issues, a restorative justice meeting will be held, where the students are given the opportunity to restore the positive relationship.
- In situations where incidents happen outside of school, including cyber bullying, the school will consider referral to the police.



## Behaviour that Results in Sanctions

<b>LEVEL 1</b> Play fighting Lateness Talking when a teacher or another student is talking Incorrect school uniform Interrupting/calling out Not following instructions Not listening Inappropriate language Disrespecting property Not being in the correct place Not lining up/walking correctly Wasting time during transitions Breaking class rules Fiddling with equipment Name calling Off-task behaviour	<b>LEVEL 2</b> Swearing Truancy Discriminatory comments Fighting Spitting Bullying Vandalism Leaving class without permission Shouting at an adult Cheating in exams or other assessment	<b>LEVEL 3</b> Deliberate physical/verbal violence towards a child Deliberate verbal violence towards adults Truancy (on-going) Discriminatory harassment Bullying (on-going) Theft Possession of tobacco/illegal materials Vandalism (on-going) Persistent refusal to obey rules Leaving the school without permission	<b>LEVEL 4</b> Serious actual or threatened violence against another student or a member of staff Sexual abuse or assault Supplying or consuming/using an illegal drug Possessing, selling or consuming a weapon or explosives Gang activity Arson
<div>1<sup>st</sup> instance</div> <div>Persistent instances</div>	<div>1<sup>st</sup> instance</div> <div>Persistent instances</div>	<div>1<sup>st</sup> instance</div> <div>Persistent instances</div>	<div>1<sup>st</sup> instance</div> <div>Persistent instances</div>
<div>Reminder</div> <div>Verbal warning</div> <div>Yellow card</div> <div>Orange card</div>	<div>Red card</div>	<div>Suspension</div>	<div>Exclusion</div>

**Yellow card** – written warning from senior administrator which is recorded on school system.

**Orange card** – parents/guardians contacted by senior administrator to discuss the issue in order to get their support to prevent the behaviour from re-occurring. Recorded on school system.

**Red card** - report to School Director and parents/guardians invited to meeting, with apology or restorative justice conference if there is an identifiable victim. Recorded on school system.

**Suspension** - A set number of days at school in isolation or at home, re-integration meeting and behaviour plan.

**Exclusion** – permanently excluded from attending the school.

### School Trips

It is expected that all normal school codes of dress and behaviour will be imposed on any trip. It is the responsibility of the trip organiser as well as any accompanying adults to ensure such standards are complied with. The students, parents and staff should be aware that they are representing the school at all times and are, therefore, responsible for ensuring that they do not, at any time or under any circumstances, bring the school into disrepute. The school does not wish to stifle the enjoyment of trips, but just wishes to ensure the good behaviour and safety of everyone participating in them.



Students should be aware that inappropriate behaviour could risk their chances of taking part in further trips.

### **School Dress Code**

Students will be expected to be dressed in a clean, tidy and complete school uniform:

- whenever they are on school transportation or at school; and
- for all school activities even if they are outside the school environment or normal school times.

The aim is that students wear the uniform with pride because they are happy to belong to the community that their uniform represents. In acknowledgement that modest appearance is a cultural expectation, the school will request that parents/guardians co-operate with the following school uniform requirements:

#### Uniform for Girls

Plain white blouse or T-Shirt (with school logo) with sleeves.

Plain light grey tunic with school logo and/or light grey trousers  
(tunic to cover knees, no slits).

Shoes must be plain, sober coloured.  
(Laces to match, no high heels).

Sweaters, if required, with school logo.

Jewellery must be kept to an absolute minimum (including hair clips and only studs for earrings).

Hair should be secured back for safety reasons.  
No makeup or coloured nail polish is permitted.

#### Uniform for Boys

Plain white shirt or T-shirt (with school logo) with sleeves.

Plain light grey trousers.

Shoes must be plain, sober coloured.  
(Laces to match). Plain socks only.

Sweaters, if required, with school logo.

- The PE uniform is a white T-shirt (with school logo) and dark blue track pants (or dark blue shorts for boys) and track shoes.
- School uniform may be purchased from the school's uniform store.
- Parents who are unsure of the suitability of their children's clothes will be requested to check with the administration rather than send their children to school in clothing which may be considered inappropriate.
- All uniform should be named.
- Hats are encouraged.
- Fingernails should be kept short.

### **Uniform Issues**

Parents/guardians of students that do not wear their uniform correctly will be contacted and asked to bring the missing uniform into school. If this is not possible then the school will request permission from the parents that the student wear a school-owned, clean, extra uniform for the day. The school will agree with the parents/guardians a date by which the child will be once again in full uniform.

Should a student repeatedly come to school without correct uniform, the school will request in writing that the parents/guardians provide a spare uniform which will be kept at school for the student to dress in upon arrival at school. For KG students, accidents can easily happen; parents/guardians will hence be requested to send to school a labelled spare set of uniform for every KG child.

There may be good reason why a student is not wearing school uniform. In this case, parents/guardians should share the reasons with the School Director either in person or by letter. The school will always be considerate and discrete in trying to establish why a student is not wearing the



correct uniform. In line with the school's culture of honest conversation with parents/guardians, it will seek discussion with the parents/guardians at the earliest opportunity if there are any difficulties.

There will be the occasions when the school decides that school uniform is not appropriate, e.g. when taking part in a physical activity day or wearing different clothes as a part of a special event. Parents/guardians will be notified in advance of the revised dress code for these days.

### **Behaviour within the Toilets**

Aims:

- to maximise the access students have to toilet facilities during the day, to promote the health, wellbeing and learning opportunities of all pupils
- to provide good quality toilet facilities throughout the school.

Expectations:

- students will only ask to use the toilet when it is essential.
- students will respect facilities at all times.
- toilets will be open and available to all students throughout the school day.

### **Access to toilets during lesson times**

During lesson times it is expected that students request permission to leave the class to go to the toilet. It is expected that the classroom teacher uses a system of toilet passes and monitors how many children at any given time are allowed access to the toilets during lesson time. In order to maintain the safety of all children, the cleanliness and hygiene of the toilets, and the usual high expectations of behaviour, this should be no more than one boy or one girl from the class at any given time.

### **Access to toilets during playtimes**

During playtimes, a member of staff will be stationed near the doors of each bathroom. Children requesting access to the toilets should do so through the assigned member of staff. This member of staff will allocate a toilet pass to the child.

No more than 2 boys and 2 girls will have access to the toilet during playtimes at a given time. This restriction in the number of students is necessary in order to maintain the safety of all children, the cleanliness and hygiene of the toilets, and the usual high expectations of behaviour.

In the interest of the safety, hygiene and general wellbeing of all children, any student found to be in the corridors or toilets during playtime without a toilet pass will be issued with a yellow card.

### **Suspension**

Suspension involves being isolated from the school community for a set number of days. This may mean being in isolation at school or being kept at home. Suspended students will receive a work pack to complete. Parents will be collaborated with closely. The aim will be to get the student successfully re-integrated into school and meetings will be held before the student returns during which a behaviour plan will be agreed, followed and reviewed. Suspensions will be conducted in accordance with ADEC regulations.

### **Exclusion**

The decision to exclude a student permanently is a serious one. There are two main types of situation in which exclusion may be considered.

- The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, including suspension, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and/or use of illegal substances on school premises.



- The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence. These might include those listed in the table above. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the school. The school will consider police involvement and other agencies for any of the above offences.

### **Exclusion protocol**

Exclusions will be conducted in accordance with ADEC regulations and only after ADEC's written permission is given.

### **Investigating incidents, searching and confiscation**

The following procedures should be followed if a serious disciplinary offence is thought to have taken place. These procedures are for guidance and they may be altered if circumstances require, for example if specific staff are unavailable or if the matter requires expeditious action.

### **Investigation incidents**

Internal investigations can inadvertently prejudice investigations by Social Services or the Police. If it appears that a serious disciplinary offence is a matter for Social Services or the Police, staff must stop the internal investigation immediately and refer the matter to the School Director and/or the Designated Person for Child Protection as appropriate. In situations where other services need to be informed, the School Director or his designate will attempt to contact the family to let them know of the referral, unless it is, in their judgement, inappropriate to do so.

If a serious offence appears to have been committed, the member of staff concerned should inform the School Director as soon as possible. In the event that this is not possible then the staff member should refer it to the Deputy Director. The Director or his designate will decide the nature of investigation required, usually including conducting an initial interview with the student/students concerned and by arranging for the student/students concerned to produce a statement relating to the matter.

CCTV cameras may be checked to provide evidence of the facts. It is also important that disciplinary matters, particularly serious ones, are investigated at a measured pace and that no premature judgments are made concerning the matter.

Once an investigation for a serious offence begins it may be necessary for the student/students concerned to be supervised by a member of staff or in extreme cases isolated from other students. Any investigation should be conducted away from the public gaze. When a student is interviewed they should be made aware of the matter being investigated at the start of the interview. It should also be made clear at the start of an interview that students are expected to tell the truth and that if they do not do so they can expect to be interviewed again. Careful contemporaneous notes should be kept during all interviews. These should be signed by the member(s) of staff present afterwards. Individual written statements should be taken wherever possible and they must be dated and signed and dated by the student/s concerned.

### **Searches and confiscation**

All students and their parents/guardians will be informed that whatever students have with them at school is within the authority of the school to search in order to protect the school community.

If a member of staff suspects that a student is in possession of a prohibited object the student may be asked by one of the School Directors to empty their desk, bag, locker or pockets – at no time will any member of staff touch the student. Searches will be conducted in such a manner as to minimise embarrassment or distress.

When items are found they can be confiscated if it is reasonable to do so and they are not allowed under the school rules. Where any article is thought to be a weapon it will be passed to the police. It is not necessary to inform parents before or after a search takes place or to seek their consent to search their child. Where objects are found however, the individual student's parents/guardians must



be contacted where what is found constitutes a significant breach of the school rules, and especially where a “prohibited item” is found.

### **Appeals to Disciplinary Actions**

Parents/guardians and students may place an appeal regarding a specific disciplinary action taken by a school. In the case, they are advised to follow the process set out in the School Complaints Policy.