

# *Blackwater Community School*

## *Code of Behaviour*

### **Blackwater Community School SCHOOL RULES**

1. Correct uniform must always be worn during the school day, including state exams (full uniform) and school trips (PE uniform). **(As outlined on pages (8 & 9))**
2. Students must attend all classes on time, L2 will be issued for unexplained lateness, 3 L2s on the system will result in an evening detention.
3. An explanatory note from home must be entered on the BCS app if pupils are absent, arrive late or needs to leave during the school day.
4. If a student is signing out for any reason (appointment, illness, etc.), a parent/guardian must come to the office to sign them out and permission must have been given from Year Head/Tutor before coming to the office.
5. A student may not leave class without written permission from their class teacher, recorded in their PR journal. Phones must be left on their desk before they leave.
6. Smoking in or near school premises is absolutely forbidden and will lead to automatic suspension.
7. Smoking in school uniform at all school related events is absolutely forbidden and will lead to an automatic suspension
8. Possession of intoxicating liquor or illegal substances in school or at school related activities is strictly forbidden and will incur serious sanctions including suspension and up to expulsion as determined by the Board of Management.
9. Students are expected to show respect for school property and keep classrooms and school grounds neat and tidy.
10. Students who choose to bring their mobile phone to Blackwater Community School are required to place them in a magnetic pouch, which is locked once they are on school environs for the full school day and can only be accessed if enabled by a staff member. Any student who does not carry their phone in a locked pouch will have their phone confiscated immediately and receive a disciplinary sanction. Confiscated phones can only be collected by a parent/guardian at the end of the school day.
11. All incidents involving creating, storing, or sharing of explicit text, images and/or video of children under the age of 17 years will be reported as an incident to the Gardaí and Tusla and the State Claims Agency (to the latter as there is the potential to cause injury/harm to the individual).
12. Sharing of explicit text, images and/or videos of pupils or staff in the school will incur serious sanctions including suspension and up to expulsion as determined by the Board of Management
13. Each pupil is required to have a personal record book (PR Journal) and must present it to the teacher when requested to do so. It is the responsibility of each student to ensure that the PR book is not lost or defaced in any way.
14. Any damage to school property will be dealt with severely and will incur serious sanctions including suspension and up to expulsion as determined by the Board of Management
15. Loitering along New Street, the Ballyanchor Road and the Millennium Park is strictly forbidden.
16. Pupils must be respectful and courteous to each other, to visitors, and to all members of the school staff.
17. Pupils must work diligently and obey teachers' instructions promptly and complete all homework assigned.
18. Any student in breach of school rules at school related events will be collected by a parent/guardian.
19. All students must attend their tutor meeting each morning for roll call. Late arrivals must sign in the school office, to ensure they are marked present and explain their lateness by their parents submitting a late note online.
20. Chewing gum is forbidden on school premises
21. Pupils must participate in Physical Education class unless a medical certificate is presented.
22. Student Parking has been made available in the Community Centre car park and not in the school surrounds. Student cars are not allowed on or near school grounds.

#### **DECLARATION**

I agree to abide by all the above rules and regulations of Blackwater Community School.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_  
Student

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_  
Parent/Guardian

As a school community we aim to support each other in our learning and in our work together. We strive to build a positive atmosphere based on respect of ourselves, of others and of our environment. We encourage and affirm each other in both our work and recreation.

There may be occasions where respect is not shown in some form or other and students will be advised accordingly to make good the situation. They will also be afforded every opportunity to mend damaged relationships and review their commitment to live out their school lives in a respectful manner. Restorative Justice is a key component of our disciplinary system.

Students are expected to behave in a manner which is in keeping with the spirit of our Mission Statement. The school rules are a set of guidelines which are indicative rather than fully inclusive. Students are expected to show respect at all times for themselves, fellow pupils, for all staff both teaching and non-teaching, for visitors and guests of the school and for our environment.

- Students may show respect for themselves by taking pride in their own work and appearance and in the appearance of the school, by taking personal responsibility for their own litter and by always behaving with dignity.
- Respect may be shown to fellow students by contributing to a caring and inclusive community spirit. There will be no tolerance for any abuse on the basis of gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.
- Pushing, fighting, bad language, rough play or bullying will not be tolerated.
- Respect to staff, visitors and guests of the school may be shown by courtesy and good manners. Threats, insults, intimidation, or abusive language is not acceptable.
- Students may show respect for property by taking personal responsibility for their lockers, desks, chairs and all other school resources as well as the property of others. Any student damaging school property in any way will be required to pay for the repair or restoration of the damaged item.

All members of the School community and visitors to the school have the right to attend school without fear of any sort of intimidation, whether physical or emotional. If one suspects bullying/harassment might be taking place they should inform a teacher, parent or their tutor/yearhead. Bullying of any sort will not be tolerated and will be managed in accordance with the school's anti-bullying/harassment policy.

## **STUDENT BEHAVIOUR**

1. Every student has a right to learn within a positive learning environment. Behaviour, both inside and outside the classroom which interferes with this right, will not be tolerated. Such behaviour will be dealt with in the first instance by the individual subject teachers, but where offending behaviour persists it will be referred to their Year Head, Deputy Principal and/or Principal. Depending on the level of referral, verbal reprimand, detention, parent consultation, report card or suspensions will be applied as appropriate. When a very serious misdemeanour occurs the teacher may need to take immediate action. A Teacher Incident Report will be filled out and brought to the attention of the Year Head immediately. This report will be noted on VSWAre and placed in the students file. Support and guidance is always available to students from the Guidance Counsellor, Chaplain and other personnel in the Pastoral Care team.

2. **Smoking** and or possession of cigarettes, vapes, lighters, matches etc. are strictly forbidden while in school uniform or while in the school, on the school grounds or in the vicinity of the school or while

on any school trip or outing. Students found with any of these items will have them confiscated and an automatic 1 day suspension given on their first offense.

3. Students (including those aged 18 or over) may not under any circumstances use, sell, buy or be in possession of alcohol in the school, on the school grounds, in the vicinity of the school while on any school trip or outing or while in school uniform. Students found in possession of alcohol will have it confiscated and appropriate disciplinary action will be taken.

4. Students should be aware that use of illegal drugs or substances is highly dangerous and can result in death. It is illegal for anyone to use, sell, buy or be in possession of illegal drugs. Students found in possession of illegal drugs or substances will have them confiscated and appropriate disciplinary action will be taken. Their parents will be informed, the matter will be referred to the Board of Management and/or the Gardai and dealt with as outlined in the Substance Misuse Policy.

### **ATTENDANCE**

All students should attend school every day unless they are ill or other exceptional circumstances prevail. When possible medical, dental appointments should be made outside school hours. Holiday arrangements should also coincide with school calendar as directed by the DES. Excuses for absences should not be given easily. All notes must be dated and recorded via the school app giving precise reasons for absence. Students absent from school without permission will be required to make up the time lost after school. Parents will be advised accordingly. Students who leave class or school grounds without permission will receive a detention/suspension. It should be noted that the reporting of students who are absent from school for more than 20 days in a school year will be made to the school's Education Welfare Officer which is mandatory under the Education Welfare ACT 2002. All students achieving full attendance receive an award at the annual awards ceremony held at the end of May each year. Students are not permitted to leave the school grounds during school hours without written permission from a parent/guardian who will need to sign their son/daughter out at the school reception area along with a permission to leave note submitted online.

Junior students (1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> year) are not to leave school grounds unless permission is granted. Senior Cycle students are afforded the privilege of leaving the school grounds during lunchtime. This privilege may be withdrawn if it is deemed appropriate. Senior students are expected to return from lunch before class commences. Any student arriving late to or leaving early from school, must report to the school reception and digitally sign in. Explanatory notes should be shown also submitted online by parent/guardian. All class attendance is recorded on VSWare during the school day. To fully embrace the culture of the school it is expected that all pupils attend all relevant school events, related to their year group or whole school.

**PUNCTUALITY** is essential for the smooth running of the school. Students are expected to be in school by 8.30a.m. each morning in advance of tutor meeting. Students must be ready for class with books and homework organised. Those students who are persistently late to school in the mornings, afternoons or to lessons will incur detention and parents will be notified.

**HOMEWORK** must be recorded in Personal Record book and presented on time. Homework is a vital element of school life. It enables students to check what they have been taught in class, to determine gaps in their understanding and to perfect their knowledge. Homework received each day should be recorded in the space provided. Homework consists of:

- A review of all work covered in class
- Set written and oral work
- Revision

Students should take great care in completing homework to a high standard, ensuring it is neatly presented and handed in on time. In the case of Homework undone, a written excuse must be given

in the PR book by the parent/guardian. Persistent failure to present homework will result in sanctions being applied by the subject teacher and parents will be contacted.

### **PERSONAL RECORD BOOK**

Students must have their PR book with them at all times. The journal should only be used for academic purposes and as a means of communication between parents/guardians and the school. Parents are requested to check PR book each week and all Junior Cycle parents to sign it and all Senior Cycle parents to sign teacher notes. A lost or defaced PR book must be replaced and paid for by the student. Behaviour is tracked through Merit sheets in the PR book, minor offences (homework, lateness) will receive an X, 3 X result in a C3 which is recorded in student file.

### **BOOKS AND EQUIPMENT**

A full set of schoolbooks and equipment from the start of the academic year is essential for each student, some may be part of school book rental scheme. All Books and equipment should be clearly marked with the student's name and class. Failure to present for class with appropriate books / equipment will be sanctioned accordingly by the subject teacher.

### **STUDENT PROPERTY**

Students must take care of their property. All items should be labelled. Valuables and unnecessary items should not be brought into school, as the school cannot accept any responsibility for property lost or stolen. Locker facilities will be provided for the year and students are advised to avail of them. Each year group will have their locker in their designated area. Bicycle racks are provided and students are advised to lock their bicycles to these racks only.

### **USE OF LOCKERS**

Lockers should only be used at the following times:

- Before school begins.
- At Break Times
- At the end of the school day.

Students may not go to their lockers between classes except where permission is given by the subject teacher. The use of the locker is the student's responsibility. Lockers should be locked at all times. At all times the school reserves the right to question any student in relation to any incident. It also reserves the right to view the contents of a student's locker, bag or/and to view any item carried by students on their person.

### **SCHOOL UNIFORM**

The wearing of School Uniform to, in and from school is compulsory at all times and at all school functions, unless otherwise specified. Students are expected to wear their school uniform with pride and to remember that they are ambassadors for their school. The uniform is listed below and variations are not accepted.

<b>Official School uniform</b>	<b>Official PE Uniform</b>
A light grey Shirt & tie( grey with silver & blue stripe)	<b>ONLY worn on timetabled PE Day</b>
Black Jumper with school crest	Navy round neck t-shirt with red & white trim & BCS crest
Grey trousers or grey knee length skirt ( opaque black tights must be worn with skirt)	Plain navy O'Neills tracksuit bottom
All black shoes or runners / navy boat shoes	Runners with non marking soles
School fleece or Jacket only in class or school building	Navy blue BCS half zip with red & white trim & BCS Crest



The school Tshirt/ top is part of the PE uniform and should not be worn over the black uniform. All items should be clearly marked with the student's name. Any student may have non-uniform items confiscated for a period of time not longer than the current half term. A student presenting to school in non-uniform items may be asked to return home or a parent may be asked to bring appropriate uniform to school. Student can only attend class in correct uniform.

### **MOBILE /SMARTPHONE WELLBEING**

To ensure a healthy, engaging and safe environment for all members of our school community we are a **mobile/ smartphone free school** during the school day. Blackwater Community School recognises that mobile phones are now an integral part of young people's culture and way of life and can be of considerable value when used in an appropriate manner. However, we are also cognisant that phones can be a distraction, can hinder communication and socialisation and can increase levels of anxiety and stress for many students.

All students who wish to bring their mobile phone to Blackwater Community School are required to place them in a magnetic pouch, which is locked once they are on school environs and can only be accessed if enabled by a staff member.

Any student who does not carry their phone in a locked pouch will have their phone confiscated immediately and receive a disciplinary sanction. A pouch must be allocated to each student at the beginning of the academic year from the main school office and maintenance of the same will be the students responsibility. If a pouch is tampered with, defaced or lost then a replacement pouch must be purchased.

This policy is available on our school website and should be read in conjunction with the following policies:

- Code of Behaviour
- Anti-Bullying Policy
- Acceptable Usage Policy (Students)
- Social Media Policy

## **USE OF INFORMATION TECHNOLOGY**

Pupils are expected to use the internet in a responsible manner in conjunction with the rules outlined in the Acceptable Use policy. The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet. Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities

## **HEALTH & SAFETY**

Students are strongly encouraged to be mindful of their health during these most important years of their development. A proper diet, adequate rest and regular exercise are essential for any young person facing the challenges of regular study and growing up in today's society. We live in a sophisticated society and all students of all ages need to exercise care in looking after their own safety. This care should be exercised over a range of activities, including road safety, the wearing of cycle helmets, the safe use of motorbikes and cars and personal safety in all circumstances. Students should have an awareness of the dangers of the use of tobacco and alcohol. Students should never experiment with illegal drugs or substances. Students should also familiarise themselves with the particular safety regulations of each classroom. Health & Safety is everyone's responsibility. Students must follow directions for movement, including the one way system, around the school and for fire evacuation. Interfering with Safety Equipment is a very serious offence and will be punished accordingly.

## **EMERGENCY REGULATIONS**

Emergency Drill Practice takes place in Blackwater Community School regularly. This is to train students on how to evacuate the building in an orderly fashion in case of fire or other emergency.

Students are reminded that interference with the Fire Alarm or Equipment is a very serious offence and will be sanctioned accordingly. On hearing the fire alarm students should:

- Stand up in perfect silence.
- Follow the instructions given by the teacher.
- Walk quickly and quietly in single file (on left side) from the classroom to the Assembly Point.
- At the Assembly Point, line up in alphabetical order in your class group.
- If alarm goes off between classes the class should proceed to the Assembly Point as outlined and join their class teacher.
- If a student is not in class when alarm sounds they should proceed immediately to the Assembly Point and join their class group.

**PARKING** Students are not allowed to park cars or motorbikes in the school grounds at any time. Students can park cars in the car park of Lismore Community Centre.

## **SANCTIONS**

Students will be rewarded for positive behaviour but negative behaviour will result in sanctions being applied

### **Rewards:**

Verbal Praise  
Positive notes  
Letters home  
Tutor Awards System  
Achievements Awards

### **Sanctions:**

Verbal Reprimand  
Note in Journal and/or additional work  
Detention; breaks, after School;  
Suspension; In-school, Out of school.  
Expulsion Note: Prior notice given

**Note: Prior notice will be given to Parents/Guardians in advance of all detentions which are scheduled before or after the school day.**

## **SUSPENSIONS & EXPULSIONS**

To facilitate the day-to-day running of the school, the decision as to whether or not to suspend a pupil has been delegated by the Board of management to the Principal (or, in his absence, to the Deputy Principal). Suspension may be imposed for serious or persistent breaches of the Code of Behaviour, such as:

- Physical or verbal abuse
- Use or possession of alcohol
- Use or possession of illegal drugs or substances
- Absence from school without permission

Or any other behaviour which the Principal considers is best dealt with by suspension. In exceptional circumstances the Principal shall recommend exclusion or expulsion of students for a serious breach or breaches of the school Code of Behaviour to the Board of Management.

All suspensions & expulsions are brought to the attention of the Board, Pupils and / or their parents/guardians have a right to appeal afforded to them in all instances of suspension and exclusion or expulsion.

Such appeals shall be made within the context of the Education Act (1998), the Education Welfare Act 2000 and according to DES guidelines which pertain at the time.

A pupil having any difficulty is welcome to approach any member of staff including his/her Tutor, Year Head, Chaplain, Counsellor, Deputy Principals or Principal at any time.

Students are reminded of their responsibility to behave and act at all times in ways that will not cause offence or distress to others in the community. We strive to create and be part of a community that is supportive and fulfilling for all. Any positive contribution we can make to this ideal is welcome. Negative or antisocial behaviour reflects poorly on ourselves as individuals, on our school as a whole, on our entire community and will be dealt with as appropriate.

**THE SCHOOL CHAPLAIN** is available to all students, parents and guardians to discuss matters of a personal nature.

Parents/Guardians are welcome to discuss any concerns that they have about their son/daughter's progress with the relevant member/members of staff. Appointments should be made through the office. Blackwater Community School Parents Association works in partnership with the staff and the Board of Management to support the school in achieving the best ways forward for all the students. The association welcomes the input of all Parents/Guardians.

**CHILD PROTECTION** at Blackwater Community School strives to safeguard the welfare of all our students by providing a caring, happy, safe environment and by protecting them from harm.

The Designated Liaison Person at Blackwater Community School is:

Mr. Denis Ring: Principal,

In his absence, Ms Maria O'Brien: Deputy Principal

#### **REVIEW**

As part of its on-going school development planning process, Blackwater Community School will monitor, review and evaluate this policy and all related work and procedure on an on-going basis to ensure legal compliance and the maintenance of best practices.

**Relevant policies:** Available online [\*\*www.blackwatercs.com\*\*](http://www.blackwatercs.com)

Attendance Policy

Examination Rules

Acceptable Usage Policy

Homework Policy

Substance Use Policy

Smoking Policy

Child Protection policy

Student Code of Behaviour

Mobile/Smartphone Phone Policy

Anti-Bullying Policy

By signing the BCS code of Behaviour Pupils & Parents/Guardians are agreeing to adhere to the above policies

**Pupil Signature**\_\_\_\_\_

**Parent/ Guardian Signature** \_\_\_\_\_



## **GUIDELINES FOR STUDENTS**

ABSENCES:	Have a note submitted on school app.
ACCIDENTS/ILLNESSES:	In all cases report to a member of staff or to Reception.
APPOINTMENTS:	Submit a note on school App prior to Appointment.
BICYCLES/VEHICLES:	Place in designated areas and lock. The school does not accept responsibility for loss or damage.
BOOKS:	Keep them covered, neat and with you.
CHAIRS:	Place on desks last class each day.
CHEWING GUM:	Forbidden.
CLASS CHANGES:	Move promptly and quietly as a group. No running, pushing or shouting.
CLASS MATERIALS:	Have them with you.
FIRE:	Be familiar with Fire Drill. Obey Fire Drill instructions.
HOMEWORK:	Make an honest effort.
HYGIENE:	Personal hygiene is most important.
PR. BOOK:	Use as directed.
LITTER:	It is your school – please keep it tidy.
LOCKERS:	Keep it clean and empty at the end of each term. Use only at designated times.
LOST PROPERTY:	Bring to Reception.
NEWSLETTERS:	Available on school app.
OUTINGS:	School rules apply. Uniform/PE uniform essential.
PRACTICAL SUBJECTS:	Obey specific Lab/Workshop rules.
PUNCTUALITY:	Be on time.
UNIFORM:	Keep it well. It must be always worn correctly.
MOBILE PHONE FREE:	Must be locked in Yondr pouch for full school day.
RESPECT:	Maintain a high standard towards fellow students, all staff, and visitors at all times.