



# BEHAVIOUR POLICY

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## AIMS

- To outline whole school behavioural expectations which are supported and followed by the entire TRRS community (i.e. Students, Staff/Teachers, Parents, Management, Governors, etc.) based on our shared values and a strong sense of accountability
- To apply positive strategies and practices that promote a safe, nurturing atmosphere that is conducive to effective teaching and learning
- To use the curriculum to teach values and attitudes, as well as knowledge and skills. This will promote responsible behaviour, encourage self - discipline and engender in our students a respect for themselves, for other people and for property. This will be reinforced through PSHE, Form Tutor periods, Circle Time and through positive social relationships
- To encourage positive behaviours rather than to simply punish inappropriate behaviours, by providing a range of rewards for students of all ages and abilities
- To make clear to students the distinction between minor and more serious misbehaviours and the range of consequences that will follow
- To treat problems when they occur, in a firm and caring manner, in the hope of achieving an improvement in behaviour
- To enable effective teaching and learning to take place, which results from sensible and consistent behaviour in all aspects of school life

## CODE OF CONDUCT

This code of conduct has been formulated with the safety and well-being of our students in mind, towards the facilitation of a conducive learning environment.

### **All members of TRRS community are expected to:**

- Adhere to all school rules and regulations (see below)
- Demonstrate respect for one another at all times
- Appreciate time and value punctuality
- Recognise that an effective school behaviour policy requires close partnership between parents, teachers and students

### **Students**

- All students are expected to respect the authority of their teachers and other adults in the school community
- Students must exhibit good manners at all times through their general conduct and by extending common courtesies (i.e. greetings and salutations, saying please and thank you, etc.) to all members of the school community
- Students must respect the school as a place of learning and treat it as such
- All students are expected to respect their own and other people's property and to take care of their environment, books, resources and equipment
- Students are expected to be well-behaved, well-mannered, sensible and attentive
- Students are expected to move around the school grounds sensibly
- All students must abide by class rules and procedures (i.e. raising hand before speaking, lining up to enter class, submitting assignments and homework on time, etc.)
- If a student has a grievance against another student, it must be reported to a member of staff who will deal with the matter fairly and without prejudice
- All students are expected to act as mentors and role models to other students
- Students are expected to declare and register any prohibited items (i.e. money, mobile phones, music devices, etc.) at the Main Office before they enter the school campus

## Teachers and Staff Members

- Teachers are expected to adhere to TRRS Teacher's Code of Ethics
- Teachers are expected to enforce all TRRS rules and regulations (see below)
- Teachers are expected to hold all students to the highest academic and behavioural standard
- Staff are expected to practice and model all positive behaviours expected of our students
- Teachers are expected to work in partnership with parents to provide swift, frequent and proactive communication that is honest and encourages further achievement
- All staff are expected to exercise full discretion and confidentiality when dealing with academic, student and family issues that may come to their attention
- All Staff are expected to handle any incidents or grievances brought to their attention fairly and without prejudice, documenting and communicating the incident to the necessary authorities as appropriate

## Parents

- Parents are encouraged to use their child's teacher as the first point of contact whenever possible. School Management and other channels (i.e. [feedback@theromanridgeschool.com](mailto:feedback@theromanridgeschool.com)) are also available to parents to encourage open and frequent communication.
- Parents must remember that our staff deal with issues patiently and positively and are expected to reciprocate.
- Parents are expected to work in partnership with Teachers to ensure student's optimum progress and achievement.
- Parents are expected to help maintain frequent and constructive contact with their child's teachers. All parents are expected to communicate with their child's teacher at least once each term (i.e. Parent- Teacher conferences, Class meetings, appointments, morning/afterschool discussions, email, phone, etc.)
- Parents are encouraged to discuss the school rules and code of conduct with their child, emphasising their support of them and assisting when possible with their enforcement.



<ul style="list-style-type: none"> <li>• Introducing material that is likely to aid cheating into an examination room.</li> <li>• Attempting to lay hands on examination / test questions prior to taking the examinations / tests.</li> </ul> <p><b>Rule 6: Damage of School Property</b>  A student shall not cause or attempt to cause destruction to the School's property. School property includes but is not limited to</p> <p><u>Property:</u></p> <ul style="list-style-type: none"> <li>• Trees, landscaping, fences, buildings, chairs, tables, doors, windows and desks.</li> </ul> <p><u>Educational Material:</u></p> <ul style="list-style-type: none"> <li>• Tearing out pages from textbooks, library books etc.</li> <li>• Willfully causing damage to the school's instructional materials.</li> </ul> <p><b>Rule 7: Fighting, Harassment, Extortion</b>  A student shall not act or behave in such a way as to cause bodily harm to himself or any other person.</p> <p><u>Fighting includes:</u></p> <ul style="list-style-type: none"> <li>• Hitting and/or returning the blow</li> </ul> <p><u>Harassment</u></p> <ul style="list-style-type: none"> <li>• Bullying or intimidating other pupils</li> <li>• Meting out cruelty and/or undue hardship to other pupils</li> <li>• Exerting unhealthy pressure or influence on other pupils</li> <li>• Teasing as to cause a feeling of inadequacy in other pupils</li> <li>• Any other act that causes fear in, or disturbance to other pupils in the school</li> <li>• Sexual harassment</li> </ul> <p><u>Extortion:</u> Engaging in any action or threat that forces another student to:</p> <ul style="list-style-type: none"> <li>• pay money</li> <li>• hand over material possession</li> <li>• perform services that are undue to him/her</li> </ul> <p><b>Rule 8: Narcotics, Alcoholic Beverages, Drugs, Tobacco Products</b>  A student shall not engage in the following activities:</p> <ul style="list-style-type: none"> <li>• Possessing, handling, transmitting, concealing drugs, narcotics, alcoholic beverages, inhalants, any substance that may cause physical, mental or emotional change</li> <li>• Displaying, possessing or using tobacco products such as</li> </ul>	<p><b>Replace / pay for the damaged property and perform duties in repair/reconstruction, as assigned</b></p> <p><i>(Students may be held during activities to do gardening, odd jobs in the classrooms, under supervision)</i></p> <p><b>Suspension, Expulsion</b></p> <p><b>Suspension, Expulsion</b></p> <p><b>Suspension, Expulsion</b></p> <p><b>Suspension, Expulsion, Possible legal action</b></p>
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cigarettes and cigars

**Rule 9: Dangerous Weapons and Instruments** A student shall not possess, handle, transmit or conceal any weapons or harmful instruments. Included under, but not limited to, the category of banned instruments are:

- Firearms
- Fireworks
- Knives
- Lighters
- Ice picks
- Switchblades
- Chemical substances likely to cause harm
- Any instrument that looks like the ones listed above.

**Rule 10: Exploitation of Electronic Media**

A student's use of the computer or any electronic device shall be consistent with the educational objectives of the school. The following activities are prohibited:

- Transmission of copyrighted materials
- Accessing and/or transmitting pornographic sites / material on the internet
- Tampering with hardware or software

**Rule 11: Profanity, Obscene Language**

A student shall not use profanity or obscene language, either written or verbal. Included in this rule are the following:

- Obscene gestures
- Obscene signs
- Obscene pictures, publications and other printed materials
- Obscene music

**Rule 12: Insubordination**

A student shall comply with the directions of Management, teaching staff, and all other persons placed in charge of them. Insubordination includes but is not limited to:

- Disrespectful behaviour towards a member of staff
- Interference with a teacher's ability to conduct class
- Failure to obey a reasonable request
- Insulting or challenging the authority of a member of the School's staff in any manner whatsoever
- Repeated violation of any rule, directive or disciplinary procedure

**Rule 13: Theft**

A student shall not engage in, or be party to theft. This rule includes but is not limited to:

**Suspension, Expulsion, Possible legal action**

**Detention, Suspension or Expulsion**

**Detention, Suspension**

**Detention, Exclusion from school functions, Suspension, Expulsion**

<ul style="list-style-type: none"> <li>• Taking of property belonging to the school or any person in the school</li> <li>• Attempting to take property belonging to others</li> <li>• Being party to taking, or attempting to take, property that belongs to others.</li> </ul> <p><b>Rule 14: Breaking and Entering</b> A student shall not break and enter, or attempt to break and enter:</p> <ul style="list-style-type: none"> <li>• School property or equipment of the school</li> <li>• Personal property on school grounds or at any school activity</li> </ul> <p>A student shall not be unsupervised in any school building during unofficial school hours.</p> <p><b>Rule 15: Forgery and Fraud</b> A student shall not present false information, in writing, to the School. This includes, but is not limited, to:</p> <ul style="list-style-type: none"> <li>• Falsifying the name of another person</li> <li>• Falsifying grades, dates, addresses</li> <li>• Attempting to use false information / identification to mislead school personnel.</li> </ul> <p><b>Rule 16: Trespassing and Loitering</b> A student shall not trespass or loiter on school property at unauthorized times. These times include:</p> <ul style="list-style-type: none"> <li>• During a suspension or expulsion</li> <li>• When the student should be in a lesson or an activity.</li> </ul> <p><b>Rule 17: Gambling</b> A student shall not indulge in games of chance. This is to include the use of dice, cards or other devices associated with gambling for monetary, material or any other personal gain.</p> <p><b>Rule 18: Displays of Affection</b> A student shall not engage in demonstration of affection that may be considered inappropriate or offensive. This includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Touching</li> <li>• Petting</li> <li>• Kissing</li> <li>• Any other act that may be considered sexual in nature.</li> </ul> <p><b>Rule 19: Littering and pollution of school environment</b> A student shall not litter or pollute the school environment. It is the responsibility of every student to maintain the clean surroundings of</p>	<p><b>Return the stolen property, Detention, Suspension, Expulsion, Possible legal action</b></p> <p><b>Suspension, Expulsion, Possible legal action</b></p> <p><b>Suspension, Expulsion, Possible legal action</b></p> <p><b>Parents contacted, removal from the school grounds by Security, Detention, Suspension</b></p> <p><b>Detention, Suspension</b></p> <p><b>Exclusion from school functions, Suspension</b></p> <p><b>Collect litter, Clean classrooms</b></p>
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<p>the school grounds and classrooms</p> <p><b>Rule 20: Lateness, Absence from scheduled activities</b>  A student shall always be punctual for the following school programmes:</p> <ul style="list-style-type: none"> <li>• Start of school – before the bell goes for morning assembly.</li> <li>• Extra help lessons where applicable</li> <li>• All lessons and activities</li> </ul> <p><b>Rule 21: Uniform</b>  A student shall wear the prescribed uniform, in the prescribed manner for lessons and all formal occasions. A student shall also wear the prescribed PE attire for all PE lessons and co-curricular activities.</p> <p><b>Rule 22: Failure to Abide</b>  A student shall abide by other rules that may be established from time to time by the school.</p> <p><b>Rule 23: Repeated Violation of School Rules</b>  A student shall not repeatedly violate the rules of the School established for the efficient operation of the school; amounts to insubordination and will be treated as such.</p> <p><b>Rule 24: Trading, Possessing money</b>  A student shall not indulge in any form of trading in the school. Students may not be found in possession of any goods, merchandise or money.</p> <p><b>Rule 25: Criminality</b>  A student convicted of a crime shall be expelled from the school</p>	<p><b>and/or school compound</b></p> <p><b>Warnings, 3 tardies = Detention, Letter sent home</b></p> <p><b>Warning slip/letter, Detention, Sent home to change, Exclusion from activity/PE class, asked to make up missed lesson</b></p> <p><b>Demerits, Detention, Suspension</b></p> <p><b>Detention, Suspension, Expulsion</b></p> <p><b>Confiscation, Donation to Community Service projects, Suspension</b></p> <p><b>Expulsion</b></p>
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## **BEHAVIOUR SYSTEMS IMPLEMENTATION AND PRACTICE**

### **Motivation and Rewards**

A major aim of the school policy is to encourage our students to be intrinsically motivated to practice good behavior and achievement; to realise the impact their actions and decisions have on them and that of those around them.

TRRS celebrates student achievement (academic and non-academic) and diligence, good work and behavior are recognised at every opportunity and may take different forms (i.e. merits, Certificates of Achievement, Achiever of the Week). For example, student who has achieved a personal academic target (e.g. reading with improved fluency) or a student who has demonstrated leadership by getting their class involved in a community service project, could both be recognized with a Certificate of Achievement at morning assembly.

Teachers give verbal or written praise as often as possible. Most children respond to this positive approach where their efforts are seen to be valued, and make considerable efforts to improve their work, and, where necessary, their behaviour. By using a positive system of rewards, and reinforcing good behaviour we help our students to build confidence, maintain a conducive learning environment and create a student culture that enjoys learning.

### **Care and Control of Students**

At all times staff should encourage good behaviour through praise and rewards. Occasionally some students may present challenging behaviours that are detrimental to their own learning and the learning of others. Behaviour that is disruptive, harmful, disrespectful or distractive are not acceptable at TRRS. Our Teachers are empowered to ensure that our students abide by our expected codes of conduct and understand clearly what behaviours and attitudes are acceptable and those which are not tolerated. If a child is presenting staff with inappropriate or challenging behaviour then a range of techniques will be used (i.e. verbal reminders, change of seating arrangement, demerit, detention, etc.)

If such behavior is repetitive or persistent, the teacher will involve the Sectional Head and Parents. No member of staff may in any way physically or verbally chastise a student, and our Teachers aim to use effective class management strategies and techniques to promote good behavior and a conducive learning environment.

When dealing with behavioural issues, staff have been trained to take into consideration issues related to special educational needs and disabilities and how to make reasonable adjustments in such cases.

## **Pastoral Notes**

Pastoral Notes are used to record minor incidents or events involving students. Teachers are encouraged to document any behaviours, discussions or incidents involving a student that they feel may be of significance or concern and share them with the child's Form Tutor and Sectional Head. Pastoral notes are kept on file.

## **Sanctions**

Unfortunately, there will be times when a student may demonstrate unacceptable behaviour. Children and adolescents need to discover where the boundaries of acceptable behaviour lie, as this is a part of growing up. All minor breaches of discipline (i.e. chatting during lessons, failure to complete assignment/homework, arriving late, etc.) are dealt with by the Teacher in a firm and fair manner that is age-appropriate. Time is always taken to explain clearly to the student why what they have done is not acceptable.

Each case is treated individually. Generally students are made aware that they are responsible for their own actions and that breaking rules will lead to consequences. Normal sanctions include a verbal reprimand and reminder of expected behaviour, loss of free time such as playtimes, moving to sit alone, completion of missed work at home, letter of apology, detention and loss of responsibility and privileges.

If minor incidents become persistent, in spite of intervention from the teacher, the Head of Section will be involved and Parents will likely be contacted to solicit their support in implementing an effective solution to the issue.

## **Major Breaches of Discipline - System of Procedures**

Major breaches of discipline are outlined in detail in the School Rules and include insubordination, physical verbal assault, deliberate damage to property, stealing, leaving the school premises without permission, verbal abuse and bullying, refusal to work and plagiarism. This type of behaviour is generally rare and it is the responsibility of the Sectional Head to deal with it swiftly and severely, particularly if the problem is recurring. Failure to improve leads automatically to the next stage, with each stage being recorded.

The following escalating steps may be employed to address major breaches of discipline. A very serious problem may result in the normal procedure being accelerated or modified at the discretion of the Principal.

1. Detention – slip to be signed by Parent/Guardian
2. A formal warning issued by the Sectional Head/Principal as to future conduct (i.e. letter or meeting with parents)
3. Internal Suspension – Student to work on-site in isolation
4. External Suspension – Student sent home
5. Exclusion procedures may be considered by the Principal if conduct is recurring.
6. Parents are subsequently entitled to appeal the Principal's decision to Board of Governors, however, their decision at this point will be deemed final.

## **Intervention and Positive Handling**

If at any time a situation is presented which may lead to injury of the student, other students, staff, damage to property or good order prejudiced, then positive handling could be used by staff.

Positive handling approaches regarded as reasonable in appropriate circumstances include:

- Physically interposing between pupils
- Blocking a pupil's path.
- Escorting a pupil by the hand or arm.

Examples of situations where positive handling maybe appropriate include:

- Pupil attacks a member of staff or another pupils
- Pupils are fighting
- Pupils are engaging in, or on the verge of, committing deliberate damage or vandalism to property.
- Pupil is causing, or at risk or causing injury or damage by accident, by rough play or by misuse of dangerous materials or objects.
- A pupil refusing to leave a classroom and/or behaving such that the lesson is being seriously disrupted.

In these extreme cases, the student will be physically removed from the situation immediately. Their Class Teacher or Form Tutor will be informed and immediate action will be taken to involve parents, Sectional Head and the Principal.

Subsequently, an incident report will be filed and the matter will be handled by the Sectional Head and Principal. Management will work with teachers and parents to devise an action plan to meet the student's needs. This may include the involvement of other members of staff (i.e. Guidance Counsellor) and/or outside agencies (i.e. psychologist, therapist, etc.)

## **Incident Reports**

Incidents Reports are used to record incidents are ones which may give rise to disciplinary or legal action or become a matter of public interest, including:

- Any incidents involving a student, or anyone employed in school which results in personal injury, lost, theft or damage to property
- Employment of positive handling techniques
- Any other incidents or matters of a serious nature

Incident report forms should be used to record all details and are available from the Main Office for all staff.