

Student Code of Behaviour Policy

POLICY CONTENT:

The purpose of our school rules is to create the atmosphere of order and discipline necessary for effective teaching and learning. They are also intended to promote mutual respect between teacher and pupil and reduce misbehaviour and disruption to a minimum. Our rules are designed to help each student become a responsible person aware of his/her dignity and worth. The following code of behaviour is intended to achieve this.

- Students are required to adhere to the classroom code of behaviour.
- Pupils are required to be honest, courteous, respectful and helpful to one another and to the staff at all times. Rough or boisterous behaviour is strictly forbidden inside the school or in the vicinity of the school.
- Students are expected to wear the full and correct school uniform at all times.
- Every pupil is to respect the property of the school, of the teachers and of his/her fellow students at all times.
- Use of mobile phones is not allowed during school hours. If a phone is used or turned on during the day, it can be confiscated. Such an item when confiscated from a student will be kept in the Deputy Principal's office where it can be collected by the student at the end of the school day (in the case of a first offence), or by the parent/guardian (in the case of a second or subsequent offence). If it is suspected/reported that a student is using their mobile phone to photograph/video teachers or other students during the school day they may be asked to display their photo/video gallery to prove otherwise. However, in certain circumstances mobile phones may be used in the context of an educational framework with the permission of a teacher.
- The school cannot accept responsibility for loss or theft of mobile phones.
- Walkmans/Musical devices, such as Ipods, are strictly forbidden and the school cannot accept responsibility for these items if they are lost or stolen. Confiscation guidelines as for mobiles will apply.
- Chewing gum is strictly forbidden. Sanctions will be imposed on those who break this rule. Use of Tippex and other similar products are also discouraged.
- Smoking, vaping, solvent abuse, the use and distribution of illegal or prescription drugs or other illegal substances, or use of any substance that alters behaviour are strictly forbidden within school grounds or on school outings, occasions or activities. Parents will be informed if students are found using any of the above substances and sanctions will be applied.
- We ask all students to be mindful of litter and to dispose of it in an appropriate manner.

- Students are expected to stay within the vicinity of the school at all times. Expressed written permission from parents or guardians is required to go down town. Apart from the school grounds, students may walk on the road to the front of the school only. Students may not go down the roadway leading to the back of the school or down the laneway at the side of the primary school.
- No student may possess, distribute, consume or be under the influence of alcohol or illicit drugs during school hours or any activity organised by the school. Breach of this rule will result in immediate suspension by the Principal until the Board of Management considers the matter further. Distribution of drugs or alcohol may result in permanent expulsion.
- In the interest of the Health and Safety of the whole school community, students who drive to school must sign an agreement with the school that they will not use or allow another student to use their car during the school day. A parent or guardian must countersign this document. If a student breaches this agreement, they may be suspended.

Possible sanctions for breaches of the school's code of behaviour

- An apology for misbehaviour – written or verbal, to be signed and dated
- Complete Restorative Question document.
- School community service.
- Payment for damage.
- Put on report.
- Temporary removal from class.
- Detention under supervision during school hours – we ask all parents/guardians to lend their support to the sanction of detention in our school.
- Afterschool detention.
- Penalty sheets/additional homework.
- Students who seriously disrupt class may be removed from class. If disruption continues in other classes parents/guardians will be contacted and invited to meet with senior management to discuss the seriousness of their child's behaviour. Further disruption of class will lead to parents/guardians being asked to take their child home.
- Acts of gross misbehaviour may lead to suspension or expulsion from school as determined by the school Principal/Board of Management.

*This list is not exhaustive and other sanctions may apply.

Implementation Procedure

1. Misbehaviour of students is **recorded** by the **Teacher/Special Needs Assistant/Person in charge** and appropriate sanctions may be applied.
2. If misbehaviour of any student is ongoing (3/4 times) or of a serious nature, **a written report** will be sent by the **Class Teacher** to the **Year Head** who:
 - Will record it in the Year Head file.
 - Will meet the student and issue a verbal warning to the student.
 - Will write a report on the meeting – available to class teacher and student concerned.
 - Will try and solve the problem and may arrange a meeting between student and teacher.
 - May apply appropriate sanctions and will offer guidance to the student.
3. If the pupil continues to misbehave and the **Year Head** receives a **2nd written report** (from the same or other teacher) the Year head
 - Will record it in the Year Head file
 - Will meet the student and issue a second verbal warning to him/her
 - Will write a report on the meeting – available to class teacher and student concerned.
 - Will inform the parents(s)/guardians(s) by letter (No1) of the student's misconduct.
 - Will try to solve the problem and will call on other supports such as the Senior Management, Home School Community Liaison Officer or School Counsellor who will make every effort to help the student.
 - May put the student on report and will monitor progress with the relevant **Class Teachers**.
 - May apply additional sanctions.
4. If the pupil continues to misbehave and the **Year Head** receives a further **written report** (from the same or other teacher) the Year Head
 - Will record it in the Year Head file.
 - Will inform the parent(s)/guardian(s) by letter (No2) of the student's continued misconduct.
 - Will request a meeting between parent(s), student, **Year Head/Deputy Principal/Principal**. A Class Teacher may attend this meeting if appropriate.
 - Will advise the parent(s)/guardian(s) and student that this is a final warning.
 - Will write a report on the meeting and issue it to all the attendees and also to the school counsellor who will continue to work with the student.
 - May request a student to sign a Classroom Behaviour Agreement and will monitor progress with the relevant **Class Teachers**.
 - May apply appropriate sanctions.

5. Continued misbehaviour or other serious issues will warrant a consultation between parents/guardians and the **Principal** to discuss the problem. Appropriate sanctions will be imposed which may include suspension of up to three days. Suspension may be lifted by the Principal following intervention by the Year Head or the Board of Management or at the Principal's discretion in the light of new evidence.
6. Acts of gross misconduct can be reported by **Class Teachers** directly to the **Principal** who may impose immediate suspension of up to 5 days on the student after consultation with the parent(s)/guardian(s). Parents have the right to appeal the decision to suspend to the next Board of Management meeting.

Acts of gross misconduct include (but are not exclusive to) the following:

- Any act which is deemed to be illegal by the laws of the land, smoking and substance abuse.
- Physical or verbal abuse (eg. use of bad language) to a member of staff or fellow student or refusal to obey the instructions of the Principal, Deputy Principal or any member of staff acting "in loco parentis".
- Inappropriate or unauthorised use of school resources such as computers, phones, photocopiers, universal access lift.
- Possession of images (either electronic or paper) which would be deemed to be offensive by any staff member, ancillary staff or fellow student.
- Any act which causes a major disruption either directly or indirectly to class time.
- Dangerous or intimidating conduct to any staff member, ancillary staff or fellow students.
- Breaches of security or safety which endangers either staff members, ancillary staff or fellow students.
- Interference to property belonging to the school, staff members, ancillary staff or fellow students.
- Bullying of students or staff.
- Interference with the school's fire or security systems is deemed a criminal offence and will be reported to the Gardai. Such interference could lead to the awarding of substantial damages against the guilty party.
- If gross misconduct is of a very serious nature causing concern with regard to the health and safety of students or staff, the student will be suspended pending an emergency meeting of the Board of Management to consider the incident. Parents and student(s) will be notified and invited to represent their side of the event. Having considered all aspects of the case the Board of Management may decide that expulsion of the student is necessary for the health and safety of the school community.
- The standards and rules contained in this Code of Behaviour apply in any situation where the student, although outside the school, is still the responsibility of the school, e.g. when on school tours, attending matches or other extra-curricular activities organised by

the school. Where a student is alleged to have engaged in serious misbehaviour outside school, when not under the care or responsibility of the school, he/she may be disciplined under the Code if the misbehaviour has a connection with the school or has an impact on the work of the school.

7. Roles and Responsibilities in developing and implementing the policy:

Board of Management

- To ensure that the policy is developed and evaluated from time to time
- To approve the policy
- To consider reports from the Principal on the implementation

Principal, Deputy Principal

- To establish the structures and procedures for the implementation of the policy
- To monitor the implementation of the policy

Year Head

- To record all reported misbehaviours from class teachers
- To liaise with the class teacher, students and parents to implement the policy as outlined herein
- To apply appropriate sanctions in line with the spirit of this policy

Class Teacher

- To record all misbehaviours in their class file
- To report all ongoing misbehaviours to the appropriate year head
- To apply appropriate sanctions in line with the spirit of the policy and with respect for the dignity of the student

Parent(s)/Guardian(s)

- To actively take an interest in the behaviour of their child
- To co-operate with the Year Head and management with any sanctions which may be imposed
- To foster good behaviour and mutual respect in the child

Student

- To carry on their studies in a manner which respects the rights of fellow students and staff members

8. Success Criteria:

There should be a noticeable improvement in the behaviour of any student after the implementation of Section 3 as defined in the policy content.

There should be a general decrease in the frequency of offending after 1 year of operation.

An annual review should reflect general satisfaction among the teaching body with the effectiveness of the procedures.

During the review process, there should be general agreement that the misdemeanours leading to the implementation of the procedures were, in each case, serious enough to warrant same.

9. Monitoring Procedures:

Class teachers and year heads will conduct ongoing monitoring through informal discussion, senior management meetings and at staff meetings. The entire staff will monitor implementation once per term. Recommendations and adjustments will be noted for the Review process. School records will be analysed to assess the effectiveness of the policy. The Principal will report to the Board of Management once a year.

10. Review Procedures (who will do what when):

The Principal and Senior staff management will review this policy once annually. The review will take into account any issues raised throughout the year by the on-going monitoring process. The review team will determine what changes (if any) have to be made to the policy.

11. Timeframe

This policy came into force in Spring of 2006.
This policy will be reviewed at the end of each school year or as the need arises.