

**Bord Oideachais agus Oiliúna Luimnigh agus an Chláir
Limerick and Clare Education and Training Board**

11 # Code of Behaviour/Code of Discipline Policy

**St. John Bosco Community College,
Kildysart**

Code of Behaviour

Note: This policy is effective from 18/04/2016 and replaces all previous Codes of Behaviour

Introduction

The aim of the Code of Behaviour is to promote good behaviour and respect for all members of the School community. This can only be achieved when the whole School community works in partnership to promote good behaviour, which will involve regular planning and reviewing of the behaviour policy.

Principles of Managing Behaviour

- To create a climate where learning can flourish
- To protect the basic rights of safety, learning and respect
- To set the boundaries in which children can feel successful and achieve
- To teach children about socially appropriate and acceptable choices

Fair Procedures and Natural Justice

- Schools are required by law to follow fair procedures in respect of proposals to suspend or expel a student. Any failure on the part of the School Board of Management to ensure that these procedures are observed would breach the School legal obligations.
- Any investigation should be free of bias. A Principal, class or subject teacher, or other staff, or other staff member involved in the behaviour matter in the first instance, should not be involved in conducting the investigation of the alleged misbehaviour or making a decision to impose a sanction.
- The **absence of bias in the decision maker** would mean for example
- The right of reply and to cross examine witnesses are central to fair decision making. Both the parents and the students should be facilitated in presenting their views on the allegations made. The Board should take steps to ensure that the procedures and the proceedings are understood by the parent.
- It is also preferable that, if at all possible, in terms of the principle of **impartiality in decision making** different people or groups carry out the task of investigating misbehaviour and that of deciding whether a serious sanction is warranted.

The School's Plan for Promoting Positive Behaviour

The key features of a positive approach are:

- An emphasis on positive rather than negative statements
- Regular and sustained use of praise and rewards
- Teaching children the social skills they need to be successful
- Redirecting children towards success rather than highlighting their mistakes

Standards of behaviour

Rules

1. That you show **respect, consideration and good manners** in your dealings with teachers, other staff members, other students, visitors and local residents.

2. Bullying

Bullying (Disrespect of another person/ see definition in the schools anti-bullying policy) is completely forbidden and any offence will be taken as a very serious breach of discipline.

There is never justification for harassment, bullying, assault and sexual harassment of any individual and any such incident will be dealt with under the disciplinary procedure and may render the culprit subject to sanctions.

3. That you **respect** the School environment and School property

4. School's dress code

That you come to School in full uniform, clean and tidy including appropriate footwear. The Principal/Deputy Principal reserves the right to decide on the appropriateness of personal presentation.

5. Time keeping

That you come to School every day, arrive on time (8.45 am), attend all classes, and be properly prepared for your subjects.

6. Lockers

Students are not allowed to their lockers between classes – (only before school begins, at break times and after school ends).

7. **Eating or drinking** is not allowed in class.

8. (a) Smoking (this includes all types of cigarettes and electric/e cigarettes) is absolutely forbidden on the school grounds.

(b) Chewing gum and bottles of tippex are forbidden in the school.

(c) The use of electronic devices including mobile phones, smart phones, smart watches, electronic tablets and lasers are forbidden in the school.

Students who breach this rule will have this device confiscated for a minimum of one week or a parent/guardian may collect the device from the office if they so wish.

9. Alcohol, Offensive Weapons or Drugs

-That you do not use addictive/intoxicating substances.

-That you do not bring into the School or have in your possession objects likely to cause injury or harm.

The use, distribution and/or possession of illegal drugs is absolutely forbidden and will be reported to the relevant authorities. Possession or use of any Illegal substance while on the school premises, en route to and from school, or while participating in any school related activities is strictly forbidden. Breach of aforementioned will result in recommendation to the Board of Management for exclusion, as per the School Policy on substance use. The consumption of alcohol and/or the misuse of solvents is strictly forbidden.

10. School's Internet Policy

All students are bound by our Internet Policy-

Defamatory material or any material which may be offensive or racist to the recipient is specifically forbidden from being communicated verbally, by e-mail, or any other messaging method. Any breach of this rule will be considered to be extremely serious and may lead to suspension or expulsion.

11. Litter/Waste

(a) Litter should be put in the litter bins located throughout the school and its grounds.

(b) Recyclable waste should be put in the appropriate bins.

12. Absenteeism - Arriving late

(a) All absences must be explained by a telephone call from a parent or guardian by 10 a.m. on the day of absenteeism and a written note from parents/guardians should be provided to the school, when the student returns to school.

(b) Pupils may not leave the school before 3.50pm (Monday to Thursday) and 1.30pm (Friday) without permission.

(c) A note is required in advance of all appointments during school time. Students must be signed out and back in on return by a Parent/Guardian.

(d) Pupils arriving late must report to the office.

13. During school hours, students are expected to remain on the defined school grounds.

14. School journal

(a) Assigned homework, learning and written, must be recorded in your journal.

(b) The use of a school journal is compulsory and must be maintained in good condition and have a parental signature confirming acceptance of the school rules. It should be available for inspection by the teachers at all times. The removal of any page from the journal will be treated with the utmost seriousness.

(c) **Students are expected to get their journal signed by a Parent/Guardian at the end of each week. Student journals are inspected each Monday morning during first class by their Class Teacher and monitored by their Yearhead.**

15. That you adhere to Health and Safety regulations and follow all school policies.

Rules provide a framework for reasonable and responsible behaviour.

All rules apply while in School, during examination time and while away from School on official School trips or matches.

All rules apply to all students including those who are over 18 years of age.

Expectations

1. That you come to School every day and arrive on time and attend all classes

This means

- That you attend every day unless it is absolutely unavoidable
- That you arrive on time for assembly at 8.50 a.m., be punctual for all remaining classes and do not delay on the way to another class
- That absences be explained by note in the journal from parents or guardians to the year head
- That if you must leave School during the day, you bring in a note to the year head or the office to get permission to leave and sign the book at the office on departure
- That you don't leave class to go and do something else without prior permission of the teachers involved. You must have a note in your diary to be out of class.

Because

- Time missed is hard to make up
- Attendance at assembly is essential for School communication
- Good attendance and good timekeeping helps everyone to do well

- The School must be given a written explanation for absence
- The School is responsible for you during School time
- Punctuality displays courtesy to your teachers and fellow students

2. That you come to School in full uniform, clean and tidy including appropriate footwear.

This means

- That you wear the School shirt tucked in and the School tie properly tied
- One pair of stud earrings are allowed.
- That you do not display additional piercings or visible tattoos
- That you do not wear non uniform tops, scarves and accessories
- The wearing of makeup or nail varnish is not allowed for junior students senior girls are allowed wear discreet makeup.
- That your hair is neatly groomed a minimum blade number 2 is acceptable
- That your hair is of a natural colour.

Because

- The School uniform is agreed to by parent/guardians, students and the School authorities
- We all have a responsibility to maintain the image of the School
- We must all contribute to and maintain high standards of Health and Safety in the School
- To instil in our students a respect for rules in all areas of society.

3. That you come in properly prepared for your subjects

This means

- That you have correct books, completed homework, pens and copies.
- That you bring any special equipment needed e.g. School PE Gear, Drawing Equipment
- That you co-operate fully in the work of the class, do whatever homework the teachers require,
- That you use the place assigned to you by the teacher and should not move about the classroom without teacher's permission.
- That you leave and enter the classroom in single file and only with teacher's permission.
- That bottles of Tipp-ex are banned at all times in the School.

Because

- You waste class time if you have not got the items needed for class
- You cannot participate fully without them

4. That you co-operate in the classroom and have a positive attitude to classwork, homework and all extra-curricular activities

This means

- That you listen to your teachers
- That you do not disturb the class
- That you always carry your journal and take down homework in it
- That you do your homework each night and hand in assignments on time
- That you show respect and co-operate fully with teachers and other School staff.
- That you are required to participate in all formal recreational curricular activities. Students who, for health or other reasons, are prevented from so doing must provide a note signed by his/her parent/guardian to that effect. In the event that a student is unable to participate on an on-going basis, a medical certificate is required.
- That you use entrance/exit assigned to them when entering and leaving the School building. Emergency doors are to be used for emergencies only..
- That you walk at all times on the right-hand side of the corridors and stairways and do not loiter in classrooms/ Locker room/ Toilets or changing rooms. Cycling on any part of the School campus is not allowed.
- That you park motorised vehicles outside of the School grounds at your own risk, and that you do not drive onto School property at any time.
- That you co-operate in keeping classrooms and School grounds neat and free of litter. All litter must be placed in the correct bins.
- Access to computers and the Internet is allowed only with direct supervision of teaching staff.
- That you do not engage in bullying behaviour either physical, verbal, psychological or cyber.
- While in School uniform, or on official out of School activities (e.g. SCHOOL/COLLEGE tour) students are expected to behave in a way that will reflect positively on the School. School rules apply on all school outings.
- That you do not prevent other students from learning.

Because

- The teacher has a right to teach
- The other students have a right to learn
- It helps you to organise your homework so that you will succeed in School
- Homework builds on the work done in class

5. That you have respect and consideration for other students

This means

- That you are fair and honest with everyone

- That you help other students if they need support e.g. younger students finding a classroom
- That you do not pick on, victimise or bully others and that you report any incidents of bullying to the Year Head. Bullying is widely agreed to be behaviour that is sustained or repeated over time and which has a serious negative effect on the well-being of the victim and is generally a deliberate series of actions.
- That you do not engage in Cyber-bullying. Cyber-bullying refers to a situation where anyone is repeatedly tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using text messaging, email, instant messaging or any other type of digital technology.
- That if you are engaged in a relationship with another pupil you do not engage in public displays of affection while in School.
- That you do not make offensive remarks
- That you do not fight or threaten to fight in or out of School
- That you respect the property of others and that of the School

Because

- Mutual respect and support helps to make a positive School experience for everyone
- You would like to be shown respect and consideration by others
- Bullying and victimisation can cause fear, hurt, misery and illness. We want our School to be a safe space
- Aggressive behaviour could cause serious injury or accidents
- Damaging School property is destructive and shows a lack of respect for the School community of which you are a member

6. That you have respect, consideration and good manners in your dealings with teachers, other staff members, visitors and local residents

This means

- That you cooperate fully and willingly in the classroom
- That you are not aggressive in behaviour or language
- That you carry out instructions in a co-operative manner
- That you show courtesy, consideration and good manners in your behaviour and language
- That you remain within the School campus during School hours and may only leave the School grounds with express prior permission.
- In the event that a student wishes to leave the School, a written request written in the students diary incorporating relevant details is required from Parents/Guardians, if a student is to be released from class or to be allowed off campus at any time. Prior to leaving the , the student and parent are

required to 'sign out' at the Secretary's Office and 'sign in' in the case of students returning to School on the same day.

Because

- Mutual respect is important
- Positive behaviour contributes to a positive School experience for everyone
- Aggressive behaviour or language has no place in the wider School community
- The School management needs to know that all students are safe and on the School property at all times.

7. That you respect the School environment

This means

- That all students' belongings must be kept in their lockers. Corridors must be kept free from students' belongings at all times. Lockers remain the property of the School and are subject to search. Opportunity will be given to student to volunteer offending materials before search, failure to do so will result in sanctions if found in possession of suspect materials.
- That lockers must be locked when not in use.
- That personal property such as valuables and money is entirely the responsibility of the student and must be used in compliance with School regulations. Students should only bring what is absolutely necessary to School each day.
- That the School cannot accept responsibility for the loss or damage of students' property and accordingly parents/guardians are advised to ensure that each student's property be labelled.
- That all books, School bags, copies and diaries must be maintained in good condition, properly covered and without graffiti and should be stored in School lockers when not in use.
- That you contribute to keeping the School clean and free of litter
- That you place litter in appropriate bins
- That you do not chew gum while in School
- That you do not return to the School grounds outside of School hours without the School's explicit permission
- That you do not interfere or damage any safety equipment.

Because

- Everyone benefits from working in a safe, pleasant and clean environment
- We are all responsible for maintaining a clean School
- Disposal of gum can be unhygienic
- The School is private property
- That we all need a caring attitude to the environment and property.

**8. That you abide by the School's mobile phone/technology policy
(Phones and electronic devices must be switched off and kept in a student's locker during School hours.)**

This means:

- That all students and their parent/guardians sign the School's Acceptable User Policy as part of the School rules.

Because:

- The Office phone is available if you need to make an essential call or if your parent/guardians/guardians need to contact you during School hours
- Students who contact home via mobile do so without office knowledge and this may become a health and safety risk
- It is important that students are in a safe environment free from distraction, and any potential for bullying (through texting)
- Teachers are entitled to teach without interruptions
- The use of digital video/photos and other recording devices can lead to an invasion of privacy
- Use of electronic devices during break time can lead to isolation and limit the opportunity for socialisation
- Use of electronic devices can increase peer pressure to have the latest model

9. That you do not use addictive/intoxicating substances

This means:

- That you do not use or distribute or sell alcohol, stimulating or illegal drinks/substances/solvents or cigarettes at any time on School campus or during School related activities
- Students are not allowed visit a public house while participating in a School activity even if over 18 years.

Because:

- The use and sale of addictive substances is a Health and Safety issue
- The School is responsible for the protection and safety of all the School community
- It is illegal and is strictly forbidden - If anyone is found in possession of illegal substances, parent/guardians and Gardaí will be contacted immediately

10. That you do not bring into the School or have on your person objects likely to cause injury or harm

This means:

- That you do not bring, or facilitate the bringing into the School campus, or on any School related activity, any object likely to cause injury. This also includes jewellery likely to pose a threat to safety

Because

Such objects can present a serious threat to the Health and Safety of the School community

Rewards

Promoting good behaviour is the main goal of this policy. Rewards have the ability to change behaviour.

- Signal/sign e.g. thumbs tip
- Smile/nod of approval
- Verbal praise - private and public
- Specify' why giving a compliment - "Good, you have waited your turn to speak"
- Acknowledge/praise outside the classroom
- Sitting with friends during class
- Playing music in class
- Healthy food treat
- Class competition
- Positive comments on written work
- The use of stickers/stamps
- Written praise to Tutor/Year Head/parent
- Record in homework journal
- Display of students work throughout School
- Record in a Student's Achievement Sheet
- Award of a commendation
- Public recognition at class/ School assemblies
- Referral of praise to Principal/Deputy Principal
- Use of School newsletters to give congratulations
- Certificates for attendance, punctuality and other areas of achievement
- Draws for vouchers/phone credit
- Prizes
- Watching a video
- Use of class as well as individual rewards (peer pressure)
- Treats e.g. play games at end of day, sweets etc.
- Participation in extra-curricular and social occasions
- Class party
- Trips, days out
- Nominated for award on Annual Awards Day.

Sanctions

Good practice in the use of sanctions, ensures that:

They are a part of a plan to change behaviour

They are used consistently

Students and parents know what sanctions are used in the School

Sanctions are proportionate

Sanctions are appropriate

Thresholds for unacceptable behaviour are:

- rights being disrespected
- Somebody being hurt or a threat to hurt (including bullying, harassment, discrimination and victimisation)
- property threatened or damaged
- inability to take responsibility
- Use of illegal substances

The approach to student's inappropriate behaviour is a problem solving approach where the teacher and School respond. Sanctions do not change behaviour but they can limit it in the short term. The following lists of sanctions can be used.

- Students will be reminded of the class rule.
- Students may be directed to work elsewhere in the room.
- Students may be directed to take cool-off time or five minutes to sit quietly and calm down in a quiet area of the room.
- Students may be asked to stay back and work out a solution with their teacher, or fix things up or put things right.
- Teacher will enter a note into students school journal informing Parents/Guardians of the issue.
- Students may be directed to leave the room and go to another room to cool down or go to the principal's office.
- Students who receive 3 notes over a period of 2 weeks receive lunchtime detention.
- Failure to complete lunchtime detention results in Friday afternoon detention.
- Students may be referred to Yearhead.
- Parents may be notified.
- Referral to care team or student support team
- Referral to the guidance counsellor
- Student Behaviour Plan
- Restorative Practice
- School Community Tasks or Detention
- Discipline Hearing.

The committee comprises of

- Deputy Principal or his/her nominee
 - Year Head or his/her nominee
 - Any other teacher
- Suspension or expulsion
- Sanctions are applied as a choice and therefore as a logical consequence to the child's action.

Policies and Procedures for Suspension

The School will follow fair procedures when proposing to suspend a student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension, the following procedure will be observed.

- the student and their parents will be informed about the complaint
- Parents and student will be given an opportunity to respond
- the student and parents have the right to be heard
- The student and parents have the right to impartiality
- Fair procedures must be apply to:
 - the **investigation** of alleged misbehaviour that may lead to suspension or expulsion
 - the process of **decision-making** as to (a) whether the student did engage in the misbehaviour and (b) what sanction to impose.

School or Colleges established or maintained by an ETB

The ETB holds the authority to suspend a student. Limerick and Clare Education and Training Board (LCETB) has devolved this authority under **Section 31** of the *Vocational Education (Amendment) Act 2001* to the Board of Management of a School. The EO or Designed Officer should be informed by the School of the intention to suspend to ensure that legal requirements are being adhered to.

The Board of Management has the authority to suspend a student. Where this authority is delegated to the Principal, the delegation should be done formally and in writing. **Suspension will be a proportionate response to the behaviour that is causing concern.** In considering whether to suspend a student the Board of Management will be presented with a report containing the following:

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions tried to date
- Whether suspension is an appropriate/proportionate response

Parents will be notified in writing of the decision to suspend. The letter will contain the following

- The period of the suspension and the dates on which the suspension will begin and end
- The reason for the suspension

Policies and Procedures for Expulsion

A proposal to expel a student requires serious grounds such as that:

- the student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- the student's continued presence in the School constitutes a real and significant threat to safety
- the student is responsible for serious damage to property
- The grounds for expulsion may be similar to the grounds for suspension. In addition to factors such as the degree of seriousness and the persistence of the behaviour, a key difference is that, where expulsion is considered, School authorities have tried a series of other interventions, and believe they have exhausted all possibilities for changing the student's behaviour.

Expulsion for a once off event.

There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. The kinds of behaviour that might result in a proposal to expel on the basis of a single breach of the code could include.

- A serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Supplying illegal drugs to other students in the School
- Sexual assault.

NB This list is not exhaustive

A detailed investigation will be carried out under the direction of the Principal. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the procedural steps will include:

1. A detailed investigation carried out under the direction of the Principal
2. A recommendation to the Board of Management by the Principal
3. Consideration by the Board of Management of the Principal's recommendations and the holding of a hearing
4. Board of Management deliberation and actions following the hearing
5. Consultations arranged by the Education Welfare Officer
6. Confirmation of the decision to expel

Section 29 Appeal

If the total number of days for which the student has been suspended in the current School year reaches twenty days, the parents, or a student aged over eighteen years of age, may appeal the suspension under **Section 29** of the ***Education Act 1998***, as amended by the *Education (Miscellaneous Provisions) Act 2007*.(when commenced)

At the time when parents are being formally notified of such a suspension/expulsion, they and the student should be told about the right to appeal. The appeal must be made in the first instance to the Education Officer of LCETB or Designated Officer. Where an appeal to the LCETB is concluded, parents, or a student aged over eighteen years, may appeal to the Secretary General of the Department of Education and Science.