

Behaviour Policy for Students

Code Of Conduct

Introduction:

The Board of Management sets out below the rules, regulations and procedures which have been drawn up in consultation with students, staff, and parents to ensure a good learning environment and the smooth operation of the school disciplinary system. The Glenart College mission statement underpins this Code. It states that:

Glenart College aims to provide an excellent education for all students in an inclusive, caring and supportive learning environment. The college is committed to promoting the values of respect, concern and consideration and we encourage positive contributions from all in the community. We aim to provide an education appropriate to each student's intellectual, physical, personal, social, moral and spiritual needs in a changing world. We endeavour to help students to attain the knowledge and skills necessary to become lifelong learners and responsible citizens, who strive to reach their full potential.

Aims:

The Code of Behaviour assists in promoting good behaviour through:-

- The provision of a safe and productive environment for teaching and learning for all;
- The efficient operation of a worthwhile, effective and stimulating learning programme for all students;
- The fostering of self-discipline and training in good behaviour patterns;
- The encouragement of personal responsibility;
- The maintenance of good order throughout the school and respect for both school and personal property and for the environment;
- The involvement and co-operation of parents/guardians in supporting the code and the operation of sanctions;
- The understanding and acceptance of the rules governing behaviour within the school;
- The recognition and acceptance of the diversity of persons in the school community;

The one rule for all of us in Glenart College is:

EVERYONE WILL ACT WITH COURTESY, CONSIDERATION AND RESPECT TO OTHERS AT ALL TIMES.

This means that:

1. You always try to understand other people's point of view.
2. In class you make it as easy as possible for everyone to learn and for the teacher to teach:
 - Always arrive on time for lessons, line up and wait quietly for your teacher.
 - Always have the required equipment and books for lessons.
 - Always begin and end lessons in a courteous and orderly manner.
 - Always listen carefully and attentively.
 - Always follow instructions.
 - Help others when appropriate.
 - Be quiet and respectful of the learning environment.
 - The most important words in this school are:
 - i. **Please**
 - ii. **Thank you**
 - iii. **Excuse me**

3. You move gently and quietly about the school.
 - Never run, barge or shout.
 - Always be ready to help by opening doors, by standing back to let people pass.
 - Always keep to the left hand side of the corridors.

4. Speak politely and with respect to everyone. Shouting is always discourteous and unmannerly. Never use foul language to anybody in the school.

5. You must be quiet and courteous when required to be so.

6. You must respect your fellow pupils and their property at all times. This includes looking after your own property and ensuring it is stored safely in the lockers provided.

7. Students leaving class for any reason (toilet, office etc.) are only permitted to do so with a note in the journal from their class teacher.

8. You keep the school clean and tidy so that it is a welcoming place we can all be proud of:
 - Put litter in bins.
 - Chewing gum is forbidden in the school building and grounds.
 - Apple/Android watches are forbidden in the school building and grounds.
 - Keep walls and furniture clean and unmarked.
 - Unauthorised use of permanent markers, tippex or laser pens is not allowed in school, they will be confiscated.
 - Keep toilets clean.

9. Ensure that you always wear the full uniform which identifies you with this school.

- 10. Out of school, when walking locally or when you are with a school group always remember that the school's reputation depends on how you behave. Remember SMOKING including E-CIGARETTES is strictly forbidden in or near the school. Students are not permitted to hang around outside the school gates or near our neighbour's entrances.**

- 11. The use of alcohol or unprescribed drugs is strictly forbidden. Any abuse of this rule will be considered a serious breach of school rules.**
12. You must not leave the school during normal class hours without a written request from your parents and the permission of your Year Head, Deputy Principal or Principal.
13. You must always present a written note from your parents to explain absence/lateness.
14. Mobile phones are not to be switched on in the classroom, if they are this will result in immediate confiscation.
15. Students must not carry offensive weapons for any reason. Students may not keep in their possession any implement which may be used to cause injury or harm to others.

Any non compliance to our COVID19 measures will be seen as a serious breach of the Code of Conduct and will be dealt with very seriously in line with our Behaviour Policy.

Procedures for Dealing with Behavioural Discrepancies:

16. In a situation whereby a student misbehaves in class, the class teacher will deal with the issue and furnish the offending student with appropriate punishment as decided by the teacher, (temporary removal to another room where supervision is available, extra work, discussion with the year head, a note home, etc.)
17. In cases where a pupil's behaviour is persistently disrupting the progress of the class the teacher may write up the incident with a yellow sheet which leads to a lunch time detention (If a student misbehaves in detention he/she will be given a further sanction as prescribed by the year head).
18. In the case of the first two steps failing to rectify the behaviour, Wednesday Detention may be given as deemed necessary by the year head.
19. The next step in dealing with problematic behaviour sees students being isolated from their peer group. This may be carried out using any of the following methods;

-Report – This is monitored by parent, year head and management to ensure improved behaviour and reviewed on a weekly/daily basis.

-Internal Detention

-Home Suspension

In the case of these processes extra work may be given by class teachers/ management of the school to ensure it is not perceived as a "day off".

20. Exhausting all of these efforts, students may be brought before the Board of Management pending permanent exclusion from school.

These steps are not taken lightly and are in place to ensure a safe and secure environment for all parties involved in educating our children.

In certain situations' where a student's behaviour is deemed to be in grievous violation of the rules set out in this code of behaviour, some of the aforementioned steps may be skipped depending on the severity of the issue.

Procedures for the Promotion of Positive Behaviours:

21. Encouraging note in the student's journal in the case of excellent work to promote a continued effort and confidence in student's abilities.
22. Postcard home notifying the parents of improved work/behaviour this is also hoped to encourage student's own confidence in their abilities.
23. Regular monitoring of school journal to highlight areas of achievement and improvement.
24. Promotion of student's Achievements through awards, trips etc.

Classroom Expectations

Classrooms are your place of work. As in any workplace there are clearly understood rules and expectations ensuring completion of work successfully, safely and enjoyably.

1. Start of Lessons:

- Enter the room sensibly and go straight to your allocated place.
- Take off and put away coats and jackets.
- Take out books and equipment.
- Put bags away (not on desks).
- Never write on or damage school property.
- Remain silent until the teacher requires you to speak.

2. During lessons:

- When the teacher speaks to the whole class remain silent and concentrate.
- If the class is asked a question put up your hand to answer. Do not call out.
- You must have all required equipment and material for each lesson.
- Work sensibly with your classmates. Do not distract or annoy them.
- If you arrive late without justifiable cause, sanctions will be imposed.
- If you miss lessons because of games etc. It is your responsibility to find out what homework has been given and what work has been covered.
- Students are required to bring in all books/equipment etc. for all classes in the expectation that a game may be cancelled.
- **All homework must be recorded in your journal and signed weekly by your Parent/Guardian and class teacher.**

- Eating, drinking and chewing in class are not allowed.
- Equipment/materials liable to cause disruption are not permitted.

3. End of Lessons:

- **The bell is not for you- it is for the information of the teacher.**
- **You must not begin to pack away material until the teacher tells you.**
- **When told you may stand up, push in your chair and pick up any litter.**
- **Only when the teacher finally tells you to go, you may leave the room.**

4. General Expectations:

- School hours are from 8.55a.m. to 1.20p.m. and from 2.00p.m. to 4.00p.m. On Wednesdays school finishes at 1.20p.m. and the remainder of the afternoon is set aside for games, extracurricular activities and extra tuition as arranged by the staff. Students not participating in Wednesday afternoon events are not permitted on the school premises unless prearranged with school management.
- Students are expected to adhere to the school's homework policy.
- **Students are expected to exercise due care while coming to and going from school. Those students who come to school by bicycle should never give a lift to other students and they should always lock their bicycles when left in the school yard. The school authority will accept no responsibility for bicycles etc. damaged or stolen from the premises. Students who drive motorcycles or cars are not permitted to do so on school grounds unless they produce a full licence.**

5. Support Structures:

- The school operates a pastoral care structure whereby each class has a tutor who liaises with the Year Head, Deputy Principal, Principal, School Completion Co-ordinator, Home School Community Liaison, Student Support Officer, Special Needs Assistants, Special Educational Needs Co-ordinator, Guidance Counsellor, School Chaplain and other appropriate staff.
- Reasonable efforts will be made to cater for students displaying worrying behaviour to see a counsellor and possibly be seen for psychological assessment. This will be carried out with the support and assistance of the school's Care Team, along with outside agencies, Túsla, Springboard, Lucena Clinic, NEWB and other support services.

6. Strategies for dealing with breach of Code of Behaviour:

- Student misbehaviour will be recorded and records maintained.
- Parents/Guardians will be informed as soon as possible of patterns of serious misbehaviour and that their co-operation in resolving same will be sought.

- Praise, encouragement and reward will be used to bring forth positive student behaviour and academic success.

Students are frequently made aware of the behavioural expectations and sanctions under the school's code of behaviour.

The school affirms that these strategies may be used to promote good behaviour:

- Communication with Parents/Guardians.
- The rewarding of students regarding positive behaviour.
- Early as possible identification of 'at risk' students regarding behaviour.
- Establishment of close links with the homes of 'at risk' students.
- Promoting contacts with other schools and bodies engaged in youth work.
- The development of programmes designed to encourage positive behaviour and personal responsibility in students.
- The school operates regular staff meetings in which our current strategies are evaluated.
- Regular Year head/ Tutor meetings to encourage positive behaviour and remind students of school rules.
- The development of whole school structures in a positive and pro-active attempt to deal with the issues of attendance and behaviour.
- Regular evaluation of the school's operation as it relates to attendance and behaviour issues with a view to encouraging an atmosphere of positive behaviour in the school.
- Provision of Year Group Assemblies and Tutorial classes.
- Students are made aware of the possible adverse effects on behaviour of the following:
 - a. Participation by students in employment.
 - b. Entertainment/ social activity.
 - c. The abuse of alcohol/ drugs.
 - d. Usage of technological devices.
 - e. Poor diet and Lack of exercise.
- Communications with a view to modifying and improving misbehaviour.
- Reprimand student.
- Temporary separation from peers, friends and others.
- Loss of privileges e.g. Extra-Curricular Activities.
- Restitution.
- Detention during breaks or outside of school hours.
- Prescribed additional work.
- Suspension on a temporary basis.
- Expulsion.
- Other strategies that may be of relevance the school may employ.

7. Sanctions

- Suitable sanctions will be imposed to suit the particular needs and circumstances of the case.

- Students are made aware of the expectations under the school's code of behaviour (verbal reprimand).
- The school will endeavour to ensure that the rules of natural justice apply in the context of dealing with student misbehaviour.
- Students who are removed from class should not be left in an unsupervised situation. Subject teachers are responsible for students allocated to them on the timetable and have a duty to care for those students that must be adhered to.
- Where students are being detained outside of school hours, parents/guardians will be informed in advance of said detention. The school reserves the right to take immediate disciplinary action in the interests of the good management of the school.

8. Suspension

Students attending the school may be suspended as follows pending investigation and notification of parents/guardians:

- For serious misbehaviour.
- For an unacceptable level of repeated misdemeanours.
- For bullying, insulting, aggressive, threatening or violent behaviour towards others in the school or when identifiable with the school.
- For the supply/possession/use of alcohol and/or illegal drugs.
- For the supply/possession/use of weapons/dangerous materials/substances.
- For a behaviour that may be a danger to self or others under the terms of the Health and Safety Act 1989.
- For racist behaviour and/or the supply/possession/use of racist materials.
- For behaviour that is contrary to the terms of the Equal Status Act 2000.
- For sexual harassment and/or the possession/supply/use of pornographic materials.
- For abusive language/behaviour towards staff.

The Principal reserves the right to suspend the student for breaches of the Code of Behaviour. Parents will be informed of suspensions through written and/or verbal communication. After the period of suspension has been completed students must return to school with a signed re-entry form and present it to the appropriate Year head prior to returning to class as normal. Where there are repeated instances of misbehaviour the parents/guardians shall be requested to attend the school or other suitable location for discussion. If the parents and/or the student do not give an undertaking that the student will behave in an acceptable way in the future, the pupil may be suspended for a period to be determined by the Chairperson of the Board of Management as follows;

- Where the period of suspension is for 5 or more consecutive school days.
- Where the aggregate number of days on which a student had been suspended in any school year is 20 or more days.

9 Expulsion

9.1 Expulsion should be considered only in the gravest of circumstances and only after every reasonable effort at rehabilitation has failed and every other sanction has been exhausted except as outlined in subsection 9.2 below.

9.2 When an act of gross misconduct occurs expulsion may be necessary to protect the safety and rights of others in the school without recourse to the provisions outlined at 9.1 above. The principles of natural justice and fair procedure must continue to apply.

9.3 The procedure outlined hereunder should be followed prior to a student being expelled:

- Where expulsion may be the outcome of a breach of the Behaviour Policy of the school, the Principal, Deputy Principal and/or other appropriate person may conduct an investigation into any reported misbehaviour or breach of school rules.
- A Student may be suspended pro tempore pending a full hearing of the case, provided this does not interfere with said students' statutory rights or with the principles of natural justice and fair procedure.
- During the course of any investigation all relevant persons shall be interviewed and notes shall be taken of any such interviews.
- The Principal shall write to the parents/guardians of the student concerned (or to the student if s/he has reached the age of 18 years) informing them of the allegations and inviting them to the school or other suitable location for discussion.
- The Principal may at his/her discretion call an emergency meeting of the Board of Management and recommend that the student be suspended pending a full hearing, if this is considered to be in the best interest of the student and/or of others in the school.
- The Principal may make a decision to recommend expulsion and s/he shall then notify in writing the parents/guardians of the student concerned (or the student if s/he has reached the age of 18 years) and the Education Welfare Officer, where appropriate, of the decision and that the decision is subject to the approval of the Board of Management. Copies of notes taken and statements made in the course of the investigation should be forwarded to the parents and/or the Education Welfare Officer. Where there may be a breach of confidentiality a summary of notes taken and statements made shall be forwarded instead.
- The Principal shall notify the parents/guardians of the student concerned (or to the student if s/he has reached the age of 18 years) and the Education Welfare Officer, where appropriate, of their right to be heard before the Board of Management. The Principal may also invite the parents/guardians to make a written submission, in advance, of the Board meeting.
- A meeting of the Board of Management shall be convened within 10 working days of the notification as outlined at 9.3 above.

9.4 The procedure outlined hereunder should be followed in the course of the Board of Management hearing at which it is proposed to expel a student.

- The Principal shall present the case on behalf of the school and shall propose expulsion.

- The parents/guardians of the student concerned (or to the student if s/he has reached the age of 18 years) and/or the Educational Welfare Officer, where appropriate, shall be afforded the opportunity to respond.
- Members of the Board of Management shall have the right to question the Principal and/or parents/guardians of the student concerned (or to the student if s/he has reached the age of 18 years) or the Educational Welfare Officer as appropriate.
- Each side shall be afforded the opportunity to cross-examine each other through the chair.
- Each side shall be afforded the opportunity to sum up by way of final comment.
- The Principal, parents/guardians of a student/s under the age of 18 years, or the student if s/he has reached the age of 18 years, the Educational Welfare Officer and their representatives shall withdraw to enable the Board to make a decision, but shall remain available for clarification purposes if required.
- In the absence of the Principal, the members of the Board shall elect a recording secretary from among their members.
- The Board may make the following decisions;
 25. To recommend to Kildare Wicklow ETB that the student be expelled.
 26. To suspend for a period to be decided by the Board.
 27. To refer the matter back to the Principal for further investigation.
 28. To reinstate the student in the school.

9.5 The Board shall not decide to recommend the expulsion of a student without first having considered the following:

- The age of the student.
- The student's previous record at the school and the degree to which the student was offered help and support in the context of his/her misbehaviour within the school.
- Any particular aspect of the social, cultural and/or environmental context of the student which should be taken into account.
- The extent to which parental, peer or other pressure may have contributed to the behaviour.
- The gravity of the offence.
- The seriousness and/or frequency of the behaviour and the likelihood of it recurring.
- Whether or not the behaviour impaired or will impair the normal functioning of staff and/or other students in the school.
- Whether or not the behaviour occurred on school premises or when the student was otherwise in the charge of school staff or when the student was identifiable with the school.
- The degree to which the behaviour was a violation of one or more of the rules contained in the school's Code of Behaviour and the relative importance of the rule(s).
- Whether the incident was perpetrated by the student on his/her own or as part of a group.

- Whether consideration was given to seeking the support of other agencies.

9.6 The procedure outlined hereunder should be followed at the conclusion of a hearing before the Board of Management at which it is decided to recommend that the student/s be expelled or suspended:

- Where the board decides to recommend expulsion or suspension, parents/guardians of students who have not yet reached the age of 18 years (and students who have reached the age of 18 years) and the Educational Welfare Officer, shall be informed in writing by the Principal of the decision of the Board of Management and the reasons therefor. A student shall not be considered expelled before the passing of 20 days from the receipt of such notification by the Educational Welfare Officer. This is without prejudice to the right of the Board of Management and of the ETB to take such other reasonable measures, as it considers appropriate to ensure that good order and discipline are maintained in the school concerned and that the safety of students is secured.
- If the recommendation of the Principal is approved and confirmed by the Board or by the Chair (the board having delegated this authority to them) after the 20 days have elapsed the parents or, (in the case of a student over 18 years) the student must be informed of their right to appeal the decision to the ETB.
- If having considered the Board of Management decision or an appeal of the decision, the ETB decides to uphold the recommendation of the Board of Management and expels a student, the parents of a student who has not yet reached the age of 18 years (and students who have reached the age of 18 years) and the Educational Welfare Officer, where appropriate, shall be informed of their right to appeal this decision to the Secretary General of the Department of Education and Science under the terms of the Educational Act 1998 Section 29.

10 Corporal Punishment

10.1 The use of corporal punishment is strictly forbidden.

11 Smoking

11.1 Smoking by students is prohibited in schools under The Public Health (Tobacco) Act and breaches of this may have serious implications for students and for schools.

FINALLY, but most importantly:

Teachers are in the position of parents/guardians while you are in school. This means in particular:

- **There is no excuse for insolence, disrespect or rudeness towards teachers or any member of the school staff.**
- **Any reasonable request from a teacher or member of school staff should be carried out at once.**

BREAKING EITHER OF THESE BASIC RULES WILL BE TREATED AS A VERY SERIOUS MATTER AND WILL BE SEVERLY DEALT WITH.

While the school authority shall make every effort to bring about changes in student behaviour and performance, there shall be different levels of sanctions within the school:

Reprimand

'Report System' - Student Monitoring

Written Punishment – lines are not recommended

Detention

Restitution

Suspension

Re-enrolment

Expulsion

Reviewed 2021

This Policy was adopted by the Board of Management on the 30th August 2022
