

Ardcoil Ris

Code of
Behaviour

ARDSCOIL RIS

MISSION STATEMENT

Ardcoil Ris aims to provide a holistic education, which is driven by a catholic ethos. We strive to create a safe environment, which fosters inclusion, honesty, dignity and respect. The School community encourages the individual in their pursuit of excellence. We aim to promote among our students a sense of pride in their school.

Code of Behaviour Policy

This policy applies to the students of Ardscoil Rís and relates to all school activities. These include activities during and outside normal school hours and school related activities on and away from the school premises.

This policy was drawn up in consultation with all the school partners: the Board of Management, Teaching Staff, Parents¹ and Students.

This policy has been developed in line with the mission of our Trustees, the Christian Brothers`, whose ethos and philosophy has at its core, the care of the student. The school strives to provide a safe and secure learning environment for the development of our students.

Our school code of discipline is based on respect for oneself, for others and for our environment, so that a positive and cooperative atmosphere prevails.

Rationale

Many people work together in our school each day and therefore a high level of courtesy and consideration for others is necessary. Students have a right to an education and this policy is designed in line with our mission statement in that we strive to create a caring and safe environment where we encourage the individual student in their pursuit of excellence. We aim to promote a positive atmosphere in our school where a sense of pride and nobility, (***Dilseacht agus Uaisleacht***) our school motto, is developed.

Behaviour that is ill mannered, annoying, dangerous or disruptive cannot be allowed. Our code is one that is based on the recognition of the student as an

individual and yet creates an environment in which the welfare of all is protected.

1 Where the word 'Parent' is used it covers all guardians, carers and any other personnel who has full legal authority to act on behalf of the student attending Ardscoil Ris

Objectives

The aims of our code of behaviour are:

- To create a safe, secure learning environment for all our students by promoting a sense of mutual respect among all members of the school community.
- To have effective procedures in place which will allow for the day to day running of the school and which meet the demands of current legislation.
- To promote good behaviour and self discipline.
- To allow for the appropriate involvement of all school personnel.
- To ensure understanding by the parents, students staff and management of the code of behaviour and the reasons for it.
- To emphasise the promotion and acknowledgment of good behaviour and to set out the measures which the school maintains, aimed at encouraging good pupil behaviour.
- To outline the strategies to be used to prevent poor behaviour.
- To outline the structure of fair consistent and agreed sanctions that will be used in response to negative behaviour.
- To outline the interventions to be used when a student repeatedly misbehaves.

Roles and Responsibilities

Our school acknowledges the contribution of all members of the school community. Each member has responsibility for the promotion of good behaviour and a role in minimizing and dealing with negative behaviour.

Students

The school expects that students will at all times do their best to uphold the code of behaviour.

Parents

The school acknowledges the role of parents in the development and operation of the code of behaviour and expects them to support the code and encourage their sons to uphold it.

Teachers

The school acknowledges the role of the teacher in the development and operation of the code of behaviour. All school personnel have a duty of care to the students. It recognises that a teacher's main focus is in the area of teaching and learning, but that they also have a pivotal role to play in behaviour management. That role is central to the development and implementation of this code.

Teachers are assigned to each class and year group with special responsibilities for the operation of this code.

Teachers, Form Teachers, Year Heads, Guidance Counsellor, Learning support Teacher, Deputy Principal and Principal each have specific roles in the operation of the code.

Other Staff

The school acknowledges the contribution of ancillary staff in the day to day running of the school. They too have a part to play in the successful delivery of our code of behaviour. In particular they have a responsibility to report incidents of misbehaviour, which might threaten the health, and safety of students or other members of the school community.

Board of Management

The BOM is the decision making body of the school. The school acknowledges the role of the BOM in the development and operation of our code of behaviour. All policies are developed with the authority of the BOM and must be approved by it before becoming official school policy. It is the body to whom parents and students over 18 years of age can appeal in cases of suspension.

Content

- RULES
- PREVENTATIVE MEASURES
- REWARDS
- SANCTIONS
- INTERVENTIONS
- PROCEDURES AND RECORD KEEPING
- MONITORING
- IMPLEMENTATION

RULES

General Principles

Students have a statutory right/obligation to attend school up to age 16. Having been admitted to a school, all students have a right to be educated in an orderly caring and safe environment. All Students and Teachers have a right to be treated fairly and with dignity, in an environment free from disruption, intimidation, harassment and discrimination.

1. Common courtesy and good manners are expected from all students.
2. Regular and punctual attendance at class is obligatory. A student who is absent from school must produce a written explanation from his parents. Proof of medical appointments during school time must be shown in advance.
3. The school opens at 8.30 a.m. No responsibility is accepted for pupils arriving before that time. Classes commence at 8.40 a.m. and students should arrive before 8.35 a.m.
4. All pupils must leave the classroom promptly at morning break and go to the schoolyard or assembly area. Pupils must remain on the school premises at all times between 8.40 a.m. and the end of the school day including lunch time unless parents have given written approval for them to leave.

5. Students should move about the school on the left-hand side of the corridors and stairways in an orderly fashion avoiding pushing, horseplay etc.
6. In order to create a good learning atmosphere in class, students must present themselves on time with the necessary books and equipment, including Homework Journal, refrain from talking and show respect for teachers and fellow students.
7. All homework, written and oral must be completed and presented on time.
8. Full uniform as presented by the school authorities must be worn at all times in the school. The wearing of additional jumpers and other external garments in the school building will not be permitted. **Visible** body piercing (***including the tongue***) is not permitted while in school uniform or on school related activities.

9. A high standard of hygiene is expected from all students. Students must have neat hairstyles. No outlandish colours or styles will be accepted (including 'blade 1')
10. School and personal property are to be treated with the utmost care. Any student who damages or defaces such property will be required to make good the damage. All litter must be put in the bins provided throughout the school. Pupils caught causing litter are liable to be fined or given other sanctions.
11. Students are to enter and leave the school premises by the main gate only and in an orderly manner. Students are not to loiter along Griffith Avenue or in the school vicinity.
12. Smoking on the school property, on school activities or in the school environs is forbidden.
13. Students found in possession of or under the influence of alcohol or non-prescribed drugs will be subject to serious sanctions. See school policy on illegal substances for procedures in dealing with substance abuse.
14. No food or drink is to be consumed within the classroom or on the corridors.
15. Students must follow all guidelines and regulations concerning safety in the school. This is particularly important in high-risk areas such as laboratories, woodwork rooms and P.E. facilities. Students must also conduct themselves and obey the rules of the road travelling to and from school.
16. Physical, verbal and psychological abuse is strictly forbidden e.g. bullying and abusive language. Refer to our school policy for dealing with incidences of bullying. Actions or language that undermines the good name of the school or members of our school community are unacceptable.
17. All students are expected to take part in games and other school activities and to represent their school when required. (excepting those with disability, illness or prior approval). Suitable apparel for games is required.
18. In keeping with our ethos as a catholic School, all students are obliged to attend school liturgies and retreats.

19. Mobile phones provide an unacceptable distraction to the essential work of school. Phones activated on the school premises are liable to confiscation and may only be returned to parents on request.
20. Mobile electronic music players may not be used on the school premises and must be switched off and stored by students on entering the school premises so that they will not cause distraction.
21. Cycling and the use of chewing gum on school property are forbidden.
22. Meetings with parents are always very useful and welcome but may only take place by appointment.
23. Students may not (without prior permission) bring any motorised vehicle onto the school premises.

PREVENTATIVE MEASURES

- Students will be encouraged in their endeavours to uphold the code of behaviour by use of the following measures:
- The code of behaviour is circulated to the parents of new entrants into the school. They are asked to read them and then to sign their agreement to uphold, support and co-operate with the contents.
- At the start of each school year, as part of our induction process, each class is brought through the code of behaviour and any updates and amendments are highlighted.
- If a student is in breach of a rule, he is asked to explain the rule that he has breached and to describe what effect his behaviour has had on other members of the school community. He is asked how he could act in future to avoid being in breach of the rule.
- School rules and their purpose are discussed as part of the S.P.H.E. and C.S.P.E programmes. The notion developing respect for oneself, for others and for our environment along with creating an ideal learning environment for all students is highlighted at all opportunities.
- Issues such as Bullying, Racism, Sexism, Harassment, and Substance abuse are all discussed with the students during their time in our school. These are all dealt with in our school policies.

REWARDS

Students who are well behaved and uphold this code of behaviour are acknowledged for their contribution to the schools objectives. This acknowledgement may take many forms:

- Verbal praise to student.
- Positive note home to parents in homework journal.
- Display of students work (on classroom walls, notice boards or at open nights)
- Achievement Award- e.g. student of the year in his class award.
- Leadership Role

SANCTIONS

Sanctions will apply to students who misbehave and break the school rules. The sanctions are designed to be fair, appropriate to the misdemeanour and to minimize disruption to teaching and learning.

The following sanctions are used so that our students experience the consequences of their misbehaviour. They are scaled so as to take account of the nature of the incident, the situation leading up to the incident and are imposed by the staff of our school in accordance with our 'ladder of referral'. The basic principle in this ladder of referral system is that the higher up the ladder an incident is dealt with, the more serious it is viewed. A teacher, Year Head, Deputy Principal and Principal may decide to intervene directly to discipline students where circumstances so dictate.

1. Disciplining of student within the classroom. e.g.
 - A firm reprimand from the teacher.
 - A student is moved to a different position within the classroom.
 - Extra homework or written work.
 - A note home to parents in the homework journal.
 - A community task such as picking up litter, removal of graffiti or tidying a classroom.
 - Student may be detained after school.
2. A student is removed from the classroom and put working in a supervised area. This may be done by arrangement with another

teacher or by prior agreement with the Year Head, the Deputy Principal or the Principal.

3. Student is referred to Year Head who will reprimand student on his misbehaviour.
4. If misbehaviour is serious or persists Year Head may contact Parents.
5. A meeting with parents to discuss behaviour issues.
6. Student put on report.
7. If misbehaviour still persists, Year Head refers to Deputy Principal. The Deputy Principal will caution student on the consequences of his continued misbehaviour. The Deputy Principal may contact the parents on the matter.
8. If misbehaviour still persists, the Deputy Principal refers student to Principal for possible suspension.
9. Suspension from school. (In accordance with the school's policy on Suspension and Expulsion)
10. Exclusion from school. (In accordance with the school's policy on Suspension and Expulsion)

INTERVENTIONS

In our school we recognise the right of all students to an education. We use the following interventions and aim to prevent students re offending and give specific help to those students who find it particularly difficult to uphold the code of behaviour.

1. Interview between Student and Teacher, usually the Form Teacher or Year Head initially.

The purpose of this interview is to:

- Establish an understanding in the student of the rule/rules that he has breached.
- To bring the student to an understanding of the effects of the breach on himself as well as on others in the school community.
- To bring the student to an understanding of how to act/react differently so as not to be in breach of the rules.
- To administer sanction, if one is required and to get the student to see the need for one.

2. Referral to the Guidance Counsellor.

3. Referral to the National Education Welfare Board (NEWB) in cases of unexplained prolonged or cumulative absences.
4. Referral by the school to a psychologist for assessment and/or behaviour modification.

PROCEDURES AND RECORD KEEPING

STEP 1 THE SUBJECT TEACHER

Each teacher has responsibility for implementing discipline in his/her classroom. The subject teacher who may use some of the agreed sanctions will deal with minor offences. Such offences do not require referral to the Year Head, Deputy Principal or Principal. More serious offences and repetition of minor offences should be dealt with under Step 2 of the ladder of referral. The subject teacher should record details of the offence/offences as well as details of sanctions that may have been imposed.

STEP 2 THE YEAR HEAD

Each year is assigned a teacher with special responsibilities for them. He/she has a pastoral role and a disciplinary role with the class groups that make up the year group. Details of serious offences and repetition of minor offences will be reported to the Year Head by the Form teacher and Subject teacher. The Year Head will deal with the situation in a manner that is appropriate to the offence. He/She will liaise with parents if it is considered useful. The Year Head will keep a record of offences reported and the interventions taken. The Year head will keep a record of absences for the students in his/her year.

STEP 3 THE PRINCIPAL/DEPUTY PRINCIPAL

Students whose behaviour has not modified despite the school's best efforts will be referred by the Year Head to the Principal/ Deputy Principal.

If the Principal/ Deputy Principal decide that a suspension is warranted the parents will be notified orally and in writing of the reason for and the length of time of the suspension.

The Principal will inform the Board of Management of all suspensions.

The Principal may recommend expulsion to the Board of Management if warranted.

The Board of Management considers the recommendation and having given an opportunity to parents/students if over 18 years, to make their case, makes its decision whether to expel or not. ***See Suspension & Expulsion Policy re 'Fair procedure and natural justice' .***

MONITORING OF POLICY

This policy was drawn up in consultation with the parents, students, staff and management of our school, was ratified by the Board of Management and may be reviewed two years after its implementation initially.

Any amendments which need to be made will be in keeping with the general philosophy of our Code of Behaviour and will be communicated to the members of our school community in writing.

A major review will be carried out no later than five years after the date of implementation and will involve consultation with the parents, staff, management and the Board of Management of our school.

TIMEFRAME

This Code of Behaviour was devised in consultation with the students, parents, staff, management and Board of Management of Ardscoil Rís. The process began in November 2006 and the resulting Code of Behaviour was piloted in the period March to June 2007. The Code of Behaviour was ratified by our Board of Management at its September meeting 2007 and will become official school policy on February 1st 2008.

IMPLEMENTATION

As the official Code of Behaviour of our school, all registered students, their parents will receive a copy of it by post.

The Code of Behaviour is also available from the school upon request.

Amendments to Code of Behaviour will be communicated to the stakeholders in writing.

When the major review is carried out, the resulting amended Code of Behaviour will be circulated to all the stakeholders in writing.

This policy was approved by the Board of Management

of Ardscoil Rís on the **24th of September 2007**

Signed on Behalf of the BOM : Bro Kieran Walsh (Chair)

Date: 24th Sept 2007

ARDSCOIL RÍS

Suspension and Expulsion Policy

This policy applies to the students of Ardscoil Rís. It relates to sanctions that the school management may adopt when dealing with serious breaches of the Code of Behaviour.

This policy was drawn up in consultation with all the school partners; the Board of Management, Teaching Staff, Parents* and Students.

This policy has been developed in line with the mission of our Trustees, the Christian Brothers`, whose ethos and philosophy has at its core, the care of the student. The school strives to provide a safe and secure learning environment for the development of our students.

Rationale

All students have a right to learn in an orderly and caring environment. All students and teachers have a right to be treated fairly and with dignity, in an environment free from disruption, intimidation, harassment and discrimination. We have developed a Code of Behaviour in line with the mission of our Trustees, the Christian Brothers`, whose ethos and philosophy has at its core, the care of the student. The Code of Behaviour aims to provide a safe, secure learning environment for all our students by promoting a sense of respect for oneself, for others and for our environment. Each student and their parents agree to uphold the Code of Behaviour, in order to create a safe, secure learning environment for the development of our students.

There will be cases of unacceptable behaviour where it will be in the best interests of the school community and/or the student involved, to be removed from the school for a period of time or completely.

**Where the word 'Parent' is used it covers all guardians, carers and any other personnel who has full legal authority to act on behalf of the student attending Ardscoil Ris*

Objectives

The aims of our suspension and expulsion policy are:

- To maintain a safe, secure learning environment for all the members of our school community.
- To outline the strategies to be used where students are in serious breach of our Code of Behaviour.

Roles and Responsibilities

Principal

The Principal has authority to suspend any pupil for a limited period of time and may recommend expulsion of a student to The Board of Management.

The Board of Management

Expulsion is the ultimate sanction imposed by the school for behaviour problems. Expulsion may only be imposed by the Board of Management. The Board has the responsibility to deal with such issues in accordance with the principles of fairness and natural justice.

Content

- Suspension procedures
- Expulsion procedures

Suspension

Suspension allows students time to reflect on their behaviour and accept responsibility for the behaviour which led to the suspension, and to accept responsibility for changing their behaviour to meet the school's expectations in the future.

Suspension is most effective when it highlights the parents'/guardians' responsibilities for taking an active role, in partnership with the school, to work with the child to enable the child's behaviour to change.

The Principal may suspend a student for up to five school days. A longer term of suspension will require approval from the Board of Management. Suspension will usually not occur, except in cases of serious misconduct, until other sanctions under our Code of Behaviour have failed to change the behaviour problem.

The Principal may suspend a student immediately in the interest of health and safety if there is a threat of violence to a member of the school community, the presence of weapons, illegal drugs etc.

Where a student is suspended for a period of 6 or more days or for a cumulative of 20 days in one school year the Principal will inform the Education Welfare Officer.

The Principal will contact the parent and ensure that discussion has occurred regarding the specific unacceptable behaviour. The parent has the right to appeal the decision to the Board of Management. All appeals will be heard as soon as possible.

The Principal will give clear expectations of what is required of students in the future.

The Principal will keep a record of all action taken and all related correspondence.

Expulsion

This is the ultimate sanction imposed by the school and may only be exercised by the Board of Management in extreme cases of indiscipline. The Board is responsible for the health and safety of all the members of the school community. In cases of serious misconduct e.g serious violence towards a member of the school community, the possession of illegal drugs or the destruction of school property the Board may decide that expulsion of a student is necessary.

The Board of Management will deal with such matters in accordance with the principles of natural justice and ensure that all procedures have been followed.

All individuals are entitled to procedural fairness when dealing with authorities and our expulsion procedures are designed with this principle at its core.

Expulsion Procedures

The Principal will ensure that:

- All discipline options under the Code of Behaviour have been applied and documented by those responsible.
- All other procedures, referrals supports have been exhausted.
- Discussion has occurred between the student and parent and Year Head regarding specific misbehaviour which the school considers unacceptable and which may lead suspension.
- Formal verbal and written warnings have been given at appropriate times by his Year Head detailing these behaviours, as well as clear expectations of what is required of the student in future.
- Records of all action taken and copies of all correspondence have been filed by his Year Head.
- Parents have been informed of his/her intention to recommend Expulsion to the Board.
- Parents have been invited to a Board of Management meeting and to make a written submission in advance of the Board meeting.

- Parents are provided in advance with a full, written description of the allegations against the student and the case being submitted to the Board, together with copies of all documentation, statements etc. supporting the case.
- He/she makes a formal expulsion recommendation to the Board of Management with full supporting documentation.
- The ***Principal will give the requisite notice to the Welfare Board (cf. Education Welfare Act 2000)***

The BOM Procedure

The Board of Management will:

- Hear the Principal's case against the student in the presence of the student's parents.
- Hear the Parents response.
- Examine all the documentation.
- Consider the student's record in the school.
- Take legal/expert advice.
- Ensure that the Principal is not present for the Board's discussion and decision on the matter.
- Discuss the case in detail.
- Exercise its authority having regard to their responsibilities to the whole school community and to principle of natural justice, and make a decision.
- Communicate the decision to the parents formally by registered letter.
- Inform the Education Welfare Officer of its decision to expel the student.

The ***formal letter*** of notification will include:

- Notice of expulsion
- Effective date of the expulsion.
- Reasons for the expulsion.

- A statement that the Education Welfare Board has been informed.
- A statement that the student is under the care and responsibility of the Parents for the period of 20 days required by the Education Welfare Officer to examine alternative provisions for the education of the student.
- Information and documentation on Appeals rights.

Monitoring and Reviewing policy.

The Board of Management will regularly Monitor, Review and evaluate the policy and all related works to ensure legal compliance and maintenance of best practice.

This policy was approved by the Board of Management

of Ardscoil on the **24th of September 2007.**

Signed on Behalf of the BOM : *Bro. Kieran Walsh* (Chair)

Date : **24th September 2007**

