

# ASCN Code of Behaviour

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## Mission statement

“Ard Scoil Chiaráin Naofa promotes the holistic educational development of all within the school community. We strive for academic excellence and aim to maximise the potential of each individual in a safe caring and respectful environment”

## Rationale

This Code is prepared in accordance with the NEWB’s “Developing a Code of Behaviour: Guidelines for Schools” and it is based on the belief that learning, achievement, relationships and behaviour are inextricably linked. This code was developed to reflect the school motto “respect for all” and that we believe by fostering a school ethos and promoting positive behaviour, we are enabling each student to take responsibility for both their learning and their behaviour which will enable them to develop to their full potential.

## Principles underlying our Code of Behaviour

- The school climate and atmosphere are created by the actions and behaviour of everybody in the school community.
- Good discipline is everyone’s concern. It contributes to order and is an integral part of the educational and socialisation process. Our school rules are necessary to protect the general good and the rights of all the school community.
- Learning, achievement, relationships and behaviour are linked. Good behaviour can influence how students learn and is an outcome of good relationships and effective learning. Our Code of Behaviour is an important tool in achieving these goals.
- Personal responsibility for learning and behaviour is important.
- Fostering good relationships between staff and students can influence behaviour in a positive manner.
- The code is informed by the principle of fairness.
- It is based on a commitment to the educational welfare of every student.
- It promotes a positive and safe working environment for all staff and students.
- It promotes conditions for learning and teaching, freedom from threat of violence or abuse for both staff and students.
- In developing this Code of Behaviour we have endeavoured to be as inclusive as possible.

## Aims

- To create a climate that encourages and reinforces good behaviour
- To create a positive and safe environment for teaching and learning to take place
- To encourage students to take personal responsibility for their learning and their behaviour
- To help young people to mature into responsible participating citizens
- To build positive relationships of mutual respect and mutual support among students, staff and parents
- To ensure that the school's high expectations for the behaviour of all members of the school community are widely known and understood
- To clarify roles and responsibilities

## Standard of Behaviour Expected

All members of the school community are expected to treat each other with respect. All classroom and school rules are based on respect.

- Respect for oneself
- Respect for others
- Respect for property

All members of the school community are expected to show respect for teachers, staff and visitors to the school by the following means:

- Showing respect to your teachers, both inside and outside the classroom
- Obeying and carrying out instructions without causing disruption.
- Behaving in a mannerly and respectful way towards all members of the school community and to all visitors to our school.

This will be achieved by acknowledging:

- That all staff members are entitled to their dignity inside and outside the school
- That the school management require everybody's co-operation in making the school a happy and safe place for all.
- That all persons are entitled to respect.

A Charter of Rights and Responsibilities for students, staff and parents of Ard Scoil Chiaráin Naofa is attached (see appendices). It will be communicated to all as part of this Code of Behaviour and the Students Charter may be used as a teaching aid for learning goals. This Charter also provides a platform for teachers and parents to model standards of behaviour.

The school Code of Behaviour expects students to behave to a high standard in school and also applies to all school organised activities within or outside school time e.g. school tours/trips matches etc.

The Code of Behaviour applies to online learning and expects students to engage with, and behave to, a high standard with all relevant online platforms/ classes that form part of their studies in Ard Scoil Chiaráin Naofa.

The Code of Behaviour extends to include compliance with all relevant 'National Health' and Department of Education and Skills directives.

## School Routines and expectations

Ard Scoil Chiaráin Naofa encourages all its students to show respect at all times.

- Students must comply with all relevant 'National Health' and Department of Education and Skills directives.
- Students must come to school every day – on time – both in the mornings and for all classes.
- Students must be present for Roll call/Assembly at 8.55.am prepared for their first two classes. Journal must be placed on the desk.
- Students who are absent will bring with them a note of explanation in their journal.
- Students who arrive late to school must present to the Principals office and must bring a note of explanation. Students regularly arriving late will be given detention.
- Students must stay on the school grounds for the duration of the school day. If students must leave school during the day it is school policy that students will be released into the care of their parents/guardians or a nominated responsible adult.
- Students will behave appropriately at all times while in school uniform and on any school related business.
- Students will visit lockers before 1st class, at break-time and at lunch-time only. Money or other valuables should not be placed in lockers or left in classrooms. If it is deemed necessary by school management student lockers will be accessed. Lockers should be kept neat and tidy.
- Students should only be at their designated area (lockers) at break/lunch-time.
- Students will carefully mind their books/equipment and never leave them unattended on corridors etc.
- Valuables: Students are responsible for their own property. Any valuables/property found should be handed into the secretary's office. Students are asked not to bring any items of value to school. School authorities are not liable for the loss or damage to such items.
- Students may use the toilet facilities before school, during break time and lunch time. Should use of the toilet facilities be necessary, it is preferable to use the toilet facilities between classes rather than during class time.
- Students will not bully others in line with our Anti-Bullying Policy.
- Students are allowed to bring mobile phones to school provided that (a) they are switched off at all times during the day and (b) they are kept out

of sight. In certain circumstances permission to use a mobile phone may be granted by the teacher for approved educational purposes including the use of the camera function. Mobile phones or any other devices must not be carried into any examination. Confiscated phones are handed into the office. Confiscated phones may only be collected by the student's parent/guardian at the end of the school day.

- All contact with students throughout the school day must be made through reception. Parents/guardians are requested not to communicate with students by mobile phone at any time during the school day.
- Students will not use abusive or offensive language.
- Students will respect the instructions of teachers.
- Students will behave in a manner that will not endanger themselves or others.
- Students will never smoke; bring alcohol, drugs or any substance that threatens their safety or the safety of others, to school. Smoking or the possession of cigarettes /tobacco/lighters in any part of the school building, its vicinity or while in school uniform during/immediately before/after school hours is prohibited. Those in breach of this rule may warrant suspension and substances will be confiscated.
- Students will not chew gum in the school buildings and grounds.
- Food and drink should only be consumed in the canteen.
- All Students have a responsibility to maintain a clean and tidy school and must not litter.
- Students must be especially careful as they cross the busy road alongside the school.
- The uniform (including school shoes) must be worn in full at all times. A crested school Jacket is not compulsory. A plain navy or black jacket without logos should be worn. A school hoodie may be worn as an alternative to a jacket. Jackets and hoodies are not to be worn in class.
- Only stud piercings are permitted in the ears and a maximum of one discreet stud piercing is permitted on the nose. NO other piercings are permitted
- Students are not permitted outside the school gate or around the front of the building at break-time and for the first ten minutes of lunch.
- Students are not permitted on the lane between the school and field at any time during the school day except when crossing the lane to/from the field.
- Only students engaged in sporting activities or in the company of a member of staff are permitted on the grounds at the parents' room.
- Fire: Please observe notices about fire regulations. In event of a fire and evacuation, strictly obey all instructions given by teachers in accordance with practiced fire drills.

## Classroom routines and expectations

### **We expect that:**

- Each student has a school journal where all homework is recorded and signed by a parent/guardian weekly.
- The student's journal does not contain material that is deemed inappropriate or unsuitable.
- Students must present to the Principal to get a Journal Report if they do not have their journal when going to class.
- Students have their own pens, books, copies and all necessary class material.
- Many subjects require the preparation of project work that forms part of the State Examinations. This work must be presented as requested and in accordance with Department of Education and Skills deadlines.
- Students allow both the teacher and other students to work without interruption or distraction.
- Students actively engage in class, listen attentively, work hard and cooperate with the teacher.
- Homework and schoolwork is completed to the best of each student's ability for all classes.
- Students present on time for all classes.
- Students should ensure that they catch up on all work missed due to lateness or absences (including absences due to participation in Extra-curricular activities (ECA) - matches, etc.).
- Students should not have any music or electronic device in the classroom at any time.
- Year Head and Deputy Principal Reports should be handed to the teacher before the lesson begins and must be presented to Year Head/Deputy Principal before going for lunch each day.

### Strategies used to affirm and promote good behaviour

ASCN operates a very strong pastoral care system which reflects the belief that the school community thrives where there is a positive sense of community, built on good relationships, which encourages all within the school community to reach their full potential. The school expects all students to abide by the Code of Behaviour and to live up to the standards expected. To help foster good relationships the school acknowledges, promotes and rewards good behaviour in a variety of ways. These include the following;

- The pastoral care system in the school has at its core the class tutor /year head system. This is supported by School Management, the Career Guidance Counsellor, HSCL, Learning Support Team and the Care Team.

- Each class group has a class tutor who is responsible for calling the class roll each morning and each class tutor is timetabled to teach CSPE to their class group. The tutors work closely with the year head to model, acknowledge, and affirm good behaviour based on respect.
- Year group assembly takes place once a week with the year head and tutors. This is used as an opportunity to recognise the achievements of individuals in the group as well as reinforcing the standard of behaviour expected in the school. All school achievements across the whole school community are communicated at assemblies in order to foster a sense of pride in our school. The school motto “respect for all” is reinforced at every opportunity by class teachers, class tutors and year heads.
- Students are encouraged to take responsibility within the school community. The students are encouraged to participate in and support the Student Council which is in operation in the school. Class prefects and deputy prefects are also given responsibilities including collecting the class register in the morning and afternoon for roll call.
- Students are invited to become members of relevant school committees e.g. Green School and Health Promoting School.
- The school Mentor Programme involves senior students supporting first year students as they make the transition to post-primary operates within the school.
- Students are encouraged to participate in the range of ECA which are provided in the school to foster a sense of involvement and belonging as well as providing an opportunity for students and teachers to develop a rapport outside of the classroom.
- The academic, artistic/creative, sporting and personal achievement of students is celebrated at our Award Ceremonies.
- Students who achieve full attendance are acknowledged at Award ceremonies.
- TY students are encouraged to participate in the GAISCE awards.
- Achievements within the school are acknowledged on the school notice boards, local media, school publications and the PA system
- Regular events are organised throughout the year including-Anti-bullying Week, Literacy Week
- Guest speakers are invited to speak to students and parents about matters relating to both school life and general well-being.
- Students are encouraged to become involved in local events and fundraising events.

## Reward Scheme –First and Second Years

A reward scheme for first and second year students operates in the school. Students receive merits for good behaviour or improved performance over a sustained period of time. Any positive behaviour may be rewarded, in accordance with school expectations, at the discretion of the teacher. This is recorded in the student's journal where the space is provided for teachers to initial and date or using the Behaviour Tab on VSWare.

For every 10 merits a student receives, a Certificate of Merit is presented by year head at general assembly.

Students who receive an agreed number of Certificates of Merit e.g. 10, receive a Certificate of Excellence at our end of year Awards Ceremony.

At the end of the first and last term of school, students who reach an agreed number of Certificates of Merit will also be rewarded.

## Procedures in place for dealing with inappropriate behaviour

It is school policy to use a problem solving approach to address inappropriate behaviour. It is based on the belief that early intervention is more effective. Restorative justice is practiced in the school if and when required and appropriate. The necessity for rules and sanctions is explained to students and students are reminded that all actions have consequences – both positive and negative. The school also provides support through/works with outside agencies including NEPS, Túsla, JLO., SCP., and the SENO. where appropriate.

Occasions may arise where in the interest of the general student body, it may be necessary to search a student's property while investigating a breach of the Code of Behaviour. In this case a year head, the deputy principal or principal may instruct a student to empty his/her pencil case, schoolbag, pockets etc.

**Security Cameras:** Our school building is equipped with CCTV cameras located in a variety of common areas in and outside the environs of the school grounds.

The purpose of these cameras is:

1. To assist school management in their duty of care to all students and staff
2. To assist management in the care and upkeep of school property and personal property.
3. To act as a deterrent in the prevention of vandalism or any other form of criminal action/intent against the school building or persons located on/in the school grounds.
4. To aid school management in general security within the school and on school grounds.

The management of Ard Scoil Chiaráin Naofa reserves the right to use information gathered by these cameras in the administration of our Code of Behaviour. The school will make this information available to the Gardaí if requested by them. The right of access for students and staff to images

captured by CCTV cameras shall be in accordance with the Data Protection Acts 1998 & 2003. The Data Controller of our school is the Principal and information will only be made available following consultation with the Principal, the Chairperson of the Board of Management and the ETB.

## Graded Response

The school implements a graded response to student misbehaviour as outlined below.

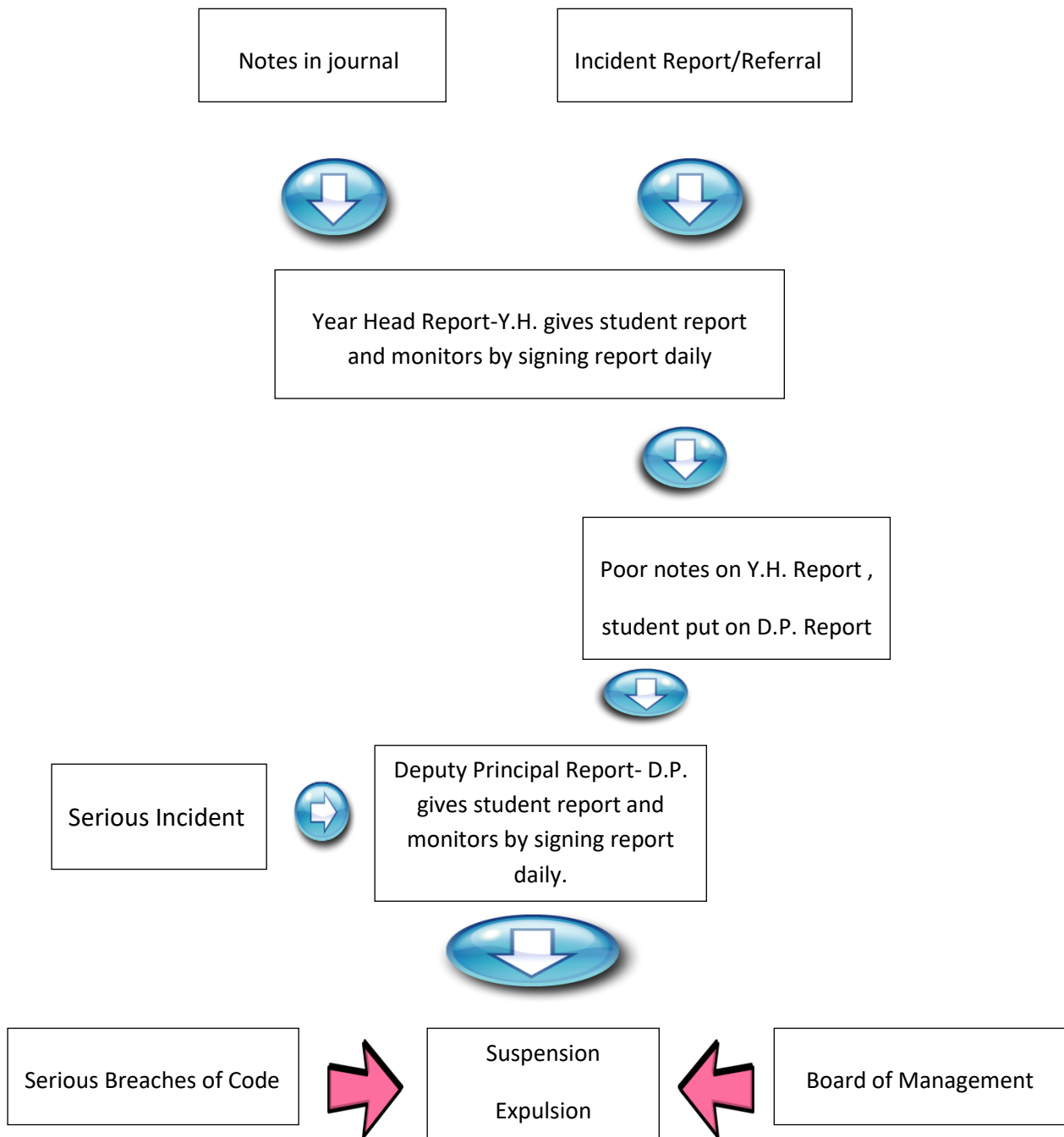
1. Classroom teachers are responsible for general classroom management, including corridor behaviour, and can use a number of sanctions before student is referred to tutor /year head. Teachers will speak to student regarding expected behaviour and extra work, penalty sheets, detention or cleaning duties may be assigned depending on the nature of the indiscipline.
2. Where unacceptable behaviour persists a teacher can write a note in the student's journal to be signed by the parent/guardian.
3. If these early interventions are not successful and the inappropriate behaviour continues teachers fill in an Incident Report/Referral which will be given to the Year Head. Report/Referral forms may also be used to record once off incidents of indiscipline or concerns teachers may have regarding students.
4. Depending on the nature and severity of the indiscipline, students may be placed on Year Head Report or Deputy Principal Report or even suspended.

Placing a student "on Report" is a pastoral measure used where there is evidence a student is failing to reach school expectations in relation to behaviour. A student collects their Year Head Report from their Year Head in the morning. Each teacher comments on the student's timekeeping, behaviour, work and homework at the end of each class. The student presents to the year head at lunchtime to show him/her the report. A student generally stays on Year Head Report for 3 days however this can be increased at the discretion of the Year Head/Deputy Principal/Principal. Parents/guardians are requested to sign the report at the end of each school day.

5. If a student's inappropriate behaviour persists, while on Year Head Report, that student will be placed on Deputy Principal Report. If a student is placed on Deputy Principal Report he /she must collect the report from the Deputy Principal and report at lunchtime to the Deputy Principal to have report signed. A student generally stays on Deputy Principal Report for 5 days however this can be increased at the discretion of the Year Head/Deputy Principal/Principal. Parents/guardians are requested to sign the report at the end of each school day.

Parents/guardians will be informed if their son/daughter is on report and meetings may be arranged to discuss the student's behaviour.





School Management may deem it necessary to withdraw the privilege of representing the school including ECA such as matches, trips etc. due to breaches of the Code of Behaviour.

**Mindful of the necessity for consistency and enforcement in application of this Code of Behaviour, flexibility must be maintained by management so it can exercise its judgement in relation to the particular circumstances of each situation.**

## **EXCLUSION POLICY**

### **General Statement**

Where students who have been on Deputy Principal Report continue to be disruptive, the Principal and/or Board of Management of the school may consider suspension or expulsion. Exclusion may be deemed necessary for a single instance of gross misconduct or for repeated instances of serious misbehaviour including behaviour that interferes substantially with the constitutional right of other pupils to an education or for health and safety reasons.

### **Suspension**

Suspension is a serious sanction and usually only considered where other interventions have failed. Suspension will be considered where there has been a serious misconduct such as:

- The student's behaviour/continued presence in the school constitutes a threat to the safety of themselves or others
- The student's behaviour has had a detrimental effect on the education of other students
- Deliberate damage to school property

A single incident of serious misconduct may warrant suspension.

### **Automatic Suspension**

- Smoking on school grounds or at school activities
- A serious breach of the school's ICT policy including inappropriate use of phones
- A serious breach of the school's Anti-bullying Policy
- Reasonably suspected possession or dealing in drugs, alcohol, addictive substances or illegal substances
- Serious damage to property
- Striking another member of the school community
- Refusal to hand up mobile phone if required to do so
- Leaving the school grounds without permission

### **Procedures in respect of suspension**

Before considering suspension the school will investigate the complaint and be guided by the principles of fairness and natural justice. The investigation will require teachers involved giving the Principal/ Deputy Principal a written report of the incident. The student will be given a chance to give his/her point of view.

Parents will be contacted to inform them of the nature of the complaint, the investigation procedures to be followed and the possibility of suspension. This may be done by phone or in writing. Parents will meet the Principal/Deputy Principal to discuss the behaviour and where necessary, depending on the nature of the misconduct, the conditions to be met before the student can return to school.

## **Procedures in relation to immediate suspension**

Where an immediate suspension is considered by the Principal to be warranted for the safety of the student or other members of the school community, a preliminary investigation should be conducted to establish the case for the imposition of the suspension. The formal investigation should immediately follow the imposition of the suspension. All of the conditions for suspension apply to immediate suspension. No suspension, including an immediate suspension, will be open-ended. In the case of an immediate suspension, parents will be notified, and arrangements made with them for the student to be collected.

The period of suspension will depend on the nature of the misbehaviour but will not be for more than three days, except in exceptional circumstances where the Principal considers that a longer period of suspension is necessary.

If a suspension longer than three days is being proposed by the Principal, the matter should be referred to the Board of Management for consideration and approval, giving the circumstances and the expected outcomes.

The Board of Management may wish to authorise the Principal, with the approval of the Chairperson of the Board, to impose a suspension of up to five days in circumstances where a meeting of the Board cannot be convened in a timely fashion, subject to the guidance concerning such. The Board of Management should normally place a ceiling of ten days on any one period of suspension imposed by it.

## Expulsion

Expulsion is the permanent exclusion of a student from school for the welfare of the student and the whole school community. A student is expelled from school when the Board of Management makes a decision to permanently exclude him/her from the school, having complied with the provisions of Section 24 of the Education Welfare Act 2000. Should an incident arise in the school that in the informed opinion of the Principal, warrants an expulsion from school, the policies and procedures as laid down by the Education Welfare Act 2000 and adopted by our Board of Management will be followed.

### Possible reasons for expulsion:

- Serious ongoing misbehaviour and non-compliance with the School Code of Conduct and Discipline.
- A single incident of gross misbehaviour.
- Wilful ongoing assault of any nature viz. verbal, physical etc.
- Possession of, involvement with or use of items or substances which could endanger the health or safety of self or others or cause damage to property.
- Damage to property, interference with health and safety appliances including fire-fighting and alarm systems.
- Misuse of internet facilities.
- If the student is a threat or danger to a) his/her own health and safety or b) the health and safety of any member of the school community.

This list is not exhaustive and is given as a guide only.

Expulsion will be considered in accordance with the Department of Education & Skills' Guidelines, directives and the school and the ETBs appeals procedures.

# Appendix 1

## STUDENT CHARTER – RIGHTS

### Each student has a right to:

- The highest standard of education to meet their individual needs
- Access to all areas of the curriculum subject to available resources
- Have classes that start punctually and have lessons that are well prepared
- Be safe and secure in a non-bullying environment
- Be taught in a clean and orderly environment
- Be assessed regularly (homework-testing)
- Have access to extra-curricular activities
- Be treated with respect
- Have their property treated with respect

## STUDENT CHARTER – RESPONSIBILITIES

### Each student is expected to:

- Be well behaved both inside and outside the school
- Obey school rules
- Wear the school uniform in full every day
- Arrive punctually; be prepared for class and do nothing to interrupt the teaching of the lesson
- Work hard in class and co-operate with the teacher
- Work to the best of their ability at all homework and assignments
- Aim to take part in extra-curricular activities
- Be responsible for their own books equipment and property
- Not engage in bullying through any means: physically ,verbal, emotional, text, internet and/or exclusion
- Use language and materials that are appropriate and inoffensive
- Treat everyone with respect

## Appendix 2

### STAFF CHARTER – RIGHTS

#### Each staff member has a right to:

- Work in a clean, attractive and safe environment free from verbal, physical abuse/intimidation
- Be allowed to teach without interruption or disruption
- Be kept up to date about changes and developments as they occur
- Have fair and equal access to staff development
- Be treated in a professional manner by all colleagues
- Be supported by management whilst carrying out their duties
- Be supported in the delivery of the curriculum
- Have adequate resources to deliver curriculum effectively
- Have adequate time to carry out professional duties
- Have personal welfare issues dealt with in a sensitive and confidential manner

### STAFF CHARTER – RESPONSIBILITIES

#### Each member of staff will be expected to:

- Prepare effective teaching resources for all classes
- To maintain a positive teaching and learning environment in the classroom
- Be punctual and attend in accordance with the school timetable
- Keep up to date with changes and developments
- Incorporate learning opportunities into the curriculum
- Treat all pupils, staff and parents in a professional manner
- Uphold the staff “Dignity in the Workplace Policy”
- Support management in the implementation of the Code of Behaviour and other decisions
- Help maintain a clean, safe and attractive work environment

## **Appendix 3**

### **PARENTS CHARTER – RIGHTS**

#### **Each parent has a right to:**

- Have access to the schools policies and guidelines
- Know your child will have access to all areas of the curriculum, subject to available resources
- Have access to information about their child
- Feel confident in sharing issues or concerns
- Believe his/her child will be spoken to in a professional and controlled manner
- Know your child is under the duty and care of the school authorities while in school or on school related activities
- Participate in the Parents Association

### **PARENTS CHARTER – RESPONSIBILITIES**

#### **Each parent will be expected to:**

- Support school policies
- Ensure your child attends school every day and is punctual
- Support the wearing of full school uniform every day
- Encourage and
- etc.
- Monitor your sons/ daughters journal frequently and sign journal every week
- To provide space and time for your child to do their homework
- Attend meetings organised by the school
- Listen to both school and child when a problem occurs
- Inform the school of any change of circumstances
- Contribute financially to student related costs each year

## ATTENDANCE

If the school is to be in a position to deliver the highest quality education for each student, it is essential that high attendance standards should be maintained. Absences from school affect not only absentees but also those who are present in terms of overall morale. Working together, the home and the school can ensure that students will realise their potential by regular attendance.

### Parents are asked to:

- Explain all absences by a note in the journal (located at the back of the journal) which should be presented to the Class Tutor on the morning of return from the absence. The note should clearly indicate the reason for the absence
- Exercise discretion in distinguishing between genuine illnesses which require time off school and minor complaints which do not
- Make every effort to arrange medical and dental appointments after school hours. In cases where this is impossible, students should be instructed to return to school after the appointment
- Support your child's education by refusing requests for unofficial days off for activities which might include shopping, holidays or preparation for social events
- Ensure that your children are not so fatigued from a part-time job or extra-curricular activities that time is missed from school
- Refrain from taking family holidays during school term. The school is obliged to include any such days in the total absences for the year

**By law, the school must inform the Educational Welfare Services at Tusla of absences in excess of twenty (20) days per year. The school authority will review attendances monthly and will make every effort to alert parents of impending reports re attendance being sent to the Education Welfare Services.**

## Punctuality

A good record of punctuality is an essential part of any student's preparation for life as well as being essential to the smooth running of the school and to the continuity of teaching and learning.