

# Student Behaviour Policy

## Castleknock Community College



### Review Dates

Staff	Oct '09 –Feb '10	Reviewed
Parents	January 2011	Reviewed
Student Council	May 2011	Reviewed
BOM	March 2012	Ratified
BOM	January 2014	Reviewed with amendments.
BOM	October 2015	Reviewed with amendments.

Due for next review: January 2018

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## General Principles and Practices Linking Pastoral Care to Discipline

The enclosed guidelines are the result of staff seminars, student council feedback and parents' seminars at Castleknock Community College as to how the ***Student Behaviour Policy*** should exist. Furthermore it was agreed that the following general principles and practices need to be recognised within a policy statement as they name important components of a general climate, which favours a balanced equilibrium between discipline and freedom.

- ✚ The attitude and behaviour of the pupils are strongly influenced by the overall climate.
- ✚ A good College climate is more likely to prevail where there is open and honest communication throughout the College community and where the rights and the responsibilities of all members are respected.
- ✚ Policies and practices, which are clear, just and consistent, are necessary to maintain a College climate characterised by a right balance of order and freedom.
- ✚ In general, pupils will behave better where their College experience focuses on their potential and achievements rather than on their failings and shortcomings.
- ✚ Effective classroom management procedures and a good teacher-pupil relationship can help considerably in diminishing instances of misbehaviour.



### 1. General Philosophy

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Our ***Student Behaviour Policy*** and practice guidelines have been developed in the context of a supportive and caring environment in which we endeavour to teach students to take responsibility for their actions. We also take every opportunity to recognise the positive qualities in every student and to celebrate improvement and achievement. These are the cornerstones of the ***Student Behaviour Policy*** and inform all aspects of the way the Policy is implemented in our College.

The ***Student Behaviour Policy*** of Castleknock Community College was drawn up in conjunction with students, parents and staff.

The following legislation was considered in the creation of our ***Student Behaviour Policy***:

- ✚ Article 42 of the Irish Constitution
- ✚ United Nations Convention on the Rights of the Child
- ✚ Education Act 1988 – Sections 28 & 29
- ✚ Education (Welfare) Act 2000 – Section 23
- ✚ Equal Status Act 2000.

## 2. Aims of Student Behaviour Policy

- ✚ To develop a moral framework within which initiative, responsibility and a sound relationship can flourish.
- ✚ To enable students to develop a sense of self worth, respect and courtesy for others.
- ✚ To provide an environment in which students feel safe, secure and respected.
- ✚ To have effective procedures in place which will allow for the day to day running of the College and which meet the demands of current legislation.

## 3. Objectives of Student Behaviour Policy

***The Student Behaviour Policy*** will encourage and enable students to show:

- ✓ Self confidence
- ✓ Self control
- ✓ Sensitivity and consideration for others
- ✓ A pride in themselves and their College
- ✓ An interest in their activities.

***The Student Behaviour Policy*** will allow students to develop:

- ✓ Responsibility for their learning and their environment
- ✓ An independence of mind
- ✓ A sense of fairness
- ✓ An understanding of the need for rules
- ✓ A respect and understanding for others' ways of life and different opinions
- ✓ Non-sexist attitudes
- ✓ Non-racist attitudes
- ✓ A consistent approach to tasks
- ✓ An appropriate reaction to bullying and abuse.

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## 4. The Student Behaviour Policy

- ✓ Treat everyone at College with care and respect: this includes fellow students, teachers and all who visit our College.
- ✓ Regular and punctual attendance at all classes is expected. For every absence a student must provide a written explanation from a parent or guardian.
- ✓ All students are expected to swipe in on time for morning and afternoon classes. Students must carry their swipe card at all times throughout the College day.
- ✓ The journal is an essential piece of College equipment. All students must bring their journal to College every day. The journal is used to record homework, notes from parents, teachers and other College staff only.
- ✓ Inappropriate use of mobile phones and electronic equipment is prohibited during College time.
- ✓ Eating and drinking is confined to the College canteen.
- ✓ The chewing of gum is prohibited.
- ✓ Any student found in possession of or using alcohol, other non-prescribed drugs or controlled substances, either on the College premises or during any College related activity (including all break times) will be subject to immediate disciplinary action, which may result in suspension and/or exclusion. (*See Substance Abuse Policy*)
- ✓ Everyone in the College is responsible for the care of the College premises. Students and staff are encouraged to feel a sense of ownership for the College and its environment.

## 5. A Positive Focus

- ✓ Students' achievements, academic or otherwise, will be recognised.
- ✓ Rewards will be accessible to all students.
- ✓ Assembly will be used as an opportunity to acknowledge achievements and to foster a sense of community

Rewards for good behaviour include:

- Positive notes in the student's journal and on VS Ware
- Praise from staff
- Responsibilities given to students
- Merit awards
- Public affirmation through newsletters
- The display of students' work throughout the College.

## 6. Unacceptable Behaviour

Unacceptable Behaviour includes:

- ✓ Inappropriate physical behaviour
- ✓ Abusive language (including racist, sexist comments etc)
- ✓ Vandalism

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- ✓ Aggression to others
- ✓ Theft
- ✓ Truancy
- ✓ Bullying
- ✓ Substance misuse.

In such cases an ***Incident Report*** should be completed and the relevant year head notified. Subject to the seriousness of the incident the student may have to be removed from class and the Principal, Deputy Principal or Year head must be notified immediately. Following a Discipline meeting a sanction will be imposed that will be in keeping with natural justice.

## 7(a). Sanctions

A firm reprimand from a member of staff is expected to be sufficient to correct inappropriate behaviour. However, if this fails to correct the behaviour of a student the following procedures may be adopted:

### ***(i) Note of Concern***

A teacher may issue a '***note of concern***', for the attention of the student's parents through the appropriate section in the Student's Journal.

### ***(ii) In the classroom***

See ***Classroom Guidelines (Attached)*** and Code of Behaviour as outlined in the journal.

### ***(iii) Outside the classroom***

Outside the classroom a sanction, appropriate to the misbehaviour, may include

- ✓ A note being placed in the student's journal.
- ✓ A community task being administered – e.g. picking up litter, or tidying up a classroom etc.

If the above sanctions do not lead to a modification of behaviour, the tutor/Year Head are notified and the following may be considered, subject to the seriousness of the incident:

- ✓ A student may be placed on Report for a set period of time
- ✓ A meeting with the Discipline Committee. (The Discipline Committee normally consists of the relevant Year Head, a Deputy Principal, the Reporting teacher and/or the tutor)
- ✓ A requirement for a written apology and a renewed commitment to the College
- ✓ Contacting parents
- ✓ Suspension or Expulsion as set out under the terms of the ***College's Suspension and Expulsion Policy***.

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## 7(b). Sanctions

### Uniform & Appearance

- Students are expected, at all times, to wear their uniform to the highest standard. The *College Uniform Policy* clearly outlines the standards expected.
- In the interest of good grooming and health and safety, students are requested not to wear make-up and/or jewellery. Students will be asked to remove jewellery and/or make-up.
- Senior students are required to wear the senior blazer at all times.
- Confiscated jewellery will be placed in the appropriate envelope and forwarded to the student's year head. Jewellery will be returned to students at the end of a College term or at the Year Head's discretion.
- Where a student continues to be in breach of the rules relating to uniform and jewellery, the year head will write a letter to the parents. Subsequently, further breaches of discipline may result in the student being suspended from the College.

### Electronic Equipment

- Inappropriate use of mobile phones and electronic equipment is prohibited during College time.
- Such equipment will be confiscated and placed in the appropriate envelope and forwarded to the student's year head.
- The equipment will only be returned when the parent or guardian collects it from the College.
- A second offence will result in the equipment being confiscated until the end of the College year. Abuse of this rule may result in the student being suspended.
- Filming or recording of fellow students or staff is considered a serious offence and may result in suspension from the College.

### Chewing Gum & Smoking

- In the interest of hygiene, Chewing Gum is forbidden and students will be fined €10.00. The reporting teacher will make a note in the student's journal and the student's tutor will collect the payment, which will be receipted in the student's journal.
- Under legislation and health & safety regulations smoking is forbidden during the College day. A student may be suspended if she/he is found to be smoking. This rule extends to all College activities and to students travelling to and from College.
- From 2014 the use of Electronic Cigarettes is prohibited. (January 2014 amendment)
- The College's Substance Abuse Policy is available on request.

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## Offensive Language/Remarks

- Where a student is found to be using offensive language they will be reprimanded and a record of the incident will be kept by the Year head. Subject to the seriousness of the incident the student may have to be removed from class and the Principal, Deputy Principal or Year head must be notified immediately. Following a Discipline Meeting a sanction will be imposed that will be in keeping with natural justice.
- In persistent cases, the College will recommend suspension or expulsion as set out under the terms of the *College Suspension and Expulsion Policy*.

## 8. Preventative Measures

The College recognises the importance of assisting students in upholding *The Student Behaviour Policy*. In our College, students will be encouraged in their endeavours to uphold the *Student Behaviour Policy* by use of the following measures:

- (a) *The Student Behaviour Policy* is circulated to the parents of all new entrants into the College and they are asked to read it and to sign their agreement with the content. By doing so they acknowledge their support and cooperation with it. This is to ensure that parents and students understand what our rules are, why they must be adhered to and what procedures will be followed if the rules are not upheld.
- (b) At the start of Term One each year, as part of our induction process, each class is brought through *The Student Behaviour Policy* and any amendments to it are highlighted. This is done so as to remind students of the content and to take account of the fact that they have been out of our College's environment for three months.
- (c) If a student is in breach of a rule, she/he may be asked to explain (orally or in writing) the rule he/she has breached, to describe what effect this breach has had on members of the College community, and how she/he could act differently in the future to avoid being in breach of the rule. This is done to develop the student's sensitivity and consideration for others and to assist them in upholding College rules in future. Only after this is a sanction given.
- (d) College rules, and the reason for them, are discussed as part of the College's pastoral care programme. The notion of respect for others, self-control, a sense of fairness and the principles of natural justice are discussed as part of our SPHE Programme in the College. Some of this work also takes place in CSPE class since it is the foundation of good citizenship.
- (e) Issues such as bullying, racism, sexism, harassment, violence, substance misuse etc. are discussed with the students during their time in our College, using current legislation, current affairs and/or outside speakers. This is to help the students better understand these issues so that they can base their thinking, understanding and action on factual information and in the light of the values espoused in our College.



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## 9. Parents/Guardians

Parents/Guardians have a vital role in promoting good behaviour in College and so effective home school liaison is very important. The College has developed and promoted strong links with the parent body. This has allowed the College to develop a caring, safe and supportive environment in which each student has the opportunity to fully develop her/his aptitudes and talents.

### We request parents:

- ✓ Inform us of any difficulties that may affect their child's performance or behaviour at College.
- ✓ Inform us about their child's absences by writing a note in their child's journal. (*See policy on Attendance & Punctuality*)
- ✓ Regularly check their child's journal for communications from the College.

### The College will endeavour to achieve good home school liaison by:

- ✓ Promoting a welcoming environment within the College
- ✓ Giving parents regular constructive and positive comments on their child's work and behaviour.
- ✓ Encouraging parents to come into the College on occasions other than official parents' meetings (e.g. Extra-curricular events etc).
- ✓ Keeping parents informed of College activities by letter, newsletters etc.
- ✓ Involving parents at an early stage in any disciplinary problems.

## 10. Other Agencies

In order to ensure that a safe and supportive environment exists for all students, full use will be made of such agencies as *The Education Welfare Board, The New Children and Family Agency, The Health Service Executive, The National Educational Psychologists (NEPS), Dublin & Dun Laoghaire ETB Educational Psychological Services* and any other support services where appropriate.

## 11. Links to other policies

Parents and students are advised that other related policies, listed below, are available on request.

- ☒ Counter Bullying Policy
- ☒ Substance Misuse Policy
- ☒ Suspension & Exclusion Policy
- ☒ Uniform Policy

















**By enrolling their child at Castleknock Community College, parents are acknowledging acceptance and support of The Student Behaviour Policy.**

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## Classroom Guidelines

-  Arrive to class on time.
-  Have books and equipment for class.
-  Do not eat or chew in class unless your teacher has given permission.
-  Have homework done/have your best effort to show to your teacher.
-  Sit quietly in your allocated seat.
-  Remain seated unless given permission by your teacher.
-  Take out your journal, books and homework promptly.
-  Listen attentively during class.
-  If you want to speak or to ask a question, please raise your hand.
-  Be respectful when addressing your teacher or fellow students.
-  Participate in all class work.
-  Make sure you note all homework carefully in your journal.
-  Pick up any paper/rubbish on/or under your desk.
-  Tuck your chair/stool neatly under your desk.
-  Wait at your desk until given permission to leave.
-  Put any rubbish into the bin as you leave.



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## The Code of Behaviour

Learning is the most important activity in our College. The consequences if you interrupt learning are listed below. Please follow the Classroom Guidelines at all times. If these Guidelines are broken, these are the consequences which will follow:

### Stage 1

- ✓ If you interrupt learning, you will be given a note in your journal with punishment work.
- ✓ If you receive three notes in a four week period, you will be placed on report by your tutor for one week.
- ✓ This report will be reviewed at the end of the week and may be extended if necessary. A letter will be sent to your parent(s)/guardian(s).

### Stage 2

- ✓ If you interrupt learning, you will be given a note in your journal with punishment work. If you receive three notes in a four week period, you will be placed on report by your Year head for two weeks. This report will be reviewed at the end of each week and may be extended if necessary.
- ✓ You will meet the Discipline Committee to discuss your behaviour.
- ✓ You will be required to write a new commitment to the College.
- ✓ If you need any help or support, it will be organised for you.
- ✓ A letter will be sent to your parent(s)/guardian(s)

### Stage 3

- ✓ If you interrupt learning, you will be given a note in your journal with punishment work.
- ✓ If you receive three notes in a four week period, you will be placed on report by your Year head until your behaviour improves.
- ✓ A meeting will be organised for you and your Parent(s)/Guardian(s) with the College Management Team to discuss your behaviour.
- ✓ A case conference will be organised to review support for you.
- ✓ Your file will be referred to the Board of Management for future monitoring.

### Stage 4

- ✓ You will be suspended for any interruption of learning and must report to the College every morning to collect work.
- ✓ You will be placed on Report by your Year head and Deputy Principal.
- ✓ Your re-registration to the College will be reviewed in light of your behaviour.

### Stage 5

You will be suspended for any interruption of learning. Your file will be referred again to the Board of Management.

**Any serious breach of The Code of Behaviour will take a student directly to Stage 4 or further.**

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**A student may receive an instant behaviour note in her/his journal for the following breaches:**

- ❑ No journal in College
- ❑ Out of class without a note from your teacher.
- ❑ No note to explain absence from College

**More serious breaches, as listed below, of College guidelines will be recommended for immediate suspension. Other breaches not listed may also lead to suspension.**

- ❑ Bringing illegal substances onto the College grounds
- ❑ Refusal to co-operate with a staff member
- ❑ Mithing classes
- ❑ Vandalism of College equipment/property.
- ❑ Setting off fire alarm.
- ❑ Fighting.

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The Following commitment appears in the Student's Journal

## My Commitment to Castleknock Community College

I have read the Behaviour Code and I understand what the College expects of me. I want to achieve my best in everything I do this year, and in order to do this, I promise that

1. I will always do my best to complete my homework fully.
2. I will bring in my homework and other assignments/projects on time.
3. I will have all my books/equipment with me when I need them.
4. I will be on time for school and my classes.
5. I will cooperate fully with my teachers and be polite at all times.
6. I will come to school in full uniform – I know that other items may be confiscated.
7. I know that I may not wear jewellery – if I do, I know it may be confiscated.
8. I will not litter my school or my areas as I go to and from school.
9. I understand why smoking and chewing gum are forbidden and I not do either in school.
10. I know that my personal electronic device will be confiscated if used during school hours.

Signed: \_\_\_\_\_

Student

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Parent/Guardian

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## Policy on Discipline Dublin & Dun Laoghaire ETB Guidelines

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### Policy Statement

(a) Dublin & Dun Laoghaire ETB recognises its obligation to protect the rights of Principals teachers and students and consequently, endorses the aspiration set out in the Department of Education and Science's "*Guidelines towards a Positive Policy for Schools*".

*Behaviour and Disciplines (C/L M 33/91) that: "Expulsion should be resorted to only in the most extreme cases of indiscipline and only after every effort at rehabilitation has failed and every other sanction has been exhausted."*

(b) Dublin & Dun Laoghaire ETB. reserves to itself the sole right to expel a student from its schools and colleges.

(c) Natural justice must be adhered to in all decisions.

### Discipline Procedure

- (a) The Principal shall control the day-to-day discipline of the School or College.
- (b) The Principal, when internal sanctions have failed, shall bring all disciplinary matters to the attention to the Board of Management.
- (c) Pupils may not be excluded from the School by the Principal for any period in excess of 10 school days without first convening a Board of Management meeting and receiving its approval.
- (d) No Board of Management may dismiss, or otherwise disbar from attendance at school, a student for more than a total of twenty-eight (28) calendar days or until the next meeting of the Dublin & Dun Laoghaire ETB Committee.
- (e) Parents/Guardians must be informed of their rights to appeal to the Board of Management where dismissal or suspension is involved.
- (f) Where a student and her/his representative fails to convince a Board of Management of their resolve to conform to a School's disciplinary code or where the breach of discipline is so grave that the Board considers it in the best interest of staff and fellow students that attendance be forthwith and permanently forbidden, then the matter must immediately be brought to the attention of the Committee.



**etb**

Bord Oideachais & Oiliúna  
Ath Cliath & Dún Laoghaire  
Education & Training Board  
Dublin & Dún Laoghaire