



Naas Community College

Naas Community College Code of Behaviour

Naas Community College is committed to providing an atmosphere of tolerance and openness which respects the dignity of every member of the school community and in which each one can feel valued. Every member of the school community has a right to work and learn in a safe and just environment.

The Code of Behaviour is:

- based on a rights and responsibility rationale
- underpinning a positive and caring community
- student centred
- sets high expectations
- positive. "Mol an óige agus tiocfaidh siad".
- concise; daily routines, procedures and expectations with regard to behaviour are clearly outlined
- a contract to be signed by both student and parents

Under section 23 of the Education (Welfare) Act 2000, the Board of Management of each school must prepare and make available a Code of Behaviour for its students. The Act requires that the school Code of Behaviour is prepared in accordance with Guidelines issued by the National Educational Welfare Board.

The Code of Behaviour is the set of programmes, practices and procedures that together form the school's plan for helping students in the school to behave well and reach their potential. The Code of Behaviour assists the school community to promote the school ethos, positive relationships, policies, procedures and practices that encourage good behaviour and prevent unacceptable behaviour.

The Code of Behaviour assists teachers, other members of staff, students and parents to work together for a happy, effective and safe school.

The Code of Behaviour expresses the vision, mission and values of Naas Community College and translates the expectations of staff, parents and students into practical arrangements that will help to ensure continuity of instruction to all students. It

helps to foster an orderly, harmonious school where high standards of behaviour are expected and supported.

The Code of Behaviour enables school authorities to achieve an appropriate balance between our duty to maintain an effective learning environment for all and our responsibility to students whose behaviour presents a challenge to the teaching and learning process.

The Code of Behaviour is a key tool in enabling the school authorities to support the learning of every student in the school. Maintaining a harmonious environment can present a challenge to schools, given competing needs, time pressures and varying capacities or readiness to learn. A Code of Behaviour that has the support of the school community can go a long way to helping schools to meet this challenge successfully.

The Code of Behaviour applies to the campus of Naas Community College, all school activities including school tours, outings, matches etc. The school reserves the right to impose in-house sanctions if a student's activities outside the school have a detrimental effect on the student's behaviour or academic performance in school or on the well being of any other student in this school.

Naas Community College Mission Statement

Rationale

Many people work together in our school each day and therefore a high level of courtesy and consideration for others is necessary. Behaviour which is disruptive, disrespectful or dangerous cannot be allowed. Our code is one that is based on the recognition of the student as an individual but also centres on creating an environment in which the welfare of all is protected.

Aims and Objectives

The aims of our code of behaviour are as follows:

- to create a safe and secure learning environment for all 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 emphasize the promotion of positive 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 Naas Community College of the Code of Behaviour, the reasons for it, as well as each person's responsibilities in relation to its implementation
- to emphasise the promotion and acknowledgement of good behaviour

- to outline the strategies to be used to prevent poor behaviour and the ways in which positive behaviour is acknowledged and supported
- 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

The objectives of our code of behaviour are to ensure that:

- teaching and learning can take place without disruption. It is expected that all students will contribute to the school as a learning organisation by maintaining these standards of good behaviour
- parents and students alike are aware of the standards of behaviour to be observed by each student attending Naas Community College so as to maintain an atmosphere of respect, understanding, and encouragement between all who teach, work and learn here
- the principles of natural justice will always apply. Naas Community College will have regard for any medical or other reason that may affect a student's behaviour

Roles and Responsibilities

Naas Community College acknowledges the contribution of each and every member of our school community. Each member has responsibility for the promotion of good behaviour and a role in dealing with and minimising negative behaviour

Students

Our school, Naas Community College, expects that students will at all times do their utmost to uphold the Code of Behaviour of our school. Positive behaviour and positive contributions to school life are encouraged and rewarded.

Parents

Naas Community College acknowledges the pivotal role of parents and guardians in the development and operation of the Code of Behaviour. It is an expectation that all parents and guardians support the Code of Behaviour and actively encourage their children to uphold it.

Staff

Naas Community College acknowledges the contribution of all staff (Teaching, Administrative, SNA's, Caretaking and Cleaning) in the day to day running of the school. Each member of staff has a part to play in the successful operation of our Code of Behaviour. In particular, staff have a responsibility to respond to and report incidents of misbehaviour and examples of positive behaviour, which they witness.

Board of Management

The Board of Management is the decision-making body of Naas Community College. The school acknowledges its role in the development and operation of our Code of Behaviour. All policies are developed with the authority of the Board of Management and must be approved by its members before becoming official school policy. While members of the Board of Management are not involved in day to day procedures, they are the body to whom parents and students over 18 may appeal in cases of suspension or expulsion.

Rewards and Incentives

Naas Community College rewards and reinforces positive student behaviour in various ways such as:

- Positive note to parents / guardians in journal or positive phone call
- Positive postcard home
- Appointment to leadership role e.g. student Rep, class prefect
- Commendation at Assembly
- Commendation at school awards
- Display of student work
- Opportunity to access quality teaching and learning experiences
- Participation in various activities
- Retention of privileges
- Positive recognition by Principal, Deputy Principal & Year Heads
- Positive recognition by staff

Strategies and Sanctions

While every effort is made at Naas Community College to address behaviour in a positive and supportive manner, it is vital that for the overall effective running of our school that there are clear sanctions for inappropriate behaviour. Sanctions include the following:

- Verbal reprimand
- Note in journal
- Extra work / penalty sheet (lines are not recommended)
- Subject Teacher detention (small break)
- School Community Tasks
- Loss of privileges
- Formal detention (Monday, 4-5pm)
- Communication with home
- Referral to appropriate personnel (Year Head, Guidance Counsellor, Accredited Counsellor, Deputy Principal, Principal)
- Formal meeting between parents / guardian and relevant school personnel
- Placed "on Report"

- Introduction and monitoring of individual behaviour plan
- In-house suspension
- Suspension
- Referral to Board of Management
- Expulsion

BREACHES OF DISCIPLINE

Gradation of misbehaviour and corresponding sanctions:

Level 1 Misbehaviour

This is behaviour which falls under classroom management and it is the responsibility of the subject teacher to deal with such behaviour.

Examples:

- no homework
- incomplete homework
- unsatisfactory standard of work
- missing proper materials for class
- not following classroom etiquette e.g speaking without permission
- being late for class
- eating in class or chewing gum
- misuse of iPad

The subject teacher is responsible for giving and following up on sanctions

Examples:

- Verbal warning
- Extra written work (must be of academic benefit)
- Penalty sheet
- Note in Journal to be signed by parent
- Lunch time detention (supervised by subject teacher)

In the case of a student having 5 or more level one misbehaviours in a week, the class tutor may issue an after school detention. Formal detention is generally not given for classroom management issues such as failure to complete homework.

If a subject teacher feels there is an ongoing issue which requires further intervention they may refer level one behaviour to a tutor using a referral form.

Level 2 Misbehaviour

This behaviour is dealt with by class tutors.

Examples:

- Unexplained incorrect uniform (Formal detention given for 2nd offence)
- 5th occurrence of low level offences in the same week (behavioural rather than organisational)
- using iPad for iMessage
- 1st offence of downloading prohibited Apps e.g. snapchat, instagram
- using iPad camera without permission
- once off occasion of medium level of disrespect/dissent towards a member of staff or another student
- ongoing low level of disrespect/dissent toward a member of staff or another student

Sanction:

- Note in journal
- Possible Formal Reprimand (Entry in to Discipline Book on OneNote which may lead to a Formal Detention or other sanction such as the removal of privileges)

Level 3 Misbehaviour

This behaviour is dealt with by the Year Head

Examples:

- Ongoing issue with incorrect uniform which is unexplained
- Persistent disruption of class work where tutor interventions have not been successful
- Persistent misuse of iPad where tutor interventions have not been successful
- 2nd offence of downloading prohibited Apps, removal of School Mobile Device Mangement Software (MDM).
- Ongoing medium level of contempt/disrespect toward staff or other students
- Once off occasion of serious level of contempt/disrespect towards staff or other students

Sanction:

Type of sanction applied left to the discretion of Year Head which could include formal detention, being put on "Report", removal of privileges, meeting with parents, in-house suspension, individual behaviour plan, referral to Deputy Principal

Level 4 Misbehaviour

This behaviour is dealt with by the Deputy Principal

Examples:

- Truancy
- Once off occasion of serious level of contempt/disrespect towards staff or other students
- Ongoing medium level of contempt/disrespect toward staff or other students where Year Head interventions have not been successful
- Serious threat of violence towards a student or a teacher
- Wilful damage to school property or the property of another student
- Interfering with school property or the property of staff or students
- Smoking

Sanction:

Type of sanction applied left to the discretion of Deputy Principal which could include formal detention, being put on "Report", meeting with parents, in-house suspension, suspension (in consultation with Principal) referral to Principal

Level 5 Misbehaviour

This behaviour is dealt with by the Principal

Examples:

- Ongoing truancy
- Once off occasion of serious level of contempt/disrespect towards staff or other students
- Ongoing medium level of contempt/disrespect toward staff or other students where the interventions of the Deputy Principal have not been successful
- Serious threat of violence toward a student or a teacher
- Violent/aggressive behaviour towards a student or a teacher
- Wilful damage to school property or the property of another student
- Interfering with school property or the property of staff or students
- Smoking, use or supply of illegal substances
- Sexual Assault

Sanction:

Type of sanction applied left to the discretion of the Principal which could include meeting with parents, suspension, referral to Board of Management, recommendation to the Board of Management to expel.

Level 6 Misbehaviour

This behaviour is dealt with by the Board of Management

Examples:

- Serious threat of violence toward a student or a teacher
- Violent/aggressive behaviour towards a student or a teacher
- Wilful damage to school property or the property of another student
- Use or supply of illegal substances
- Sexual Assault

Sanction:

- Expulsion

The repetition of a minor offence will lead to it being considered a major offence. These lists are not exhaustive.

This policy is due for review in _____.

This policy was initially adopted by the Board of Management on 3rd October 2016.

This revision was made on _____.

Signed: _____ Signed: _____

Chairperson of Board of Management Principal

Date: _____ Date: _____

Date of next review: September 2018

Daily Procedures and Rules

ATTENDANCE AND PUNCTUALITY

Students are required to actively engage with the teaching and learning process. To this end, absences from school must be kept to a minimum. Students must be punctual for class not only at the start of the school day and after lunch, but also throughout the day.

Absences from school must be explained in writing by a Parent/Guardian to the class tutor on the absence notes that are in the back of the homework journal.

Every reasonable effort must be made by students who are absent from class, including through sport or other school activities, to catch up on all class work and do the homework for the classes that have been missed.

Truancy for part of a day or for a full day is a very serious breach of discipline and considered a level 4 misbehaviour. The Deputy Principal will take whatever action is deemed necessary to deal with it.

In accordance with the Education (Welfare) Act 2000, the school authorities are obliged to report absences over 20 days, cumulative, in any one school year to the National Education Welfare Board. The school can report incidents of absences to the NEWB before this if they are concerned.

SCHOOL DAY

The school day is from 8.50am - 4pm Monday to Thursday and 8.50am to 1.20pm Friday. Once students arrive in school in the morning, they are not permitted to leave the building until the end of the school day unless collected by a parent.

Commented [SB1]: Added March 2018

BREAK TIMES

Small break is from 11am - 11.20am and big break is from 1.20pm-2pm.

Students are not permitted to leave the school grounds during break times.

Students are permitted to go only to designated outdoor areas during break times.

In the interests of health and safety when crossing the yard to go to the basketball court, students are requested to use the footpath.

Students are asked to be mindful of the fact that primary school classes are taking place during their break time and to keep noise to a minimum when near primary school classrooms.

PARTICIPATION IN CLASS AND STUDIES

Students have key responsibilities to create the optimal learning environment.

- Students must have all the necessary materials for every class. The iPad and school journal as well as other necessary materials for that class should be on the desk at the beginning of class. All iPads and equipment must be maintained in good condition and free of all unnecessary markings.
- Homework should be done conscientiously and tidily.
- Students are expected to actively participate in class and not to cause any interruption or distract any other student.
- Students are expected to work to the very best of their ability in all subjects.
- Students should not interrupt class to make announcements etc. unless acting with the permission of a member of staff and having asked the permission of the teacher present in the classroom.
- Eating during class is not allowed. Students may drink water.

MOVEMENT BETWEEN CLASSES

- When class ends, students should prepare quietly for the next class. When students need to go to another classroom they should do so as quickly and quietly as possible.
- Permission to leave class for any reason must be obtained from the subject teacher. No student should leave class without a note from the class teacher on the relevant page of journal.
- Students are not permitted to use iPads when moving between classes.

STUDENT ILLNESS DURING SCHOOL DAY

- In the case of illness, where a student is unable to sit in class, he/she should obtain permission to leave from the subject teacher and then report to their tutor. If their tutor is not available then they should report to their Year Head.
- Students are not permitted to contact their parent / guardian by mobile phone or by using iPad and must report to office with the permission of their tutor / Year Head, if they wish to make contact with home.
- Any student leaving the building during the school day MUST inform their class teacher or the Year Head before doing so regardless of whether they have a note or are being collected by a parent.
- Tutor / Year Head must put a note in the Daily Notices Section of OneNote alerting staff that a student has gone home

CLASSROOM ORGANISATION

- At the end of class, students should ensure that all furniture is replaced in its proper position. Chairs should be pushed in and rubbish placed in the bin. At the end of the last class of the day, chairs should be placed on desks and windows should be closed.
- Students are requested to keep classrooms clean and tidy at all times. A weekly cleaning rota is in place and those students have the responsibility to make sure the classroom is kept clean when it is their turn.

ARRIVING LATE / LEAVING EARLY

- If a student is arriving late to school they must sign in at reception. A note from parent / guardian should be written in journal explaining lateness. The student must inform their class tutor that they have arrived late to school prior to joining their class.
- If leaving early for an appointment, a written note in journal from parent / guardian must be presented to class tutor. Students must be signed out by their parent / guardian (and back in, if returning later) at reception.

TOILET BREAKS

- Students are permitted to use toilet with their teacher's permission. Students are discouraged from using the toilet during first class in the morning, first class after break and first class after lunch.

USE OF LOCKERS

- Naas Community College provides a locker for all students. Lockers will be assigned to students by class tutors at the start of the year. Students **must** lock their locker with a lock. A spare key to be given to class tutor at the start of the school year.
- iPads must be placed in lockers during breaks and when playing sports or going on school outings.
- Lockers should be kept clean, free of graffiti and used only for the purpose of holding school materials. The school authorities reserve the right to inspect any or all lockers at its discretion
- Students are permitted to use their lockers before 9am, during small break, during lunch and after 4pm.

PROHIBITED GOODS

- chewing gum
- tippex, spray deodorants, spray perfumes and hair sprays
- weapons or illegal material

SCHOOL JOURNAL

Every student is required to have a School Journal. It is used for maintaining regular communication between home and school and vice versa. Parents are encouraged to regularly examine their child's journal. They must sign the journal once a week.

Each student is required to have her journal with them at all times during the school day and must present their journal when asked to do so by a member of staff. Journals should be on desk for every class. If a student does not have their school journal they must alert their tutor during registration who will then alert staff via OneNote.

School journals must be kept neat and free from graffiti. A student may have to replace her journal at additional cost if it is deemed unsightly or contains inappropriate / offensive material.

MOBILE PHONES

Students are not permitted to use their mobile phone in school or on school grounds. All mobile phones must be switched off and out of sight before the school day.

If a student is seen with a mobile phone, the phone and its sim card are confiscated and kept in the office until the end of the day.

If students wish to contact home, they may do so with their teacher's permission through the office. Any parent / guardian wishing to contact a student must do so through the office.

SCHOOL UNIFORM

Naas Community College insists on high standards with regard to dress and appearance. When students wear the school uniform they are ambassadors for the school in the community. As such, they should take pride in their appearance and be aware of upholding the reputation of their school.

Full correct uniform must be worn by every student coming to and going from school. Full school uniform must also be worn by students on School Outings or when representing the school or supporting School Teams. Students may be excluded from class if not wearing the full school uniform.

The uniform consists of:

Navy V-necked jumper with school crest
White shirt
Plaid skirt worn to the knee with navy tights / navy socks only
Grey trousers
Black low heeled shoes

Full PE uniform is required during PE classes.

PE uniform consists of:

Navy Naas Community College sweatshirt
Navy Naas Community College t-shirt
Plain navy tracksuit bottoms
Appropriate runners (not converse or flat shoes - this may cause injury)

Students are NOT allowed to wear their PE uniform to school unless they have PE.

Students are expected to be neat and tidy at all times and school authorities are the judges of acceptable standards of appearance, including the wearing of jewellery and make up.

- All facial piercings, including tongue piercings, are forbidden in the interests of Health and Safety. Students are asked to keep jewellery to a minimum and to only wear jewellery which is not in breach of health and safety.
- During practical classes and sports the wearing of jewellery is not allowed. Students should follow the directions of their teacher/coach.
- Make up should be natural.
- Hair should be one natural hair colour. For some practical subjects' hair may need to be tied up. Students should follow the direction of their teacher.
- Tattoos should not be visible.

All personal belongings, uniforms etc. should be clearly marked with the owner's name as no responsibility can be taken by the school authorities for the loss of belongings.

When a student is found not to be in full uniform and they have no written explanation, they will firstly receive a note in their journal and a verbal warning. On second offence, they will receive a formal detention.

SMOKING

Smoking is illegal on school premises or on school grounds. According to current legislation, smoking in a public place is subject to possible fine and prosecution. Parents will be immediately informed if a student is found in breach of this rule and a suspension may be imposed. Students must not smoke when in school uniform or at any occasion or event organised by the school.

ALCOHOL / ILLEGAL / HARMFUL SUBSTANCES

Possessing and / or consuming alcohol on the school premises, in school uniform or at any occasion or event organised by the school is strictly forbidden. Any breach of the school's Policy may lead to referral to the Board of Management and sanctions may include expulsion.

Possessing and / or using illegal drugs and / or misusing harmful substances on the school premises, in school uniform or at any occasion or event organised by the school is strictly forbidden and any breach of the school's policy may lead to referral to the Board of Management and sanctions may include expulsion and notification of gardai.

RELATIONSHIPS WITH OTHERS

It is essential that students show respect for every person – staff, fellow students and visitors – both within and outside the school.

Every student is expected:

- to treat other people (fellow students, teachers, non-teaching members of staff, visitors to the school) with dignity, respect and courtesy at all times
- to greet teachers and other staff on corridors and on entering their classroom.
- to walk **not** run on corridors and stairs
- to board school buses in an orderly manner and to avoid loud and rough behaviour while travelling to and from school by foot or bus
- never to use abusive or threatening language in verbal or written communications or in their use of IT (including iPads and computers) or phone text media
- never to interfere with other's property or belongings. Theft will be viewed as a serious breach of the Code of Behaviour and may necessitate contact with the Gardai.
- To refrain from fighting/physical aggression or any form of threatening behaviour. Such behaviour is viewed as extremely serious and is subject to immediate sanctions including suspension.
- not to engage in, or be complicit in, any form of bullying

STUDENT PROPERTY

Students are expected to respect school property. Any damage will have to be made good by the person concerned. Students are reminded to look after all their equipment carefully. Do not bring valuable items in to school. School uniform and personal possessions should be clearly labelled. The school cannot accept responsibility for students' property/possessions.

TRAVELLING TO AND FROM NAAS COMMUNITY COLLEGE

When travelling to or from school at any time during the school day it is imperative that students show due consideration for people and property in the surrounding community.

Students who travel to or from school by bus are expected to always behave in a courteous and respectful manner. Students are reminded that their behaviour to and from school is in the public view. Appropriate behaviour is expected from students in this regard.

BULLYING

As a member of Naas Community College you have a right:

- to live your life in a comfortable and safe environment
- to be an individual, proud of being unique
- not to be bullied
- to say "no" firmly to anything you think is wrong
- to protect yourself by ignoring others or by walking away
- to tell your class tutor or another member of staff if someone is causing you to be unhappy

As a Member of Naas Community College, you have the responsibility:

- not to put up with any form of bullying
- to work actively with others to stop bullying
- to immediately inform a member of staff of any form of bullying
- not to be afraid of reporting any incidents. If you do nothing it might suggest that you are supporting bullying.
- not to put up with bullies in your group of friends / class / year group

Naas Community College does not tolerate bullying in any form at any level of school life. It is viewed as wholly unacceptable behaviour. This applies to every person who is in any way connected to the life of the school - student to student, staff member to student, student to staff member or staff member to staff member. The school has a detailed policy on the topic in place which is implemented assiduously.

This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on _____

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal

Date: _____

Date: _____

Date of next review: _____