

Nagle Community College

Code of Behaviour



Our code of behaviour outlines the rules and regulations of our school which have been decided upon by management, staff, the student body and parent representatives. While a lot of time and attention to detail has been put into the document the Board of Management acknowledges that many items may need to be revisited on a regular basis. As stated in the schools mission statement we encourage an environment which is 'caring, respectful, and just', consequently the 'Codes of Behaviour' can be seen as a tool which gives a structure to this aim.

**Everything in your life
is a reflection of a
choice that you have
made...**

**If you want a different
result, make a
different choice.**

"Nagle Community College is a centre of education, which encourages the holistic development of all in an environment which is caring, respectful and just"

Roles

**A teacher takes
a Hand, opens
a Mind and
touches a Heart**

The following are the list of duties for each member on the list below:

1. Subject Teacher
2. Tutor
3. Year Head
4. Deputy Principal
5. Principal
6. The Board of Management

1. Subject Teacher:

- ✓ Maintain general discipline of class
- ✓ Record attendance and punctuality for each class
- ✓ Ensure that all students have their class materials: books, pens, pencils etc. for each class
- ✓ Deal with any low level incidences
- ✓ Document such low level incidences in the student's journal & VSWare
- ✓ Inform the class tutor through report form of any persistent issues of misbehaviour
- ✓ Maintain report of class activity on VSWare

2. Tutor:

- ✓ Continuous monitoring of the discipline and behaviour of the class
- ✓ Be present at assemblies if possible
- ✓ Check and sign student journals on a daily / weekly basis as appropriate
- ✓ Monitor student attendance
- ✓ Deal with issues of low level incidences as reported by subject teachers
- ✓ Issuing of yellow card in consultation with year head
- ✓ Communicate low level incidences of misbehaviour with parent(s) / guardian(s)
- ✓ Report persistent incidences of misbehaviour to the Year Head

3. Year Head:

- ✓ Be present and take assemblies
- ✓ In consultation with the tutor will monitor the general behaviour and discipline of the year group
- ✓ On advice from the tutor will intervene in discipline issues which may lead to school sanctions
- ✓ In the case of serious misbehaviour will issue sanctions such as card, detention etc.
- ✓ Inform Parent(s) / Guardian(s) of such sanctions
- ✓ Arrange Year Head / parent meetings as required
- ✓ File discipline cards
- ✓ Continuous issues of misbehaviour to be communicated to the Deputy Principal with in some cases recommendations for further sanctions

4. Deputy Principal:

- ✓ Will maintain a strong presence in the school
- ✓ Will implement and oversee the supervision and substitution roster for all classes and break times
- ✓ Has a responsibility for managing the Pastoral Care System in the college and contributes generally to the educational and personal development of students
- ✓ Will consult with Year Heads, in the case of serious misbehaviour where sanctions up to that point, have not brought about a positive change in the students behaviour
- ✓ Will arrange Deputy Principal / Principal meetings to discuss an issue or give a formal warning concerning a student's behaviour in school
- ✓ Will introduce more serious disciplinary sanctions, a Deputy Principal card, reduced timetable or a support teacher in order to effect a positive change in the student's behaviour
- ✓ Will communicate all disciplinary sanctions to the Principal on an on-going basis

5. Principal:

- ✓ Will maintain a strong presence in the school
- ✓ Has overall responsibility for the Pastoral and Disciplinary System in the college
- ✓ Will emphasise the on-going development of a positive, affirming atmosphere in the school, in line with the school ethos and vision

- ✓ Will ensure that a culture of continuous improvement is established, and co-operation between the school and the community it serves, is promoted.
- ✓ Has the right to suspend a student for up to 5 days
- ✓ Will preside as secretary of the Board of Management of Nagle Community College and will report all relevant information to the Board

6. The Board of Management:

- ✓ The Board of Management discuss disciplinary matters on an on-going basis
- ✓ The Board of Management may recommend:
 - (i) That any suspension by Principal given be continued.
 - (ii) That the Principal meet with the parents and student concerned to put an educational programme in place for the student.
 - (iii) That the student be permanently excluded from the school, and should it be appropriate the school seek an alternative place of education for the student.
 - (iv) That parents be informed of their right of appeal of decisions made by the Board.

7. Other roles:

Nagle Community College also wishes to acknowledge the role of others in our school community – the home school liaison officer, the school counsellor, the guidance counsellor and the chaplain. While these roles are not directly involved in the discipline of students, their support, care & guidance of students is frequently called upon as a positive intervention for students within the structure.

Disciplinary Structure

"A good education helps us
make sense of the world and
find our way in it".

- Mike Rose

A structure exists within the school system through which problems are dealt with:

1. Subject Teacher
2. Class tutor
3. Tutor
4. Year Head
5. Deputy Principal
6. Principal
7. Board of Management

Notes:

Examples of low level incidences include one off occurrences of:

- ✓ No Homework
- ✓ Forgetting Books
- ✓ Forgetting Class Equipment
- ✓ Incomplete school uniform without a note from home
- ✓ Late for class/school
- ✓ Homework journal not signed

Examples of medium level incidences include:

- ✓ Such behaviour consists of recurring low level incidences as well as other breaches of the code of behaviour
- ✓ Incomplete uniform on a continuous basis without any apology/letter from home
- ✓ No homework, forgetting books and equipment on a regular basis
- ✓ Homework journal not signed on a regular basis
- ✓ Being late for school on a regular basis without any genuine reason and letter from home
- ✓ Possession of mobile phones / earphones in the school
- ✓ Non completion of punishment assigned as a result of low level incidence

Examples of high level incidences include:

- ✓ Serious vandalism of school property
 - ✓ Serious vandalism of another student's property
 - ✓ Gross misconduct – direct challenge to a member of staff, foul language directed at a member of staff
 - ✓ Abuse of substances (including e-cigarettes)
 - ✓ Gross misconduct at an out of school activity
 - ✓ Student leaving the College without permission
 - ✓ Truancy
 - ✓ Being late on a continuous basis
 - ✓ Bullying
 - ✓ Smoking
 - ✓ Misconduct towards a teacher e.g. Back-answering, cheeky, undermining teacher's authority
 - ✓ Misconduct towards other students – fighting
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- Procedures will be followed always with the assumption that a positive response from the student will end the matter as soon as possible.
 - Please note that any student on a Deputy Principal (red card) will not be allowed to attend extra-curricular activities while on that card.

Procedures for Detention:

Detention can be given at lunch time and / or after school.

Lunchtime detention: Detention for students may be carried out at lunchtime between 1:00 and 1:15. This ensures that students have ample time for lunch. Class tutors or Year Heads may put students on lunchtime detention. Teachers are also free to issue and supervise detention of their own. Students are expected to complete work while in detention. Poor punctuality and poor classroom behaviour may result in lunchtime detention.

After school detention: This detention takes place between 3:50 and 4:10. The Principal and Deputy Principal operate this detention system for lack of punctuality, corridor indiscipline etc.

Please note: there is no notice of after school detention but there is one day notice for lunchtime detention.

Policies and procedures for suspension and expulsion:

Suspensions and expulsions can be used as a sanction for persistent misbehaviour or for a serious incident of misbehaviour. The procedures followed are set out in our policies on suspension and expulsion.

Policy on Suspension:

The Board of Management delegates the immediate power to suspend pupils to the Principal (Deputy Principal in her absence). A student can be suspended when other sanctions/interventions have failed or for serious misconduct. Some reasons for a suspension include:

- Persistent misbehaviour
- A serious incident of misbehaviour
- Serious damage to property
- Where a student poses a threat to safety
- Where a student's behaviour has a continuing detrimental effect on the education of other students
- Misconduct during state examinations

In some circumstances it may be necessary to impose an immediate suspension.

Periods of Suspension:

A student will normally be suspended for one, two or three days however, in certain circumstances it may be necessary to impose a five day suspension.

For suspension periods in excess of five days, the Principal will consult with the Chairperson of the Board or if necessary with the Board of Management before any decision to suspend for such a period.

Procedures for Suspension:

- Student and parent(s) are informed about the complaint leading to suspension.
- The complaint is investigated (where possible the matter will be investigated by the Class Teacher/Year Head/Deputy Principal and a report given to the Principal).
- Following a decision to suspend, a letter detailing the reason for the suspension, the duration of the suspension and in the case of suspension for three days or more, the right of appeal to the Board of Management/DES will be given to the parent(s).
- Before a student can return from suspension a parent or guardian must come to the school and a suitable outcome must be reached.
- Following a period of suspension a student is given a five day report card. Misbehaviour on this card may result in another immediate suspension.

Appeals:

For suspensions of three days or more the Principal's decision to suspend a student may be appealed to the ETB of Management and a decision of the Board to suspend may be appealed to the ETB and thereafter to the DES. Where the total number of days for which a student has been suspended reaches twenty days in any one school year students and parent(s) will be told about their right to appeal and given information how to appeal to the DES. The Board of Management or the DES, if appropriate, may remove a suspension.

Policy on Expulsions:

The Board of Management of Nagle Community College may if necessary make a decision to permanently exclude a student from school.

Grounds for Expulsion:

The Board of Management may expel a student when all other sanctions and interventions have failed. A student can be expelled for a single grave offence. In all cases of expulsion due process and fair procedures will be followed by the Board of Management. The decision to expel a student is a very serious step and will only be taken in extreme cases of misbehaviour such as:

- Persistent and significant disruption of teaching and learning in the school.

- Where the student's behaviour adversely affects the education and or wellbeing of other student(s).
- Where a student poses a threat to safety
- Where a student causes damage to property
- Violence or physical assault
- Supplying illegal drugs to other students
- Sexual assault and/or harassment

Procedures for Expulsion:

- The student and parents are informed about the unacceptable behaviour, the investigation into the behaviour and how this behaviour could result in expulsion.
- The misbehaviour is investigated under the direction of the Principal and a report prepared.
- The student and parents are given an opportunity to come to the school and respond to the complaint of serious misbehaviour. If a student and his/her parents fail to attend a meeting, the Principal will write advising of the gravity of the matter and the duty of the school authorities to make a decision to respond to the misbehaviour.
- Following the investigation and the meeting with the student and their parents the Principal can decide to make a recommendation to the Board of Management to consider expulsion.

The Principal will then:

- Inform the parents that the Board of Management is being asked to consider expulsion and invite the parents to a hearing by the Board.
- Advise the parents that they can make a written or oral submission to the Board of Management and give adequate time for the preparation of any submission.
- Ensure that the parents and the Board of Management have all relevant information, records and reports.

- The Board will review all documentation and procedures and hold a hearing. At the hearing the Principal and the parents will put their case to the Board. The principal and the parents can question the evidence of each other. The parents can make their case for reviewing or lessening the sanction.
- The Board having considered all the evidence will decide whether or not expulsion is the appropriate sanction.
- If the Board is of the opinion that the student should be expelled, the Education Welfare Officer will be informed in writing of its opinion and the reasons for this opinion. The Board will implement the decision to expel twenty days after the EWO receives the written opinion of the Board. The parents will also be advised in writing of the Board's decisions and communication with the EWO.
- The Principal will meet with the EWO as necessary to consult over the future education of the student. The Board may consider the suspension of the student if necessary at this time.
- At the end of the twenty day period following the notification to the EWO and where the Board remains of the view that the student should be expelled, the Board will confirm the decision to expel and notify the parents and the EWO. Parents and the student will be told about their right to appeal.
- A parent or a student over eighteen may appeal a decision to expel to the ETB and thereafter to the DES or an appeal may be brought by the NEWB on behalf of the student.

Systems for promoting good behaviour, progress and effort within our school

“ Tell me, and I'll forget.
 Teach me, and I'll remember.
” Involve me, and I'll learn.
-Benjamin Franklin

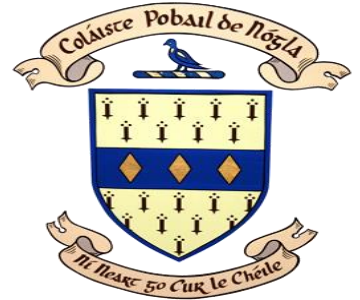
Good behaviour is promoted and encouraged in formal and informal ways at Nagle Community College. These include:

System	Explanation
Positive note in the school journal	On seeing this note both the Class Tutor and Year Head should endeavour to acknowledge the student in question
Praise	Teachers should utilize some or all of the following: <ul style="list-style-type: none"> • Ensure praise forms part of homework correction. Teachers therefore should ensure that some element of homework is achievable by all • Acknowledge honest effort with a positive comment • Praise and acknowledge achievement in an informal manner whenever possible or formally through a school positive postcard • Build in opportunities for students to experience success
Continuous professional development	Improving the quality of teaching in the school will help to promote good behaviour
Provision of Special Needs	A variety of in-class and in-school strategies exist to help pupils with special needs cope with learning thereby improving self-esteem and behaviour
Pastoral Care System	Class tutors develop positive relationships with class group interest / point of contact Tutorial: Tutor meets class groups to discuss issues of concern Tutors try to find positive solutions to disciplinary issues
School Awards	These include: class awards – attendance etc. Year group awards, Annual Awards Ceremony, Transition Year Awards Ceremony, letters home, postcard home and notes in journal
Public acknowledgement	The school endeavour to publically acknowledge students through articles / photos in Local Press, articles / photos on the school website, photos on the assembly screen, articles / photos in the school

	newsletter, presentation of prizes at assemblies, public recognition on the intercom, school displays, general noticeboard and subject notice boards
Student Council Activities	Regular meetings, democratically elected council, charity fundraising events, consultation about school policies, meetings with Principal / Deputy Principal, participation in school open evening, participation in school award ceremony.
Provision of extra and co-curricular activities	Gaelic games, basketball, soccer, athletics, outdoor pursuits, chess, choir, robotics, CoderDojo & chess Subject based fieldtrips, build a bank competition, debating, art competitions, newsletters, competitions, Gaisce awards, Career talks, Library visits, Student skills workshops, Green Flag project, Amber Flag, Variety of workshops in Transition Year and for all years
Subject options	Every effort is made to accommodate subject choices in second and fifth year thereby ensuring students are satisfied with their subjects chosen
Individual Teacher Rewards for Students	Individual teachers are encouraged to use positive behaviour in their own classrooms. These include having a seating plan, verbal and written praise for effort, prizes, use of innovative teaching methodologies, creating pleasant environments, use of student's name and positive comment at parent teacher meetings.

NAGLE COMMUNITY COLLEGE

Code of Behaviour Consent Form



*(Please read rules attached &
return this section signed to the College)*

I have read and understood the Code of Behaviour of Nagle Community College.

**I accept the rules for students as laid out above. I understand the consequences if
such rules are not followed.**

Signed: Parent(s) / Guardian(s):

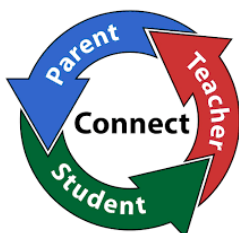
Student: _____

1 _____

Enrolment No: _____

2 _____

Date: _____



Appendix 1:

NEW SCHOOL RULES INTRODUCED TO PREVENT THE INTRODUCTION AND SPREAD OF COVID -19 TO THE SCHOOL.

- Students are expected to maintain a social distance of at least a metre and where possible, 2 metres from other students and staff.
- Students are to wear a face-covering in compliance with the Department's clarification on the use of face-coverings in schools.
- Students are to perform hand sanitising with a hand sanitiser on entering the school building.
- Students are to repeat hand sanitising throughout the school day and when directed by school staff.
- Students are to maintain good respiratory hygiene by the following measures:
Covering the mouth/nose with a tissue when coughing or sneezing, disposing of the tissue into a waste bin and then performing hand hygiene.
Coughing into the inner elbow or upper sleeve if no tissue is available and the performing hand hygiene.
Keeping contaminated hands away from the mouth and nose.
Carrying out hand hygiene following touching contaminated objects.
Not spitting or coughing or sneezing at or toward any other individual in school.
- Students are not to share materials or stationery with any other individuals in school.
- Students are to sanitising desks and work surfaces as directed by school staff.
- Students are to move about the school following the direction of the arrows.
- Students are not to attend school for a period of 14 days upon return from travel to another country, in line with government guidelines for travel.
- Students are not to attend school if displaying COVID-19 like symptoms and remain out of school for such period as is required in accordance with HSE/GP advice.
- Students are not to attend school where they have tested positive for COVID-19 and are to remain out of school for such a period as is required in accordance with HSE/GP advice.
- Students are not to attend school if identified by the HSE as a person who has been in contact with another person who has contracted COVID-19 and are to remain out of school for such a period as is deemed necessary according to HSE/GP advice.
- Students are not to attend school if a member of the student's household is displaying symptoms of COVID-19 and are to remain out of school for such a period as is required in accordance with HSE/GP advice.
- Students are to inform a member of staff if they feel unwell at school and in that regard be collected from school as soon as possible by a parent or guardian or a person designated by a parent or guardian.
- Parents/guardians are to ensure that the school has up-to-date contact details so that they can be contacted by the school if required.
- Compliance with any other directions advised by the DES and/or HSE and communicated to the school community is also required.

Failure to comply with the code of behaviour necessary to prevent the introduction or spread of COVID-19.

- Failure by a student to comply with the code of behaviour set out under the COVID-19 school rules could result in sanctions up to and including suspension or permanent exclusion.
- Any action or sanctions taken in respect of alleged breaches of the code of behaviour will be carried out in accordance with the provisions of the school's code of behaviour, the requirements of the EWS guidelines on Developing a Code of Behaviour and the relevant requirements of the Education and Welfare Act 2000.
- Sanctions will be proportionate to the nature, seriousness and context of the behaviour.