

Kishoge Community College

Code of Positive Behaviour

Adopted by the Board of Management 24th June 2015

Amended: 25th May 2016; 15th January 2021; 28th Sept 2022.

Introduction

The Code of Behaviour applies to the students of Kishoge Community College and relates to all school activities both during and outside of school hours. Any behaviour that damages the school or is detrimental to other students, either outside, inside or online, may be subject to the provisions of the Code. This is not an exhaustive list and any behaviour deemed to be contrary to the ethos of KCC, the Code of Behaviour or the NEWB Code of Behaviour Guidelines for Schools will be dealt with appropriately.

Rationale

The Code of Behaviour is committed to:

- creating a climate that encourages and reinforces positive behaviour
- creating a positive and safe environment for teaching and learning
- encouraging students to take personal responsibility for their learning, development and behaviour
- helping young people to mature into responsible participating citizens
- building positive relationships of mutual respect and support among students, staff and parents, where differences and similarities are embraced.
- assisting parents/guardians and pupils in understanding, supporting and co-operating with systems and procedures related to the Code of Behaviour.
- ensuring that following a breach(s) of the code and relevant interventions/sanctions have been used, a positive attitude will be encouraged.

Standards of Behaviour

In KCC students are expected to be responsible for adhering to high standards of behaviour. Students will benefit from the structured, caring environment that is provided throughout their educational journey. Set out below are the responsibilities of each student in order to sustain and enhance this environment. Parents, as members of the school community, play an active, supportive role in ensuring students understand and meet their responsibilities as well as celebrating their achievements.

Responsibility 1: To get to school every day on time

This means that

- we attend school every day unless the absence is unavoidable
- we arrive to all classes on time and without delay.
- if we miss school we bring a note on our return to school and catch up on appropriate class / homework.

- if we must leave school during the day, we must get permission from the year head, provide a note from a parent/guardian and sign out at the office
- if we are unavoidably late, we must furnish a note from our parent/guardian and sign in at the office

Responsibility 2: That we are respectful to ourselves, others and the school environment

This means that

- we treat other students and staff with good manners and respect
- we are polite and considerate of others
- we follow the instructions of staff members
- we do not engage in bullying behaviour
- we don't push or shove our way around the corridors
- we use appropriate language
- we respect our own and other people's property
- we don't damage school property
- eating and drinking is allowed within the school building only at specified times and in specified areas
- we follow the school's healthy eating guidelines
- chewing gum and spitting is forbidden in the school building and grounds
- we use the litter bins and recycle when possible
- harassment of all teaching, learning support and ancillary staff is expressly forbidden both inside and outside the school

Responsibility 3: That we make the best effort we can during school and at home

This means that

- we do our best at all times
- we complete all assigned homework by the due date
- we listen to our teachers
- we have all the equipment that we need for each class including the journal each day
- we don't disturb the class
- we sit with the legs of the chair on the floor
- we do not go to the toilets/lockers between classes without the teacher's permission

Responsibility 4: That we have a responsibility to behave well in all aspects of school life; including online classes, trips and extra-curricular activities

This means that

- we do not loiter in toilets or out of bounds areas during the breaks or at any other times
- we take our break in the manner and area specified and that we obey the instructions of the teachers on duty
- when we arrive in the school building it is our responsibility to turn off our phones and other devices. All phones and other devices are to be kept switched off during the school day. In the case of an emergency permission must be sought from a member of staff and the call made in the designated area.

- for safety reasons phones may be brought on school outings and trips. They should be kept switched off and should only be used in event of emergency or with the permission of a teacher.
- smoking and vaping are forbidden in school, on the way to and from school, on school trips and activities or while wearing the school uniform
- we do not bring prohibited substances such as aerosols, sprays, correction fluid, permanent markers, cigarettes, lighters, matches, alcohol, illegal drugs or any substance that may be abused to school
- we never come to school under the influence of alcohol or illegal drugs
- That we do not record online classes without teacher's permission; that we do not share links to online classes with people who are not in the class.

Responsibility 5: That we comply with all school policies and expectations

This includes but is not limited to

- the iPad Acceptable Usage Policy
- the ICT Acceptable Use Policy
- the Anti-bullying Policy
- the Uniform Policy
- Distance Learning Policy

Support Structure Roles

<p>Subject Teacher Has responsibility for discipline in her/his own classroom and may give extra work or otherwise deal with inadequate work or other low level behaviour in her/his classroom.</p> <p>Class Tutor Supports the Subject Teachers, records incidents, monitors attendance and progress and deals with persistent low level misbehaviour</p>
<p>Year Head Has overall responsibility for Year Group. If the matter concerns behaviour the Year Head will apply the Code of Behaviour and impose appropriate sanction.</p>
<p>Guidance Counsellor Offers counselling and support. Provides advice to pupils on subject choice, career guidance and study techniques etc.</p> <p>Deputy Principal Responsibility for dealing with matters related to discipline.</p> <p>Principal Overall responsibility for day-to-day management of the school.</p>
<p>Board of Management Ultimate responsibility for ensuring that good order is maintained in the school.</p>

Consequences: Rewards, Interventions and Sanctions

Rewards

Every effort is made to recognise positive behaviour, achievement and effort which may include:

- positive verbal comments by teachers
- positive notes
- merit awards
- regular student reflection using Growth Mindset facilitated by the class Tutor.
- displays of student work
- reward schemes e.g. Student of the Week, Class of the Month, Hardest Worker, Most Improved Worker
- certificate and photo of Student of the Month put on display
- display of team photos
- representing school at various activities and events
- progress reports to parents
- assessment reports at Christmas and June
- postcard sent home of student's positive achievement
- annual student awards ceremonies e.g. annual attendance award
- *Assessment for Learning*
- scholarship schemes
- end of term fun day/party
- selection as mentor for School Mentor Programme

Interventions and Sanctions

Low level misbehaviour is defined as an action that results in disruption of teaching, learning or safety.

Medium level misbehaviour is defined as an action that results in a higher negative impact on teaching & learning, safety, wellbeing or reputation. This may include persistent low level misbehaviour.

High level misbehaviour is defined as an action that results in putting teaching & learning, safety, wellbeing or reputation at risk.

The **subject teacher** may use the following interventions and sanctions for low level misbehaviour:

- reason with the student
- a firm reprimand
- 'de-merit' award
- move seat
- a note to parents in the journal
- confiscation of mobile phone or other device (first occasion held overnight, second occasion held for a week, third occasion held for a fortnight etc.)
- extra work given to student.

- referral to class tutor/year head

The **class tutor** may use the above interventions and sanctions plus those listed below for medium level misbehaviour which includes persistent low level misbehaviour:

- after class chat
- agree an improvement plan
- withdrawal of privileges
- persistently failing to produce the journal daily will result in referral to year head
- place the student 'on report'
- refer student to Year Head/Principal
- a phone call to parents
- referral to Year Head by means of a Year Book Entry

The **Year Head** may use the above interventions and sanctions, plus those listed below:

- arrange meeting with parent/guardian
- after-school detention where the student may be asked to assist with upkeep of the school environment. Parents will be given at least one day's notice.
- refer student to Principal

The **Principal** may use the above interventions and sanctions plus those listed below:

- internal suspension
- external suspension. See *Policy on Suspension*
- recover cost of repair of damaged property
- impose a fine
- referral to outside agency: e.g. Tusla, CAMHS, Garda
- referral to Board of Management

The **Board of Management** may use the above interventions and sanctions plus those listed below:

- suspension of longer than 5 days
- expulsion. See *Policy on Expulsion*