

# ST. KEVIN'S COMMUNITY COLLEGE BEHAVIOUR POLICY



	DATE.
RATIFIED BY THE BOARD OF MANAGEMENT:	DAY OF 201 .
REVIEW DATE:	DAY OF 201 .

## **BEHAVIOUR POLICY.**

### **Introduction:**

The purpose of the behaviour code is to help make St. Kevin's Community College as good A school as it possibly can be.

The kind of school we aspire to is expressed in a number of ways. Firstly, it is expressed in our Mission Statement.

“St. Kevin's is a Community College where students, teachers, parents and the wider community work together to help each individual student achieve their academic, social and spiritual potential in a safe, secure and happy environment of mutual trust and respect”

Here, the emphasis is on the student achievement both academic and social and the idea of community i.e. working together to achieve our goals in a secure and supportive environment.

Secondly, a fundamentally important value we wish to promote i.e. respect, is expressed in our, Anti-Bullying Code:

‘We want St. Kevin's Community College to be a place where:

- Pupils, teachers and parents treat each other fairly and with respect
- Bullying behaviour is not tolerated - this includes hurtful slagging
- People feel safe and are able to report bullying without being afraid
- People stand up for and support each other’

Finally, our school crest symbolises the central work of the school – teaching and learning, and the school motto written on the crest emphasises the importance of doing your best in everything.

**“Expect the Best”**

**Aims:**

- to promote an effective teaching and learning environment for all
- to create an orderly and safe environment
- to ensure a consistent and fair approach to implementing school rules
- to foster self discipline and the involvement of students in supporting the Behaviour Code
- to foster the involvement of parents in supporting the Behaviour Code

In recent years we have based our disciplinary procedures on the Discipline for Learning System.

This consists of:

**Rules:** The things students should be doing in the classroom and around the school.

**Awards:** The recognition students will be given when they choose to follow the rules.

**Sanctions:** The actions taken by teachers when students choose to break the rules.

This system provides a framework for the Behaviour Code.

**There have been changes to the school rules and class code. The updated version is in the school journal.**

**SCHOOL RULES:**

1. Have your journal with you every day, keep it in good condition and give it to a teacher when asked.
2. Wear a full school uniform.
3. Move quietly and safely around the building, always on the left hand side.
4. No bad language.
5. Bring a note from a parent/guardian written in your journal if you are late, absent or have to leave the college early.
6. Eating and drinking is only allowed in the assembly area before school begins. No chewing gum.
7. Take care of school property and use the litterbins.
8. No smoking in or near the school.
9. Dangerous objects are not allowed in school.

**CLASS CODE:**

1. Arrive on time and line up outside.
2. Bring what you need for class in a school bag.
3. Prepare for work straight away.
4. One voice at a time; listen to your teacher and follow instructions.
5. Hand up your journal when asked.
6. Do your classwork well.
7. Write down your homework and do it.
8. Mobile phones must be switched off during school hours.
9. Keep the classrooms tidy.

In the interest of clarity and consistency the following is a brief summary of the meaning and purpose of the Class Code and School Rules. These points will be explained and discussed with the students so that they are clear about what is expected and why.

### **Class Code:**

#### **1. Arrive on time and line up outside.**

This means: Go directly from one class to another.  
Line up quietly outside the classroom.

Why: Arriving late wastes everyone's times. Being on time is a sign that a person is dependable, responsible and organised.  
Lining up creates good order going into class – people are in a frame of mind for work. It also helps create a safe environment.

#### **2. Bring what you need for class in a schoolbag.**

This means: Have all pens, copies, books, journal etc. with you in your schoolbag.

Why: You will be organised and ready to do the work. Everything you need will be in one place and will be cleaner and in better condition.

#### **3. Prepare for work straight away.**

This means: Sit at your place, remove hats, jackets etc.  
Put copies, books, pens and journals on the desk.  
Be ready to listen to the teacher.

Why: To avoid wasting teaching and learning time.  
To create the right atmosphere for work.

#### **4. One voice at a time; - listen to your teacher and follow instructions.**

This means: Listen to your teacher. Don't talk out of turn.  
Put up your hand to ask a question.

Why: There must be good order in class so you will know how to do your work and homework. It shows respect and allows the teacher to teach.

**5. Hand up your journal when asked.**

This means: You must hand up your journal immediately if your teacher asks for it.

Why: Refusing to hand up a journal is refusing to follow a teachers instructions and this is a very serious matter so what may have been a small problem becomes more serious. Refusing also wastes everyone's time.

**6. Do your classwork well.**

This means: Do your work quietly and do your best.

Why: You will get on better in school and in your exams. You will allow others to do their best as well.

**7. Write down your homework and do it.**

This means: Write your homework into your journal at the end of each class. At home check your journal to see what homework you have. When your homework is finished get your journal signed.

Why: Homework is essential for learning. It is practice and revision of classwork.  
It includes learning and remembering information.  
It means you take responsibility for your learning.

**8. Mobile phones must be switched off during school hours.**

This means: Mobile phones must be completely switched off during school hours; not on silent.

Why: It distracts the teacher and other students. It can interfere with tape work.

**9. Keep the Classroom clean and tidy.**

This means: Put papers in the bin at the end of the class. Put chairs under tables. Place chairs on tables at the end of the day.

Why: It is much nicer to work in a clean classroom.  
People must take responsibility for cleaning up after themselves.  
It keeps the school in good condition.  
It is easier to clean up at the end of the day.  
It shows consideration for the caretaker and cleaners.

## **School Rules:**

### **1. Have your journal with you everyday, keep it in good condition and give it to a teacher when asked.**

This means: The journal is an essential piece of equipment. You must have it with you in class. You must keep it in good condition – neat and tidy, no graffiti and you must hand it up when asked. You will not be allowed into class without a journal.

Why: You will be more organised.

Taking care of your journal shows you care about your work.

Your journal is a link between home and school.

It will be signed by your parent/guardian and by your Tutor.

### **2. Wear a full school uniform**

This means: Wear a uniform everyday. A Grey or white shirt or polo shirt must be worn under the sweatshirt. (No logos). Small Stud type earrings-one in each ear and one finger ring may be worn.

Why: The uniform is practical. It helps to avoid competition. It helps create a sense of identity. Excess jewellery can be a safety hazard.

Taking care of the uniform helps to develop independence and organisational skills.

### **3. Move quietly and safely around the building, always on the left hand side.**

This means: Go directly to your next class; no wandering, no standing around chatting. No running, no dangerous behaviour. Walk on the left.

Why: If everyone keeps to the left movement is safer and easier. Running or dangerous behaviour can cause accidents. Being late for class, wastes everyone's time.

This rule also raises the question of fighting in school or on the way to or from school. Fighting can cause serious danger not just to those involved in the fight but to those around. Fighting is regarded as a very serious matter by the school.

The Rules also raises the question of safety when crossing the road.

Students must not behave in any way that causes a danger to themselves or others while crossing the road.

### **4. No bad language.**

This means: Bad language is not acceptable around the school.

Why: It is offensive. It gives a very bad impression of the students and the school and the community.

**5. Bring a note from a parent/guardian written in your journal if you are late, absent or have to leave the school early.**

This means: If you miss any part of the school day you must bring a note of explanation or a note seeking permission. For permission to leave, your journal must be signed by your Tutor and Year Head, or the Deputy Principal or Principal.

Why: Your parent/ guardians and the school are responsible for you. There must be contact between the school and your home about your whereabouts. Regular attendance contributes greatly to success in school. The school is now obliged to report irregular attendance to the Education (Welfare) Board.

**6. Eating and drinking is only allowed in the assembly area before school begins. No chewing gum.**

This means: don't eat or drink in the corridors or in the class.  
Chewing gum causes damage to furniture, carpets and school uniforms.

**7. Take care of school property and use the litter bin.**

This means: Put your litter in the bins provided. Don't damage school property; desks, walls etc.

Why: We want to keep the school in good condition for the present and future pupils and teachers. We are lucky to have clean, bright and well equipped school.

You must take responsibility for your own rubbish.

We can spend more money on class materials and prizes and less on repairs.

It shows consideration for caretakers and cleaners.

**8. No smoking in or near the school.**



This means: Smoking is not allowed inside the school building, in the school grounds or in the vicinity of the school gate.

It is illegal to smoke on the school premises and grounds. It is a safety hazard and a health hazard.

### **9. Dangerous objects are not allowed in school.**

This means: Do not bring anything into the school that could cause injury to anyone or damage to school property. This includes illegal substances and drugs. Do not use any objects in a dangerous way, for example, throwing a ruler, hitting someone with a ruler.

Why: we all want school to be a safe place for students and teachers. We want to keep the school in good condition for everyone's benefit.

### **AWARDS:**

In St. Kevin's we believe that the balance between awards and sanctions, in both policy and practice is important for maintaining good standards of discipline. We believe that the emphasis on praise and encouragement helps to promote good behaviour and contributes to better teacher/pupil relationships and a more positive school climate in general. Teachers try to encourage students by recognising genuine efforts and achievements by means of good notes in the journal, good reports to Tutors and Year Heads and nominations for awards at the end of term times.

We have a programme of awards for students at different times during the year. Teachers are asked to nominate students for awards based on efforts, behaviour, contributions in class and success in classwork, homework and tests given. Tutors and Year Heads will also nominate students for awards re uniform, journal, attendance and punctuality. Year Heads will coordinate the nominations and organise the awards ceremony. Awards should be presented at the year group assemblies.

### **Award Ceremonies:**

First and second Years: October mid-term, Christmas, February mid-term or Easter and summer

Third Years: October mid-term, Christmas and summer.

### **Student Support:**

The pastoral system of the school is designed to support and help the students. Each class has a Tutor who takes a special interest in the class. Each class belongs to a year group which is looked after by a Year Head. Year Heads and Class Tutors will make every effort to support a student who is experiencing difficulties. In addition the school has two career guidance counsellors, a home school community liaison coordinator and a school chaplain. The school can also call on the services of the Dublin and Dun Laoghaire Education and Training Board Psychological Support Services and other agencies in the community.

### **SANCTIONS:**

These are the actions that will be taken when students chose not to follow the rules.

Misbehaviour in class:

The subject teacher will deal with minor incidents of misbehaviour in the classroom by reminding students of the rules or giving extra work.

If the student continues to misbehave, the student will be given detention by the teacher.

If the student fails to turn up for teacher detention, the teacher will contact you to inform you of the problem and re-arrange the detention. If the student again fails to turn up the matter will be referred to the Year Head.

The student may now be suspended for three days and may be placed on a Progress Report Sheet or be asked to sign a Behaviour Agreement. The student may also be suspended for up to three days for other serious types of misbehaviour which the Year Head will deal with such as refusing to hand up a journal, racist remarks, skipping class, mitching, misuse of a mobile phone or smoking in or near the school grounds.

A parent can appeal a suspension to the Board of Management.

A Progress Report sheet is a form which a student must get signed by every teacher he/she has during the day. It must be returned to the Year Head at the end of the day.

It must be kept in good condition. A copy of the Report sheet will be sent to the parent/guardian at the end of the week

A Behaviour Agreement requires a student to sign a statement agreement to keep the school rules. The parent/guardian will also have to sign the agreement.

A student who continues to misbehave will be referred to the Deputy Principal; and then to the Principal. The Deputy Principal or Principal will also deal with other types of serious misbehaviour, such as abusive or threatening language or behaviour, fighting, damage to school property or any kind of dangerous behaviour.

A student who continues to misbehave may eventually be referred to the Board of Management. If the Board of Management believes a student should be expelled it will report this to the Dublin and Dun Laoghaire Education and Training Board and the Department of Education and Skills.