



ROSARY COLLEGE

CODE OF BEHAVIOUR

This code of behaviour forms the basis for our school rules. A breach of this code will be seen as a breach of school discipline and will be treated accordingly. This is a school policy as agreed by the Board of Management.

Mission Statement

We endeavour to educate our students in an inclusive, caring atmosphere of respect for self, others and the environment. We value freedom, equality and security and strive to promote the growth of positive thinking, self-worth and justice.

Aims

- To promote an effective and safe teaching and learning environment for all.
- 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.

The following framework forms the basis for our behaviour code:

- **Rules:** The behavioural boundaries imposed by the school to ensure the smooth and efficient delivery of the Aims, and accepted by the students, such that the crossing of these boundaries merits disciplinary sanction.
- **Encouragements:** The recognition students will be given when they choose to follow the rules.
- **Sanctions:** The actions taken by a teacher/school when responding to a breach of the rules.

School Rules

- Have your journal with you every day, keep it in good condition and give it to the teacher when asked. Journal to be placed on desk at start of each class.
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- Wear the full school uniform. The PE Uniform is worn on PE days only.
 - Move quietly and safely around the building.
 - Speak politely and respectfully to fellow students and staff.
 - Bring a note from a parent or guardian written in your journal if you are late, absent or have to leave school early.
 - Take care of school property and use the litter bins.
 - Students are expected to comply with all school policies re anti-bullying, mobile phones, homework and safety.

Class Code

- Arrive on time and line up outside classroom. Class begins at 8.42am sharp. Bring what you need for your class in your schoolbag. Prepare for work straight away.
- Use the One Voice, Hands Up, Listen and Concentrate Rule.
- Present your journal to your teacher when asked. Do your classwork to the best of your ability.
- Write down your homework in your journal for each class and complete it.
- Mobile phones must be pouched during school hours.
- Keep classroom and all school areas clean and tidy. You may use lockers before bells at 8.42am and 12.50pm.
- Students must be well presented and in full school uniform at all times.

Theft and Damage

Any damage to school property must be paid for. Damage which has been wilfully caused, including graffiti, will not be tolerated and will result in appropriate sanctions. Students must respect school property and the property of others.

Lunchtime

- Food or drink may only be consumed in the lunch room, and must comply with the official school Healthy Eating Policy.
- Students who remain in school for lunch must ensure the lunch room is left clean after lunch.
- Students who leave the building for lunch must return to school on time. Afternoon classes begin at 12.50pm sharp.
- Students may be requested to stay in for lunch if attendance, lateness and discipline becomes an issue.

Expectations of Students

1. To attend school on time every day.
 2. To follow the school rules and the class code.
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3. To respect the rights of others.
 4. To do your best at all times.
 5. To respect and represent your school with pride.
 6. Senior students are expected to model good behaviour.

Expectations of Staff

- Promote and maintain positive relationships and behaviour.
- Be familiar with strategies advised from Student Support Plans.
- Implement the Code of Behaviour with consistency and fairness.
- Keep a record of progress, attendance and behaviour.
- Keep parents informed through journal, phone calls and meetings.
- Model good behaviour.

Expectations of Parents/Guardians

The support of parents is crucial to the safe and efficient operation of the school. Parents are respectfully requested to assist their student in the following ways:

- Ensure your child knows how to behave according to school rules and expectations.
- Help your child get organised for school.
- Encourage and support your child with schoolwork and homework.
- Sign the journal every evening to ensure homework is complete.
- Support school staff in promoting positive behaviour.
- Provide written reasons for your student's absences or lateness through the VSWare app.
- Be contactable at all times during school hours, particularly during school trips; if not contactable, inform the school and nominate an emergency contact person.
- Be familiar with the use of the school Mobile App.

Rewards & Motivation

Good behaviour is recognised and acknowledged on a daily and annual basis. Encouragements include:

- Verbal praise
 - Written note in journal
 - Assemblies
 - Christmas and Summer Reports
 - Displaying students' work
 - Tutor/Year Head/Principal/Deputy Principal acknowledging achievements
 - Postcards home / Phone calls home
 - Certificates of commendation/merit
 - Class competitions / Ethos posters
 - Students of the Month / Term awards / End of year awards
 - Selection for leadership roles (e.g. Student Council Representative, Prefect)
 - Selection to represent the school at public events, tours (national/international)
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- Mary Aikenhead Excellence Awards

Awards Ceremonies

We recognise academic excellence and effort in all areas of school life, with awards ceremonies held for each year group. Nominations may include:

- Attendance and Punctuality
- Positive Contribution
- Academic Achievement
- Special Achievement Award (where applicable)
- Students of the Month
- Extra-Curricular Awards
- Mary Aikenhead Awards

Responding to Inappropriate Behaviour

Support and referral options available include:

- Referral to our Skills Room
- Referral to the Schools Completion Programme
- Referral to our Care Team
- Referral to outside agencies
- Referral to the 'Inspire' Programme
- Referral to the School Counsellor or other service (e.g. Clanwilliam)
- Behaviour support targets and contracts
- Referral to the Code of Behaviour

Strategies to Show Disapproval of Unacceptable Behaviour

- Reminder: teacher reminds student of class code.
 - Warning: teacher takes journal and keeps it on the desk.
 - Reasoning with the pupil: quiet word with student.
 - Written note in journal: student incident sheet.
 - Referral to Tutor/Year Head.
 - Detention by class teacher/Year Head.
 - Phone call to parent.
 - Meeting with parent/guardian.
 - Referral to Principal/Deputy Principal.
 - Withdrawal of privileges.
 - Confiscation of mobile phones/electronic devices for a specified period.
 - Behaviour target sheet.
 - Blue/Red/Purple/Black behaviour cards.
 - Suspension.
 - Referral to Board of Management.
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- Expulsion by Board of Management.
 - Suspension and Expulsion follow TUSLA (Child and Family Agency) Guidelines.

Unacceptable Behaviour

Please note the examples given below are not exhaustive.

The following are considered very serious offences:

- Lack of respect for staff and other students.
- Cheek, insolent behaviour/attitude.
- Physical violence, bullying and intimidation of any kind.
- Leaving the school premises without permission during the school day.
- The use of offensive language.

The following actions will be considered a breach of school discipline if done without permission:

- Entering a classroom or office.
- Using school equipment.
- Being on the corridor during class time.
- Being at lockers at any time other than times specified.
- Being in the toilets outside of break times without a toilet pass.
- Wearing of non-uniform items.

The following are not permitted on the school premises:

- Illegal drugs and alcohol.
- Offensive literature/materials.
- Cigarettes, vapes, chewing gum, aerosols including deodorant, perfume, and body spray etc.
- Recording devices and radios.
- Hot drinks.
- Fizzy or energy drinks.

General:

- Damage to school premises, furniture or equipment must be made good by the student(s) responsible.
- The school reserves the right to suspend a student and to expel in extreme circumstances.

Some examples of unacceptable behaviour may include:

- Coming late to class/school.
- Not signing in before class.
- Failure to complete homework assignments.
- Having incorrect books/copies etc. for class.
- Having incorrect uniform, including jewellery, make-up and hair.
- Disruption of class teaching and learning by talking, making noise, misbehaving during class.

This list is not exhaustive.

Uniform

Students who attend school missing an item of uniform or their Phone Pouch will be sent home for the missing item unless Parents/Guardians have contacted the school and provided an excuse.

Behaviour: Stages of Response

In the first instance, the Teacher is responsible for discipline in his/her classroom. At this stage, sanctions may include moving the disruptive student to another seat, giving additional work, removal to a different classroom, or detention. The teacher may also phone home to inform Parents/Guardians of their child's misbehaviour. A written report of minor misdemeanours should be kept by the Teacher for reference.

Stage 1: Continuous misbehaviour should be reported to the class Tutor/Year Head. The Tutor acts in a pastoral capacity.

Stage 2 — White Cards: Serious breach of conduct.

- *Two White Cards:* Year Head informs Parents/Guardians.
- *Three White Cards:* Parents/Guardians meet with Year Head and Deputy Principal, and the student is placed on a daily report sheet.

Stage 3: Any misdemeanour while a student is on report results in the Principal meeting with Parents/Guardians, and possible suspension, even up to expulsion — a matter for the Board of Management, with due regard to the Education Act (1998) and Parental/Guardian right of appeal under Section 29 of this Act.

Any student who has gone through these stages and misbehaves again may forfeit Stage 1 and 2 and go directly to Stage 3. Where a student is a threat to the safety of others in the school, that student may be asked to leave the school.

Zero Tolerance

- Aggression.
- Bad language to staff.
- Refusal to work.
- Refusal to hand up mobile phone.
- Prejudice/hate language.

In all of the above instances, the student is referred immediately to the Principal or Deputy Principal, who makes contact with Parents/Guardians, and the student is sent home. A White Card is also issued.

Mobile Phone Offences and Sanctions

Mobile phones must be pouched during school hours in accordance with the school's Mobile Phone Policy.

- Use of a mobile phone/digital device during school hours without permission will result in **confiscation of the device for a specified period**, left in the school office until collected by a parent/guardian.
 - The school has the right, so far as is practicable, to ensure the device contains no images or information that would compromise any member of the school community;
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the student will be required to remove any school-related images before the device is returned to the parent.

- The teacher/staff member dealing with the matter may also record a comment on VSware, which may result in the imposition of further normal sanctions.
- Repeated misuse will result in escalation through the White Card/Stage system, parental contact, and referral to the Deputy Principal/Principal.
- **Refusal to surrender a mobile phone when instructed by a staff member is treated as a Zero Tolerance offence.** The student will be referred immediately to the Principal or Deputy Principal, who will contact Parents/Guardians, and **the student will be sent home for the remainder of the school day.** A White Card will also be issued.
- The taking of photographs or use of any recording equipment without permission is strictly forbidden, and a range of sanctions, up to and including suspension or expulsion, will apply.
- Serious misuse of mobile phones/digital devices (e.g. recording, distributing images, bullying, or offensive/menacing communication) will be treated as a **Serious Infringement** under the Suspension and Expulsion Policy below, and investigated under the school's Anti-Bullying (Bí Cineálta) Policy for Students. It is a criminal offence to use a mobile phone/digital device to menace, harass or offend another person; the school may consider it appropriate to involve the Gardaí.
- The school accepts no responsibility for replacing lost, stolen, or damaged mobile phones/digital devices. Students are strongly advised to mark devices with their name and use passwords.
- Students participating in school-related activities (e.g. study, extra-curricular activities, school trips, tours) must abide by the rules governing those activities.

See also the school Mobile Phone and Digital Device Policy.

Punctuality

A student who is late must have a note on VSware from Parents/Guardians explaining the lateness. Anytime a student is late, they must be recorded as arriving late and report to class immediately. Students who leave early should also be recorded on VSware. Through such discipline, we hope to educate students in making the right choices and accepting responsibility for their actions.

Health and Safety

Rosary College is a health-promoting college, and full compliance with Health and Safety regulations and practices is required. As part of this policy, the school promotes a Drug Free Environment. Students are requested to inform the school of any prescribed or other medication currently being taken. Any misuse of drugs by students will be seen as a serious breach of the Code of Behaviour and dealt with accordingly. Where appropriate, Parents/Guardians and/or outside agencies will be contacted.

Smoking and vaping in any part of the school building is prohibited under current legislation. **Smoking and vaping while in the school uniform is also prohibited**, whether on or off school premises.

When in school, students should walk with due care and attention; running is not permitted. Students are expected to participate fully in all safety exercises and emergency exit drills.

Interference with fire-fighting equipment or the fire alarm system is a very serious offence and will be dealt with severely.

The Board of Management has a duty of care to ensure, as far as practicable, the health and safety of students and staff. In addition, the Board of Management is required under Section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student for whom the Board has responsibility. Students who pose a significant risk to the health and safety of themselves, students, or staff, or who significantly interfere with the right of other students to an appropriate education, will be subject to sanctions up to and including expulsion.

POLICY ON SUSPENSION AND EXPULSION

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Suspension: The Principal has the authority, expressly delegated by the Board of Management, to suspend a student. Suspension will be considered, and imposed, if the Principal is satisfied that this sanction is warranted, taking into account the Code of Behaviour and the particular circumstances involved. The principles of Natural Justice apply to all procedures.

The Purpose of Suspension

Suspension may be given if the other levels of sanction within the Code of Behaviour (Stage 1–3 responses, White Cards, report sheets, etc.) have not been successful in effecting a change of attitude and/or conduct on the part of a student. The aims of suspension in these circumstances are:

1. To bring into sharp relief for the student and parents/guardians that the indiscipline has become very serious, and that because **the student has not responded to lesser sanctions and efforts at effecting change**, the student, through their actions, is putting themselves outside the normal operation of the school.
2. As a **learning experience for the student** — that actions have consequences, and at times the consequences can be serious.
3. To give the **student time and space to reflect** and discuss with parents/guardians how they see their education and personal development progressing, and to decide what changes they need to make to effect change. This "time out" can be very beneficial in bringing home to the student that they must change.
4. At times, due to safety issues, the student cannot remain in school until the safety issues are addressed.
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It is also important to note that a serious sanction like suspension can act as a worthwhile deterrent for the student body, as long as that is not its sole or main purpose.

If a suspension of more than 5 days is being proposed, the approval of the Chairperson of the Board of Management is required. Normally a ceiling of 10 days is applied to any one period of suspension. However, in very serious circumstances, the Board of Management may consider that a longer suspension is required.

Serious Infringements (including a Single Act)

Some actions of a serious nature will be referred directly to the Principal, and may incur immediate suspension, following contact with the parents/guardians of the student(s) involved. Unacceptable behaviour which causes a threat to safety, and/or serious disrespect to persons or property, comes into this category — including as a **single incident**, even where there is no prior history of misbehaviour.

The following named behaviours normally incur suspension as a sanction:

- Possession of unacceptable substances in school — alcohol, drugs, cigarettes/vapes, or implements which would cause injury.
- Damage to or abuse of property (including stealing).
- Absence from class, school or the premises without appropriate permission.
- Physical assault of any nature.
- Serious misuse of digital media technology, including text messaging, distribution of photos, and use of recording equipment; infringement of safety regulations.
- Serious misconduct, including aggression, bad language to staff, refusal to work, refusal to hand up a mobile phone, or prejudice/hate language (Zero Tolerance behaviours).
- Bringing the school into disrepute while wearing the school uniform, whether on or off the school premises (e.g. anti-social behaviour, smoking/vaping, substance use, or other conduct in public that damages the school's reputation while a student is identifiable as a Rosary College student).

This list is not exhaustive.

Procedures for Suspension

- Parents/guardians will be contacted by telephone and/or by letter, outlining the reason for the suspension and its duration.
- Prior to the student returning to school following suspension, parents/guardians will be invited to a meeting with the school to discuss the situation, with a view to:
 1. Bringing about change in the student's behaviour.
 2. Clarifying with parents/guardians and the student what changes in behaviour are required.
 3. Planning for the student's return to school.
- The suspension may be appealed to the Board of Management.
- A cumulative suspension of 20 days or more in the current school year may be appealed by parents/guardians to the Secretary General of the Department of Education, in line with Section 29 of the Education Act 1998.
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Very Serious Misbehaviour

Behaviour considered by school personnel to be of a very serious nature may be dealt with on the spot as an isolated incident — i.e. action may be taken as a result of that incident independently of other comments noted. In these cases, the Principal/Deputy Principal, in consultation with the Year Head, decides on the sanction to be imposed. In some cases this will mean a suspension of up to 3 days. In-house suspension may be used on occasion as a means of ensuring continued teaching and learning in the school.

In the case of extremely serious misbehaviour, where a student's conduct is interfering with the teaching and learning in the school, or there is a serious risk to the health and safety of the student or the school community, the Principal/Deputy Principal (in the Principal's

absence) may decide, following communication with the student's parent/guardian, to send the student home for the remainder of the school day. Parents have at all times the right of appeal, either to the Principal or, in extreme cases, the Board of Management.

In the case of serious, continued misbehaviour which is disruptive for both the student and for other students and teachers, the Principal may consider it necessary to consult the Board of Management for permission to initiate the process of expulsion (see Expulsion Policy below).

Expulsion

Expulsion is the ultimate sanction imposed by the school and is exercised by the Board of Management in extreme cases of indiscipline. In advance of any hearing which could result in expulsion, the school will investigate the matter in accordance with the Principles of Natural Justice.

Expulsion will be considered in the following circumstances:

- The procedures and sanctions in the Code of Behaviour have been used over time with a student and the student's conduct has not improved to an acceptable level.
- In exceptional circumstances, for a once-off or first offence — such as serious threats to safety and/or health, or gross disrespect to persons and/or property.

Procedures for Expulsion

1. Detailed investigation, carried out under the direction of the Principal. Parents and the student will be informed in writing of the facts of the misbehaviour, and that the results of the investigation could result in expulsion. Parents and the student are given an opportunity to respond to the complaints and may be invited to a meeting in the school.

2. Recommendation to the Board of Management by the Principal. Following the investigation, if the Principal forms the view that expulsion may be warranted, they make a recommendation to the Board to consider expulsion. Parents and the student are informed that expulsion will be considered by the Board of Management, and receive in writing details of the allegations, investigation, and grounds on which the matter is being considered. A copy of this information is given to the Board. A date for a Board hearing is arranged, giving all parties sufficient time to prepare. Parents and the student are informed of the meeting and of their right to be accompanied at the hearing, and of their right to make a written/oral submission to the Board.

3. Consideration by the Board of Management of the Principal's recommendation. The Board reviews the initial investigation and satisfies itself that it was conducted in line with fair procedures. A hearing is held at which the Principal and parents put their case to the Board in each other's presence. After both sides have been heard and have had an opportunity to question each other, the Board deliberates on the matter; neither the Principal nor the parents are present for the Board's deliberations.

4. Board of Management deliberations and actions. The Board decides whether or not the allegation is substantiated. If substantiated, the Board decides whether or not expulsion is appropriate. If expulsion is considered appropriate, the Board informs the relevant statutory body (Tusla Education Support Service) in writing. The expulsion cannot take place before the passage of 20 days from the date that notification is received. The Board informs the parents in writing of its conclusions and that the statutory body is being informed.

5. Consultations. Within the 20-day period, the Education Welfare Officer (or equivalent) holds individual consultations with the Principal, parents, student, and anyone else who may be of assistance, and convenes a meeting of the parties to discuss next steps regarding the student's education. Pending these consultations, the Board ensures good order and safety are maintained, and may consider it appropriate to suspend the student during this time — only where continued presence may seriously disrupt others' learning or represent a safety threat.

6. Confirmation of the decision to expel. When the 20 days have elapsed, if the Board remains of the view that expulsion is warranted, it formally confirms the decision. Parents are notified immediately that the expulsion will proceed, and informed of their right to appeal, with the standard appeal form provided.

Appeals: A parent, or a student over eighteen years of age, may appeal a decision to expel to the Secretary General of the Department of Education.

Suspension and Expulsion follow TUSLA (Child and Family Agency) Guidelines and are conducted with due regard to the Education Act 1998, including the Section 29 right of appeal.

This policy is subject to periodic review.

Signed: _____

(for and on behalf of the Board of Management)

Date: _____
