



Bord Oideachais agus Oiliúna Dúblain and Dún Leathairne
Átha Cliath agus Dhún Leathairne Education and Training Board



CODE OF POSITIVE BEHAVIOUR 2022

Ardgillan College

Date for review: On an on-going basis

A handwritten signature in black ink, appearing to read 'Gerry McGuire', written over a horizontal line.

Gerry McGuire

Chairperson

Board of Management

A handwritten date '14-06-2022' written in black ink, positioned above a horizontal line.

Date ratified by the Board of Management

INTRODUCTION

Ardgillan College promotes a happy and caring school environment where students are encouraged and supported to reach their full potential. The emphasis is placed on quality teaching and learning, positive behaviour and the pursuit of standards of excellence in all areas of college activities. It delivers a six-year cycle from first to sixth year.

Our philosophy is based on respect, tolerance and understanding while appreciating the diversity of our changing world.

This Code of Positive Behaviour was drawn up in consultation with all the school partners, including Board of Management, staff, parents and students and relates to all school activities both during and outside of normal school. It was drawn up to encourage good conduct throughout the college and to foster an atmosphere that is conducive to teaching and learning.

The aims of our Code of Positive Behaviour are:

- To create a safe, secure learning environment for students by promoting a sense of mutual respect among all members of the college community and a sense of pride in our school.
- To recognise and respect the potential of each individual: spiritual, emotional, intellectual and physical.
- To have effective procedures in place which will allow for the day to day running of the college and which meet the demands of current legislation.
- To acknowledge that everyone has a shared responsibility in the continued growth and development of the college.
- To promote good behaviour and self-discipline and to outline the ways in which they are acknowledged.
- To outline the strategies to be used to prevent behaviour that falls short of expectations and to outline the structure of fair, consistent and agreed sanctions that will be used in response.

As we are reopening the school within a pandemic crisis, there are some elements of positive behaviour that we will expect of our students, that are supplementary to our Code of Positive Behaviour. We will bring these to the attention of our whole school community. If incidents such as these occur, they will be processed within the parameters of our Code of Positive Behaviour. They include (although are not limited to):

- Failing to follow agreed COVID etiquette
- Refusing to follow instructions around the use of particular areas, yard spaces or rooms
- Interfering with the PPE of another student

- Deliberately coughing, sneezing or spitting on another person, or threatening to do so
- Compromising the school's COVID-19 Response Plan
- Compromising the Health and Safety of any member of the school community

Students of Ardgillan College are expected to observe the Code of Positive Behaviour at all times while on school property, while travelling to or from school and while participating in any school related activity. Where a student is alleged to have engaged in serious misbehaviour when not under the care and responsibility of the college the Code of Positive Behaviour will apply if there is a clear connection with the school and a demonstrable impact on its work.

The health, safety, physical and mental wellbeing of all school staff and students are of absolute importance to the school management. A student who is considered to have deliberately contravened the College's health and safety protocols in relation to COVID-19 and by their actions, placed the welfare of students and/or staff at risk, may be suspended from the College.

1. REGULAR ATTENDANCE

Students are expected to attend school as outlined in the school calendar and to attend all classes. Attendance at school promotes a positive environment for learning and personal development and enhances each student's ability to achieve his/her full academic potential and to benefit from all college activities and support initiatives.

The college must be informed of any reason(s) for absenteeism (Education Welfare Act 2000, Section 18). It is the duty of the Principal to inform the Education Welfare Officer in writing of any student who misses 20 days or more within one school year.

Parents/guardians are obliged to provide the school in writing with the reason for absenteeism on the student's return to school. All notes should be given to the class tutor or year head. A teacher's permission is required for any absence from class.

Students are not permitted to leave the college grounds during school hours without permission. Any student who needs to leave school early must provide a written note from a parent/guardian giving permission to do. They should present this note to their tutor or year head and **sign out at reception.**

2. PUNCTUALITY

Students are expected to be punctual for school and for classes. In addition to being essential for the efficient running of school, learning to be punctual is an essential life-skill and is expected in the workplace. Late-coming is inconvenient for all members of the school community and will incur sanctions. In the case of recurring poor punctuality detention will be used. A letter or note in the journal will be sent home beforehand. In the case of a continuous problem further sanctions may be applied and parents may be requested to make an appointment with the school authorities.

3. COLLEGE JOURNAL

Each student must buy a college journal at the beginning of the school year. It is important to note that the journal is a means of communication between student, teacher and parent. The journal should be treated with respect and each student must have it in class every day and available for inspection at all times. The student is responsible for his/her journal and must keep it neat and tidy at all times. Parents/guardians are required to sign the journal on a nightly or weekly basis.

4. LOCKERS

Students are only permitted to go to their lockers at the start of the school day, at break time, at lunchtime and at the end of the school day. Students should not use lockers between classes. Lockers must be kept neat and tidy. Locker keys are distributed at the beginning of the school year. Students are encouraged to make a duplicate. Should a student lose their remaining locker key they must report this to their tutor and make arrangements to have a new key cut. College management retain ownership of all lockers and maintain the right to open or inspect lockers if they deem this to be necessary.

5. CLASS BEHAVIOUR

It is imperative that students be adequately prepared for each class. This entails having the correct course material or textbook, and having any assigned homework completed prior to the class.

Academic honesty is central to the work ethic of the college. Students are expected to submit work which is their own composition.

Students are expected to behave in a polite manner towards the teaching staff and towards each other. Each student will behave in class in order to foster a positive

learning environment in the classroom. Such a positive environment will encourage progress in school or on any school related activities.

Each student should give their full attention to the teacher in order to learn and to allow fellow students to learn.

Students should bring all necessary equipment and materials to class and to participate in the class activity.

Classrooms should be kept clean and tidy and students are requested to put chairs on the tables at the end of the day. Eating and drinking are strictly forbidden during class time.

Students are expected to complete homework on time and to the best of their ability. Project deadlines must be adhered to.

Students should follow the appropriate Health and Safety Policy, which has been established in accordance with the various subjects.

Ardgillan College does not tolerate bullying behaviour. Reference should be made to the Anti-Bullying Policy available in the journal and on the college website.

6. UNIFORM AND APPEARANCE

It is essential that students maintain a high standard of personal appearance when wearing the college uniform.

Hairstyles and choice of jewellery should reflect this principle. Students are not allowed to shave their heads and they are expected to maintain one natural hair colour. The wearing of jewellery is confined to a wristwatch (not a smart watch) and the wearing of a single small pair of discrete earrings, worn on the ear lobes.

The wearing of makeup is limited to light and discreet foundation only.

Please note that facial or visible body piercings or visible tattoos are not allowed.

Each student is obliged to wear the correct school uniform and to maintain a clean and neat appearance.

All items of uniform must be marked clearly with the owner's name. If a student wears a t-shirt under the college shirt it must be white. Black is the only accepted colour for shoes as part of the school uniform.

Please note that black runners / shoes with sports logos / canvas shoes of any description are not permitted to be worn with the formal school uniform

The PE uniform consists of our blue school hoodie, our school tracksuit bottoms with the Ardgillan logo on and a plain white polo. Appropriate sports runners must be worn on PE days and Converse runners are not permitted. The PE uniform should only be worn on the day PE is timetabled – the formal school uniform must be worn on non-PE days.

The decision of the Principal or Deputy Principal will be final in the interpretation of the rules in relation to Uniform and Appearance.

7. RESPECT

The college ethos places great value on being respectful to the school community. It is expected that students treat their fellow students, staff and guests with respect. Students are expected to take direction and instruction from all staff members and from those in a position of leadership, while at school, outside school while in uniform and during school-related activities. Appropriate and respectful behaviour should be displayed during assemblies, classes, breaks and college outings. Respect for the school premises and property is expected at all times. If a student causes any damage to school property/equipment, he/she will be responsible for paying for the cost of repairing that damage.

Chewing gum is prohibited on the school premises.

Each student is responsible for keeping the school environment clean and tidy

8. PERSONAL SAFETY

Every student and member of staff has the right to learn and work in a safe environment, free from any form of harassment, intimidation or bullying. Irresponsible or anti-social behaviour will not be tolerated. (Please refer to the college Anti-Bullying Policy).

The use, distribution or possession of drugs, lethal substances, tobacco or any alcoholic beverages are strictly forbidden to students within the college, on the college premises, while attending college events or when wearing the college uniform. Students are strictly forbidden to enter the premises and/or to attend school events under the influence of any of the above-mentioned substances (please refer to the college Substance Abuse Policy).

Students are strictly forbidden from possessing, using or bringing to the college materials or weapons which may cause injury or have detrimental effects on the college community.

Any of the above activities will result in immediate suspension and may warrant expulsion. (Please refer to the college Suspension and Permanent Exclusion Policy).

It is the responsibility of parents to provide the school with any relevant information (in writing) in relation to the health of the student.

9. PERSONAL PROPERTY

Students are discouraged from bringing mobile phones, smart watches and personal audio devices to the college. If they are brought to school they must be switched off and stored in the student's locker for the entire school day. Any loss or damage to these items is the responsibility of each student.

Students are strictly forbidden to have in their personal possession mobile phones, personal audio devices, smart watches or any such electronic equipment during class time or between classes. The school does not accept responsibility for any such equipment. In the case of a mobile phone (with SIM card)/or pocket radio or any electronic equipment being confiscated from a student, it will be held for one week and will be returned to a parent/guardian. The student will inform his/her parents/guardians if this should occur. In the case of a reoccurrence a longer period of confiscation will apply.

In order to respect the privacy and integrity of all individuals in the school, camera / video facilities on mobile phones and any recording without permission on the school premises is not allowed.

10. COMPUTERS AND INTERNET

Students are expected to behave with integrity when working with computers in the college. Use of information technology in bullying or defaming any member of the school community (see college Anti-Bullying Policy) will incur sanctions, as will any misuse of technology that brings the school into disrepute. Students are given access to computers and the school Internet facilities only with the permission and supervision of a teacher. If a student downloads or comes across any illegal or dangerous material of a violent or sexual nature, the teacher in charge must be informed immediately. The further downloading of any such material is strictly forbidden. Reference should be made to the ICT Internet Acceptable Usage and e-Learning Policy available in the journal and on the college website. Parents and students are requested to sign the policy contained in the journal.

11. CCTV

Information obtained through the CCTV system may only be released when authorised by the Principal. Consultation may take place with the Chairperson of the Board of Management and/or the CEO of Dublin & Dun Laoghaire ETB if this is deemed necessary by the Principal.

Any requests for CCTV recordings/images from An Garda Síochána will be recorded and legal advice may be sought if any such request is made.

CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by the Board of Management including provisions set down in Equality and other Education related legislation.

This policy prohibits monitoring based on the characteristics and classifications contained in equality and other related legislation e.g. race, gender, sexual orientation, national origin, disability etc.

Video monitoring of public areas for security purposes within school premises is limited to uses that do not violate the individual's reasonable expectation to privacy.

Data from the CCTV system will be accessed and used in accordance with the Data Protection Acts.

Please refer to the college CCTV policy.

12. HEALTHY EATING

The college promotes and encourages healthy eating throughout the school. Reference should be made to the Healthy Eating Policy.

13. THE PROMOTION OF GOOD BEHAVIOUR

The quality of relationships between teachers and students is one of the most powerful influences on student behaviour. At Ardgillan College we aim to foster mutually respectful relationships, balancing warmth and empathy with objectivity, professional detachment and fairness. The quality of daily interactions both inside and outside the classroom is central to our efforts to promote good behaviour. In addition, the school has in place a variety of rewards to recognise and ostensibly mark achievements and efforts across the full range of school activities.

14. REWARDS

It is recognised that it is important to reward students who make a positive contribution to school life. This can be done in a number of ways:

- a quiet word of acknowledgement for a student by a teacher
- praise for effort, participation or achievement in class
- a positive note in the student's journal
- recognition of student achievements in college newsletters
- display of student's work
- a special mention by the year head/tutor at daily assembly
- daily recognition of students who are successful "secret student"
- special mention of an individual or a group on the daily intercom announcements.
- award of prizes to the class who win "secret student" each term
- postcard sent to home acknowledging good work
- recognition and award of badges and prizes to winners of the merit awards each term
- the award of prizes for outstanding achievement or contribution to school life at the annual awards ceremony

15. SANCTIONS

Ardgillan College recognises that students may fall short of what is expected of them in terms of behaviour on occasion and a system of sanctions is in place. The aim of any sanction is, firstly, to bring about a change in behaviour. The sanction may also reinforce the boundaries set out in the Code of Positive Behaviour and may signal to other students and staff that their well-being is being protected.

Sanctions include:

- reasoning with the student
- reprimand, including advice on how to improve
- move place in class
- note in the homework journal
- extra work/homework given
- note to parent/guardian
- short detention for a period during the lunch break
- after school detention. Parents are notified in advance. Failure to attend detention without an acceptable reason is deemed to be a serious breach of the Code of Positive Behaviour and may lead to a more serious sanction, including suspension.
- fine or donation
- meeting with tutor/year head/deputy principal/principal who decide the appropriate sanction
- principal's detention
- daily report
- being asked to carry out a useful task in the school in the student's free time

- meeting with parents to outline the difficulties and to discuss strategies for improvement
- in-house suspension
- external suspension

16. SUSPENSION

Please refer to Suspension and Permanent Exclusion Policy which is available from the college and on the college website.

17. ROLES /RESPONSIBILITIES OF TEACHING STAFF AND SCHOOL MANAGEMENT

Teachers and Management will endeavour to maintain a consistent and fair approach to supporting positive behaviour by:

- Fostering mutually respectful relationships between students, parents/guardians and all staff on the college campus.
- Rewarding positive behaviour and learning achievements/effort and general progress.
- Following and adopting clearly defined procedures/sanctions in an effective, fair and helpful manner.
- Implementing appropriate teaching strategies and mixed methodologies to enable all students to achieve their potential.
- Supporting students through an effective pastoral care system and through the Social, Personal and Health Education programme.
- Offering support through guidance and psychological support services.

18. ROLES AND RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents/Guardians and teachers are the significant adults in the lives of the young people at school. Parents/Guardians will encourage positive student behaviour by;

- Fostering mutually respectful relationships between students, parents/guardians and all staff on the college campus.
- Supporting the school in its high expectations of positive behaviour and high standards of achievement and by encouraging and supporting their children's progress.
- Informing the school of concerns which may affect the child's progress.
- Providing feedback through the Parents' Council in relation to policies.

19. ROLES AND RESPONSIBILITIES OF STUDENTS

Students are the centre of the school community. They are responsible for their own behaviour and engage in responsible and positive behaviour by:

- Respecting each other, the college staff and any visitors to the college
- Creating a positive learning atmosphere in the classroom.
- Working to the best of their ability to achieve the best possible education.
- Acting in a safe manner and considering the safety of others
- Showing respect for other people's property and the school environment.
- Supporting the Student Council in its role as a voice for the students.
- Raising issues which concern you with the appropriate person.

This code is not exhaustive and the Principal may on occasion need to take a decision based on best practice for the good of other students and staff and the school. The parents/guardians and the chairperson of the Board of Management will be informed in the event of such an occurrence.

20. CRITERIA FOR SUCCESS

We will recognise that this Code is effective if;

- It encourages good conduct throughout the college and fosters an atmosphere that is conducive to teaching and learning.
- It promotes respect, teamwork and the pursuit of excellence.
- It promotes a happy and caring school environment.
- It is understood and accepted by the school community.

21. REVIEW AND EVALUATION

This Code of Positive Behaviour will be reviewed on an on-going basis and may be amended following consultation with the school community.

I have read and I fully agree to follow the Code of Positive Behaviour of Ardgillan College.

Parent/guardian signature: _____

Student signature: _____

Date: _____

