



PATRICIAN ACADEMY

CODE OF BEHAVIOUR

Amended and Ratified by BOM on 20th August 2020

1. Proper discipline encourages the development of what is best in the individual person and in the group in general. It is necessary for healthy growth in personal responsibility and inner freedom. Good discipline in a school creates a favourable atmosphere for promoting:

- Good Relationships
- Sound self-discipline
- Positive patterns of behaviour
- Necessary habits of study

2. Co-operation from pupils and the support of parents are necessary in order that the Code of Behaviour be fully effective. Parents and guardians are requested to work with the teachers in instilling positive attitudes towards school life in their children and in helping them to discipline themselves.

3. Each student has the right to an education free from fear and intimidation. Bullying of any kind is not tolerated.

4. Pupils are expected to act with courtesy towards other pupils, teachers, employees of the School and members of the public at all times. All forms of harassment (including foul language, obscene gestures, name-calling, provocative behaviour, etc.), either in the school or outside of it, will be dealt with very severely.

5. Special care should be taken not to act in a manner which might damage one's own good name or that of the School, at all times. Anything which may bring the School into disrepute is to be avoided.

6. Everybody in the School is expected to treat his personal property and the property of others, including School property, with great respect and care. Theft and damage to property are regarded as acts of grave misconduct.

7. Pupils have a responsibility for the care and good order of the School. In particular, they are responsible for the furniture and fixtures in the classrooms. They are expected to keep their classrooms and the school grounds tidy and free of litter. Pupils may not consume food or drink within the school building, except in designated areas. Chewing gum and the use of correction fluids are prohibited.

8. Loitering and unruly behaviour within the School and its environs are to be avoided.

9. Pupils are forbidden to smoke/vape in the School and its environs and on School occasions. A fine shall be imposed on any individual in breach of this rule (first offence).

10. Any involvement whatsoever with intoxicating liquor, solvent abuse or illegal drugs is strictly forbidden. Any student found in possession of any type of implement that could be construed as a weapon with intent to cause harm will be regarded as an act of grave misconduct. The school may make a report to An Garda Síochaná.



11. All pupils are required to wear the full school uniform - blue shirt, school tie, school navy trousers, school pullover, ALL black shoes/trainers (including the sole). Any other jacket is permitted (waterproof). Hoodies are not permitted. Earrings, studs and other specified jewellery are not allowed. Pupils must be clean shaven and are expected to be neat and well groomed. Dyed hair is not allowed. Items of jewellery/clothing that are non-uniform will be confiscated. These can be reclaimed at the end of that particular term.

12. During the changeover times between classes, pupils must move directly and without delay from one classroom to another. Running, pushing, jostling etc. are strictly forbidden at all times.

13. The use of mobile phones and personal audio players in the school is forbidden. Pupils are expected to keep their switched off phones and Audio players in their locker during school time. Phones or audio players that are visible on the corridor or in class will be confiscated. (Unless they are permitted by the teacher for a class activity e.g. Mentimeter) **These can be reclaimed at the end of the week (Friday @ 2.30pm).**

14. Pupils if required to attend classes in places other than on the school premises e.g. Town Park, school pitch must wait for their teacher in the foyer at the entrance to the school. Pupils must not cross the road to attend classes for Physical Education, during school hours, unless under the direction of their teacher.

15. Pupils are expected to be punctual for school and to be present and on time for all their classes. They are obliged to have the appropriate textbooks and equipment needed for each class. **Class hours are from 8.55 a.m. to 3.28 p.m./2.30 p.m.** A pupil who has been absent or who intends to be absent from school, must present a note from a parent/guardian through VSWare, acknowledging his absence. If a pupil is to be absent for more than two consecutive days, a parent should contact the Principal or Deputy Principal of the School.

16. Pupils are not allowed to leave the School grounds during class hours or during the morning break without special permission from the Principal or the Deputy Principal or Year Head. First and Second Year pupils are not allowed to leave during lunch-time.

17. Each pupil is required to have a Pupil's Journal. The Journal is seen as a means of informing parents of the homework assigned by teachers. Parents are requested to log in to VSWare to check the observations made by teachers of the pupil's progress and behaviour.

18. When a pupil misbehaves or fails to complete his homework satisfactorily, the teacher may note this on VSWare after utilising all their own classroom management strategies. If the problem continues, the Year Head, the Deputy-Principal or the Principal will be informed.

19. Where breaches of the Code of Behaviour occur, appropriate sanctions will be implemented, such as extra written work, fines, detention during break times, after school detentions **(between 3.40 p.m. and 4.20 p.m. on Thursday's and about which parents/guardians will be informed beforehand),** being put 'on report', withdrawal of privileges, exclusion from class, suspension from school.

In cases where long-term suspension or expulsion is being considered, the final decision will be a matter for the Board of Management. Appeals re suspension and expulsion may be made to the Secretary General, Department of Education and Science.



Responding to Inappropriate Behaviour

It is the responsibility of the school to maintain a classroom and school environment which is supportive of the learning of every student and which ensures continuity of instruction. Despite the best efforts of the school, inappropriate behaviour happens. Where a student's behaviour disrupts the teaching and learning of other students, school authorities have to weigh the needs of that student with the needs of other students and staff. The school expects the support of the families of students when it has to respond to inappropriate behaviour.

Preventative Measures

- An information meeting is held for the parents/guardians for all new entrants at which the code of behaviour is explained.
- A copy of the code of behaviour is distributed to all families of new entrants and they are asked to read it and discuss the content. The Students and their parents/guardians are asked to sign their agreement with the content and their support and co-operation with it.
- The school's expectations of the pupils, as outlined in the code of behaviour, and the reasons for these are frequently discussed with the classes by their class-tutors.
- Assemblies are regularly held for all year groups at which the code of behaviour and any current issues/problems are discussed.
- The classes are surveyed to ascertain if there are any issues such as bullying, harassment, racism etc. that the school authorities are unaware of.
- During their time in the Patrician Academy concepts such as fairness, natural justice, tolerance for others, respect etc. are discussed by and with students as part of the religious education, CSPE, SPHE and other programmes.
- A warm respectful atmosphere exists within the school and students are encouraged to bring any problems that they may have or observe others having to a member of staff.

Use of Sanctions

Sanctions are used not solely to punish a student, but more importantly to help the student to learn that their behaviour is unacceptable and help them to take responsibility for that behaviour.

The use of sanctions will be:

- Part of a plan to modify behaviour.
- Proportionate and appropriate.
- Consistent throughout the school.
- Understood by the student and his parents/guardians to be a consequence of the behaviour.
- The school may, when appropriate apply sanctions in response to behaviour that occurs outside the school grounds and/or the school day.



Sanctions

The following sanctions are used in our school and are scaled so as to take account of the nature of the incident. It is not an exhaustive list.

- A verbal reprimand from the teacher.
- Directing the student to stand up or move to another part of the class room.
- Directing the student to complete penalty sheets.
- Withdrawal from a particular lesson or peer group.
- A note home to parents/guardians logged on VSWare.
- A telephone call to parents/guardians.
- Time-out, directing the student to work in a different location such as the classroom of a colleague by arrangement.
- Giving the student a lunchtime/after school detention. Parents/guardians will always be informed in writing in advance by way of a note in the students' journal. Detention cannot be deferred.

Sanctions for more serious incidents or persistent breaches of the code of behaviour include:

- The teacher filling in an incident report form, noting action already taken; and forwarding it to the Year Head.
- The student being called to a meeting with the Year Head, Deputy Principal or Principal.
- Putting a student on report.
- Detention after school, parents/guardians being informed in writing in advance.
- Assigning the student, a school community task such as picking up litter, removing graffiti etc.
- A phone call to parents/guardians by the Year Head, Deputy Principal or Principal.
- Parents/guardians and student being asked to meet with the Year Head, Deputy Principal or Principal.
- Withdrawal of school privileges such as leaving the school at lunch-time, representing the school etc.
- Other suitable interventions designed to modify specific behaviours.
- Suspension from school (in accordance with the school's policy on Suspension and Exclusion).
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Ladder of Intervention

The school has an agreed ladder of intervention for unacceptable behaviour within the school. The basic principle is that the more serious the incident is the higher up the ladder it is dealt with. Interventions may be formal in nature i.e. Tutors, Year Heads, Guidance Counsellor, Pastoral Care Team etc. or more informal e.g. a teacher mentoring a student with whom they have a positive relationship.

Note that teachers may refer students for advice and support as opposed to applying a sanction.



Records

Teachers maintain their own written records of incidents that occur within a classroom, any sanctions imposed and any communication with parents/guardians (logged on VSWare). More serious breaches or persistent breaches of the code are communicated to the Year Head on incident report forms which are kept on file together with a record of any actions taken and communication with parents/guardians. The Deputy Principal and Principal will also keep a record of their interventions with students following unacceptable behaviour.

Stages in the ladder of Intervention

- Each subject teacher has responsibility for implementing discipline in his/her own classroom. Most incidents are effectively managed through the teacher's own judgement drawing on their experience. Some of the agreed sanctions used by the school may be used.
- Any issues noted on VSWare are brought to the attention of the Year Head. The class tutors' role is primarily pastoral.
- Each year group has a Year Head assigned. The Year Head has special responsibility for the year group and takes both a pastoral and disciplinary role. Year Heads deal with more serious incidents or an accumulation of minor incidents and can impose sanctions which relate to the seriousness of the incident. Year Heads keep detailed records of student conduct and their interactions with parents/guardians.
- Students whose behaviour has not modified despite the best efforts of the school are referred by the Year Head to the Deputy Principal or Principal. Together with the Year Head, strategies/interventions/sanctions are agreed for individual students and communicated to the parents/guardians.
- The Principal informs the Board of Management of all suspensions and recommendations of exclusion.

Suspensions and Expulsions

- At the Patrician Academy we believe that all students have the right to learn in an orderly and caring environment and as a school we maintain high expectations of student behaviour.
- All students and teachers have the right to be treated fairly and with dignity, in an environment free from disruption, intimidation, harassment and discrimination.
- The school acknowledges that there may be cases of unacceptable behaviour where it will be in the best interests of the school community and/or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and expulsion are the options available to the Principal and/or the Board of Management. The school's Code of Behaviour outlines the expectations we have of our students and what is considered to be unacceptable behaviour.
- Suspensions allow students time to reflect on their behaviour, to acknowledge and accept responsibility for the behaviour which led to the suspension and to accept responsibility for changing their behaviour to meet the school's expectations in the future.



- The Patrician Academy is required under Section 23(2) of the Educational Welfare Act 2000 to include our procedures for Suspension and Exclusion in our Code of Conduct.
- The school's policies and procedures for the use of Suspension and Exclusion are in line with TUSLA guidelines.
- To facilitate the day to day running of the school, the decision as to whether or not to suspend a student has been delegated by the Board of Management to the Principal (or, in her absence, to the Deputy Principal).
- The Principal may suspend a student for up to and including 3 days without consulting the
- Board of Management. Suspensions of longer than 5 days in duration must be sanctioned by the Board of Management. No individual suspension may be longer than 10 days. An accumulation of over 20 day's suspension will be reported to TUSLA.

Grounds for Suspension/Exclusion

Suspension/Exclusion may be imposed for serious or persistent breaches of the School Code of Behaviour. A decision to suspend or a proposal to exclude a student requires serious grounds such as that:

- The student's continued presence in the school at that time constitutes a threat to safety.
- The student's behaviour has had a seriously detrimental effect on the education of other students.
- The student is responsible for serious damage to property.
- The student's behaviour has had a detrimental effect on the welfare of staff or other students.

Forms of Suspension

- Part of a behaviour management plan.
- Immediate suspension (only in exceptional circumstances e.g. threat).
- Suspension during a state examination (threat to the good order of the conduct of the state exams, should normally be approved by the Board of Management).

Behaviours that will Usually Result in Suspension

There are a number of behaviours that will lead to suspension or possibly exclusion, unless the Principal deems otherwise due to particular circumstances:

- Using foul and abusive language towards a member of staff or school visitor.
- Fighting or other physically aggressive behaviour.
- Possession of illegal substances.
- Extreme rudeness and/or defiance.



Suspension Procedures and Implementation

- Investigate the alleged misconduct.
- Apply fair procedures based on principles of natural justice.
- Inform student and parents of this complaint (by phone or in writing).
- Give parents and students an opportunity to respond.
- Make an objective decision based on the findings of the investigation.
- Impose the sanction (inform the parents in writing).
- Formal written records will be kept at all stages of the process and any conditions attached to the suspension.
- The Principal will report all suspensions to the Board of Management.
- The student will be reintegrated after suspension.
- The teachers will help the student to take responsibility for catching up on work missed.
- Students will collect and return work daily during the suspension, unless the Principal decides otherwise.

Appeals Against Suspension

All suspensions can be appealed in writing to the Board of Management, where the total number of days for which a student has been suspended in the current school year reaches

20 days. The parents/guardians, or a student over 18 years may appeal the suspension under Section 29 of the Education Act 1998.

Exclusion Procedures and Implementation:

The procedure for Exclusion is in line with TUSLA Guidelines. A summary of the procedural steps are as follows:

- A detailed investigation is carried out under the direction of the Principal. The investigation will follow the principles of natural justice.
- Parents/guardians and the student are informed of the procedure and kept up to date with the investigation
- A decision is made to refer the matter to the Board of Management (free from bias).
- The Principal makes a recommendation to the Board of Management.
- The Board of Management holds a hearing and considers the Principal's recommendation. The student and their parents/guardians are invited to attend the hearing.
- The Board of Management deliberates and makes a decision following the hearing.
- The Principal and parents/guardians are notified in writing of the decision.
- Consultations are arranged by the Educational Welfare Officer to ensure that arrangements are made for the student to continue in education.
- Confirmation of the decision to exclude will be communicated to the parents/guardians after 20 days.



Confirmation of the decision to expel

Where the 20-day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be expelled; the Board of Management will formally confirm the decision to expel (this task might be delegated to the Chairperson and the Principal). Parents will be notified immediately that the expulsion will now proceed. Parents and the student will be told about the right to appeal and supplied with the standard form on which to lodge an appeal. A formal record will be made of the decision to expel the student.

Appeals

A parent, or a student aged over eighteen years, may appeal a decision to expel to the Secretary General of the Department of Education and Skills (Education Act 1998 section 29). An appeal may also be brought by TUSLA on behalf of a student.

The Appeals Process

The appeals process under section 29 of the Education Act 1998 begins with the provision of mediation by a mediator nominated by the Appeals Committee (Department of Education and Skills). For further details about the Appeals process, including requirements for documentation, and the steps in the process, refer to current DES guidance.

Review of use of expulsion

The Board of Management should review the use of expulsion in the school at regular intervals.

Success Criteria and Monitoring

This reviewed Code of Behaviour was implemented on 3rd October 2019 following the agreement of all school partners and its approval by the Board of Management.

It will be reviewed as part of the normal Whole School Development Planning review cycle.



Modification Clause

The Board of Management in consultation with the school management team reserves the right to modify the details of the Code of Positive Behaviour at short notice in response to events or circumstances that were not foreseeable when the Code was being first drafted or subsequently reviewed.

Appendix 1: Covid-19 Protocols for Students

Students must adhere to all Covid-19 public health guidelines in operation in school. These guidelines and reminders of the same will be regularly communicated to students through tuition (by subject teachers, tutors, Year Heads), instruction by corridor/ break/lunchtime supervisors and through visual reminders in classrooms and on corridors. It is expected that students will be vigilant and co-operative at all times in observing all protocols in place to prevent the spread of Covid-19, while at school and on the way to and from school, including:

- Adhering to systems for entering/leaving the building
- Wearing a face covering in school at all times unless directed by staff when students can maintain 2m physical social distancing
- Strictly observing social distancing guidelines
- Adhering to systems for moving within and between classrooms
- Washing hands well and regularly
- Observing cough/sneeze/tissue etiquette
- Avoiding touching the eyes/nose/mouth
- Using sanitisers and disinfectant as required to clean and disinfect hands and frequently touched objects/surfaces
- Students should avoid sharing of personal equipment where possible
- Notifying and remaining absent from school if experiencing symptoms of the virus
- Following school procedures if symptoms of the virus manifest during the school day
- Carrying a Ziplock bag(s), kept in the school bag, for face covering(s) and sanitiser
- Putting face coverings correctly in to Ziplock bag when not in use
- Bringing home rubbish and waste from break and lunchtimes
- Wearing face coverings in line with public health guidance*

*Please note that students are required to wear face coverings that are compliant with HSE regulations and appropriate for the school context. If a student's mask is deemed noncompliant or inappropriate, a student will be given a face covering by the school. Refusal to wear a face covering in line with public health guidelines will be deemed a serious breach of the Code of Positive Behaviour and will be addressed accordingly.

In the event of student behaviour that is deemed not to be fully compliant with school protocols and/or a staff member's request in relation to Health and Safety, the student concerned is subject to the sanctions outlined in this document regarding negative/unwanted behaviour.

Coronavirus COVID-19



Coronavirus
COVID-19
Public Health
Advice

Help prevent coronavirus



Wash your
hands



Cover mouth if
coughing or sneezing



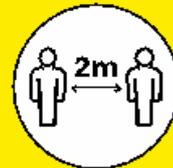
Avoid touching
your face



Keep surfaces
clean



Stop shaking
hands and hugging



Keep a safe
distance

The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.

Visit [HSE.ie](https://www.hse.ie)

For updated factual information and advice

Or call 1850 24 1850

Protection from coronavirus.
It's in our hands.



Riádas na hÉireann
Government of Ireland