

# AVONDALE COMMUNITY COLLEGE

Telephone: 0404-46445 / 46182 (Office)  
Fax: 0404-46424  
E-mail: adaleceadmin@eircom.net  
adalecestaff@eircom.net



Rathdrum,  
Co. Wicklow.

## **Behaviour Management Policy**

### **Scope**

This policy applies to all the members of our school community and relates to all school activities during and outside normal school hours. The policy was drawn up in consultation with all the school partners, including KWETB, Board of Management, staff, parents/guardians and students. The policy has been drawn up in accordance with statutory requirements and the policies of KWETB.

### **Relationship to School's Mission, Vision and Aims**

Avondale Community College aims to provide an excellent education for all students in an inclusive, caring and supportive environment.

This policy has been developed in line with the mission statement of our school "Learning to grow through respect and trust".

The college is committed to promoting the values of respect, concern and consideration for all. Everyone in our school community has a responsibility to treat others with respect and courtesy. We encourage positive contributions from all in the school community. We aim to provide an education appropriate to each student's intellectual, physical, personal, social, moral and spiritual needs in a changing world.

We endeavour to help students to attain the knowledge and skills necessary to become lifelong learners and responsible citizens, who strive to reach their full potential.

### **Rationale**

The purpose of this policy is to promote a healthy school culture where students mature and reach their potential in a positive learning environment. We believe that everyone has the right to be treated with dignity and respect. With this in mind we have built a strong pastoral care system which supports a respectful atmosphere throughout the school.

### **Goals/Objectives**

- To create a safe, secure learning environment for all students by promoting a sense of mutual respect amongst all members of the school community.
- To outline ways in which positive behaviour is encouraged and acknowledged.
- To allow for the appropriate involvement of all school personnel in promoting positive behaviour.
- To ensure that all partners understand the rationale behind the Behaviour Management Policy.
- To have effective procedures in place which will facilitate the day-to-day running of the school and which meet the demands of current legislation.
- To outline the strategies to be used to prevent poor behaviour.
- To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour.

### **Legislation and Existing Policy Documents.**

This policy follows recommendations set in the relevant Guidelines issued by the National Educational Welfare Board (Developing a Code of Behaviour: Guidelines for Schools, 2008). It was devised in consultation with the teaching staff in our school and was submitted to the Board of Management for ratification. It will be reviewed as part of the School Development Planning Process.

The following was adhered to in the creation of our Behaviour Management Policy:

- Article 42 of the Irish Constitution
- United Nations Convention on the Rights of the Student
- Education Act 1988
- Education (Welfare) Act 2000
- Equal Status Act 2000
- Child Protection Procedures
- Health and Safety Act 2005
- EPSEN Act 2004

### **Roles and Responsibilities**

Our school acknowledges the contribution and responsibility of all members of the school community in promoting positive behaviour and in dealing with and minimising negative behaviour.

### **Students**

The school community expects that students will at all times do their best to uphold the Behaviour Management Policy of the school.

### Parents and Guardians

Parents /guardians play a crucial role in shaping attitudes in their children which produce good behaviour in school. The school expects cooperation in supporting and upholding the code of behaviour.

### Staff

The school acknowledges the role of all school staff in the development and operation of the Behaviour Management Policy. The school recognises that a teacher's main focus is in the area of teaching and learning. Each teacher has responsibility for positive behaviour management within his/her own class.

All staff members have a part to play in the successful operation of the Behaviour Management Policy. Subject Teachers/Class Tutors/Guidance Counsellor, the Deputy Principal and the Principal all have specific roles to play in upholding the policy. In particular, each staff member has a responsibility to encourage positive behaviour and report incidents of misbehaviour.

### Board of Management

The role of the Board of Management is to ensure that a Behaviour Management Policy is drawn up in consultation with the parents/guardians, staff and students. The Behaviour Management Policy is based on the following key principles:

- a) The care, safety and welfare of students and staff
- b) Good relationships and co-operation among all the educational partners
- c) Personal responsibility
- d) The fair treatment of all

The Board of Management will ensure that the Behaviour Management Policy specifies the following:

- a) The standard of behaviour to be observed by students.
- b) The measures to be taken when the student fails/refuses to observe the standard.
- c) The procedure that must be followed before a student is suspended/expelled.
- d) The grounds for removing a suspension.
- e) The procedures to be followed relating to notification of a student's absence from school.

Parents/guardians and students may appeal to the board of management in cases of suspension or expulsion.

**Avondale Community College:**  
**Behaviour Management Policy - School Rules**

School rules apply in situations where students are wearing the school uniform, representing the school or when they are engaged in any school activity. Rules are there to safeguard students' right to learn and teachers' right to teach in a caring, safe and respectful environment.

Therefore, we expect

1. That you come to school every day and arrive safely and on time.
2. That you come to and leave school every day in full school uniform, neat and tidy.
3. That you carry your school journal with you in school every day and that you fill it in as required by your teachers.
4. That you have respect for people and property and that you report any accidental damage that you may cause.
5. That you do your best in class and at your homework.
6. That you come in properly prepared for your subjects.
7. That you behave in an appropriate manner around the school.
8. That you respect the school policy on mobile phones, other digital devices and internet usage.
9. That you respect the school policy on fostering health.
10. That any form of bullying is not tolerated.

**Avondale Community College: School Rules Explained**

**1. That you come to school every day and arrive safely on time. This means....**

- Students are expected to exercise due care while coming to and going from school.
- Students who drive motorcycles or cars to school should park their vehicle outside the school grounds as parking in the grounds is restricted because of additional temporary accommodation.
- That you are in the school building at least five minutes before morning tutorial classes begin.
- That you attend school every day unless it is absolutely unavoidable.
- That if you miss school you bring a note in your journal from your parent/guardian on your return to school and present it to your Class Tutor.
- That if you are late you sign in at the office before going to class.

- That if you are ill during the school day and need to leave the school, you **must** inform the Year Head, Deputy Principal or Principal. A phone call is made home through the school office and you **must** be signed out.
- It is a requirement that a parent or guardian collects you from the school office -in exceptional circumstances other arrangements will be agreed.
- That if you need to leave school during the day you **must** have a note from your parents/guardians which should be signed by your Year Head before you sign out at the office.
- That you proceed to all classes without delay and that you arrive to class on time.
- Students are expected to use designated toilets and lockers only during break times and at other times only with your teacher's permission.
- That you respect every student's personal space.

**Because:**

- Time missed is hard to make up.
- The school is entitled to an explanation for your absence.
- It is expected that a late arrival to school be explained out of courtesy.
- Out of school or when you are with a school group, your behaviour will reflect on the school.
- Going to the toilets/lockers during or between classes and arriving late for class disrupts the teaching and learning.

**2. That you come to and go from school in uniform, clean and tidy. This means....**

- That you wear the full school uniform at all times except when otherwise directed by the school.
- That the official school jacket should be worn to and from school. Non uniform jackets are not allowed.
- That you are required to bring the appropriate sports gear for participation in timetabled Physical Education classes and after school activities.
- Appropriate discreet jewellery is allowed. Students may wear small neat earrings. Visible body and facial piercings or excessive jewellery is not allowed. Students may be asked to remove all jewellery during practical classes. This jewellery is stored at student's risk.
- Hair style/colour should be in keeping with a dress code suitable for school as deemed acceptable by school management. No rainbow colours are allowed. Hair needs to be neat and out of students' eyes. Hair should not be shaved.

- Facial make-up should be light and natural.

**Because:**

- Students should wear their uniform with pride, be dressed suitably for school activities and be good ambassadors when representing the school.

**3. That you have your school journal with you in school every day. This means....**

- That your journal must be on your desk during class.
- That your journal is available for your Teacher/Tutor/Year Head/ Deputy Principal/ Principal to see at any time.
- Notes from parents/guardians to school may be written in the journal.
- Notes from school to parents may be written in the journal.
- That your journal should be kept neat and graffiti free.
- Should you lose your journal it will need to be replaced at a cost of €10.

**Because:**

- Your journal is important for communication between school and home and home and school.
- Your journal is for noting class work and homework on a daily basis.

**4. That you have respect for people and for property and that you report any accidental damage that you may cause. This means....**

- That you help and treat other students, all staff and visitors to the school with good manners and respect.
- That you do not engage in any form of bullying behaviour.
- That you should proceed in an orderly fashion around the corridors and all school environs.
- That you refrain from the using offensive or abusive language.
- That you respect the school property and the property of other people.
- That you use the appropriate litter bins in classrooms, in social areas and in the school grounds.
- That you do not break, damage or deface school property.
- That you report any accidental damage you may have caused to a member of staff.

**Because:**

- Like you, everyone is entitled to good manners and respect.
- Everyone is responsible for helping to keep the school environment pleasant.

- Staff and students are entitled to your respect, co-operation and good manners.
- Bullying causes fear and hurt.
- Rough/Boisterous behaviour can lead to accident or injury.
- Offensive or abusive language shows disrespect and can cause hurt.
- You expect others to show respect for your property.
- Others have to use the school property and repairs/replacements are expensive.

**5. That you do your best in class and at your homework. This means....**

- That you listen in class to your teachers.
- That you don't disturb the class.
- That you do your homework every night, written and oral and that you revise the day's work to the best of your ability.
- That you always have your journal with you in which you note your homework e.g. (Date, time and question numbers) and the topics that you have covered in class.
- That you get your journal signed by your parent/guardian each week.
- That your parent or guardian writes a note when illness or other family reasons is the cause of incomplete or no homework presented.
- That if you need to leave your classroom, you must get permission from your teacher who will then sign your journal.
- If you are needed by another teacher, you must get the teacher to sign your journal.
- That you help keep your classroom tidy.

**Because:**

- The teacher working with you and helping you.
- Disturbing the class is unfair to others who want to concentrate and get on with their work.
- Homework and revision reinforce the work completed in class.
- Your journal helps you to remember what you have to do.
- Getting your journal signed lets your parents/guardians see how you are progressing.
- Getting your journal signed to leave the classroom helps keep a record of your time missed and lets other teachers know that you have permission to be out of class.
- It is important to take responsibility for tidying up after yourself.

**6. That you come to school prepared for your subject. This means....**

- That you have the pens, books, copies and other materials required for each class.
- That you bring in any special materials/equipment needed for class.
- That all bags, books and homework journals be kept in good condition and free of graffiti.
- That you will be responsible for the safe custody of your own property.

**Because:**

- It is impossible to work on a subject without the correct materials/equipment needed.
- Not having items needed for class causes distractions and wastes valuable teaching and learning time.
- Graffiti can offend others. Neatness helps students stay organised.

**7. That you act in an appropriate manner around the school. This means....**

- That you proceed quickly and quietly to each class.
- That you wait quietly for your teacher while lining up outside the classroom.
- That you avoid wasting time in the toilets or on the corridors during break times or at any other time.
- That eating and drinking is allowed within the school building only at specified times and in specified areas.
- That you take your small break and lunch break in the manner and areas specified and obey the instructions of the staff member and prefects on duty.

**Because:**

- Lining up quietly is safer.
- Wasting time in toilets and on the corridors leads to congestion.
- Specified places for eating/drinking helps to keep the school clean and pleasant.
- Obeying break time rules and staff instructions is safer and helps with supervision.

**8. That you respect the school policy on mobile phones, other digital devices and internet usage. This means...**

- That mobile phones, iPod etc. should be *powered off/silent* unless used under supervision of the teacher.
- Inappropriate use of recording devices, camera, video or internet is forbidden.

**Because:**

- Staff and students are entitled to your respect, co-operation and good manners.
- Bullying causes fear and hurt.

**9. That you respect the school policy on fostering health. This means....**

- That chewing gum is forbidden in the school building and grounds.
- That Energy/Fizzy drinks are not recommended.
- That smoking is forbidden in school, going to or from school, when representing the school or when engaged in any school activity.
- That the possession, selling of or use of alcohol, cigarettes, drugs or other banned substances is strictly forbidden while in uniform, on school grounds or when representing the school. Any abuse of this rule will be considered a serious breach of school rules.

**Because:**

- Chewing gum destroys floors, school furniture, etc. It is a possible health hazard and bad for the environment.
- We operate a “Healthy Eating” policy.
- Smoking by students is prohibited in schools under The Public Health (Tobacco) Act and breaches of this may have serious implications for students and for schools.
- Students should be good ambassadors when representing the school.

**Preventative Measures**

In our school, students will be encouraged in their endeavours to uphold the Behaviour Management Policy by use of the following measures:

- a. The Behaviour Management Policy is circulated to the parents/guardians of all students in the school via the school journal.  
Parents/guardians are asked to read it with their son/daughter and to sign their agreement with it. By doing so, they acknowledge and affirm their support and co-operation with it. This is to ensure that parents/guardians and students understand our rules, why they must be adhered to and the procedures that will be followed if the rules are not upheld.

- b. At the beginning of the first term every year, each class group works through the Behaviour Management Policy with a tutor and any amendments to the policy are highlighted. This reminds students of the content of the policy given that they have been out of our school environment for three months.
- c. Students are made aware of the possible adverse effects of the following:
- Participation by students in employment during school term.  
Entertainment / social activity.  
Substance misuse.
- Students are frequently made aware of the expectation of good behaviour and the sanction for poor behaviour under the school's Behaviour Management Policy.
- d. Issues such as Bullying, Racism, Sexism, Harassment, Violence, Substance Misuse, etc. are discussed with the students during their time in school, using current legislation, current affairs and/or outside agencies. This is to help the students understand these issues so that they can base their thinking, understanding and action on factual information and in line with the values espoused in our school.

### **Rewards**

In our school teachers may use the following methods to reward students for upholding the Behaviour Management Policy:

- Verbal praise by the teacher.
- Positive comment regarding the student to Tutor/Year Head/Deputy Principal/Principal.
- Verbal praise of students at assembly.
- Positive notes of affirmation in the school journal.
- Leadership roles given to students, e.g. team leader for special project or class representative, membership of the Students' Council, Buddy and Senior Prefect roles.
- Positive reward trips.
- Brief, positive note home to parents/guardians.
- Highlight curricular/extracurricular achievements on notice board in classroom and social media

- Display of students' work around the school.
- Credit System.

Finally, it is not possible to encompass or refer to every possible rule relating to student behaviour in our school environment. However, the school accepts students into the school environment with the expectation that they embrace and adhere to the characteristic spirit of the Behaviour Management Policy of Avondale Community College.

**THIS POLICY IS SUBJECT TO CHANGE AT THE DISCRETION OF MANAGEMENT.**

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**DECLARATION**

We the parents/guardians /guardians of \_\_\_\_\_  
 Class\_\_\_\_\_ have read this Behaviour Management Policy  
 and we undertake to ensure that our daughter/son must adhere to it while s/he is  
 in the school.

We accept the school authority's right to impose sanctions from time to time.

We accept that it may be necessary for us to re-enrol our daughter/son each year  
 if her/his behaviour is seriously and regularly in breach of this code.

*Signed:* \_\_\_\_\_ *and*  
 \_\_\_\_\_ *[Parents/Guardians]*

**Date:** \_\_\_\_\_

I \_\_\_\_\_ have read this Behaviour Management Policy  
 and I undertake to ensure that I will adhere to it.

*Signed:* \_\_\_\_\_ *[Student]*

**Date:** \_\_\_\_\_

## Avondale Community College: School Rules

### Strategies for Dealing with Breaches of Code of Behaviour:

Any serious student misbehaviour will be recorded and records maintained in a student file. The issue is normally dealt with by the teacher concerned. Ongoing problems or more serious issues are dealt with by

1. The Class Teacher
2. The Year Head
3. The Deputy Principal
4. The Principal

Praise, encouragement and reward will be used to encourage positive student behaviour and academic success.

The school affirms that these strategies may be used to promote good behaviour:

- Communication with parents/guardians.
- Positive behaviour rewards for students.
- Early as possible identification of 'at risk' students regarding behaviour.
- Establishment of close links with the homes of 'at risk' students.
- Promoting contacts with other schools and bodies engaged in youth work.
- The development of programmes designed to encourage positive behaviour and personal responsibility in students.
- The school operates regular staff meetings in which our current strategies are evaluated.
- The development of whole school structures in a positive and proactive attempt to deal with the issues of attendance and behaviour.
- Regular evaluation of the school's operation as it relates to attendance and behaviour issues, with a view to encouraging an atmosphere of positive behaviour in the school.
- Communications with a view to modifying and improving misbehaviour.
- Reprimand student.
- Temporary separation from peers, friends and others.
- Loss of privileges, for example, use of ICT facilities
- Restitution/Restorative practice
- Detention during breaks or outside school hours.
- Prescribed additional work.
- Suspension on a temporary basis.
- Expulsion.
- Other strategies that may be of relevance the school may employ.

### **Sanctions**

- Suitable sanctions will be imposed to suit the particular needs and circumstance of the case.
- Students are made aware of the expectations under the school's behaviour management policy.
- The school will endeavour that the rules of natural justice apply in

the context of dealing with student misbehaviour.

- Where students are detained outside of school hours, parents/guardians will be informed in advance of said detention.
- The school reserves the right to take immediate disciplinary action in the interests of the good management of the school.

- Suspension from class/school. (See Appendix 1)
- Expulsion from school. (See Appendix 1)

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## Suspension

Students attending the school may be suspended as follows pending investigation and /or discussion with parents/guardians.

- (a) For serious misbehaviour.
- (b) For an unacceptable level of repeated misdemeanours.
- (c) For bullying, insulting, aggressive, threatening or violent behaviour towards others in the school, or when identifiable with the school.
- (d) For the supply/possession/use of alcohol and/or illegal drugs.
- (e) For the supply/possession/use of weapons/dangerous materials/substances.
- (f) For behaviour that may be a danger to self to others, under the terms if the Health and Safety Act 1989.
- (g) For racist behaviour and/or the supply/possession /use of racist material.
- (h) For behaviour that is contrary to the terms of the Equal Status Act 2000.
- (i) For sexual harassment and /or the possession/supply/use of pornographic material.
- (j) For abusive language/behaviour towards staff.
- (k) This list is not exhaustive.

The Principal reserves the right to suspend any student for breaches of the Behaviour Management Policy.

Where there are repeated instances of misbehaviour, the parents/guardians shall be requested, to attend the school, or other suitable location for discussion. If the parents/guardians and/or the students do not give an undertaking that the student will behave in an acceptable way in the future, the pupil may be suspended for a period to be determined by the Principal or the Board of Management as follows:

- Where the period of suspension is for 5 or more consecutive school days.
- Where the aggregate number of days on which a student has been suspended in any school year is 20 or more days.

The Educational Welfare Officer will be informed.

## Expulsion

- 1 Expulsion will be considered only in the gravest circumstances and only after every reasonable effort at rehabilitation has failed.
- 2 When an act of gross misconduct occurs, expulsion may be necessary to protect the safety and rights of others in the school without recourse to the provisions outlined in 1 above. The principles of natural justice and fair procedure continue to apply.

- 3 The following procedures will be followed prior to a student being expelled from the school.
- a) Where expulsion may be the outcome of a breach of the Behaviour Policy of the school, the Principal, Deputy Principal and/or other appropriate persons may conduct an investigation into any reported misbehaviour or breach of school rules.
  - b) A student may be suspended pro tempore pending a full hearing of the case, provided this does not interfere with the said student's statutory rights or with the principles of natural justice.
  - c) During the course of any investigation, all relevant persons shall be interviewed and notes taken of any such interviews.
  - d) The Principal will write to the parents/guardians of the student concerned (or the student if he/she has reached 18 years) informing them of the allegations and inviting them to the school for discussion.
  - e) The Principal may call an emergency meeting of the Board of Management and recommend that the student be suspended pending a full hearing, if this is considered to be in the best interest of the student and/or others in the school.
  - f) The Principal may make a decision to recommend expulsion and will then notify, in writing, the parents/guardians of the student concerned (or the student if they have reached 18 years) and the Educational Welfare officer, where appropriate, of the decision and that this decision is subject to the approval of the Board of Management. Copies of notes taken and statements made in the course of the investigation will be forwarded to the parents/guardians and/or Educational Welfare officer. Where there may be a breach of confidentiality a summary of notes taken and statements made will be forwarded instead.
  - g) The Principal will notify the parents/guardians of the student concerned (or the student if they have reached 18 years) and the Educational Welfare Officer, where appropriate, of their right to be heard before the Board of Management and of their right to appropriate representation.
  - h) A meeting of the Board of Management will be convened within 10 working days of this notification as outlined in 3 (f) above

The procedures outlined hereunder will be followed in the course of a Board of Management hearing at which it is proposed to expel a student from the school.

- a) The principal will present the case on behalf of the school and will propose expulsion.
- b) The parents/guardians of the student concerned (or the student if they have reached 18 years), or their representative and/or the Educational Welfare Officer, where appropriate, will be afforded the opportunity to respond.
- c) Members of the Board of Management will have the right to question the Principal and/or parents/guardians of the student concerned (or the student if they have reached 18 years) or the Educational Welfare Officer.
- d) Each side will be afforded the opportunity to cross examine each other through the chair.
- e) Each side will be afforded the opportunity to sum up, by way of final comment.
- f) The Principal, the parents/guardians (or the student if they have reached 18 years), the Educational Welfare Officer and their representatives will

withdraw to enable the Board to make a decision, but will remain available for clarification purposes if required.

- g) In the absence of the Principal, the Board will elect a recording secretary from among their members.
- h) The Board may make the following decisions.
  - i To recommend to KWETB that the student be expelled
  - ii To suspend for a period to be decided by the board
  - iii To refer the matter back to the Principal for further investigation
  - iv To reinstate the student in the school

The following procedure will be followed at the conclusion of a meeting of the Board where a decision was made to recommend expulsion or suspension of a student.

- a) Where the board decides to recommend expulsion or suspension, parents/guardians of students who have not yet reached the age of 18 years (and students who have reached 18 years) and the Educational Welfare Officer, where appropriate, shall be informed in writing by the Principal of the decision of the Board of Management and of their right to appeal this decision to KWETB, under the terms of the Education Act 1998, Section 29. The appeal shall follow procedures as laid down in Circular Letter M48/01. This appeal must be made within 14 calendar days of the decision being handed down.
- b) When the Board of Management is of the opinion that a student who is of compulsory school age (or where a student has not completed 3 years of second level education) should be expelled, it will notify the Educational Welfare Officer in writing of its opinion and the reasons therefore and it will co-operate, in as far as is practicable, with the Educational Welfare Officer in this regard.
- c) If having considered the decision of the Board of Management, or an appeal of that decision, KWETB decided to uphold the recommendation to expel, the parents/guardians (or the student if they have reached 18 years) and the Educational Welfare Officer, where appropriate will be informed of their right to appeal this decision to the Secretary General of the Department of Education and Science under the terms of the Education Act 1998, Section 29.
- d) A student of compulsory school going age (or a student who has not completed 3 years of second level education as appropriate) will not be expelled from the school before the passing of 20 school days following receipt of notification by the Educational Welfare Officer. This is without prejudice to the right of the Board of Management and KWETB to take such other reasonable measures, as is considered appropriate to ensure the good order and discipline of the school and that the safety of students is secured.