

MICC Pupil Behaviour Management Policy

Introduction

The Pupil Behaviour Management Policy of Maria Immaculata Community College is based on mutual respect, co-operation and natural justice. It acknowledges and has regard for the rights and responsibilities of all parties within the school community as well as the wider community. The policy reflects the ethos and aims of the college and is supportive of them. It is based on a whole school approach. Through the implementation of this policy, we aim to provide a positive teaching and learning environment for all. The policy shows that we seek to adopt a corrective rather than punitive approach to inappropriate behaviour.

Outlined in this policy is the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour. It requires the understanding, support and co-operation of all the stakeholders in the college. This includes Board of Management, pupils, parents/guardians, teachers and ancillary staff.

Rationale

The development, formulation and implementation of positive educational experiences is a significant part of our whole school ethos and mission statement.

Relationship to the School Ethos

In line with the ethos of our college each child's personal, social, spiritual, emotional and academic development is a priority.

The development of self-discipline, good manners and consideration, and respect for others and their property, are of prime importance. The College endeavours to make each and every student feel safe and respected.

The MICC Pupil Behaviour Management Policy works in conjunction with the MICC Affirmation Policy, the MICC Social Media Policy, the MICC Acceptable Usage Policy, the MICC Anti-bullying Policy and the MICC Child Protection Policy.

Aim

This policy is based on mutual respect, co-operation and natural justice. It aims to develop a framework for positive behaviour for the students of the college and to work towards the full implementation of this policy.

Objectives.

- To set out the standard of behaviour expected of each student.
- To emphasise the development of self-discipline, good manners and consideration of others.
- To provide a positive teaching and learning environment for all.
- To adopt a corrective rather than punitive approach to inappropriate behaviour.
- To support parents in their primary role as educators in relation to positive behaviour.
- To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour.

Code of Behaviour

Implementation of the Code of Behaviour

The remit of the Code of Behaviour covers all school activities both inside and outside the school. It also covers all school journeys. The implementation of the Code of behaviour is based on a “ladder system”. The basic principle of this system is that the higher up the ladder system an incident is dealt with the more serious it is viewed. The severity of the sanctions imposed will reflect the severity of the misbehaviour.

Level 1	Subject Teacher
Level 2	Class Teacher
Level 3	Year Head
Level 4	Deputy Principal
Level 5	Principal
Level 6	Board of Management

Where it is deemed necessary, the Principal or Deputy Principal will refer a student for counselling/assessment after consultation with the relevant parties.

NB: For the purposes of this policy ‘staff member’ represents an individual empowered by the school authorities to carry out any duties associated with the business of the school.

General Expectations

The College expects that each student will:

- Behave in an orderly manner; show respect for and courtesy to, fellow pupils, college staff and visitors.
- Avoid involvement in any activity that might endanger his/her own welfare or that of others. This includes interaction via any form of technology.
- Listen to and follow the instructions of staff members.
- Show respect for college property and the property of others.
- Be a positive and dignified representative of the college at all times.
- Show a willingness to engage in restorative justice should the need arise.

Specific Rules

In addition to the above, students are expected to observe the following specific rules.

- Be in attendance in school on each school day.
- To be excused from school a student must have the written consent of a parent/guardian. This written consent must state the reason for being excused and the name of the person collecting the student, if not a parent/guardian. This note must be signed by an authorised member of school staff (Class Teacher, Year Head, Deputy Principal or Principal). Any student leaving school during the course of the day must be collected from the school by a parent /Guardian or the person named in the note.
- Have a written note from a parent/guardian explaining any absence from school, to be presented on the day of return.
- Wear the full school uniform at all times during the school day.

- A student unable to wear the full school uniform for a medical reason must provide the school with an explanatory medical certificate.
- Repairs to uniform must be made within two days of it being noted in the journal.
- Jackets, scarves etc. should be placed in lockers or out of sight for the duration of the school day with the exception of break and lunch times.
- A watch, stud earrings and chain are the only items of jewellery allowed. On health & safety grounds chains/necklaces must only be worn inside the college uniform. On Health and Safety grounds, rings, nose studs, eyebrow jewellery or other piercing are not allowed.
- Gather in assigned areas before school, at break times and while waiting for transport in the evening.
- Move around the college in an orderly manner. Keep to the left on stairs and in congested areas.
- Be on time for school and for all classes and activities.
- Use the student journal to list and organise homework.
- Get the journal signed weekly by a parent/guardian.
- Food and drink should be consumed at breaks and lunchtimes only.
- Only use sweet and drinks machines at designated break times.
- Only use the canteen at designated break times.
- Keep the school and surrounding area free of litter.
- Not chew gum within the school grounds.
- Smoking is forbidden within the college grounds, in uniform or while on school activities
- Have mobile phones, iPods, MP3 players and all other such devices, switched off and out of sight for the duration of the school day. The use of any recording equipment is strictly prohibited.
- The use of school related material/images without approval of school management is strictly prohibited.
- Be thoroughly familiar with Fire Drill Procedures. In the case of an alarm sounding, follow the directions of school staff immediately and carefully.
- The possession or use of any illegal or harmful substance is forbidden.
- Wear safety belts while travelling on school buses and adhere to appropriate behaviour.
- Refrain from damaging school property or the property of others.
- Report any damaged or broken property immediately.
- Use of lockers is limited to before/after school, small break and lunch time. Students may be allowed access to lockers for the safe storage of materials for practical classes.
- Driving or parking of student vehicles on school grounds is strictly prohibited.
- Not to engage in any form of bullying as stated in MICC anti bullying policy.

Ladder of Sanctions

1. Basic Infringements

Examples of basic infringements include:

- Being without homework journal in class.
- Disruption of the class.
- Eating or drinking in class.
- Being late for class or not seated or not organised at class starting time.
- Being without books/materials for class.
- Homework or study not completed on time.
- Absence notes not presented.
- Wearing jackets/caps excessive jewellery during the school day.
- Chewing gum.

- Having an iPod or MP3 player or other such device either switched on or in view during the school day.
- Incorrect/incomplete uniform.
- Going to a locker between or during classes, without written permission from a staff member.

One or more of the following sample sanctions may be imposed

- A verbal warning.
- Offending items taken into safekeeping.
- Change of seat in class.
- Note in the student's journal (to be signed by parent/guardian).
- Extra schoolwork assigned.
- Daily Progress Report Card 1(Yellow)
- Withdrawal from class
- Detention (Refer to appendix 1 for definition of detention).

2. Serious Infringements

Examples of serious infringements include:

- Repeated incidents of basic infringements
- Misuse or defacing a homework journal or textbooks.
- Inappropriate, anti-social, rough or boisterous behaviour.
- Shouting, name calling, use of foul language.
- Persistently misbehaving in class, deliberately disrupting class work.
- Skipping classes, leaving school without permission.
- Regular lateness for school
- Wilful damage to school property or the property of others.
- Forging the signature of a Parent/Guardian/staff member
- Cheating in a school examination.
- Presenting a poor school image when representing the school.
- Insolence or back answering to a staff member.
- Lying to a staff member.
- Ignoring or defying a legitimate instruction of a staff member.
- Challenging the authority of a staff member to check inappropriate student behaviour.
- Having a mobile phone either switched on or in view during the school day.

One or more of the following sample sanctions may be imposed.

- Detention(Refer to appendix 1 for definition of detention).
- Extra Schoolwork.
- Daily Progress Report Card (Yellow)
- Withdrawal from school activities.
- Progress Report Card 2 (Red – Students on red card are not permitted to go on extra-curricular activities)
- Full payment for the cost of repairing or replacing damaged property.
- Referral to the Deputy Principal.
- Suspension.

3.Gross Infringements

Examples of gross infringements include:

- Repeated incidents of serious infringements.
- Bullying.
- Stealing.
- Intimidation.
- Physical assault or injury of another person.
- Smoking in school or while on school activities.
- Use of foul or inappropriate language in the presence of a staff member.
- Possession or use of any illegal or harmful substances.
- Deliberate damage to school property or the property of others.

One or more of the following sample sanctions may be imposed

- Detention (Refer to appendix 1 for definition of detention).
- Full payment for the cost of repairing or replacing damaged /stolen property.
- Withdrawal from school activities.
- Progress Report Card 2 (Red – Students on red card are not permitted to go on extra-curricular activities)
- Suspension
- Permanent exclusion from the school.

Suspension and Permanent Exclusion

The Articles of Management of the college gives authority to the Principal to suspend or permanently exclude a student from the school.

- In the case of a breach of discipline, which the Principal judges grave, s/he has the power to suspend a student from attendance at class at the college for a specified period.
- In the case of a more serious breach, the Principal has power to exclude a student on a permanent basis from attendance at the college.
- Suspension may be applied after repeated serious infringements or a gross infringement. School procedures will be followed before such action is taken, and the co-operation of parents will have been sought.
- Permanent exclusion is a last resort and may be applied after gross infringement or repeated gross infringement. School procedures will be followed before such action is taken, and the co-operation of parents will have been sought.
- In either case, the Principal will issue a letter to parents/guardians indicating the suspension/permanent exclusion by letter within two working days of the decision being made.
- Under the Education (Welfare) Act 2000, Part 111, 21, the school is obliged to report to the National Educational Welfare Board if a student is permanently excluded or if a student has been suspended for 6 days or more, cumulatively.
- A decision to suspend or permanently exclude can be appealed to the Board of Management under section 29 of the Education Act 1998.

Rights of Parents /Guardians/ Students aged eighteen or over to appeal a suspension/permanent exclusion

- If on consideration of the findings of an investigation, a Principal is of the opinion that a suspension of not less than 20 days or an aggregate thereof, or a permanent exclusion is deemed necessary, she/he, or an appointed representative, will discuss the issue with the parents/guardians of the student, and with the student if aged eighteen years or over, and will set out in clear terms:
 - 1) The allegation
 - 2) The findings of the investigation
 - 3) The sanction to be imposed

- Parent/Guardian/Student will then be notified in writing of their right to appeal the decision to the Board of Management.
- If the parent/guardian/student aged eighteen or over, accepts the opportunity of a Board hearing, they will be notified of the date of the hearing and furnished with copies of all notes, correspondence and statements, relevant to the investigation, which will be presented at the hearing.
- The parent/guardian/student aged eighteen or over, will be notified in writing of the outcome of the Appeal Hearing.
- A decision by the Board of Management can be further appealed to the County Cork VEC (within 14 days) of receipt of a letter from the Board of Management and, thereafter to the Secretary General of the Department of Education & Science in accordance with the provisions of Section 29 of the Education Act 1998.
- In accordance with the Education Welfare Act 2000, Part 111, 21, if a suspension of 6 days or more, or a suspension that brings the student's total absence to 20 days for that school year, the Education Welfare Officer (EWO) for the school will be informed in writing.
- Whenever a student's name is to be removed from the register, the EWO will be notified.

Specific Sanctions

One or more of the following sanctions may be imposed

Incorrect Uniform.

Sanction:

- Caps, jackets etc will be taken for safekeeping.
- A note will be put in the appropriate section of the student's journal.
- Detention
- Withdrawal from class.
- Suspension
- Spare uniforms may be available for students who are not in complete uniform.

Use of drinks/sweet machine/canteen between or during class.

Sanction:

- Sweets or drinks taken from machines/canteen between or during classes will be confiscated.
- These will be returned on request at the end of the school day.

Use of a Mobile phone, I-pod or MP3 player, other such devices

Sanction:

- The phone, iPod or MP3 Player etc. will be taken by the teacher and given to the Principal /Deputy Principal for safekeeping.
- The phone, iPod or MP3 Player will be returned after a period of **one calendar week**.

Leaving School without permission

Sanction:

- The parents/guardians of the student will be informed by the school.
- After school detention will be given.
- Suspension

Truancy.

Sanction:

- The parents/guardians of the student will be informed by the school.
- After school detention will be given.
- The student will be required to give an undertaking to improve his/her school attendance
- Suspension

Continuous Absence from School.

Sanction:

- The Principal will be notified if a pattern is noticed.
- Parents/guardians will be notified
- A strategy to support the student's return to school will be put in place.
- Support agencies will be involved as appropriate.
- The National Educational Welfare Board will be informed where necessary.

Improper use of the School Journal.

Sanction:

- Verbal warning.
- Extra schoolwork.

- Detention.
- Serious defacing/forging/damaging a journal will be referred to the class teacher/year head.
- The student will have to replace the journal if it is badly defaced.

Forgery.

Sanction:

- Parents/guardians will be informed of the incident.
- Detention.
- Suspension.

Persistent Lateness.

Sanction:

- Note in the student's journal.
- Extra schoolwork assigned.
- Detention.
- Withdrawal from class.

Smoking.

Sanction:

- Parents/guardians will be informed of the incident.
- Confiscation of the cigarettes.
- Suspension.

Use of foul or inappropriate language.

Sanction:

- Parents/guardians will be informed of the incident.
- Suspension

Littering.

Sanction:

- Cleaning duties will be assigned
- Detention.

Chewing Gum.

Sanction:

- Student will be asked to dispose of the gum.
- Cleaning duties will be assigned.

Appendix 1

Definitions of Detention:

Lunchtime Detention:

A maximum of twenty minutes to be served during lunchtime. One day's written notice will be given in the school journal.

After School Detention:

One hour to be served after school. One day's written notice will be given in the school journal.

Appendix 2

CLASSROOM CHARTER:

1. A very high standard of behaviour is expected from all students at all times.
2. Complete all work to the best of your ability.
3. Be on time for all your classes.
4. Line up outside your classroom and wait quietly for your teacher.
5. If a teacher does not arrive one student should go and inform the office.
6. Enter and leave the classroom in a quiet and orderly fashion.
7. Sit in your assigned place.
8. Always have your journal with you and record your homework accurately.
9. All homework should be completed on time.
10. Present your journal if requested.
11. Have your journal and all materials needed for the class on your desk before the teacher arrives.
12. Follow the instructions of staff members the first time you are asked.
13. Only go to lockers at break times, before and/or after school.
14. Allow the teacher and other students to work uninterrupted and without distraction.
15. Raise your hand and wait quietly for your teacher's attention if you have a question or comment.
16. Before you finish working or when leaving the room at the end of the class, wait for the teacher's permission.
17. Items of clothing, which are not outlined as part of the school uniform, are not to be worn in class or in the corridors.
18. If leaving the room, place your chair under your desk and leave in an orderly fashion.
19. If yours is the last class of a day in a room, all chairs should be put on desks, windows should be closed and the room should be left clean and tidy.
20. If you notice graffiti or damage to school property, please report it immediately

Appendix 3

Using the Discipline System: A Guideline for Teachers

It is imperative for the integrity and effectiveness of the Discipline System, that it be used in a uniform and coherent manner. The following approach is designed to suggest one possible strategy of implementation.

In considering breaches of discipline, the following broad parameters would be used in assessing the seriousness of the case. These parameters would attempt to grade the level of indiscipline on a five-point scale as follows:

1. Level One

This involves individual cases of unsatisfactory school-work or class-work. These should be dealt with by the subject teacher.

2. Level Two

Individual instances of disruptive behaviour in class (e.g. talking to another student at an inappropriate time). These should be dealt with by the Subject Teacher. A note should be put in the student journal by the Subject Teacher, prior to intervention by the Class Teacher.

Disruptive behaviour outside the class should be dealt with by the teacher present or reported to the Class Teacher who will take the appropriate action.

Class Teacher has the discretion to refer incidents to the Year Head.

3. Level Three

(a) Continuous and/or systematic disruption of an individual class even after all sanctions available to the subject teacher have been exhausted.

(b) Continuous and systematic disruption across a range of classes.

Referral to the Class Teacher/Year Head

4. Level Four

Major non-compliance with a teacher. This involves any behaviour whose specific purpose is to undermine the teacher's authority. This is the kind of behaviour that involves deliberately "taking on the teacher".

Damage to college property or the property of any other individual.

5. Level Five

This involves instances of gross misconduct. Any form of threatening or abusive behaviour towards any member of the school community falls into this category. Physical or verbal assault is included here.

Referral to the Class Teacher/Year Head and from there at the discretion of the Year Head, to the Deputy Principal.