

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.

Expectations of students

1. Students must at all times treat all members of the school community with respect and courtesy. Equally it is expected that at all times students respect all school property and the property of others.
2. On their way to and from school and on school activities students are expected to be a positive and dignified representative of the college
3. Students will be in attendance in school each school day. Any absence must be explained by a note to the Class Tutor/Year Head/Deputy Principal/Principal.
4. Students must remain on the school campus throughout the school day. In the event of an appointment students must bring in a note to their Class Tutor/Year Head/Deputy Principal/Principal prior to leaving. The student must be collected by a Parent/Guardian or a person named in the note.
5. Students are expected to move around the college in an orderly manner. Students are also expected to arrive to each class on time.
6. Students are expected to support in every possible way learning and teaching in every classroom. Students are required to complete set homework, to study and revise and to use the homework journal appropriately. Students are required to have the necessary equipment so as to participate fully in class.
7. Students must only use devices (mobile phones, tablets, laptops, etc) for educational purposes and with the expressed permission of their teacher. Students are expected to be respectful of everyone when engaged in online learning activities.
8. Full school uniform worn neatly is compulsory each day. Any extra clothing must be worn under the uniform. A watch, stud earrings and chain are the only items of jewellery allowed.

Rings, nose studs, eyebrow jewellery or other piercings are not allowed. On the days that students have Physical Education the designated PE uniform can be worn for the full school day.

9. Students must not be in possession of nor use any illegal or harmful substances. Students are forbidden to smoke or use e-cigarettes anywhere on the school campus.
10. 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.

Ladder of Sanctions

1. Basic Infringements:

Examples: of basic infringements include:

- Being without homework journal in class
- Disruption of the class (including any online classes)
- Eating in class
- Being late for class or not seated or organised at class starting time
- Being without books/materials for class
- Homework or study not completed on time
- Absence for class not explained by note from home
- Wearing jackets/caps or excessive jewellery during the school day
- Chewing gum
- Having any digital device either switched on or in view during the school day without the expressed permission of a staff member
- 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
- Withdrawal from class
- Detention (Refer to appendix 1 for definition of detention)
- Removal of online privileges for a specified period of time

2. Serious infringements

Examples of serious infringements include:

- Repeated incidents of basic infringements

- Misuse or defacing a homework journal or textbooks
- Misuse of school approved digital applications/digital devices
- 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 the legitimate instruction of a staff member
- Challenging the authority of a staff member to check inappropriate student behaviour
- Having a digital device 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 school work
- Daily Progress Report Card
- Withdrawal from school activities
- Removal of online privileges for a specified period of time
- Progress Report Card 2
- Full payment for the cost of repairing or replacing damaged property
- Referral to the Deputy Principal
- Suspension
- Note in the student's journal (to be signed by parent/guardian)

3. Gross Infringements

Examples of gross infringements include:

- Repeated incidents of serious infringements
- Bullying
- Stealing
- Intimidation
- Behaviour that is racist/gender discriminatory in tone or the attitudes that underpin it.
- Physical assault or injury of another person
- Smoking/Vaping 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 repayment for the cost of repairing or replacing damaged/stolen property
- Withdrawal from school activities
- Progress Report Card Note in the student's journal (to be signed by parent/guardian)
- Suspension
- Permanent exclusion from the school

Suspension and Permanent Exclusion

- In the case of a breach of discipline, which the Principal judges grave, the Board of Management has delegated the ability to suspend a student from attendance at class at the college for a period of 1-3 days. Suspensions of more than 3 days can only take place in consultation with the Chairperson of the Board of Management. Any suspension over 5 days must be approved by the Board of Management
- 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.
- In the case of suspension the Principal will issue a letter to parents/guardians indicating the suspension 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 has been suspended for 6 days or more, cumulatively.
- A decision to suspend 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.
- 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 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.
- 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.

Expulsion:

In extreme cases of misconduct, the Principal may recommend to the Board of Management that a student be excluded from the school. In accordance with Section 24 of the Education Welfare Act 2000, subsections (1) to (5.5) certain procedures will be followed before a student may be expelled.

The NEWB will be informed of any expulsion from Maria Immaculata Community College.

Expulsion will only occur after the following procedures have taken place:

- a. Senior School Management will have investigated the background to the incident and prepare a report.
- b. Discussion will have taken place between Senior School Management, the student involved and her/his parents/guardians as to why the school regards the situation as serious enough to warrant a recommendation for expulsion.
- c. The parents/guardians of the student involved will have been given verbal and written communication as to the intention of the school to recommend expulsion to the Board of Management.
- d. The parents/guardians will have been given a written report of the allegations against the student, accompanied by relevant documentation and the case being made to the Board of Management.
- e. The student and her/his parents/guardians will have been invited to the Board of Management hearing and given the opportunity to make a written/oral submission.
- f. The Principal will have made a formal recommendation for expulsion to the Board of Management which will have been accompanied by relevant documentation relating to the case.
- g. The Secretary of the Board of Management will have informed the parents/guardians of the student as to the outcome of the meeting.

Appeal:

A decision by the Board of Management can be further appealed to the Cork Education and Training Board (within 14 days) of receipt of a letter form the Board of Management and, thereafter to the Secretary General of the Department of Education in accordance with the provisions of Section 29 of the Education Act 1998.

Signed: _____

Student

Date: _____

Signed: _____

Date: _____

Parent