



**Harold's Cross**  
ETSS

## **Code of Positive Behaviour**

## **Student Behaviour**

Harold's Cross Educate Together Secondary School (ETSS) places a strong emphasis on acknowledging and commending positive behaviour, academic excellence, and participation in all school activities. We recognise these contributions in the school journal and at the annual Awards Ceremonies. The Code of Positive Behaviour for Harold's Cross ETSS is centred on the principles of restorative practice whereby students take responsibility for their actions and aim to respond to experiences in a positive fashion.

### **Characteristics of positive behaviour for learning**

- Treat everyone as I would like to be treated
- Never bully
- Always speak in a polite and respectful manner
- Keep our school free from drugs, alcohol and tobacco
- Sign In/Out of the office when arriving late or leaving early
- Always have the school journal available for use and presentation when required
- Never disrupt class
- Do not damage school property
- Conduct myself in a safe and responsible manner

Students in Harold's Cross ETSS are expected to make a positive impact on their school and local community. In Harold's Cross ETSS, we consider disciplined behaviour to be essential to a student's growth and development as a young person. When a student fails to respect the rules of the school, they impact on the rights of other students and teachers to learn or teach. In such cases, sanctions may be needed.

### **Student guide to resolving difficulties**

All students, teachers and members of school staff have the right to be treated in a fair and reasonable manner.

If a student feels they have been reprimanded in error, they should:

- Remain calm and interact in a positive manner
- Speak to the teacher at the end of class to attempt to resolve the matter if the student has been reprimanded in the classroom
- Speak to the Class Tutor/Guidance Counsellor
- Speak to the Year Coordinator
- Ask to speak to the Principal

### **Rights, Responsibilities, Rules, Regulations and Routines**

The following are the rights of the students of Harold's Cross ETSS and the responsibilities which those rights require.

## Rights & Responsibilities

<b>Rights</b>	<b>Responsibilities</b>
To come to learn in an environment conducive to learning and positive interaction, free from intimidation, harassment or hindrance.	To allow everyone else to come to learn/teach and participate freely without harassment or intimidation.
To have one's views and opinions respected.	To respect the opinion of others.
To be treated with tolerance, understanding, fairness and respect.	To be tolerant, understanding and fair to everyone in the school.
To learn in a positive, happy and safe environment.	To ensure that our actions do not put the safety or well-being of any student or staff member at risk.
To a clean and pleasant environment.	To respect the environment and property of the school.
To participate and belong in the school community	To work for and encourage a community spirit in the school.

## General Behaviour required of Students

### Attendance

- Students must be on time for school, including Tutor and class times
- If a student is late they must sign in at the school office and have a note of explanation from their parent or guardian
- Any student absent from school must have a note written in their journal explaining why they were absent
- On return students must show this absence note at Tutor time.
- If a student is unwell, they must report to their Tutor or a teacher and must never leave the school without their Tutor's permission. Once permission is granted, parents must sign out the student at the school office
- If written permission from a parent/guardian to leave the school during the day is provided, parents must sign out the student at the school office and the student must sign in on their return
- If a student is absent from class at extra-curricular activities, assigned homework must still be completed

### General Behaviour

- Knock before entering a classroom

- Speak to the teacher before addressing a class
- Be polite and friendly to all, especially visitors to the school
- A high standard of behaviour is expected while travelling to and from school

### **Learning and Teaching in the Classroom**

Students are required to conduct themselves in the following way in class:

#### Learning:

1. Students are required to concentrate on learning and teaching that is taking place in the class and to be attentive.
2. Behave in a manner that assists the teacher to teach and fellow students to learn.
3. Homework assigned must be completed to the highest possible standards, and ready for assessment to assist learning.
4. Homework must be written in the school journal before end of class.

#### Organisation:

1. Always be on time for class.
2. Sit where assigned by a teacher.
3. Always sit in a safe and proper manner.
4. Be fully prepared for class, taking out iPad, copies, pens and any specialised equipment required, immediately.
5. Have student journal available for use.
6. Students may take water in class. No other food or drinks are allowed.
7. Tippex and permanent markers may not be used in school.
8. Do not litter in the classroom and remove litter when requested by the teacher.
9. Place chairs on desks when requested.

#### Behaviour:

1. Leave your place only with the teacher's permission.
2. Mobile phones, iPods and other such items must be turned off and placed in the locker for the duration of the school day.
3. Chewing gum is prohibited at all times in school.
4. Energy/Caffeinated drinks are prohibited at all times in school.

4. Always speak to others in a respectful manner.
5. Students are never to interfere with or damage in any way, furniture, windows, blinds, ICT equipment or any other equipment in the classroom.
6. When leaving the classroom, students should leave in a safe and orderly fashion.

#### School Journal:

1. The journal must be available at all times for inspection by either the school staff or parents.
2. The journal must be properly maintained and students are not permitted to draw on or otherwise deface the journal or its cover.
3. All homework must be recorded in the journal each day.
4. All notes from parents must be written in this journal.
5. At the end of the academic year, the journal will be presented for final inspection to the Tutor.
6. Parents/Guardians and Tutor are required to sign the journal on a weekly basis.

#### **Bullying and Intimidation**

Every individual has the right to be treated with respect, tolerance, understanding and in a just manner.

You must NEVER verbally, physically or psychologically disrespect students, teachers or any other persons.

#### **THIS MEANS THAT YOU MUST NEVER:**

- Push, shove or run on corridors
- Hit or kick anyone
- Jeer others, their friends or their families
- Name-call
- Steal or damage property
- Threaten others in any way
- Ignore another student's presence, isolate or ostracise
- Make snide or disrespectful comments
- Exclude others from conversation when they are present
- Make hostile facial expressions or make rude gestures
- Make hurtful or sarcastic comments, oral or written
- Use phones/mobile devices/social media to disrespect or intimidate

*Please note all procedures in this policy are in line with the Anti-Bullying Procedures for Primary and Post-Primary Schools.*

## **Health, Safety and Welfare of the School Community**

In the interest of the welfare of students and staff in this school, students must:

1. Always comply with the health and safety guidelines of the school.
2. Never eat, drink or be present in a classroom unless given permission by a teacher.
3. Never steal from, interfere with or damage the property of the school, of students or of any member of staff.
4. Never use physical violence towards any person in the school.
5. Never bring, use or sell alcohol, drugs, tobacco or solvents, including smoking and vaping while in school, on school trips or while representing the school.
6. Never come to school having taken alcohol/drugs or used solvents.
7. Never bring dangerous items/weapons of any description to the school.
8. Students must strictly observe fire drill instructions as set out below and throughout the school.

### **Fire Drill**

On hearing the fire alarm students and staff should immediately stand and not collect coats, bags, books etc.

#### **Fire Drill Procedures - Teacher in Exit Classroom**

- Ensure that there is a clear pathway for all to proceed to the Exit Door
- Instruct students to move towards Exit Door
- Ensure all Students have vacated the classroom, closing the door when this check is complete, and proceed with class to the Assembly Area.
- Ensure the class proceeds to the appointed place in Assembly Area in an orderly fashion.

#### **Fire Drill Procedures - Students**

- Students must follow instructions given by their Teachers
- Walk to exit door in an orderly manner - the exit door is marked on the back of the classroom door
- Leave coats, iPads and bags in the room
- Aim to ensure the windows are closed

- Keep noise and talk to a minimum
- Proceed from the building to the Fire Assembly Point
- Tutor groups should line up in their appointed place
- Students should line up in alphabetical order in their Tutor groups
- Students must report any missing person to a member of staff
- No student to return to the building until the 'All Clear' is given by the person in charge.

### **Fire Drill Procedures - Staff**

- Tutor brings class register to Assembly Point.
- Walk to the exit door in an orderly manner, the exit door is marked on the back of the classroom door.
- Ensure coats, books and bags are left in the classroom.
- Ensure the windows are closed.
- Ensure there should be the minimum of noise or talk.
- Ensure students proceed from the building to the Fire Assembly Point.
- Tutor groups should line up in their appointed place.
- Students should line up in alphabetical order in their Tutor groups.
- Tutor must check registers and report any missing person to Principal.
- No person is to return to the building until the 'All Clear' is given by the person in charge.

### **Interventions & Sanctions**

If students fail to observe the above school rules teachers may apply the following interventions as they consider appropriate:

#### **Initial Interventions:**

If a student on occasion fails to observe this Code of Behaviour the following actions may be taken by the relevant teacher or Tutor:

- They may be given a verbal reprimand
- They may be given an opportunity to make amends through extra work or school duties
- They may be referred to their Tutor
- They may have a note sent home to parent/guardian
- Their parents/guardians may receive a phone call from the school
- The student may be requested to participate in the behaviour monitoring Report Card system

## **Further Interventions**

If a student persistently or seriously fails to observe this Code of Positive Behaviour, the school reserves the right to implement additional sanctions and/or request a meeting with their parents/guardians. In addition to this a student may also be referred to the Board of Management.

## **Final Sanctions**

The final sanctions open to the School where a Student persistently or seriously fails to observe the Code of Behaviour and makes little consistent attempt to correct their behaviour are:

- Temporary exclusion from school (suspension), please see below\*
- Referral to Board of Management
- Permanent exclusion from school, please see below\*\*

\* Temporary exclusion from School (Suspension) is an extremely serious sanction. It is making a statement to the student that their behaviour and refusal to respond to the requests and encouragement of their tutor and teachers have placed the student outside the community of the school. The student's behaviour and refusal to respond to requests and encouragement amount to a de facto statement by that student that they do not wish to be associated with the character of Responsibilities and Rights of all who study and teach in Harold's Cross ETSS. Temporary exclusion can last for up to five days at any one time and up to twenty days in any school year. Temporary exclusion can be used as a sanction in the following circumstances:

- Where a Tutor has exhausted the process outlined above in relation to a student's behaviour and application in class
- Bullying or threatening another student or any member of school staff.
- Verbal abuse of a teacher or any member of school staff
- Sexual harassment verbal or physical of any person in the school
- Physical or verbal assault of any person in the school
- Smoking in the school grounds or while representing the school
- Stealing from or interfering with the property of the school, its staff or its students
- Being absent from school without parent's permission
- Damaging school property
- Bringing drugs, illegal substances, alcohol or dangerous items/weapons into the school.
- Endangerment of the health and safety of others.

\*\* Permanent exclusion from School (Expulsion) is the most serious sanction. Where the Principal considers a student should be excluded from school, the matter will be referred to the Board of Management for decision. In the case of expulsion, parents have the right of appeal. A student can be recommended for expulsion in the following circumstances:



- Where there is an on-going refusal by a student to abide by the regulations of the School, and where the Principal, in consultation with the Board of Management, has, in their considered judgment, exhausted all reasonable options
- Bringing alcohol, drugs, illegal substances or dangerous items/weapons into the school, and selling or distributing same at any time
- Physical or verbal assault on any person in the school community
- Sexual harassment verbal or physical of any person in the school
- Serious damage to school property
- Breaking the law of the land while in school
- Endangerment of the health and safety of others

### **Roles and Responsibilities**

#### **Board of Management**

- To ensure that the policy is developed and evaluated over time
- To approve the policy at a meeting of the Board
- To consider reports from the Principal and relevant post holders on the implementation of the policy
- To decide on appropriate sanctions for students

#### **Principal**

- To establish and oversee structures and procedures for the implementation of School Policies
- To monitor the implementation of Policies
- To ensure that Policies are reviewed after an appropriate length of time

#### **Teachers**

- To establish structures and procedures for the implementation of Policies
- To monitor the implementation of Policies
- To implement Policies

#### **Parents**

- Parents are required to support the School Policies

#### **Students**

- As part of the school community of Harold's Cross ETSS, Students are expected to comply with the policy while in School, on School trips or representing the School and whilst traveling to and from school.

**Section below is to be completed**

I have read, understand fully and agree to abide by the Code of Positive Behaviour.

Signed \_\_\_\_\_

Student Name: \_\_\_\_\_

Date \_\_\_\_\_

As Parents(s)/Guardians(s),

We/I have read and fully accept the Code of Positive Behaviour of Harold's Cross ETSS.

Signed \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Date \_\_\_\_\_

This policy has been drafted in conjunction with the School Ethos and other relevant policies of the School. This policy will be formally adopted by the Board of Management when it is formally constituted.

Signed:



Gerry McKeivitt  
School Manager/ on behalf of Patron  
Educate Together

Signed:



Pádraig Conaty  
Principal

**Monitoring Procedures and Sanctions**

**Review Procedure**

- The procedures are reviewed by the Board of Management
- The Board will refer this policy to all partners in education

*Please note all procedures in this policy are in line with the NEWB Education and Welfare Board guidelines (Developing a Code of Behaviour: Guidelines for Schools)*