



Code of Behaviour

In Sandymount Park Educate Together Secondary School, we strive to create a vibrant, welcoming school community in which every student feels a sense of belonging. Our aim is to become a school of teaching and learning excellence where students will flourish; enabled to reach their full potential whilst becoming confident, considerate, active members of society. We focus on providing students with opportunities to develop their own identity, both as individuals and as learners and to build strong bonds with others and the wider world.

Our values include: Kindness, Respect, Empathy, Hard Work, Participation, Curiosity, Creativity, Democracy, Community.

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| Ratified: | May 2023 |
| Review date: | June 2024 |

Introduction

The quality of relationships between teachers and students is a powerful influence on behaviour in a school. In Sandymount Park ETSS we seek to build positive relationships across the school community to provide a safe and happy learning environment where all students can thrive. We expect students to make a positive impact on the school and local community and we consider positive behaviour to be essential to a student's growth and development as a young person.

10 characteristics of Positive Behaviour

1. **Be respectful** — treat others as you would like to be treated. Never bully. Speak politely.
2. **Be responsible** — consider the impact of your actions on yourself, others, and the school environment.
3. **Be honest** — do not cover up the truth.
4. **Be gentle, kind and helpful** — do not hurt anybody's feelings or physical person.
5. **Take care of property** — do not break or damage things. Never steal.
6. **Listen** — do not interrupt or disrupt class. Follow staff instructions.
7. **Work hard** — do not waste yours or others' time.
8. **Arrive on time** — do not disturb others learning.
9. **Be prepared** — do not forget your materials/homework/iPad. Use your locker effectively.
10. **Be Involved** — attend every day and get involved in all aspects of school life.

The Code of Behaviour for Sandymount Park ETSS is centred on restorative principles whereby students take responsibility for their actions and aim to respond to experiences in a positive fashion.

The Code of Behaviour works in conjunction with all other school policies including the Anti-Bullying Policy, Suspension and Expulsion Policy, Acceptable Use Policy, Substance Use Policy and Dress Code. The Code of Behaviour also applies while representing the school and on school outings, sporting events and trips.



The following are the rights of the students of Sandymount Park ETSS and the responsibilities which those rights require.

| Rights | Responsibilities |
|---|---|
| To learn in an environment conducive to learning and positive interaction - free from intimidation, harassment, or hindrance. | To allow others 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 wellbeing of any student or staff member at risk. |
| To a clean and pleasant environment. | To respect the environment and property of the school and assist in maintaining a clean school. |
| To participate and belong in the school community | To work for and encourage a community spirit in the school. |

Whilst the school recognises the variety of differences that exist between children and the need to accommodate these differences when possible within the school setting; the rights and responsibilities of all students inform our expectations of behaviour as follows:

- Each student is expected to be well behaved and to show respect for self and others and to show kindness and willingness to help others.
- Each student is expected to show respect for the property of the school, other people's property, and their own belongings.
- Each student is expected to attend school every day and be punctual.
- Each student is expected to do their best in all aspects of school life.
- Each student is expected to have everything needed for class and to keep their personal space and belongings tidy.
- Each student is expected to show a readiness to use respectful ways of resolving difficulties and conflict and to show and practice forgiveness.
- Each student must follow all Covid-19 Health and Safety Protocols.

We place a strong emphasis on acknowledging and commending positive behaviour, academic effort and participation in all aspects of school life. We recognise these contributions in the school journal, with postcards home, at our weekly and end of term assemblies, through the House System and at our end of year awards ceremony. We provide opportunities for student leadership.

A positive proactive approach will be taken towards discipline and every effort will be made to implement this policy in a fair, reasonable, and consistent manner. We aim to strike a balance between the educational needs of each individual student with the educational needs of other students in the school. When a student fails to respect the Code of Behaviour, they impact on the rights of other students and staff. In such cases, sanctions are needed.

Please note that the responsibilities/rules outlined in this code should not be regarded as exhaustive and the fact that a particular matter is not specified in this code will not exempt the



student from responsibility or accountability should there be an infringement of another person's rights.

Guidelines for Behaviour in the School:

The Education Welfare Act, Section 23, states that the Code of Behaviour shall specify “the standards of behaviour that shall be observed by each student attending the school.”

Behaviour standards required:

Attendance

- Students will be on time for school and class
- If a student is late to school, they must sign in at the school office and parent/guardian submit a note of explanation via the VSWare App.
- Students will attend school every day, remain for the full school day and if absent, the school will be notified of the reason for the absence. The school is legally obliged to keep a record of all absences and to inform the DES at the appropriate time.
- Parents/guardians should use the VSWare App to notify the school of absence giving the reason and a copy of the medical cert where appropriate.
- If a student needs to leave school early, notification must be submitted via the VSWare App. This must be done by 8.30am on the morning the student is to leave early. If notification is not received by 8:30am, the student must be signed out at the school office by an adult. Students must come to the office to sign out when leaving early, staff are not available to go to the classroom to tell a student that they are leaving early.
- **If a student is unwell, they must report to their teacher/school office. The school will contact home to make arrangements for collection as necessary. Students must never leave the school without permission and should not contact parents directly by phone or email during the school day.**
- If a student is absent from class because they are involved in co or extra-curricular activities, the assigned homework must still be completed



General Behaviour

- Students will show respect for school rules and authority
- Students will dress in accordance with the School Dress Code.
- Students will treat themselves, fellow students, all school staff and visitors to the school with respect and will have consideration for the rights and feelings of others.
- Students will cooperate with and follow the guidance of all staff members. Students will cooperate with and be kind to each other.
- Students will be respectful, polite and considerate in their interaction with fellow students, staff and visitors.
- Students will be respectful, polite and considerate of others while using the canteen and outdoor spaces.
- Students will be polite and considerate of others while travelling to and from school, demonstrating our school values and conscious of the fact that their behaviour reflects on our school community.
- Students will keep their mobile phones/personal devices in their lockers during the school day. They will not use their iPads or mobile phone to record or photograph any person or activity related to school without prior permission.
- Students will not send messages, emails, make phone calls or use any social media during the school day, unless under direct teacher instruction.
- If a student uses a device (their phone, earphones or iPad etc.) inappropriately the device may be confiscated, held in the principal's/deputy principal's office. Parents will be notified.
- Students will show respect for all property and equipment in the school and on the school premises.
- Students will not throw litter or food and will assist with keeping the school campus clean and tidy.
- Chewing gum is always prohibited in school and may be confiscated.
- Energy/Caffeinated drinks are always prohibited in school and may be confiscated.
- Lockers may only be accessed before and after school and during break and lunch times. The locker may not be accessed between classes.
- Students must seek permission from the teacher to use the bathroom during class. Permission must be written in the journal. Disruption to class time should be kept to a minimum.
- Students are not permitted upstairs during break and lunch unless under instruction of a teacher.
- Students will follow the one-way system when moving around the building.
- Students will not absent themselves from class without permission.



Behaviour for Learning

Classroom

- Students will always take responsibility for their learning by participating in class and doing their best.
- Students will work hard and persevere.
- Students will listen to each other and their teachers and will not disrupt the class; behaving in a manner that assists the teacher to teach and fellow students to learn.
- Students will record the homework in their journal and complete the homework to the best of their ability.
- Students will not leave the class without permission.

Organisation and Routines

- Students will be on time for class.
- Students will sit where assigned by the teacher and in a safe and proper manner.
- Students must bring their journal, iPads, copies and all required equipment to class.
- iPads must be brought to school fully charged.
- The iPad must only be used in class when instructed to do so by the teacher – otherwise it must be in the school bag.
- iPads are for class time only and are not allowed to be accessed during breaks without the permission of teachers/Deputy Principal/Principal.
- Students may take water in class. No other food or drinks are allowed in class.
- Tippex and permanent markers may not be used in school.
- Students will not litter in the classroom and will remove litter when requested by a staff member.
- Students will place chairs on desks and tidy the room when requested.
- Students are never to interfere with or damage in any way, furniture, windows, blinds, ICT equipment or any other equipment in the classroom.

School Journal

- The journal must be available at all times for inspection by either the school staff or parents.
- The journal must be properly maintained; students are not permitted to draw on or otherwise deface the journal or its cover. Defaced journals must be replaced. Replacement journals cost €20.
- All homework must be recorded in the journal each day.
- At the end of the academic year, the journal will be presented for inspection to the tutor.
- 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.

Students must NEVER verbally, physically or psychologically disrespect fellow students, teachers or any other staff member or visitor to the school.

This means that students must never:

- Push, shove or run in corridors
- Use offensive language
- Slap, hit or kick anyone
- Spit at 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 and in keeping with the Board of Management's statutory obligation to provide staff with a safe place of work, students must:

1. Always comply with the health and safety guidelines, including Covid-19 Health and Safety Protocols 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 behave in a manner that threatens the safety of any person in the school.
6. 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.
7. Never come to school having taken alcohol/drugs or used solvents.
8. Never bring dangerous items or weapons of any description to the school.
9. Note: Lockers may be searched should a health and safety issue arise which necessitates this.
10. Students must strictly observe fire drill instructions as set out below and throughout the school.
11. Never enter a toilet stall with another student/students.



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.
- If safe to do so, ensure the windows are closed.
- Ensure there is the minimum of noise or talk.
- Ensure students proceed from the building directly 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 attendance and report any missing person to the principal.
- No person is to return to the building until the 'All Clear' is given by the person in charge.



Interventions & Sanctions

If a student fails to observe the Code of Behaviour the following interventions, as considered appropriate, may be applied:

Initial Interventions:

If a student fails to observe this Code of Behaviour the following actions may be taken by the relevant teacher/SNA/tutor/progress leader/ deputy principal/principal:

- They may be given a verbal reprimand
- They may be given an opportunity to make amends through extra work or school duties at lunchtime/before/after school
- They may be referred to their tutor
- They may be referred to their progress leader
- They may be referred to the guidance counsellor
- They may be referred to the deputy principal or principal
- They may have a note sent home to their parent/guardian
- Their parents/guardians may receive a phone call from the school
- Their parents/guardians may be asked to attend a meeting in the school
- They may be asked to participate in a support program as recommended by the Student Support Team (Principal/Deputy Principal/Guidance Counsellor/Progress Leader/Tutor)
- They may be requested to participate in a behaviour monitoring programme
- They may not be permitted to represent the school at events offsite such as matches or competitions.
- They may not be permitted to participate in school trips at home or abroad

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
- Speak to the Tutor/Progress Leader/Guidance Counsellor
- Ask to speak to the Deputy Principal or Principal

Further Interventions

If a student persistently or seriously fails to observe this Code of 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/or which sanctions and supports as outlined in this Code of Behaviour have failed to resolve are:

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

- (i) Temporary exclusion from school (Suspension) is an extremely serious sanction. Suspensions can provide a respite for the student and others in the school community, give the student time to reflect on the link between their action(s) and its consequences and give staff time to plan ways of helping the student to change unacceptable behaviour to meet the school's expectations in the future. It also allows time for school personnel to plan appropriate support for the student to assist with successful re-entry.

Suspension is most effective when it highlights the parent(s)/guardian(s) responsibilities for taking an active role in partnership with the school in working with their child to help them to improve their behaviour as required. 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 the Student Support Team has exhausted the process outlined above in relation to a student's behaviour and application in class
- Refusal by a student to abide by the regulations of the school
- Bullying or threatening another student or any member of school staff.
- Verbal abuse of a teacher or any member of school staff
- Discrimination or harassment of any member of the school community
- Sexual harassment verbal or physical of any person in the school
- Physical or verbal assault of any person in the school
- The student's continued presence in the school, at this time, constitutes a threat to safety
- Smoking/vaping in the school grounds or while representing the school
- Entering a toilet stall with another student/students
- Stealing from or interfering with the property of the school, its staff or its students
- Being absent from school without permission
- Damaging school property
- Bringing drugs, illegal substances, alcohol or dangerous items or weapons into the school.
- Endangerment of the health, safety, welfare of others. The Board of Management has a statutory obligation to provide staff with a safe place of work.

A single incident or first offence of serious misconduct may be grounds for suspension.



- (ii) Permanent exclusion from School (Expulsion) is the most serious sanction. Expulsion is the ultimate sanction imposed by the school for serious breaches of the Code of Positive Behaviour and may be imposed only by the Board of Management. The Board of Management has the responsibility to deal with such issues in accordance with the principles of fairness and natural justice. 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 or 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 community
- Gross misuse of social media and/or other online platforms such as to cause potential professional damage to a member of staff or to systematically bully a student or member of staff
- Serious damage to school property
- Breaking the law of the land while in school
- Endangerment of the health, safety, welfare of others. The Board of Management has a statutory obligation to provide staff with a safe place of work.

A single incident or first offence of serious misconduct may be grounds for expulsion



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 Sandymount Park ETSS, students are expected to comply with the Code of Behaviour while in school, on school trips or representing the school and whilst traveling to and from school.

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

Student

Date

As Parents(s)/Guardians(s), we/I have read and fully accept the Code of Behaviour of Sandymount Park ETSS.

Parent/Guardian's
Name

Signature

Date

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)

