

Code of Behaviour

Insertion into Code of Behaviour – August 2020

In order to prevent the spread of Covid-19, the College has introduced a number of control measures to protect the college community. The College's Policy statement on Covid-19 is available. We are committed to following Government advice which is subject to regular updating. Students are expected to follow instructions from the College to ensure a safe learning and working environment. Students not following these instructions are subject to the sanctions of the Code of Behaviour. Persistent refusal to adhere to the instructions may result in suspension from school on Health and Safety grounds.

PREAMBLE

Gonzaga College SJ aspires to be a community that promotes mutual respect, co-operation and justice for all as core values. The Code of Behaviour aims to respect the rights of all members of the College community. The fostering of personal and communal respect, responsibility and self discipline is a central concern of the College. It is our hope that individuals and groups will learn to take the fullest possible ownership of the values enshrined in our College Mission Statement, and behave accordingly.

The code aims to promote awareness among our community that intelligent and responsible adherence to the school rules, by which we seek to operate, is in the interest of each individual and of the College community as a whole. The Code is designed to enhance the teaching and learning process, which is central to the work of the College. Each member of the school community shares responsibility for the order and well-being of our College.

The school rules are necessary for the efficient management of large numbers of students and for the personal development of each individual within the community. The vision of the College is that each member of the community would aspire to be self disciplined and to show concern for the needs of others.

EXPECTATIONS

The Gonzaga student is expected to

- ❖ Respect all members of the College community
- ❖ Respect the academic standards and expectations of the College
- ❖ Respect the College environment

RESPECT ALL MEMBERS OF THE COLLEGE COMMUNITY

Students should demonstrate respect for each and every person they come into contact with during the school day. This applies at all times within the College and

at any activity or venue where Gonzaga students are in attendance (e.g. travelling on the Luas).

Respect is also demonstrated by fostering a constructive atmosphere of co-operation and learning, where any behaviour that interferes with the teaching and learning in the classroom is unacceptable; where a minimum of absences from school and attention to punctuality for class and co-curricular activities is the norm.

It will be considered therefore, as a serious breach of the College's Code of Behaviour to treat any student in an inappropriate manner, or to show non-cooperation to a member of staff.

Bullying will not be tolerated. Every pupil has the right to an education free from fear and intimidation. Interaction between all members of the College community should respect the dignity of the individual. Just as teachers should respect the individual pupil, so students are expected to respect each other and to co-operate with and respect all members of staff. In this regard, students and parents are invited to consult the Gonzaga College Policy on Bullying.

Any postings by students on social media e.g. Facebook, Twitter, Whatsapp, Snapchat, Instagram etc., that are in any way defamatory or cause distress to members or non-members of the College community, will be investigated thoroughly and depending on the circumstances, may be deemed a breach or a serious breach of the Code of Behaviour and dealt with accordingly.

Anything that endangers the safety and security of others within the school may not be brought onto the College grounds (e.g. Motor propelled vehicles driven by students, electric scooters, skateboards etc.,).

RESPECT THE ACADEMIC STANDARDS AND EXPECTATIONS OF THE COLLEGE

Students must attend classes adequately prepared with the requisite materials and appropriately dressed. All homework must be entered in the College journal and completed within the timescale specified. Presentation of all homework assignments is to be of the highest standard possible.

The College journal, which is an important instrument in fostering good study skills, must be well maintained and available for inspection by any member of the College staff. Students must familiarise themselves with the procedures specified for its use. All work presented by students should be their own exclusive work. Persistent refusal to engage appropriately in the academic programme of the school will be considered a serious breach of the College's Code of Behaviour. The journal must be signed by a student's parent/guardian every week.

Parents and students are reminded of the importance of regular and punctual attendance at the College as an essential requirement for a student's academic progress. Procedures for notifying the College authorities of the reasons for 'lates' and 'absences' are laid out in the Procedures below.

Persistent refusal to engage appropriately in the academic programme of the school is a serious breach of the College's Code of Behaviour.

RESPECT THE COLLEGE ENVIRONMENT

Students should respect the buildings and grounds of the College. Students are invited to use the common areas of the school - dining hall, theatre, computer room, tennis courts, corridors and the library - subject to compliance with the rules associated with these common areas.

Any form of vandalism is a serious matter, as is theft of or disrespect for, the personal property of others. Lockers are provided for the use of students and must be kept in good condition and locked when not in use. Student belongings e.g. phone, electronic equipment, wallet, dining hall card, leap card etc., must be left in lockers for safe keeping, and never on/under the benches on the corridors, above the lockers, in the PE changing rooms or on the pitches. Lockers are assigned to students in September and they will be inspected regularly by Year Heads. A locker may be withdrawn from a student if he fails to keep it locked or in good condition.

All books, garments, sportswear, etc. should be clearly marked and kept in student lockers or bags. Sums of money or valuables should not be brought to school.

When going to P.E. students should place their wallet and other valuables in their locker. Valuables must not be left in the PE Changing Rooms.

Students should do their utmost to maintain the cleanliness of the building. For this reason, eating and drinking are only permitted within the College dining hall; the chewing of gum is not permitted within the College premises nor may students use or bring correcting fluid (e.g. tip-ex) into the College. Notices may not be posted on College notice boards without the prior permission of the Headmaster or Deputy Principal.

The flora and fauna of the College grounds must be respected. Students must not cross the front lawn but walk on the paths. The Headmaster's directives regarding other areas deemed out of bounds to students must be adhered to at all times. Bicycles must be kept locked in designated areas only. Students should ensure that they use a high quality 'Kryptonite lock' to secure their bicycle to a rack.

RESPECT FOR THE REGULATIONS

Dress

Students are expected to be neat and tidy at all times. Full uniform must be worn every day including coming to and going from school. Runners and trainers are not permitted for normal school wear. Students who arrive in school not wearing full uniform will not be allowed to attend class, until such time as a parent/guardian delivers the appropriate uniform item(s) to the school or permission is given by a parent/guardian for the student to go home and get his uniform. If the school cannot make direct contact with a parent/guardian, the student cannot be permitted to class for that day.

Winter Uniform

1st, 2nd & 3rd Years

White shirt, grey trousers, grey College pullover with crest, College tie.

4th & 5th Years

White shirt, grey trousers, maroon College pullover with crest, College tie.

6th Years

White shirt, grey trousers, green College pullover with crest, College tie.

Summer Uniform

White College Polo Shirt with crest and grey trousers.
Overcoats, jackets or scarves may not be worn in the building.

Journal

Each student must have an official College journal and have it signed each week by a parent/guardian. Form tutors collect journals from all students in their Form Class on a weekly basis for review and check that parents have signed the journal. Students are responsible for presenting their journal to the class teacher on occasions when a parent/guardian has been asked to sign and/or comment on any aspect of behaviour.

A parent/guardian should inform the Year Head using 'Flexibuzz', of the reason for any lates or absences. Notes should not be presented to the school.

Entering Class

Students should not enter the classroom unless their teacher or a supervising teacher is present. Students should remain outside the classroom until their teacher/supervising teacher arrives.

Bounds

Students must stay within bounds at all times. In the interest of cleanliness of the College, students are confined to the black top play areas during breaks, and the tennis courts, except when otherwise authorised by the Headmaster or Deputy.

Playing on Pitches

When playing on the pitches during lunch time, weather permitting, students must not engage in wrestling or rough play.

Health

The use of cigarettes or other nicotine containing products, the storing or consumption of alcohol or illegal substances is forbidden, in the College, on the College grounds, including all school organised events. In this respect, the College rules reflect the current laws of the State.

Mobile Phones/Electronic Equipment

It is preferable that students do not bring phones or other internet enabled devices to school. Excessive Smartphone usage has a serious deleterious effect on the academic, emotional, and social development of students. The college will take whatever measures that are deemed necessary, to ensure that smartphone use does not impinge negatively on school life.

If brought to school, student phones must be kept in the locker from 08:25-15:30 including during a supervised study class and when studying in the library during the school day. Student phones are not permitted in the library in the morning from 08:00-08:30, during after school study in the library from 15:30-18:00 or during night study from 18:00-21:00. If a student is found with a phone during the school day, the phone will be confiscated and returned no sooner than one week following the incident or at the discretion of the Headmaster or Deputy Principal. For repeat offences a more serious sanction may apply.

Inappropriate use of still and video cameras, including cameras on phones in the College, is strictly forbidden during normal school activities and will incur serious sanction. Such activity is considered an invasion of privacy. The Headmaster only, may give permission for extraordinary use of such equipment. Use of still and video cameras at public events, would be considered acceptable. Use of any photographic, audio or video material, acquired in the manner described above, and then published on personal or public websites on social media, will be considered a gross invasion of privacy and will be treated as bullying behaviour.

RESPECT FOR THE PROCEDURES

Entering building daily for the first time

Students are to present for Roll Call at 8:25am sharp at their Form Tutor's Classroom. Students must present for Roll Call in full uniform and with books for the first three teaching lessons. Students must come to school in uniform and leave school in uniform. Students who have PE first class must come to school dressed in full uniform.

Arriving late

A student arriving after 8.25 must report to the Office to sign the 'Late Register' and have his journal stamped, *before* proceeding to class. A student arriving late to class is to be asked to show his 'Late Stamp'.

Seeking to leave during the school day

Parents seeking permission for a student to leave school for any reason during school hours should send a request for leave via Flexibuzz to the Year Head. A student who has been granted permission to leave school, reports to the Secretary's office to sign out. On returning to school, the student must sign back in, at the Secretary's Office.

Returning to school after an absence

Notification of dates and reasons for absence should be sent via 'Flexibuzz' to the Year Head promptly following an absence. It is very important to notify the College of a student's absence for any reason; see *Education Welfare Act 2000*, sections 18 and 23(2) (e).

Student becomes ill

In the event of a student feeling unwell, he must immediately report to the school office or his Year Head. The College will, in a timely fashion, make contact with a parent/guardian as appropriate, to make arrangements for the student to be

collected. Students should not contact parents/guardians independently to request permission to leave.

COLLEGE'S RESPONSE TO A BREACH OF THE CODE OF BEHAVIOUR

The ethos of the College is positive, dedicated to the encouragement, support and reward of pupils. Nevertheless sanctions are a necessary part of the development of a students' self-discipline and sense of personal responsibility. Even minor breaches of the Code of Behaviour can be disruptive, particularly if they are persistent. Serious misbehaviour can have damaging and long-lasting effects, including disruption of the student's own learning and the learning of others. It can cause distress and anxiety or even pose a threat to the safety of students and teachers.

In accord with the positive philosophy of the College, sanctions for inappropriate behaviour will always be fair and proportionate. The College has formal procedures and strategies that are designed to positively uphold and support the Code of Behaviour and are used to show disapproval of unacceptable behaviour.

The class teacher is the front line source of help for students. As a leader of learning and someone with an established relationship of trust, the teacher will have a strong influence on students. The class teacher will deal with routine incidents of misbehaviour through classroom management strategies, thus minimising the need for other interventions.

For more serious or persistent inappropriate behaviour, the class teacher may refer a student to another designated member of staff [Year Head, Deputy Principal] as part of a planned intervention. The student may be referred to the Guidance Counsellor, or another staff member who may have a specific role or skills in managing behaviour. The College has formal procedures and strategies that are designed to positively uphold and support the Code of Behaviour and are used to show disapproval of unacceptable behaviour.

A student will always be assured of the opportunity for a fresh start following any intervention for a breach of the Code of Behaviour. These strategies include, but are not limited to:

1. Reprimand, (including advice on how to improve) by class teacher.
2. Writing a note to parents in the school journal
3. Interviewing the student and asking him to write his report of the situation
4. Referral to Year Head/Deputy Principal/Headmaster
5. Talking/ Meeting with parents/guardians to outline the difficulties and to discuss strategies for improvement
6. Formal written warning

The imposition of any sanction remains at the discretion of the Headmaster, who will decide at which point of the process to initiate disciplinary action depending on the seriousness, in his estimation, of the breach of the Code of Behaviour.

As deemed appropriate, following on the steps 1-6 outlined above, one or more of the following interventions may be implemented, depending on the specific nature of the case:

- Temporary separation from peers, friends or others
- Loss of privileges including withdrawal from representing the school at a co-curricular event.
- Withdrawal from attendance at a school co-curricular event.
- Requested to carry out a useful task in the school in the student's free time
- Detention during a break, after school hours, or on Saturday morning 8:30-10:00 a.m.
- Invoking the daily report procedure
- Suspension from school for a limited number of days, or in-house suspension from class, after which the student may be asked to furnish a written commitment to improve behaviour, signed by his parents. Suspension may be imposed when the Headmaster is satisfied that it is warranted by a single very serious offence or where other sanctions have failed to deal satisfactorily, with repeated misbehaviour.

Suspension

The Headmaster has a formally delegated authority from the Board of Management to suspend a student for up to three days or up to five days with the approval of the Chair of the Board. Suspension will be a proportionate response to the behaviour that is causing concern when the Headmaster is satisfied that it is warranted by a single very serious offence, or where other sanctions have failed to deal satisfactorily with repeated misbehaviour. Except in the case of an immediate suspension, parents will be informed of the reason for the proposed suspension and how the alleged misbehaviour will be investigated. Parents will be given an opportunity to respond before a decision on suspension is made [NEWB *Guidelines*, Section 11.5].

Where an immediate suspension is considered by the Headmaster to be warranted for reasons of the safety of the student, other students, staff or others, a preliminary investigation will be conducted to establish the cause for the imposition of the suspension. Parents will be notified and arrangements made with them for the student to be collected. The formal investigation will immediately follow the imposition of the suspension [NEWB *Guidelines*, section 11.5].

The Headmaster will report all suspensions to the Board of Management with the reasons for and the duration of each suspension [NEWB *Guidelines*, section 11.11]. Parents may appeal the Headmaster's decision to suspend a student to the Board of Management. Where the total number of days for which a student has been suspended in the current school year reaches twenty days, the parents or a student aged over 18 years may appeal the suspension under section 29 of the Education Act 1998 as amended by the *Education (Miscellaneous Provisions) Act 2007* [NEWB *Guidelines*, section 11.7].

The College will have a plan to help the suspended student to take responsibility for catching up on work missed and will arrange for a member of staff to provide support for the student during the re-integration process after the suspension [NEWB *Guidelines*, section 11.10].

After the suspension the student may be asked to furnish a written commitment to

improve behaviour.

Expulsion

Expulsion of a student is the responsibility of the Board of Management who will follow the provisions of section 24 of the Education (Welfare) Act 2000, and the detailed procedures in sections 10 and 12 of the NEWB *Guidelines*.

The school reserves the right to vary these procedures and sanctions, taking into account the particular circumstances of incidents, the individual record of students, the health and safety of students, and the rights of other students to learn and of teachers to teach in a safe and respectful environment.