



Code of Behaviour 2021/22

John the Baptist Community School

Mission Statement

John the Baptist Community School is committed to the provision of a broadly based education in an atmosphere of mutual trust and respect, balancing vision with realism, which facilitates personal growth and development among students, staff and community, within the context of a Christian ethos.

Code of Behaviour

Every child has a right to an education (articles 42 and 44.2.4 of the Constitution of Ireland). This right is embedded in our Code of Behaviour. Our school cares for each student and recognises that the formative years spent at second-level will lay the foundation for future, positive educational experiences. Education is a right and represents opportunity for affirmative development, in accordance with the Welfare Act 2000 Section 23 (2). The right to education and the right to fair procedures are provided for in the ECHR which was transposed into Irish law in the *European Convention on Human Rights Act (2003)*. This Convention, ratified by Ireland in 1992, provides that the State shall ensure that school discipline is administered in a manner consistent with the dignity of the child. Each student has the right to advance their talents in a holistic, meaningful manner.

John the Baptist C.S. wants to enhance student opportunities to grow such talents and passions and to aid their development into mature, caring and responsible individuals, who in turn, can live fulfilled and happy lives. The school is not just a building; it is a place where students learn the curriculum and learn respect, tolerance, and consideration for others. Acceptance and accommodation of diversity is central to the ethos of our school, while maintaining the common good of all. The quality of a student's education will affect their quality of life to a greater or lesser degree. The Code of Behaviour recognises this right and aims to create a learning environment in which each student feels safe, secure and can develop, through self-discipline, to the best of their ability in a supportive, collaborative atmosphere. Parents/Guardians, as partners with teachers and the Board of Management, agree to accept and fully engage with the Code of Behaviour when they sign it in the student journal, as a precondition for their child's acceptance by the school. It is the responsibility of the Parent/Guardian to sign the relevant pages in the journal.

Each member of the school community can make a truly valuable and meaningful contribution to our school environment, is respected equally and can express their opinions and add to their own learning. High standards of respect and conduct are expected from all. The Code of Behaviour aims to create a structured, calm and ordered atmosphere. This enables the development of mutual relationships of respect for authority, and so helps students gain vital skills for a life outside the school. It is

understood that attendance at John the Baptist Community School means acceptance of these Rules and Regulations. Students and Parents/Guardians are required to read and discuss carefully the following school rules, regulations and other information on an annual basis. Parents/Guardians and students are required to co-sign the relevant pages of the student journal. John the Baptist C.S. recognises that Parents/Guardians play a crucial role in shaping the attitudes of their children, which produce positive behaviour during their time in the school and can assist the school to create an atmosphere of acceptance, respect and partnership by ensuring their children abide by the school rules.

Rationale for Code of Behaviour

In order to comply with these requirements, and in order to have the best chance of achieving its objectives and to create shared goals, this Code of Behaviour will address:

- the standard of behaviour expected in the school
- the procedures for promoting good behaviour
- the procedures for implementing the Code of Behaviour
- the ways in which the school responds to unacceptable behaviour
- school procedures for the use of suspension and expulsion.

John the Baptist C.S. is committed to fostering a community that encourages and reinforces good behaviour and to creating a positive and safe environment for learning and teaching. The school encourages students to take personal responsibility for their learning and their behaviour. This helps young people to mature into responsible, caring individuals, who can use their many talents to enhance the wider world and who recognise their own dignity and the dignity of others. John the Baptist C.S. aims to positive relationships of mutual respect and mutual support among Students, Staff and Parents/Guardians. John the Baptist C.S. also ensures that the school's high expectations for the behaviour of all the members of the school community are widely known and understood. John the Baptist C.S. recognises the importance of creating consistent values, policies and practices, reflecting contemporary best practice that will foster the creation of a secure environment that will be conducive to a meaningful educational experience for all.



Section 1 - The Standard of Behaviour Expected

1.1 Student Behaviour/Expectations

The school and classroom rules establish practical guidance about the behaviour expected of students. Rules provide clear boundaries. They describe, in simple terms, how to conduct oneself in order to get the most from their learning, to develop into mature, responsible independent young adults and to fully integrate into a structured environment. Such skills are invaluable and instil a sense of the rights and responsibilities of all members of the school community.

1.2 Cooperative Behaviour

Good manners, respect and courtesy should be reflected in staff/student relations. Students are asked to address a member of staff as “Sir”, “Miss”, “Father”, and “Sister” as appropriate as a mark of respect. Gross/offensive/sexual/racial remarks to teachers or other staff or students inside or outside the school will not be tolerated. Foul language must never be used, either in school or during an extracurricular activity. Such inappropriate language is rude to others and reflects poorly on oneself and so is not acceptable.

The classroom is recognised as the optimum location for learning and teaching in the school. Punctual attendance in accordance with the timetable is required from all students to ensure full engagement and participation. If a student feels unwell, the student may request permission from the classroom teacher to leave the classroom. The teacher contacts a member of senior management, or the pod supervisor and the student is escorted to an isolation Unit (see addendum to code of behaviour). A student must not use their personal phone to contact home. An email to the administration office, info@johnthebaptistcs.ie is required if a Parent/Guardian requires a student to leave class during the school day. This request will be forwarded to the class teacher. The Parent/Guardian will meet the student at the front door of the school and is required to press the intercom and inform the office that the student is now leaving the school. To ensure the health, safety and wellbeing of all, no student should be out of the classroom without the class teachers' permission. Permission to leave the school grounds during the school day must be obtained from the school management.

All students and staff have the right to feel safe, secure and protected within the school. Due to the pandemic any intentional coughing, sneezing, spitting, throwing of objects or refusing to wear face covering/masks is deemed to be a severe breach of the Health and Safety Protocol and sanctions will apply (See Appendix I – Addendum to Code of

Behaviour). Threats of violence, throwing objects or intimidation of any kind will not be tolerated. Messing or horseplay on the corridors/in classrooms/on the school premises/during school-related activities can intentionally or unintentionally endanger the health, safety and well-being of others. Such behaviour must be avoided at all times. Students that may be involved in relationships are asked to refrain from creating situations that others may find uncomfortable and embarrassing, as a mark of respect and sensitivity. A refusal or failure to do so may result in disciplinary sanctions.

1.3 School Uniform/P.E. Uniform

Rationale for School Uniform

- Reinforces a pride among the students in their school, particularly when representing the school on sporting or extra-curricular activities.
- Makes all students equal and creates a clear school identity. This allows a more comfortable daily environment that facilitates learning and engagement, free from distractions and perceived inequality.
- Reduces expense to parents of regularly having to purchase clothes for their children – often in line with current fashion trends.
- Students can clearly be distinguished from visitors, both authorised and unauthorised, and so make the school a safer environment for all.
- Represents a visible commitment to the rules and policies of the school.
- Establishes a code of dress appropriate to the image the school wishes to present.
- Fosters a sense of community and belonging.

1.3.1 School Uniform

Students are expected to wear the full school uniform every day except on the day that the student is timetabled for PE. Students are required to wear the full PE uniform on the day that they are timetabled for PE.

John the Baptist C.S. expects that the uniform be maintained in good condition.

If a student requires a replacement to any piece of the uniform during the academic year these may be purchased from Ryan's of Ballylanders or Shaws in the Crescent Shopping Centre and several other outlets in Limerick city.

The full official school uniform of John the Baptist C.S. consists of:

Boys

Dark Grey Shirt (2)

School Tie

V-Necked Navy Jumper (with crest)

Girls

White Blouse (2)

School Tie

Mid-Grey Trousers
Dark Leather Type Shoes

V-Necked Navy Jumper (with crest)
Tartan Skirt
Navy Knee Socks (2 pairs)
Dark Leather Type Shoes

Runners are not acceptable footwear in class, except during Physical Education classes. Such footwear is not safe to wear within practical classes and has been proven to cause sweating, foot and knee problems and so has health, safety and hygiene implications.

First, Second, Third and TY students are required to wear the school jacket.

Fifth and sixth students may wear their own coat.

Hoodies are not allowed to be worn by any student.

1.3.2 Physical Education Uniform

The P.E. uniform of John the Baptist C.S. consists of:

Boys and girls

Black T-shirt with red trim or Green T-shirt (with crest)

Black tracksuit with red strips or navy tracksuit pants, available from Laochra Sport

Black ½ zip with red trim with crest

Runners

The P.E. uniform and jacket available from Laochra Sport at www.laochrasports.ie.

1.3.3 Uniform Policy

- The uniform is compulsory, full uniform is expected on each day except for PE day.
- All items of clothing and property must be clearly labelled to prevent loss.
- The uniform must always be in good repair.
- Make up, fake tan, nail varnish, artificial eyelashes and artificial nails are not part of the uniform and so should not be worn. This is to aid hygiene standards and to ensure equality for all.
- All students are expected to be clean shaven for hygiene and health reasons.
- Jewellery is unacceptable. Adornments on the face or body like studs, bars or rings are strictly not allowed due to health and safety concerns. Such items can get caught in clothing causing injury or become infected. Students will be asked to remove these items immediately. Jewellery may be confiscated for a period of up

to one term. Covering them with a plaster is not sufficient. Visible tattoos are not appropriate and must be covered. Watches are permitted.

- Neat hairstyles are expected at all times. Long hair must be tied back, again for Health and Safety reasons, to prevent entanglement with equipment and general hygiene purposes. Hairstyles, such as skin-tight styles, which in the judgement of the School Management distract from the learning and teaching environment, are not permitted. Multicolour dyes are not in keeping with the school uniform and so are not allowed. Students in breach of the hairstyle protocols will be required to re-do the hair immediately in keeping with the school rules.
- Non-compliance with school uniform will be noted on VSWare and brought to attention of the Year Head.
- In the interest of safety, it is a student's responsibility to wear suitable footwear (Dark leather type shoes in accordance with the school uniform), as advised by teachers in practical classes. This is standard practice in professional environments and so prepares students for working life.
 - Students must have a proper school bag, the necessary books, copies, student journal and equipment so that they can fully be involved in all class activities.

1.4 Interfering with School or Student Property

- Any student interfering with/damaging/removing the property of another student will be required to repair the damage or replace the item in question.
- Any student interfering with/damaging/removing the property of the School, may face suspension or sanctions in line with the code of behaviour. This is a mark of respect for the school, for all those who work so hard to keep it clean and part of our commitment to environmental issues.
- Graffiti is not allowed on school property.

1.5 Lost Property

A student's property is their responsibility, and all students are asked to take care with their own materials and those of others. Items can be expensive and difficult to replace. All items of clothing and personal property must be labelled. It is a large school and so multiple similar articles may prove confusing. If something is lost, the owner is asked to give their name and details of the item lost (e.g., description, time/date lost etc.) to Ms. Browne's office or to other members of management, as soon as the items are lost. Students/Staff should follow this procedure if an item is found. Items of lost property will be held until the end of term. Persons will be advised to follow sanitisation protocols on receipt of lost property.

1.6 Lunch Break

To prevent the risk of Coronavirus spreading, there will be split lunchtimes in JTBCS for the coming year.

-12.25pm – 3rd Year and Transition Year

-13.05pm – 1st, 2nd, 5th & 6th Year and LCA 1 and 2.

Students are required to eat their lunch in the designated areas for each year group/pod on fine days. On wet days, students eat inside in designated zones observing 2m distance from each other. It is recommended that students only remove masks for a maximum of 15 minutes while eating lunch when indoors to limit risk of virus spreading. When only 1.1m apart students are required to wear masks.

It is the responsibility of all students and members of the school community to keep the school clean and tidy and so they are expected to pick up rubbish and dispose of it appropriately. In keeping with the promotion of a healthy eating policy in JTBCS and to foster the health and wellbeing of the students, we do not allow the consumption of carbonated high sugar/caffeinated content drinks etc.

1.7 Smoking and Substance Abuse

Smoking is prohibited by law and has been proven by countless studies to contribute to serious health problems. Students who are in possession of cigarettes, lit or unlit, or electronic cigarettes, will be deemed to be smoking. The use, sale or distribution of illegal substances in the school, on school grounds or while in school uniform, will result in sanctions. The sanction for smoking is suspension.

Possession of illegal substances will result in immediate suspension and may result in expulsion following due process. The sanction for use or sale of illegal substances is expulsion. These sanctions for the sale or possession of illegal substances also apply when students are involved in extra-curricular activities. The school will always act to safeguard the health, well-being and safety of all students. If needed, student bags, etc., may be seized, kept in a secure place under surveillance where suspicion exists. Garda involvement may be sought.

Education regarding the dangers of smoking and substance abuse is provided in the school. It is hoped that such education and a consistent, clear approach to such substances within the school will equip students with the life skills to avoid engagement with such dangerous activities in the future. Matches and cigarette lighters are prohibited in school as a safety procedure.

1.8 Bullying and fighting

Students involved in fighting, inciting or forcing others to fight, organising, recording and/or uploading footage or images of fights and/or bullying incidents are subject to sanctions. Students must be able to go to and from school and attend school in safety. Students must not be subjected to physical or verbal abuse, intimidation or ridicule (c.f. Counter Bullying Policy).

1.9 Use of Mobile Phone and electronic devices

Mobile phones and electronic devices should remain out of sight and turned off while on the school premises. This applies before, after and during the school day. It is the responsibility of the student to ensure that their phone/electronic device is stored securely. The school does not accept responsibility for phones/electronic devices.

- Phones/electronic devices which are used without permission will be confiscated by staff members and may be collected by the student at the end of the day from the Deputy Principal's office.
- Refusal to cooperate will lead to confiscation and the phone/electronic device will be confiscated overnight until a Parent/Guardian comes to the school to collect the mobile phone/electronic devices.
- Repeated breaches by the same student may result in the mobile phone/electronic device being confiscated and kept for an extended period to allow consultation with parents/guardians as to how best to prevent future breaches. In this case, a Parent/Guardian must collect the device from the school.

1.10 Use of Social Media

- Cyber bullying is taken very seriously as no student should fear digital attacks (please see the Counter Bullying Policy).
- The sharing of explicit text, images and/or video, including sexting which is the sharing of sexual text, video, and photographic content using mobile phones, apps, social networking services and other internet technologies is an unacceptable and absolutely prohibited behaviour and will have serious consequences, including reporting the incident to the Gardai as required by law. Serious sanctions will apply, including suspension and up to expulsion as determined by the Board of Management.
- Any incidents of Impersonation – of a student or a staff member is prohibited behaviour and will incur serious sanctions, including suspension and up to expulsion as determined by the Board of Management.
- In a blended learning environment in which students are required to upload materials to One Note or Teams or to other digital platforms, it is the student's

responsibility to ensure that no inappropriate material is uploaded. Students are asked to check that they haven't inadvertently uploaded inappropriate material before submitting work to Team/OneNote.

Please note that:

- All incidents involving creating, storing, or sharing of explicit text, images and/or video of children under the age of 17 years will be reported as an incident to the Gardaí and TUSLA and the State Claims Agency (to the latter as there is the potential to cause injury/harm to the individual).

Internet safety will be addressed by the school in collaboration with external supports e.g. Dr. Maureen Griffin, Forensic psychologist (is an online safety expert who provides psychological services in online offending and safety) will speak with First Years in September/October 2021.

1.11 Sickness Procedure

Routine Sickness

Students are asked not to come to school if they are sick. Infection and viruses e.g., Coronavirus can spread quickly through a school environment and so may endanger the entire school community.

If a student feels unwell, they must report immediately to their class teacher, who in turn sends them to the sick bay where they will be assessed by a First Responder. A decision will be made by the First Responder to send the student back to class or to send them home.

- The Parent/Guardian will be contacted if the student needs to go home, or if the condition is deemed to be serious or not improving.
1. In some circumstances, the doctor or other appropriate response services may be contacted.
 2. The school cannot administer any medicines to students, except where a student requires specialist intervention subject to parental input such as epipen etc., which can be administered by a first Responder who is trained to do so.
 3. A medical database exists in the school. A medical intervention file exists for students with complex medical issues. It is the responsibility of Parents/Guardians to ensure that the school is made aware in writing that the student's name, the condition and the procedure to be followed is on this database by contacting the school with these important details. (Please see the Substance Use Policy and the Health and Safety Policy for more details.)

Covid19 Related Illness

4. If a student reports to the teacher that the student feels sick in class, the teacher asks the student to gather their belongings, sanitize the desk and the student is handed over to the Covid Supervisor for that pod/year group. The Supervisor will make their way with the student via the shortest route to the nearest isolation room. The Supervisor will inform Mr Wade in the sick bay, and he will contact the Parent /Guardian to have the student taken home. The Parent/Guardian will be informed to contact their G.P. and follow his/her instructions.

1.12 Accident Procedure.

Every individual plays a part in the school community and must try to minimise risk and prevent accidents where possible. Care and consideration for oneself and for others is key. All accidents must be reported immediately to the Principal or Deputy Principals, Year Head/ Course Co-ordinator and recorded in an accident form NIRF-01 available from the Principal. Where medical attention is considered necessary, the Parents/Guardians will be contacted.

Minor First Aid may be administered. Several staff are trained in First Aid and are members of the First Responder Team. Danny Wade and William Gleeson are both trained in First Aid Response and lead a team of First Responders, who refresh their training regularly. Further training and updating of skills are ongoing. (Please see Critical Incident Plan and Health and Safety Policy for specific procedures).

1.13 Homework & Home Learning

Home learning is a very high priority in our school because it has huge academic and educational benefit. It can give students a head-start in learning for revision. Home learning can consist of many different formats or approaches such as assignments, a review of work done in school, revision, pre-teaching a new topic and an opportunity for reflection on learning done during the day. Home learning may be written or oral, or indeed a mixture. There may be a digital element to home learning e.g., Teams/OneNote. It is the student's responsibility to ensure that their work is completed and submitted on these platforms as requested by the teacher. The crucial importance of parental support for home learning is outlined in the Homework Policy. Home learning can greatly enhance learning and enriches teaching. Please see the Homework Policy for more detail.

1.14 House Tests and Assessments

Assessments and Tests for 2021/2022

Tests/Assessments 2021/2022		
<u>Autumn</u>	<u>Assessment</u>	<u>Results</u>
▪ 4 th - 8 th October 2021:	First Yr, Second Yr, Fifth Yr & TY's	(22 nd Oct)
▪ Wk Commencing 8 th Nov 2021:	Mid Term Test -Third Years and Sixth Years (Project work will be assessed as part of these exams)	(26 th Nov)
<u>Christmas Tests:</u>		
▪ 6 th – 10 th December 2021:	Christmas Test for Second Years and Fifth Years	(07 th Jan)
▪ 15 th – 22 nd December 2021:	Christmas Test for First Year & TY Subject/Portfolio	(14 th Jan)
<u>Spring Tests:</u>		
▪ Ending 11 th February 2022:	Pre Junior and Leaving Certificate Exams	(25 th Mar)
	<u>Assessment</u>	
▪ 7 th – 11 th March 2022:	March Assessment for Second Years & Fifth Years	(25 th Mar)
<u>Summer Tests:</u>		
▪ Wk commencing 3 rd May 2022:	First Year Tests	(13 th May)
▪ 5 th – 6 th May 2022:	TY Subjects, Reflective Diary & Portfolio Assessment	(20 th May)
▪ 23 rd – 27 th May 2022	Summer Tests for Second Yr	(8 th June)
▪ Ending Fri. 3 rd June 2022:	Summer Tests for Second Yr. and Fifth Yr.	(8 th June)
Leaving and Junior Certificate Exams 2022 beginning June 8th 2022		
<u>Parents/Guardians</u>		
The school year is short and we ask that parents/guardians ensure that holidays and appointments are planned outside of school time. It is vital that students be punctual and regular in attendance in school. If your son/daughter is absent for any reason please ensure a dated note of explanation is completed in the appropriate place in the school journal on his/her return to school.		

1.15 State Examinations

The Leaving and Junior Certificate/Cycle 2022 is due to begin on Wednesday 8th of June. State Examinations are a significant step in the educational experience of students and so should be treated with respect, with adequate preparation and due diligence. Throughout the school year, Continuous Classroom Based Assessments (CBAs) and other assigned projects must be completed within specified dates as these contribute to a student's final grade and comment in the final State Exam. Failure to complete such work in time may result in the student forfeiting such marks. The Assessment Task, present in all Junior Cycle subjects, is allocated 10% of a student's final grade but can only be undertaken if the student has completed the relevant CBA during the school year in the classroom setting.

Staff will be present to support students through this crucial time of opportunity in their lives. John the Baptist C.S. aims to provide a stimulating, focused environment, with a

consistent calm and relaxed atmosphere. The wellbeing of our students is the school's central concern. The school aims to create optimum conditions to facilitate the students thereby enabling the student to reach their maximum potential in the exams.

Please note there will be no Assessment task in the Junior Cycle 2022 Examination in light of adjustments made due to Covid 19.

1.16 Students' Behaviour Outside School

Students coming to and from school should always show respect and courtesy for pedestrians, cyclists and motorists. This is to guarantee their personal safety and indeed that of all road users. Students should be alert to safety concerns and the Rules of the Road and should avoid dangerous situations. Students must always be mindful that when they wear the uniform of the school, they carry the responsibility of the good name of the school. Students should be mindful that they are ambassadors of the school while they are in school uniform. Students should not bring dishonour to themselves or the school and always behave in an exemplary manner that would make themselves, their Parents/Guardians and the school proud. Students, when coming to and going from school in the morning, lunchtime and evening, including in the bus bay and bus shelter, must move quickly and efficiently and avoid loitering to help with movement and safety. Students are required to wear masks while waiting for and travelling on school transport to and from school. Student must wear masks at all times when moving throughout the school campus.

1.17 Buses

Students using buses going to or from school must behave themselves to guarantee their own safety and that of all the bus users. Any behaviour that does not measure up to the high standards of behaviour and self-discipline expected will result in sanctions. Students get off and on the buses in the Bus Bay and enter the school grounds immediately, so as not to be in danger from other buses and private cars. Students must wear safety belts on the buses as this may prevent serious injury in the event of a collision and is a legal requirement. Students must use the pedestrian crossing to further ensure their safety. The school has engaged in numerous campaigns both in the school and in the wider community to address the issue of safety on the buses due to its importance. Students must adhere to social distancing on buses where possible.

1.18 Bicycles

Bicycle racks are provided for use by the students and staff. Any endeavour to promote health and reduce reliance on fossil fuels is encouraged as part of the school's Green School scheme. Bicycles left in the school compounds are left at the Owner's own risk. All owner's are advised to protect their bikes with a lock and chain or other anti-theft device.

1.19 Leaving the School/School Outings/ Field Trips/ Work Experience

Students are not permitted to leave the school at any time, without following the current procedure. Parents/Guardians must email the school administration office on info@johnthebaptistcs.ie stating the exact time they intend to collect the student. On arrival at the school, Parents/Guardians must wait outside the front door and inform the office via the intercom that they are taking the student from the school. Students, Parents/Guardians should note that the school may periodically check absences and may contact home to confirm such absences throughout a given day. This is to ensure the health, safety and wellbeing of all our school community.

Educational outings are currently restricted due to the Covid-19 Pandemic. The guidelines will be continually monitored, and it is hoped that educational outings such as visits to exhibitions, museums, factories, etc. (c.f. Health and Safety Policy) may be restored during the 2021/2022 academic year. Many students, especially of Geography, History and Science etc. go on "field trips" which are compulsory elements of their course, while senior students go on work experience. These are vital aspects of the educational experience and offer invaluable opportunities for learning in exciting and dynamic ways. Parental/Guardian permission will be sought prior to the trip. The school reserves the right to grant/refuse permission or set conditions for these trips in the interests of health and safety and discipline. Normal school rules apply in such situations and the wearing of the uniform is required unless otherwise stated.

1.20 Classroom Procedure:

A happy cooperative classroom results in a positive, productive learning setting. Students and teachers must work together to establish such a constructive approach. Students in John the Baptist Community School are given opportunities to think and talk about behaviour, learning and rules, so that they can understand what the rules mean for them. Respect for one another is vital. High standards of behaviour are goals to be worked towards and this process is a shared one. To help students achieve these high standards, students, teachers, tutors and year heads;

- Involve the students in discussing how to translate the desired standards of behaviour into school rules and classroom rules.
- Ensure that all students have a good understanding of what is expected of them and why these expectations are necessary and work for the benefit of the individual and the benefit of the whole school community.
- Identify the skills students need in order to observe the rules and explore possible ways of promoting and teaching these skills.

- It is the responsibility of all students to sanitise their own desk and chair on arrival and departure to ensure their safety from coronavirus. (See Addendum to Code of Behaviour due to Covid-19).

1.21 Care of Classroom:

- Chewing gum is not allowed on school premises as it is unsightly, may lead to choking, causes damage to clothing, hair and furniture and is unhygienic and may spread coronavirus. Sanctions will be imposed on students chewing gum.
- Students should only open windows, operate blinds or adjust the radiators with the permission and under the supervision of the Class Teacher.
- Classrooms must be left clean and tidy, all wipes/tissues and PPE waste must be disposed of correctly and safely in classroom bins.
- The front legs of desks should remain on the designated markings to ensure physical distancing of 1.1m is maintained. Chairs should be in an organised manner under desks after each class. This stimulates an ordered, calm tone and shows respect for self and for others. If a class finds a room disorderly or dirty, a report should be made to the Class Tutor or Year Head.
- All chairs must be put on desks at end of last class to help with cleaning.
- Seating plans must be adhered to in each classroom.
- Any interference with PPE in the classrooms will attract serious sanctions.

1.22 School property:

Students who damage school property and equipment either replace or repair this property or equipment. The school understands that some damage may be accidental in nature; however, a clear disregard for school property will not be tolerated and will incur sanctions. Such damage may result in other sanctions and even suspension. Any interference with school computers or laptop trolleys will attract serious sanctions.

1.23 Litter

Every effort must be made to keep the school and school surrounds, playing pitches, walkways etc. clean, safe and litter free. Keeping the school clean and tidy is an important part of community responsibility and shows community spirit and care. Students must never litter classrooms, corridors and the school environs. As part of our Green Schools group, John the Baptist C.S. is dedicated to green principles that reflect a care and concern for the natural world. Students should care for the environment by disposing of litter correctly in the litter and recycling bins provided. Sanctions will be imposed for littering. Awareness raising on the importance of recycling /sustainable living will be provided at a cross curricular level.

1.24 Safety in Laboratories and Specialist Rooms

The use of laboratories and specialist rooms involves extra rules regarding safety and the correct use of apparatus and equipment (c.f. Health and Safety Policy). This is for student and staff safety, especially when using dangerous substances or equipment/machinery. Students who do not comply with these rules will be penalized, as they may have endangered themselves and others. This may include a brief or extended period when they are not allowed to take part in experiments or work with the specific practical elements such as equipment or machinery, depending on the infringement.

1.25 Extra-Curricular Activities

As Covid-19 restrictions lessen students will be encouraged to participate in some extra-curricular activities as they can provide a range of positive benefits and opportunities to grow, mature and develop into rounded individuals. Students in examination years are encouraged to seek a balance between extra-curricular and academic commitments. If any student misses' class because of an extracurricular activity, it is the student's responsibility to find out their homework/class work and complete it by checking with peers or Teams/OneNote on Office 365. This is to make sure that they will not miss vital work and learning, so they will not fall behind.

Students representing the school must wear the school uniform and as ambassadors for the school, their behaviour should bring honour to themselves and to the school. Students who drink alcohol, smoke or who are guilty of substance use while engaged in extra-curricular activities and school tours will be suspended and it could result in expulsion following due process. They will have to apply to be allowed to be return to class in consultation with school management. Students who misbehave during extra-curricular activities will be subject to school sanctions.

1.26 Attendance

Attendance in class is vital for academic success. Any student found mitching from class or school will be suspended. The school is bound by legal regulations governing attendance at school and the age at which a child may leave school permanently. Tusla must be informed where a student has been suspended for more than six days or absent for twenty days in one academic year. The school may contact a student's Parents/Guardians if they have concerns over attendance. If a student is advised by a GP or HSE to self-isolate due to testing positive for Covid 19 or being a close contact of a positive case, this student may be accommodated with online learning until their return to school.

1.27 Graduation

A Leaving Certificate Graduation function may be organised at the discretion of the school management considering evolving Covid-19 restrictions. A “Debs” Ball can only be organized by the Parents' Association, in collaboration with a student committee. Such an event is an excellent opportunity to mark the end of one’s second level academic career. Students are encouraged to enjoy the event, while mindful of their own reputation and the honour of the school. Respect and honourable behaviour is expected at all times during the celebration.

1.28 Contact of Teachers/School Staff by Parents/ Guardians/Students:

Contact is welcomed between Parents/Guardians and teachers. Clear, consistent and open communication is central to the working relationship between all the partners in education, to work collaboratively towards shared goals and success. In the interest of efficiency, all contact should be arranged through the school office to allow for adequate time to discuss the issues in a professional, clear manner.

It is not appropriate for a Parent/Guardian to contact a member of staff at their home by email, phone or in person. Under no circumstances should a Parent/Guardian/Student use social media to communicate with a teacher or staff member. Parents/Guardians should regularly review their student’s school journal/Vsware account and school website as these can be a method of regular communication and updates on their child’s progress and needs.



Section 2 - Procedure for Promoting Good Behaviour

2.1 Pastoral Care

The Pastoral care system in the school ensures that the pastoral needs of each student are addressed. The Pastoral Team consists of the Principal, Deputy Principals, Year Heads/Coordinators, Class Tutors, SPHE Teachers, Guidance Counsellor, Chaplain, Cabhair Team, Critical Incident Team and Links Team. Each year group has a Year Head/Coordinator. Each class has a designated Class Tutor. The Class Tutor's role is the care of each student. This entails monitoring the overall personal holistic development, behavioural patterns, special educational needs if they arise, academic progress and absences of each student.

The Year Head/Coordinator has overall responsibility for behaviour, punctuality, monitoring academic progress, liaising with the Class Tutors. The Year Head/Coordinator will generally only meet parents when a serious breach of behaviour occurs.

As part of Pastoral Care in John the Baptist Community School, any allegation or reports of peer physical/sexual abuse will be dealt with in accordance with *Child Protection Guideline for Post-Primary Schools 2004*. The Designated Liaison Person is the Principal Noreen Rafferty and in her absence the Deputy Designated Liaison person Ita Browne will fulfil this role. Any issues with bullying will be dealt with in accordance with the school's Counter-Bullying Policy.

2.2 Rewards and Recognition

The school will always endeavour to create an environment where positive behaviour is celebrated, encouraged and reinforced through praise and reward. Every effort is made to acknowledge students, their passions and achievements, their efforts and interests. We, at John the Baptist C.S., want students to feel that they, their positive behaviour and their work is appreciated and recognized regularly. By acknowledging behaviour that is highly valued and desirable, the student can understand clearly how they can work towards such goals and develop self-discipline.

Positive re-enforcement techniques in John the Baptist C.S. are based on knowledge of the individual and are sensitive to personal, developmental and cultural factors (for example, teenagers may prefer private acknowledgement to public praise.) Such recognition comes in many forms, both formal and informal, and aims to motivate students to continue good practices. Reward systems are more likely to motivate students

when they are meaningful to the individual student or groups and can help to foster self-reliance, positive self-image, good self-esteem and intrinsic motivation. Rewards are given for effort, not only for achievement, recognising all levels of performance and learning styles. Care is taken to ensure that rewards do not become the goal of learning or result in unhelpful competition, but rather establish an atmosphere in which effort and positive attitudes are recognised and noted openly. It is hoped that any such awards would never appear unattainable as this may de-motivate some. Efforts are made not to repeatedly reward the same students. Individuals who are consistently outstanding and who encapsulate the school's ethos will always be acknowledged for their contribution.

2.3 Good behaviour is rewarded and recognised in John the Baptist Community School:

- Through written, oral or gesture-based praise and affirmation by teachers and staff.
- A merit system on VShare
- Outdoor activities/field trips as a reward for good behaviour
- The annual awards and prize giving: the school recognises the achievement, effort, participation and contribution to the school across a range of areas- behaviour, academic, sporting etc (c.f. Guidelines for Award System)

2.4 Student Journal

- Each student must have an official John the Baptist Community School Student Journal in which the student makes a note of all homework given.
- Student Journals are official documents, remain the property of the school and so should be treated with respect. If damaged or defaced, it will be confiscated and must be replaced at a cost to the student, payable online.
- Parents/Guardians are asked to ensure that their work and or contact numbers are recorded in the Student Journal. The journal is an excellent tool for communication between the school and a student's home. The journal should be checked regularly (at least once a week) by Parents/Guardians. All necessary permission slips should also be signed.
- An assessment tracker, monthly reflections and learning strategies are available for students and Parents/Guardians to use in the journal to monitor and reflect on academic progress.

- If a student loses their journal; their class tutor should be informed immediately. Replacement journals must be paid for at a cost of €5, online through the EasyPay System.
- Absences may be explained by phoning/emailing the office or writing a note in the Student Journal, signed by a Parent/Guardian and dated.

From the academic year 2021/22 merits and demerits will no longer be recorded in the Student Journal. Please see VSware for these.

2.5 Student Vsware Account

Vsware is designed to carefully record:

- 1 The student's attendance and punctuality.
- 2 To monitor the day-to-day behaviour of the student.
- 3 Communicate academic progress.
- 4 Provides an ongoing link between home and school.



Section 3 Monitoring School Code of Behaviour

3.1 Monitoring Policy on Journal/Vsware

If a student loses their journal, their class tutor should be informed immediately as it contains personal details and sensitive information. A fee of 5 euro must be paid for a replacement journal. Class Tutor and Year Head monitor Vsware or Journal on a weekly/monthly basis to review behaviour, celebrate positive actions and to ensure work/homework/home learning is being noted and completed.

3.2 Monitoring Policy on Uniform

To properly enforce the Uniform Policy, the school is again dependent on the support of students, the Parents/Guardians, and all staff. It is neither possible nor practical for the school to operate exceptions to this policy, though, we fully acknowledge, that there will occasionally be genuine reasons why a student may arrive in school without the full uniform or PE uniform.

Sanctions may apply at the discretion of management.

- A verbal warning may be given to the student.
- A demerit for not wearing the correct school uniform may be put on VSware.
- A text message may be sent to a Parent/Guardian to inform them of this breach of dress code.
- In the case of repeated non-compliance, a Parent/Guardian may be asked to meet with the Year Head.

3.3 Monitoring Policy on Smoking and Substance Abuse:

Students who are in possession of electronic cigarettes/vaping devices/cigarettes, lit or unlit, will be deemed to be smoking and the following sanction applies:

- Confiscation of cigarettes/electronic cigarettes/ vaping devices.
- A fine will be imposed
- Parent/Guardians will be notified

- Sanction of suspension may be enforced.

Monitoring is carried out by teachers and staff during break, lunch and before and after school, on school grounds and within school with the help of CCTV. Sanctions will apply to anyone who consumes alcohol in the school environs. A sanction of expulsion will apply to students who use, deal or are in possession of illegal substances or drugs. The reporting teacher will inform management immediately. Management will record the incident and this report will be kept by the Principal in a separate file for substance related incidents. The student will be informed of such steps. The Gardaí may be informed (See Substance Use Policy).

3.4 Monitoring Policy on Bullying and Fighting

All students have the right to feel happy, safe and protected at school and it is the responsibility of every individual to work towards such a goal. All forms of bullying (including cyber bullying) will be dealt with in accordance with the Counter-Bullying Policy. Bullying may result in suspension. Students fighting, either in school or going to or from school will be suspended. Students should be aware that bullying or harassment may have legal implications. Serious incidents or repeat incidents of Bullying will be reported to the Board of Management and to Túsla, the Child Protection Agency.

3.5 Monitoring Policy on Home Learning

- Home learning must be completed as a vital and valued aspect of student learning. Parents/Guardians have a duty to ensure learning and written work is always completed to the best of the student's ability. Failure to do homework may only be excused by a note of explanation from Parents/Guardians in the Student Journal.
- Excuses such as leaving copy/materials at home or not uploading required work on Teams/OneNote will not be accepted.
- Students involved in extra curricular activities must do homework for the classes they have missed. Self-motivation is key. It is their responsibility to find out what homework was given. Failure to produce homework will result in sanctions (c.f. Homework Policy).

3.6 Monitoring of Policy on House Examination and Assessments

- The need for revision is constantly highlighted coming up to examinations and assessments. Revision is a vital step of the learning process and should be part of all students' exam preparation.
- Honesty in exam procedures is always expected, in accordance with the terms and conditions of State Exams. Students must not copy, talk, or communicate in any way during House Examination. Students who do so will be disciplined and may

have their exam paper cancelled. This is done for the student's own sake as such dishonest behaviour will not benefit them in the long run, as they have not engaged in the necessary learning/revision needed.

- Each student is provided with a timetable for assessments and for house exams. This is to aid preparation.
- For students who do not sit house exams at the scheduled time, the school may organise the exam at a later date. Every effort should be made to re-sit such exams, to benefit from exam and timing practice. Parents/Guardians must ensure that students are in attendance for such exams as part of the formative learning process.

3.7 Monitoring Policy on State Examinations

- All students must wear full uniform during state examinations.
- Students are not permitted to leave school grounds during the period except when collected by Parents/Guardians.
- All school rules must be observed during the period of examinations to establish a calm and comfortable environment.
- Study areas and supervision is provided at all times during exams.
- Subject material is provided if students appear without study materials.
- The Department of Education and Skills specifies that all project work that is a component of a State Examination, must reflect the student's own efforts only. Any breach of this directive is likely to result in the forfeit of the marks for that component as it endangers the integrity of the exam process.

3.8 Monitoring Attendance

- The school is legally required to keep a record of attendance and absences on Vsware. Should a student have reason to be absent, the Parent/Guardian may ring or email the office to confirm absence.
- Permission to leave school early is granted by the Year Head, Principal/Deputy Principals, upon receipt of an email to administration office - info@johnthebaptistcs.ie. Students are not permitted to leave the building in any other circumstances. Unauthorised departures from the school within school hours is regarded as a serious transgression and a student found in breach of this rule may be suspended. This is a Health and Safety issue as the students in question would be unsupervised and so possibly be in danger.
- Absences must be excused by phone/email to administration office, Year Head Coordinator or Principal/Deputy Principals or note recorded in school journal.
- Students who wish to be excused during the school day may only do so if an email is sent by Parent/Guardian to info@johnthebaptistcs.ie. The Principal, Deputy Principal, Year Head/Co-ordinator or class teacher will be notified. The student may

not leave the campus until the Parent/Guardian has spoken to administrative staff through intercom at main entrance. This is for Health and Safety and to ensure that the student is supervised in a safe environment.

- Absences will be recorded at the beginning of every class on VShare and teacher register.

3.9 Lunch Break

Students may not leave the school premises at lunchtime, however some students from Hospital village may go home for lunch. Permission is required for the safety of those returning home for lunch and must be confirmed via email to Principal or Deputy Principals. Retaining students on the premises at lunchtime ensures student safety.

3.10 Monitoring Sickness Procedures

To avoid confusion with regard to sickness, certain procedures are followed:

- Students who feel unwell during class, are required to inform their teacher, the pod supervisor or closest management will be notified, and student will be brought to isolation rooms when feasible.
- Parents/Guardian will be contacted by phone at home or at work. When Parents/Guardians come to collect the student, they are required to inform the office of their presence through the intercom at the main entrance, the student will then be released from isolation room/sick bay, they will leave the building through their designated year group exit and will meet the Parent/Guardian at the main entrance.
- Parents/Guardians may nominate (in writing in the Student Journal) a person or several persons who will take responsibility for their child if they are ill and the Parents/Guardians are not available.
- Where a Parent/Guardian or nominated person cannot be contacted and the student's condition gives cause for concern, the child may be brought to a doctor, or a doctor called to the school. If a doctor is not available, the school may dial 999 and call an ambulance.
- In case of illness: There may be occasions during school hours when, in the event of an accident or sudden illness, it may be necessary for us to take your child to a doctor or to a hospital without successfully contacting a parent. It is very important to us that we have your prior permission to do so. It is presumed that John the Baptist C.S. has permission from Parents/Guardians in this circumstance unless stated otherwise by email to info@johnthebaptistcs.ie.

3.11 Monitoring Accident Procedures

All accidents will be reported to the Principal, Deputy Principal or Year Head/Coordinator. Where medical attention is considered necessary, the Parents/Guardians will be contacted. The Parents/Guardians will be asked to bring the student to a doctor.

- If Parents/Guardians are contacted and are unable to bring the student to a Doctor/Hospital permission will be sought to do so.
- If Parents/Guardians are unavailable, the school will have the student attended to by a medical professional where considered necessary. Medical bills must be paid by parents.
- Complete Accident Report Form (see Appendix 1)

Emergency Calls

All calls from students to Parents/Guardians e.g. in the event of illness or accident, must be made from school office, or the office of Senior Management. Prior permission by Parents/Guardians to contact students during the day must only be done through the school office at (061) 383283.



Section 4 - Implementing the Code of Behaviour

▪ A Ladder of Intervention

4.1 Support for all

Most students behave well, with the help of consistent and clear rules and routines in class and in school. Occasional, minor misbehaviour is attended to routinely and effectively through the skill of the classroom teacher.

4.2 Restorative Practice

In our school we are growing our commitment to Restorative Practice. Restorative Practice aims to build positive relationships and friendships. It also helps to deal with conflict when it may arise in a healthy way that moves us away from blame and attack to connection and healing. We aspire to using the RESPECT values to help bring RP to life. This will inform how we try to think, engage, speak, listen, and approach situations in our school. The intention is to learn how to ask, listen and share in a way that honours a positive learning environment for both students and teachers.



This restorative way of being, builds skills for a happy and connected life. The aim is to support the wellbeing of our entire school community. We are at the start of this journey in John the Baptist C.S. but we hope that we can all work together along the way.

'If you want to go fast go alone, if you want to go far, go together' (African Proverb)

4.3 Additional support for some students

Some students need more active intervention to help them to manage their learning and employ self-discipline. Without additional help, they may be at risk of not reaching their

full potential: behaviourally, socially, emotionally and educationally. Every effort will be made to help such a student. Additional inputs or interventions might include:

- Referral to another teacher or adult who can work with the student
- Involving the Pastoral Care team
- Setting targets for behaviour and monitoring them with the student in a supportive way
- Behaviour contracts
- Report Sheets
- Intervention sheets/Homework intervention programmes
- Restorative practice approaches.

4.4 Specialised support for a small minority of students

A small minority of students may show particularly challenging behaviour. They may have great difficulty in learning new behaviour and may not respond to low-level interventions/approaches. These students will need a sustained and systematic response involving the important adults in their lives, in school and at home.

The Principal and Staff have built good links with many local support services that may be able to assist in responding to the needs of a student with behavioural difficulties. Sources of support may include the National Educational Psychological Service, HSE Community Psychology Services, the National Behavioural Support Service, the National Council for Special Education, Child Guidance Services or Adolescent Mental Health Services. John the Baptist Community School is aware of their obligations under the *Equal Status Acts 2000 to 2004* regarding making reasonable accommodation for students with disabilities.

Section 5 - The Ways in which the school responds to Unacceptable Behaviour



- **Disciplinary Procedures: Class Teacher and Misbehaviour/Serious Misbehaviour**

5.1 Class Teacher and Misbehaviour

In general, a breach of discipline will be dealt with by the teacher within the classroom. The student will be spoken to during and/or at the end of class or by appointment. The nature of the poor relationship will be discussed and pointed out. The student will be afforded an opportunity to explain their actions and how it has impacted on themselves and on those around them, in line with our restorative practice approaches. An undertaking by the student, to take ownership and responsibility for our Code of Behaviour will be sought. The student will be warned that Parents/Guardians may be informed if there is a recurrence of the misbehaviour. Consequences may be applied including one or more of the following:

- Recording misbehaviour on VShare.
- Prescribing additional schoolwork.
- Loss of privileges such as attendance at school events.
- Exclusion from extra-curricular activities.
- The Class Tutor may be informed.
- Year Head may be informed
- Put on report: A report notification is placed on VShare, class teachers may be emailed to inform them of a student on report. Class teacher, Tutor and Year Head, monitor and address the disruption of learning and teaching.
 - White Report Vshare: This is for the first referral from a Class Tutor and only given in consultation with the Year Head. Parents/Guardians will receive notification that their student is on report.
 - Green Report Vshare: This is for the second referral from a Class Tutor and only issued through consultation with the Year Head. Parents/Guardians will again receive notification that their student is on green report.
 - Red Report Vshare: This is for serious offences and continuous behavioural issues. Only the Year Head/Deputy Principals can issue and monitor this type of report. Such report may be a precursor to meeting a student's Parents/Guardians.
- Persistent disruptive behaviour may lead to a student being removed from class.

School management and staff actively foster the school ethos, policies, and practices that help to promote positive behaviour and prevent inappropriate behaviour. Promoting good behaviour is the goal of the code. The day-to-day excellence of school management

and classroom teaching will enable most students to behave in ways that support their own learning and development. John the Baptist Community School recognizes that students are more likely to behave well when:

- (a) They are given responsibility in the school and are involved in the development of the code of behaviour.
- (b) They understand why the code is important and their role in making it work.
- (c) They can see that the code works in a fair and equitable way.
- (d) There are standards that set high expectations for student behaviour.
- (e) The standards are clear, consistent and widely understood.
- (f) Parents/Guardians support the school by encouraging good learning behaviour
- (g) There are positive relationships in everyday interactions between teachers, parents/guardians and students.
- (h) Good school and class routines.
- (i) Clear boundaries and rules for students.
- (j) Helping students themselves to recognise and affirm good learning behaviour.
- (k) Recognising and giving positive feedback about behaviour.
- (l) Mutual discussion with students about how people should treat each other.
- (m) Involving students in the preparation of the school rules and classroom rules.

5.2 Serious Misbehaviour

Where problems persist despite interventions, Parents/Guardians will be called initially by the Year Head, Deputy Principal/Principal. This initial contact may be by phone. However, if needed, Parents/Guardians may be asked to meet with a Class Teacher/Year Head/Management. When Parents/Guardians are brought in, the student may be present at the discretion of the Class Teacher/Class Tutor or Year Head. At the conclusion of the meeting, action planning for the future will occur.

A promise will be sought from the Parents/Guardians that their student will abide by the Code of Behaviour. Sanctions may be applied. The student must also give such an undertaking in writing. Disrespectful, aggressive behaviour of any kind will not be tolerated. It will be made clear to Parents/Guardians that further breaches of the Code of Behaviour may result in suspension.

5.3 Unacceptable Behaviour

In some cases, unacceptable behaviour may warrant time out of class to enable the student to reflect on their behaviour in a calm environment. The school has created

appropriate arrangements to allow reflection and rehabilitation to take place before the student re-joins their class.

Students who exhibit such challenging behaviour will often meet with a member of the school's Pastoral Care team (e.g. Counsellor, Chaplain, Cabhair team etc.) An opportunity to speak to a trusted adult within the school can often offer students an opportunity to delve deeper and establish the root causes behind the inappropriate behaviour.



Section 6 - Procedure for the use of Suspension and Expulsion

Access to education affects the life opportunities of children and young people in a fundamental way. For this reason, a proposal to exclude a student, through suspension or expulsion, is a serious step, warranted only by very serious misbehaviour. The entitlement to education is protected in a range of constitutional and legal provisions and in human rights Conventions. These legal protections for the individual student's right to education mean that decisions to suspend or expel a student are open to appeal and may be subject to judicial review by the High Court.

Schools are required, under section 23(2) of the *Education (Welfare) Act 2000*, to include their procedures for suspension and expulsion in their code of behaviour.

John the Baptist will consider the following factors before a suspension:

- The nature and seriousness of the behaviour.
- The context of the behaviour.
- The impact of the behaviour on other students and staff.
- The intervention tried to date.
- Whether suspension is a proportionate response.
- The possible impact on the student behaviour.
- The consequence of the behaviour – emotionally, physically, socially etc.

John the Baptist Community School is required by law to follow fair procedures when proposing to suspend or expel a student. This, however, goes beyond a legal requirement as equality; respect and fairness to all are central aspects of our ethos at John the Baptist C.S. The requirement for fair and equitable procedures derives from the Constitution of Ireland, international Conventions, and case law, but also an innate acceptance of the dignity of each individual. Fair procedures have two essential parts:

- The right to be heard.
- The right to impartiality.

The **right to be heard** means:

- The right to know that the alleged misbehaviour is being investigated.
- The right to know the details of the allegations being made and any other information that will be taken into account.
- The right to know how the issue will be decided.
- The right to respond to the allegations.
- Where the possible sanction is of a serious nature, the right to be heard by the decision-making body.

- Where the possible sanction is of a serious nature, the right to ask questions of the other party or witnesses where there is a dispute about the facts.

The **right to impartiality** means:

- The right to an absence of bias in the decision-maker.
- The right to impartiality in the investigation and the decision-making.

Freedom from bias entails ensuring that a person with an interest in the matter is not involved in the investigation or decision-making. If a person has pre-conceived opinions, a vested interest or personal involvement in the matter, they should not attempt to resolve the matter. An impartial process is one that allows a decision to be made based on an unbiased evaluation of information and evidence. Generally, impartiality requires that the investigation is separated from the process of making a decision, so that the decision-maker comes to the task with an open mind.

6.1 Suspension

Suspension is one strategy within the school's Code of Behaviour. The Principal (or in her absence the Deputy Principal) acting on behalf of the Board of Management has the authority to impose suspension of up to 3 days but will seek permission from the Chairperson of the Board to suspend up to 5 days, in the absence of a Board Meeting. Suspension highlights the Parents/Guardians responsibility for taking an active role, in partnership with the school, in enabling the student to modify their behaviour in line with the Code of Behaviour. The school will work with Parents/Guardians with a view to assisting a suspended student to re-join the school community as quickly as possible.

Suspension allows students time to reflect on their behaviour, to acknowledge and accept responsibility for their behaviour which led to the suspension and to accept responsibility for changing their behaviour in line with the Code of Behaviour. It allows time for personnel to plan appropriate support for the student, to assist with successful re-entry. John the Baptist C.S. has the following forms of suspension in its Code of Behaviour.

6.2 Immediate suspension.

In exceptional circumstances, the Principal may consider an immediate suspension to be necessary where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school, or any other person. Fair procedures must still be applied.

6.3 Suspension during a State examination

This sanction should normally be approved by the Board of Management and should only be used where there is:

- A threat to good order in the conduct of the examination.
- A threat to the safety of other students and personnel.
- A threat to the right of other students to do their examination in a calm atmosphere.

The sanction will be a proportionate response to the behaviour. For example, it would rarely be appropriate for a first offence, unless there is a threat to the good order of the conduct of the examination. This sanction should be treated like any other suspension, and the principles and fair procedures governing suspensions should be applied.

6.4 'Automatic' Suspensions

A Board of Management may decide, as part of the school's policy on sanctions and following the consultation process with the principal, parents/guardians, teachers and students, that named behaviours incur suspension as a sanction. However, a general decision to impose suspension for named behaviours does not remove the duty to follow due process and fair procedures in each case. Fairness and equality for all is key.

The decision to suspend a student will be communicated to a parent/guardian by letter and where possible by a phone call. The decision to inform a student of their suspension is at the discretion of the school authorities. Parents/Guardians may be invited to the school to discuss the suspension. Parents/Guardians have the right to appeal to the Board of Management. When Parents/Guardians are sent for and fail to honour an appointment without a reasonable explanation the student may be suspended without consultation.

Students will only be re-admitted having reported to the Principal, Deputy Principals, and Year Head/Coordinator, in which they will be asked to sign and abide by the schools Code of Behaviour. The school is aware that if the school record, maintain and/or store personal data, the school as a data controller and processor of personal data is required to protect the privacy rights of individuals by the *Data Protection Acts 1998, 2003 and 2018*, in conjunction with the General Data Protection Regulation (GDPR) 2018. Section 2 of the Act requires that any data schools process is:

- Obtained and processed lawfully, fairly and in a transparent manner.
- Collected for specified, explicit and legitimate purposes (purpose limitation).
- Adequate, relevant and limited to what is necessary (data minimisation).
- Accurate and, where necessary, kept up to date (accuracy).
- Not kept longer than is necessary (storage limitation).
- Processed in a manner that ensures appropriate security (integrity and confidentiality).

The Act also requires that an individual be given a copy of the records upon request (section 3). (*Age of Majority Act, 1985* This Act provides that a person aged eighteen or over is an adult)

6.5 Named Behaviour for Automatic Suspension

- Fighting.
- Refusal to co-operate with reasonable instructions from staff members.
- Repeated disruption of class.
- Bullying another student (see counter bullying policy).
- Possession of an illegal substance or a dangerous weapon.
- Repeated misbehaviour.
- Interfering with/damaging school property
- Social Media Infringements

In some circumstances the Principal may suspend immediately e.g. violence, presence of weapons, illegal substances or other serious misbehaviour which in the opinion of the Principal merit's suspension. In the case of immediate suspension, Parents/Guardians will be notified and arrangements made with them for the student to be collected. The length of suspension may vary depending on the seriousness of the offence usually 1 to 2 days for the first offence. The length will increase for second and subsequent offences. Suspension for a period of 6 days or longer will be notified to Tusla. If a student is suspended for a cumulative total of 20 days or more in one school year, the parent or the student aged 18 may appeal the suspension under section 29 of the Education Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007.

6.6 Procedures:

- The student in question is informed of the precise grounds which gave rise to a possible suspension and is given an opportunity to respond before the decision is reached and formulised.
- Should it not be possible to collect a student, they will not be admitted to class or allowed to participate in any school activity e.g., games or break, until the above meeting takes place, or the suspension takes place.
- The Parents/Guardians are informed of the grounds for suspension, via a letter of suspension and phone call where possible and asked to keep the student at home for the assigned number of days.

6.7 Appeals:

- The Principal will inform the Parents/ Guardians of their right to appeal the suspension to the Board of Management
- Should Parents/Guardian opt to appeal the suspension, the item will be placed on the agenda to be considered at the next meeting of the Board.
- At this meeting the Board of Management will give an opportunity to the Principal to present the case for suspension. The Parents/Guardians and the student will also have an opportunity to present their appeal (should the Parent/Guardian wish the student to be present).
- The Board will seek clarification from both parties if necessary and in the absence of the Principal, Parents/Guardians they will make their decision regarding the appeal.
- Should the appeal be successful, details of the suspension will then be removed from the student's record.

6.8 The reintroduction of the suspended student into the school:

- The student will meet the Deputy Principal/ Year Head before school.
- Parents/Guardians may be requested to attend with the student on the day of their return to school
- A commitment to good behaviour may be requested in writing.
- Conditions where relevant (e.g. Counselling, Cabhair, Career Guidance, referral to NEPS, other pastoral supports) shall be agreed with and signed by Parents/Guardian and student.

6.9 Permanent Exclusion:

This is the ultimate sanction imposed by the school and is exercised by the Board of Management, on the recommendation of the Principal, in extreme cases of misbehaviour. Permanent expulsion will be considered by the Principal for an incident of serious misbehaviour e.g. serious cases of bullying, substance use or distribution. It may also be considered appropriate for continuous misbehaviour when all other interventions/sanctions have failed:

- a. The student would have been given a verbal warning stating the unacceptability of the continuous inappropriate behaviour as well as the expectations of what is required of the student in the future.
- b. Other interventions/sanctions under the Code of Behaviour would have been applied and failed.
- c. The School Counsellor, the Chaplain or relevant professionals within the school and other outside agencies would have been involved.
- d. Parents/Guardians would have been informed of the steps taken and the specific unacceptable behaviour that may lead to expulsion.
- e. All actions taken are recorded and copies are kept of all correspondence.

6.10 Procedures:

- Should the Principal consider it necessary to recommend expulsion to the Board of Management, she informs the Parents.
- The Parents/Guardians are provided with a full written description of the case being made at the Board meeting, the allegations against the student, together with copies of all documentation, statements etc. supporting the case.
- Parents/ Guardians and student are invited to attend a meeting and are requested to confirm their intention to do so in writing. Where Parents/ Guardians and student are unable to attend they should inform the Board of Management immediately in writing so that the meeting can be rescheduled.
- The Board will hear the case made by both parties, seek clarification if necessary and then in the absence of the Principal and Parent/ Guardian, consider the case and make a decision.
- Schools are not courts of law and the presence of legal personnel is not recommended.
- Where Parents/ Guardians fail to attend the meeting, without having given prior notification to the Board, it is at the discretion of the Board to decide whether to proceed with considering the case in the absence of Parents/Guardians.

The Board when hearing an appeal of suspension or expulsion from the Principal adheres to the following procedures:

- Hears the Principal's case against the student in the presence of both Parents/ Guardians. (If they choose to attend).
- Hears the Parents'/Guardians' and students' response.
- Examines all documentation.
- Considers the student's record in the school.
- Take legal advice (if necessary, in the case of expulsion).
- Makes its decision in the absence of the Principal and Parents/ Guardians.
- Informs the Principal.
- Informs the Parents/Guardians by registered post.
- Informs the Education Welfare Officer under Section 24(1) of the Education Welfare Act 2000.

The formal letter of notification should include:

- Notice of expulsion to the Parent/ Guardian.
- Effective date of the expulsion.
- Reasons for expulsion.
- A Statement that the Education Welfare Board has been informed.

- A statement that the student is under the care and responsibility of the Parents/ Guardians for the period of 20 days required by the Education Welfare Officer to examine alternative provisions for the education of the student.
- Information and documentation on Appeal rights (i.e. Section 29 of the Education Act 1998).

6.11 Making an appeal to the Secretary General of the Department of Education & Science

An appeal (Section 29 of the Education Act 1998) may be made to the Secretary General of the Department of Education & Science in respect of a decision by the Board of Management to:

- Permanently exclude a student from the school.
- Or suspend a student from the school for a period which would bring the cumulative period of suspension to 20 days in any one year.

Appeals should be made in writing on the Section 29 Appeals Application Form which is available from the Principal who is secretary of the Board of Management.

7. Review

This Policy is updated every year or when issues arise.

Signed:

Chairperson

Principal

Board of Management

Date: _____

Date: _____

Date of next review: September 2022

Appendix



Appendix I

Addendum to Code of Behaviour Policy During Covid-19

Rationale:

In light of the need for students to be more mindful of attending school during the current Covid-19 climate, this amendment to the Code of Behaviour Policy is required so that students will be aware of specific rules on their return to school. Our guiding principle when making any changes or adjustments to this policy is to be able to keep all of our students, families and staff safe.

These amendments will be communicated to Students, Parents/Guardians and Staff.

Note to Parents/Guardians:

Parents/Guardians are required to observe and adhere to all social distancing protocols in relation to any contact with the school. They are required to maintain a two-metre distance from other families when dropping off or collecting their children from school.

All visits to the school are required to be made in advance through the school office. Parents/Guardians must email the school administration office if their son/daughter needs to leave during the school day. Email info@johnthebaptistcs.ie stating the exact time they intend to collect the student. On arrival at the school, Parents/Guardians can buzz for reception at the main door and must remain outside the building and adhere to all social distancing protocols, in accordance with Covid-19 regulations.

Student Wellbeing:

During these challenging times John the Baptist C.S. aims to provide a safe and pleasant environment for its students, placing special emphasis on student wellbeing. The curriculum will support students during SPHE, PE, Religion, CSPE and Wellbeing classes. The school Chaplain and Guidance Counsellors are also available as a support to students.

Behaviour Expectation:

Our school requires every member of the school community to observe and respect the principles of social distancing, hand hygiene, cough and sneeze etiquette and make every effort to minimise risk to oneself and others. This requires us to modify some of our behaviours.

Students will be informed of these changes on their return to school and will be reminded periodically by their Class teachers, Tutors and Year Heads. These changes are deemed essential to ensure the safety of all and failure to adhere to them will attract the school's sanctions.

(A) Temporary Protocols due to Covid-19

- Joh the Baptist C.S .permits students to wear full PE School uniform on the day of PE only, as changing rooms are not allowed. Full School uniform required on all other days.
- In the winter months, 1st-TY are allowed to wear their school coat, while 5th & 6th students are allowed to wear a dark coat.
- Students are asked to increase layers and are not permitted to wear hoodies inside school uniform.
- Educational outings are currently restricted, however the guidelines will be continually monitored and reviewed. It is hoped that educational and sporting outings such as visits to exhibitions, museums, factories, etc. may be restored during the 2021/2022 academic year.

(B) Movement and General Practices throughout the School:

- Students must enter and exit the school through their designated Year group entrance.
- Students are required to use hand sanitiser each time they enter and exit a building.
- Students are required to stay within their year group/pod. Pods are located separately from each other, with their own specified entry and exit point.
- When moving throughout the school, students and staff are required to walk on the right-hand side of the corridor and to follow the one-way systems that are in place. These are clearly outlined. Within the main building students and staff are required to walk up the main stairs and down the two side stairs by Rm 29 and Rm24. These are also clearly outlined with arrows.
- Students must keep a safe distance from other students and refrain from physical contact with their peers.
- Students are expected to proceed to their classroom and to their designated seat without delay.
- Students must sit in the seat allocated by their class teacher always.
- The seat and table must remain positioned on the marked areas.
 - Students must maintain responsibility for their own equipment e.g. biros/pencils or other items, stationery and water/drinks bottles and ensure that these are not shared with other students.

- If sharing practical equipment in optional subjects, please adhere to cleaning guidelines for that subject.

(C) Expectations During Breaks or Lunch:

- Break and Lunch times will be in designated areas for each year group, as explained to students on their first day of returning to school. Year groups/pods are required to stay in their designated year group area during break and lunch, unless using the bathroom in their pod.
- Split lunchtimes have been introduced to reduce contact between students, and therefore minimise the potential for the spread of Covid-19.
 - 12.25pm – 3rd Year & TY
 - 13.05pm – 1st, 2nd, 5th & 6th Yr
- If eating or removing their mask while on break/lunch/mask-break, the students must maintain a minimum distance of 2 metres from one another. With a mask on, students must stay a minimum distance of 1 metre apart.
- Students have a designated entrance and exit point, based on their year group. They must follow the protocol for entering and exiting the school premises at the start and end of the day, as well as the school yard during break and lunch times. This will be outlined to all students.
- On wet days, students will remain in their pod/year group area to eat their lunch, in which student's will be spread out in the classrooms, corridors and covered spaces, ensuring 2m distancing. It is recommended that students only remove masks for a maximum of 15minutes while eating lunch when indoors to limit risk of virus spreading.

(D) Respiratory Etiquette:

- Students are required to wear a mask/face covering at all times; while in class or moving throughout the school campus, including on buses, travelling to and from school.
- Students are entitled to a short mask break during class times, at their individual request, adhering to social distancing guidelines.
- Re-usable masks must be cleaned appropriately in accordance with HSE guidelines.
- Students, if they need to cough/sneeze, must do so into their elbow, while still wearing their mask. They should avoid touching their mouth, nose and eyes with their hands, and should wash or sanitise their hands afterwards.
- Coughing or spitting towards another member of the school community will be regarded as a serious breach of our Code of Behaviour and an endangerment to the health and safety of another member of the school community, serious sanctions will apply (see Code of Behaviour).
- Chewing gum is banned due to the risk of spreading coronavirus and other infections.

- The sharing of drinks or water bottles is not permitted.

(E) Bathroom Protocol:

- There are specific designated toilets for use by each year group, highlighted to students during the first day.
- Students must use the designated toilets in their year group/pod area only and must not use the toilet of another year group/pod.
- A maximum of two – three students are allowed to enter the bathroom at any one time, and they must always maintain a minimum distance of 1-metre from each other.
- Masks must be always worn when using the toilet facilities.
- When students are queuing for the bathroom, they must adhere to social distancing.
- Toilet breaks should be limited to before school and at break and lunch.

(F) Handwashing and Sanitising:

Students must adhere to the following handwashing and sanitising Guidelines:

- Sanitise hands on entering a room - use the sanitising station inside door of the classroom or personal sanitiser.
 - Sanitise their desk and chair using the materials provided.
 - Hand sanitise, if required, during class.
 - Before leaving the room re-sanitise the desk and chair.
 - Sanitise their hands on leaving the room.
 - Wash hands with soap and water in accordance with HSE guidelines, where possible, throughout the day.

(H) What to do if Experiencing Symptoms:

- Students are asked not to come to school if they are sick. Infection and viruses e.g Coronavirus can spread quickly through a school environment and so may endanger the entire school community
- If a student feels unwell during school, it is their responsibility to immediately inform their class teacher, who in turn will refer them to the pod supervisor or management who will escort them to Isolation Rooms and Mr. Wade will be contacted.

(I) Sanctions for Unsafe Behaviour During the Covid-19 Pandemic:

Incidents which involve students who deliberately fail to comply with instructions on the following list, will be addressed in line with sanctions of our current Code of Behaviour Policy.

These include:

- Failure to comply with requests from staff to practice social distancing.
- Failure to wear a mask at required times– on school transport, moving throughout school campus and within classrooms.
- Refusal to follow sanitising protocols.
- 1. Refusal to sit in designated seat in class or moving from that designated seat during class.
- 2. Sharing equipment, books or personal property.
- 3. Chewing gum in school.
- 4. Behaving inappropriately which causes offence or concern to other students and members of staff through pranks or fake coughs/sneezes.
- 5. Spitting or coughing at other students or members of staff.
- Spreading unfounded rumors or stories that a student/students or members of staff have tested positive for Covid 19.
- Any interference with PPE in the classrooms or throughout the school environs.



Appendix II: Accident Report Form (a)

“Without prejudice and without admission of liability the under-mentioned information is furnished”. Please complete this form in detail as soon as possible after the occurrence of an accident and hand it to the Principal or Deputy-Principal

Details of person injured: **Name:** _____

Address: _____

Year: _____ **Class:** _____

State where accident occurred: _____

Date and Time of Accident: **Date:** _____ **Time:** _____

Describe the nature of the accident:

Details of Action Taken, if any (including any staff member informed)

State if person injured: (Tick as appropriate)

- was unable to resume class
- needed hospitalisation
- was taken to a doctor
- was left/sent home
- was allowed back to class
- home was contacted

Name of witnesses to accident: (i) _____

(ii) _____

Teacher in charge/on duty at time of accident:

Signature: _____

Date: _____

Signature of Principal: _____

Date: _____

Appendix III: Accident Report Form (b)

Effect of accident on attendance:

After effects of accident (if any):

Observations:

Any other relevant information:

Signature of Safety Officer: _____



Code of Behaviour

Reviewed by:

- Assistant Principals
- Parents Association
- Teachers
- Student Council Members

Ratified by the B.O.M on: _____ October 2021

Review Date: September 2022