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**ROCKWELL COLLEGE**

**CODE OF BEHAVIOUR**

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1. ***INTRODUCTION***

**1.1 Background:**

Rockwell College is a recognised Voluntary Secondary School, providing Junior Certificate, Transition Year, Leaving Certificate and Leaving Certificate Vocational Programmes as prescribed by the DES which may be amended in accordance with Sections 9 and 30 of the Education Act (1998). Rockwell College is a mixed ability, co-educational school. The pupil body comprises of boarders and day-boarders. The College operates under the Trusteeship of the Spiritan Education Trust.

**1.2 Mission Statement:**

Rockwell College is a Catholic, co-educational school where boys and girls can grow and develop in a caring and supportive atmosphere. We support the principles of providing an environment where: Catholic values and practices are promoted and maintained; pupils can develop their full potential; personal responsibility is promoted; life-skills are reinforced through participation in educational, sporting and cultural activities; pupils are prepared for an appropriate career; pupils are made aware of their cultural heritage; parental collaboration is promoted and encouraged; an education free from fear and intimidation is provided; a sense of integrity is nurtured and the student demonstrates respect of values, diversity of tradition, language and ways of life in society. This will be fostered through the pastoral care system of the College.

Spiritan schools operate under the Seven Core Values of the Spiritan tradition. These are:

* A sense of community
* Openness to the Spirit
* High Educational standards
* Options for the poor
* Commitment to service
* Personal & faith development
* Global vision

**1.3 Rationale:**

The purpose of the Code of Behaviour is:

* To identify and explain the approach to high standards in Rockwell College.
* To connect aspects of the Seven Core Values of Spiritan schools to the expectations within the Code of Behaviour.
* To establish and clarify the standards of behaviour expected in the school.
* To outline the means by which the school promotes positive behaviour.
* To outline the school’s response to unacceptable behaviour.
* To detail the procedures for the use of sanctions, up to and including suspension and expulsion.

**1.4 Link to other Policy Documents:**

The Code of Behaviour supports and is supported by a number of internal and national policy documents, including but not restricted to:

* Strategy for School Attendance
* Anti-bullying Policy
* Substance Use Policy
* Internet Acceptable Use Policy
* NEWB Guidelines
* Education (Welfare) Act 2000
* Child Protection legislation

**1.5 Definitions**

School: Rockwell College.

Students: All pupils registered with the College.

Parents: Parents & guardians of registered pupils, including Agents acting as guardians.

DES: Department of Education & Skills (or equivalent body).

NEWB: National Education Welfare Board.

Patron/Trustees: Spiritan Education Trust.

BOM: Board of Management, Rockwell College.

Year Dean: Member of teaching staff with responsibility for a particular Year Group.

Dean: Supervisor - after-school / Study / Residence as applicable.

**1.6 Structures:**

It is the aim of Rockwell College that pupils would engage fully and positively with the opportunity they have been given to further their education at Rockwell College and behave in a manner that reflects their respect of the opportunity and their upholding of College values and standards. It is important that pupils also recognise the consequence of unacceptable behaviour on their own learning and their peers’ learning and that this understanding should limit instances of poor behaviour. However, the school recognises that instances can take place that will require formal disciplinary procedures.

Notwithstanding the right of staff to deal with discipline issues in a manner they see fit and proportionate to the situation, the following structures apply:

Instances of unacceptable behaviour can be escalated by a teaching staff member to the appropriate Year Dean or, if circumstances dictate, to the Deputy Principal. Further escalation to the Principal can take place as deemed appropriate by the staff involved. On the occasion of the absence of both Principal and Deputy Principal, the teacher designated with the overseeing of school business will assume their authority in all matters except Expulsion and Suspension, unless there is an immediate threat to pupil/staff safety.

Unacceptable behaviour within the College can be escalated by any staff member to the appropriate authorities. The Ladder of Referral details the escalation process, (see 2.4).

**1.7 Scope of Policy**

This Policy applies to Rockwell College pupils while in the school for the duration of the full school day and while engaging with any event wherein the pupils are under the supervision of Rockwell College.

1. ***BEHAVIOUR***

**2.1 Recognition & Promotion of positive behaviour**

The recognition and promotion of positive behaviour is important in the fostering of a sense of community within the College. The following structures are in use to recognise and promote positive behaviour and to create a positive environment within Rockwell College.

* Individual expressions of encouragement, acknowledgement and appreciation to the pupils.
* Acknowledgement of positive behaviour via the internal school administration system i.e. Behaviour Report System on VSware.
* Positive feedback in pupil’s journal.
* Positive feedback and encouragement through Periodic Assessment reports and subsequent meetings in year groups.
* Recognition on Prize Day of academic, sporting, cultural and charitable achievements and contribution to the College.
* Involvement in whole-school events /activities.
* Public acknowledgement of participation and achievement on noticeboards or via the PA system.
* Principal Reports to Parents’ Association Committee meetings, Board of Management meetings and Rockwell College Union meetings.
* The regulated use of social media (e.g. College website, Twitter, Facebook, Instagram) to acknowledge success.
* Features in the Rockwell College Annual for that year.
* Contact with local & national media to publicise instances of achievement.

**2.2 Expectations**

The Spiritan Core Values underline our expectations of pupil behaviour at Rockwell College. Rockwell College expects that pupils will engage in positive behaviour in accordance with the points below:

* Foster and strengthen a sense of community by demonstrating respect, kindness and inclusivity in dealing with fellow pupils of Rockwell College.
* Demonstrate a clear respect for the staff (teaching and non-teaching) of Rockwell College through positive and respectful communication and behaviour.
* Attend classes and activities punctually, take pride in and responsibility for their appearance, uniform and studies in line with specific rules.
* Apply oneself fully and consistently to academic and personal development.
* Develop and maintain high standards in applying oneself to one’s academic and personal development.
* Treat the property of Rockwell College with care and respect, inside and outside of the classroom.
* Respect the Catholic tradition and Spiritan ethos of Rockwell College.
* Contribute to the development of Rockwell College through volunteerism and leadership within the school.
* Take responsibility for one’s actions if they fall short of the standards and expectations of Rockwell College.

Rockwell College recognises that parents are key to maintaining high standards of behaviour in pupils and Rockwell College expects that parents will engage with the Code of Behaviour as follows:

* Support the Code of Behaviour by ensuring that their child adheres to and respects the Code.
* Support and cooperate with the staff of the College in the best interests of their child.
* Support the efforts of the College to monitor the progress of their child, through regular checks of the VSware system, signing journals as required, attendance at Parent-Teacher and other meetings and communication with Year Deans.
* Keep the relevant College staff informed of issues relating to their child that may impact on school life.

**2.3 Unacceptable behaviour**

Rockwell College recognises that pupils, on the whole, will adhere to the standards and expectations of the College in relation to positive behaviour. In the interest of pupils, the following are examples of behaviour that is deemed unacceptable by the College and will result in sanctions being applied:

* Any behaviour which can be seen as endangering the safety and welfare of the pupils and staff of Rockwell College. This includes, but is not limited to: aggressive behaviour, bullying, violent acts or language; the consumption, possession, sale or supply of any banned substances legal or illegal; possession, use or supply of weapons.
* Intimidation of pupils or staff, or any action designed to hurt or embarrass pupils and staff in person or via remote means.
* Interference with the teaching and learning of pupils inside and outside the classroom. This includes, but is not limited to, disrupting class, rude behaviour, insufficient application, lateness or absence from class.
* Action and behaviour that reflects poorly on Rockwell College and/or damages the reputation of the College.
* Disrespect for the institution including its staff, property, traditions, ethos and rules.

**2.4 Ladder of Referral**

The Ladder of Referral is in place to demonstrate to pupils and parents the process through which Unacceptable Behaviour is addressed and the process through which an escalation of instances is managed. It provides pupils, staff and parents with a clear and consistent system.

**2.5 Points System**

In Order to more effectively promote positive behaviour and reduce negative behaviour, a Points System is in place based on the behaviour of the pupils. Points are awarded for displaying positive behaviour and deducted for negative behaviour. If a pupil falls below a certain threshold, sanctions apply (See Appendixes). Students above a set target are rewarded for their behaviour. These thresholds and targets, along with points awarded/ deducted are subject to review and change as are the rewards and sanctions. Any changes to the Points System will may involve input from representatives of parents, pupils and staff. All significant changes will be communicated to parents, pupils and staff. This system demonstrates to pupils and parents that positive behaviour is encouraged and acknowledged. It demonstrates that negative behaviour can be outweighed by positive actions, unless a behaviour warrants escalation to be dealt with outside the Points System. This decision will be at the discretion of the staff involved (E.g. Teacher, Year Dean, Management, etc.). See section 2.3 for examples of unacceptable behaviour. This list is not exhaustive and escalation outside the points system ensures respect, safety and access to teaching and learning of all pupils and staff, protection of the College’s property, ethos, reputation and traditions.

1. ***SANCTIONS***

**3:1 Purpose of Sanctions**

Rockwell College aims to provide an environment where pupils are supported in their learning and development and where the staff is respected. In order to ensure this for all pupils, sanctions are in place to act as a guide to appropriate behaviour, as a deterrent against unacceptable behaviour and as means of allowing pupils to reflect on their behaviour and its impact on their peers.

**3:2 Scale of Sanctions**

While it is hoped that sanctions will not have to be used in relation to a pupil’s behaviour, the following is a list of possible sanctions that will be considered in line with the above statement:

* Verbal guidance on actions to improve behaviour
* Verbal caution
* Referral to Year Dean
* Detention – on a single or repeated basis
* Removal from an activity
* Community Service
* Saturday Detention
* Student Assessment sheets
* Suspension
* Expulsion

These and other sanctions will be administered with due regard for the principles of fairness and natural justice and with consideration of the rights and responsibilities of all parties inherent in the Education Act (1998), Education Welfare Act (2000) and Equal Status Act (2000).

**3:3 Suspension**

Suspensions will be imposed with due regard for the principles of fairness and natural justice. The procedures in the case of Suspension as a sanction are contained in Appendix 2 of the Code of Behaviour.

**3:4 Expulsion**

Expulsions will be imposed with due regard for the principles of fairness and natural justice and in line with the provisions of Section 24 of the Education (Welfare) Act 2000. The procedures in the case of Suspension as a sanction are contained in Appendix 2 of the Code of Behaviour.

1. ***COLLEGE RULES***
	1. **Attendance & Participation**

Rockwell College endeavours to support the regular attendance and full participation of pupils in their attainment of high educational standards. It recognises that in a community environment active engagement by all pupils creates the best environment. Consequently, sanctions may be imposed when a pupil fails to have due regard for his/her own attendance and participation and the impact this may have on other pupils.

Rockwell College expects the following from its pupils:

* Punctual attendance at all classes, to Study and to school activities outside the classroom.
* A respectful attitude to staff and to classmates.
* Positive and cooperative participation in class and class activities
* The maintaining of an environment that is conducive to learning
* Adherence to direction on the assigning and completion of classwork and homework.
* Willingness to accept guidance and direction on course content.
* The timely presentation of notes explaining absences or late arrival to class.
* A full effort to catch up on classwork or homework missed due to absence.

These expectations are formulated in conjunction with the Strategy for School Attendance.

1. ***RATIFICATION***
	1. **Ratification**

This policy with the attached Appendices was ratified by the Board of Management of Rockwell College on June 22nd 2021 following a period of consultation.

* 1. **Review**

The Board of Management will review this policy and all related procedures on an on-going basis to ensure legal compliance, adherence to Department of Education & Skills procedures and the maintenance of best practise.

Mr Cyril Kavanagh 22nd June 2021

Chairperson, Board of Management (Acting) Date

**APPENDIX 1: General Rules of Rockwell College**

The following rules apply to pupils attending Rockwell College:

* All pupils are required to be present and seated in their respective studies for Assembly at **8:35 a.m. sharp** in line with the Attendance and Participation Strategy of the College.
* As outlined in the Attendance and Participation Strategy, a written request from a parent is necessary for a pupil to be allowed to leave the school outside of the full school day. Pupils who leave the grounds in any instance during the normal school day must be signed out at Reception by a parent/ guardian. Pupils leaving the College after the normal school day and before the end of Evening Study or the full school day, must have presented a note to the relevant staff member prior to leaving the school grounds. In the case of an unforeseen event whereby the pupil has no note but needs to go home, a parent can phone or email the school to grant permission to leave. They can also sign the pupil out at reception until 6pm or from the study supervisor if after 6pm. The pupil must wait on the Main Hall area or at the rear of the Senior Locker rooms to be collected by a parent. Pupils cannot be collected at the roundabout in the interests of health and safety. Parents should never provide transport for any other pupil unless the parents of that pupil have requested and been granted leave for their child to depart.
* A note is required in advance for absence from Evening Study. In cases where the absence is regular i.e. weekly, a single note at the start of each term is sufficient.
* Excessive noise and horse play are to be avoided. Running within the house is forbidden in the interests of pupil safety.
* It is expected that pupils respect College property. Any breakages or damage to property must be reported to management and paid for by the offender. Graffiti will also be punished by a fine proportionate to the cost of repair.
* Littering, both within the school, or in the grounds, is considered unacceptable and is regarded as antisocial behaviour. The use of chewing gum is forbidden.
* The use of tobacco, e-cigarettes (vaping), alcohol, illegal drugs or any mood-altering substances or stimulants is forbidden and will be dealt with under the Substance Use Policy of Rockwell College. Pupils taking prescription medication must only do so under the direction and approval of the College Nurse and in line with the Administration of Medicines procedures.
* Any actions, be it in person or via any remote or technological means, which are designed to hurt, embarrass or intimidate any other pupil or member of staff will be regarded as a serious breach of the Code of Behaviour, in line with the Ant~~i-~~Bullying Policy.
* A pupil’s locker, allocated to him/her, is school property. Where there are reasonable grounds to believe that a school policy has been breached, lockers and pupil desks may be searched. In such cases, searches will be undertaken by two members of staff. College staff retain the right to ask a pupil to turn out their pockets or to have their bag searched. Failure to do so will result in sanctions.
* The school lift is out of bounds except when written permission has been obtained from the Principal/Deputy Principal, Nurse or school secretary. Permission should be retained by the pupil to produce when requested.

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1. **Expectations in relation to Uniform**
* It is expected that the pupils of Rockwell College will present themselves for class and school activities wearing full uniform in a tidy and appropriate manner.
* Head wear is not permitted indoors, either in the study halls, classrooms or in the refectories unless with the express permission of the Principal or Deputy Principal.
* Pupils are permitted to wear their own clothes after class. These clothes should be appropriate for a school environment and must not be distasteful. Shorts are not permitted in refectories. Sports shorts are not permitted at any time other than PE class and training/sports.
* Makeup, and excessive jewellery are considered a breach of the Code of Behaviour. Boys are not permitted to have piercings. Haircuts must reflect a tidy appearance in-keeping with the standards of the school and must not be a distraction to others. Unnatural hair colours, symbols and engravings shaved into hair and bare scalp are not permitted. As a guide, no cut should be tighter than a 1.5 blade. Boys are expected to be clean shaven.
* The following constitutes the uniform of Rockwell College:

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| GIRLS’ UNIFORM | BOYS’ UNIFORM |
| * Navy checked pleated knee-length skirt or grey school trousers
* White shirt with collar
* School crested jumper
* School tie
* Brown or black flat heeled shoes
* Navy knee-length socks or tights.
 | * Grey school trousers with plain black or brown belt if required
* White shirt with collar
* School crested jumper
* School tie
* Black or brown plain shoes
* Black/brown socks
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* Blazers are issued by the College for formal events.
* Crested sports gear is not permitted as school uniform.
* In the interest of Health and Safety, it is expected that pupils obey the instructions of PE teachers and sports coaches in relation to suitable gear and footwear.
1. **Use of cars by pupils:**
* Pupils can apply to the Deputy Principal for permission to have their car on College Property It is only after permission is granted that the car may be on site. Applications will require:
* Statement of parental permission
* Copy of a full driver’s license and current insurance
* Signing of a Statement of Undertaking to accept the rules on the use of a car
* Pupils may only use the designated parking area is next to the pavilion, near the rugby pitches, on the marked tarmac area. Pupils who choose to park in this area do so at their own risk. The school authorities are not in a position to provide a supervised car park.
* Pupils cannot access their cars during the day without permission.
* **No pupil may transport another pupil without the school authorities having received prior request in writing. To do so is considered a significant breach of the Code of Behaviour resulting in sanctions up to and including Suspension.** A written request is required **from the parents of the driver and the parents of the passengers**. The school authorities reserve the right to refuse such request.
* Failure to comply with the guidelines will result in the withdrawal of the right to bring a car into the school. On a first offense this will be for a minimum of one month. For a second offense the withdrawal will be permanent.
* A pupil who drives dangerously i.e. recklessly and without due care to others on the grounds, travelling to or from the College or to a school event, in the opinion of the school authorities, is liable to sanction. Such sanction may include but is not limited to, detention, a loss of privilege to use of a car or Suspension.
* Pupils, including boarders, may never leave the College without permission in the interest of pupil health and safety. A written request note is always required.
1. **Use of Mobile Phones**
2. Mobile phones are not permitted in school for pupils in 1st, 2nd and 3rd year at Rockwell College under any circumstances.
3. Pupils in TY, 5th & 6th Year are permitted to have mobile phones in school subject to the following conditions:

**TIMES:**

* Morning break
* Lunch Break
* Between end of class & start of Evening Study

**AREAS:**

* Common Room
* Relevant Year group Studies.
* Social areas on the grounds outside the school building
1. Possession and/or use outside these times and areas is not permitted and phones will be confiscated otherwise. Confiscated phones must be collected by a parent.
2. Phones must be kept in a pupil’s desk during class/meal times.
3. Mobile phones may not be used in the classroom unless the class teacher has given clear permission to do so and may only be used for that period.
4. Mobile phones may not be used for social media content at any point while the pupil is on the school premises. This also applies when pupils are on school-related trips. Social Media includes, but is not limited to : Facebook, Snapchat, Instagram. Sanctions for misuse will be managed in line with the Internet Acceptable Use Policy of the College.
5. It is strictly prohibited to record or photograph a teacher or pupil without that person’s expressed permission.

**APPENDIX 2: Suspension and Expulsion Procedures Rockwell College**

1. **Introduction:**

The Suspension & Expulsion Procedures of Rockwell College were formulated in conjunction with the Code of Behaviour of Rockwell College.

The purpose of this document is to outline the school’s approach in instances of Suspension or Expulsion and has been formulated taking due consideration of the rights and responsibilities inherent in relevant legislation and in the principles of fairness and natural justice.

This document reflects the aims of the Code of Behaviour of Rockwell College and is formulated in line with NEWB Guidelines.

1. **Definitions**
* **Pupils:** All pupils registered with the College
* **Parents:** parents & guardians of registered pupils
* **DES:** Department of Education & Skills (or equal body)
* **NEWB:** National Education Welfare Board
* **Patron/Trustees:** Spiritan Education Trust
* **Full school day:** Any time the pupils are under the care of Rockwell College
* **Normal school day:** Morning assembly until the end of timetabled classes
1. **Rationale**

Suspension is defined in NEWB Guidelines as “requiring the student to absent himself/herself from the school for a specified, limited number of days”

Expulsion is defined in NEWB Guidelines as “a decision to permanently exclude a pupil from the school, having complied with the provisions of Section 24 of the Education (Welfare) Act 2000.”

 It is the aim of Rockwell College that pupils would recognise the consequence of unacceptable behaviour on their own learning and their peers’ learning and that this understanding would limit instances of poor behaviour. However, the school recognises that instances can take place that will require the removal of pupils on a temporary or permanent basis. These procedures detail the approach taken in such instances.

1. **Objectives**

This document is intended:

* To ensure that the school is compliant with Section 23 (2) of the Education (Welfare) Act 2000 which requires procedures for Suspension & Expulsion to be included in the Code of Behaviour.
* To ensure that there is a clear understanding of how the school will approach instances of suspension or expulsion.
* To ensure that all parties are fully informed on the school’s approach.

1. **Decision to Suspend or Expel**

Suspension or Expulsion will be considered as a sanction in instances when:

* A pupil’s behaviour is having a detrimental effect on the education or behaviour of others. This may be a single instance or cumulative instances.
* A pupil reaches the threshold of the Points System that incurs a suspension or warrants expulsion.
* A pupil’s presence in the school constitutes a threat to the safety of pupils or staff.
* A pupil has been verbally abusive to staff.
* A pupil has engaged in serious damage to property.
* A pupil’s possession and/or distribution of that which may constitute a threat to safety including (but not limited to) legal or illegal substances and weapons.
* A pupil has failed to improve his/her behaviour or application to academics despite previous intervention.

This list is not exhaustive. The responsibility of College management is the protection of pupils’ learning and safety, therefore pupils who impact on that in ways not listed above may be liable to suspension or expulsion.

1. **Procedures for Suspension:**

Suspensions will be imposed with due regard for the principles of fairness and natural justice. The following applies in the case of Suspension as a sanction:

* The Principal of the College has the authority to suspend a pupil of a period of up to three days. This authority is given by the Board of Management to the Principal annually. Periods of suspension for longer than three days can only be sanctioned by the Board of Management.
* The Board may authorise the Principal, with the approval of the Chairperson, to impose a suspension of up to five days in instances when the Board cannot be convened in a timely manner.
* Investigations will be carried out by the Principal or a designated staff member.
* Notes in writing will be kept of any investigation.
* Parents must be informed in writing of a Suspension.
* The Suspension must be served prior to the consideration of any appeal.
* Parents may appeal to the Board of Management to have the Suspension removed from the pupil’s record if the Suspension is imposed by the Principal. They may appeal to the Patron if the suspension is imposed by the Board.
* Parents may, under Section 29 of the Education Act 1998, appeal the suspension if the suspension brings the pupil to a cumulative total of 20 day or more of suspension in one school year.
* Under the Articles of Management, the Principal must inform the Board of suspensions.
* The Education Welfare Officer must be informed of suspensions longer than 6 days in a single instance and longer than 20 days cumulatively.

In circumstances where a pupil’s presence or behaviour in the school poses an immediate and significant threat, the Principal may impose an immediate suspension.

1. **Procedures for Expulsion:**

Expulsions will be imposed with due regard for the principles of fairness and natural justice and in line with the provisions of Section 24 of the Education (Welfare) Act 2000. The following applies in the case of expulsion as a sanction:

* A detailed investigation is carried out under the direction of the Principal. The pupil and parents are informed in writing of the allegation, the investigation and that it may result in expulsion.
* Parents and pupil are given reasonable opportunity to respond before a recommendation is made to the Board by the Principal.
* A recommendation is made by the Principal to the Board of Management. The parents and pupil are informed and invited to attend a hearing of the Board of Management, to which the Principal and parents can contribute. The parents and pupil are advised that they can make a written and oral submission to the hearing.
* The Board of Management has the authority to expel a pupil following consideration of the allegation and whether expulsion is appropriate.
* If this sanction is imposed, the Board is required, in line with Education (Welfare) Act 2000 Section 24, to notify the Education Welfare Officer and a period of twenty days must elapse between the notification is received by the Officer and the commencement of the expulsion. The Board will also inform parents of the decision.
* After the twenty day period has elapsed, the Board can confirm the decision to expel to the parents and also inform parents of the right to appeal under Education Act 1998 Section 29.

**APPENDIX 3: Ladder of Referral**