



CLONGOWES

CLONGOWES WOOD COLLEGE SJ

CODE OF BEHAVIOUR

This Policy has been developed in accordance with the TUSLA document *Developing a Code of Behaviour: Guidelines for Schools* and in consultation with staff, parents, students and the Educational Welfare Officer.

This Code of Behaviour applies to all school related activities including school tours, retreats, travelling to and from and attendance at sports events, concerts, debates etc.

Clongowes is a Catholic school in the tradition of Jesuit education. Apart from the centrality of growth in faith in Jesus Christ, our conduct towards each other should be marked by reverence and respect. This means that the unique character of each person is acknowledged and valued in the hope that one of the central aspirations of the College may be achieved, i.e. that we should be 'people for others'. Courtesy towards others should be the norm.

In Jesuit education the criterion of excellence is applied to all areas of College life and therefore our mission is the fullest possible development of every dimension of the person.

In particular we seek to foster a sense of values and a commitment to the service of others. Thus we pledge ourselves to an ever renewed faith which actively promotes the struggle for greater justice in the world.

This leads to the objective of providing an education which will enable the Clongowes graduate to be

- Open to growth.
- Intellectually competent.
- Socially able.
- Culturally aware.
- Physically developed.
- Inspired by the values of the Gospel.
- Flexible and adaptive.
- Actively concerned about justice and peace.
- Committed to striving for excellence.
- Have a sense of belonging to the Church and having a part in its mission.

PREAMBLE

Standards of behaviour for students:

Clongowes Wood College aspires to be a community wherein mutual respect, cooperation and natural justice are integral features. The Code of Behaviour aims to respect the rights of all members of the College community – management, staff, students and parents. The fostering of personal and communal responsibility and self-discipline is a central concern of the College in the hope that individuals and groups will learn to take the fullest possible ownership of the values enshrined in the *Mission Statement* and behave accordingly.

The Code is designed to promote awareness among our community that intelligent and responsible adherence to the rules by which we seek to live and operate is in the interest of each individual and of the College community as a whole. The Code is designed to enhance the teaching, learning and living process which is central to the work of the College. Each member of the College community shares responsibility for the order and well-being of our College. Each is also co-responsible for the quality of relationships within the wider community. Each is required to behave in accordance with the Code of Behaviour to ensure that an orderly and harmonious environment exists for the benefit of each member of the school's community.

This Code is informed by the principle of fairness, respects the principles of natural justice and seeks to promote equality for all students and staff. It is based on a commitment to the welfare of all students. It promotes an atmosphere of dignity and freedom from the threat of violence or intimidation for both staff and students.

The *School Rules* are intended to have a formative function. They are necessary for the efficient management of large numbers of students and/or the personal development of each individual within the community. Consequently, students are expected to observe the rules and accept their formative influence. Should a grievance arise in the application of the *School Rules*, then an individual student has the right to appeal to the next figure of authority as set out in the management structures of the College. The ideal for the College is that each member of the community would aspire to be self-disciplined and to show concern for the needs of others.

The College will regularly review the behaviour and progress of each student to assess his suitability for the way of life which is particular to Clongowes as a boarding school.

ROLE OF PARENTS/GUARDIANS AND STUDENTS.

Because of its nature as a Catholic boarding school in the Jesuit tradition Clongowes expects that parents and students will accept and support the ethos of the College in a positive and active manner. It is the policy of Clongowes to keep parents and guardians informed of instances of serious or persistent misbehaviour. The College encourages the involvement of parents/guardians at an early stage rather than as a last resort. Parents/guardians may be invited to come to Clongowes in order to discuss any misbehaviour on the part of a student with the appropriate member of staff.

Parents and guardians have a key role to play in ensuring that students abide fully with this Code of Behaviour. Such cooperation may help to avoid the need for disciplinary action or other consequences which unacceptable behaviour can cause for the students themselves and /or fellow students, staff members, and the general functioning of

Clongowes. (Accordingly, it is College policy that all parents and guardians are issued with a copy of this Code of Behaviour when registering their son.)

Students:

To this end, all students will be required to participate positively in and contribute to the learning and living environment, including the co-curricular and religious activities proposed by the College, especially Sunday Mass in which the concept of community finds its expression in a particular way. Other activities include retreats, liturgies, prayer groups, outreach and faith formation programmes.

Parents:

The College needs the fullest cooperation of parents and expects attendance at parent-teacher meetings, parent days, information meetings, and other events. The College welcomes the support and contribution of the Parents' Association.

The acceptance of a place in Clongowes implies the agreement of parents and students to fulfil the expectations expressed in this document and their acceptance of the Code of Behaviour.

DISCIPLINE PROCEDURES

The school values the good and positive behaviour of the majority of students and the great spirit of friendship and community which exists. Occasionally some students do not reach the high standards expected. In such cases, the rights and educational needs of the majority of students will be balanced against the student who is in breach of the Code of Behaviour. Such a student will have to accept the consequences of his actions.

The following is the minimum standard of classroom behaviour expected from each student:

- Attend all classes.
- Be on time for all classes.
- Do his best in class.
- Take responsibility for his own work, homework and learning materials.
- Ensure he has all his books, copies etc. for each class.
- Keep the school rules.
- Help to create a safe, positive learning environment through cooperation with the teacher and through respect for his fellow students.
- Appropriate use of electronic devices.
- Respect all other students and their entitlement to learning.
- Participate in class.
- Participate in school activities.
- Follow the special rules that obtain in practical subjects.

The following is the minimum standard of behaviour expected from each student in the boarding context:

- Respect all students' space and personal belongings.
- Respect all common areas, recreation rooms, kitchens.

- Take responsibility for the tidiness of his Cube / Room/ Study space.
- Attend all meals and meetings as requested.
- Register all leaves and check in on return from leave.
- Be aware of all fire procedures, and adhere to fire alarm protocols.
- Ensure duty roster in dorms is followed.
- Ensure lights flicked and lights out protocols are followed.
- Visiting students must check in with Prefect before entering dorms.

The following behaviour is unacceptable from **any student**:

- Behaviour that is disrespectful towards any member of staff.
- Behaviour that is hurtful (including bullying, harassment and victimisation). (cf. Anti-Bullying Policy)
- Behaviour that interferes with teaching and learning.
- Threats or physical hurt to another person.
- Damage to school or personal property.
- Truancy.

Breaches of the College's Anti-Bullying Policy will be treated very seriously and sanctions up to and including suspension or expulsion may be imposed.

Measures to be taken for breach of standards:

Teachers are responsible for the management of the students in their classrooms and study halls and where necessary in co-curricular situations. Minor problems (e.g. no books/ incorrect books, incomplete homework, inattentiveness, poor punctuality etc.) are dealt with by the teacher within the classroom/study hall. For more serious misbehaviour (e.g. absence without permission, from class or school) or if the minor problems become persistent, then the student may be referred to the Academic Year Head. The teacher will communicate to the Academic Year Head the reason for the referral.

Teachers should not send students out of class to the Study Hall except for a serious matter that '*merits temporary exclusion from class*'. In such an instance, a note is sent with the student and signed by the teacher supervising and returned to the teacher from whose class the student has been sent. Such an incident should be reported to the student's Academic Year Head.

Staff deal with minor discipline problems which they encounter. For consistent minor misbehaviour or for more serious problems students may be sent to their Prefect or Academic Year Head as appropriate.

Academic Year Heads or Prefects may impose appropriate sanctions, inform parents/guardians or do both. If the Academic Year Head deems the situation to be of sufficient gravity he/she may refer the student to the Director of Studies and then the Deputy Headmaster. Similarly, in the boarding context, prefects may refer students to the Head of Boarding.

The Director of Studies, Deputy Headmaster, Head of Boarding, or Headmaster may refer a student to the School Counsellor, or other staff member who has a specific role or skill in helping to manage the situation.

Sanctions which would be considered appropriate for lack of work, work done poorly, inattentiveness, littering or other minor infringements in or outside class/study would include; repeat of homework, extra work, tidying of study hall or corridor etc. More serious sanctions would normally be administered by the Academic Year Head or Prefect.

Where a serious sanction is to be imposed, the Prefect and Academic Year Head will work in close collaboration to ensure the sanction has the desired effect. This is particularly important where these sanctions impinge on other activities in which the student is involved. Where sanctions impinge on co-curricular activities the staff member organising these activities will be informed.

Detention:

Only Academic Year Heads (AYH) and Prefects can impose detention with appropriate notice. Teachers may refer a boy for such punishment to the AYH (classroom discipline) or Prefect (out of class discipline issues) but the AYH or Prefect is free to make a judgement on each case on its own merit.

Detention will be imposed only in the case of serious incidents or repeated misdemeanours. The Director of Studies oversees the detention process.

Suspension:

Suspension means that a student will be required to absent himself from the school for a specified, limited period of school days.

A student may be suspended for one or more of the following reasons:

- for persistent minor offences having failed to follow corrective directives from his Academic Year Head, Prefect, or a member of the Senior Management Team.
- for a single incident of serious misconduct.
- for a serious breach of the College's Code of Behaviour.
- for a serious breach of any of the College's Policies.
- where the student's behaviour is having a seriously detrimental effect on the education of other students.
- the student's continued presence in the school at this time constitutes a threat to safety.
- the student is responsible for serious damage to property.

Procedures for Suspension:

The Board of Management has delegated formally and in writing the authority to suspend a student to the Headmaster. Following fair procedures (cf. below), a student may be suspended by the Headmaster or in his absence the Deputy Headmaster, or in the absence of both by the Head of Boarding or the Director of Studies. Normally, except in cases when suspension is automatic, a period of suspension will be imposed following consultation with the Academic Year Head and/or the Line Prefect/Year Prefect of the student concerned. Where suspension is being considered, parents and the student may be given an opportunity to respond to the allegations before the decision is finally made and before the suspension is imposed. In exceptional cases, e.g. for reason of the safety of the student, other students, staff or others-- suspension may be imposed immediately. The relevant members of staff will be informed as soon as possible. The Headmaster must inform the Board of Management at its next meeting of any suspensions which are imposed. A student will not normally be suspended for a period of more than three days.

However, in exceptional circumstances the Headmaster may suspend a student for up to five days if he deems it necessary to do so in order to achieve a particular objective. This will require the consideration and approval of the Board of Management. If a meeting of the Board cannot be convened in a timely fashion, then the Chair, on behalf of the Board, may authorise the Headmaster to impose a suspension of up to five days.

Fair procedures in this instance means **the right to be heard** - that the student and his parents/guardians are fully informed about the allegation and about the processes used to investigate the matter concerned.

When a student is suspended by the Headmaster, he will normally report to his Prefect (or the Prefect on duty for his Line). Contact will then be made with the parents/guardians to inform them of the sanction and to request that the student be collected, as soon as possible on the day of suspension.

The suspended student will take responsibility for drawing up a worksheet detailing study and homework to be done during the period of suspension.

Following the decision, the student's suspension will be recorded in the student's file

On the student's return to the College he will present himself at Reception and wait to be readmitted to the school by the prefect on duty.

Appeals:

A student may appeal his suspension to the Board of Management. Where the total number of days for which the student has been suspended in a school year reaches twenty days, the parents or a student aged over eighteen years may appeal the suspension under Section 29 of the Education Act 1998 and will be provided with information on how to appeal.

Removal of Suspension

Where a student successfully appeals a suspension through the agreed procedures or where a student is later found to have been unfairly suspended, all records of his suspension will be removed from his file.

Expulsion

The Board of Management has the authority to permanently exclude a student from the school. This will normally follow an extreme case of unacceptable behaviour. Expulsion will normally be imposed only as a last resort and will normally follow other attempts to resolve the misbehaviour of the student. Grounds for expulsion may be similar to the grounds for suspension, except in degree of seriousness and/or persistence of unacceptable behaviour. However, the Board of Management reserves the right to expel a student for a first offence where such an offence is deemed to be exceptionally serious. Such behaviour might include the following:

- A serious threat of violence against another student or a member of staff.
- Actual violence or physical assault.
- Supplying illegal drugs to other students in the school.
- Sexual assault.

The Headmaster, after appropriate consultation and due process, may recommend to the Board of Management that a student be expelled. A parent/guardian, or a student aged over eighteen years, may appeal a decision to expel to the Secretary General of the DES (*Education Act 1998* Section 29). An appeal may be brought by the TUSLA on behalf of a student.

A student may leave himself open to expulsion by reason of accumulation of minor disciplinary incidents. There are certain circumstances which may automatically lead to the permanent expulsion of a student from the College. In addition to those mentioned above, the following is a non-exhaustive list of grounds for expulsion:-

- Consumption of alcohol or illegal drugs while under the care of the College.
- Threatening or intimidating behaviour or verbal abuse or acts of physical violence towards a member of staff or fellow students.
- Bullying fellow students.
- Persistent unruly or disruptive behaviour.

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the procedural steps will include:

- A detailed investigation carried out under the direction of the Headmaster.
- A recommendation to the Board of Management by the Headmaster.
- Consideration by the Board of Management of the Headmaster's recommendation: and the holding of a hearing.
- Board of Management deliberations and actions following the hearing.
- Consultations arranged by the Educational Welfare Officer.
- Confirmation of the decision to expel.

The Board of Management shall decide whether to expel a student from the school in accordance with the following procedures:-

(a) The Headmaster will inform the parents/guardians in writing of the alleged misbehaviour and the associated investigation so as to have a permanent record of having let them know.

(b) The Headmaster shall convene a meeting with the student concerned. The student shall be accompanied at the meeting by a parent or guardian.

(c) The student and his parent/guardian shall have the right to state his case as to why the student should not be expelled.

(d) The Headmaster shall consider all representations made by or on behalf of the student concerned before making a decision on a recommendation on the matter.

(e) The parents/guardians have the right to attend the Board hearing and to make oral or written submissions.

(f) The Board will provide adequate notice to allow parents/guardians to prepare for the hearing.

If the Board decides to expel a student from the College, it shall, before expelling the

student concerned, notify the relevant educational welfare officer in writing of its opinion and the reasons for the expulsion. An expulsion shall not take effect before the passing of twenty school days following the receipt of this written notification by the Educational Welfare Officer.

Clongowes is entitled to suspend a student from the school during the process when the Board is considering expulsion as set out above.

As an alternative to expulsion the Headmaster, may, at his discretion, decide to take an alternative form of disciplinary action against the student such as a period of suspension or any other sanction he deems appropriate including any of the measures outlined above.

APPEALS

The student is entitled to appeal his suspension to the Board of Management. The Board may set up a subcommittee to consider the matter.

1. The Board or subcommittee shall convene a meeting with the student concerned.
2. The student shall be accompanied at the meeting by a parent or guardian.
3. The student and his parent/guardian shall have the right to state his case as to why the student should not be expelled.
4. The subcommittee shall consider all representations made by or on behalf of the student concerned before making a recommendation on the matter.
5. The subcommittee (if one is formed) shall make a recommendation to the Board and the Board shall make a decision on the matter.

In accordance with the Education Act, 1998, a decision of the Board of Management to expel a student may be appealed to the Secretary General of the Department of Education and Skills in accordance with the procedures of the Department

NOTIFICATION OF ABSENCE FROM CLASS

It is important that students should be present in the College when class is in progress. Parents are requested, where at all possible, to make medical/dental appointments for their sons in school holidays and breaks.

Students should not be removed from school for family holidays etc. outside the allocated holiday times. Parents should endeavour to have their sons in the College on the requisite number of school days as required by the Department of Education and Skills.

It is College policy not to approve requests for leave from the College to attend family holidays.

In accordance with the Education Welfare Act 2000, the College is obligated to inform the relevant Welfare Officer of the TUSLA should students miss twenty or more school days for whatever reason or if they are suspended for six days or more in a given year. When the College foresees that it will become necessary to contact the TUSLA, it will also attempt to contact the parents/guardians concerned.

This Code of Behaviour will be reviewed biennially.



Signed:

Date: 5th February 2020

Mr. Peter Gray
Chair, Board of Management

Ratified by the Members of the Board of Management on 5th February 2020.