

# Newpark Comprehensive School

## RELATIONSHIPS AND BEHAVIOUR POLICY



### **Aims of Newpark**

*To develop a broad and inclusive range of aptitudes in each student*

*To develop the self worth, self esteem and self confidence of each student*

*To provide a supportive and caring environment*

*To equip each student with a balanced outlook on academic, sporting and personal achievement*

*To create an environment in which the positive strengths of each person will be developed to the full*

### **1. GENERAL**

- 1.1 Newpark has a Christian tradition reflecting its origin within the Protestant community and is under the patronage of the Church of Ireland Archbishop of Dublin (see *Ethos Document and Admissions Policy*).
- 1.2 Newpark considers itself a pluralist community; it embraces inclusion in terms of social, cultural, religious and ethnic diversity.
- 1.3 Newpark is a co-educational comprehensive school with a broad curriculum which aims to meet the diverse range of academic, vocational, spiritual and social needs of its students.

### **2. INTRODUCTION**

- 2.1 Newpark believes that its Relationships and Behaviour Policy should be framed in such a way as to encourage co-operation and interdependence. An essential element of this is good open communication between the partners. The school believes that such an approach will be beneficial for students, teachers, parents/guardians and the Board of Management alike.
- 2.2 The aims of this policy are:
- The efficient operation of the school in a manner which enables the school's overall aims/ethos to be realised
  - To encourage respect for each individual and for the school environment
  - The fostering of self-discipline in students, their training in positive behaviour patterns which are based on consideration, respect and tolerance towards others
  - The development of interpersonal skills which will help students to work co-operatively, give them the ability to solve problems, develop relationships and resolve conflict appropriately.

### **3. ROLES AND RESPONSIBILITIES OF TEACHERS AND MANAGEMENT**

- 3.1 Teachers and Management will endeavour to maintain a consistent and fair approach to supporting positive behaviour by:
- Fostering mutually respectful relationships between students, parents/guardians and all staff on the school campus
  - Promoting positive behaviour and acknowledging learning achievements, progress and effort
  - Following clearly defined procedures
  - Adopting constructive, effective and fair **consequences**
  - Encouraging student involvement in the extra curricular life of the school
  - Implementing appropriate teaching strategies to enable all students to achieve their potential
  - Providing support through the pastoral system and the SPHE and Life Skills programmes

### **4. ROLES AND RESPONSIBILITIES OF PARENTS/GUARDIANS**

- 4.1 Parents/Guardians and teachers are the significant adults in the lives of the young people at school. Parents/Guardians will encourage positive student behaviour by:
- Fostering mutually respectful relationships between students, parents/guardians and all staff on the school campus
  - Supporting the school in its high expectations of positive behaviour and high standards of achievement (see homework journal guidelines)
  - Encouraging and supporting their children's progress
  - Informing the school of concerns which may affect the child's progress
  - Providing feedback through the Parent Teacher Association on how policies and practices might be more effective.
  - **Provide notes for absences etc.**

### **5. ROLES AND RESPONSIBILITIES OF STUDENTS**

- 5.1 You, the students, are at the centre of the school community. You are responsible for your own behaviour and will engage in positive behaviour by:
- Respecting others as you would wish to be respected
  - Creating a **positive** learning atmosphere in the classroom
  - Working to obtain the best education for yourself and others
  - Always acting in a safe manner
  - Showing respect for other people's property and the school environment
  - Supporting the Student Council in its role as a voice for students.
  - Raising issues which concern you, whether at home or in school, with an appropriate person.

### **6. PROMOTING POSITIVE BEHAVIOUR**

- 6.1 It is recognised that it is important to acknowledge students who make a positive contribution in the classroom and to school life in general. This can be done in a number of ways:
- Merit/Distinction System (**First Year**).
  - **Positive Behaviour Draw (Second Year and Third Year)**.
  - Positive comment in homework journal.
  - **Contact with home via email, phone call, letter or postcard.**
  - Recognition at assemblies and in school publications.
  - **Encouragement of student involvement in the assemblies.**
  - Presentation of prizes at assemblies.
  - Delegation of responsibility to students.
  - **Encouragement of staff and parental involvement in the positive behaviour policy.**
- 6.2 All students upon admission to the school agree to abide by the Relationships and Behaviour Policy. This Policy and the Behaviour Intervention Procedure (see appendix 2) are brought to the attention of teachers and students at the start of each academic year.
- 6.3 The Board of Management is responsible for the implementation of the Positive Behaviour Policy. Overall responsibility for behaviour and discipline within the school rests with the Principal and Deputy Principal. Year Leaders monitor the behaviour of students in their respective year groups. Each teacher has responsibility for the maintenance of discipline within her or his classroom, while sharing a common responsibility for good order within the school premises. Through the implementation of this policy students are encouraged to take increasing responsibility for their own behaviour.

## **7. INTERVENTIONS**

- 7.1 The following strategies may be used in response to inappropriate behaviour:
- Restorative approach which focuses on building and repairing relationships. The process includes: restorative inquiry and language, restorative discussion, mediation and problem-solving circles
  - Communication with parents/guardians via the Homework Journal/eportal
  - **Direct contact with parents/guardians by phone**
  - Warning and advice on how to **change behaviour**
  - Move place in class
  - Loss/Withdrawal of privileges
  - Misdemeanour (MD) slip with extra work/detention. (Notification of after school detention must be issued by the previous day. **MDs must** be recorded in the Homework Journal.)
- 7.2 The Behaviour **Intervention** Procedure (see Appendix 2) will be applied as a ladder of increasingly serious intervention. Strategies used may include
- Daily Report
  - Formal Assessment
  - Behaviour Management Plan
  - Suspension
  - Implementation of exclusion procedures
- 7.3 The following is a summary of the suspension and exclusion procedures. For further detail please refer to the school Policy on Suspension and Exclusion. As required under the Education Welfare Act 2000 Section 23 (2) the following procedures will apply in the case of suspension. The Principal and/or the Deputy Principal can suspend students from school for a serious breach of discipline or in circumstances of continuous failure to conform to school rules (See Positive Behaviour Intervention Procedure). Parents/guardians will be notified in writing of this decision. In the case of an immediate suspension parents will be notified and arrangements made for the student to be collected. The suspension will be a matter of record and notified to the Board of Management. The Principal or Deputy Principal will contact or meet the parents/guardians of any suspended student and may recommend referral to the appropriate support agencies and/or the signing of an agreement. The student will report to the Principal, Deputy Principal or Year Leader upon their return to school.

- 7.4 The Board of Management has the authority to expel a student. Expulsion may be recommended to the Board when the student and his/her representative fail to convince the Principal of their resolve to conform to the school rules or when the breach of discipline is so grave that the Principal considers it in the best interests of the staff and fellow students that the right to attend be permanently withdrawn. The Board of Management shall make the final decision in relation to the permanent exclusion of a student from the school.
- 7.5 The Board of Management will consider the Principal's recommendation. The Board will hold a hearing if it decides to consider expelling the student. If the Board, having considered all the facts, is of the opinion that the student should be excluded the Board will notify the National Education Welfare Board and parents in writing. Parents and students will be informed of the right to appeal under the *Education Act 1998 section 29* and supplied with the standard form.

## **8 ABSENCES**

- 8.1 The Education (Welfare) Act, 2000, Section 18, requires parents to notify the school of the reason for a student's absence. Parents/guardians will use the homework journal to outline the reason(s) for absence. **A parent/guardian must write the note.** In the event of any absence the parent/guardian will be sent a text by the school.
- 8.2 Section 21 (4) of the Act requires the Principal to inform an Educational Welfare Officer in writing if the aggregate number of days on which a student is absent during a school year is 20 or more. The Principal is also authorised to notify an Educational Welfare Officer if, in the opinion of the Principal, a student "is not attending regularly".
- 8.3 The school will **acknowledge** students who have good attendance records as required by section 22 (2) of the Act.

## **9. RELATED POLICIES**

- 9.1 Teachers, parents/guardians and students need to be aware of the content of the policies listed below. Copies are available from the school office or at [www.newpark.ie](http://www.newpark.ie)
- 9.2 *Dress Code, Anti-Bullying, Substance Use, School Trips, Suspension and Exclusion, Punctuality*

## **10. REVIEW**

- 10.1 This policy will be reviewed again in the academic year **2017/18** and formally adopted by the Board of Management annually. Submissions from parents/guardians, teachers, students or other interested parties are welcome.

## **Appendix 1 School Rules**

### **1. Classroom**

- 1.1 Allow your teachers to teach and your fellow students to learn.
- 1.2 Contribute to a positive educational atmosphere in the classroom.
- 1.3 Bring all necessary equipment and materials to class.
- 1.4 Complete homework (your own work) on time and to the best of your ability.
- 1.5 **Students must follow all rules related to property (Section 4).**

### **2. Dress Code**

- 2.1 Follow the Dress Code regulations (details available from the school office or website).

### **3. Health and Safety**

- 3.1 School is a place of safety for all.
- 3.2 All forms of bullying are unacceptable and should be reported.

- 3.3 It is illegal to smoke within the school or its grounds. **Smoking or the use of e-cigarettes is forbidden anywhere on campus and** in areas close to the school (including the shops and surrounding residential areas) or while representing the school on any activity. **Students should not be in possession of cigarettes or e-cigarettes anywhere on campus.** The consequence for smoking or the use of e-cigarettes is a two day suspension followed by a four day suspension for any subsequent use.
- 3.4 Any involvement with or possession of alcohol, harmful substances or illegal drugs on school grounds or on any school activity is forbidden. Please refer to the *Substance Use Policy* for more information.
- 3.5 Possession of dangerous objects/substances or offensive weapons is forbidden.
- 3.6 Behave in a responsible, polite and appropriate manner while moving around the school environment.
- 3.7 A high standard of behaviour is expected while travelling to and from school and while waiting at bus stops and DART stations.
- 3.8 Do not delay or drop litter in the vicinity of the shops or in surrounding residential areas.
- 3.9 Students who drive to school (e.g. car, motorbike) are subject to the *Student Cars and Motorbikes Policy*.
- 3.10 Dismount from bicycles when in school grounds. **Skateboards, scooters etc. are not permitted on school grounds.**
- 3.11 **Eating and drinking are confined to designated lunchrooms, the general purpose area and school grounds.**

#### 4. Property

- 4.1 Respect all property.
- 4.2 Any damage to furniture or fittings e.g. graffiti may have to be paid for by those responsible.
- 4.3 Keep the school environment safe and tidy. Take care not to leave any litter in classrooms, school buildings, school grounds or elsewhere.
- 4.4 **Charging of mobile phones is not permitted.**
- 4.5 Chewing gum is forbidden within the school environment.
- 4.6 The school cannot be held responsible for lost property. Personal belongings should be clearly labelled.
- 4.7 Ensure that all **electronic equipment** and mobile phones are switched off and in school bags before the start of class. **Earphones must not be worn in class.** Confiscated **electronic devices** or mobile phones can be collected from the office, after school, on payment of a €5 fine which will be forwarded to charity.
- 4.8 In order to respect the privacy and integrity of all individuals in the school, camera/video facilities on **any electronic device** may not be used on the campus **without permission.**
- 4.9 Certain areas of the school are out of bounds i.e. green areas around hockey pitch and sports complex.\*

#### 5. Attendance and Punctuality

- 5.1 Attend school each day (see section 7 of the *Relationships and Behaviour Policy*).
- 5.2 Students in year six can leave school during break and lunch time. Students in other years who live near the school and wish to go home for lunch must obtain a lunch pass from their year leader.
- 5.3 Attend all timetabled classes. Permission to leave school early should be requested in writing by the parent/guardian **and signed by a member of staff. Students are not permitted to write their own notes.**
- 5.4 Punctuality is essential at all times. Students who arrive after registration go directly to the library. Students arriving after the first class period must report to the school office with a note.

#### 6. Internet Access

- 6.1 Students are given access to the school Internet facilities only with teacher permission. Inappropriate use of the Internet may result in a permanent or temporary ban on Internet and/or computer use. Computer logs are routinely checked.
- 6.2 Downloading any software, either to the C drive or any removable drive (e.g. a USB key) is not permitted.
- 6.3 **Creating user accounts is only permitted under teacher guidance.**
- 6.4 **USB keys, DVD disks or any other ICT external storage device may not be used in the designated computer rooms. (i.e. T7 and T8).**
- 6.5 If a student unexpectedly comes upon any **inappropriate**, illegal and /or harmful images and text; whether violent, hate-based, or of a sexual nature the supervising teacher must be told **immediately.**

Under no circumstances should such material be revisited or downloaded; any attempt to do so will result in suspension.

**Signatures**

**I have read, understand fully and agree to abide by the *Relationships and Behaviour Policy*.**

Signed \_\_\_\_\_ Student

Date \_\_\_\_\_

**As Parents(s)/Guardians(s), We/I have read and fully accept the *Relationships and Behaviour Policy* of Newpark Comprehensive School.**

Signed \_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_

**Relationships and Behaviour Policy**

This revised policy was adopted by the Board of Management of Newpark Comprehensive School at its meeting of June 2015.

Date of next Review of Relationships and Behaviour policy: February 2017

Signed: Robert Grier

Chairperson

Signed: Derek Lowry

Secretary, Board of Management