

Hazelwood College

No 6 Code of Behaviour

Hazelwood College is a co-educational, multi-denominational state school underpinned by core values of: Excellence in Education, Care, Respect, Equality and Community.

Our school motto is “Achieving Our Full Potential”, to ensure that this is instilled in every student we promote positive behaviour in a safe and secure environment for all.

Our “Code of Behaviour” promotes respect for all members of the Hazelwood College community. This can only be achieved when the entire school community work together to promote positive behaviour, which will involve regular planning and reviewing of this policy. The Hazelwood College school community believes that for effective teaching and learning to take place, positive behaviour in all aspects of school life is necessary. At Hazelwood College we recognise the importance of motivating students, encouraging them to channel their energy into developing key skills and to participate in a variety of areas throughout the school.

The main aims of the Student Council and the Student Voice committee are to act as a representative body for the students of the school and to help with the maintenance of a genuine school spirit.

**The aims of the Code of Behaviour are:**

- To create a safe, secure learning environment for students by promoting a sense of mutual respect among all members of the school community and a sense of pride in our school.
- To recognise and promote the potential of each individual: intellectual, physical and emotional.
- To have effective procedures in place which allow for the day to day running of the school and which ensures the demands of current legislation are being met.
- To acknowledge that everyone has a shared responsibility in the continued growth and development of Hazelwood College.

Students of Hazelwood College are expected to observe the Code of Behaviour at all times while on school property, travelling to and from school and while participating in any school related activity.

Regular contact is maintained between teachers, students and parents(s) / guardian(s) in order to appraise the student and their parent(s)/guardian(s) of issues that may arise and of their progress generally.

Discipline and rules are necessary in order for our school to function effectively through the promotion of a positive atmosphere in which students can learn and teachers can teach and deal with the needs to all students. Rules, however well-conceived, are only effective if understood and supported by all.

Sanctions, which are intended to be beneficial, are included and it is hoped that this code of behaviour will develop the student into a positive and constructive individual, well able to flourish in an organised and disciplined society.

Parents/guardians have the right to make representation to the college on behalf of their son/daughter(s). However this places the obligation on them to be supportive of Hazelwood College. Students that have reached the age of 18 years are adults and must take personal responsibility for abiding the Code of Behaviour.

### **Manners and Courtesy**

Acquiring habits of good manners and courtesy is an important training for life. At all times emphasis is placed on politeness, courtesy, co-operation and respect for others and their property. Students should recognise the appropriate way of addressing staff and visitors to school and observe the normal courtesies in matters such as standing back, holding doors etc. Each student should acquire the habit of treating all persons, whether older or younger, with kindness and thoughtfulness. The use of improper and offensive language must be avoided at all times. Ethos awards are given out at the school awards ceremony to affirm members of our school community for their positive contributions that encompass our ethos values.

### **Fair Procedures and Natural Justice**

- Schools are required by law to follow fair procedures in respect of proposals to suspend or expel a student. Any failure on the part of the school Board of Management to ensure that these procedures are observed would breach the school's legal obligations.
- Any investigation should be free of bias.
- The absence of bias in the decision make would mean for example:
  - o The right of reply and to appeal are central to fair decision making.
  - o Both the parent/guardian and the student should be facilitated in presenting their views on the allegations made.
  - o The Board should take steps to ensure that the procedures and the proceedings are understood by the parent/guardian.

- It is also preferable that if at all possible, in terms of impartiality in decision making there is always one person on the discipline board that has not been involved in the investigation process.

## **Respect**

### **1. That you have respect and consideration for yourself and for others.**

This means

- That you are fair and honest with everyone and do not make offensive remarks
- That you help other students if they need support e.g. younger students finding a classroom
- That you do not pick on, victimise or bully others and any incidents of bullying are reported to the Year Head. [Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against others. Victimisation is the singling out of a person for cruel or unjust treatment.] It is important to note that a negative comment on line may be classed as bullying due to sharing.
- That you do not fight or threaten to fight in or out of school
- That you respect the property of others and that of the school

Because

- Mutual respect and support helps to make a positive school experience for everyone
- You would like to be shown respect and consideration by others
- Bullying and victimisation can cause fear, hurt and misery. We want our school to be a safe space
- Aggressive behaviour could cause serious injury or accidents
- Damaging school property is destructive and shows a lack of respect for the school community of which you are a member

### **2. That you have respect, consideration and good manners in your dealings with all teachers, staff members and visitors.**

This means

- That you cooperate fully and willingly in the classroom
- That you obey the instructions of teachers and any insolence, disruption of class, defiance is regarded as a serious breach of the school rules.
- That you are not aggressive in behaviour or language
- That you carry out instructions in a co-operative manner
- That you show courtesy, consideration and good manners in your behaviour and language

Because

- Mutual respect is important and contributes to a positive school experience for everyone
- Aggressive behaviour or language has no place in the wider school community

### **Student Behaviour**

- 3. That you co-operate in the classroom and have a positive attitude to classwork, homework, and all the extra – curricular activities.**

This means

- That you listen to your teachers and you do not disturb the class
- Your journal is placed on the desk in the classroom all homework is taken down into it
- That you complete your homework each night to the best of your ability

Because

- The teacher has a right to teach
- The other students have a right to learn
- It helps you to organise your homework so that you will succeed in school
- It builds on the work done in class

### **Regular Attendance and Punctuality**

- 4. That you come to school everyday and arrive on time.**

This means

- that you come to school every day and arrive on time unless it is absolutely unavoidable
- That you arrive before 8.45 a.m., be on time for assembly at 8.50 a.m., be punctual for all remaining classes and do not delay on the way to class.
- It is the responsibility of each student to be on time for all classes throughout the school day and to attend all classes as per their timetable.

- All absences must be explained on the “Reason for Absence” note submitted via the school app.
- Students should come to reception at the time of departure, it is not possible to call students over the intercom and this disturbs the teaching and learning of all.
- Students must sign in at the main office when they arrive late to school. Parents / guardian must submit a late form via the school app.
- Students who are leaving early must have a permission to leave form filled in by their parent / guardian via the school app. All appointments must be made outside of school hours where possible. No student is allowed to leave school grounds without permission.

**Both “Reason for Absence” and “Permission to leave” form must be submitted by 8.30 am**

- If a student feels unwell during the day, the student must tell their teacher / year head and get permission to go to the office to ring home. Under no circumstances is a student permitted to contact home and arrange to be collected from school without going through the appropriate procedure.

Because

- Time missed is hard to make up
- Attendance at assembly is essential for school communication
- Good attendance and good timekeeping helps everyone to do well
- The school must be given a written explanation for absence
- The school is responsible for you during school time
- Punctuality displays courtesy to your teachers and fellow students

**Uniform and Appearance**

**5. That you come to school in full uniform, clean and tidy**

This means

- White shirt Black
- V neck Jumper with crest
- Red tie with grey stripe
- Black socks
- Black shoes (pump shoes are not allowed)
- Black school trousers / Full length pleated black, white and red school skirt
- A Hazelwood College school jacket is the only jacket to be worn on school grounds.

- The school tracksuit may be worn on days that students have PE. Transition year students may wear the school tracksuit on designated days.

School shirt should be tucked and the tie clearly visible.

Students must remove any non-uniform items including scarves and hoodies prior to entering the school and all such items should be in a students' locker until the end of the day.

The uniform must be kept clean and presentable. Please ensure the students name is clearly marked on all uniform items. Student property is entirely the student's full responsibility.

Hair must be neatly groomed as deemed appropriate by management. Shaved heads or hair tattoos are not allowed.

Minimum jewellery is allowed – one plain watch, one fine chain necklace, small studs or small hoop earrings (less than 2cm in diameter and a limit of two per ear), two simple narrow bracelets and three small narrow – not bulky – rings, one small nose stud or one small clear eyebrow piercing. Any other jewellery worn will be confiscated for one week. Other piercings are unacceptable and in breach of school policy. False nails are strictly forbidden.

For Junior Cycle students make up is not allowed but an exception can be made by the school.

Senior Cycle students may wear light / subtle make up as deemed appropriate by management.

No visible tattoos are permitted.

It is the responsibility of parents/guardians and students to ensure that proper and complete uniform is worn at all times. Failure to comply with the uniform code will result in the student receiving a note in their diary and a lunch time detention. Subsequent incidences may result in a meeting between school management and a parent/guardian. The decision of the Principal or Deputy Principal will be final in the interpretation of the rules in relation to Uniform and Appearance.

Because

- The school uniform is agreed by all members of the school community
- We must all maintain high standards of Health and Safety in the school

## **Class Preparation**

### **6. That you come in properly prepared for your subjects**

This means

- That you have correct books, completed homework, pens, copies and exercises
- That you bring any special equipment needed e.g. school p.e. gear, drawing equipment
- You are only permitted to use the locker before assembly, break, lunch time or after school.

Because

- You waste class time if you have not got them
- You cannot participate fully without them

## **School Building and Grounds**

### **7. That you respect the school environment**

This means

- Lockers should be kept neat, tidy and locked at all times.
- That you contribute to keeping the school clean and free of litter
- That you place litter in appropriate bins
- That you do not chew gum or eat crisps, popcorn or nuts while in school
- The use of tippex, aerosol deodorants is not allowed in school.
- Cans of drink are not allowed
- Classrooms should be kept clean and tidy
- Eating and drinking is strictly prohibited during class time.
- Students may drink water with their teacher's permission.
- All chairs need to be placed on the desk at end of the day.
- The canteen may only be used before assembly, at break or lunchtime.
- When queuing for the school canteen it is essential that is done in an orderly fashion.
- The use of bathrooms should only be done when necessary and students may only use the designated toilets for their year group.
- School will close to all students from 4pm on Mondays and Tuesday and at 3.30pm on Wednesday to Friday, with the exception of those involved in Homework club, afterschool study or any extra curricular activity.
- Any students waiting for buses, lifts are asked to behave in an appropriate manner outside the school building.
- Vandalism, graffiti, theft or damage to school property are deemed serious breaches of school rules.



Because

- Everyone benefits from working in a safe, pleasant and clean environment
- We are all responsible for maintaining a clean school
- Disposal of gum can be unhygienic
- Break and lunch times are very busy around the school buildings and it is essential for all students that order is maintained.

## **Mobile phone / technology**

### **8. That you abide by the school mobile phone and technology policy**

This means:

- That students are not permitted to use a mobile phone when throughout the day at school, either in school or when on trips / matches. Please refer to the school's mobile phone policy for full details.
- Students are not permitted to have their phone on their persons at any stage and should not be used until students have left the school grounds.
- Students are not permitted to share or threaten to distribute explicit content including texts, video, photographic or any other materials.

Because:

- The Office phone is available if students need to make an essential call or if your parent/guardians/guardians need to contact you during school hours
- Students who contact home via mobile do so without office knowledge and this may become a health and safety risk
- It is important that students are in a safe environment free from distraction, bullying (through texting)
- Teachers are entitled to teach without interruptions
- The use of digital video/photos and other recording devices can lead to an invasion of privacy
- Use of electronic devices during break time can lead to isolation and limit the opportunity for socialisation.

## **Substance Misuse**

### **9. The use or possession of any addictive / intoxicating substances is strictly forbidden.**

This means:

- That you do not use, distribute or sell cigarettes, vapes (e-cigarettes), alcohol, stimulating or illegal drinks or substances at any time on school campus or during school related activities

Because:

- The use and sale of any addictive or illegal substance is a Health and Safety issue
- The school is responsible for the protection and safety of all the school community
- It is illegal and is strictly forbidden
- If anyone is found in possession of illegal substances, parent/guardians/guardians and Gardaí will be contacted immediately.

**10. That you do not bring into the school or have on your person objects likely to cause injury or harm.**

This means:

- That you do not bring, or facilitate the bringing in of any object into the school grounds or on any school related activity that could cause harm.

Because

- Such objects can present a serious threat to the Health and Safety of the school community.

**The promotion of good behaviour**

The quality of relationships between teachers and students is one of the most powerful influences of student behaviour. At Hazelwood College we aim to foster mutually respectful relationships, balancing warmth and empathy with objectivity, professional detachment and fairness. The quality of daily interactions both inside and outside the classroom is central to our efforts to promote good behaviour. In addition the school has in place a variety of rewards to recognise and ostensibly mark achievements and efforts across the full range of school and extra-curricular activities.

**Rewards**

It is recognised that it is important to reward students who make a positive contribution

- A quiet word of acknowledgment for a student by a teacher
- Praise for effort, participation or achievement in class
- Positive comments in the school diary are encouraged to promote effort and good behaviour as well as commending any good deeds done for any member of the school community.
- Recognition of student achievements in school newsletter, yearbook or website.
- Display of student's work

- Class or year group trip
- A special mention by class tutor, year head, principal, deputy principal at morning announcements or assembly
- Canteen Vouchers
- Annual awards ceremony.

**Record Keeping:** It is essential that all strategies to prevent and respond to inappropriate behaviour are recorded and filed. Each teacher must ensure that all comments are recorded in the diary.

### **Sanctions**

Hazelwood College recognises that students may fall short of what is expected of them in terms of behaviour and effort on occasion and a system of sanctions is in place. The aim of the sanction is, firstly to bring about a change in behaviour. The sanction may also reinforce the boundaries set out in the Code of positive Behaviour and may signal to other students and staff their well-being is being protected.

Sanctions include:

- Students will be reminded of the class rule (Verbal warning) and may be directed to work elsewhere in the room.
- Students may be asked to stay back and work out a solution with their teacher.
- Note / comment written in the diary (this is recorded each week by the class tutor). When numerous negative comments are received parents/guardians may be notified via email, letter or phone call.
- Additional work or exercise
- Reduced break / Lunchtime detention
- Referral to student support team and / or guidance counsellor / year head
- Withdrawal of privileges
- School community service e.g. litter pick up etc
- Exclusion from class and / or temporary separation from peers
- Student Behaviour Plan (Level 1)

The following are amongst the privileges which may be removed to show disapproval of unacceptable behaviour.

- Attendance on school tours
- Representing school on teams, debates etc
- Attendance on school day trips e.g. cinema, theatre etc
- Permission to attend any courses organised by teachers in Hazelwood College

- Participation in school walks, sports days etc
  - Permission to take part in lunchtime games.
- Level 1 Plan – Contract between subject teacher and a student. A student may be on more than one level 1 plans at any one time. (on page 30 of teacher diary)
  - Level 2 & 3 Plan – Contract between Year Head and a student.
    - Restorative Practice
    - School Community Tasks or Detention
    - Discipline Board

The discipline board committee comprises of

- Deputy Principal or his/her nominee
- Year Head or his/her nominee
- Any other teacher
- Every effort will be made to contact the parents or guardians when arranging a discipline hearing, failure on behalf of a parent / guardian to respond to these efforts may result in the hearing going ahead without the parent / guardian.
- If a parent / guardian refuse permission for their child to attend a discipline hearing then the school reserves the right to request that this student remains at home until such time that the hearing can go ahead with the student present.
  - Suspension or expulsion

### **Policies and Procedures for Suspension**

The School will follow fair procedures when proposing to suspend a student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension, the following procedure will be observed.

- the student and their parents will be informed about the complaint
- Parents and student will be given an opportunity to respond
- the student and parents have the right to be heard
- The student and parents have the right to impartiality
- Fair procedures must be apply to:
  - the investigation of alleged misbehaviour that may lead to suspension or expulsion
  - the process of decision-making as to (a) whether the student did engage in the misbehaviour and (b) what sanction to impose.

### **Schools or Colleges established or maintained by an ETB**

The ETB holds the authority to suspend a student. Limerick and Clare Education and Training Board (LCETB) has devolved this authority to the Board of Management of a school.

The Board of Management has the authority to suspend a student. Where this authority is delegated to the Principal, the delegation should be done formally and in writing. Suspension will be a proportionate response to the behaviour that is causing concern. In considering whether to suspend a student the Board of Management will be presented with a report containing the following:

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions tried to date
- Whether suspension is an appropriate/proportionate response

Parents will be notified in writing or phone call of the decision to suspend. The letter will contain the period of the suspension and the reason for the suspension.

### **Clean Slate**

When any sanction, including suspension, is completed, a student will be given the opportunity and support for a fresh start. Although a record is kept of the behaviour and sanction imposed, once the sanction has been completed the school will expect the same behaviour of this student as of all other students.

### **Policies and Procedures for Expulsion**

A proposal to expel a student requires serious grounds such as that:

- the student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- the student's continued presence in the school constitutes a real and significant threat to safety
- the student is responsible for serious damage to property
- The grounds for expulsion may be similar to the grounds for suspension. In addition to factors such as the degree of seriousness and the persistence of the behaviour, a key difference is that, where expulsion is considered, school authorities have tried a series of other interventions, and believe they have exhausted all possibilities for changing the student's behaviour.

### **Expulsion for a once off event.**

There may be exceptional circumstances where a student should be expelled for a first offence. Examples to expel on the basis of a single breach of the code may include.

- A serious threat of violence against another student or member of staff

- Actual violence or physical assault
- Supplying illegal drugs to other students in the school
- Sexual assault.

NB This list is not exhaustive

A detailed investigation will be carried out under the direction of the Principal. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the procedural steps will include:


1. A detailed investigation carried out under the direction of the Principal
2. A recommendation to the Board of Management by the Principal
3. Consideration by the Board of Management of the Principal's recommendations and the holding of a hearing
4. Board of Management deliberation and actions following the hearing
5. Consultations arranged by the Education Welfare Officer
6. Confirmation of the decision to expel

### **Section 29 Appeal**

If the total number of days for which the student has been suspended in the current school year reaches twenty days, the parents, or a student aged over eighteen years of age, may appeal the suspension under Section 29 of the *Education Act 1998*.

At the time when parents are being formally notified of such a suspension/expulsion, they and the student should be told about the right to appeal. The appeal must be made in the first instance to the Director of Schools of LCETB or Designated Officer. Where an appeal to the LCETB is concluded, parents, or a student aged over eighteen years, may appeal to the Secretary General of the Department of Education and Science.

The Code of Behaviour will be reviewed regularly. Ongoing reviews and evaluation take cognisance of changing information, changing society, legislation, ministerial government instructions, developments in the school based programmes and feedback from students, staff, parents/guardians and the Board of Management / ETB.

Signed   
Chair Board of Management

Date 24-9-2024



**Year of Enrolment:** 2024 – 2025

Student Name: \_\_\_\_\_

I have read and understand Hazelwood College’s Code of Behaviour and discussed the school’s expectations for behaviour with my son / daughter. I agree that they will abide by the school’s Code of Behaviour for the duration of their time at Hazelwood College and that they will be fully supported by us, their parents / guardians in order for them to achieve their full potential.

Parental Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### ***“Achieving Our Full Potential”***

The full Code of Behaviour has been read and explained and I understand what is expected of me. I want to achieve our school motto this year and in order to do this:

*I promise that:*

1. I will always be respectful of my classmates, teachers and all school staff
2. I will always do my best to complete my homework fully
3. I will bring all class materials / assignments / projects to class on time
4. I will be on time for school and for my classes and take an active interest in my studies
5. I will co operate fully with all teachers and be polite at all times
6. I will come to school in full uniform as per uniform policy and I will wear my school uniform to school every day, this includes:

White shirt , Black V neck jumper with crest, Red Tie with grey stripes (clearly visible)

Black socks, Black shoes (“pump” shoes / runners / high tops are not allowed)

Black school trousers / full length pleated skirt and a Hazelwood College School Jacket

I must present myself for school in neat and appropriate manner and not wear jackets or hoodies with logos or crests present.

Minimum jewellery only - Minimum jewellery is allowed – one plain watch, one fine chain necklace, small studs or small hoop earrings (less than 2cm in diameter and a limit of two per ear), two simple narrow bracelets and three small narrow – not bulky – rings, one small nose stud or one small clear eyebrow piercing Any other jewellery worn will be confiscated for one week. Other piercings are unacceptable and in breach of school policy. False nails are strictly forbidden. False nails are strictly forbidden. For Junior cycle students make up is not allowed but an exception can be made by the school. Senior cycle students may wear light subtle make up as deemed appropriate by the school.)

- Wear the correct gear and footwear for P.E. and activities
- Wear my PE uniform when I am timetabled for practical PE classes or on specific designated days
- Wear my full uniform throughout the state exams

In line with the dress code and for personal safety I understand that I am not allowed to wear body rings / studs / or wear any form of jewellery when playing games.

7. I will not litter, damage, vandalise any part of the school or school grounds
8. Smoking and e cigarettes (vapes) are forbidden in school and I agree not take part in either

9. I will not have tippex, chewing gum, aerosol deodorants, popcorn, nuts, high energy/fizzy drinks or any illegal substances in school at any time.
10. I know that my mobile phone or any electronic device is not to be on my person at any time during the school day and will be confiscated as per mobile phone policy
11. I realise that failure to hand up any banned item when asked is a major offence
12. I understand and know that I must follow the ICT Acceptable Use Policy
13. I understand that the sharing or threatening to distribute explicit content including texts, video, photographic or other materials is completely unacceptable and absolutely prohibited
14. I will remain on the school premises at all times and not leave unless permission has been given.
15. I will only access my locker / water fountain before school, at break, lunch and after school
16. I will do my best to contribute to school life by taking an active part in school activities
17. I will provide a note in my school diary on returning to school after being absent
18. I will not take part in any form of bullying
19. I will have my school diary present each day and will put it on the desk at the beginning of every class
20. I will keep my locker clean and tidy at all times and know that it can be inspected at any time

Any student who has been suspended or had a major discipline issue may not be allowed to travel on a school trip.

I have read and agreed to abide by the Code of Behaviour

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

Date: \_\_\_\_\_

I / We will give every encouragement and support to my/our son/daughter to meet these expectations.

Signed \_\_\_\_\_ Parent (s) / Guardian (s)

Date: \_\_\_\_\_