

Code of Behaviour

Mission Statement:

'To foster the holistic development of each student, in a supportive learning environment, enabling all to live fulfilling lives'

Introduction:

The Code of Behaviour is the school's plan to ensure students in the school learn to behave well and learn well. It fosters an orderly, harmonious community where high standards of behaviour are expected and supported.

The Code outlines:

- the standards of behaviour expected in the school.
- the plan for promoting good behaviour.
- the Guidelines on Disciplinary Measures.
- the Suspension and Expulsion Policies.

Any form of discrimination on any of the nine grounds described in the Equal Status Act 2000 will not be tolerated (gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the traveller community).

Aims of the Code:

- to create a positive and safe environment for teaching and learning
- to promote and reinforce good behaviour
- to encourage students to take personal responsibility for their learning and their behaviour
- to help young people to mature into responsible participating citizens
- to develop mutually respectful and supportive relationships within the school community

Standards of Behaviour:

Courtesy

- Students are expected to treat all staff, visitors and fellow students with respect and courtesy at all times.
- Any form of bullying will not be tolerated in line with our Anti-Bullying Policy.

In the Classroom

- Students are expected:
 - To bring with them all books and equipment required for all classes.
 - To attend classes punctually.
 - To comply with teachers' instructions.
 - To participate appropriately in class and to apply themselves diligently.
 - To complete homework assignments to the best of their ability, on time and in accordance with teachers' instructions.
- Students may not bring mobile phones into the classroom. The use of any camera or media recording device is forbidden.

Attendance

- Students are expected to attend school punctually every day.
- Students who arrive late are required to report to the Office.

- The Department of Education and Science requires all absences to be explained. Where a student is absent she must bring a note signed by her parent/guardian explaining the reason for her absence and indicating the date(s) on which she missed school. This letter should be presented to the office on the first day back at school following the absence.
- Students may not leave the school grounds during school hours without the permission of the Principal, Deputy Principal or person in charge.
- Students may leave the school at lunchtime only if they have written permission from their parents/guardians to go home for supervised lunch.

Uniform

- Students are required to wear the official school uniform while at school, while representing the school, or while travelling to and from school.
- Students are expected to change their clothes for sport and Physical Education. Suitable clothing should be worn to comply with subject requirements.
- On occasions when school uniform is not required, attire should be appropriate to activity.
- All items of clothing should be clean, tidy and in good repair.
- Students are expected to maintain their hair in neat and clean condition.
- Students may wear a watch, one ring and small studded earrings (one pair). Facial piercings are not allowed.

Trips and Outings

- Students are expected to behave in an exemplary manner while on school outings and trips.
- The Code of Behaviour and all school policies apply during school outings and trips.
- Students are required to comply with the instructions of the person(s) in charge.
- Students wishing to join or leave the trip at unscheduled stops are required to provide, in advance, a note signed by a parent/guardian.

Health and Safety

- The school seeks to promote the good health and safety of students.
- Students are required to comply with all health and safety guidelines.
- Great care must be taken when handling specialist equipment, materials or chemical substances. It is required that students bring any dangers to the attention of the school authorities.
- Students are expected to be vigilant and co-operative at all times so as to ensure their own safety and that of others in the school community.
- Smoking, drinking, taking of drugs, the inhalation of harmful substances and/or any attempt to involve others in such practices is strictly forbidden.

School Property and Personal Belongings

- Students are expected to respect school property and the property of others.
- Students are required to inform the school authorities of any damage to school property and those responsible will be expected to compensate for the damage.

- Students are responsible for their personal belongings. Items of value should be stored in secure lockers or handed into the school office for safekeeping.

School Environment

- Ours is a Green School. Students are expected to care for and respect the environment.
- Students are expected to keep the school premises and grounds free of litter. The use of re-cycling bins and other Green School initiatives are encouraged.
- Students are required to eat lunch in the designated areas.
- Chewing gum is not allowed.
- Graffiti on school property is forbidden.

Promoting Positive Behaviour:

The following measures aim to promote and support positive behavior:

- students are given responsibility in the school and are consulted on the development of the code of behaviour and school policies.
- the code of behaviour outlines clear, consistent standards that set high expectations for student behaviour.
- students are taught why the code is important and their part in making it work.
- parents are encouraged to support the school by promoting a positive attitude to learning, effective study routines and positive behaviour.
- positive relationships between teachers, parents and students and a positive school atmosphere are promoted.
- structured and consistent school and class routines are established.
- the school believes that it is important to acknowledge and reward in a positive way those who demonstrate a high level of co-operation and good behaviour.
- the importance of praise and encouragement is recognised and teachers will, where appropriate refer the students for commendation.
- parents will be informed of those who demonstrate consistently good behaviour.
- account is taken of good behaviour when the recipients of awards are being decided.

Sanctions and Disciplinary Measures:

- It is very important to maintain a classroom and school environment which supports learning and ensures continuity of instruction.
- Breaches of the Code of Behaviour can be disruptive.
- Serious misbehaviour can have damaging and long-lasting effects including disruption of the student's own learning and the learning of others. It can cause distress and anxiety or even pose a threat to the safety of students and teachers.
- Disciplinary infringements are dealt with in accordance with the Disciplinary Procedures.

- The guidelines are used in a respectful way that helps students to understand the consequences of their behaviour and to take responsibility for adopting positive behaviour.

Disciplinary Procedures

Step 1	<p>Misbehaviour e.g. talking, failure to complete homework, inattentiveness etc. will be dealt with by the Subject Teacher</p> <ul style="list-style-type: none"> • Reprimand <p>and / or</p> <ul style="list-style-type: none"> • Sanction <p>and / or</p> <ul style="list-style-type: none"> • Record in School Journal
Step 2	<p>Continued or serious misbehaviour will be referred to Year Head through VsWare. Teacher will notify student of referral. Parents will be notified by phone when a student has recorded two negative entries through VsWare.</p> <ul style="list-style-type: none"> - 3 entries. Student placed 'On Yellow Report' for 5 days and 2 lunchtime detentions. Failure to complete the 'On Report' satisfactorily within six days, will result in 'In-School Suspension' for one day. - Letter to parents by registered post from Year Head notifying. • On Report and Detentions • Reason • Copy of Report Form attached and requirement for parent and Year Head to review and sign daily. <p>Further steps in disciplinary procedure in event of student failing to correct behaviour</p>
Step 3	<p>3 further entries through VsWare or serious misbehaviour will result in student being placed 'On Red Report' and Friday Detention following interview by Year Head and Deputy Principal. Parents will again be notified by phone when a student has recorded two entries through VsWare.</p> <ul style="list-style-type: none"> - Failure to complete the 'On Report' satisfactorily within six days, will result in a one day suspension from school. - Letter to parents from Year Head notifying • 'On Report' and Detention • Reason • Parents responsibility to collect students after Friday Detention • Report Form attached and requirement for parent and Year Head to review and sign daily • Further steps in disciplinary procedure in event of student failing to correct behaviour
Step 4	<p>Any Further Misbehaviour</p> <ul style="list-style-type: none"> • Referral to School Principal • Progress Report from teachers • Interview with parents and student.
Step 5	<p>Failure to correct behaviour</p> <ul style="list-style-type: none"> • Suspension following interview between student, parent and Principal.
Step 6	<p>Subsequent misbehaviour</p> <ul style="list-style-type: none"> • Repeat suspensions <p>or</p> <ul style="list-style-type: none"> • Referral to Board of Management in very serious cases • The ultimate sanction is permanent exclusion

Very Serious Misbehaviour

When it is the professional opinion of a teacher that a student needs to be excluded immediately from class, the student will be placed in the care of management pending a written report from teacher and student and initiation of pastoral care and/or disciplinary action.

Teacher will refer in writing to School Principal very serious misbehaviour e.g. physical or verbal abuse, defiance or vandalism.

Unauthorised absence will result in suspension.

Use and/or possession of alcohol or illegal substances will result in immediate removal from class and suspension following interview between parent(s) and Principal.

- **Student may be referred to Guidance Counsellor for pastoral support by Year Head or School Principal Step 2 – Step 6**
- **Student will start each new school year with a ‘Clean Slate’ except in cases of serious misbehaviour as outlined.**
- **Record of all stages of Disciplinary Procedure will be placed on students’ files.**
- **School Principal may consult a Discipline Committee, comprising Year Heads, on matters relating to student discipline.**

Implementing the Code of Behaviour:

- **A copy of the Code of Behaviour will be provided to parents prior to registration of a student in the school. Parents will be asked to confirm in writing acceptance of the Code and an undertaking to make all reasonable effort to ensure compliance with the Code by their child.**
- **Parental support for the implementation of the code of behaviour is essential.**
- **Parents are invited to keep in close contact with the school regarding all aspects of their daughter’s progress**
- **Parents are encouraged to inform the school if a student is experiencing personal difficulties so that teachers may be sympathetic and understanding in dealing with any problems at school, which may result from such difficulties.**
- **The school’s policy is to keep parents informed of problems before they escalate.**
- **The Code will be communicated to students in the student journal, at a special year group assembly at the start of the academic year and at morning assemblies throughout the year.**

- Positive attitudes and positive standards of behaviour will be taught by all teachers and as part of the SPHE curriculum.
- The School Principal reserves the right to adjudicate on individual cases, taking into account natural justice, relevant legislation and any special circumstances.

This Code of Behaviour is subject to review and updating as necessary
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