

Scoil na Tríonóide Naofa

Code of Behaviour

Mission Statement

It is the mission of our school to provide an inclusive education which strives to enable students to achieve their potential. We seek to promote the wellbeing of all members of the school community in a respectful, safe and caring environment which values the dignity of each individual.

Aims

1. To recognise the needs and rights of all partners in the school community, through fostering respect and promoting Christian values.
2. To encourage the intellectual, social, physical and spiritual development of each student.
3. To create an environment which enables students to develop positive self esteem.
4. To recognise and develop our school's role as an integral part of our wider community.

Scope of our Policy

The code applies to all students of Scoil na Tríonóide Naofa while they are in school, coming to and from school and while on school related activities. The Code of Behaviour helps teachers, other members of staff, students and parents to work together for a happy, effective and safe school.

The Code of Behaviour enables our school to strike an appropriate balance between our duty to maintain an effective learning environment for all and our responsibility to students whose behaviour presents a challenge to the teaching and learning process. The Code of Behaviour is a key tool in enabling our school to support the learning of each student.

Our Vision

The code expresses the vision, mission and values of the school and its patron. It translates the expectations of staff, parents and students into practical arrangements that will help to ensure continuity of instruction to all students. It helps to foster an orderly, harmonious school where high standards of behaviour are expected and supported. Scoil na Tríonóide Naofa is committed to the holistic development of the person, spiritually, physically, emotionally, socially and intellectually in accordance with the ethos and philosophy of *CEIST*.

- Our school is committed to ensuring that an atmosphere of respect and dignity for the individual is fostered in all relationships within the school.
- We endeavour to promote a strong sense of community in which the individuality of each student is accommodated while acknowledging the right of each student to education in an environment free from disruption.
- We are committed to providing a safe and secure environment where teachers and students can learn and work together in a spirit of co-operation and mutual respect.

Rights and Responsibilities

Student's Rights

- Students have the right to be treated with dignity, respect and fairness by other students and staff.
- Students have the right to be provided with a learning environment that is free from physical, emotional and social abuse.
- Students have the right to be informed of the Board's and school's expectations for student behaviour within the school, the school grounds and during school activities.
- In the event of student misbehaviour, students and parents have the right to offer an explanation and will be informed about consequences of behaviour.

Student's Responsibilities:

- To use their abilities and talents to gain maximum learning from their school experience.
- Contribute to a climate of mutual trust and respect conducive to learning.
- Students are expected to take responsibility to adhering to the code of behaviour and to work in co-operation with the staff in ensuring a safe and orderly environment.
- Enhance personal and social development.
- Attend school regularly and punctually

Staff Rights

- All staff have the right to work in an environment that is free from emotional, physical and social abuse.
- Staff should be treated with dignity respect and fairness by students and parents.

Staff Responsibilities

- Staff share a common responsibility for good order within the school and on school related activities
- The Year head has a particular responsibility for monitoring the progress and the behaviour of his/her year group. The class tutor shares responsibility with the Year head for his/her particular class group.
- Senior Management share overall responsibility for achieving high standards of behaviour and ensuring in the interest of safety and order that students adhere to the code.

Parents' Rights

- Have the right to be informed of the board's and school's expectations for student behaviour within the school, the school grounds and during school activities.
- In the event of student misbehaviour, parents have the right to offer an explanation and will be informed about consequences of behaviour.

Parents' Responsibilities:

- Parents have a responsibility to work in partnership with the school to ensure that the school mission statement and vision is adhered to.
- Parents must make students aware of the policies and regulations of the school and its expectations for student behaviour and conduct.
- Parents must work with the school to resolve student behavioural issues when they affect their child/children.
- Parents must co-operate with the school's recommended course of action prior to re-admission of the student following student suspension.

Board of Management

Responsibilities of the Board of Management

The Board of Management will:

- give formal approval to the Code of Behaviour and support the Principal and teaching staff in the just implementation of the Code.
- hear appeals by parents/guardians against the decision of the Principal to suspend a student
- decide on a recommendation from the Principal to expel a student following a hearing at which the Principal gives the reasons for such a recommendation and the Parents/guardians of the student may give reasons why the recommendation should not be approved.
- inform parents of their right to appeal the decision of expulsion or suspension that exceeds twenty days in one school year to the Department of Education and Science under Section 29 of the Education Act.

OUR EXPECTATIONS

1. That you come to school every day and arrive on time.

Explanation:

1. You attend school every day.
2. You are in school and have signed in/registered by 8:55am.
3. That you are in your designated area ready for class by 9:00am.
4. If you are late for registration, you sign in at the office, have your journal stamped and present a note from home.
5. You stay within the school grounds during school time respecting the perimeters of the school.
6. When absent, on return to school you present the completed absence note at the back of the journal to your class tutor.
7. If you leave the school before the end of the school day you should have the '*note to and from parent*' signed at the back of the journal, sign out at the school office and be countersigned by a parent/guardian.

Implementation:

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. The school will endeavour to notify parents/guardians when students are absent from school.
3. A letter home to parents of students who have been absent 5 days or more per term.
4. Notification to the NEWB of students who are absent 20 days or more.
5. Detention for frequent lateness.
6. Truancy is a serious matter and will be dealt with by removal of privilege/detention or where appropriate, suspension.

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

Explanation:

You wear the **specified** crested jacket, crested jumper, skirt/trousers, shirt and footwear going to school, during the school day and returning home and where appropriate on school outings

1. You wear the specified PE uniform and runners for PE class.
2. Scarves, gloves and hats are not to be worn in class.
3. Senior students are allowed to wear make-up. Extremes of hair colouring and hair styles are not allowed.
4. All of the above must be read in conjunction with the School Uniform Policy.

Implementation:

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. In the event that a student is unable to wear the correct and full uniform a note of explanation should be submitted.
3. Non adherence to the above may lead to sanctions as outlined in the Code of Behaviour.

3. *That you come in properly prepared for class.*

Explanation:

1. You must be punctual for class and sit quietly while waiting for class to commence.
2. You are expected to have your school journal, textbook copybook and all specific equipment that is required by your respective teachers, including protective preventative equipment/clothing.
3. All materials needed for the class should be taken out and placed on the desk when you take your seat. Your books and material should be kept neat and tidy. You are responsible for your books and materials.

Implementation:

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. Non adherence to the above may lead to sanctions as outlined in the Code of Behaviour.
3. That you co-operate in the classroom and have a positive attitude to class work, homework and all extracurricular activities.

4. That you co-operate in the classroom and have a positive attitude to class work, homework and all extracurricular activities.

Explanation:

1. You respect the rights of others and you do not disturb the class.
2. You follow the teacher's instruction.
3. You record homework in your journal and present homework as and when expected.
4. That you participate positively in all curricular activities.
5. You are expected to have a positive approach when participating in extracurricular activities.
6. You are responsible for keeping your class room clean neat and tidy. You respect the resources and classroom furniture and follow health and safety guidelines.

Implementation:

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. Non adherence to the above may lead to sanctions as outlined in the Code of Behaviour.

5. That you have respect and consideration for other students.

Explanation:

1. You are supportive of each other and treat your fellow students with respect.
2. You are mannerly and courteous to each other at all times.
3. You do not ill-treat or bully other students.
4. You do not infringe on the privacy of fellow students by taking or sending photographs, videos or sound recordings and/or posting such material on the internet.
5. That you respect the rights and property of other students.
6. Violent behaviour is forbidden.

Implementation:

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. Non adherence to the above may lead to sanctions as outlined in the Code of Behaviour.

6 That you have respect, consideration good manners in your dealings with all members of staff, visitors to the school and local residents.

Explanation:

1. You show respect to all members of staff.
2. You do not infringe on the privacy of members of staff by taking or sending photographs, videos or sound recordings and/or posting such material on the internet.
3. You communicate with all members of staff in a respectful and courteous manner at all times.
4. You communicate with visitors to the school and local residents in a respectful and courteous manner at all times.
5. You promote a positive image of yourself and your school at all times.

Implementation:

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. Non adherence to the above may lead to sanctions as outlined in the Code of Behaviour.

7. *That you respect the school environment.*

Explanation:

1. You respect the school environment, its property, buildings and equipment.
2. You respect the property of others while coming to school going from school and on school outings.
3. You abide by the rules for specialised rooms and follow the Health & Safety Guidelines for these rooms
4. You contribute to keeping the school clean and litter free and report any damage to school equipment or property.

Implementation:

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. Non adherence to the above may lead to sanctions as outlined in the Code of Behaviour.

8. *That you abide by the school's mobile phone/technology policy.*

Explanation:

1. Mobile phones must be switched off and placed in student's locker at the beginning of school day and left there until student is going home.
The office phone will be available to students to make an essential call.
2. Other personal technology devices, unless required for specific class activities, are not permitted on the school premises.
3. If a teacher deems it necessary that a student needs to bring a mobile phone or any other technological device with them on school related business, they may only be used at this time and at the discretion of the teacher
4. You abide by the Mobile Phone Policy and Acceptable Use Policy(AUP) at all times.

Implementation:

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. Non adherence to the above may lead to sanctions as outlined in the Code of Behaviour

9. *That you do not have in your possession for use, sale or supply, addictive/intoxicating substances.*

Explanation:

1. You do not use addictive /intoxicating substances.
2. You do not use addictive /intoxicating substances on school related activities.
3. You must not be in possession of the above substances
4. You must not be in possession of the above substances on school related activities.
5. You must arrive to school free from the effects of the above substances

Implementation:

1. Students under the influence of the above substances will be removed from class, parents contacted and requested to take the students home. During the waiting time for parents to arrive students will supervised.
2. Breaches of this expectation will be viewed in a most serious manner and will lead to sanctions as outlined in the Code of Behaviour.
3. School management reserves the right to call the Gárdai.

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

Explanation:

1. You do not bring into the school or on school related activities or have on your person objects and materials likely to cause injury, physical harm or offence to oneself or to others.
2. You do not facilitate the use of objects and materials likely to cause injury, physical harm or offence to oneself or to others.
3. You do not have on your possession in school or on school related activities printed or virtual material which is offensive or could cause emotional distress to others.

Implementation:

1. Automatic confiscation of all of the above objects and materials.
2. Breaches of this expectation will be viewed in a most serious manner and will lead to sanctions as outlined in the Code of Behaviour.
3. School management reserve the right to call the Gardai.

Rewards for Good Behaviour

Promoting positive behaviour is the main goal of our Code. The Principal, Yearhead, Class Tutor and teachers will encourage good behaviour by praising and affirming students when they work well, behave well and act in a manner that reflects well on themselves and on the school.

Discipline Procedures

Classroom discipline is primarily the responsibility of the teacher in the classroom. Teachers normally deal with problems in the classroom such as lack of co-operation, unsatisfactory work, inattentive or disruptive behaviour. When positive attempts to change the students' behaviour fail to evoke a favourable response, teachers may impose certain penalties. Where inappropriate behaviour persists, *the teacher may refer the matter to the appropriate personnel.*

Role of the Subject Teacher

The subject teacher promotes a positive learning environment with mutual respect between teacher and students.

Role of Class Tutor

The class tutor has a particular responsibility for his/her class group
The class tutor has a pastoral role in the care of his/her class group
Monitors the student journal

Role of Year Head

Year head has overall responsibility for all the students in the year group.

The Year Head will:

- Liaise with Principal, Deputy Principal, School Attendance Co-ordinator, Pastoral Care team, Career Guidance teachers, Special Needs Co-ordinator and Class teacher.
- The Year Head is responsible for monitoring student behavior within the Year Group.
- The Year Head is responsible for investigating and reporting reports of bullying within the Year Group
- The Year Head is responsible for monitoring academic progress
- The Year Head is responsible for monitoring student punctuality and attendance
- The Year Head is responsible for keeping and maintaining records for the above areas
- The Year Head will meet with students individually when necessary and in assembly with regard to the above areas.
- The Year Head will contact and meet with parents with regard to the areas of responsibility
- The Year Head will keep parents informed where behavior is problematic.
- The Year Head will brief staff on issues relating to student welfare, behavior, attendance and any other issues pertaining to students within the Year Group.
- The Year Head will attend weekly management meeting with fellow Year Heads, Principal and Deputy Principal (This is subject to timetabling constraints).

Role of the Deputy Principal

Support the Teaching and Learning in the classroom. The Deputy Principal, as a member of the management team, has responsibility for co-ordinating and implementing the disciplinary process in the school. The Deputy Principal will:

- Ensure, with the co-operation of all staff, that good order prevails in the school.
- Recognise and commend where possible all incidents of positive behaviour
- Consult with the Year heads, class tutors, guidance counsellor, pastoral care team, outside agencies and subject teachers regarding disciplinary matters as deemed necessary.
- Investigate persistent disruption or misconduct or a once off incident of a very serious nature
- Request a written statement from students about their knowledge of an incident if necessary
- Maintain records of all interviews/meetings with students/parents and will ensure all documentation is accurate and filed appropriately
- Apply a suitable sanction up to and including a recommendation for suspension if necessary, following an investigation
- Contact parents/guardians to inform them of their daughter/son's breach of school rules
- Invite parents to meet and discuss repeated or serious breaches of school rules
- Report persistent misconduct and/or once off incidents of a very serious nature to the Principal on a regular basis
- Prepare summarised reports on discipline issues in collaboration with the Principal for the Board of Management.
- Annually review and evaluate the implementation and relevance of the code of behaviour in light of changing legislation while consulting all the educational partners

07 June 2013

In the absence of the principal, the deputy principal acts for the principal.

Role of the Principal

Support the Teaching and Learning in the classroom.

The Principal will:

- ensure that the implementation of sanctions is fair, equitable and appropriate.
- review individual matters of discipline that merit her attention
- engage in further investigation of the matter if necessary
- suspend a student from the school for a period of up to three days
- report on discipline matters to the Board of Management on a monthly basis
- report any suspensions of six days or more and of any expulsion to the National Educational Welfare Board

Sanctions

Sanctions may include;

Verbal reprimand

Note in Journal

Use of restorative practice

Lunch time detention and or after school detention

Meeting with \Year head

Phone call to and or meeting with Parents/Guardians

Daily Report or weekly report

Contract of Behaviour

Referral to Deputy Principal

Referral to Principal regarding suspension

Referral to BOM regarding expulsion.

Officers of the National Education Welfare Board are informed.

The matter may be referred by way of appeal to the Department of Education under Section 29 of the Education Act.

Review and Evaluation

This will take place annually and will include teachers, students and the principal/deputy principal.

Links to Other Policies

1. Pastoral Care
2. Guidance Policy
3. Anti bullying Policy
4. A. U. Policy
5. Uniform Policy
6. Mobile Phone Policy
7. Dignity in the Workplace
8. Homework Policy