

CODE OF BEHAVIOUR

Mission Statement

Heywood Community School provides an educational setting in which the person is encouraged to grow at every level - personally, academically, spiritually, socially and culturally.

Ethos Statement

(This Ethos statement is currently under review by the Trustees).

In fulfilling its mission, the school nurtures and affirms the uniqueness and full development of each individual. It promotes the personal and emotional development of students, staff and management in a caring and respectful environment. The school ethos respects the dignity of each person by listening to their views and encouraging them to question and search for meaning.

Mindful of our role in the education of young people the school endeavours to provide a learning and teaching environment that encourages students to give due importance to their studies and promotes educational excellence. Day to day classroom work is enhanced by field studies, projects and scheduled professional direction on study methods and examination techniques.

The ethos seeks also to awaken spirituality in all members of the school community. It strives to establish the school as a witness to the reign of God and the gospel values and will nurture the Christian faith through RE classes, annual retreats and through providing opportunities for spiritual engagement (prayer services, prayer opportunities) while at the same time demonstrating a spirit of tolerance of the religious beliefs of others, facilitating them in whatever way possible in the practices of their own faiths.

In living the ethos, the school will raise awareness, develop a concern and support for the vulnerable and disadvantaged in society. It will promote an awareness of justice and equality and establish a positive attitude towards the social inclusion of minority groups in a multi-cultural society. It will attempt to develop a community which facilitates the development of a spirit of service and care in which parents, guardians, educators and young people work together for the good of the school, the community and the environment.

Heywood Community School recognises the importance of cultural and extra-curricular activities for all. This incorporates respect for our national language, our heritage, our sporting, artistic and musical interests, and our sense of national community and school pride. A cultural and extra-curricular programme is offered, and all students are encouraged to participate.

Standards of Behaviour

In our school students are encouraged to take responsibility for themselves, for their own learning and for their discipline. This policy has been developed and

modified in consultation with the stakeholders, which includes students and all members of the school community. **Inevitably some responsibilities remain unnamed and it is the intention of the school to update this policy from time to time, as circumstances require. In the mean-time the list should not be regarded as exhaustive and the mere fact that a particular matter is not specified in this code will not exonerate a student from blame should there be an infringement of another person's rights.**

The rules are kept to a minimum and emphasise personal responsibility, safety and respect for persons and property as fundamental requirements. The Board of Management, Principal, Deputy Principal(s), and all staff have the right and duty to ensure that the rights of all are respected. It is understood that the Board of Management acts in "loco parentis" and has a duty of care in upholding these rules, and that the scope of this policy covers conduct when in school uniform, in class, within the school grounds, at break-time and lunch time, while travelling to and from school, while on school trips and involved in school activities. At enrolment the students and their parents/guardians are given a copy of the school rules and must sign these as part of the enrolment procedure. The Year Head retains this copy in the student's file.

Respect, Rights and Responsibilities

In Heywood Community School there is one basic school requirement for all: We must show respect for self, other people, the property of other people, and the environment in which we live. Through respect for others, we aim to create a positive working environment and develop a spirit of community and togetherness. The school rules and the code of behaviour are based on these principles. The school rules and behavioural code are subject to changes as the need arises.

Respecting and Recognising the Rights of Others

- Teachers have the right to work in an atmosphere of co-operation and mutual respect.
- Every student has the right to be educated without disturbance from other students.
- Respecting others means treating others with courtesy and fairness (good manners).
- Respecting others also means resolving difficulties and conflict in a responsible and fair manner.
- All adults employed in the school, parents/guardians and visitors to the school, have the right to expect full co-operation from all students inside and outside class.
- Parents/guardians have the right to expect that their children will work to the best of their ability at all times.
- Everyone has the right to work in a supportive and safe environment without the fear of being bullied.

- All members of the school community have the right to enjoy their free time and break time without being bullied or intimidated.

Recognising One's Own Responsibilities

- Every student has a duty to work to the best of his/her ability in school.
- Every student has a duty to treat everyone in a respectful manner.
- Every student must understand that fighting, bad language, inappropriate comments and rough behaviour show serious disrespect and shall not be tolerated.
- Regular attendance is necessary if each student is to derive the full benefits of teaching and learning.

- Every student has the responsibility to respect the authority of those charged with their care and education.
- Every student is responsible for his/her own personal property.
- Every student has a responsibility to respect all school property and that of others.

School and Classroom Rules

Introduction

The purpose of the Code of Behaviour is to establish clearly for students, their parents/guardians and their teachers, the areas of responsibility and the standards of behaviour that Heywood Community School has set for its students.

The Code of Behaviour is outlined in six main sections:

1. School Attendance.
2. Respect for others and the school environment.
3. Dress, Appearance and Property.
4. Behaviour in the classroom and while representing the school.
5. Discipline structure.
6. Role of adults, parents and guardians.

1. SCHOOL ATTENDANCE

In order to derive meaningful benefit from their education, a key element of pupils' experience is the quality time they spend in school. It is expected therefore that students will attend school regularly and punctually. Under the "*Educational Welfare Act 2000*" "schools have a legal obligation to monitor attendance and report students to the National Education Welfare Board who have in excess of 20 days absence during the school year. The following procedures are designed to facilitate the monitoring of attendance.

Attendance and Punctuality

- Progress at school requires optimum attendance and punctuality. It is expected that students will attend school regularly, unless prevented from doing so by illness.
- Students should acquire the habit of punctuality. School commences with early morning assembly at 8.50 a.m. each day. Students are expected to be present for assembly. Lateness is only acceptable in cases of extreme emergency. Official record of attendance is taken at Assembly.
- Latecomers may not enter class without a pass obtained from the Secretary's office and preferably not until the break of class to minimise disruption.
- When a student is absent from school, a written explanation from parent/guardian must be given to the Year Head on the first day of return. ***Please note that slips for absences have been included in the back pages of the homework journal.*** Persistent or unexplained absence will be investigated by the Attendance Officer. Medical Certificates should be supplied with the note if the student has attended the doctor.
- A student wishing to leave school temporarily during the school day, e.g. for a dental visit, must present a note of explanation to the Year Head, and must be signed out and back in by a parent/guardian at the Secretary's office.
- In the interests of safety, the school can only release a student into the care of a third party if permission has been granted by a parent/guardian in writing.
- Students are not permitted to leave the school grounds during break times.
- **Students must be present for all house exams as a prerequisite for advancing to the next year's course.**

2. RESPECT FOR OTHERS AND THE SCHOOL ENVIRONMENT

To promote learning in the school students are encouraged to set goals for themselves regarding their relations with each other, their relations with people in authority and their progress in their academic and other work. Each student will be encouraged to reach their potential in all areas. The school has a positive Pastoral Care System which encourages students through personal and group contact.

Courtesy

The school ethos is based on mutual respect and courtesy for all members of the school community.

- It is expected that all students show politeness, respect and courteous co-operation to all school staff, fellow students, visitors to the school and bus drivers at all times.
- Visitors to the school are to be welcomed and directed to the Secretary's office.

- Ill mannered, disruptive or dangerous behaviour will not be tolerated.
- Pupils are expected to move quietly throughout the school in an orderly manner and to observe the one-way system in the corridors.
- Any form of aggression or harassment either physical or verbal to any member of the school community will be viewed as contrary to the school ethos.
- Any form of defiance of members of staff will not be tolerated.
- Bad language or coarseness will not be tolerated.

Bullying

A stable secure learning environment is essential in order that students are educated to the highest possible standard. Any form of bullying undermines the quality of education and may impose psychological damage. Heywood Community School disapproves of bullying and is actively engaged in counteracting such behaviour. The following Charter was prepared in consultation with teachers, parents and students. See Anti-Bullying Policy on School Website.

Charter of Rights & Responsibilities

Each person in Heywood Community School has:

- The right to be respected, and the duty to respect others.
- The right not to accept, and the duty not to engage in, name-calling, physical abuse, ganging up, isolating or harassing other people.
- The right to report if this is happening to them, and the duty to report it if they see it happening to others.
- The right to learn and the duty to promote learning and recreation in a safe and enjoyable atmosphere.

Bullying in any form (verbal, physical, psychological, by phone texts or cyber) is not tolerated. Students who are experiencing bullying or who witness bullying, or suspect that bullying is taking place are encouraged to report such incidents to their Tutor, Year Head or someone in authority, or to a parent/guardian who should contact the school. Information will be treated sensitively.

Cyber Bullying

Offensive or defamatory messages or comments or photographs of students or staff members posted or sent by a student to another student or a member of staff using any form of digital technology is strictly prohibited. Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.

Procedure in Countering Bullying

- A copy of the above Charter is displayed in each classroom.
- All students are made aware of the Charter.
- Pastoral classes raise awareness of the negative effects of bullying.
- Students are encouraged to report all cases of bullying.
- All students are encouraged to develop a sense of self-worth.
- All reports of bullying are investigated in consultation with the Class Tutor, Year Head, Deputy Principal and Principal.
- Heywood Community School's Anti-Bullying Policy is available in the main office.

Child Protection

Heywood Community School Child Protection Policy was reviewed in April 2020. In all matters concerning child protection, staff and management follow, as their school policy, the official Child Protection Procedures for Post Primary Schools. The new Child Protection Guidelines were adapted by the Staff and The Board of Management in March 2020. Please refer to the school website for Child Protection Policy.

Litter and the environment

Heywood Community School is involved in the Green School Initiative which endeavours to promote the safety and the protection of our environment. Every effort should be made to maintain all areas inside and outside the school as litter free.

- Litter must be disposed of in the bins provided.
- Students are encouraged to recycle materials in the appropriate bins.
- Graffiti, vandalism, damage to trees, shrubs and the environment are not acceptable.

All students will be expected to partake in assigned clean-up duties after breaks and when requested to do so by members of staff. The support of all students in using the bins provided and keeping the school litter free will promote a healthy and safe environment for all.

Smoking

Arising from the Public Health (Tobacco) Act 2002 it is the policy of Heywood Community School that all of its workplaces are smoke-free and that all employees, students and visitors to the school have a right to work and /or visit the school, in a smoke free environment. Smoking is prohibited within the entire school boundary and on school buses with no exceptions. Apart from its illegal aspect, students are endangering their health and the health of others, especially those suffering from respiratory problems of any kind. Because of its serious nature, any student found smoking/in possession of cigarettes (including E-cigarettes), will face a serious sanction and possible suspension.

Addictive Substances

Addictive substances e.g. alcohol and illegal drugs are strictly banned in Heywood Community School. Any student found in possession of any of these substances whether for use, sale or supply, will face the prospect of immediate suspension and possible expulsion following due process. The school will be obliged to inform parents/guardians and the relevant authorities.

Other Hazards

Possession of any hazardous item that may cause either physical or emotional harm/disturbance is strictly forbidden. Students found in possession of any such items will face the prospect of immediate expulsion following due process.

Mobile Phones / Multi-Media / Other Technological Devices

I-pods/mp3 players etc. should not be brought to school, save in exceptional circumstances (e.g. school tours which extend beyond the normal school hours). Mobile phones should be turned off and left in students' lockers. The phone should never be turned on and/or used during the school day (8.30 a.m. to 3.50 p.m.). Students found using their mobile phone by a member of staff will have it confiscated. Please note that the school is not responsible for phones or other multi-media devices that are lost, damaged or stolen. Where teachers form the opinion that a student's mobile phone or other multi-media device causes a disruption of any sort in class or elsewhere, it will be confiscated. It must be given to the teacher on request and it will be left in the school office. A letter will then be sent to the parents/guardians informing them of the incident and when the item confiscated can be collected. Mobile phone usage by students from 3.50 p.m. onwards on the school campus must be responsible, necessary and appropriate. Usage should be limited to necessary calls or texts to parents/guardians or family members relating to school issues i.e. buses, study, training, cancellation of a certain activity etc. Phones may still be confiscated by teachers while students remain on school grounds if a teacher suspects that a phone is being used inappropriately.

Exchange students may have their phone or multi-media device or cameras confiscated if using same in an inappropriate manner or at an inappropriate time.

One-Way System

Students are requested to walk in single file on the right hand side in a quiet disciplined manner for ease of movement on corridors.

Behaviour in the School Grounds

Students are required to remain within clearly defined areas in the playground i.e. behind the double yellow or white lines at entrances and exits and other areas, and within the natural boundaries of the school.

Students are not permitted in the following areas:

- In front of the school during school time unless being dropped or collected by a Parent/Guardian or by instruction from a member of staff, including quad area, lawns and roundabout area.
- Staffroom and front corridor.
- The driveway to the rear of the school.
- The back driveway leading to the village (except for local children coming to and going home from school).
- Students are not allowed drive mechanically propelled vehicles – cars / motor bikes, etc. onto the school grounds in the interests of safety to others. Parents’/guardians’ co-operation is requested in this matter.

All students are encouraged to participate in organised school extra-curricular activities. Students who wish for some quiet time, may use the library facilities or specified classrooms adjacent to Social Areas during lunch time.

Fire and Emergency Procedures

In the interest of health and safety, when the fire alarm sounds, all students must follow the instructions of teachers, health and safety signs and proceed without delay to the fire point on the quad at the front of the school where they will be accounted for.

Property

Each student is expected to respect the property of the school and of other students. The school provides lockers to support students in caring for their own property. It is the responsibility of each student to ensure that his/her locker is secured with a lock. Any form of theft or interference with the property of others will be treated as a serious offence.

- Every item brought to school should be clearly marked with student's name.
- Students should get their books and materials for class at break times.
- The school cannot compensate students for articles lost or damaged.
- Compensation for any damage to school property will be the responsibility of the parents/guardians of the offending student.

3. DRESS AND APPEARANCE AND PROPERTY

School Uniform

All students are required to wear the correct uniform, be neat and tidy at all times, while at school, representing the school or while travelling to and from the school.

Girls

- Mid-grey knee length skirt, with inverted pleat at the front (Option of mid-grey ladies trousers)

- Petrol blue jumper with crest.
- Heywood Silver-grey blouse.
- Grey knee socks or plain black opaque tights.
- Black leather shoes or AV8's. No runners allowed.

Boys

- Mid-grey pants.
- Petrol blue jumper with crest.
- Heywood Silver-grey shirt.
- Grey socks only. **No ankle socks allowed.**
- Black leather shoes or AV8's. No runners allowed.

Boys and Girls/Jackets

- Black water proof school jacket with fleece lining and School Crest. No other type of jacket is acceptable. Jackets not to be worn in class or at Assembly unless in exceptional circumstances.
- For P.E.- all students must wear Navy Polo-Shirt, Heywood half-zip, GAA shorts or the School Bottoms as sold in Fyffes/Shaws, Sports socks and Runners with laces.

General Appearance

As a sign of respect for oneself and for others, a neat, tidy and well-groomed appearance is essential for all students. Hair should be neat and tidy, within the natural colour range and suitable for school and work.

In the interest of safety, no jewellery is permitted, except one pair of stud type ear rings for girls. False nails, including gel nails, are not permitted. Male students are to be clean shaven and are allowed to wear one stud ear ring if they so desire. No other facial jewellery is permitted. **Make-up is forbidden for all students.**

The wearing of the school uniform contributes much to the maintenance of order and discipline in the school and parents are asked to ensure that pupils are not negligent in this matter. In the interest of fairness to all, it will be necessary to take disciplinary action against those who breach these rules. The management will rule on the acceptability of individual cases in relation to any aspect of the uniform, dress or appearance.

4. BEHAVIOUR IN THE CLASSROOM AND WHILE REPRESENTING THE SCHOOL

The Classroom

Students deserve a pleasant and effective learning environment. It is therefore essential that students co-operate with each teacher within the classroom.

- Authority within the classroom rests with the teacher in charge of the classroom. The teacher's authority also extends beyond his/her classroom to include the entire school campus.

- Punctuality and proper preparation are essential for the smooth running of each class.
- Homework must be completed to the best ability of each student.
- A neat and tidy environment in the classroom should be maintained.
- Students should enter and leave the classroom in an orderly manner.
- Courtesy and respect must be shown towards other students and teachers in the classroom.
- Students must not disturb the work of the teacher or other students in any way.

It is also essential that students observe appropriate classroom behaviour when taking part in online teaching and learning. Please see Remote Learning Policy on school website. In addition to the general rules outlined above, individual teachers will draw up and explain rules pertaining to their own classroom.

Homework

School work must be supplemented by home-work both written and oral. It is important for parents to ensure that their child devotes sufficient time to completing good quality homework. It is also recommended that time be spent at home studying work done in class each day. Failure to hand up quality homework on time may result in disciplinary sanctions. Students who are reported for failure to do their homework on three occasions will be requested to attend Friday Homework Detention for one hour from 1.30 p.m. until 2.30 p.m.

Homework Journals are compulsory for all students. They form a means of communication between parents/guardians, teachers and students. Homework assigned by each teacher should be entered in the pupil 's journal each day. Parent(s)/guardian(s) should check this journal at least once a week. Homework journals are checked on a regular basis by the Class Tutor. Journals which have been defaced will have to be replaced. Sanctions will be imposed on students who repeatedly fail to hand up completed/good quality homework.

- Homework, including written exercises, learning, revision and review, is given on a regular basis and students are required to complete it neatly and to the best of their ability.
- Students are required to note all homework assigned in their School Journal.
- Parent(s)/guardian(s) are required to ensure that when the homework, written and oral, is completed, the homework note book is then signed by them when required by the teacher.
- If for some reason, homework or part of it cannot be completed, parent(s) /guardian(s) are required to note this in the school journal.
- Persistent offenders may be suspended with prescribed homework which will be inspected by the Year Head before he/she will be permitted to return to school.

The cooperation of parents and guardians is greatly appreciated in all of the above.

Representing the School

When representing debating, Gaisce, sports, trips, etc., students are required to uphold by their courtesy and behaviour, the good reputation and ethos of the school, their family and themselves.

- Directions from the person(s) in charge must be complied with at all times.
- School rules remain in force, including the ban on smoking and use of addictive substances.
- Students who persistently disregard school rules or show serious disrespect for any member of the school community may not be allowed-for a period of time- take part in school trips; represent the school as an individual or as a team member; or take part in other forms of extra-curricular activities. Such a decision will be taken by the Principal or Deputy Principal(s) in consultation with the Year Head and trainer of the team, or the teacher in charge of the activity in question. Parent(s)/Guardian(s) will be informed of the decision and the duration of same.
- When on any school trip and when not under the direct supervision of a teacher from Heywood Community School, student(s) must contact the teacher in charge to obtain permission before attending or taking part in any unscheduled or unusual occasion or outing in the host house or elsewhere.

5. DISCIPLINE STRUCTURE

The Subject/Class Teacher

The most important person in developing a friendly open atmosphere with mutual respect between teacher and student in the school is the class teacher. He/she is responsible for discipline within the class and will attempt to modify behaviour to ensure a positive learning environment within the classroom.

The accepted procedures for dealing with discipline issues include:

- Meeting and discussion with student.
- Additional class-work or homework.
- Note to parent(s)/guardian(s) in journal.
- Litter or cleaning duties.
- Supervised lunchtime detention.
- Conduct Report to be given to Tutor/Year Head for persistent misbehaviour or a once-off serious incident. Student must be informed of Conduct Report. **Report must be dated.**

The Class Tutor

The class tutor has particular responsibility for his/her assigned class group. The tutor's role is mainly a caring one, but also minor misbehaviour that occurs

outside the classroom must be reported to the Tutor. In addition, recurring classroom misbehaviour must be reported by the classroom teacher to the Tutor. Positive behaviour should also be reported to the Tutor.

The accepted procedures for dealing with discipline issues include:

- Meeting with student. (record kept).
- Additional class work or home work.
- Lunch time detention.
- Note home to parents.
- Litter or cleaning duties.
- Report to Year Head. Any conduct report from a teacher or any other member of staff should be reported to the relevant Year Head.

- Loss of privilege for the student.
- Recommendation for Friday Detention to Year Head.

The Year Head

The Year Head has overall responsibility for the students in the year group and is aided by the Tutor. Serious incidents and recurring minor incidents concerning any student must be referred to Year Head. When a student is referred to the Year Head he/she will decide on a course of action which will usually take one of the following forms:

The accepted procedures for dealing with discipline issues include:

- Meeting and discussion with student and possible referral for guidance (record kept).
- Additional homework.
- Lunchtime detention.
- Contact with parent(s)/guardian(s).
- On report.
- Litter or cleaning duties.
- Friday detention.
- Meeting with parent(s)/guardian(s).
- Referral to chaplain or counsellor for guidance (record kept).
- Withdrawal of privileges in consultation with parents and or double Friday detention.
- Referral to Discipline Committee. The Discipline Committee will comprise of the relevant Year Head and Tutor. The Principal/Deputy Principal(s) will be involved if deemed necessary.
- Referral to Principal/Deputy Principal(s).

The Principal/Deputy Principal(s)

Referral to Principal/Deputy Principal will take place if necessary and all up-to-date backup documentation regarding the student's file will be examined. These referrals should be reserved for very serious misbehaviour or continuous

misbehaviour. In serious situations, however, the Principal/Deputy Principal(s) may be directly involved from the outset (e.g. substance abuse, health and safety).

The accepted procedures at this stage include:

- Meeting and serious discussion with student.
- Letter or phone call home.
- Litter and cleaning duties.
- Meeting with student and parent(s)/guardian(s).
- Possible referral to Chaplain or Counsellor.
- Referral to BOM under Discipline Item on Agenda.
- Suspension.

1. ***In-House:*** A student may be suspended from classes but must be present on the school premises. In-house suspension may take any one of four forms or a combination of the four forms specified below.
 - (i) Suspension at back of class.
 - (ii) Suspension in another class.
 - (iii) Suspension from specified activities.
 - (iv) Suspension from class outside Deputy Principal's or Principal's office.
2. ***Out of School:*** A student may be suspended from school for 2, 3 or 5 days or for an extended period of time with Board of Management approval. It will be the responsibility of the student for making up any loss of instructional time.

The Board of Management

The Principal has power for any cause which she/he judges adequate, to dismiss a pupil through suspension, subject to the approval of the Board of Management. The parents/guardians must be informed in writing of the decision, the reason for the dismissal, and of their right to appeal the decision. Appeals to the Board of Management can be made personally by the parents/guardians with the student. The Board of Management complies with all elements of the Education Act 1998 and the Education (Welfare) Act of 2000. Suspensions and exclusions are subject to appeal under Section 29 of the Education Act as outlined in the Act (***Refer to Suspension and Expulsion Policy***).

Additional Support Staff

The Guidance Counsellors and Chaplain are available to meet students and parent(s)/guardian(s) by appointment. The Guidance Counsellors are always ready to help with student worries or difficulties, which may be personal, related to study, subject options and later on career choices. If parent(s)/guardian(s) wish to make an appointment with the School Counsellors or the Chaplain, they should contact the main office. Year Heads or Senior Management can refer to the Chaplain or to the Guidance Counsellors any students requiring support.

The school Special Educational Needs Department also provides support for students with a range of learning and behavioural difficulties. Class Teachers,

Year Heads, Senior Management can refer to the Resource/Learning Support teacher any student they are concerned about. A written explanation should accompany any such referrals.

Sanctions

Despite the best efforts of school staff, parents/guardians and students, it is inevitable that behavioural problems will occur. Sanctions are necessary to support the standards of behaviour. The Board of Management views such sanctions as corrective supports rather than punishment; the purpose is to promote positive behaviour and a safe atmosphere in the school community, based on the principle of respect for all. The aim of the following sanction procedure is to ensure that misbehaviour can be corrected in a manner which is fair, effective and dignified. Each teacher is responsible for discipline within his/her own classroom. Routine reprimanding by the teacher in charge of the class will be the general procedure for minor incidents of indiscipline. The teacher may, depending on the offence, implement one of the following sanctions. As the seriousness of the incidents progress other members of staff will be consulted.

Guidelines Concerning Misbehaviour

Minor

1. Late for class/ late for school.
2. No books/pen/P.E gear etc.
3. No homework.
4. Make up/ uniform.
5. Rubbish/ papers.
6. Chewing gum.
7. Drinks in classroom.
8. No diary.
9. Going to lockers.
10. Running on corridor.
11. Using sheets of paper rather than copies (J.C. level).
12. Minor class disruptions.

Sanctions

1. Verbal correction reflecting age - warning.
2. Extra work relevant to subject.
3. Suspension to other class.
4. Penalty sheet - repeat homework or extra work.
5. Detention.
6. Communication with parents using school diary - to be signed.
7. On report.
8. Penalty sheets specific to subject area.
9. Clean-up duties.

Serious

1. Persistent minor offences without improvement.

2. Smoking.
3. Damage to school property or property of others,
4. Graffiti on school property and in journal.
5. Phone/ going off/ using phone.
6. Cheek/ back answering.
7. Questioning authority of teacher.
8. Inappropriate comment re other students.
9. Writing on uniform and tearing uniform.
10. Out of bounds.
11. Littering.
12. Absent from class without permission.
13. Disrupting exams.

Sanctions

1. Conduct report to Tutor/Year Head.
2. On report.
3. Detention/picking up (litter).
4. Lunchtime detention.
5. Friday detention.
6. Contact parent(s)/guardian(s).
7. Clean up at break time.
8. Sent home until work completed.
9. Behavioural contract.
10. Discipline committee.
11. Letter of apology.
12. Withdrawal of privileges.
13. Suspension (smoking).
14. Confiscation/suspension (phone).

Very Serious

1. Using foul language towards a member of staff.
2. Bullying / harassment (Including cyber bullying and mobile phone bullying).
3. Fighting.
4. Policy of non-compliance.
5. Stealing.
6. Vandalism.
7. Grouping threateningly.
8. Aggressive/dangerous behaviour.
9. Personal comments towards teacher or other staff/student.
10. Truancy.
11. Not following adults / teachers directions.
12. Persistent offences without improvement.
13. Refusal to obey teachers or non- teaching staff.

Sanctions (Principal/Deputy Principal(s) will decide on appropriate sanctions in consultation with Year Head/Tutor)

1. Discipline committee.
2. Friday detention.
3. Isolation / removed from class.
4. Privileges withdrawn.
5. Behavioural contract.
6. Sent home until work is completed.
7. Suspension.
8. Expulsion.

Note: *Serious verbal or physical assault on another student or member of staff.*

Such incidents may be reported to An Garda Síochana by the school. Victims of such assaults or their parents will be advised to formally report such incidents to their local Garda Station. A formal report usually results in a criminal investigation.

Detention

Detention takes place on Fridays after school from 1.30 p.m. - 3.30 p.m. Homework detention takes place on Fridays from 1.30 p.m. to 2.30 p.m.

When placing a student on detention the procedure is as follows:

- Letter posted home informing parents of the detention and the reasons for same. The student shall be responsible for completion of work if given.
- A student who fails to attend Friday detention must complete the detention the following Friday.
- A student who fails to attend Friday detention may face suspension. A student who arrives late for detention on more than two occasions will be referred to Year Head for further sanction. Students must do the work set by the supervising teacher in detention.
- A student who is late for detention should complete that day's detention and be scheduled for the following week's detention also. Failure to behave in Friday Detention will result in a double Friday Detention or suspension.
- Repeated detentions for any reason require the further sanction of suspension. A student who fails to attend Friday detention on two occasions may face suspension.

Rewards

High expectations produce higher standards from students in coursework, homework and general behaviour.

Aims of rewards system:

- To provide a structured system by which different levels of achievements can be recognised and rewarded.
- To foster a culture in which praise and rewards become more widely used.
- To provide a system that is clearly understood and valued by students and consistently applied by teachers.
- To motivate students to improve and work to high standards.

Our means of rewarding good behaviour, commitment to school life, positive attitude and a strong work ethic fall into four categories..

- (1) Academic progress.
- (2) Quality homework.
- (3) Contribution to the school in the extra-curricular area.
- (4) Consistent improvement/most improved.

The types of rewards will include:

- Verbal praise.
- Written comments in diary.
- Certificate home.
- Letter of improvement to parents.

In addition, the school will hold an annual Awards Ceremony at which students' contribution to the school will be recognised.

Modelling Standards of Behaviour - The Responsibility of Adults

Adults in the school have a responsibility to model the school's standards of behaviour, in their dealings both with students and with each other, since by their example they are providing a powerful source of learning for students. Parents/guardians are expected to model the standards that students are asked to respect. In order to do this, they need to be familiar with the standards and to understand the importance of expecting students to behave according to these standards. Parents/guardians of all students should ensure that their child is familiar with, and understands the Code of Behaviour. The ways in which parents/ guardians and teachers interact will provide students with a model of good working relationships.

6. ROLE OF ADULTS, PARENTS AND GUARDIANS

The support and co-operation of parents/guardians is essential for the effective operation of the Code of Behaviour. If teachers and parents/guardians are not working in harmony, pupils inevitably suffer. The school 's policy is to keep parents/guardians informed of any problems before they escalate.

Parents/guardians are invited to keep closely in contact with the school regarding all aspects of their child's progress. Organised contacts on the part of the school include annual parent/teacher meetings, twice yearly reports, newsletter, educational meetings for parents/guardians relating to students' welfare and

development. The school encourages parents/guardians to make full use of these opportunities. Parents/guardians are welcome to arrange a meeting with a particular Teacher, Class Tutor, Year Head, Principal or Deputy Principal(s).

The school appeals to parents/guardians to ensure that pupils attend regularly and punctually, and that a written explanation is provided without delay for unavoidable absence or lateness. Parent(s)/guardian(s) have a clear responsibility to ensure that their son/daughter devotes sufficient time to complete good quality homework.

It is also important for parents/guardians to inform teachers if problems are encountered concerning homework. If at any time, a student is experiencing personal difficulties, such as those caused by serious illness in the home, a bereavement, or if there is any other serious cause for anxiety, parents/guardians are encouraged to inform the school so that teachers may be understanding and sympathetic in dealing with any problems at school which may result from such difficulties. In all matters of conduct, the management and staff of the school wish to work in collaboration with parents/guardians. We welcome comments and suggestions as to how the goal of a caring community might further be realised and contributed to by all. Please refer to the school website for Anti-Bullying Policy, Child Protection Policy, G.D.P.R. Policy, Code of Behaviour, and Remote Learning Policy. Further policies will be posted on website during the school year 2020/2021.