

Coláiste Chill Mhantáin

Code of Behaviour

June 2011

The following Code of Behaviour has been drawn up in accordance with statutory requirements and the policies of Co. Wicklow V.E.C., copies of which are available in the school.

Our Code of Behaviour in Coláiste Chill Mhantáin is designed to create an atmosphere in which all students are offered an equal opportunity to learn and mature to the best of their ability and to attain their full potential. It is also in position, to best support teachers in their delivery of teaching and learning goals. There is an emphasis on positive discipline. The school endeavours to work towards a positive outlook by supporting all our students through our pastoral care system, Student Council, Mentor & Senior Leadership programmes. The code is intended to make students feel happy, safe and secure in the school community.

Therefore all stakeholders expect:

1. RESPECT AND CONSIDERATION This means -

- _ That you show respect, courtesy and tolerance towards all staff members, fellow students and visitors to the school.
- _ That you are mannerly and helpful at all times.
- _ That physical or verbal disrespect towards others in the school community is **not** acceptable or tolerated.
- _ That you respect all school/personal and other people's property.
- _ That any form of bullying is not tolerated.

2. ATTENDANCE AND PUNCTUALITY This means –

- _ That you attend school every day.
- _ That students once registered on a given day are not permitted to leave school grounds without written permission.
- _ That parent/guardian must collect students from school should a need arise to leave school.
Eg medical appointment
- _ That you attend and are punctual for all classes and school activities. This includes relevant subject related activities, such as retreats, talks, seminars, exhibitions, etc.
- _ That if you are late for school you bring in a note of explanation. On arrival at school, students must report to the main office to be registered. A "Late Slip" will be issued to the student. This is to be presented to the subject teacher upon arrival to class. A note will be placed in the student's file. Detention will be given for three 'lates' - a letter will follow.
- _ That if you are absent you provide a note or a medical certificate, on the day of your return, explaining the reason for the absence, which will be recorded by your class teacher on your attendance record.
- _ That you are aware that all absences of **20 days or more in any one school year** must be reported by law to the Education Welfare Board.

3. UNIFORM This means –

- _ That the **complete official school uniform** must be worn in the prescribed manner at all times, including state examinations, and when representing the school. (Appendix 1)
- _ That a note from a medical doctor is acceptable for not wearing full school uniform.
- _ That in the interest of hygiene and safety you wear appropriate gym gear only during P.E. classes and games.
- _ That hair should be kept clean tidy and worn in a manner suitable for school, as deemed acceptable by school management.
- _ That facial make-up is natural and inappropriate eye-makeup nail polish is forbidden.
- _ That in the interest of good grooming and health and safety students are requested not to wear jewellery. Students will be asked to remove jewellery and it will be returned at the end of the school day on a first offence.
- _ That non-compliance with the above code will result in the student being withdrawn from class and all other school activities for that day.

4. EQUIPMENT This means –

- _ That you have proper books, stationery, copies and subject specific equipment.
- _ That you bring other special equipment, including P.E. gear, as required.
- _ That you are fully prepared for your subjects each day.
- _ That you have your journal with you in class.
- _ That you write your name on all books loaned to you under the Book Rental Scheme and that these books are suitably maintained.

5. SCHOOL PROPERTY AND ENVIRONMENT This means –

- _ That you are respectful, tidy and careful with school property and equipment.
- _ That you report, immediately, any damage to the teacher in charge or the Principal.
- _ That you take pride in the appearance of your school and do **not** mark, deface or damage walls, floors, furniture etc.
- _ Eating and drinking in classrooms is strictly forbidden.
- _ That chewing gum is prohibited because it causes irreparable damage to school property and the school environment. Those who breach this rule will receive a detention.
- _ That you do not damage or allow others to damage or deface **your** journal. Damaged Journals must be replaced. **The cost of a replacement journal is €10.**
- _ That all books loaned to you through the Book Rental Scheme are returned in a condition deemed satisfactory by the Book Rental Coordinator.
- _ That the use of Tipp-Ex is prohibited.

6. CLASSWORK AND HOMEWORK This means –

- _ That you are expected to participate in class, listen to the teacher and behave in a proper manner.
- _ That you use your journal to record your homework, written and oral, at the end of each class.
- _ That you do your homework, written and oral, each evening allowing sufficient time for revision work and exam preparation.
- _ That you have your journal signed weekly by your parents and monitored by your class tutor.

- _ That you adhere to the official school *Policy on Homework* (Appendix4), a copy of which is issued to each student.
- _ If you are absent on school activities you must seek the homework from the classes you were absent from.

7. CONDUCT This means –

- _ That you act in a proper manner in school, on school outings, and when you are identifiable with the school.
- _ That you may not possess, consume, sell, pass or prompt the use of cigarettes, other drugs, alcohol or other banned substances while on school premises or under the care of the school.
- _ Smoking is illegal on school grounds (Public Health Amendment Act 2004) and will result in a three day suspension from school. This also applies to all students walking to and from school and while representing the school.
- _ That you may not possess offensive or dangerous items.
- _ That you may not possess unsuitable or inappropriate printed matter or publications.
- _ That mobile phones must be switched off and **must not** be used or visible on school premises during school hours; no responsibility will be accepted for mobile phones lost or stolen. Any mobile phone being used by a student on school grounds will be confiscated for a minimum period of one week, initially.
- _ Personal Audio/Visual Equipment must not be used/visible on school grounds; no responsibility will be accepted for Personal Audio/Visual Equipment lost or stolen.

8. SANCTIONS

The school authority will make every effort to organise the school in a spirit of partnership and co-operation, and together with the teaching staff will endeavour to bring about changes in student behaviour and performance through praise, encouragement, reward and through positive dialogue with the student and his/her parents. The following sanctions will apply as the occasion demands:

- _ Reprimand; including advice on how to improve
- _ Written punishment – lines are not recommended
- _ Restitution/manual work, including Litter Duty
- _ Detention
- _ ‘Report System’ – Student Monitoring
- _ Charge – damage to property
- _ Exclusion from extra-curricular activities.
- _ After school detention (Thursday, Friday, Saturday)
- _ Suspension – internal and external
- _ Re-enrolment/Continuing participation contract
- _ Denial of progression to next year
- _ Expulsion

DETENTION:

(Detention takes place during lunch breaks on Tuesdays and Thursdays.)

Students who fail to attend detention may be required to remain in school on Thursday & Friday evenings. Parents are responsible for transport arrangements as required.

- _ After **three detentions** a letter is sent home to convey our concern to the parents.
- _ After **six detentions** the parents are required to come to the school to discuss the

problem, with a view to finding a solution. The student may be suspended and/or put on 'Year Head Report' at this stage.

_ After **nine detentions** the student is liable to be suspended for up to three days and is put on indefinite 'report' on his/her return to school.

_ After **twelve detentions** the student is suspended for a period to be determined by the Principal, and is put on 'School Report' and he/she comes before a Disciplinary Board (Principal/Deputy plus one) each week for an assessment of his/her performance. The Board may impose appropriate sanctions including suspension. All sanctions will be issued in accordance with NEWB Guidelines.

9. PREVENTATIVE MEASURES

Coláiste Chill Mhantáin recognises the importance of assisting students in upholding The School Behaviour Policy. In our school, students will be encouraged in their endeavours to uphold the School Behaviour Policy by use of the following measures.

(a) The Student Behaviour Policy

_ This is circulated to the parents of all new entrants into the College and they are required to read it and to sign their agreement with the content. By doing so they acknowledge their support and cooperation with it. This is to ensure that parents and students understand what our rules are, why they must be adhered to and what procedures will be followed if the rules are not upheld.

(b) At the start of term one each year, as part of our induction process, each class is brought through The School Behaviour Policy and any amendments to it are highlighted. This is done so as to remind students of the content and to take account of the fact that they have been out of our school's environment for three months.

(c) If a student is in breach of a rule, he/she is asked to explain (orally or in writing) the rule he/she has breached, to indicate why he/she breached this rule, to describe what effect this breach has had on members of the school community, and how he/she could act differently in the future to avoid being in breach of the rule. This is done to develop the student's sensitivity and consideration for others and to assist them in upholding school rules in future. Only after this is a sanction given.

(d) School rules and the reasons for them are discussed as part of the school's pastoral care programme or as part of RSE/SPHE. The notion of respect for others, self-control, a sense of fairness and the principles of natural justice are discussed as part of our Pastoral Education Programme in the school. Some of this work also takes place in CSPE class since it is the foundation of good citizenship.

(e) Issues such as bullying, racism, sexism, harassment, violence, substance misuse etc are discussed with the students during their time in our school, using current legislation, current affairs and/or outside speakers. This is to help the students better understand these issues so that they can base their thinking, understanding and action on factual information and in the light of the values espoused in our College.

10. PARENT/GUARDIAN ROLE

Parents have a vital role in promoting good behaviour in Coláiste Chill Mhantáin and so effective home-school liaison is very important. The school developed and promoted strong links with the parent body over the recent months. This has allowed the school to develop a

caring, safe and supportive environment in which each student has the opportunity to fully develop her/his aptitudes and talents.

We request that parents/guardians:

- Inform us of any difficulties that may affect their child's performance or behaviour at College.
- Inform us about their student's absences by writing a note in their child's journal.
- Regularly check their student's journal for communications from the school.

The School's Role will endeavour to achieve good home school liaison by:

- Promoting a welcoming environment within the school
- Giving parents regular constructive and positive comments on their child's work and behaviour.
- Encouraging parents to come into the school on occasions other than official parents' meetings (e.g. Extra-curricular events etc).
- Keeping parents informed of school activities by letter, newsletters etc.
- Involving parents at an early stage in any disciplinary problems.

11. A POSITIVE FOCUS

- Student achievements, academic or otherwise, will be recognised.
- Rewards will be accessible to all students.
- Assembly will be used as an opportunity to acknowledge achievements and to foster a sense of community

Rewards for good behaviour include:

- *Positive notes in the student's journal
- * Praise from staff
- * Responsibilities given
- * Merit awards
- * Public affirmation through newsletters
- * A display of students' work throughout the College.

PLEASE NOTE

Parents and students are asked to recognise that it is not possible to detail every rule governing student behaviour in the school. However, acceptance into the school is conditional upon the acceptance of the overall spirit of the Code of Behaviour for student conduct. The Management reserves the right to make the final decision in its interpretation.

Signed _____ Student
Signed _____ Parent/Guardian
Date _____

