

# Code of Behaviour



"Live as free people"

## St Peter's Community School

Approved November 2017

## **Mission Statement**

"St. Peter's is a vibrant dynamic and caring school committed to the academic, personal and spiritual development of all its pupils. It has a Christian ethos within which other traditions are welcomed and respected. We encourage excellence by fostering a love of learning and by promoting a rich and diverse range of educational opportunities. We believe in empowering and equipping our pupils to become well-qualified and rounded individuals who can thrive in and contribute to an ever changing world."

The Code of Behaviour sets out the standard of behaviour expected from students so that our vision in the Mission Statement for students can be achieved in a safe, caring and happy school environment.

## **Development of the Code of Behaviour**

The Code of Behaviour was initially developed by teachers, parents and the Board of Management when the school opened in 1989. The Code of Behaviour was reviewed and amended in the intervening years. A comprehensive review of the Code of Behaviour took place in 2009-2010. The Guidelines for Schools from the NEWB were followed in this review and teachers, parents, pupils and the Board of Management were involved. The code is underpinned by the principles of fairness, consistency and natural justice.

## **When and Where the Code of Behaviour Applies**

The Code of Behaviour applies as follows:

- As students are coming to and going home from school
- Throughout the school day and during after school study.
- On trips, tours, school outings and for extra curricular activities
- During internal / state examinations and Saturday / mid term study.
- For school events at night.
- For any event or activity that students from St Peter's are officially participating in, such as carol singing, charitable collections and community activities.
- When appropriate in other pertinent situations where students are involved.

## **Promoting Good Behaviour/Rewards System**

Good behaviour is promoted and encouraged in formal and informal ways in St. Peter's Community School. Teachers are encouraged and expected to praise and acknowledge good behaviour of students. Positive comments in student journals and in students' copybooks recognising good behaviour is done throughout the school year.

At the October mid-term a letter of congratulations is sent to students and their parents acknowledging the good behaviour and effort of the students where considered appropriate.

The school formally recognise achievement and good behaviour through the Barr Bua annual student awards. These awards implicitly promote good behaviour in all areas of school life. The awards are important to students and their parents as they reinforce good behaviour, acknowledge achievement and encourage participation in school activities. Noteworthy student achievement and participation is also acknowledged on school notice boards, newsletters and on the school website.

## **Expectations and Creating a Happy School Environment**

The school is operated in a positive, demanding and caring way. Students are expected to behave appropriately, respect themselves and others and care about the well-being of all students. The right of students to learn and of teachers to teach is paramount in our school. Pupils are expected and encouraged to avail of and participate in the educational opportunities available and appropriate to them. As far as possible the occurrence of disciplinary problems is prevented and minimised. Classroom expectations are agreed between staff and students. Good relationships between staff and students are encouraged. The school aims to promote equality and to prohibit discrimination, harassment and related behaviour as outlined in the Equal Status Act 2000. The nine grounds of discrimination contained in the Act are gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the travelling community.

## **Roles and Responsibilities:**

### **Staff**

Teachers are expected to implement the Code of Behaviour in a fair and consistent way. Teachers and management will ensure that in applying sanctions, the duty of care to the student is maintained. Teachers will help create a positive and happy school environment that promotes good standards of behaviour by building positive relationships with students.

### **Parents**

Parents are expected to support the Code of Behaviour through reinforcing the high expectations and standards of behaviour in St Peter's. Parents, by having a positive attitude towards school in general, can exercise great influence on the behaviour of their children in school.

### **Pupils**

Each pupil is expected to do all in his/her power to uphold, and do nothing in his/her power to hinder, compliance with the Code of Behaviour in general. Students are expected, in particular, to comply with the School Expectations, School Policies and all regulations, instructions and directions, whether written or oral, considered necessary from time to time by the school authorities. Students are expected to take responsibility for their behaviour and to ensure that their behaviour does not damage the educational opportunities of other students.

## **Standards of Behaviour**

Students are encouraged to maintain high standards of behaviour in school and students are expected to comply with the following:

### **Attendance and Punctuality**

- To attend school on all school days. (Note from parent in diary on return to school after absence).
- To be punctual on each school day and for every class (Note from parent if late. Detention may be given at breaks /after school for pupils that are persistently late)
- Not to leave the school premises without the permission of the school authorities. Students who leave school without permission can only return to school following a meeting between the student, their parent and the Year Tutor / Deputy Principal / Principal.
- To speak, act and move in the school premises in an orderly way.

### **Respect**

- To be respectful and obedient to teachers and other staff.
- Not use abusive, offensive or bad language to other students or staff.
- To treat other pupils with respect and to refrain from any form of bullying, harassment or discrimination.
- Not to interfere with or damage the property of others or of the school and to make good any damage.
- To surrender to the school authorities any matter likely to be injurious to the health or moral welfare of the pupils or likely to be disruptive of the school routine.

### **School Uniform and Appearance**

- The official school uniform, as set out in the uniform regulations for each year group, is compulsory for all students and must be worn to, from and during school, as well as for all school activities.
- Students must have the school jacket and only wear black conventional shoes with no coloured markings or logos.
- All students are expected to be neat and tidy in appearance at all times and to wear the school uniform properly coming to, during and going home from school.
- Hooded jumpers/jackets, runners, sports shirts, coloured t-shirts or any other non-specified items are not allowed. Runners and sportswear specified by the school are allowed for PE and sports in the school.
- Any non-uniform items and or inappropriate jewellery will be confiscated.
- Students that come to school without uniform items may be sent home or asked to wear items provided by the school. Students must also have a note from their parent(s)/guardian(s) if they are not wearing a uniform item.
- The school uniform must not be modified to reflect any contemporary fashion trends.
- Ornamentation of person or clothing is not allowed unless agreed by school management. Therefore, jewellery is not allowed with the exception of a simple signet ring; a single (5th and 6<sup>th</sup> Year boys) pair (girls) of simple/small metal stud earring(s). Facial piercings are not allowed.
- Only normal hair colours, lengths and styles are allowed, so, for example, multi-coloured, orange, pink, bladed cuts number 0, 1 or 2 are not allowed. Students may have to stay at home until the hair style or colour is modified.
- In the event of a disagreement in relation to a uniform item such as a school shirt, pants or a hair colour, the school management will determine if the item/hair colour is acceptable.
- With full co-operation, we can ensure that the students from St. Peter's will continue to be widely respected in the important matter of dress and appearance.
- Details in relation to uniform items are in the Student Journal and are available from the school office.

### **Substance Misuse**

- Not to smoke, including e-cigarettes/vaping, in or near the school premises and to comply with St. Peter's Smoke Free Policy.
- The use, possession or supply of illegal substances and alcohol is prohibited in accordance with the Substance Misuse Policy.

### **Class Time**

- To observe the classroom rules so that teachers can teach effectively and students can learn efficiently.
- To have all books, materials and equipment required for each class.
- To work attentively in each class and not to disrupt the teaching and learning in class.
- To do all set homework and to operate the homework diary every school day.
- The use of any personal audio and visual equipment is not allowed in school except where permitted by school management.

### **General**

- Not to damage the good name of the school on the way to or from school or on school trips.
- The use of mobile phones and music players (iPods etc.) are prohibited within the School Building and Grounds. These items will be confiscated (including SIM cards). Confiscated items can be collected on Fridays or by payment of €5 on any evening after school.
- To comply with all regulations considered necessary by the school authorities from time to time.
- On occasion when an incident of misbehaviour occurs, the parent(s) of the student(s) concerned must come to the school (generally on the next day) with their son/daughter and meet with the Year Tutor / Deputy Principal / Principal.
- To be responsible for all their own belongings and not to bring items of value to school. St. Peter's C.S. is not responsible for lost or stolen items.
- To put bags on racks, books in lockers and coats on hooks in the interest of health and safety.

- To co-operate with management as the school reserves the right to question students in relation to any incident and to view the contents of a student's locker, bags or/and view any item carried by students on their person.
- Students should not have or use substances that are harmful and or damaging to individuals or the school such as nail glue, super glue, Tipp-Ex, chewing gum, etc.
- Not to access or interfere with the administrative system of the school (VShare).

**Sanctions determined by the school authorities, are imposed on students that do not maintain the expected standards of behaviour outlined above**

**Consequences of Unacceptable Behaviour, Sanctions and Interventions**

Non-compliance with the Code of Behaviour renders a pupil liable to sanctions. Sanctions are used to help students understand the consequences of their behaviour and take responsibility for changing that behaviour. Sanctions are applied in a fair and consistent way. Parents are informed and their co-operation is required in the case of ongoing or serious disciplinary problems involving their children and in cases involving suspension or expulsion which are the most serious sanctions imposed in school. Sanctions/Interventions include but are not exclusive to:

<b>Sanction/Intervention</b>	<b>Explanation</b>
Verbal reprimand	Teacher censures student for misbehaviour
Withdrawal of privilege	Student not allowed to go to match / trip
Removal from class	Student is removed from the subject lesson
Carry out a useful task in school	Clean desks, clean windows, pick up rubbish
Referral	A written record of misbehaviour / breach of the Code of Behaviour referred to: Class Teacher, Year Head, Deputy Principal or the Principal.
Report Card	A student is placed on report, normally for one week to monitor their behaviour/progress and work. A student may be placed on Report Card 1, Report Card 2 and Report Card 3 (red)
Detention	Students are detained after school or at break times
Pupil Review	A written review of a pupil's behaviour/progress/work by all subject teachers.
Joint Assessment - Senior Cycle (student and teacher)	A rating/record of a student's behaviour/progress/work by the student themselves and their subject teachers.

**Student Supports**

At all stages of the disciplinary system appropriate interventions are made to help students change their behaviour. These interventions range from involving the Subject teacher, Class teacher, Year Head, or Pastoral Care Team, including access to the Guidance Counsellor and/or Chaplain. Other appropriate interventions may also be put in place to help students in difficulty.

Where appropriate interventions are made with the assistance of external services such as the HSE, NEPS, the Social Services and CAMHS.

**Suspension and Expulsion**

Suspensions and expulsions can be used as a sanction for persistent misbehaviour or for a serious incident of misbehaviour. The procedures followed are set out in our policies on suspension and expulsion.

**Detention**

Detention can be used as a sanction in school. Detention will normally take place after school and at break times during the school day. Due to the timing of detention, students may eat and/or drink before detention as appropriate. Parents are notified in advance if detention is after school.

**Bullying and Harassment**

Bullying and harassment of students is unacceptable and is not tolerated in St. Peter's, as outlined in our Anti-Bullying Policy. Students that engage in bullying, once known, are confronted immediately at the appropriate level. Parents, if necessary, are informed and appropriate sanctions maybe imposed in accordance with the Code of Behaviour.

**Social Media**

Using social media to damage the reputation of the school, to bully, harass or hurt staff members, parents and students is completely unacceptable and appropriate sanctions maybe imposed in accordance with the Code of Behaviour and our Social Media Policy.

**Absence from School/Signing Students Out of School**

When a student is absent from school parents must write a note in the Student Journal with a reason for the absence. Absence notes are checked and monitored by the Year Head. Signing out students is at the discretion of the school management and should only be done in emergencies. Students generally will not be allowed to sign out on Fridays and only in extreme emergencies on the Friday before a school holiday.

**Review of Code of Behaviour**

The Code of Behaviour will be reviewed bi-annually by the Board of Management.