# Code of Behaviour

## School ethos

Scoil Pól's Code of Behaviour is based on **respect** for self, for others and for the environment. Students will benefit from their education and will be happy in a structured, caring environment where high standards of behaviour are expected and adhered to. The standards required of Scoil Pól students, while in school uniform and/or on school activities, are outlined below.

## Standards expected

1. **You will have respect for everyone in Scoil Pól.**

**This means:**

- Understanding and accepting that everyone is different.
  - because everyone deserves to be treated fairly.
- Following the school's Code of Behaviour.
  - because rules are needed for the smooth running of the school.
- Not picking on or bullying others.
  - because bullying is wrong.
- Not fighting.
  - because someone could get injured.
- Not using abusive language.
  - because it is rude and hurtful.
- Not damaging or taking anyone else's property or school property.
  - because it is wrong to damage or take property that does not belong to you.
- Not littering the school or eating/drinking on the corridors during lunchtime.
  - because everyone likes a clean school.
- Not chewing gum.
  - because chewing gum destroys the environment.

2. **You will be prepared and organized for class.**

**This means:**

- Keeping your locker tidy
  - because this helps you to find books faster and to get to class on time.

- Having the correct books, copies, pens, special equipment, etc. for class.
  - because you need the correct equipment to learn. You disturb the class and waste class time if you do not have it with you.
- Bringing your journal to class.
  - because you need to write down your homework.
- Wearing the correct school uniform.
  - because students, parents and school authorities have agreed the uniform. It shows you belong to Scoil Pól.
- Being clean, neat and tidy in appearance.
  - because good personal hygiene is important.
- Adhering to personal presentation guidelines (Appendix 1)
  - because it is important to be natural and to promote parity amongst peers
- Coming to school and class on time.
  - because you cannot make up for lost time.
  - Good time keeping is important in life.

3. **Learning is central to our school.**

**<u>This means:</u>**

- Being prepared for class.
  - because this helps learning to take place.
- Working to the best of your ability.
  - because it is important to do the best you can.
- Being attentive in class.
  - because this helps learning.
- Not being disruptive in class.
  - because teachers have the right to teach and students have the right to learn.
- Doing homework.
  - because it is important to go over what has been done in class and to prepare for new work.
- Asking your parents/guardians to sign your journal once a week.
  - because parents/guardians need to know what work you are doing.
- Studying for tests.
  - because it is important to test what has been learned and to improve on what you have not learned fully.
- Taking teachers' advice to improve results.
  - because teachers know how to help students to improve.

4. **You will follow health, safety and welfare rules.**

**<u>This means:</u>**

- Following classroom rules.
  - because rules allow teaching and learning to take place.
- Following the extra rules in the specialist rooms such as in the Science labs, Art Room, Woodwork Room, P.E. class, I.T. etc.
  - because everyone must be safe in school.
- Not pushing or shoving.
  - because pushing or shoving can cause accidents.
- Not running on the corridor.
  - to make sure that everyone is safe.
- Being in school every day.
  - because if you are absent you miss out on learning.
- Ensure parent(s)/guardian(s) inform the school if you are not present and give reason.
  - to explain why you were absent. (Absences of 20 days or more must be reported to the National Educational Welfare Board.)
- Signing the Late Roll if late for school.
  - because you will be marked absent if you do not sign the Late Roll. In the case of emergency (fire etc.) the school must account for all students.
- Staying within school boundaries during the school day.
  - because the school is responsible for you.
- Being signed out by a parent/guardian/adult appointee if leaving school.
  - because the school must know where you are.
- Not wearing piercings or plastic substitutes other than one small stud earring per earlobe.
  - because it is unsafe to wear piercings or plastic substitutes in school.
- Not being in possession of or using cigarettes/e-cigarettes, alcohol, drugs or dangerous items while on the school premises or engaging in school activities.
  - because it is illegal to do so.
- Switching off and keeping mobile phones/ wearable electronic communication devices out of sight during school hours. This includes break and lunch times.
  - because mobile phones interfere with teaching and learning. If a student uses a mobile phone the phone will be confiscated, parents/guardians will be informed and the phone will be returned to a parent/guardian/adult appointee.
- Not recording or taking photos of any person in the school without permission.
  - because it is illegal to do so. Any student who uses their phone/ camera/ electronic device in an illegal way may be reported to the Gardaí.

- Not using an electronic device without permission.
  - because they interfere with teaching and learning.

**Positive behaviour**

Positive behaviour will be rewarded.
Students will receive positive feedback through -
Verbal praise
Written note(s) in journal
Assembly
Intercom announcements
Notice boards
Newsletter
Participation in a "reward" class.
Awards' structure etc.
Participation in reward trips.

Note: Any student who has

- one suspension
  or
- one Behaviour Correction Card and a deferred suspension
  or
- 2 Behaviour Correction Cards

will not be permitted to travel on any reward trip. Any loss of deposits etc will be borne by parents/guardians.

**Unacceptable behaviour**

In cases of unacceptable behaviour a sanction will be given to students. The purpose of a reprimand /sanction is to bring about a change in behaviour by

- Helping students to learn that their behaviour is unacceptable.
- Helping them to see the effect that their actions and behaviour has on others
- Helping students to understand that they have choices about their behaviour and that all choices have consequences
- Helping them to learn to take responsibility for their behaviour.
- Helping them to improve their behaviour.

The subject teacher is responsible for classroom management. Unacceptable behaviour may be corrected/sanctioned by the subject teacher or progress through the referral system as follows:

Subject teacher
Verbal reprimand.
Verbal warning.
Changing seating arrangement.
Written note in journal.
Phone contact with parent
Setting extra work in the subject.
Detaining a student for a short period at break or lunch time etc.
Referral to Pastoral Care teacher
This list is not exhaustive.

Pastoral Care
Meeting with Pastoral Care teacher(s).
Mentoring card.
Contract of behaviour.
Referral to Year Head.

Year Head
Behaviour Correction Card.
Withdrawal of privileges.
Monitoring card.
Referral to Principal/Deputy Principal

Principal/Deputy Principal
Referral to outside agencies including the HSE, Gardaí etc.
Suspension (See Policy on Suspension and Expulsion)
Referral to Board of Management (See Policy on Suspension and Expulsion).

Serious breaches of the Code of Behaviour will be brought to the immediate attention of the Year Head/Deputy Principal/Principal as appropriate (See Policy on Suspension and Expulsion).

**Review and Evaluation**

This policy will be reviewed as necessary.

This policy was ratified by the Board of Management (BOM) on _____

Signed: _____ Signed: _____

Chairperson of BOM Principal

Date: _____ Date: _____

**Appendix 1**

## Personal Presentation Guidelines

### Jewelry

One pair of small stud earrings (one in each ear lobe), one ring, a watch, one chain eg. cross/medal or similar may be worn.
Neither body piercing or body art is permitted.

### Hair

Hairstyles should be neat, discrete and simple and colour within the range of natural colours.
School management will be the final arbiter in what constitutes 'natural'
Hair accessories should be plain and simple.
Hair should be neat and tidy and worn off the face.

### Make-up

Students may wear very discrete light foundation or tinted moisturizer.
Fake tan is strictly forbidden.
Nails are to be natural, without colour or embellishment

### Appearance

Students should be neat and tidy at all times.
Students should be clean-shaven.
All uniform should be freshly washed.
Frayed cuffs, missing buttons and dropped hems should be mended.