

Coláiste Fionnchua

Mitchelstown.



Code of Behaviour

Code of Behaviour

Under Section 23 of Education (Welfare) Act 2000, the Board of Management of Coláiste Fionnchua legally requires a Code of Behaviour in respect of students registered in the school.

The code is defined as a set of behaviours, acceptable standards of conduct and principles of best practice which have been prepared and are fundamental to positive and inclusive interaction between students and school personnel.

It is based on our mission statement, ethos, a respect and responsibility matrix (Appendix 1) and it promotes mutual respect as a core value. It clearly outlines the disciplinary procedures, rewards, supports and sanctions and details related policies including suspension and expulsion policies.

All students are expected to follow the school rules as set out in their journal (Appendix 2)

This policy statement was ratified by the Board of Management on 12 03 2015 and will operate from 26 08 2015, and replaces all previous policy statements on student behaviour.

Mission Statement

'A caring, learning community'

We provide an inclusive and respectful learning environment where students entrusted into our care can develop and reach their full academic and individual potential.

Scope of the Code

The code applies to all students who are admitted to our school in line with our Admissions Policy.

The rules set out in the code apply when the students are on the school premises, while on trips or outings, when engaged in extra-curricular activities or when attending functions organised by the school.

In circumstances other than the above, if school management is made aware of student behaviour (any action that damages the school, interferes with its workings, is detrimental to other students, undermines school discipline and is subject to school sanction) management may consult with the parent/guardians of the student.

Aims:

- 1. This Code promotes positive behaviour aiming to enhance the learning environment.*
- 2. Good behaviour and co-operation ensure effective teaching and learning and thus enables students to reach their full potential.*
- 3. It is our policy to encourage and acknowledge positive behaviour and to foster and develop qualities such as responsibility and leadership.*
- 4. We strive for reasonableness and consistency at all times in the implementation of rules and sanctions.*
- 5. To build positive relationships of mutual respect and mutual support among students, staff and parents.*
- 6. Ensure that the school's high expectations for behaviour of all the members of the school community are widely known and understood [Appendix1]*
- 7. Coláiste Fionnchua is grounded in a spirit of respect for all.*

1. ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality at all times is essential. A phone call and/or a note in the school journal from the parent/guardian explaining the student's absence should be provided to the school in advance of the absence if possible, and otherwise should be given to the year head immediately on returning to school.

Pupils absent for more than 20 days will be reported to the Education Welfare Board as required by the Education Welfare Act 2000.

Late arrival of pupils for class is disruptive to the teaching and learning environment therefore all students are encouraged to manage time effectively. Pupils coming late in the morning must collect a late slip from the Attendance Officer at the school office and present it to the subject teacher.

In the course of the school day pupils are under the care of school authorities and may only leave the school grounds with permission of the Principal, Deputy Principal or authorised school authority. Pupils must be signed out by a parent/guardian before leaving and sign in on their return to school.

2. GENERAL CONDUCT

Respect:

The school as a community (students, management, teaching staff, Special Needs Assistants, secretary, caretaker, cleaning staff and visitors) places strong emphasis on respecting the rights of others. Enshrined in this is the right to grow as a responsible person, the right of students to work to their full potential and achieve success at school, the right of the teacher to be able to do his/her work without constant interruption and the right of all members of the school community to be treated with respect and fairness.

Respect for School Property and Environment:

Everyone in the school is responsible for the care of the school premises. Students and Staff are encouraged to feel a sense of ownership for the school and its environment. The students' work will be displayed when and where possible.

Students must show care for school property and will be required to make good any damage. Chewing gum, tippex and graffiti are not allowed as they potentially destroy furniture, carpets etc.

All coats, school bags and P.E. bags must be placed in lockers and taken home at the end of the school day.

Coláiste Fionnchua is a green school and every effort is made to be environmentally aware. It follows that we expect you will:

- Be environmentally aware. Keep our school clean and use recycling bins and recycle where possible.*
- Ensure that the school is a litter free environment.*
- Eat in the assigned areas at lunch-time and not on corridors, in classrooms or bathrooms.*

School Reputation:

Each student is encouraged to uphold the good reputation of the college at all times inside and outside the school. Students are expected to behave with courtesy and consideration respecting the rights of others.

3. TEACHING AND LEARNING ENVIRONMENT

We expect that you do your best in class and at your homework.

This means that you

- *Listen to teachers and follow instructions given*
- *Do not disturb others*
- *Raise your hand if you wish to ask a question*
- *Work to the best of your ability*
- *Always bring your journal to class and fill it out correctly*
- *Do all your homework each night - written and learning*

Because

- *The teacher has the right to teach*
- *Other students have the right to learn*
- *Your parent/guardian expects you to do your best*
- *Homework helps reinforce work covered in class*

We expect that you come properly prepared for your subjects.

This means that you

- *Keep your locker organised*
- *Have the books, pens, copies etc needed for each class*
- *Bring any specialist equipment needed e.g. cooking ingredients, P.E. gear.*
- *If you are absent from class you are responsible for catching up on any class work and homework assigned.*

Because

- *Your belongings are your own personal property*
- *You waste time if you do not have materials needed for class*
- *You fall behind if you don't take responsibility for your own learning*

4. REWARDS AND AFFIRMATIONS

Coláiste Fionnchua emphasises rewards more than sanctions. We aim to build a culture of growth and development through affirmation of talent and effort. We recognise that each student has different capabilities and talents. We try to offer support and guidance to students experiencing difficulties.

Students are rewarded for consistent effort and participation, academic, creative, artistic and sporting achievement and any other co-curricular participation that highlight the spirit/ethos of the College.

Rewards and affirmations include:

- *Merit System*
- *Verbal praise from teacher*
- *Written positive feedback and encouragement*
- *JCSP postcards*
- *Text a parent*
- *School newsletter*
- *JCSP award certificates*
- *School awards night*
- *School outings*
- *Announcements at assembly, on school social media and by means of school intercom*

Student Supports:

The following systems are in place in the school to provide additional facilities and support to the students:

- *Merit System*
- *Student Council*
- *Guidance Counsellor*
- *The DEIS Programme:*
 - *Breakfast Club*
 - *Home School Liaison Officer*
 - *School Completion Programme*
 - *Homework Club (Assisted Study)*
- *JCSP Programme*
- *Extra Curricular Activities*
- *Book Rental Scheme*
- *Evening Study*
- *Year Head System*
- *Availability of Special Needs Assistants*
- *Quiet Room*
- *Pastoral Care Team*
- *Buddy System*
- *UCC+ Plus Programme*
- *CIT Access Programme*
- *Resource/Learning Support*
- *Voluntary religious visitors – NET team.*
- *School Library*
- *“Skills at Work Programme” in conjunction with Business in the Community*

5. SAFETY, HEALTH AND WELFARE

All members of our school community are entitled to teach and learn in an area devoid of unnecessary health and safety risk. Consequently the school will deal severely with any student who endangers the safety of others. In the interests of security, health and safety CCTV cameras are installed.

General:

- *The school has a safety officer who has responsibility to see that safety regulations are adhered to on the premises. Fire exits and notices are clearly displayed in all classrooms and corridors. Fire extinguishers and equipment are checked annually by qualified personnel.*
- *Everyone shall be familiar with the fire evacuation procedures and shall attend all organised fire drills.*
- *Each room displays safety guidelines.*
- *Specialist classrooms display regulations for the safe use of equipment.*
- *A deliberate breach of safety regulations will be treated as a breach of discipline.*
- *Staff undergoes required training in safety and First Aid.*
- *Parents are requested not to block the school entrance at morning time or evening and to park safely and exercise extra caution in the vicinity of the buses.*
- *All visitors to the school are required to report to the main office where they will be asked to sign in.*
- *Parents visiting the school must report to the main office. Those who visit without an appointment and urgently need to meet with the Principal, Deputy Principal or a member of staff shall ask the secretary to contact that person to establish whether or not it is suitable for them to meet. It may be necessary to make an appointment for a later time.*

Smoking, use of Alcohol, Illegal substances:

- *As smoking in public buildings is prohibited, students found smoking on the school premises may be dealt with according to the law. It is our expectation that students will uphold the Public Health (Tobacco) Act 2002 in relation to cigarette smoking, including e-cigarettes and all other electronic smoking and vaping devices, which are forbidden on the school premises.*
- *The possession/consumption of alcohol, solvent abuse, the use/supply of illegal drugs or the use any substance that alters behaviour are prohibited, within school grounds or on school outings/occasions. It will result in immediate suspension or more serious sanctions up to and including expulsion from Coláiste Fionnchua.*
- *A student suspected of being under the influence of alcohol or an illegal substance will be suspended immediately.*

Anti -Bullying:

- *Every student and staff member in Coláiste Fionnchua has the right to learn and work in a safe environment. Each student has the right to an education free from fear and intimidation. Members of staff accept a collective responsibility, under the direction of management, to act in preventing bullying/aggressive behaviour by any member of the school community. The school has developed supportive strategies for the prevention of such behaviour.*

- *Any report or account of an incident will be investigated thoroughly. Confidentiality is paramount. If any degree of bullying is identified it will be considered a breach of the Code of Behaviour and prompt action will be taken by school management.*
- *Parents/guardians will be notified and action will be taken according to the school's Anti bullying policy.*

Student personal safety:

- *Students are required to participate in all formal curriculum and recreational activities. Students who, for medical or other reasons are prevented from doing so must provide a note signed by his/her parent/guardian to that effect. In the event that the student is unable to participate on an ongoing basis a medical certificate is required.*
- *Parents/guardians must inform school management in the event of a student suffering from any medical condition that may require emergency treatment, and stipulate the requirement and the course of action to be taken. Parents/guardians must ensure that a student suffering from an ongoing illness has the correct medication with them at all times and/or have the medication stored in the main office.*
- *Students should respect the school's toilet facilities and the right of all to avail of and use a clean and hygienic environment. Students must not delay in the toilet area.*
- *Students must exercise care and attention to traffic when both entering and leaving the school campus.*

6. DRESS AND APPERANCE

We expect all students to be in full uniform.

School uniform:

Crested school jumper, grey shirt, red tie, standard grey school trousers, grey skirt, black socks/tights and black shoes.

This means that:

- *Only the official uniform and permitted jewellery must be worn.*
- *Cuffed leg pants and leggings are unacceptable.*
- *Hair must be kept clean, neat and tidy. Extreme styles and unnatural colours are not acceptable.*
- *Students must take pride in their appearance and present themselves neatly and tidily in school each day. Hats and scarves are to remain in your school bag for the duration of the school day.*
- *Coats, jackets and sweatshirts are not permitted in class. These should be hung in designated areas*

Because:

- *The wearing of the school uniform gives a sense of school identity and pride.*
- *We all have a responsibility to maintain a positive image of the school.*

Jewellery:

- *Small sleeper or stud earrings (one in each ear) are acceptable.*
- *Large earrings, facial piercings, chains etc. are not to be worn with the uniform.*
- *Facial piercings are not allowed and if present, students will be asked to remove the piercing. If for medical reasons the facial piercing cannot be removed at that time the student will be required to cover it with a plaster until such time as it can be removed.*

7. TECHNOLOGY

Mobile phone policy:

- *Mobile phones are brought to and kept in school entirely at their owner's risk.*
- *Student's phones must be powered off while in school.*
- *Any student using a mobile phone in class for whatever purpose will have their phone confiscated. It will be held in the office and returned at the end of the school day.*
- *Refusal to hand over a phone may result in suspension.*
- *Should any student need to contact their parent/guardian arrangements for same can be made through their year head, assistant year head, deputy principal or principal.*

Photographing/recording:

- *In the interest of personal privacy, any student photographing or recording another pupil or member(s) of staff on any technological or digital device will be dealt with very seriously this may result in suspension of up to five days and/or referral to the Board of Management.*
- *Recording or photographing within the school or any out of school activity is only allowed with the permission of school management or a member of the teaching staff.*

Ipods, MP3 Players, Walkman:

- *As school is for learning any devices used to listen to recreational music should not be brought into school.*

8. ROLE OF PARENT/GUARDIAN

Parents have a vital role in promoting good behaviour in school. Parents/Guardians are asked to:

- *To support this Code of Behaviour.*
- *Attend scheduled meetings organised by the school, Parent/Teacher Meetings, Information Nights, etc.*
- *Sign the student's journal every week.*
- *Work with the school to ensure that the students achieve their full potential in all aspects of school life.*
- *To inform us of any trauma which may affect their child's performance or behaviour at school.*
- *To inform us about their child's ill health and any absences connected with it.*
- *To provide the school with a contact telephone number where they or another responsible adult designated by them may be contacted in case of illness or emergency.*

- *Provide the school (if parents should be away from home) with the name and telephone number of an adult who has responsibility for the student.*

It would be in the student's best interest if parents kept the school informed of behaviour difficulties the student may be experiencing at home.

9. PREVENTITIVE MEASURES

In our school, students will be encouraged in their endeavours to uphold the Code of Behaviour by use of the following measures:

- *The Code of Behaviour and the rights and responsibility matrix [Appendix 1] is published in the student journal. Every September students and parents are asked to read it and to sign their agreement with the content, by doing so they acknowledge their support and co-operation 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.*
- *The Code of Behaviour is also available on the Coláiste Fionnchua website. Aspects of the code are explained at the information meeting held each year for Parent's of incoming First Years. Parents are encouraged to contact their son/daughter's year head if they wish to raise a concern about any matter.*
- *At the start of Term One each year, as part of our induction process, each class is brought through the Code of Behaviour and any amendments to it are highlighted. This is done so as to give students the opportunity to think and talk about behaviour, learning and rules so that they can understand what the Code of Behaviour means for them.*
- *The Code of Behaviour is published in the Teachers' handbook. At the beginning of the school year teachers are brought through the main aspects of the implementation of the code. This is done to promote consistency of practice. Specific rules and aspects of the code are highlighted.*
- *In our school we recognise that effective teaching and learning are closely linked to good behaviour. When students are engaged and motivated to learn, it is more likely that their behaviour will be positive. Teachers are encouraged to participate in continuous professional development. Within school, staff development includes exploring different teaching methods e.g. Assessment for Learning, differentiation and Team Teaching. Regular Subject Department meetings address curriculum needs and promote collegiality among staff.*
- *The principles of Restorative Justice are also applied where possible. Students are encouraged to speak to their tutor or year head if they wish to raise a concern about a behavioural matter. School rules and the reason for them are discussed as part of the schools pastoral care programme or as part of SPHE. The notion of tolerance for others, self-control, a sense of fairness and the principles of natural justice are also discussed as part of the Religious Education programme in the school, aspects of this work also takes place in CSPE class since it is the foundation of good citizenship.*

10. SANCTIONS

See Behaviour Management Flow Chart [Appendix 3]

Teacher:

- *Most instances of misbehaviour or indiscipline may be dealt with immediately by the teacher. He/she has a number of options available depending on the nature of the offence [Appendix 4]*
- *Persistent misbehaviour is recorded in writing on an **incident sheet** [Appendix 5] and reported to the relevant assistant year head or year head.*
- *Detention.*

Year head:

- *Each year group has a teacher assigned as Assistant Year head and Year head who will deal with any breaches of discipline.*
- *Three incident sheets result in a student being placed on an **observation card** for duration of 5 days. [Appendix 6] While on observation the student must present the card to his/her teacher at the beginning of the lesson, the teacher then indicates (scale 1-3) the student's behaviour and application to work for the duration of the lesson. They must also attend Friday Reflection for 1 hour.*
- *Should the student receive 3 unsatisfactory marks on observation they will be then placed on **report card** [Appendix 7] by their Assistant Year head, Year head or senior management.*
- *All student privileges are withdrawn while on report and the student must attend Friday reflection for 2 hours.*
- *If either an observation or report card are lost, a new card will be issued to the student with an automatic 3- unsatisfactory mark*

The Discipline Committee:

- *The discipline committee consists of the six year heads. It is the role of the discipline committee to apply and implement the Discipline Structure. [Appendix 3]*
- *In the case of incidents of serious misbehaviour and/or when placed on report a student will be required to meet with a minimum of two members of the Discipline Committee, sanctions may be issued and notification will be sent home.*
- *It may also be necessary to refer cases of misbehaviour onto the Principal.*

Suspension:

- *Should a student receive 3 unsatisfactory marks while on report he/she is eligible for suspension.*
- *Suspension allows the student time to reflect on his/her behaviour, to acknowledge and accept responsibility for the behaviour, which led to the suspension and to accept responsibility for changing his/her behaviour to meet the school's expectations in the future. It also allows time for school personnel to plan appropriate support for the student to assist with successful re-entry.*
- *Prior to suspension: The Principal/Deputy Principal will:*

- *Ensure all discipline options under the Code of Behaviour have been applied and documented*
- *Ensure all appropriate support personnel internal and external have been involved*
- *Ensure that discussion has occurred with the student and parent/guardian regarding specific misbehaviour which the school considers unacceptable and which may lead to suspension*
- *Ensure a formal written warning detailing these behaviours is provided, as well as clear expectations of what is required of the student in the future*
- *Ensure the student is given the opportunity to write a detailed account of the event/incident during Friday reflection*
- *Ensure all action taken is recorded*
- *Ensure all correspondence is copied.*
- *Immediate suspension may occur in some circumstances e.g. violence, threats of violence, presence of weapons, illegal drugs, etc.*
- *In the case of a student being suspended for a period of 2 -5 days the Principal/Deputy Principal makes decision on the basis of the reasons set out in the Code of Behaviour.*
- *The student is informed of the grounds which give rise to the suspension. Parents/Guardians are informed by phone, with written follow up by post, and invited to come to the school for a meeting.*
- *The student will never be sent home during a school day, unless collected by parent/guardian; otherwise they will be supervised until suspension takes effect.*
- *If a student is suspended for a cumulative total of 20 days or more in one school year, the Principal must inform the Education Welfare Officer.*
- *The formal letter of notification will include: Notice of the suspension, effective date of the suspension, duration of the suspension, reasons for the suspension, expectations of the student while on suspension (Study Programme may be attached), importance of parental assistance in resolving the matter and a statement that the student is under the care and responsibility of the parents/guardians while on suspension. Information on Appeal rights (internal school appeal /Section 29 Appeal) and requirements which need to be in place when student returns (e.g. written apology, completed assignments, etc.) will be included in the letter of notification.*
- *If consideration is being given to proceeding to expulsion, then the letter must make this clear.*
- *Possible recommendation to the Board of Management.*

Expulsion:

- *In extreme cases of misconduct, the Principal may recommend to the Board of Management that a student be excluded from the school. In accordance with Section 24 of the Education Welfare Act 2000, subsections (1) to (5.5) certain procedures will be followed before a student may be expelled.*
- *The NEWB will be informed of any suspension of 6 days or more and of any expulsion from Coláiste Fionnchua.*

Expulsion will only occur after the following procedures have taken place:

- a) Senior School Management will have investigated the background to the incident and prepare a report*
- b) Discussion will have taken place between Senior School Management, the student involved and his/her parents/guardians as to why the school regards the situation as serious enough to warrant a recommendation for expulsion.*
- c) The parents/guardians of the student involved will have been given verbal and written communication as to the intention of the school to recommend expulsion to the Board of Management.*
- d) The parents/guardians will have been given a written report of the allegations against the student, accompanied by relevant documentation and the case being made to the Board of Management.*
- e) The student and his/her parents/guardians will have been invited to the Board of Management hearing and given the opportunity to make a written/oral submission.*
- f) The Principal will have made a formal recommendation for expulsion to the Board of Management which will have been accompanied by relevant documentation relating to the case.*
- g) The Secretary of the Board of Management will have informed the parents/guardians of the student as to the outcome of the meeting.*

It is school policy that all matters relating to students will be treated with strict confidentiality.

Appeal:

- Appeals may be made to the DES in the case of exclusion or where the cumulative total number of days on suspension for a student exceeds 20 in any school year.*
- Every effort shall be made between the parties directly involved to resolve the matter at issue.*
- If there is still no resolution the appellant may present the case to the Board of Management, thereafter to Cork ETB and finally to the Secretary General of the Dept. of Education and Science as provided in Section 28 and 29 of the Education Act 1998, as amended by the Education(Miscellaneous Provisions) Act 2007.*

	<i>Respect</i>	<i>Responsibility</i>
Yourself	<ul style="list-style-type: none"> • Wear your full school uniform. Jackets should be off. • Be mannerly. • Do the right thing, even if others don't. • Take ownership of your own learning and do your best. • Education is an opportunity don't throw it away. 	<ul style="list-style-type: none"> • Be on time for class and settle quietly. • Stay focused on your work and keep to your own space. • Use any free class to do homework, study and/or preparing for upcoming exams. • Use lockers at the designated times only. Get yourself organised before assembly and at break times. • Only ask to go to the bathroom at the given times. (Classes 3,6,7,9). • If you are absent from class, you are responsible for catching up on any class work or homework assigned. • Before entering school make sure phones are turned off and headphones are put away.
Others	<ul style="list-style-type: none"> • Listen and speak politely to your teachers and each other. • Raise your hand and wait to speak – One voice at a time! • Treat your fellow students the way you would like to be treated. • Be kind and mannerly to every person in the school. 	<ul style="list-style-type: none"> • Line up quietly outside your classroom. • Allow your classmates the access to learning, by not disrupting class or stopping the learning of others. • Follow instruction given by any member of staff. • Bullying is everybody's business – together we can stop it. • Follow the ethos of our school, you are part of 'A caring, learning community'.
Your School Environment	<ul style="list-style-type: none"> • Enter the classroom quietly. • Respect the property and equipment of the school. • Radiators are not seats. • Keep your books and locker in good condition or cover costs when they are returned. • No chewing gum. • Be proud of your school. 	<ul style="list-style-type: none"> • Pick up your litter. • Keep your locker area tidy. • Eat and drink in the canteen only. • Keep noise levels to a minimum. • Walk on the left. • Think of safety for yourself and others; be aware of Health and Safety rules especially in your practical subjects.

<i>I will</i>	<i>Because</i>
Respect my fellow students, school staff and visitors.	<i>I would wish to be treated with the same respect.</i>
Be on time and prepared fully for class with my journal, classroom materials & textbooks.	<i>I am responsible for my own learning.</i>
Follow the instructions given by the teacher, be attentive at learning & enter all homework in my journal.	<i>I am at school to learn.</i>
Have my mobile phone switched off at all times during class.	<i>It causes unnecessary disruption.</i>
Not bring the name of Coláiste Fionnchua into disrepute & conduct myself appropriately.	<i>I respect my school.</i>
Observe all health and safety regulations.	<i>I have a right to a safe environment.</i>
Only use my locker before & after school and at break times	<i>It is disruptive and time wasting.</i>
Wear my full school uniform at all times - except during PE/games	<i>It ensures equity among all students.</i>
Confine eating and drinking to the canteen & place all litter in the appropriate bins provided	<i>I would like to be taught in a clean environment</i>
Not possess or use prohibited substances including alcoholic drink, tobacco or other contraband substances within the school building, the school grounds or within the surrounding area of the College	<i>It is bad for my health and the health of others.</i>

Coláiste Fionnchua



CODE OF BEHAVIOUR ACCEPTANCE FORM

I/We have been supplied with the Coláiste Fionnchua Code of Behaviour, by the school Principal on: _____

The Code of Behaviour is acceptable to me/us.

I/We understand and accept that I/We are enrolling my/our child _____

at Coláiste Fionnchua subject to this code and I/We undertake to make all reasonable efforts to ensure that he/she complies with the provisions of the code.

Students Name: _____ (PRINT NAME)

Students Signature: _____ Year: _____

Signature of Parents/Guardians:

These will be kept as sample signatures.