

Code of Behaviour – September 2016

The following Code of Behaviour has been drawn up in accordance with statutory requirements and the policies of Kildare Wicklow Education and Training Board. It is also supported by our Behaviour Policy, copies of which are available in the school.

Our Code of Behaviour in Coláiste Bhríde 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. 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, Student Council, Eacht Suntasach Awards, Meitheal and Senior Leadership programmes.

The code is intended to make students feel happy, safe and secure in our school community.

Therefore we expect:

1. RESPECT AND CONSIDERATION

- That you show respect, courtesy and tolerance towards all staff members, fellow students, visitors to the school and places where you go representing 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.
- That you respect all school and other people's property.
- That any form of bullying is not tolerated.

2. ATTENDANCE AND PUNCTUALITY

- That you attend school every day.
- That you attend and are punctual for all classes and school activities. This includes relevant subject related activities, talks, seminars, exhibitions, etc.
- That a written note of explanation from your parents is presented to the administration office, **before 9am**, if you need to leave school during the course of the day.
- That if you are late for school you bring in a note of explanation and sign in at the *Seomra Fáilte*. **Go straight to class** – your subject teacher will make a note of the fact that you are late. Detention will be given for three unexplained 'lates'.
- That if you are absent you provide a note or a doctor's cert, **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 Officer.
- That if you live within walking distance of the school you may **go home** for lunch only if your parents sign an insurance indemnity form and that you supply one passport sized photograph for a Lunchtime Pass. This privilege may be withdrawn by the principal in cases where there is lack of co-operation.

3. DRESS and DEPARTMENT

- A high standard of dress and deportment must be maintained. The **complete official school uniform** must be worn in the prescribed manner at all times, including state examinations, and when representing the school. Pupils must travel to and from school in full school uniform including footwear.
- The official school jacket must be worn to and from school. **Hooded sweatshirts, half zips etc. are not permitted. These will be confiscated.**

Jumper (Boys and Girls):	Airforce Blue: V neck with gold stripes and embroidered school crest.
Two Shirts (Boys):	Dark Grey with tie. Tie to be visible above V of jumper
Two Blouses (Girls):	Cream blouse (not shirt -without tie).
Skirt (Girls):	Airforce Blue tartan kilt - <u>knee length</u> <i>(kilts should NOT be shortened).</i>
Trousers (Boys Only):	School Grey.
Tie (Boys Only):	Airforce Blue with Grey stripes.
Tights/socks (Girls):	Navy Lycra Tights or navy knee socks.
Footwear:	Ordinary black, polishable shoes. <u>Runners, canvas shoes, deck shoes (white soled), flip flop style shoes are not acceptable.</u>

- That only 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 during P.E. classes and games.
- That hair should be kept clean and tidy and worn in a manner suitable for school, (no garish styles and this includes colour and length) as deemed acceptable by school management.
- Students must be clean-shaven.
- That facial makeup is light, natural and seamless. Eye makeup, inappropriate nail polish and fake tan are forbidden.
- That jewellery is not outlandish or a source of risk in terms of health and safety. Students may wear small/neat earrings but all other facial piercings (this includes tongue rings and lobe stretchers) are strictly forbidden. Visible tattoos are not permitted.
- 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

- **That you respect the school policy on mobile phones, other digital devices and internet usage.**
- That you have charged iPad, books, pens and copies.
- That you bring other specific equipment as per subject eg. P.E., Home Economics, Art etc.
- iPads must be placed in lockers at break times and during PE.
- iPads should never be left unattended in a school bag.
- Our school cannot take responsibility for iPads that are damaged while unattended.
- Locker usage is before school, at break times and after school.
- That you are fully prepared for your subjects each day.
- That you write your name on all books loaned to you under the book rental scheme and that these books are suitably covered and properly cared for.

5. SCHOOL PROPERTY AND ENVIRONMENT

- That you are tidy and careful with school property and equipment.
- That you take pride in the appearance of your school and do **not** mark, deface or damage walls, floors, furniture etc.
- Toilet facilities should be respected and left in a manner suitable for everyone to use.
- Eating and drinking during class is strictly forbidden.
- That chewing gum is prohibited because it causes irreparable damage to school property and the school environment. Persistent usage will result in €5 fine.
- That you do not damage or allow others to damage or deface **your** journal. **The cost of a replacement journal is €10** (purchase from deputy principal).

6. LEARNING AND TEACHING

- That you as a student are aware that school is a place for learning and teaching in a respectful environment.
- That you do your best to participate in class, listen to your teacher and behave in an appropriate 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, have a study plan to allow organised time for study, revision and exam preparation.
- That if you are unable to access the internet for homework, a written explanation from your parent(s) is provided for the subject teacher, the following day.
- That you have your journal signed weekly by your parent(s) and monitored by your class teacher.
- That you adhere to the official school *Policy on Homework and Study*, a copy of which is on the website and issued to each student.

7. CONDUCT

- That you are responsible for your own behaviour and conduct.
- That you act in a proper manner in school, on school outings, and when you are identifiable with the school.
- That your use of social media is appropriate at all times.
- **That mobile phones must be switched off and must not be used on school premises during school hours; no responsibility will be accepted for mobile phones lost or stolen. Any mobile phone used improperly will be confiscated for a minimum period of two calendar weeks.**
- That you may not possess, consume, sell, pass or prompt the use of cigarettes, drugs, alcohol or other banned substances while on school premises or under the care of the school.
- Smoking is illegal on school premises and there is a substantial fine for breaches of this rule.
- That you may not possess offensive or dangerous weapons.
- That you may not possess unsuitable or inappropriate digital, printed matter or publications.

8. REWARDS

Coláiste Bhríde promotes and recognises the positive attributes of every student. Ways to reward our students include:

- Acknowledgement and praise
- Eacht Suntasach Award System
- Leadership roles given to students
- Year group excursions
- Display students work in the school environment
- Positive dialogue with parents

9. RESTORATIVE PRACTICE

Our school will make every effort to develop a spirit of partnership and co-operation and will endeavour to bring about changes in student behaviour and performance for the better.

Students are encouraged to take ownership of their conduct, in conjunction with our “Above the Line” policy.

PLEASE NOTE

Parents and students are asked to recognise that it is not possible to detail every rule governing students’ 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.

Sanctions and Detentions Process

	Sanction	Reasons
Stage 1	<p>Sanction given by subject teacher:</p> <ul style="list-style-type: none"> • Lunch time detention with subject teacher • Extra homework <p>Sanction by P/DP:</p> <ul style="list-style-type: none"> • Lunch time detention 	<ul style="list-style-type: none"> • Disruption to Learning and Teaching • Failure to follow teacher instructions • Homework not attempted/completed • Equipment and/or journal not present in class • Poor punctuality • Non participation in classroom activities • 3 lates to school-no written explanation • Unexplained absence- no note presented on return to school
Stage 2	<p>Sanction given by Year Head or Principal/Deputy Principal:</p> <p>Afterschool Detention Tuesday or Thursday 16.00 to 16.50</p>	<ul style="list-style-type: none"> • Student has received 3 detentions in stage 1 • Inappropriate behaviour outside of class time*
Stage 3	<p>Sanction given by Year Head or Principal/Deputy Principal:</p> <p>Wednesday afterschool detention (13.30 – 15.30)</p>	<ul style="list-style-type: none"> • Student has received 2 detentions in stage 2 • Continued disruption to Learning and Teaching • Serious incident in a classroom * • Serious incident outside of the classroom * • Failure to attend class • Truancy (mitching) from school
Stage 4	<p>Sanction given by Year Head and Principal/Deputy Principal</p> <p>Suspension from school for a period of up to 5 days</p>	<ul style="list-style-type: none"> • Student has received 3 detentions in stage 3 • Serious incident in a classroom* • Serious incident outside of the classroom*
Stage 5	<p>Student and parents meet with school's Disciplinary Panel (to be comprised of Principal, Deputy Principal, Assistant Principal and Year Head) Management for continued participation contract hearing</p>	<ul style="list-style-type: none"> • Student has been suspended 3 times from school
Stage 6	<p>Student and Parent(s) meet with the school's Board of Management for possible expulsion hearing.</p>	<ul style="list-style-type: none"> • Student has been suspended following his/her meeting with the school's disciplinary panel • Serious incident of misconduct

* It is important to note that the list of reasons outlined above is not exhaustive and is subject to interpretation by school management. A student may enter this process during any of the stages 1 – 6 at the discretion of school management.

- Parents will be informed by text, on the day before, if their child has to attend detention after school. A written explanation will be given to the student to bring home. It is their responsibility to collect this notification from the school office when school ends.

The following strategies will apply as the occasion demands:

- Fines – especially for smoking, chewing gum and damage to property
- Exclusion from school tours

At the beginning of a school year each student is afforded a fresh start. However, this may follow a continued participation meeting with school management.

Report System

The school's report system runs in conjunction with the detention/sanction system as outlined above. Students are encouraged to behave and cooperate in a manner which will ensure that they can be removed from report sheet as soon as possible and thus remain off the report sheet.

Report Type	Explanation	Reasons for application	Review period
Homework report sheet	Daily report - Each subject teacher gives a brief written report as to student's efforts at completing or attempting homework	Student placed on homework report following 3 detentions from subject teachers for same	To be reviewed each morning at 8.40 am with Year Head – Decision to continue made by Year head following 5 full days on report
Punctuality report sheet	Daily report - Each subject teacher records that student is either on time or time of arrival if late	Discretion of Year head and class teacher.	To be reviewed each morning at 8.40 am with Year Head – Decision to continue made by Year head following 5 full days on report
Pink report sheet	Daily report - Each subject teacher gives a brief written report as to student's efforts at completing or attempting homework, participation in class and conduct during class time.	Student placed on pink report having received a stage 2 detention for reasons aside from homework	To be reviewed each morning at 8.40 am with Year Head – Decision to continue made by Year head following 5 full days on report
Yellow report sheet	Each subject teacher gives a brief written report as to student's efforts at completing or attempting homework, participation in class and conduct during class time. While on Yellow report sheet a student may be suspended from school with immediate effect as a result of poor conduct and/or disruption to Learning and Teaching.	Student moves onto yellow report for poor conduct while on pink report. This decision is made by the Year Head in conjunction with Principal and/or deputy principal.	To be reviewed each morning at 8.40 am with Year Head. Student must attend a report review meeting with Principal and Deputy Principal each Friday at lunch time. A decision to continue on Yellow report sheet or to revert to a pink report sheet is made in conjunction with Year Heads following a minimum of 5 full days.