

ST. AILBE'S SCHOOL CODE OF BEHAVIOUR

A. Introduction

Many people work together in St. Ailbe's School each day. To ensure that the school is a happy and safe place for all, a high level of courtesy and consideration for others is essential.

School Rules are necessary and:

- are based on the recognition of the rights and responsibilities of all members of the school community
- attempt to create an environment in which the safety and welfare of all is protected
- promote an environment in which teaching and learning can proceed effectively for the benefit of all
- help students make more responsible choices regarding their behaviour
- promotes order, safety, fairness, justice and harmony for all members of the school community.
- St. Ailbe's School endeavours, to the greatest possible extent, to provide an appropriate education for all students, and in that context, **the right to education of the overwhelming majority of pupils must not be subverted by a disruptive minority.**

Important Notice:

- It is a fundamental requirement that students adhere to the Code of Behaviour and further requires that no action of a student in or out of school would damage the reputation of the school.
- It is understood that **attendance** at this school **implies acceptance** of the **rules** and **regulations**. Students and Parents/Guardians are asked to read and to sign this Code of Behaviour in the spaces provided.
- This Code of Behaviour is subject to review and revision on an on-going basis.
- Note: Parents/Guardians have the right of appeal in all matters relating to discipline procedures in St. Ailbe's. Procedures in relation to an appeal are available at the office in St. Ailbe's or by contacting Tipperary SR. VEC (052 6121067)

B. School Journal:

Each student is provided with a Student Journal book at the start of the school year.

1. The Student Journal is designed to:
 - a. Monitor the student's attendance and punctuality
 - b. Monitor the day-to-day behaviour of each student and record detention
 - c. Provide a number of permission forms which require the signature of the students' Parents/Guardians
 - d. Provide a journal to organise homework on a daily basis
 - e. Provide information on the progress of the student
2. Each student is required to have his/her Student Journal with them in all classes. In order to facilitate entries in the Absence Record or Permission to Leave School sections and to facilitate Parents/Guardians checking the student journal it is essential that students bring home the student journal each evening.
3. The Student Journal is for official purposes only. It is not a personal diary.
4. Each student is responsible for the safe keeping of his/her Student Journal. Loss of the Student Journal must be reported immediately to the Year Head. Loss of the Student Journal will result in a replacement fee of €10 for a replacement Student Journal.

C. Role of Parents/Guardians:

The support and co-operation of Parents/Guardians is essential to the effective operation of the Code of Behaviour. Parents/Guardians need to work in co-operation with St. Ailbe's School to create a positive and caring learning environment. In particular Parents/Guardians should:

1. Monitor your sons/daughters behaviour, progress, attendance and punctuality by regularly checking the School Journal.
2. Ensure that your son/daughter attends school regularly, on time, in full uniform and is in possession of all materials necessary for their education.
3. Contact the school if you are concerned about any aspect of your child's behaviour and/or progress.
4. Provide all necessary information to St Ailbe's School.
5. Provide a note, using school journal, explaining a student's absence from school as required by the Education welfare Act 2002.

6. Make appointments through the school office 062 51905 to request a meeting with a teacher, Year Head, deputy Principal or Principal.
7. Attend meetings as requested by St Ailbe's School.
8. Check in at office if you wish to meet a student or bring a student home early from school.
9. Read and become familiar with all St Ailbe's School policies and procedures.
- 10. Highlight the importance of Respect to your son/daughter.**

St Ailbe's School are confident that if support and co-operation are received from Parents/Guardians that this Code of Behaviour will help enable your son/daughter to achieve their full potential while attending St Ailbe's School.

D. Bullying:

1. Every Child has the right to pass safely through childhood into adulthood. This right, which no person should take from another, includes the right not to be bullied. Bullying happens when one person or a group of people tries to upset another person more than once by, e.g. making hurtful comments, intimidating or making physical contact with another person or their property. This also includes actions that may take place using any modern communication technologies.
2. Students are expected and encouraged to report any instance of bullying which they experience or observe.
3. It is the policy of St. Ailbe's School that all incidents of bullying will be investigated and that decisive action will be taken to resolve such a serious breach of the Code of Behaviour..
4. Cyberbullying refers to a situation where anyone is repeatedly tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person/persons using text messaging, email, instant messaging or any other type of digital technology.

E. Punctuality and Absenteeism:

Students who attend class regularly and on time make progress in school. Poor standards of punctuality and attendance disrupt teaching and learning.

1. Classes begin at 9:00am and students are required to be present in the school at 8:50am. Similarly, students are required to be present in the school ten minutes before classes resume in the afternoon at 1.50pm. Students must present between 8:50am and the end of the final class each day.

2. Students who are late for school in the morning or the afternoon must report to the main office on arrival with a written explanation from his/her Parents/Guardians.
3. **Students must arrive to all classes on time.**
4. Where a child is absent from school during part of a school day, or for a school day or more than a school day, the Parents/Guardians shall notify the Principal of the school of the reasons for the child's absence. This must be completed in the section provided in the Students Journal. (*EWA, 2000 Part III, Section 23*).
5. In accordance with the terms of the Education Welfare Act the school will send a report to the Education Welfare Board on students who are absent in excess of twenty days.
6. School Management cannot accept responsibility for students who absent themselves from the school without permission.

F. Extra-Curricular Activities:

Participation in extra-curricular activities is a privilege which requires high standards from all involved. While recognising that extra-curricular activities are an important part of school life they should not unduly interfere with a student's academic progress.

1. Students who have an unsatisfactory discipline record may be withdrawn from extra-curricular and other school activities.
2. The Code of Behaviour applies to all outings, activities and tours.
3. Any student guilty of misbehaviour during extra-curricular or other school activities may not be allowed to participate in future events and/or be subject to other sanctions.
4. Full school uniform must be worn by all students for out-of-school activities unless otherwise advised by the relevant school authorities.
5. It is the responsibility of each student involved in activities to complete, on time, the classwork/homework assigned.

G. Procedure for leaving school during school day.

St Ailbe's School is responsible for you during the school day and the following procedures are necessary to ensure your safety.

1. In order to obtain permission to leave school, the student's Parents/Guardians must complete and sign the permission form in the student's School Journal.
2. No student is allowed to leave the school grounds without permission form signed by Year Head, Deputy Principal or Principal.

3. The student must show the signed permission form at the office when signing out and likewise when signing in.
4. 1st, 2nd, 3rd, students must remain within the school grounds during lunchtime. Parents/Guardians must meet with Principal to discuss individual cases regarding going home for lunch.

H. St Ailbe's School Uniform and Appearance:

The school uniform is a public symbol of membership of our school.

1. Boys: white shirt, navy jumper (Vivaldi) with school crest, navy blue pants, plain shoes. Any shoe/runner with visible logo's coloured strips, coloured laces etc. are not allowed.
2. Girls: White shirt/ blouse, navy jumper (Vivaldi) with school crest, pleated check skirt with navy blue tights or navy knee length socks, navy blue pants may be worn and plain shoes. Any shoe/runner with visible logo's coloured strips, coloured laces etc. are not allowed.
3. On rare occasions students who present themselves not in **Full** uniform can be provided with alternative uniform, footwear, *crocs* by the Year Head and/or Principal.
4. St. Ailbe's School Jacket is optional.
5. Full school uniform to be worn during state examinations.
6. Hair must be neat and tidy at all times and of a natural colour.
7. Extreme hairstyles (shaved, dyed, untidy etc.) during the school term are not permitted.
8. Eyebrow piercings and any excessively sized ear-rings and rings are not allowed under health and safety guidelines.
9. Students are allowed to wear one pair of discrete ear-rings and one discrete facial piercing.
10. Make-up worn should be discrete.

A breach of the above with regard to school uniform and appearance is perceived as being a deliberate and calculated disregard for school rules.

I. Mobile Phones/Electronic Devices/Internet Usage:

1. The office phone is available to students for contact with Parents/Guardians.
2. Mobile phones, camera and video phones, smartphones and any electronic device (iPods, MP3 players etc.) **should be powered off and out of sight during the school day.**
 - a. Students may be requested to hand over such a device to any member of staff.
 - b. The student may collect their electronic device at the end of the school day.

- c. However if a student is found using such a device **during class time**
Parents/Guardians will be required to collect the item from the office.
3. The school reserves the right to retain the *device* and/or storage media and hold it for further examination by the relevant authorities.
4. Parents/Guardians may be required to meet with Principal Deputy Principal or Year Head if the inappropriate use of any electronic device/internet results in the invasion of another student's privacy or any member of St. Ailbe's School staff.
5. St Ailbe's School cannot be held accountable if any of such items go missing.

J. General Points

1. **Smoking** is prohibited by Law in schools and on all school grounds. Smoking is also prohibited while a student is representing St Ailbe's School in any activity outside of school **and while coming to and from school**. [*Public Health (Tobacco) Act 2002*]
2. Possession, use, sale and distribution of illegal substances are strictly forbidden and **may result in immediate expulsion. Appropriate outside agencies will be contacted.**
3. Students who intend to drive to school in their own/parent's vehicle (Car, Motorbike, van etc.) must seek prior approval of the Principal by completing the appropriate form. Student vehicles must not be removed from school grounds during the hours of 8.50am to 3.45pm. The school accepts no responsibility for any damage caused to and/or loss from the vehicle while on school grounds.
4. It is expected that students use the toilet facilities before 8:50am, during morning break and during lunch break. If a student needs to use the toilet facilities at a time other than stated above, then they must get the written permission of their teacher. This must be written in the student's journal.
5. Loitering in the toilet areas is not allowed.
6. Students who feel unwell must report to the office. They must have written permission to do so from their teacher if it is during class time.
7. Chewing gum is not allowed.
8. Correction fluid (liquid) e.g. *Tippex*, is not allowed.
9. Inappropriate language is unacceptable at all times.
10. Specialist rooms in the school will have relevant rules and guidelines. These must be followed by all students.

K. The School Day:

(i) Before School:

1. Students should be in school before 8:50am.

2. Students must present themselves in proper uniform, which should be clean, and in good repair. Student's appearance should not be in breach of the school code of behaviour.
3. Students must come directly to school each morning and when returning after lunch break, there must be no loitering and if students arrive early they must stay in the school's grounds.
4. Students must ensure they have the correct material for each class.
5. It is essential that all students have their School Journal with them every day.

(ii) Classroom:

1. Students must be punctual and have all the proper materials for class. Students must have their School Journal for every class.
2. Students must show respect for staff and other fellow students and school property.
3. Students must do the work set out for them.
4. Students should sit in seats assigned.
5. Students may only leave the classroom with teachers' permission and their School Journal must be signed by teacher assigned to that class.
6. Students must obey class rules as laid out by their teacher.

(iii) During Breaks and Lunchtime:

1. Students are expected to walk in an ordinarily manner on the corridors. Students should walk on the right and side of the corridor during break and lunchtime.
2. Bags and books should be left in students' lockers or bag room. No bags to be left on corridors.
3. When queuing for food at canteen please do so in an orderly fashion. Food should be eaten in the canteen area ONLY. Students must queue in single file.
4. On first bell students should be moving to their next class.
5. First Year, Second Year and Third Year students are not allowed to leave the school grounds at lunchtimes.
6. If students are participating in Extra-Curricular Activities they must follow all instructions of teachers and or supervisors.
7. Students forming large groups during lunchtime can be told by school staff to break up and stay in two's and three's. Failure to follow this instruction will carry a serious sanction.

(iv) After School:

1. Students are expected to treat any member of staff, or other fellow students, whom they meet outside of school hours in a respectful and courteous manner.
2. Rudeness, insolence, aggressive or threatening behaviour to members of staff will not be tolerated and may result in immediate suspension and/or expulsion
3. St Ailbe's School may impose sanctions as a result of incidents which occur outside of school time which may have an effect on the Health and Safety of students and staff and also on teaching and learning.

Sanctions:

If a student's behaviour becomes unsatisfactory there is a need for sanctions. The following is a list of the sanctions that can be applied in St. Ailbe's School. It is not exhaustive and others may be implemented if the situation demands.

1. Reasoning with student
2. Prescribing additional written homework or additional learning tasks
3. Verbal reprimand
4. Message/entry in Student Journal
5. Separation from peers e.g. movement to another desk, another classroom
6. Loss of privileges including school activities and school trips
7. Detention during break and lunch, after school and/or on Saturday
8. Referral to class tutor, Year head, Deputy Principal, Principal and/or Discipline Committee
9. On a report card for a period of time
10. Communication with parents up to and including formal meetings
11. Class suspensions/in school suspension with break and lunchtime withdrawn
12. Reduced timetables
13. Formal interview by class tutor, Year head, Deputy Principal, Principal and/or Discipline Committee
14. Fines
15. Confiscation
16. Suspension
17. Referral to external agencies, e.g. Community Care services, NEPS, Gardai, etc.
18. Expulsion

Important Notice: Any pupil, who has any item which can be classed as a threat to the health and safety of St. Ailbe's School community, may be automatically suspended and/or expelled. The Gardaí may also be informed.

Detention:

1. A student may be placed on detention at break time, lunchtime or after school hours.
2. The Principal/Deputy Principal can authorise after school detention 4 – 5 pm.
3. The Principal may authorise Saturday morning detention if deemed appropriate.
4. Should detention be deemed necessary during after school hours Parents/Guardians will be advised in advance, via our Student Journal or by post.
5. Failure to attend detention can result in suspension from school.

Processes for Promoting Positive Behaviour in St. Ailbe's:

Positive Behaviour Tracker

This report card will be used to set goals for students and to identify areas of concern. It will be monitored by year heads each day. Goals set will be achievable.

Positive Behaviour Program:

St. Ailbe's School will run a 5 week positive behaviour program for students. This will run once a week after school from 4pm to 5pm. The school Principal in consultation with year heads and other school staff **can INSTRUCT** a student to attend this program. Parents/guardians will be advised in advance and your support will be expected and appreciated. Failure to attend will result in students being asked to remain at home until they are willing to engage in this process.

Merits

Students who obtain merits in any given week will be entered in a draw at assembly time. Merits can be given by any staff member and will be monitored by school Year Heads.

Homework Clubs

Students who may be falling behind with homework **can be instructed** by school Principal to attend Homework Club. If this instruction is given students will have to comply. It is in their best interest.

End of Year School Tours

The school will each year organize an end of year tour for all junior cycle classes. This will be a reward for students who have been positive in school and have made big efforts to maximize their potential to achieve in school.

Year Head Meetings

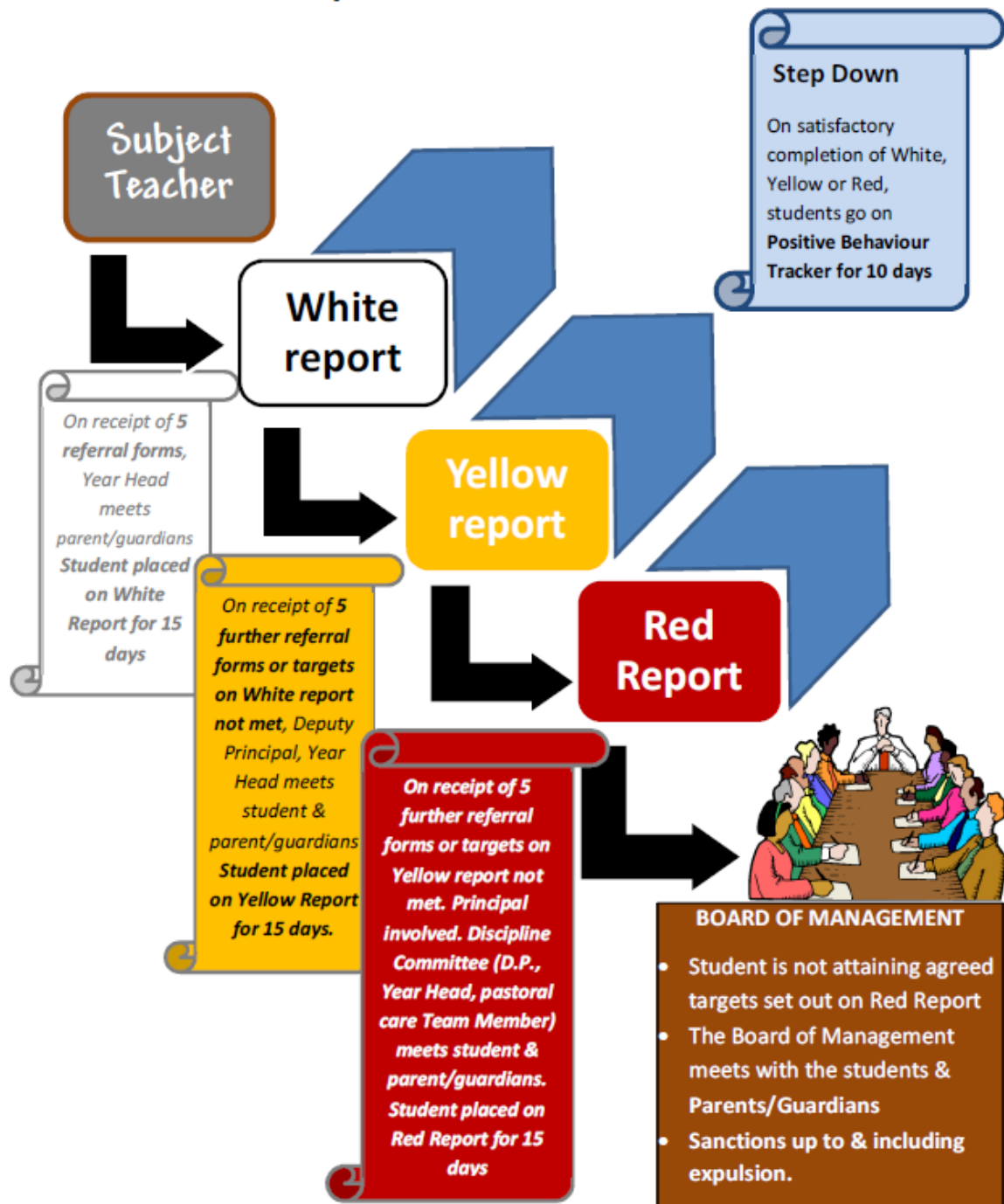
Students can be asked to attend a meeting of Year Heads to explain their behaviour and to put in place guidelines for the following week.

In School Suspension

St. Ailbe's School will run an in school suspension system once a week. During the day the student will be asked to complete work assigned. This work could be school literacy and numeracy initiatives. It can be positive behavior worksheets. Students may be set different break and lunchtimes.

Discipline Procedures:

Code of Discipline Ladder of Referral



**Any single incident can be referred to the Board of Management at the discretion of the Principal. Other interventions may be used including; referral to Pastoral Care Team; school counsellor, external agencies, BSR, and other interventions as deemed appropriate.*

NB:

It should also be noted that if any individual incident is deemed to be sufficiently serious a student may be put on report, detained or suspended without going through each stage in the discipline structure. The Principal may also at any stage place a student on Report where the student will have to have their Report card signed 3 times a day by the School Principal. This will operate in tandem with the above structures.

Parents/Guardians Signatures _____

Student Signature _____