

## CODE OF BEHAVIOUR

Scoil Ruáin, Killenaule, Co. Tipperary



### **Mission Statement**

**“Scoil Ruáin will provide a quality education in a caring, respectful and nurturing environment. We will encourage the development of the complete person in keeping with our school motto”.**

### **Motto**

**“Ad Totam Personam”.**

The Code of Behaviour is fundamental to the mission and motto, safeguarding the rights of all in the school community through a preventative, supportive and corrective approach. The essence of the Code is respect for oneself and others, self-discipline and social responsibility. Rules are essential if the main business of the school, teaching and learning, is to proceed unhindered.

Students and Parents/ Guardians are required to sign up to the Code of Behaviour and subsequent policies on enrolment and in application & transfer forms, thereby accepting their roles and responsibilities as partners in education in Scoil Ruáin

## **Charters of Rights and Responsibilities**

### **Students**

#### **Rights:**

- To the highest standard of education to meet the individual needs of students.
- To be safe and secure in a non-bullying environment
- To be treated with respect
- To be taught in a clean and orderly environment
- To have access to all areas of the curriculum, subject to available resources
- To have classes start punctually and have lessons that are well prepared
- To be assessed regularly, through homework and tests
- To have access to extra-curricular activities
- To have property treated with respect
- To have a right to be heard and be recognised as active citizens

#### **Responsibilities:**

- To be well behaved both inside and outside the school and obey school rules
- To work hard in class and cooperate with the teachers
- To arrive punctually, be prepared for class and do nothing to interrupt the teaching of the lesson
- To work to the best of ability at all homework and assessments
- To treat everyone with respect
- To wear the correct uniform and take care of property
- To aim to take part in extracurricular activities
- To not bully through verbal, text, internet and exclusion
- To use language and materials that are appropriate and inoffensive
- To support the school in implementing the Code of Behaviour
- To attend meetings organised by the school

## **Teachers and Staff**

### **Rights**

- To work in a clean, attractive and safe environment free from verbal, physical abuse/intimidation
- To be allowed teach without interruption or disruption
- To be kept up to date about changes and developments as they occur
- To have fair and equal access to staff development
- To be treated in a professional manner by all colleagues
- To be supported by management while carrying out their duties
- To be supported in the delivery of the curriculum
- To have adequate resources to deliver the curriculum effectively
- To have adequate time to carry out professional duties
- To have personal welfare issues dealt with in a sensitive and confidential manner
- To have a right to be heard

### **Responsibilities**

- To prepare effective teaching resources
- To manage time effectively
- To be punctual and attend in accordance with the timetable
- To keep up to date with educational changes and developments
- To treat all students, staff and parents/guardians in a professional manner
- To promote a caring environment for all
- To support management in the implementation of decisions
- To support a clean, safe and attractive work environment

## **Parents/Guardians**

### **Rights**

- To have access to the relevant school policies and guidelines
- To have access to information about their child
- To feel confident in sharing issues or concerns about their child and learning
- To have their child spoken to in a professional and controlled manner
- To ensure their child will have access to all areas of the curriculum, subject to available resources
- To participate in the Parents Association
- Have a right to be heard

### **Responsibilities**

- To support this code of behaviour and all school policies
- To encourage and support their children by showing interest in their work and school life
- To praise their child's efforts
- To provide space and time for your child to do their homework
- To support the wearing of the school uniform
- To keep up to date with the school journal
- To monitor their child's use of mobile phones, the internet and all social media.
- To ensure their child attends regularly and punctually by 8.55am and collect their child from school when requested
- To attend meetings organised by the school
- To support your child by attending meetings/concerts/activities/awards etc.
- To listen to both school and child when a problem arises
- To inform the school of any change of circumstances
- To support the school positively at all times
- To only communicate with their child during the school day through the office

## **Positive Behaviour and Best Practice**

The Code of Behaviour was reviewed by all partners – students, staff, parents and the board of management during the school year 2017/2018. The Board of Management will review the Code of Behaviour on an annual basis.

The following summarises the emphasis placed on positive discipline at Scoil Ruáin. In order to acknowledge, encourage and enhance positive behaviour Scoil Ruáin engages with some or all of the following positive reward/award systems:

- a. The Class Tutor is the teacher, who on behalf of the school community, undertakes the role of caring for a class group to promote learning.
- b. Class tutors meet with students and praise positive behaviour including effort, helpfulness, adhering to the Code of Behaviour, achievements in and out of school, improvement in academic achievement.
- c. Teachers and tutors may put positive notes in the comment section of the diary and/or use the Scoil Ruáin stamp, stickers etc.
- d. Class tutors may develop positive reward systems such as bonus points or recommendation systems.
- e. Class trips, outings, parties, treats, vouchers, group activities and celebratory events may be organised in recognition of achievement or progress.
- f. Verbal praise and an atmosphere of friendliness will result in a positive environment which enhances Teaching & Learning.
- g. Attendance Certificates recognising full attendance are awarded after 3 and 6 months and at the end of the school year.

**The Code of Behaviour emphasises respect for selves, others and their property. The purpose of the rules is not to punish but to ensure that all in the school community can work together in harmony. In Scoil Ruáin, as part of promoting positive behaviour, the following are our expectations of students:**

### **Respect for People**

- Each student has the right to learn, therefore I don't disturb the class and deprive my fellow students of their rights.
- I must not engage in any form of bullying or fighting. Bullying is dealt with in the schools Anti Bullying Policy and refers to all people in the school, students and staff.

- Teachers have the right to teach without having to repeatedly correct me for inattention, lack of co-operation or disruptive behaviour.
- My parents/guardians have the right to expect from me that I perform to the best of my ability. I recognise that study will contribute to securing my livelihood, develop my talents and skills and help me to enjoy rest and recreation.
- I understand that I must not use inappropriate language.

### **Respect for Property.**

- I must respect what belongs to me and what belongs to others. Consequently, I should not damage, take, mark, break or write on school property, or another person's property. We are very fortunate to have modern new school buildings and I have a duty to ensure that I do not damage the building fabric, furniture and equipment. **Damage must be paid for by the student concerned.**
- Smoking adversely affects the health of smokers and those in close proximity. In everyone's interest smoking (including tobacco, non-tobacco products and electronic cigarettes) is not permitted in or around the school or while attending school organised activities. **Smoking in a public place is against the law.**
- I acknowledge that chewing gum may be used to vandalise clothes and property and that I must not have possession of it within the school or its grounds.
- Littering seriously demeans the school environment. I have a duty to use the bins provided. I should dispose of wrappers etc in the canteen bins before leaving the area.
- Throwing of objects is immature behaviour and is highly dangerous to person and property. I must not do so.
- Gates are provided for my convenience and I should not climb over the fencing or walls.
- I accept that others are entitled to their privacy and that certain areas are out-of-bounds to students. These include the caretaker's workshop, Coisceim and all offices. The sports facilities are only accessible with permission from supervising teachers. Trespassing on adjoining property is not permitted as we must be courteous to our neighbours.
- I accept that my property is my own responsibility and should bear my name. Any money or valuables should be carried on my person.
- My locker should be always clean and tidy and not used to store anything offensive. Management has the right to inspect the lockers at any time. (Management accepts no responsibility for lost, stolen or damage to student's property).

- I have a duty to ensure that my uniform is kept clean during games at lunchtime. I accept that in order to keep the school building clean

### **School Duties**

- I acknowledge that once I arrive at the school grounds I am subject to the discipline of the school and may remain only as long as I behave myself. I understand that the same rules apply when taking part in school-organised activities.
- I understand that in order to achieve to the best of my ability my attendance must be regular and I should only be absent from school or leave early in exceptional circumstances. I have a duty to be punctual for school (8.55 a.m.) and classes. Rollbooks/VShare is the official record of my attendance at school and will be checked when I need a reference. I will require a note from my parents in my journal explaining absence, which must be produced on my first day returning to school. I understand that prolonged absence will be notified to the Education Welfare Officer/Tusla. A medical certificate should be furnished for illness where possible.
- If leaving the school for whatever reason during school hours a note must be produced from my parents with a contact number in my school journal which must be signed by the Principal/Deputy Principal/Year Head.

**Note: A text message from parents is not sufficient.** I should be collected from the school grounds by my parent/guardian or an adult designated by my parents/guardian. The name of the person collecting me must be specified on the note in the journal. **This person must sign the register before I have permission to leave.**

- I accept that truancy will be immediately notified to my parents. I understand that the school cannot accept responsibility for me if I decide to absent myself from the school grounds without prior permission of the Year Head, Principal or Deputy Principal.
- I have a duty to wear my uniform to school and for school related activities and be in possession of the correct gear and footwear for P.E. and Activities, even if not participating due to medical reasons. If I cannot comply with these rules I must have a letter of explanation from my parents. I must not wear any form of jewellery when playing games. Note: Full school uniform must be worn during state examinations. If I am wearing incorrect jackets, scarfs etc. they will be confiscated. I understand that it is my duty to collect the item at the appointed time. Items not collected by the appointed time (end of term) will be placed in the Lost/Found box and disposed of if not collected.
- In line with the dress code and for personal safety I understand that I am not allowed wear body rings/studs with exception of a single pair of ear studs worn one on each ear lobe. I am also not allowed have any visible tattoos.

- I have a duty to be polite and courteous to others. I have a duty to move quietly and in an orderly manner within the school. I am to queue outside classrooms until the teacher bids me enter.
- I understand that sports equipment (e.g. footballs, soccer balls, rugby balls and sliothars, etc.) are not permitted on the school corridors. They should be kept in my school bag or in my locker. I am not permitted to play games inside or outside the school between classes. Playing of field games such as hurling, football etc. are only permitted on the sports fields. For safety reason I need to be aware of other students and staff in the vicinity when playing hurling.
- I have a duty not to disrupt class, and allow those students who are anxious to work and study the opportunity to do so.
- I have a duty not to be in possession of or distribute any substance or literature damaging to moral or physical wellbeing. Drug related issues will be dealt with in accordance with the school's Substance Use Policy.
- I understand that the sharing or distribution of sexually or violent explicit content including texts, literature, video, photographic or other materials is an unacceptable and absolutely prohibited behaviour and is a major offence. Please note that all incidents involving creating, storing, or sharing of explicit content of children under the age of 17 will be reported to the Gardai and Tusla. Sanctions for students involved in this area will be as outlined for a Major Offence in the Code of Behaviour.
- I have a duty not to loiter in the toilet areas
- I understand that I may only use my locker before school, at break, lunch and after school. I must not go to my locker between classes unless I have permission from a teacher.
- I understand that I may only use the water fountain before school, at break lunch and after school. I must not go to the water fountain between classes or after first bell unless I have permission from a teacher.
- I have a duty to carry a school journal (purchased from the school) and, on a daily basis, enter homework assigned to me. I will not remove any pages from my diary, alter any notes or graffiti my diary in any way.
- I also have a duty to complete all homework to the best of my ability. I am aware that homework includes revision. I must also have the necessary books with me. In the first instance communication between home and school must be in my school journal. Notes not in the school journal may not be accepted as valid. If I lose my journal or if my



journal is in an unacceptable condition I will have to purchase a new one from the school costing €10.

- I am aware that when away on school activities it is best practice to catch up on all classwork and homework missed so my learning will not be affected.
- I understand that I must travel to school activities by the transport provided by the school and if using any other means of travel a note from my parents must be produced.
- If I have a mobile communications device **I will not bring it to school**. I understand that if my mobile phone is confiscated it may only be collected by parents/guardians)
- I understand that cameras (e.g. phones, Ipads, etc.) cannot be used on the school premises to record pictures, videos etc. unless students are making videos or taking photos in class for educational purposes or on fieldtrips for educational purposes and then only with the permission of a teacher. I understand that music devices such as walkman, MP3 Player, or Ipod, etc., cannot be used during class time. These may also be confiscated and may not be returned for a period. Failure to hand up mobile phones and music devices when asked is a major offence. Note: Class time includes while changing from one class to another.
- I have a duty not to be in possession of or consume alcoholic drink while attending school or while involved in school activities. Also I understand that in order to function to the best of my ability I must not be under the influence of alcohol or adverse effects of alcohol.
- I understand that contact or conduct deemed inappropriate by school authorities is not allowed between students, including all public displays of affection.
- The school reserves the right to search any part of school property (including lockers) and any bags, vehicles or other belongings on school property or at school events. Where there is a reasonable cause to believe that a person on school property or at a school event has on their person (which includes clothes etc. actually being worn) any stolen property, offensive weapon or dangerous object (including a drug within the meaning of the drugs policy of the school), that person may be asked to volunteer the property weapon or object. If they fail to do so the Gardai may be called in to conduct a search. Two staff members must be present during any form of search. An attempt will be made to notify parent/guardian of students under the age of 18 prior to the Garda search. If a medical emergency arises, medical/emergency services will be sought.
- Students who wish to drive to school may do so providing they meet the requirements laid out in the associated policy.

- I understand that all school rules apply during state examinations with one exception. Students are allowed leave the school grounds on completion of their examination.
- I understand that interfering with the fire safety and other safety systems is dangerous and I must not cause false alarms.
- I understand that the emergency exit doors are only to be used in an emergency situation e.g. to leave the school building when the fire alarm sounds or during an emergency evacuation event. This is to prevent unauthorised access to the school buildings.
- Students using deodorants must be aware of the dangers associated with their use in enclosed areas. Please observe the safety notices printed on the deodorant container.
- After school study begins at 4.15pm and finishes at 6pm. I understand that school rules apply while attending study and I accept that any misbehaviour will be notified to my parents. If leaving afterschool study early I must present the supervisor with a note signed by my parent or guardian.
- I have a duty to comply with any further regulations which may be introduced for my own good and the good of the school.

## **HEALTH AND SAFETY**

Teachers, other staff and students have a responsibility with regard to the Health and Safety of others to ensure the safety and well-being of all.

- Students must always adhere to instructions of staff throughout the school environs. Health and Safety rules in all practical classes must be followed by students at all times.
- Out-of-bounds areas are deemed as such in the interests of Health & Safety of all in the school.
- Where there is a serious incident or the safety of students/teachers is at risk, the Principal may impose immediate suspension. The Principal, in consultation with staff, may impose sanctions which enable all students/staff of Scoil Ruáin to attend school/work in a safe, positive atmosphere.
- Use pathways provided and be vigilant with traffic.

## **Promoting Positive Behaviour**

A whole school strategy approach to inappropriate behaviour exists which is taught to students as a visual “Ladder of Intervention”. This system is a school wide response from staff to assist students in learning by helping them change their behaviour. Promoting positive behaviour is central to our code of behaviour and hence our responses to inappropriate behaviour foster support and guidance to students. All teachers’ use their Positive Intervention Strategies to counteract inappropriate behaviours. The rationale for this is:

- To give students responsibility in the development of school and classroom rules
- To develop positive everyday interactions between teachers and students
- To give students options
- Give students a chance to change their behaviour

Record Keeping: All strategies to prevent and respond to inappropriate behaviour are recorded and filed and parents are kept informed.

- Class Teachers keep record of dates of interventions, targets, offences of misbehaviour, sanctions – upload behavioural issues as events in referral book (VShare), informs the Year Head when incidents are recorded and/or emails the Year Head with referrals.
- Class Tutor: As student’s regular point of contact class tutors are important in promoting positive behaviour and Code of Behaviour reminders.
- Year Head: Students are introduced to the schools Code of Behaviour by the Year Head. The Year head meets with students regularly reminding students of rules and routines and promoting our use of positive rewards. Keep record of all issues involving students – reports received, meetings with student, teachers, parents or other personnel, interventions, targets, behavioural plans, contracts. To be stored in students file in office.
- Deputy Principal and Principal – Keep record of all interventions, sanctions, referrals and inform Year Head. All records to be kept in students file – Year Heads Principal, Deputy Principal Offices.

## **Responding to Inappropriate Behaviour**

### ***\*Classroom Management:***

***Classroom management is the responsibility of individual teachers who may impose sanctions for issues that arise in class. Outside the classroom, the teacher or staff member present at an incident may also impose sanctions. Depending on the situation***

*these sanctions may be a warning, a note, detention, temporary relocation in another class, referral to year head. This list is not exhaustive.*

Teachers differentiate between levels of behaviour: (a) Minor Offences (b) Major Offences

**Minor offences:**

1. Disrupting Class.
2. No Journal/diary when asked for
3. Disturbing other classes
4. No books/Materials
5. Talking in class
6. Not doing homework
7. Throwing (anything) in the classroom
8. Late for class
9. Low order defiance
10. Not wearing uniform correctly
11. Other

**Major Offences:**

1. Failure to follow the instructions of a staff member
2. Disrupting Teaching & Learning
3. Abusive to staff
4. Abusive to students
5. Absent from a whole class without permission.
6. Damage to school property 5. Smoking or taking alcoholic drink.
7. Stealing
8. Leaving school grounds without permission
9. Creating false alarms
10. Possession of substance, literature or objects injurious to the moral or physical well being of individuals.
11. Bullying or Harassment
12. Failure to hand up mobile phone etc. when requested.
13. Inappropriate use of the Internet and Social Media.
14. Sharing of Explicit Content.

**List not exhaustive**

## **Responding to Inappropriate Behaviour Using Sanctions**

In applying sanctions the following should be remembered:

- Allow time before giving sanction
- Be proportionate
- Preserve dignity of all parties
- Apply fairly and consistently
- Be timely
- Take account of frequency, duration, persistence of misbehaviour
- Take account of Special Needs of child
- Detention – parents should have adequate notice for all detentions.
- Duty of Care – student is appropriately supervised at all times while at school

**The purpose of sanctions is to bring about a change in behaviour by:**

- helping students to learn that their behaviour is unacceptable
- helping them to recognise the effect of their actions and behaviour on others
- helping students to understand they have choices about their own behaviour and that all choices have consequences
- helping them to learn to take responsibility for their behaviour
- reinforcing the boundaries set out in the code of behaviour
- signalling to other students and to staff that their wellbeing is being protected

## **Sanctions**

Sanctions may be needed to prevent serious disruption of teaching and learning & keep the student, or other students or adults safe. Examples of sanctions

1. File entry / Diary entry / VsWare
2. Reprimand (including advice on how to improve).
3. Temporary separation from peers.
4. Additional work.
5. Apologise to teacher and students.
6. Detention at lunchtime/breaktime.
7. Written report to Parents/Guardian's
8. Parents called in for consultation.
9. Students put on daily report.
10. Detention outside school hours.
11. Confined to a designated area of the school.

12. Loss of privileges e.g. not taken on tours or outings.
13. Paying for damage.
14. Attend meeting of Year Head and Principal/Deputy Principal.
15. Suspension.
16. Expulsion.

### **Stage 1 report:**

The student is placed on report for 3 days. The student must present the report card to the teacher at the beginning of each class and attend daily detention – at discretion of year head. The student must show a marked improvement in behaviour, classwork, homework and participation. If this does not occur, the student is placed on Stage 2 report. Where a student improves, and is taken off report, he/she may-be placed on Stage 2 report if repeated instances occur within one month.

While on report, the student must present the report card to the Year Head each morning before 9 a.m. and at the end of each school day. The student may also attend detention while on report and remains on report until a recommendation is given to discontinue report. Students may not be allowed participate on school trips or represent the school in any activities while on report.

### **Stage 2 report:**

Where Stage 1 report has not produced a marked improvement, the student is placed on Stage 2 report for 3 days and must attend daily detention. Parents/guardians may be invited to discuss the matter with the Principal/Deputy Principal. Parents are kept informed by having to read and sign the end of the report card daily. After Stage 2 the student must have shown marked improvement. If this is not the case the Principal may impose suspension from school. Parents/guardians are informed in writing. Following suspension from school, parents/guardians must attend a disciplinary meeting before readmission of a student.

### **Principal & Deputy Principal**

The Principal and Deputy Principal are the Head of Discipline. The Principal has the authority, for any cause which he/she judges adequate, to suspend a student from attendance, subject to regulations in force at the time. Please see a copy of the school's suspension and expulsion policy. The Principal has the authority to make further regulations for the good of the students and the school. The Deputy Principal assumes the powers of the Principal in his/her absence.

## **RESOLUTION OF ISSUES**

*Records of issues arising are kept on file and on the school administrative platform. When resolving issues, a verbal apology and/or letter of apology may be submitted by a student. Staff will encourage and enable the student to move on through talking about incidents, offering advice and support. In this way, the students are expected to ensure that they learn from previous incidents.*

***Note: It is the misconduct that is penalised and not the individual. Matters dealt with, once resolved, are not referred to again unless negative behaviour reoccurs.***

Restorative Practices In the case of some major offences Restorative Conferences may be organised. This will involve arranging a meeting of the students involved in an incident (person(s) who has caused harm and person(s) who have been affected). Depending on the seriousness of the incident parents of students involved and staff involved may be invited/requested to attend the conference. The conference will be chaired by school personnel who have received training in restorative practices. In relation to minor incidents restorative practices are also used. Students are brought together to resolve issues in a collaborative manner. The emphasis is on maintaining relationships rather than assigning blame.