

CODE OF BEHAVIOUR

Note: A review of this Code is being finalised at present under NEWB Guidelines. Print in italics indicates some additions being considered by the Board of Management and school partners. Parents will be informed when the review is completed.

MISSION STATEMENT

St. Joseph's Secondary School is a Christian community committed to educate students at secondary school level in a caring atmosphere of honesty, sincerity, justice and mutual respect and tolerance in partnership with the board of management, staff, parents and the members of the wider community in the area.

The school strives to give every pupil the opportunity to develop his / her unique and special talents.

CODE OF BEHAVIOUR / PURPOSE

The purpose of this code is, among other things, to do the following: -

1. Preserve order and discipline in and around the school;
2. Create an atmosphere in which pupils attending the school can progress with their studies, grow and develop in an individual way, in harmony with the Christian values, standards and principles that the school seeks to uphold.

DEFINITIONS:

1. "Parent" means parent, parents, guardian or guardians;
2. "Pupils" means students in the school – masculine, feminine, singular and plural;
3. "School staff" means teachers and all other members of the staff of the school.
4. "the school" means St. Joseph's Secondary School, Foxford, Co. Mayo.

GENERAL:

All pupils attending the school have the right to education in a disciplined and orderly environment. The staff have a right to conduct classes and work in such an environment. Any behaviour, which infringes on these rights, may cause grave injustice to others.

Every effort is made by the board of management and staff to develop and improve a good working environment in the school. Inappropriate behaviour by a pupil whether in breach of the guidelines set out below or bad behaviour generally will be dealt with in a fair, just, reasonable, and caring way.

The pastoral care of all pupils particularly those in need of rehabilitation, shall in so far as it is possible, receive priority from the staff.

This code of behaviour recognises in its design and implementation The Equal Status Act 2004 which identifies 9 grounds of equality.

PARENTS:

The parents of a pupil is expected to co-operate with the board of management and staff to ensure that his / her child observes and obeys the code of behaviour of the school and to seek to ensure that order and discipline is maintained. A constant and continuing interest in the education of a pupil in the subjects studied, the homework to be done, the friends that are associated with the pupil's social activities is expected from a parent.

The school seeks to maintain, establish and develop an effective partnership between it the school and parents.

The co-operation of all parents is requested in bringing to the attention of the principal or any staff member any incidents of bullying or otherwise which may cause suffering to any pupil.

EXPECTED BEHAVIOUR

Students are expected to adhere to the highest standards of behaviour in school and on all school related activities. In keeping with the Mission Statement of St. Joseph's, all students are expected to treat others with honesty, sincerity, justice, mutual respect and tolerance. All students are expected to respect the rights of their teachers, other school staff, other students, parents, members of the community, visitors to the school and those with whom they come into contact.

The school endeavours to enhance and promote positive behaviour and relationships, which will create a healthy environment within the school community. In such an environment the processes of teaching and learning are greatly enhanced and enabled. The following is an expectation of all members of the school community:

- *Respect for self and others*
- *Kindness towards others and a willingness to help*
- *Understanding and care*
- *Courtesy and good manners*
- *Working towards the resolution of conflicts in a respectful manner*

In general students are expected to comply with the provisions of the Code of Behaviour. Enrolment in St. Joseph's implies acceptance of the Code of Behaviour and other policies of the school.

In particular all students are expected to:

- *present in school clean and tidy and in full school uniform*
- *allow teachers to teach and students to learn*
- *comply with classroom rules laid down by teachers see Appendix 1*
- *come to class punctually, regularly, complete all homework assigned and be fully prepared for class*
- *be attentive and participate in class*
- *move between classes without delay and in good order*
- *exercise responsibility for projects, practical work ensuring that they are produced as required.*
- *comply with all Health and Safety rules as required*
- *comply fully with the anti-bullying policy of the school*
- *comply with the mobile phone policy*
- *respect school property, plant and the property of self and others*
- *remain in school during the school day as required and comply with signing out procedures*
- *comply with the Code of Behaviour on all school outings*
- *desist from taking to school any material, object, implement, musical, electronic or otherwise, which is not required as part of the school curriculum*
- *comply with all school policies (a list is available from the school Secretary and on the school website)*

- *To be respectful and courteous to any member of the school staff they may encounter outside of school*
- *to uphold and contribute to the good reputation of St. Joseph's by positive achievement .*

CODE OF BEHAVIOUR

1. a) A pupil is expected to **attend** school punctually and regularly during the school year. *A pupil must be present and ready to commence class at 9am with the exception of their assembly morning when they must be present in the assembly hall at 8.55 a.m.*

If a pupil is **absent** from, or late for school a parent shall write and sign a note of explanation in that pupil's homework journal for that day. The note should be made available to the year head upon request. Absence notes may also be requested by class teachers, deputy principal or principal.

In the event of a pupil requiring time to be absent from school the prior written permission of a parent shall be given to the principal.

- b) *In the event of a pupil arriving to school after 9am or having to leave school before 3:30 it is expected that a parent/guardian will sign their child in/out of school in a register kept in the secretary's office. Where it is not possible for a parent/ guardian to be present to sign their child in/out they must provide a note detailing arrangements and reasons for their child arriving late/leaving early and a contact number at which they can be contacted on that day. The school will act in the interest of the student's safety and therefore may not agree to a student leaving school early*

2 A pupil shall wear the prescribed school **uniform** at all times during school hours or on school related activities *unless otherwise directed by a school authority. A pupil must dress neatly and be tidy at all times. Small stud earrings (1per ear) are the only jewellery permitted to be worn. The prescribed kit should be worn for P.E. class. Where a student is unable to comply with uniform regulations the parent/guardian must provide a note in the students journal .A doctors cert. may be requested in the event of a long term illness/condition to explain non compliance with uniform.*

3 *Students are responsible for their own property.* A pupil must respect the **property** of others. Any damage or breakage caused by a pupil shall be repaired at that pupil's expense.

4 The following are prohibited: -

- (a) *Use of licensed premises, pool halls and community playground during the school day (including lunchtime); Students are not allowed to use community gym during school day unless supervised by teacher/approved school personnel.*
- (b) Bad language;
- (c) Use of the following substances whether in the school or on any part of school property: -
 - (i) tobacco (cigarettes or otherwise);
 - (ii) alcohol;
 - (iii) drugs and other illegal substances;
 - (iv) tippex or other eraser substances;
 - (v) chewing gum.

3. The following shall be deemed to be inappropriate behaviour: -

- (a) Defiance, of or disrespect to any staff member whether inside or outside the school;

- (b) Persistent disruptive behaviour in class;
 - (c) Refusal to co-operate with staff;
 - (d) Engaging in any activity likely to disrupt the good order of the school;
 - (e) Truancy and unauthorised absence from school;
 - (f) Possession, or under the influence, of alcohol, drugs or other illegal and unlawful substances.
4. Bullying is unacceptable and inappropriate behaviour. Intimidation, threats, harassment, assault, or aggression are the more obvious types of bullying. There are more subtle forms such as name-calling, sarcasm, cutting remarks, exclusion from ‘the group’, damage to personal property and other physical and psychological intimidation behaviour.

POLICY ON MOBILE PHONES

Mobile Phones may not be used by students on school property during the school day. A phone will be confiscated, if found.

The phone will be held until the end of the school day by school management and can be collected by the student at 3:30 .The confiscation of a mobile phone carries a sanction of 20 points.

Rewards

Good behaviour and positive participation in school life is rewarded in a variety of ways:

Complementary letter home, complementary note in student journal or on student work.

A complementary entry in a student’s record of behaviour.

End of Year Rewards

Reduction in points by year head/deputy principal/principal will be considered pending further discussion.

Referral System

SANCTIONS

These are the guidelines of the form of sanction that may be imposed on a pupil found to be in breach of this code of behaviour.

	<u>POINTS</u>
I) Disrespect or defiance shown to staff in or out of school;	20 – 60 points
II) Persistent disruptive and un-cooperative behaviour during school hours;	20 – 60 points
III) Possession of objects or behaviour designed to disrupt the school, other students, or staff;	20 – 60 points
IV) Truancy and unauthorised absence from school;	20 – 60 points
V) Possession of or under the influence of alcohol, drugs or any illegal substance;	20 – 60 points
VI) Bullying;	20 – 60 points
VII) Deliberate damage to property (of the school, teachers or other pupils);	20 – 60 points
VIII) The use or possession of the following:	
(1) Tobacco (cigarettes or otherwise);	
(2) Chewing gum;	
(3) Tippex or other eraser substance;	20 points
IX) Non wearing of uniform,	10 points
X) Late for school / class;	5 points
XI) A journal not being available when requested or a note absent from a journal, when required:	5 points

SUSPENSION / DETENTION

In the event of a pupil accumulating the following number of points he / she may be **detained** or suspended.

20 points	detention during lunchtime
40 points	detention following school classes
60 points	suspension

A pupil may be put on Report for a period in order to monitor punctuality, behaviour, personal organisation completion of homework and classwork, Failure to co-operate may result in the imposition of a further sanction.

Partaking in school activities and outings are contingent on a satisfactory record of attendance and behaviour. A pupil, who accumulates a sufficient number of points for two suspensions, may be disallowed from partaking in such events

A pupil, who is in continuous breach of the Code of Behaviour, may be put on a Contract of Good Behaviour, which must be signed by the pupil and his Parent/s or Guardian/s. A pupil who continuously fails to observe the provisions of the Code may be asked to re-enrol as per the terms of the school's Admission Policy.

A student, who has accumulated a sufficient number of points for two suspensions may be referred to the Board of Management, which may decide to impose a more serious sanction up to exclusion from the school.

Failure of a pupil to attend evening detention may result in he / she being suspended. Failure of a pupil to attend lunchtime detention may result in the pupil receiving after school hour detention.

A parent will be informed in writing if a pupil has been given detention. The written notice of detention shall be signed by a parent and returned to the principal. It is the obligation of a parent to ensure that a pupil is present for detention and is collected from the school when evening detention has been imposed.

Assistance with improving behaviour

The following are examples of processes which may be used as far as possible in assisting pupils to improve behaviour as necessary:

- ***speaking to and advising by one or more of the following; a teacher/ Class Tutor/Year Head/Guidance Counsellor/Deputy Principal/Principal***
- ***collaboration with Parent/s/Guardian/s***
- ***use of rewards***
- ***monitoring behaviour and providing feedback***

I, the undersigned parent/guardian of _____ (pupil) acknowledge that I am aware of the code of behaviour of St. Joseph's Secondary School, Foxford, Co. Mayo and accept same.

_____ Dated this _____ day of _____, 200_____
Parent/Guardian

I, the undersigned pupil of St. Joseph's Secondary School, Foxford, Co. Mayo acknowledge that I am aware of the code of behaviour of the school and accept same.

Appendix 1
Classroom rules

All students who enter this Classroom are expected to:

- ***Be on time for Class***
- ***Be in full uniform***
- ***Have Homework completed***
- ***Be attentive and participate in class***
- ***Show respect for others and their property***
- ***Eating and Drinking in class are not allowed unless you have permission of the class teacher.***
- ***Food /Drinks must be stored in your school bag***