



St. Paul's College

Board of Management Policy on *Code Of Behaviour*

Document Ownership: Board of Management
Date of Board Approval: 09/06/2010
Next Scheduled Review:

The trustees of the St Paul's College are the Vincentian Fathers, an order founded by St. Vincent de Paul.

The College strives to develop a value system that reflects Kindness, Helpfulness, Courtesy, Fairness, Forgiveness, Understanding and Acceptance. One word RESPECT encompasses all that is required. All in the college community endeavours to reflect these values during our time in the college.

St. Paul's College is committed to excellence and seeks to develop the whole person in a Catholic environment which allows each student achieve his full potential.

The code has been prepared by a committee using the Guidelines published by the National Education and Welfare Board, NEWB. Representatives from the Board of Management, teaching staff, Parents' Association and Student Council together with the Principal and Deputy Principal formed the committee. The Board of Management subsequently approved the Code.

Scope

This policy applies to all our students, on their way to and from school , during the school day and while on school related activities.

This policy seeks to afford all of the pupils and staff a safe environment conducive to teaching and learning.

Objectives

The objectives are to:

- promote good behaviour and to encourage self-discipline in all
- create a disciplined environment in which teaching and learning can take place
- ensure the health, safety and welfare of everyone within the school
- promote the moral and social development of each student giving him the necessary skills to enable him to play his part as a responsible member of society
- respect school property and the school environment
- respect the rights and opinions of others

Through the application of the Code of behaviour the College will encourage each student to:

- Develop as a Full Person
- Achieve Academic Excellence to the Best of their Potential
- Develop Consciousness of our Responsibility to Others
- Respect People's Differences
- Promote a sense of Team spirit and Loyalty within the School Community.

Consequently the following are all unacceptable

- Bullying (including homophobic) and any form of harassment, discrimination and victimisation
- Behaviour that is hurtful
- Behaviour that interferes with teaching and learning
- Damage to property
- Theft.

Preamble & Guidelines

Students must remember that the right to learn carries with it the **obligation to learn**. It follows that any disruptive behaviour is wrong because (a) the student is not fulfilling his obligation to himself and (b) he is interfering with the rights of his fellow students.

- Each member of the College community must do all they can to protect the fundamental right of each student to learn
- Each student has the right to expect that his progress in class is neither disrupted nor retarded by indiscipline among his classmates
- Each student has the responsibility to ensure that indiscipline on his part does not create problems for others
- Each teacher has the right to expect good order, co-operation and a positive attitude from each class
- Students should behave in an orderly manner at all times. Courtesy and consideration towards visitors must always be shown. Students while in the corridors must not run or create disturbance or excessive noise. Students going from one classroom to another will proceed there quietly and without delay
- In order to obtain maximum benefit from school, Students are expected to participate actively in the education process. They

- must attend classes on time, in full uniform and with all the appropriate books and materials for the lesson in question
- Homework assignments should be completed on time and to the best of the pupil's ability. Written work should be presented neatly in accordance with each teacher's specific instructions
 - The environment in the classroom must be one in which there is between open communication between student and teacher. There must also be a disciplined atmosphere in which maximum learning can take place. However, the teacher may limit the level of debate and discussion to ensure that the objectives of the lesson are achieved
 - Actions that tarnish the reputation of the College or are likely to bring it into disrepute will be subject to sanctions.

Attendance & Timekeeping

In order to get full benefit from attending school, regular and punctual attendance is essential to the continuity of learning. Failure to do this can show a lack of consideration for the well-being of others.

- It is expected that parents will co-operate with the College to ensure that their children attend punctually and regularly. Sanctions will be imposed for persistent lateness
- A written explanation by a parent or guardian must be provided without delay for an absence or late arrival
- Whenever possible, medical or dental appointments should be arranged outside class hours
- It is emphasised that the onus is on students to catch up on work missed whenever they are absent from the College
- Parents are provided with the college calendar at the start of the school year. This should enable parents to avoid scheduling family holidays or other absences on notified school days. The College does not expect students to take holidays during term and will not provide special provision in terms of retaking exams or setting classwork for students who miss school because they are on holidays.

It is important to note that reports of student attendance are made to the National Educational Welfare Board (NEWB). Any student who is

absent for 20 days or more, must be reported to the NEWB in accordance with the Education Welfare Act 2000.

Uniform/Appearance

The highest standard of neat dress is required from all students. While we encourage each student to be true to his individual self, the uniform is an expression of our group identity and is not the appropriate manner to express individuality. When coming to St. Paul's, the students do not have the option of setting their own uniform or haircut standards. Hair must be of conventional length and style.

The College authorities reserve the right to determine what is acceptable within the dress code and will provide clarification on request. Failure to comply with the dress code will result in sanctions. The full range of sanctions may be applied.

Student illness or injury

Students who become ill or who are injured during the day must notify their teacher and report to the Front office . No one may go home without receiving permission from a member of the Year Team, Deputy Principal or Principal. In every instance the school will contact parents before a pupil is sent home. However in an emergency, the school will take whatever action seems appropriate for the good of the student and advise the parents as soon as possible. Parents/guardians have the responsibility to ensure that the College has the current phone numbers, postal address and email address.

Safety

Concern by the College for the safety and supervision of each student requires that the students remain within designated areas of the College at specific times.

Students on bicycles must enter and exit via the gate besides St. Anne's Park and continue on the road around the gymnasium to the bicycle compound. This is the only permitted cycle route in the College. Bicycles should not be cycled by the north door walkway. The College strongly advises that students should wear helmets when cycling.

Students are not allowed bring motorised vehicles onto the college grounds.

Examples of Misbehaviour

In order to create an environment conducive to learning and to provide for the safety and well-being of all in the College, we set out below examples of misbehaviour. We consider such behaviour to be unacceptable on college premises or on college related activities elsewhere, and sanctions will apply. **This list is not exhaustive, either as to types or degree of misbehaviour listed, or as to the sanctions which might be applied.**

Misbehaviour

- not bringing the books, homework etc. for the class
- homework or classwork unsatisfactory
- talking, eating, drinking, inattentive in class
- possession or use of solvents (e.g. Tipp-Ex)
- late without a note from home
- eating, drinking in the building, other than in the designated areas
- littering the College
- cycling within the College grounds (except on the designated route).

Gross Misbehaviour

- continuous non-cooperation with staff
- deliberate graffiti / misuse / destruction of property of the College or staff
- actions that bring the College into disrepute or tarnish it's reputation
- interference with fire safety or fire alarm equipment
- truancy; stealing; bullying; intimidation
- physical or verbal abuse of students/staff in or out of school
- assault
- inappropriate sexual behaviour
- possession of any item legal or illegal, which may be considered a weapon
- possession or sale of inappropriate sexual or violent material
- possession, consumption or sale of alcohol

- possession, consumption or sale of proscribed drugs or illegal substances
- possession, use or sale of fireworks
- presenting oneself for class while under the influence alcohol/illegal substance.

The subject teacher is primarily responsible for class discipline but he/she may refer the student to the Year Team. This will only happen after the subject teacher has applied different sanctions with no effect. The subject teacher will seek assistance in writing, using the College reporting form, indicating what sanctions have been applied to date. The Year Team may seek the assistance of the Deputy Principal or Principal as appropriate.

The Principal may at any stage refer the student to a sub committee of the Board of Management.

Parents/guardians may be requested to lodge a sum of money as a bond of good behaviour for a specified period of time. The amount of the deposit will be decided by the Board of Management. The deposit will be refunded if at the end of the specified time period the student has not breached the conditions laid down at the beginning of the agreement.

The Principal may consider single instances of gross misbehaviour, or repeated instances of misbehaviour, serious enough to consider suspension or expulsion.

(cf Suspension and Expulsion policy)

Role of the Parents/Guardians

The support and co-operation of parents and guardians are essential to the effective operation of the Code of Discipline. When teachers and parents/guardians

are not working together, children inevitably suffer. As a matter of policy the school will keep parents informed before problems escalate. Parents/guardians are invited to keep in regular contact with the Year Team regarding all aspects of their son's progress in school. Parents/guardians wishing to consult with members of staff should do so by means of a prearranged appointment at a mutually convenient time.

Responsibilities of the College.

- to generate a spirit of excellence in the College in academic, spiritual, social and physical aspects of education.
- to help each student to fully develop his talents and to achieve his highest standards in work and behaviour.
- to recognise good work and behaviour and to seek modification of behaviour which disadvantages other students or interferes with their learning.
- to cultivate a sense of pride in the College through good example, professional standards and recognition and reward for students' contribution to life in the College.
- to promote close co-operation with parents/guardians for the benefit of each student's education.
- to promote close co-operation among the whole staff in the implementation of the Code of Behaviour.

Responsibilities of Parents/Guardians.

- to show by example that they support the College in setting the highest standards in all it tries to do.
- to make sure that students come to the College regularly, on time, suitably presented, appropriately dressed and ready to work.
- to take an active and supportive interest in their son(s)' work and progress.
- to show support for the authority of and discipline within the College, by helping their sons to achieve maturity, self-discipline and self-control.
- to support the College, in whatever way they can, in all its endeavours to promote and improve the education of their son(s)
- to keep the College fully informed of any health issues that pertain to their son(s)

Responsibilities of Students.

- to aim at the highest standards of academic achievement, commensurate with his ability and to contribute positively to all aspects of life in the College.
- to attend school on time, with the required equipment well prepared, suitably presented, appropriately dressed, ready to learn and to take a positive and active part in all aspects of College life.
- to ensure that, in regard to other students, their behaviour never disadvantages or interferes with their rights to learn and participate in College life.
- to co-operate with all staff and to accept the authority and rule of the College.
- to take into consideration and have respect for themselves and the feelings and the property of all in the College community.

Note

The Code is subject to regular review and updating, as necessary. Parents and pupils are asked to note that it is not possible to detail every rule and regulation governing one's behaviour at school. Attendance at the College is conditional upon acceptance of the above Code and the Management reserves the right to make the final decision on its interpretation.

A copy of the Code of Behaviour will be provided on enrolment. It is the responsibility of the student and his parent(s)/guardian(s) to read the documents carefully and sign in the space provided to indicate their acceptance of same. Ignorance of the rules and standards expected, is not an acceptable excuse.

It is the policy of St. Paul's College only to accept and retain students who, together with their parents, accept and uphold this Code and the College Rules.

Code of Behaviour

We, the undersigned, have together read the Code of Behaviour issued by St. Paul's College and agree to abide by and to uphold the Code of Behaviour as set out in this document.

Student's Name _____

(BLOCK CAPITALS)

Signed _____ Student

Signed _____
Parents/Guardians

Date: _____

The class teacher is primarily responsible for class discipline and the following will be dealt with by the class teacher ;

The following are level **one** :

- Talking without permission
- Eating/drinking in the classroom
- Littering in the classroom
- Out of uniform/untidy appearance
- No textbook, copy, pen, equipment, journal, homework or unsatisfactory homework in class
- Late arrival to class
- Not following a teacher's direction.

and the sanctions applied by the class teacher may be :

- Verbal reprimand
- Reassign seating
- Written work/penalty sheet
- Note in journal or phone parent/guardian or write to parent/guardian.

Further instances of the above will be handled by the class teacher by;

- Verbal reprimand
- Reassign seating
- Written work/penalty sheet
- Note in journal/phone parent/write to parent.

If there are repeated instances the class teacher may refer the student to the Year Team in writing, using the referral form(indicating sanctions already applied).

The Year Team may

- Issue a verbal reprimand
- Issue written work/penalty sheet
- Write in journal/write to parent/phone parent
- Put student on report card

- Assign student to a detention (Prior written notification will be given)
- Assign cleaning duties (Prior written notification will be given).

The following are level **two** and will be dealt with by the **Year Team**:

- Fighting with another student
- Throwing items in class
- Student skips class and stays on the premises.

The year head may choose to assign the student to a number of detentions or cleaning duties

Matters that will be dealt with by the Deputy Principal/Principal.

- Assault of a fellow student
- Substance abuse on a school activity.
- Foul language to a teacher
- Threats to a teacher
- Sexual/inappropriate comments/gestures to a teacher
- Student who leaves school without permission.
- Students who are absent from school without parental permission.
- Theft/vandalism (replacements/repair or costs will apply in addition to a sanction)
- Assault of a member of staff.