

Code of Behaviour Policy



St Aidan's Comprehensive School

Approved by _____
Chairman Board of Management

Date: _____

Contents

	Pages	
Cover Page	1	
Contents	2	
Policy	3-13	Total 9 (including cover and contents)

Appendix

<i>Appendix 1</i>	Duties of Year Head Duties of Tutor
<i>Appendix 2</i>	Mission Statement/School Ethos/School Aims
<i>Appendix 3</i>	Classroom Behaviour Agreement

St Aidan's Comprehensive School

CODE OF BEHAVIOUR

The Code of Behaviour supports the schools mission statement which states that our school is a community based on respect involving the Board of Management, school management, teachers, non-teaching staff, parents/guardians, students and the local community. We endeavour to foster a spirit of cooperation, equality and respect for all. In addition St. Aidan's is dedicated to promoting in cooperation with parents and guardians, the religious, spiritual, moral, academic, aesthetic, cultural, physical, emotional and social development of all the students committed to its care.

Patron/Trustee-The Patron's /Trustees representatives on the Board will make regular reports to the Patron/Trustee following Board of Management meetings including the content/adoption of policies, changes to procedures and curriculum.

Respect is the principle at the heart of school life in St. Aidan's Comprehensive School.

Respect for self, others and the school community is the key to building a school community where all feel secure and have a sense of belonging.

RIGHT

All who come to school at St. Aidan's have the right to learn and work in an atmosphere of mutual respect.

The Code of Behaviour in St. Aidan's reflects that *all have a responsibility to uphold this very important principle.*

All who hold positions of responsibility in our school have a vital role to play in ensuring the rights and responsibilities of the Code of Behaviour are adhered to (see appendix 1 for specific Tutor and Year Head duties). All Staff, Teaching, Guidance Counsellor, Chaplain, Student Council, Administrative Staff, Ancillary Staff, Principal and Deputy Principal have a responsibility to make students aware of the Code of Behaviour and the behaviour expected of them. Staff also model respectful behaviour and provide students with support to ensure they uphold the school's Code of Behaviour

RESPONSIBILITY

- It is my responsibility to show respect at all times for teachers, staff members, fellow students, visitors and myself.
- I will wear full school uniform at all times, including black shoes, uniform jacket and white T-shirt under my uniform polo shirt and no coloured scarves.
- I will wear the designated school P.E uniform.
- I will keep my hair and appearance tidy.
- Natural hair colour only and no outlandish hairstyles i.e. Mohican 'shaved etc. If in doubt please err on the side of caution or contact the school.
- I will be clean-shaven.
- I will wear items of uniform including footwear provided by the school in the event of my own being unacceptable.
- I understand that excessive trends in fashion may be considered inappropriate from time to time.
- I will wear minimum jewellery and I understand that only one pair of stud earrings is acceptable and that body and facial jewellery is forbidden for Health and Safety reasons.

- I understand that facial and excessive jewellery will be confiscated and pierced nose, eye, tongue, chin bars/earrings will be disposed of for hygienic reasons.
- Only school related badges may be worn.
- The school jacket must be worn from home to school and school to home, - no coloured hoodies, jackets are allowed.

RIGHT

All who come to St. Aidan's have the right to be educated in a respectful organised atmosphere, which is conducive to learning.

RESPONSIBILITY

- It is my responsibility to come to school on time every day, to be punctual for registration, class and prepared to work co-operatively with my teacher and classmates, *as stated in the classroom behaviour agreement in the school journal and classroom.*
- If I am absent from school, I am responsible to account for this by presenting a *fully completed* absence slip in the School Journal from my parent/guardian on my return to school.
- I will have all the required books, copies and other materials with me in class.
- I will do my class work. If involved in extra-curricular activities/absent, it is my responsibility to complete homework for the time I missed.
- It is my responsibility to obey all classroom rules and safety guidelines.
- I will record my homework in the School Journal and complete it properly and fully as assigned.
- *It is my responsibility to bring my school bag and resources home every evening.*
- I will try to participate fully in all aspects of school life.

RIGHT

Everybody at St. Aidan's has the right to work in a clean, safe and healthy environment, where smoking including e cigarettes, alcohol, illegal drugs and solvents are forbidden and may not be brought or used in school.

RESPONSIBILITY

- I will treat with respect school furniture and equipment and the belongings of others and play an active part in keeping the school clean, litter and graffiti free. I will place my chair on the table at the end of the school day.
- I will walk always on ***the left hand side of the corridor/stairs and behave in an orderly manner at all times about the school.***
- I will not **chew gum**, smoke or bring banned substances including tippex to school.
- I will follow safety regulations so as not to put my safety or the safety of others at risk.

RIGHT

All at school in St. Aidan's have the right to feel secure and esteemed. The school seeks positive experiences a sense of belonging and outcomes for all students across the 9 grounds. This is enshrined in our Ethos, Mission Statement, School Aims (appendix 2) and in this Code of Behaviour. St Aidan's is an inclusive school. It is a school that respects, values and accommodates diversity across all nine grounds in the equality legislation – gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the traveller community. As a school we respect everyone's right to their own sexuality, including LGBT staff and students.

- Harassment and Sexual Harassment are prohibited.
- Fighting, physical contact, bad language, rough behaviour shows grave disrespect and is not tolerated.
- Pornographic material, insulting remarks regarding, drawings and including sexual remarks etc. are offensive and will be treated very seriously.
- There is a strict policy on bullying in St. Aidan's. **It is totally forbidden.**
- ***The Anti-bullying policy is in the school journal, teacher handbook and is part of the student induction programme and covered at the information evening for Parents of incoming students. Anti-bullying is part of the S.P.H.E programme at junior and senior cycle.***

RESPONSIBILITY

- I will behave in a responsible and mature manner by showing consideration and tolerance for those whom I see as different from myself.
- I will not bully any other student ***or teachers verbally or through the use of social media networks.***
- I will not degrade others by offensive language or behaviour.
- I will not disrespect others by bringing pornographic material to school.
- ***I will not disrespect others by name calling, especially the use of homophobic language.***

RIGHT

Teachers and students have a right to conduct class without disruption.

RESPONSIBILITY

- It is my responsibility to obey rules.
- I will use lockers, toilets, cloakrooms only at the specified times.
- I will eat *and drink* only in the designated areas of the school and only during break time and lunchtime. *I will clean and tidy up after myself in the canteen area.*
- I will leave my school bag and belongings in the designated areas.

***I will use my School Journal for recording homework, my timetable, and to allow communication between home and school. Any student who fails to bring their Journal to school may be refused admission. Defacing the school journal will not be tolerated and will be sanctioned by way of a fine. In the case of a journal being lost/misplaced, a replacement journal costing €20 will be available. Journal must be available on a student's desk at all times.**

REWARDS

In order to recognise the efforts and achievements of its students, St. Aidan's Comprehensive School holds prize giving ceremonies. Students are recognised for their contribution to school life and their achievements over the previous academic year. The categories included in the awards ceremony include membership of committees, attendance award, endeavour awards, individual subject project awards, sports awards, *music awards* and academic awards. Academic awards are given to 3rd and 6th year students on the basis of their pre-Junior and pre-Leaving Certificate examination results. The Parents Association, Cootehill Credit Union, The Bank of Ireland, The Chamber of Commerce and Local Businesses sponsor the Awards.

St Aidan's Comprehensive School values the importance of rewarding positive behaviour and the achievement of success. A section of the student journal is dedicated to recording the merit awards. When a teacher feels that a student's achievement deserves a merit, he/she will ask for the student's journal and sign off one of the spaces in the appropriate section, and they will also record the date. If a student is awarded a Gold Merit, the teacher will also fill in the reason he/she is awarding it. It is important for the student to keep track of their merit awards. When a merit grid is completed, the student should take it to their tutor to be signed off. Certificates and prizes are awarded to pupils according to the number of merits they achieve throughout the year.

SANCTIONS

Sanctions are used to promote positive behaviour and responses from students. Student files are reviewed during the year by Tutors and outcomes are recorded. A further review takes place at the weekly Year Head meeting and whole staff reviews take place prior to Parent-Teacher meetings. All student files are also reviewed at year end.

Sanctions may be imposed by teachers or management and may include the following sanctions suggested by the D.E.S.:

Verbal reprimand

Imposition of additional work

Referral to year head/deputy principal/principal

Referral to parents/guardian/carer

Detention

Removal of privileges

Formal recording of misdemeanour in the event of recurring indiscipline

Temporary suspension and/or exclusion.

DETENTION

- After school detention, which is normally held on Fridays, is a sanction that may be used for particular behaviour, which may be considered serious. A number of other instances may incur a Friday detention-these include being late on 3 occasions for morning registration, ***failure to complete a lunchtime detention*** and leaving the school grounds without permission.
- It is the responsibility of the pupil to ensure that he/she arrives punctually to serve the detention and complete any work that may be assigned by the supervising teacher and follow the Code of Behaviour.

- It is the school's responsibility to ensure that the parents/guardian/carers receive notice of the date and reason for the detention.
- It is the responsibility of the parents/guardians/carer concerned to ensure that transportation is arranged for the evening of the detention. Failure to comply with detention may result in suspension.
- Lunchtime detention may be imposed by the class teacher as a sanction.

SUSPENSION

Students can be recommended for suspension from school for:

- On-going poor behaviour
- Verbal abuse of any person in the school community
- Physical abuse of any person in the school community
- Theft of, or deliberate damage to, school property
- Fighting / bullying
- Continuously missing detention
- Having/using banned substances in school

Any student who is suspended will be reported to the Board of Management. Parents/guardians/carers have a right to appeal a decision to suspend their son/daughter to the Board of Management.

EXPULSION

In order to maintain good order and discipline and the safety of all the students in the school, it may be necessary to permanently exclude a student from school.

Where the Principal considers a student should be excluded, the matter will be referred to the Board of Management for decision. The Rules of Natural Justice shall be adhered to. Pupils and parents will be given an opportunity to respond in their own defence, prior to any decision being made.

Where the Board is of the opinion that a student should be expelled, it shall notify the local Education Welfare Officer, in writing, of its reasons therefore. Parents may appeal the decision of the Board [in accordance with Section 28/29 of the Education Act 1998] to the Secretary General of the Department of Education and Skills.

A student can be recommended for expulsion in the following circumstances:

- Where there is an on-going refusal by a student to abide by the regulations of the school and the Principal, in consultation with the Board of Management, has, in his/her considered judgement, exhausted all reasonable options.
- Serious physical or verbal assault of any person in the school community.
- Wilful and serious damage to school property.
- Having, passing, selling or taking illegal substances in school uniform, on school property and/or at school activities. This will automatically be reported to the Board of Management for consideration and the local Gardai will be informed.

MEDICAL CARE

Members of school staff attend to sick/injured students as parents do. In cases where medical care is needed the parent/guardian/carer will be contacted in the first instance and notified of the situation. Where the parent is unavailable, the school, acting in loco parentis, will see that

the child obtains the necessary medical care. Where a student is on prescribed medication, the school would expect to be informed by the parent/guardian/carer in writing.

TRAVELLING TO AND FROM SCHOOL - HEALTH AND SAFETY ISSUES

We would like to bring the following issues to your attention to ensure your son/daughter's personal safety and welfare.

We wish to emphasise the importance of students wearing seat belts at all times on buses travelling to and from school and on school trips. Any student who travels to school by bus should also be acutely aware of the possible dangers from other road users when alighting and exiting the bus and to exercise extreme caution in this regard. Students are expected to abide by the school Code of Behaviour and not engage in inappropriate behaviour (i.e. bullying) while travelling to and from school.

Students who travel by bus/car must be dropped on school grounds only.

Students who travel in by bus/car are expected to travel home by bus/car. Permission to do otherwise must be accompanied by a note from parent/guardian and permission of Deputy Principal/Principal.

PERMISSION TO LEAVE CLASS

Permission to be absent from class (including use of the toilet facilities/lockers during class time) must be obtained in writing from the class teacher who will initial this in the students school journal.

The journal should be brought with the student out of the classroom and should be presented if requested by a member of staff.

PROCEDURES FOR LATE ARRIVAL

Students are expected to be in school by 08.55 at the latest to allow time for book and equipment preparation.

In the event of arriving late the following procedures must be strictly adhered to.

ARRIVING BETWEEN 09.00 AND 09.10

A student will present to the 'punctuality officer', stationed in the front lobby with either:-

- **Parent/Guardian**
- **Satisfactory note of explanation**

If a student fails to present with either of the above, their journal will be franked with a LATE stamp, three of which will result in a Friday afternoon detention.

ARRIVING AFTER 09.10am

A student will present to the school office, Principal/Deputy or relevant Year Head with one of the following:-

- **Parent/Guardian**
- **Satisfactory note of explanation**
- **Official medical appointment card**

The student must sign in, in the Late Book and the office staff will stamp the students journal with a late stamp.

If a student fails to present without one of the above he/she will be deemed to have missed class and a Friday detention will result.

Please note that in the case of an unavoidable pre-planned medical appointment a student will have informed their tutor on the previous day.

Please note that notes of explanation will often be verified through telephone contact with parent/guardian

PROCEDURES FOR UNAVOIDABLE EARLY DEPARTURE

Once on the school premises, students are expected to remain until the end of the school day. (16.00 Mon-Thurs. & 13.50 Fri)

In the extra-ordinary and unavoidable event of having to leave early, the following procedures must be strictly adhered to.

PRE-PLANNED APPOINTMENT

During morning registration a student will provide their tutor with official evidence of the appointment or satisfactory note of explanation.

At the time of departure, the students' PARENT/GAURDIAN will complete the 'sign out book' in the presence of Principal/Deputy/office staff member.

Please note that no one other than a Parent/Guardian will be permitted to sign a student out or take them from the premises.

UNPLANNED DEPARTURE (SICK)

When a student is sufficiently well and able to attend school in the morning, it is assumed that he/she will remain so until the end of the day.

In the event of a student feeling unwell during the course of the day, the following steps will be taken.

1. Inform the class teacher who may authorise time out of class for fresh air, water etc. A student will normally return to class when/if the illness passes.
2. If the illness continues or worsens, a student will inform their class tutor who will make a judgement with regard to their fitness to remain in school.
3. If a tutor decides that a student is unfit to remain in school, HE/SHE will contact the parent/guardian who will collect the student as soon as possible, following the sign out procedures outlined above.

Please note that a student should not attempt to bypass the tutor to contact home themselves nor leave the school premises sick, without following the above procedures.

UNPLANNED DEPARTURE (OTHER)

In the event of an emergency/family crisis and all other unplanned early departures, a parent/guardian will present at reception or contact the office staff by phone who will facilitate each case on its individual merits

LEAVING SCHOOL GROUNDS & LUNCHTIME POLICY

For legal reasons students are not permitted to leave the school grounds during the day at lunch or any other time unless prior written permission has been given by Parent/Guardian in the specified section of the school journal.

Students, who have permission to leave, *must be signed out by Parent/Guardian in the office* and **student must sign in on return**. Students with medical appointments must produce an appointment card.

HEALTHY EATING POLICY:

For health reasons bottled drinks may not be brought to school. Bottled water and juices are on sale in school at cost price.

ELECTRONIC DEVICES:

For *Child Protection* reasons the use of Mobile Phones, I Pods, earphones, Mp3 players and similar electronic gadgets are not permitted in the school. Students have access to a phone in the general office in emergencies. Students found with a mobile phone etc. will have it removed and forwarded to the Principal/Deputy Principal where it is held for 7days. A Parent/Guardian must come to the school to collect same. A repeated offence will result in the phone etc...being confiscated for the term.

SOCIAL MEDIA

The Social Media e.g. Websites such as Facebook, Twitter etc. as well as Internet enabled phones and tablets have brought new challenges to schools. The main challenge in this ever increasing technological age is cyber-bullying.

CYBER BULLYING

Cyber Bullying behaviours include the sending of angry rude messages, on-line harassment, on-line threats, statements, photos of a personal/private nature. The school website (www.staidans.ie) has information on Bullying, including Cyber-Bullying and Internet safety.

The school reserves the right to apply its anti-bullying policy in respect of bullying that occurs at a location, activity, function or programme that is not school related if in the opinion of the Principal/Deputy Principal and /or the Board of Management the alleged bullying has created a hostile environment at school for the victim, has infringed on the rights of the victim at school and/or has materially or substantially disrupted the education process or the orderly operation of the school.

ONLINE PRIVACY

Circulating, publishing or distributing (including on the internet) material (including photographic material) associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.

CCTV CAMERAS

CCTV cameras are in operation in St Aidan's in accordance with the Data Protection Acts 1988 and 2003.

The purpose of the cameras are to deter/detect bullying, crime, theft and vandalism, to ensure compliance with the Code of Behaviour, as an aid to security, for Health & Safety purposes and to enable the school to discharge its duty of care.

DATA PROTECTION POLICY

A copy of the full Data Protection Policy is enclosed in enrolment packs, is available on the school website and by request from the school office. All parents / guardians will be asked to give their consent to the processing of information in accordance with the Data Protection Act 1988 and the Data Protection (amendment) Act 2003.

PHOTOGRAPHS/DIGITAL IMAGES OF STUDENTS.

From time-to-time student images may be used for school promotion and the celebration of individual and/or group activities. Consent is requested from Parents / Guardians as set out in the contract for Parents/Guardians as part of the school's Code of Behaviour.

POLICY REVIEW

The policy will be reviewed on an on-going basis. Policies are developed/reviewed using a working party, then a consultation process takes place with the students' council, whole staff and parents where necessary. Following this the working party will review suggestions and comments before submitting the policy to the Board of Management for review and ratification.

Agreement

I understand fully and agree to abide by the Code of Behaviour.

Student: _____ Date _____

DATA PROTECTION

All information collected by St Aidan's Comprehensive School in manual and in electronic format will be processed in accordance with the Data Protection Act, 1988 and the Data Protection (amendment) 2003. The purpose of holding this information is to facilitate the school meeting the student's educational needs and to comply with legislative, administrative and Health and Safety requirements.

Disclosure of any of this information to statutory bodies such as the Department of Education and Skills or its agencies will take place only in accordance with legislation or regulatory requirements. Explicit consent will be sought from Parents/Guardians or students aged 18 or over if the school wishes to disclose this information to a third party for any other reason.

I consent to the use of the information supplied as described.

Signed Parent /Guardian _____

Signed Student _____

PHOTOGRAPHS/DIGITAL IMAGES OF STUDENTS

The school maintains a database of photographs of school events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs, student names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the school principal.

I give consent for my son/daughter's image to be taken and used from time to time for recognition and celebration of individual and or group activities and for school promotion, for the school newsletter, website, and archive.

I give consent for my son/daughters' image to be taken and used where from time to time the school may transfer images to a local newspaper eg winning sports teams, fundraising team, competition winners etc.

If you wish to withdraw consent, this must be notified to the school in writing.

This consent covers the duration of your son/daughters attendance at school.

Signed Parent /Guardian _____

Signed Student _____

Parent/Guardian/Carer Contract

As parent(s)/guardian(s)/carer(s), We/I have read and fully accept the Code of Behaviour of St. Aidan's. We/I agree to meet the expectations in so far as possible of my/our child and school by:

- Ensuring excellent attendance and punctuality and informing the school promptly about any reason for absence.
- Encouraging and supporting my/our daughter/son in regard to schoolwork.
- Supporting the policies of the school including discipline, *anti-bullying* and good order.
- Attending Parent/Teacher meetings and school functions in which my daughter/son is involved, and attending any special appointments if requested.
- Checking homework, *signing daily progress reports* and signing notes in the School Journal sent by teachers.
- Providing her/him with the required textbooks, uniform and *necessary resources*.
- *Signing his/her homework journal weekly.*

We/I understand that in accordance with the Education Welfare Act 2000 the Principal of the school shall inform the Educational Welfare Officer if our/my son/daughter is absent for.....

- More than 20 days in a year.
- Irregular patterns of absences
- Long term suspension
- Being temporarily removed or leaving school

Any mere fact not specified in this code will not exonerate a pupil from blame should there be an infringement of another person's rights.

Signature of Parent(s)/ Guardian(s) /Carer(s):

Date: _____

Tutor: _____