

2010

Coláiste Abbáin



[SCHOOL CODE OF BEHAVIOUR]

This document contains Coláiste Abbáin's Code of Behaviour.

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SCHOOL CODE OF BEHAVIOUR

Good behaviour is essential for effective teaching and learning to take place in school. This Code provides a just and reasonable system to ensure responsible behaviour by students, staff and parents/guardians.

Affirmation and reward of good behaviour by school and home is a fundamental part of this Code of Behaviour.

The Board of Management of the school is responsible for ensuring that a fair and efficient code of behaviour is applied in the school.

The implementation of the code of behaviour is a just way and the maintenance of good order is the responsibility of all members of the teaching staff.

The Principal has particular responsibility to ensure that the implementation of sanctions is fair, equitable and appropriate.

Parents/Guardians have a duty to support the school in implementing a fair and just code of behaviour. Acceptance of the Code of Behaviour by parents/guardians is required on enrolment of a student in the school.

The school has a responsibility to keep parents/guardians informed of misbehaviour on the part of their children. Parents/Guardians will be informed verbally, by a note on the School Diary, or by letter. These communications are intended to alert parents/guardians to problems, and to seek their co-operation in correcting the misbehaviour. Co-operation between parents/guardians and the school is enhanced by dialogue with the teacher, Class Teacher, or with the Deputy Principal or Principal in cases involving serious misbehaviour. In all cases, the parents/guardians are welcomed to the school to present the students case.

The Code of Behaviour and school rules are based on respect for others, a commitment to study and participation in the life of the school.

The Parents Association has been consulted in drawing up this Code.

The teaching staff have been consulted in drawing up this Code.

The student council has been consulted in drawing up this Code.

The Code will be reviewed from time to time. Any of the parties involved in drawing up this code may request a review of the code.

A copy of the Code is distributed to all parties to the Code.

To enable each student to benefit from schooling it is essential:

- (i) Every student and member of staff has the right to enjoy and benefit from having a positive and co-operative school atmosphere. Good behaviour is essential to create this atmosphere and is expected at all times. This involves **Respecting Oneself, Fellow Students, Staff and all School Property**.
- (ii) To attend school each day and to be on time.
- (iii) To have the required books, P.E. gear and materials needed for class.
- (iv) To do the homework as set by the teacher.

SCHOOL RULES

1. Uniform

- Caribbean Blue jumper with Crest
- White Shirt (no polo shirts)
- Grey Trousers for Boys
- Grey Trousers/Skirts for Girls
- Hoodies not allowed in school
- Jacket available from school
- Where possible footwear black with leather uppers.
- School uniform **must** be purchased from the official suppliers.

➤ Jackie Green's, Clonroche

Further Guidelines

- Footwear should be black, neat and appropriate
- One small ear ring allowed in each ear, large ear rings banned for Health and Safety reasons.
- Other visible body piercings not allowed.
- Hair must be neat and tidy at all times. No flamboyant hair colours or styles.
- No flamboyant or heavy make up.
- Appropriate gear must be worn for PE class and other sports.

Discretionary powers of school management

The school management reserves the right to adjudicate on the appropriateness of hair styles, body piercings, other jewellery, make-up, footwear and other items of clothing not covered by these rules under 'Uniform' above (see also the Further Guidelines above). Any such decision will be binding on the student concerned.

2. In keeping with the National Health and Safety Regulations **SMOKING, ALCOHOL AND ADDICTIVE SUBSTANCES** are strictly forbidden in the school or during school related activities.

3. Links between Home and School are Vital.

- If your son/daughter is absent for part of the day or for a full day you must notify the college in writing and/or by phone.

Planned absence

- In the event of a student having/needing to leave school for doctor's/dentist's/hospital visit etc the school must be notified on the morning in question by phone and a written note must also be lodged in the Deputy Principal's office.

Note: where possible appointments such as above should be made outside of school hours.

- Permission to leave the college premises can only be granted by the Principal or in his absence the Deputy Principal and then students must 'sign out' in the Principal's Office having first presented a signed official "Permission to Leave" form.
- Taking holidays during term time seriously disrupts a student's progress.

The Education Welfare Officer appointed under the Education Welfare Act will monitor these notes and the attendance record of each student. Special absence notes available from the Deputy Principal's office.

4. All students must be punctual when attending school. Late comers will be recorded by subject teacher in a book in staff room. This will be monitored on a daily basis by the Principal
5. Any student responsible for damaging college or other student's property must pay for the damage.
6. Students must respect the Authority of all the school staff and be polite to each other at all times.
7. Students are expected to respect their surroundings, using litter bins for their litter. Items for recycling to be placed in the Recycle Bins.
8. Students moving from one classroom to another are expected to do so in an orderly and dignified fashion and must not loiter or cause any nuisance to other classes. Horseplay or running in the corridors and classrooms is not *permitted*.
9. Chewing gum is forbidden in the college.
10. **Bullying**
The college has an anti-bullying code and bullying charter and takes a preventative approach to bullying. Bullying, bad language and intimidation will not be tolerated. All reported incidents of bullying behaviour will be investigated.
11. Students must have permission from the college authorities before they leave the college during breaks. Students are expected to remain in bounds at all times.
12. The playing pitches are out of bounds during school breaks unless students are supervised playing hurling, football or soccer. Food is not allowed on the pitches.
13. **Mobile Phones**
 - Students are not allowed to have mobile phones in school. If a phone is seen or heard by a member of staff it will be confiscated immediately, turned off with SIM Card intact and placed in the Principal's office until end of term.

Sanctions

The school authorities reserve the right to enforce a range of sanctions for breaches of the School Code of Behaviour. Such sanctions include detention, "On Report", withdrawal of privileges, litter duty, suspension and/or expulsion.

Examination Conduct

- Normal school rules apply during all examinations.
- Good/best behaviour expected.

Note:

In the event of a student interrupting the smooth running of the State Examinations, Management reserve the right to transfer a student to another examination centre to finish their examinations. Disruption of any examination is considered a serious offence.

IMPLEMENTATION
OF THE CODE OF
BEHAVIOUR

TEACHER

Each teacher has responsibility for the maintenance of discipline with his/her class and share, with other teachers, a common responsibility for good order within the school and school grounds.

CLASS TEACHER

The Class Teacher monitors the educational progress and behaviour of each student. He/she intervenes on disciplinary matters when requested to do so by subject teachers. The Class Teacher may meet parents/guardians, and files reports of such meetings. Class Teacher may refer matters of behaviour to the Disciplinary Board, the Deputy Principal or Principal as appropriate.

The Principal co-ordinated and administers the Class Teacher system and acts in consultation with teachers and Class Teachers in the area of discipline.

PASTORAL CARE

The Pastoral care team of Principal, Deputy Principal, Guidance Counsellor, Counsellor Care Co-ordinator and volunteer teachers act to support students with difficulties and help them overcome any problem behaviours.

DEPUTY PRINCIPAL

The Deputy Principal has responsibility for co-ordinating discipline in the school. He/she will ensure, with the co-operation of all staff that good order prevails in the school. He/she will be consulted by the Class Teacher and Subject Teachers regarding such matters.

In the absence of the Principal he/she acts for the Principal.

PRINCIPAL

The Principal has final responsibility for the day-to-day running of the school. He/she ensures that the implementation of sanctions is fair, equitable and appropriate.

BOARD OF MANAGEMENT

The Board of Management gives formal approval to the Code of Behaviour and supports the Principal and teaching staff in the just implementation of the Code.

The Board of Management hears appeals by parents/guardians against the decision of the Principal to suspend a student.

The Board of Management decides on a recommendation from the Principal to expel a student following a hearing at which the Principal gives the reasons for his recommendation and the parents/guardians of the students may give reasons why the recommendation should not be approved.

ATTENDANCE AND PUNCTUALITY

A student who is absent from, or late for school without a written explanation from a parent/guardian will be subject to the normal sanctions. Parents/guardians are obliged by the Education (Welfare) Act (2000) to give a written explanation to the school for each absence. The school is obliged to record and report all absences and reasons for absences and to report on them to the National Education Welfare Board.

Students who leave school grounds during the school day without permission will be suspended.

SCHOOL UNIFORM

Students who persistently fail to wear the full school uniform will be sent home and required to return to school in full uniform. In exceptional circumstances at the request of parents/guardians the requirement of full school uniform may be waived for a limited number of days.

SCHOOL DIARY

Coláiste Abbáin Student Diary is an essential part of communication between teachers and parents. All students are issued with a diary by the school and are required to have it in class at all times. Failure to produce the diary when required to do so by a teacher is a breach of the code of behaviour.

Students who deface their school diary will be required to replace it and may be subject to the appropriated sanctions.

MOBILES PHONES AND OTHER ICT DEVICES

Mobile phones and personal music systems are forbidden in the school or a school related activity. Should the mobile phone be confiscated, it will be turned off, sim card intact, placed in an envelope and placed in the strong room. It can be reclaimed at the end of term.

SMOKING

Smoking in the school building and grounds is prohibited by law. Students found smoking will be fined and the fines will be donated to a local charity.

SANCTIONS FOR MISBEHAVIOUR

When a student's behaviour is unsatisfactory disciplinary sanctions will be imposed. These include verbal cautioning, detention, consultation with parents/guardians, Report Sheet, suspension and expulsion. Sanctions for misbehaviour are usually progressive. The Principal reserves the right to suspend or to recommend expulsion a student without prior notice where serious circumstances warrant such action.

Where a student causes malicious damage or loss to the property of another student or of the school full restitution of the property or cost of the property will be required and the student will also be subject to the appropriate sanctions.

SERIOUS MISBEHAVIOUR

Serious or persistent breaches of school discipline will result in suspension/expulsion. These include violence by a student, bullying, serious or persistent disruption of teaching and learning, offensive language to a teacher, vandalising/damaging school property and the personal property of others or other serious cause.

In case where incidents of serious misbehaviour lead to repeated suspensions a reduced school day may be used over a period of weeks to seek to reintegrated the student into the school community. A parent/guardian will be required to collect the student from school at the end of the reduced school day.

In all cases involving suspension by the Principal, the parents/guardians have the right of appeal to the Board of Management.

In all cases involving suspensions by the Board of Management, the parents/guardians have the right to appeal to the Secretary General of the Department of Education and Science under section 29 of the Education Act (1998).

OUTLINE OF PROCEDURES FOR DISCIPLINARY SANCTIONS

SUBJECT TEACHER IN CLASS

- VERBAL WARNING
- WRITTEN NOTE TO PARENTS IN DIARY – COUNTERSIGNED BY PARENTS
- GIVE WRITTEN INCIDENT REPORT SHEET TO CLASS TEACHER
- DISCIPLINE BOARD
- PRINCIPAL MAY DISCIPLINE STUDENT -----

SUSPENSION AND EXPULSION

IN ALL CASES OF SUSPENSION THIS IS A DECISION OF THE PRINCIPAL HAVING HEARD ALL SIDES AND CONSIDERED THE CASE AND HAVING DISCUSSED CASE WITH CLASS TEACHER, DISCIPLINE BOARD AND/OR DEPUTY PRINCIPAL.

IN ALL CASES OF EXPLUSION THE PRINCIPAL RECOMMENDATION TO EXPEL A STUDENT IS SUBJECT TO THE DECISION OF THE BOARD OF MANAGEMENT.

- SUMMARILY IN CASES OF SERIOUS INCIDENT OF MISCONDUCT
- GENERALLY ONLY WHEN ALL ELSE HAS BEEN TRIED AND FAILED
- GENERALLY ONLY IN CASE OF PERSISTENT SERIOUS MISBEHAVIOUR
- GENERALLY NEEDS CLEARLY DOCUMENTED CASE HISTORY

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STUDENT CONTRACT

As a student of Coláiste Abbain, Adamstown, I am expected to:

- Accept/adhere to Code of Behaviour outlined above
- Attend school regularly. Where possible, all medical and other necessary appointments should be organised outside of school time.
- Attend all classes and activities. Arrive punctually with all the necessary books and equipment. Be courteous to teachers and fellow students. Contribute to the class where appropriate in a mature and co-operative manner.
- Complete all homework, paying particular attention to completing coursework and assignments by the designated deadline. I am responsible for ensuring that the deadlines are written into my diary.
- Take responsibility for my own learning with the support of my subject teachers and class teacher.
- Take responsibility for maintaining an acceptable standard of behaviour within school or while engaged in any activities associated with the school. An acceptable standard of behaviour is one in which the school Code of Behaviour is observed; other people's rights are valued; those in authority are treated with respect and courtesy and the student himself/herself is behaving with personal dignity.
- Move to and from classes in an orderly manner and not be a nuisance to other classes.
- Take responsibility for looking after and returning textbooks at the end of the school year. I accept that I will be required to pay for any books that become damaged or lost through carelessness.

I accept the conditions laid down in this contract.

Signed: _____ Student

Signed: _____ Parent/Guardian

Signed: _____ Class Teacher

Signed: _____ Principal