



Code of Behaviour of St. Vincent's Secondary School, Dundalk

This policy applies to students of St. Vincent's School and relates to all school activities both during and outside of normal hours. This policy was drawn up in consultation with all the school partners, including the Board of Management, staff, parents/guardians and students. St. Vincent's is a Mercy Voluntary Catholic school for girls in the CEIST tradition and so has a code of behaviour that is informed and influenced by Christian teaching and example. St Vincent's is committed to holistic development and to the achievement of the full potential of each student.

Many people work together in our school each day and therefore a high level of courtesy and respect for others is not only necessary but is expected. Behaviour that is ill-mannered, provocative, dangerous or disruptive cannot be allowed. Our code is one that is based on the recognition of each student as an individual and yet creates an environment in which the welfare of all is protected.

St Vincent's school aims to form people of competence and conscience; people with a Christian vision and value system, who can play a full role in society, who show a concern for their fellow humans and have a deep desire to put their talents to the service of others. Our Code of Behaviour is our support system, helping to ensure that learning and development take place. A positive approach of encouragement and praise underpin our Code of Behaviour. The school endeavours to foster the quality of self-discipline that comes with increasing maturity. The Code of Behaviour is designed to enable our students to realise that they are responsible for their actions. Respect is the core principle at the heart of school life in St Vincent's. Respect for self, staff, other students and the school environment is key to building a school community where each person feels secure and has a sense of belonging.

Role of the School Community:

St Vincent's values the contribution of each member of the school community. Each member has responsibility for the promotion of good behaviour and therefore has a role in minimising negative behaviour.

Students: The school expects that students will at all times do their best to uphold the Code of Behaviour of our school.

Parents/Guardians: The school values the role of parents/guardians in the development and support of the Code of Behaviour and expects them to support the code and encourage their daughters to uphold it.

Teachers: The school greatly values the role of teachers in the development and support of the Code of Behaviour. In order to facilitate best practice in teaching and learning, the school recognises that the management of behaviour is an integral part of the role of a teacher. Classes and Year groups have a Year Head and a tutor assigned to them who have special responsibilities for promoting the good behaviour of their group and monitoring behaviour that undermines the work of the school. The teacher undertakes to follow the procedures outlined in this document to deal with such behaviour in a fair manner. This pivotal role forms a core element of this code. The Deputy Principals and the Principal play an active role in supporting teachers, parents, and students to maintain an environment conducive to teaching and learning and to promote the holistic development of every student.

Other Staff: The school values the contribution of ancillary staff in the day-to-day running of the school. Our ancillary staff have a part to play in the successful implementation of our Code of Behaviour. In particular, they have a responsibility to report incidents of both poor and positive behaviour that they may witness.

Board of Management: The BOM is the decision-making body of the school. The school acknowledges the role of the BOM in the development and operation of our Code of Behaviour. All policies are developed with the authority of the BOM and must be approved by it before becoming official policy. While it is not

involved in the day-to-day procedures, it is the body to which parents/guardians and students over 18 can appeal in cases of suspension and expulsion.

We therefore encourage all parents/guardians to read through this document carefully with their daughter before their daughter signs the contract agreeing to adhere to our Code of Behaviour.

Aims:

- To create a flourishing school community which is underpinned by Gospel principles and values.
- To create an environment where holistic learning and effective teaching can take place.
- To create an environment where students learn to respect themselves and others.
- To create transparent procedures through which a discipline policy can be enacted.
- To create an environment that acknowledges the rights and responsibilities of each individual.
- To foster a safe and clean physical environment.

Objectives:

- To promote good behaviour.
- To have clear rules that are consistently upheld.
- To have clear sanctions for breaches of the Code of Behaviour.
- To encourage parents/guardians to take a positive and active supporting role in the formation of their daughter.
- To promote the values of fairness, mutual respect, dignity, kindness, courtesy and tolerance of others.

Procedures:

Each student is required to sign a student contract before entering St Vincent's stating that she has read and understood the Code of Behaviour and is willing to abide by its terms.

In the interests of uniformity and fairness certain procedures will be implemented in the event of a breach of the Code of Behaviour. The procedures for dealing with incidents of unacceptable behaviour/breach of school rules are referred to as the 'Ladder of Referral'. The 'Ladder of Referral' refers to the hierarchy of teachers: Teacher, Class Tutor, Year Head, Deputy Principals and Principal in that order. The basic principle of this system is that the higher up the ladder an incident is dealt with, the more serious it is viewed.

- Each member of staff will deal with minor infringements of the Code of Behaviour that they may encounter. This may involve a verbal warning, reasoning with the student or other sanctions.
- For continuous breaches of the Code of Behaviour, the problem will be referred to the class tutor who may then refer the problem to the Year Head. The Year Head will keep a record of such referrals. A pattern of misbehaviour, including refusal to obey clear reasonable instructions on an on-going basis will be referred by the Year Head to a Deputy Principal or the Principal.
- Should the student continue to breach the Code of Behaviour, the Principal, or in the Principal's absence, a Deputy Principal, may impose a period of suspension.
- In the case of a serious breach of the Code of Behaviour the matter may be referred immediately to the Principal where a suspension may be imposed.
- The Board of Management will be informed of all suspensions.
- After all reasonable efforts have been made to encourage the student to comply with the Code of Behaviour a recommendation may be made to the parents/guardians that the student's best interests may be served at another school, or the student may be referred to the Board of Management where all sanctions up to and including expulsion will be considered.
- Extremely serious offences may require immediate referral to the Board of Management and may merit exclusion following due process.

Parents/Guardians will be kept informed of any instances of persistent or serious misbehaviour on the part of their children. They are asked for their co-operation in addressing their daughter's behaviour.

The school expects that students will:

- Attend school regularly and remain for the full day. *This is a rule of our school because missing class adversely affects progress.*
- Be on time for every class. *This is a rule of our school because not being on time causes disruption for the teacher, the students and the teaching and learning that is taking place. Also, as our school is concerned with the development of the whole person we see the importance of encouraging students to develop good punctuality which will be expected of them in the workplace.*
- Be polite and courteous at all times. *This is a rule of our school as a pleasant working environment is more conducive to teaching and learning. Manners are also an important aspect of education.*
- Show respect for themselves and others. *This is a rule of our school because having respect for oneself and others promotes a respectful and caring atmosphere where the rights of every person are upheld.*
- Show respect for school property. *This is a rule of our school because defacing/damaging/stealing school property shows a lack of respect for the school environment and the school community of which the student is a member.*
- Move quietly around the school in an orderly manner. *This is a rule of our school for the health and safety of students and staff and so that teaching and learning can take place without unnecessary disturbances.*
- Attend school in full uniform. *This is a rule of our school as the uniform singles the student out as a member of our school community. Presenting oneself properly is an important aspect of school life and educates the student for what might be expected in the workplace in the future.*
- Bring all required books and equipment to class. *This is a rule of our school as having no books or equipment can lead to disruption in class and interrupt teaching and learning. Books and equipment are also essential aids in the learning process.*
- Complete all homework given. *This is a rule of our school as completing homework is an essential part of the learning process and it reinforces work explored in class. Parents/Guardians are asked to support the teachers and ensure that homework is being completed.*
- Listen to messages given and act on them. *This is a rule of our school so that instructions given to assist the smooth running of the school are carried out in the interests of all.*

The school rules are set out under the following headings:

Uniform	page 3
Jewellery	page 4
Behaviour, Courtesy and Respect	page 4
Punctuality, Attendance, Notes.....	page 5
Classroom, Study-Hall.....	page 7
Study guidelines.....	page 7
Outside classroom.....	page 7
Mobile phones, electronic devices.....	page 8
Smoking/Alcohol/Illegal Substances.....	page 8
Lunchtime Supervision	page 8
Stealing	page 9
School property	page 9
Safety regulations	page 9
Boundaries	page 9
Rewards.....	page 10
Consequences/Interventions	page 10
Detention/Suspension/Expulsion.....	page 10
Specific rules for Gym, Labs, Kitchens, Art Room	page 12

Uniform:

An important aspect of education is learning to present oneself neatly in accordance with the dress code of the school. A student's appearance and behaviour reflect directly on the school. Hair must be of a natural hair colour and worn neatly. For example green, blue or pink hair is not acceptable. The complete school

uniform must always be worn both in school and journeying to and from school. The school uniform consists of:

- School jumper
- School skirt worn to mid-calf length.
- White cotton shirt
- School tie
- Navy or black tights
- Flat navy or black school shoes or a heel no higher than 5cm. Under no circumstances may high platform heels be worn.
- Official school jacket
- Official school scarf or plain navy or black scarf

All items of uniform should be clearly labelled with the student's name.

We are confident that parents/guardians will understand and support the rationale behind this uniform code, which encourages a sense of identification with the school, is cost effective and prevents competitive dressing among students.

It will be the responsibility of parents/guardians to ensure that their daughter arrives in school in full uniform. Students not in full uniform must have a note of explanation from their parents/guardians and must report to the Year Head, a Deputy Principal or the Principal before attending class.

Jewellery:

- Girls may wear a single pair of ear studs or sleepers, one in each ear lobe and one ring on each hand.
- Obvious makeup and nail varnish are strictly forbidden.
- The wearing of facial jewellery and visible body piercing is not allowed. It is not permitted to cover up visible facial jewellery with plasters.
- Any article of clothing or jewellery that does not form part of the uniform may be temporarily confiscated and collected in the main office after 3.44pm. If a student persists in this breach of the Behaviour Code detention may be issued.

Behaviour, Courtesy and Respect:

In any establishment the quality of relationships depends to a large extent on courtesy and good manners. Students should treat all others, as they would expect to be treated themselves – with good manners, kindness and respect.

- All members of staff should be addressed in an appropriate way. Rudeness, aggression and threats to staff or other students will be regarded as a serious breach of discipline.
- Students should show consideration, tolerance and respect for those whom they see as different to themselves.
- A student is expected to behave with courtesy and respect at all times, particularly while in school uniform, inside or outside of school.

St Vincent's will not tolerate bullying, and instances of bullying will be dealt with in accordance with the school's anti-bullying policy.

Punctuality, Attendance and Notes:

Absenteeism

Under the Education (Welfare) Act 2000, the school is required to retain all written explanations for all absences. Therefore all absences must be explained in writing stating the reason for the absence. We ask parents/guardians to use the green and yellow notes in the school journal to explain all absences. Parents/Guardians may inform the school office of their daughters' absences by telephone however, the school is required to retain written explanations for all absences.

Where a student is absent for a cumulative of 20 days in the school year, the school is legally obliged to inform the Educational Welfare Officer. Attendance in school is a legal requirement; the school cannot give its approval to inappropriate absences. In view of legislation in the Education (Welfare) Act 2000, school management strongly discourage parents/guardians from taking students on holiday during the school year. Also, parents/guardians should make every effort to arrange medical or dental appointments outside school hours.

The school will endeavour to alert parents of their daughters' absences and/or late arrival to school. However it is not possible to guarantee that a text will be sent for every absence and every late arrival. However a summary of your daughters' attendance records will be included on her end of term written report. Parents/Guardians should contact the school office to have any errors in their daughters' attendance record amended.

Partial Absence (Arriving in School after 9.35am) (Green Note)

If a student arrives in school after 9.35am they will be recorded as having a partial absence on the school MIS (Management Information System). Parents/guardians may receive a text message for a partial absence. In the event of a partial absence parents/guardians should provide a written signed explanation in the school journal on the **green** note.

On arriving to school, the student should leave the green note in the main office and the carbon copy is for teachers' reference. The student will then be marked as absent with explanation on the school MIS. Otherwise if the note is not left in the office, she will be recorded as absent without permission and may incur a disciplinary sanction.

If the student is aware in advance that she is going to be absent for part of the day she may leave a note in the office prior to the absence. Parents/guardians may ring the school to inform the office that their daughter will be absent, however the student must still leave the written signed explanation on the **green** note in the main office.

Absent for One Day or More (Green Note)

If a student is absent for one or more days parents/guardians may receive a text message to notify them of this absence. In this event parents/guardians should provide a written signed explanation in the school journal on the **green** note.

On returning to school, the student should immediately leave the green note in the main office. The student will then be marked as absent with explanation on the schools MIS. The carbon copy is for teachers' reference.

If the student is aware in advance that she is going to be absent for one day or more, she may leave a green note in the office prior to the absence. Parents/Guardians may ring the school to inform the office that their daughter will be absent, however the student must still leave the written signed explanation on the green slip in the main office. The school is

Leaving School During the Day for a Planned Event (e.g. doctors appointment) (Yellow Note)

If a student wishes to leave school during the day she must have a note from her parents/guardians requesting permission to do so. Please use the yellow note 'Permission to Leave School' in her journal to write this note. If the student is returning to school she should enter the expected return time on this note or if she is not expected to return please enter NR (Not Returning). This note must be countersigned by a Year Head, a Deputy Principal or the Principal **before** the student leaves the school. We would encourage

students to get these notes signed early in the morning and leave them in the office as soon as possible. The students' absence will be recorded on the MIS as 'absent with explanation'. Otherwise if the note is not left in the office, she will be recorded as absent without permission and will incur a disciplinary sanction. If a student cannot return at the appointed time please make contact with the school through the main office.

Leaving School During the Day for an Unplanned Event (e.g. a student feels unwell during the day) (Yellow Note)

Any student feeling unwell during class must inform the teacher of that class, or the teacher of the next class if she becomes unwell between classes. The teacher will then send that student to the school office with her journal. The student will fill in the details using the Yellow 'Permission to Leave School' note in her journal. The school secretary will try to contact a parent/guardian or other named adult. No student has permission to use her mobile phone to make her own arrangements to go home if she is unwell. All permissions from parents/guardians must be made through the school office. After contact has been made the school secretary will sign the yellow note. The yellow note must then be countersigned by a Year Head, a Deputy Principal or the Principal. The student should leave the yellow note in the school office and use the carbon copy for teachers' reference. Otherwise if the note is not left in the office, she will be recorded as absent without permission and will incur a disciplinary sanction

Project Work

Permission to work on a project in another area of the school may be granted by the teacher of that particular class if they have received an email request from another teacher. The student who needs to leave class must seek permission from the teacher she has at that time. Otherwise she will be recorded as absent without permission and may incur a disciplinary sanction.

Transition Year and Leaving Certificate Applied

Transition Year and Leaving Certificate Applied students frequently need to leave the school in connection with their course. The Programme Coordinator will communicate with parents/guardians to make them aware of this and obtain the necessary approval at the beginning of the course.

Any TY or LCA student leaving the premises on course business without a teacher must complete a Yellow 'Permission to Leave School' note in their journal. This must be signed by the Programme Coordinator, a Deputy Principal or the Principal and left in the school office. Otherwise if the note is not left in the office, she will be recorded as absent without permission and will incur a disciplinary sanction.

Late for School

Morning classes begin at 8.55am. Students who arrive to school between 8.55am and 9.35am must sign the late book in the main office. The office will then record the student as late on the MIS. The students' parent/guardian may receive a text notifying them of this lateness. If a student arriving late does not sign the late book she will be marked absent for the first class.

If a student arrives in school after 9.35am they will be recorded as having a partial absence on the schools MIS.

Late for Class

As a general rule students should not be late for class, therefore, it is important that teachers and parents/guardians support good punctuality throughout the day.

Occasional lateness is unavoidable however, persistent lateness in the morning or throughout the day will be monitored by the relevant Year Head. The student's record will be examined and a sanction, which could include detention, may be applied.

In the Classroom/Study Hall:

- Students should be punctual for every class and should sit where directed by the teacher.
- Students should be respectful of the staff at all times. Students should never answer back with poor manners, aggression or inappropriate language. A student should always have her books, equipment and homework with her.
- Students are expected to complete all homework assigned each day by the teacher.
- The school journal should be brought to school each day.
- If for any reason, homework is not completed, parents/guardians should provide a note of explanation in the school journal. This note should be presented to the subject teacher at the beginning of class.
- Students should pay attention in class and work to the best of their ability.
- Students should keep their own classroom tidy and any other classroom they may visit or use at all times.

Students may not remain in a classroom unsupervised. If a teacher has not arrived within ten minutes after the bell, the class captain or vice-captain should report the fact to the main office. Students should then make their way to the Hall for supervised study.

- 'Tippex' is only allowed at the discretion of the teacher.
- Eating or drinking during class is not allowed unless prior permission is granted. Parents/Guardians should inform the school of any medical ailment which require their daughter to have access to food or drink during class.
- Chewing gum is forbidden on the entire premises.
- Students may not sit on windowsills or lean out of windows.
- Any student feeling unwell during class must inform the teacher of that class, or the teacher of the next class if she becomes unwell between classes. No student should leave class due to illness or absent herself from class for any reason without the prior permission of her teacher.
- Students are permitted to go to their lockers at the following times only: before class begins in the morning, at break-time, at lunchtime and at the end of the school day. Apart from these times, students may only access their lockers in exceptional circumstances and with the teacher's permission.
- A student should be seated properly on her chair to avoid accidents.

It is important for each student to be aware that disruptive behaviour cannot be tolerated and appropriate sanctions will be used to minimise disruption of teaching and learning. Each student is entitled to her education and all teachers have the right to teach.

Study Guidelines (Please see Homework Policy)

As a guideline it is expected that the minimum amount of time spent at homework should be as follows:

- | | |
|------------------------|------------------------------|
| ○ First Years | 1 hour 30 minutes to 2 hours |
| ○ Second & Third Years | 2 to 3 hours |
| ○ Senior students | More than three hours |

Outside the classroom:

- Students must behave in a responsible, polite and appropriate manner.
- Running in the corridors or passageways, or on the stairs, is strictly forbidden.
- Students must not eat or drink on the corridors and should take their lunch when seated.
- Pushing, jostling or loud and unruly behaviour will not be tolerated.
- In the interest of safety all students should walk on the left while moving around the school.
- In the interest of safety all students should use the footpaths when walking in the gardens. Walking/Running on the grass is forbidden.
- Care should be taken when moving through the fire doors.

- Any behaviour of a student wearing a St. Vincent's uniform outside of school hours or outside the school premises, which negatively affects the reputation of the school, will be investigated and sanctions imposed.
- Possession of items that are deemed dangerous or likely to cause disruption such as weapons, fireworks, laser-guns, stink bombs, stanley knives etc. is viewed as a serious breach of school rules.

Mobile phones and other electronic devices:

Mobile phones and electronic devices must not be switched on between 8.50 am and last bell at 3.44pm unless prior permission has been given by a member of staff. This includes between class periods and all lunch breaks.

If a student has a phone or electronic device that is switched on during school hours (including between classes and all lunch breaks) without the prior permission of a member of staff, the phone or electronic device may be confiscated and will be returned at 3.44pm. For any subsequent breach of this rule by the student, the phone and/or electronic device will not be returned until the student's parent/guardian has made contact with the school. Students who lend electronic devices to other students, unless requested to do so by a member of staff, may be placed on detention.

In acknowledgement of the right to privacy of both staff and students, the use of the camera function on camera phones or any electronic device without the prior permission of a member of staff will be deemed a serious breach of the Code of Behaviour for which the sanction is suspension.

In addition, the use of the camera function on any electronic device is strictly forbidden in the school Gymnasium without the prior permission of a member of staff.

Please note that having a mobile phone or electronic device switched on during the school day without the prior permission of a member of staff, will be deemed a breach of the Code of Behaviour for which the sanction is detention.

Please note: electronic alarms should not be set to ring during the school day. Should an alarm ring during the school day the student will be placed on detention and the electronic device will be confiscated.

If students chooses to bring a mobile phone or electronic device to school, the school authorities cannot accept any responsibility whatsoever if the phone or electronic device is lost or misappropriated.

Smoking/Alcohol/Illicit drugs:

Smoking on the school premises is prohibited by government statute and by school management. Students may not bring cigarettes, tobacco, matches or lighters to school. Smoking on school premises or on the way to or from school or on any school related outing is forbidden. The school will not accept or tolerate the possession, use or supply of banned or prohibited substances and/or drug paraphernalia by any student in the school, on school trips and outings or during any school-related activity. This includes all substances covered by the Misuse of Drugs Act, non-validated prescription medication and all alcohol and tobacco used contrary to the law of the land. The school reserves the right to determine whether a substance found at the school qualifies as a banned or prohibited substance.

It is forbidden to provide information to other students regarding contacts or places where illegal drugs may be obtained. For further information, please refer to the school's Substance Misuse Policy.

Lunchtime Supervision:

- All students are expected to remain in school at lunchtime to partake in lunchtime activities, meetings and school events.
- First Year students should eat their lunch in the school assembly hall with the other First years. They have no permission to stay in their classrooms during lunchtime except at the direction of a teacher.

- If a student wishes to go to the Canteen or take part in any lunchtime activity, they should seek permission from the teacher on duty.
- Students are expected to clean the areas where they eat their lunch.
- Sixth years are allowed to leave the school on Fridays for their lunch. Failure to return to school on time may result in this privilege being withdrawn.

Stealing:

MONEY OR VALUABLES SHOULD NEVER BE LEFT IN SCHOOLBAGS OR CLASSROOMS. Stealing is a serious breach of discipline. School management will not accept responsibility for items lost, mislaid or stolen on school property. Valuable items or large sums of money should not be brought to school. However, essential sums of money brought to school should be put in an envelope with the student's name on it and left in the office for safekeeping.

School Property:

- Parents/Guardians of students who damage or deface school equipment, buildings or grounds may be asked to pay for the repair or replacement of damaged fabric, furnishing or equipment where the damage is the result of their daughter's behaviour.
- Each subject department has its own specific rules that must be adhered to, particularly when using specialist rooms.
- Students must maintain cleanliness in their own classroom and in any other room that they use.
- Graffiti is absolutely forbidden and students found to have written graffiti may automatically be put on detention. They will be responsible for ensuring the graffiti is removed.
- School buildings and school grounds should be kept litter free by using litterbins.

Safety Regulations:

- Behaviour which endangers the safety of staff or students will be deemed as a serious breach of the Code of Behaviour.
- Each student is required to comply with the 'Health and Safety' statement of the school as it pertains to them.
- Students should at all times take reasonable care to ensure their own safety and that of others.
- Students are expected to familiarise themselves with the exit route from each room and with the route to the relevant fire assembly area.
- Students should walk on the left hand side of the corridors, passageways and stairs.
- Sliding down the banister on stairs or horseplay anywhere is forbidden. Students should come down the stairs in single file.
- Behaviour likely to cause injury to others is strictly forbidden.
- Running is not permitted in any school building or in the school grounds (with the exception of the Gym)
- Fire alarms, emergency keys, fire extinguishers and safety notices must, under no circumstances, be interfered with.
- All safety regulations must be followed. Many departments have specific rules, refer to page 11.

Drugs, alcohol, solvents, cigarettes, matches, lighters, aerosols, fireworks, knives and other objects likely to cause injury or damage are not permitted in the school or on the person of a student. For more information refer to the Health and Safety Policy.

School Boundaries:

- Students are forbidden to enter the teacher's car park at all times unless accompanied by a teacher.
- Students may enter or exit the school from Seatown Place or from Mill Street.
- Students should use the hatch in the main Hall to communicate with office staff.
- Students may access the Canteen, Art Room and Gym only through the courtyard or via the stage in the Hall.
- Students who climb on to the roof of any building will be deemed to be in serious breach of the Code of Behaviour.

- Students may not enter the staffroom, correcting room or any offices without specific permission from a member of staff.
- Any unauthorised use of the school name for functions organised by students/parents is not allowed. The school takes no responsibility for such functions.

Rewards:

St. Vincent's acknowledges the importance of rewarding the efforts and achievements of its students in all aspects of school life. The emphasis is on a positive approach of encouragement and praise. In our school, teachers use the following methods to reward students for upholding the Code of Behaviour:

- Verbal praise to student either in class or privately.
- Positive comment to Class Tutor/Year Head.
- Positive note home to parents/guardians in the school journal.
- Merit award
- Display of student's work.
- Concessions
- Organised activities

Consequences:

A positive approach to the enforcement of our Code of Behaviour is a matter of school policy. However the school, with the aim of correcting unacceptable behaviour, may impose a range of sanctions. The following sanctions are used so that our students take responsibility for their inappropriate behaviour. They are scaled to take account of the nature of the incident and are imposed by the staff of our school in accordance with our 'Ladder of Referral'.

- A firm reprimand from a member of staff is expected to be sufficient to correct inappropriate behaviour.
- 'Time out' – removal of the student from the scene of the incident, e.g. the student is put working in a different place in the classroom by the teacher, or is put working in another place by direction of the Principal.
- A referral of the incident to the Class Tutor/Year Head
- Unsatisfactory Conduct Form
- Communication with parents/guardian
- Detention
- Put 'On Report' with Report Card to monitor behaviour
- Temporary exclusion from class/labs/kitchen/library etc. as appropriate
- Suspension
- Referral to the Board of Management
- Expulsion

In addition to the above formal sanctions, other informal sanctions may be appropriate, including:

- Extra written work
- Withdrawal of all privileges i.e. outings, extracurricular activities, sporting events, representing the school etc.
- Temporary confiscation of items concerned
- Renewal of school contract

Interventions:

In St Vincent's school the interventions we may use to work with those students who find it particularly difficult to uphold the Code of Behaviour are:

- A meeting between student and member of staff, initially the Class Tutor or Year Head/ a Deputy Principal/Principal, depending on the nature of the behaviour. The purpose of this meeting is:
 - a) to help the student understand the rule/rules that she has broken.

- b) to help the student understand the effects of her inappropriate behaviour on herself as well as on other members of the school community.
 - c) to help the student understand how to act/react in an informed way and therefore not break the school rules in the future..
 - d) to give a sanction if one is required and to help the student to understand that actions have consequences.
- A student may be asked to write an account of their inappropriate behaviour to help them understand how they have broken a school rule and how it impacts on the student herself and the wider school community.
 - Referral to the Guidance Counsellor
 - Referral by the school with parental consent, to an outside body for help in behavioural modification.
 - Referral, with parental consent, to the Schools' Psychologist or NEPS Psychologist for testing and/or help in behavioural modification.
 - Renewal of the school contract

Detention:

Detention may be imposed for breaches of discipline that are regarded as being of a more serious nature. Among these may be, for example continuous refusal to follow reasonable instructions, offensive behaviour to a member of staff, truancy and persistent uniform infringements. Detention is imposed at the discretion of the Year Head, a Deputy Principal or the Principal, who maintain student records in relation to disciplinary matters. Parents/Guardians will be informed where detention has been deemed necessary. A student who refuses to do detention may be suspended.

Suspension:

Under the powers delegated to them by the Board of Management, the Principal, or in the absence of the Principal, a Deputy Principal, may suspend students from school for a serious breach of discipline or in circumstances of continuous failure to conform to school rules.

In exceptional circumstances, the Principal may consider an immediate suspension to be necessary where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school, or any other person. Parents/Guardians may be informed by phone or in writing, depending on the seriousness of the matter.

The Principal may suspend a student for up to three days. The Principal with the approval of the Chairperson of the Board may impose a suspension of up to five days in circumstances where a meeting of the Board cannot be convened.

Parents/Guardians may appeal the basis on which the decision was made to the Board of Management, who will then adjudicate the case. If parents/guardians indicate their intention to appeal, the suspension may be deferred.

Where the total number of days for which the student has been suspended in the current school year reaches twenty days, the parents/guardians, or a student aged over eighteen years, may appeal the suspension under section 29 of the Education Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007.

Suspension may be used as a sanction for:

- Any breach of the Code of Behaviour by a student who has been 'On Report' three times during that academic year
- Bullying, harassment or abusive or racist language
- Theft or wilful damage to property belonging to students, teachers or the school.
- Serious inappropriate behaviour that interferes with the educational process, or the rights of others, also may be subject to suspension.
- Repeated refusal to follow clear, reasonable instructions
- Other serious breaches of discipline or continuous failure to conform to school rules

Suspension will be used as a sanction for:

- Students who engage in violent, aggressive or threatening behaviour towards a member of staff or fellow student will be automatically suspended regardless of provocation. Students should walk away from aggressive situations and report the matter to a trusted adult.
- Students who leave the school without prior permission from a Year Head, a Deputy Principal or the Principal.
- Recording a teacher or a student on an electronic device without prior permission
- Sharing by electronic means any image or recording of a student or teachers without prior permission of the student and/or the teacher.
- Possession or use, or intention to supply illegal substances or alcohol. (A student in this case will be suspended pending an emergency meeting of the Board of Management, where all options open to the Board up to and including expulsion may be considered.)

Expulsion:

The Board of Management has the right to expel a student. Expulsion may be considered, for example:

- when an act of violence is perpetrated on a teacher or student.
- when the student clearly puts the safety of themselves and/or others at risk.
- when there is serious theft or wilful damage to property belonging to students, teachers or the school.
- if the behaviour is so disruptive or unacceptable as to interfere with the constitutional rights of others to an education, the teacher's right to teach and management's right to run the school effectively.

If there are serious concerns about a student's behaviour, the Principal may refer the matter to the Board for deliberation, where sanctions up to and including expulsion may be considered. If a disciplinary matter is referred to the Board, the parents/guardians will be informed of the same by registered post, and of their right to present the student's side of the matter in the presence of the Board of Management or its nominee. The Board of Management shall make the final decision in relation to permanent exclusion.

Rules pertaining to different subject department areas:

A. The Gymnasium:

- Students must have full P.E. uniform:
Navy sweatshirt, red polo shirt, navy tracksuit bottoms and runners
- Outdoor shoes are not allowed in the Gym.
- Long hair must be kept tied back during class.
- Eating and drinking are not allowed in the Gym.
- All phones, money and valuables must be handed into the Gym office at the start of class. (Camera phones are strictly forbidden in the Gym.)
- Students are not permitted to use the Gym in the absence of a teacher.
- All students must come to school in full uniform. Students must change for P.E. in the Gym.
- Students who have P.E. for the last class in the day may go home in the full, official school P.E. uniform. They must ensure that they bring their full school uniform home with them.
- Students who have a long-term excused absence from PE must provide the school with a medical certificate. This student will then be given permission to go to the study hall. In such circumstances, the PE teacher will inform the teacher who is on supervision in the hall during this period.
- Students who produce a note explaining a short-term absence from PE will remain in the gym under the supervision of the PE teacher. Please note that, because of their duty of care, teachers may seek further clarifications and explanations regarding a student's note. The PE teacher will assign work to be completed in the gym.
- Students who fail to bring their PE uniform must complete alternative work which will be assigned by their teacher. If a student fails to bring in their PE uniform three times during the school year they will be issued with a complaint form.

B. Laboratories

- Students must not enter the laboratory without permission

- Students must not use any equipment unless permitted to do so by the teacher. Students must make sure that they know exactly what they are supposed to do. If they are in doubt, they should ask the teacher.
- Long hair **MUST** always be securely tied back
- Safety glasses should be worn during all practical classes unless the teacher indicates otherwise
- Students must check that the label on bottles is **EXACTLY** the same as the material they require. If in doubt, they should ask the teacher.
- **NOTHING** must be tasted, eaten or drunk in the laboratory; chewing gum is not permitted.
- Any substance accidentally taken into the mouth must be spat out **IMMEDIATELY** and the mouth washed out with plenty of water. The incident must be reported to the teacher
- Any cut, burn or other accident **MUST** be reported at once to the teacher
- Any chemicals spilled on the skin or clothing **MUST** be washed at once with plenty of water and reported to the teacher
- Students may not bring coats or bags into the laboratory
- Students must always **WASH** their hands after practical work

C. Kitchens

- Students should always follow the teacher's instructions and directions
- Students should always pay particular attention to the teacher's instructions when using equipment
- Students should always wear an apron, tie hair back and wear closed, flat shoes
- School bags and fleeces are to be left at the back of the kitchen before practical class begins
- Students should always report any incident immediately to the teacher
- All food must be brought home on the day of cookery, and all wastage should be avoided
- Suitable containers must be brought in by the students to carry food home
- Students should never run in the kitchen
- Students should always wash and clean up at the end of class
- Any spills are to be mopped up immediately
- All dishes, equipment etc. are to be left back in the correct place and the kitchen left in perfect order at all times.

D. Sewing Rooms

- Students should always follow the teacher's instructions
- Students should always bring in equipment and material when needed
- Students should always pay particular attention to the teacher's instructions when using sewing machines
- Scissors and other equipment must only be used for material
- All equipment and material must be returned before leaving the room
- Students must not interfere with other students' work
- Running or messing during class will not be tolerated
- Irons and machines are to be used under the teacher's supervision only

E. Computer Rooms

- All students must sign and have their parents/guardians sign the 'Internet Use Contract', when they enrol
- Students may not use the Internet to access chat rooms or other inappropriate sites
- Inappropriate use of the Internet facilities in the school may lead to the withdrawal of access to the computer labs for the students concerned
- Students may not use the Computer Room unsupervised at any time during the day or after school
- In exceptional circumstances, senior students may seek written permission from their own computer teacher to work unsupervised
- Students seeking permission to work in the Computer Room during a time not allotted to them must have a note from the teacher they have at that time, giving them permission to work in the Computer Room. Access will be granted only with the permission of the teacher present in the Computer Room at that time.
- Food or drink is not allowed in the Computer Room.
- 'Log on' procedures must be followed as directed by the teacher.
- Students should only use the printer at the direction of the teacher.

F. Art Rooms

- Students may not enter the Art Rooms without permission
- Students should be fully equipped for Art and ensure they have their pencil with them at all times.
- Students may not use any equipment unless permitted to do so by the teacher. They should make sure they know exactly what they are supposed to do. If in doubt, they should ask the teacher.
- Students must not interfere with kilns or other equipment
- Students must take particular care when using sharp or potentially dangerous equipment.

This Code of Behaviour was drawn up in consultation with the parents, students and management of our school. The process began in March 2004 and the Code of Behaviour was piloted in the period from September 2004 to June 2005. The Code of Behaviour was ratified by our Board of Management and became official policy on 7 September 2005. After a full review of the Code of Behaviour, this policy was amended and ratified by the Board of Management and became official policy in February 2011. Another review of this policy took place in 2012 and became official policy in January 2013. A further review took place in 2014/2015 and this became official policy in February 2015. This replaces the policy in use since January 2013.

- Any amendments, which need to be made, will be in keeping with the general philosophy of our Code of Behaviour and the school's Mission Statement.
- Amendments will be communicated to the members of the school community.
- The Code of Behaviour will be reviewed one year after its implementation. A major review will be carried out no later than five years after the date of implementation and will involve consultation with students, parents, staff, management and Board of Management of our school.

Relevant Legislation informing this code:

- Article 42 of the Irish Constitution
- Circular letters M34/88 and M33/91 from the Department of Education and Science
- The United Nations Conventions on the Rights of the Child
- Article 19 of the Articles of Management of Catholic Secondary Schools
- Sections 28 and 29 of the Education Act 1998
- The Equal Status Act 2000