

ST. NATHY'S COLLEGE CODE OF BEHAVIOUR

(2011 – 2012)

Good Behaviour

The Code of Behaviour seeks to adopt a positive approach to the kind of behaviour the school wishes to promote. Good manners, courtesy, co-operation and respect for others and their property are paramount. Every student has the right to enjoy both learning and leisure time in school and to regard it as a place where they can relate, in a positive manner, towards their teachers and to each other based on tolerance and respect. The school places particular emphasis on good behaviour, acknowledging it when it is apparent as well as recognising the individual and collective achievements of students. Rewards may include:

- *Personal praise of a pupil by a teacher.*
- *Special mention in the school newsletter and on notice boards within the school.*
- *The awarding of prizes for high achievement or effort in many disciplines.*

HOMEWORK JOURNAL / SCHOOL DIARY

The Homework Journal / School Diary is designed to:

- (a) monitor the student's attendance and punctuality
- (b) monitor the day-to-day behaviour of each student
- (c) provide a number of permission forms which require the signature of the student's parents/guardians
- (d) provide journal to organise homework on a daily basis

Each student **must** have a special Journal / Diary to record homework given and work done. In addition, staff members may record the student's progress (or lack of it), breaches of discipline and any other information parents should be aware of. Parents should also use the journal to explain student absences, lateness and requests for a student to leave school during school hours. **Parents should sign the diary every night as well as providing sample signatures on the front page.**

The purpose of the diary is to monitor academic progress as well as ensuring constant communication between school and home. The Class Tutor will check the diary each day. Loss of the diary or persistent failure to present a signed diary will be considered a serious offence as will the defacement of a diary by graffiti etc.

In such circumstances a student will be requested to report the matter to his / her Class Tutor and purchase a replacement one at a price which will include a penalty fee. Additional sanctions may be imposed in cases where a diary is lost or has to be replaced. **The College reserves the right to admit to school a student who persistently fails to produce a school diary in every class.**

Each student is required to have his/her School Diary with them in all classes. In order to facilitate entries in the "Absence Record" or "Permission to Leave School" sections and to facilitate parents checking the diary, **it is essential that students bring the diary home each evening.**

UNIFORM

- 1) Boys' and girls' uniforms are available from **the usual stockists in Ballaghaderreen**. The correct uniform is to be worn at all times during school hours and when attending school events away from school.
- 2) Boys' uniform consists of navy-blue trousers (worn unaltered), light grey shirt, school tie, blue tunic and black leather shoes. Girls' uniform consists of school kilt (which must be worn unaltered at knee length or lower), grey shirt, school tie, blue tunic and black *leather* shoes with black laces and black socks. Black tights are compulsory for all girls.
- 3) The only jewellery allowed is a single pair of stud earrings for girls worn on the lower ear. Make-up or nail varnish are not allowed. Boys' hair must be short and not cut in "split levels". Boys must also be clean-shaven at all times. In general, a neat and tidy appearance is expected from all students. As such, **it is not permissible for students to dye their hair (or apply highlights)** or, in the case of boys, to have excessively long and untidy hair.
- 4) Uniforms are checked on an ongoing basis by Class Teachers and Year Heads.
- 5) The school reserves the right not to admit to school any student who arrives for school without the correct uniform worn properly - this is especially true for boys and girls who arrive wearing jeans. The school will not accept liability for the well-being or safety of any student sent home under these circumstances.
- 6) In exceptional circumstances, girls who are unable to wear tights will be excused. Under these circumstances they are required to wear standard navy-blue school uniform slacks. Likewise, girls who are advised to wear slacks for other medical reasons may do so. In all cases the girls' uniform slacks are available from the usual stockists in Ballaghaderreen. Each girl's uniform slacks contain a unique identifying "St. Nathy's College" label. **No other "uniform" slacks are acceptable**. Black socks must be worn if wearing slacks.
- 7) A standard College uniform jacket is compulsory for all students. No other jacket will be allowed to be worn. A crew neck school jumper (with embroidered crest) has been phased in over the past number of years. All students must now wear the new jumper.

ATTENDANCE

- 1) Regular attendance is absolutely essential for academic progress.
- 2) Absences are recorded each day and entered into Department of Education Roll Books. A record of absences will be forwarded to parents / guardians along with Christmas and Summer reports or at more frequent intervals upon request. While it is understandable that pupils may be somewhat late arriving to school on occasion, it is expected that this would not become a common feature. Students who arrive after 10:00am are marked absent on the Department of Education Roll Book. However, as with any student arriving after 9:15am, they are expected to sign the "Late Book" in the office and inform the Deputy Principal of their arrival. This will ensure that the school's records indicate their presence. Penalty Sheets are given to students who arrive late without adequate reason. Only by way of exception will students who arrive after 10:30am be admitted to school.
- 3) All absences must be explained by a signed note from parents in the relevant section of the school journal. It is school policy to contact parents who have failed to furnish an explanation for a student's absences. Where a student is absent from school for any reason for 20 or more days in the school year, this information will be forwarded to the National Educational Welfare Board in accordance with current legislation.
- 4) For legal and insurance purposes, in order to leave school during school hours or remain absent after lunch break, students will need permission from the Principal or

Deputy Principal. In general, students are not allowed to leave the school grounds during class time or during the lunch break (unless going home for lunch with written permission). If, however, a student has to do a message for his / her parents or go outside the school for any reason, permission may be obtained through a written request in the journal from his / her parents. The student shows the note to the Principal or Deputy Principal for authorisation and then presents the journal at the main office when it is time to leave. He / she must sign a special book indicating what time he / she leaves and where he / she intends going. The student also signs in, whenever he / she returns to the school.

Parents who wish to collect their son / daughter can do so from the school office and not downtown. The school can not (for legal & insurance reasons) allow a student to leave its grounds unaccompanied.

Should students need to leave for a dental or other appointment, the relevant appointment card must be produced. **Under no circumstances will a student be allowed to leave the school on a Friday afternoon or an afternoon preceding a long weekend / holiday break.** The only exception will be if a parent physically collects the student from the main office of the school.

5) **Truancy** from school is deemed a very serious offence and will incur an automatic two-day suspension from school.

6) All students are expected to attend class on time. If a student is regularly late, he / she will be reprimanded by the teacher and the parents informed through the journal. The school reserves the right to refuse admittance to students who persistently turn up late for school. A student who arrives back late after lunch for afternoon class may have his / her permission to leave the school grounds at lunchtime withdrawn for five school days and / or be given Penalty Sheets for completion.

7) Admission of students who arrive for school early in the morning (before 8.15am) is conditional on the understanding that the school does not accept liability for any loss or injury which may be sustained by them during that time. It is also conditional on good behaviour being shown at all times.

STUDENTS ARRIVING INTO TOWN IN THE MORNING FOR SCHOOL

The following arrangements are applicable to all students arriving into town in the morning.

All students are to enter the school grounds immediately upon arrival into the town in the morning.

Students are to enter school buildings and school grounds in an orderly, respectful and safe manner.

Students are to show good behaviour at all times while approaching school from downtown.

Students are not at any stage to congregate outside of the school gates / Youth Information Café etc., etc.

Students are not to enter private property - especially the Cathedral car parks, the area behind the Science Museum, the graveyard along Church Lane / Charlestown road etc., etc.

Students who have permission from the school to leave school grounds for lunch are to return to the school grounds at the end of lunch break and enter the school buildings through C. Block entrances in an orderly, respectful and safe manner.

Students must have returned to the school and are present in the school buildings by 1:20pm at the latest.

Students are to show good example at all times within the school and discourage any actions of others that would tarnish the good reputation of all the student body .

GENERAL CONDUCT

Students of St. Nathy's College are expected to behave at all times and in all places in a manner which will not discredit their school.

1) Courtesy and respect for teachers, staff and fellow students are essential. Disrespect to a member of staff on or off school grounds will be regarded as a very serious offence and is punishable by a suspension from school.

2) To ensure safety for all, students are to keep to the right on corridors and stairs. Running and pushing are forbidden.

3) Bullying, whether physical, verbal or psychological, is regarded as an extremely serious offence and is punishable by suspension.

4) Smoking is forbidden on the school grounds. Students may not smoke while in uniform or while on any outing organised by the school. Where it is known, or is suspected beyond reasonable doubt, that a student has been smoking within school grounds, he / she will be subject to an automatic three day suspension from school.

5) The consumption of alcohol is strictly prohibited both within school and when engaged in school-related activities. Bringing alcohol into school or attending school while under the influence of alcohol warrants immediate suspension from school and possible expulsion.

Being in possession of un-prescribed drugs is strictly prohibited both within school and when engaged in any school-related activities. It is school policy to expel any student found to be in possession of such substances or who attends school or school-related activities under the influence of such substances.

6) Because of excessive damage to furnishings and floor coverings each year, the chewing of **gum** and the use of '**Tippex**' are forbidden. An automatic €2 fine will be imposed on any student caught chewing gum or using tippex.

7) Radios as well as tabloid newspapers (other than for use with teachers in classrooms) are not to be brought to school and will be confiscated if seen.

8) The possession of obscene or objectionable material (in any format) is a very serious offence and is subject to suspension from school.

9) Due to the possibility of serious injury being inflicted by elastic bands when used to catapult objects, students found in possession of same may face an automatic one-day *suspension* from school.

10) Mobile 'phones are prohibited within school grounds. A student found in possession of (or using) a mobile phone will have it confiscated. It will be returned after a period of 7 days and upon completion of ten penalty sheets. Should a mobile 'phone be confiscated a second time from a student it will be held indefinitely. **Camera 'phones** are strictly prohibited and will be confiscated for an indefinite period if a student is found to be in possession of one.

11) A student who feels unwell may not excuse him / herself from class without the written permission in the school diary of each subject teacher the student is timetabled for.

12) A one way movement system for students operates for a ten minute period before school begins in the morning, at the end of morning break and at the end of lunch break. Students who do not co-operate will have sanctions imposed.

13) For reasons of health & safety, it is school policy to impose a two day suspension from school on any student who engages in unruly behaviour on "snow days".

14) Students who, without official school involvement or sanction, travel on (or participate in organising) unofficial buses to attend school-related activities will be subject to a two day suspension from school.

ATTITUDE TO WORK:

1. Pupils are to take all books and other requirements out in readiness for class, as soon as they enter the classroom.
2. Pupils will not be allowed out of class except if ill and only then at the discretion of the teacher. Students should not remain out of class for any reason (including illness) without *personally* informing the appropriate teachers and the office.
3. Pupils will have access to their lockers at the following times only: (i) before 9:15 a.m., (ii) morning break, (iii) lunch and (iv) after school. Apart from once a week when going to or returning from P.E., students attempting to gain access to lockers at any other time will have their locker key confiscated. This key will be returned only upon the payment of a €5 fine.
4. Pupils are expected to pay full and constant attention in class - disruption of the learning process of others will not be tolerated.
5. All homework is to be recorded in the homework journal.
Homework consists of:
 - (a) A thorough review of all work covered in class.
 - (b) Set written and oral work.
 - (c) Revision.Parents are requested to see that all this work is done each night and at weekends. The minimum time to be spent on study each night and at weekends is as follows:
 - 1st. - 2nd. yrs. : 2 hours,
 - 3rd. - 6th. yrs. : 3 hours.
6. All work must be handed up on time. It must be well done, tidy and finished. Oral work must be known thoroughly.
7. Students with Special Needs will be accommodated, in so far as is reasonably possible, within the resources allocated to the school.

PROPERTY

- 1) Each student is expected to provide himself / herself with a complete set of books, copies, instruments, etc as instructed by their teachers. Sanctions may be imposed on students who report for class without the necessary materials / equipment.
- 2) Students are responsible for their own property. The school does not accept liability for money or goods lost, damaged or stolen on school grounds. Students are advised to have their names on all personal items, uniform, coats, sports gear, school books etc. Money or valuables should not be left in cloakrooms / changing rooms or unattended in pencil cases, school bags, etc. Such items can be left in the office for safe-keeping.
- 3) Students are responsible for the upkeep of their own classroom and its furniture. They are also expected to keep corridors, stairs and the school grounds free of litter.
- 4) Vandalism of property is likely to incur suspension. The cost of repair or replacement of damaged property is to be borne by the offender(s). Graffiti on school desks, walls, etc. is punishable by a fine, the amount to be determined by the damage done but not less than €7.00.
- 5) For accidental damage to property through carelessness, 'horse-play' etc., the offender(s) will bear the cost of replacement / repair. No further action will be taken provided the incident is reported immediately. It is our policy that the virtue of honesty be rewarded.
- 6) Stealing inside or outside the school is regarded as a most serious offence and is punishable by suspension. Offender(s) will replace or pay for item(s) stolen

SANCTIONS AND PROCEDURES

This section sets down the sanctions applicable to all students in St. Nathy's College. *Attendance at St. Nathy's College implies acceptance of these sanctions and procedures.*

1) The Class Teacher or the teacher on the spot will deal with relatively minor offences by issuing a reprimand, assigning written work such as 'lines', 'penalty sheets', extra study or manual work such as picking up litter etc., etc. Teachers may also document breaches of discipline in the student's diary for the attention of parents.

2) For more serious offences, a student will be put "On Report". A special Report Sheet will be given to the student outlining the nature of the offence. This Report Sheet will be signed by each teacher the student has for each class period for one week, outlining the behaviour of the student during each class.

The Report Sheet is also to be signed each evening by a parent. Lost or uncompleted Report Sheets will be replaced by a new one. A student receiving three such Report Sheets will face an automatic one-day suspension from school as will a student who receives negative comments on a Report Sheet. Completed Report Sheets are to be given to the Class Tutor.

3) For persistent misbehaviour or for more serious offences, a student will be referred to his / her Year Head who, in addition to the Class Tutor, can request a meeting with his / her parents and / or recommend a suspension from school to be imposed on the student by the Principal.

4) All serious breaches of discipline will be automatically referred to the appropriate Year Head. Following investigations, the Principal (or Deputy Principal acting on his behalf) may suspend the student. The length of suspension will be determined by the seriousness of the offence. During the period of suspension, a student will not participate in any games / sporting activities which represent the school. The school's Board of Management will be kept informed of all serious breaches of discipline.

5) In extreme cases the Board of Management may deem expulsion to be necessary.

N.B. At all stages (involving minor breaches of discipline) parents are kept informed through the student's journal.

6) Where a student or (if under 18) his/her parent/guardian feels he / she has a genuine grievance, the same line of procedure should normally be followed i.e. Class Tutor, Year Head, Disciplinary Committee, Deputy Principal, Principal, Board of Management, Trustee and Department of Education & Science.

DISCIPLINARY COMMITTEE

The committee will consist of the Principal, Deputy-Principal and the Year Heads. It will meet regularly. Discipline will also be discussed at regular staff meetings. In cases of serious breaches of discipline, the Principal alone (or Deputy Principal acting on his behalf) may take immediate corrective / disciplinary action including suspension of the student.

NOTES

- 1) Students are accountable for their behaviour not only during school hours but also on the way to and from school, on all outings organised by the school and, in general, while the school uniform is being worn.
- 2) It is not possible to cover every eventuality in a code of conduct. However, what is most important is that the spirit of the law is upheld. Ultimately, each individual case is taken on its own merits and judged accordingly.
- 3) Suspensions and Expulsions are in accordance with school's policy on same.

LIST OF POLICIES WHICH ARE ALSO PART OF ST. NATHY'S COLLEGE CODE OF BEHAVIOUR.

- Attendance
- School Uniform
- Mobile Phones
- Bullying
- Email / Internet
- Pastoral Care
- Record Keeping
- Learning Support
- School Trips/Tours
- Child Protection
- Class Streaming
- Enrolment
- Evening Study
- Suspensions and Expulsions Policy

**APPROVAL FORMS FOR SCHOOL OUTINGS, FIELD TRIPS,
WORK EXPERIENCE etc.**

Throughout the school year, it is often necessary for students to go on educational outings of various kinds – visits to exhibitions, museums, factories, etc. Many students, especially students of Geography, History and Science, go on “field trips”, while some senior students go on work experience. Again, we seek your express permission to take your child on such outings.

Approval and permission of parents / guardians:

I HEREBY AGREE TO ST. NATHY’S COLLEGE TAKING MY SON / DAUGHTER ON SUCH VISITS OUTSIDE THE SCHOOL AS MAY BE DEEMED NECESSARY AND APPROPRIATE OCCASIONALLY:

SIGNATURE OF PARENT / GUARDIAN:.....

In Case of Illness

There may be occasions during school hours when, in the event of an accident or sudden illness, it may be necessary for us to take your child to a doctor or to hospital. It is very important to us that we have your prior permission to do so. To give us that consent, please sign in the space provided below:

I.....

DO HEREBY GIVE PERMISSION TO THE SCHOOL AUTHORITIES OF
ST. NATHY'S COLLEGE TO TAKE MY CHILD

.....TO A DOCTOR OR TO
HOSPITAL FOR ANY NECESSARY TREATMENT IN AN EMERGENCY.

Alternative address a student may be brought in case of illness

At any time throughout the school year, your son/daughter may become ill and may have to be brought home. There may be occasions when both parents/guardians may be absent from home at the particular time in question. In that situation, we would be grateful if you would indicate below an alternative location, e.g. home of a relative, friend, etc. – to which your son/daughter may be brought.

ALTERNATIVE ADDRESS AND NAME OF CONTACT PERSON

.....
.....

TELEPHONE NO

SIGNATURE OF PARENT/GUARDIAN:

