

ST. NATHY'S COLLEGE CODE OF BEHAVIOUR

(2020 – 2021)

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.*
- *St Nathy's College is now using a points system to record student's behaviour. Penalty points and merit points will be awarded and will result in sanctions and rewards being imposed up to and including lunchtime detention and recognition at the end of the year awards ceremony. We expect all students to adhere to our code of behaviour. Parents will be informed of a lunchtime detention via a stamp in the student diary.*

POINTS SYSTEM

Negative Behaviour

- 5 *Lunchtime detention*
- 10 *Report Sheet A (white) (all satisfactory = +5 Points – Issued by Class Tutor)*
- 15 *3 lunchtime detentions*
- 20 *Report Sheet B (green) (all satisfactory = +10 Points – Issued by Year Head)*
- 25 *Meeting with the Class Tutor and Year Head. (Parent/Guardian & Student)*
The students will be issued with a contract and given a last opportunity to commit to and demonstrate an improvement in behaviour by signing a behaviour contract.
- 30 *Meeting with Deputy Principal/Principal*

Positive Behaviour

- +1 *Being Involved or Being Kind & Helpful or Showing Good Example*
- +2 *Improvement noted by individual teacher*
- +4 *No negative points gained during a term (Awarded by Class tutor)*

All parents/guardians have access to their son(s)/daughter(s) behaviour record via a tab in VSWare.

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 the St Nathy's College Student 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/guardians should be aware of. Parents/guardians should also use the diary to explain student absences, lateness and requests for a student to leave school during school hours. **Parents/guardians should sign the diary every night as well as providing sample signatures on the front page.** In order to facilitate entries in the "Absence Record" or "Permission to Leave School" sections and to facilitate parents/guardians checking the diary, **it is essential that students bring the diary home each evening.**

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.**

REGULATIONS FOR STUDENTS

The student and his/her parents/guardians are requested to read carefully the following rules, regulations and information in regard to sanctions. **Attendance at St. Nathy's College implies acceptance of these rules and regulations.** Students and parents/guardians are required to sign these rules in the spaces provided at the end of the Code.

UNIFORM

1). Boys' and girls' uniforms are available from **La Mode in Ballaghaderreen.** The school uniform is a symbol of our school and should be well maintained and worn with pride. The correct school uniform must be worn at all times, including Sate Exams and when attending school events away from school.

2) Boys' uniform consists of navy-blue trousers (worn unaltered), light grey shirt, blue jumper and **fully black footwear** with black laces and black/navy socks. Girls' uniform can consist of a school kilt (which must be worn unaltered at knee length or lower) or navy-blue trousers (worn unaltered), blue jumper, grey shirt and **fully black footwear** with black laces and black/navy socks. Black tights are compulsory for all girls wearing kilts.

3) The only jewellery allowed is **a single stud earring** worn on the ear.

No facial jewellery is allowed - plastic retainers/spacers are not allowed.

Excessive and inappropriate use of cosmetics is not allowed. Students arriving to school with incorrect piercings will be asked to remove them, failure to do so may result in the student being sent home.

While at school, all students are expected to wear their hair in a neat and tidy fashion and refrain from the use of extreme haircuts, colour dyes etc. Hair should be of a natural hair colour. Hair must be tied back if requested for health and safety reasons. Boys must be clean-shaven at all times. In general, a neat and tidy appearance is expected from all students. Head-dress is permissible where deemed appropriate. For students who wear the Hijab it must be plain navy in colour, neat and no longer than shoulder length, otherwise tucked into the neck of the jumper. Particular, care must be taken while

wearing the Hijab in subjects with practical, active methodologies such as Science, Home Economics, Art, PE, Construction, Engineering etc.

- 4) Uniforms are checked on an ongoing basis by Class Teachers and Year Heads.
- 5) Any student who arrives to school without the correct uniform worn properly a parent/guardian will be requested to drop in the correct uniform to the school or a student will be supplied with a temporary uniform by the school to wear for the day. The school also 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) A standard College uniform jacket is compulsory for all students. **No other jacket/hoodie can be worn on the school grounds or building.**
- 7) Failure to comply with the uniform policy will result in sanctions being imposed such as a uniform **warning being given via VSWare, penalty sheets, detention or in some instances the student being sent home.**

ATTENDANCE

- 1) Regular attendance is absolutely essential for academic progress.
- 2) Absences are recorded each day on VSWare. A record of absences can be seen by parents/guardians along with Students Term reports online at <https://stnathys.vsware.ie>, by logging in and using your username and password. 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. However, as with any student arriving after 8:57am, they are expected to sign the "Late Book" in the office. This will ensure that the school's records indicate their presence. **Penalty Sheets are given to students who arrive late without a parent signing them in or a signed note in their diary explaining the reason for arriving late.**
- 3) All absences must be explained by a signed note from parents/guardians in the relevant section of the school journal. It is school policy to contact parents/guardians 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 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 go outside the school for any reason, permission may be obtained through a written request in the journal from his/her parents/guardians. **The parents/guardians must collect their son / daughter from the school office and not downtown.** The school cannot (for legal & insurance reasons) allow a student to leave its grounds **unaccompanied.**
- 5) **Truancy** from school is deemed a very serious offence and may result in sanction up to and including 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/guardians informed through the diary and behaviour in VSWare. 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 a period of time. and / or be given Penalty Sheets for completion. Punctuality is deemed very important for the smooth running of the school and to reduce on unnecessary disruption of classes. Students who are late to class and are present on the corridors at 11.20 and 1.55 will be sent to the main office and assigned two late 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.

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 be present in the school buildings by 1:45pm Monday to Thursday and by 12.25pm on Friday 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 is 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 along corridors is forbidden.

3) Bullying, whether physical, verbal psychological or cyber (i.e. the use of internet, mobile phones or other technological devices to hurt someone else), is regarded as an extremely serious offence and is punishable by suspension.

4) Smoking/vaping/use of e-cigarettes (or any tobacco based product) is forbidden on the school grounds, 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/vaping/using e-cigarettes 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) The chewing of gum is forbidden. Where the misuse of gum or Tippex results in excessive damage to furnishings and floor coverings 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.

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

8) MOBILE, PHONES, /CAMERA PHONES, /OTHER IMAGING DEVICES, /ELECTRONIC DEVICES

Mobile phone technology has many positive aspects to it, however, the misuse of mobile technology in school can be very disruptive, interferes with teaching and learning, breaches people's privacy rights and can lead to bullying and harassment.

- Mobile phones, camera phones, smart watches etc and other such devices must be switched off and digitally disconnected while students are at school or within the school environment i.e. from the time a student arrives in school in the morning until he/she departs the school in the evening.
- To assist in teaching and learning a teacher may permit the use of mobile phones in class. This is permitted **only** under the expressed instruction of that teacher to switch them on for that period of the class after which the phone must again be switched off.

Students who are in breach of this regulation will have these devices (including SIM cards) confiscated. It will be returned after a period of 5 days. We wish to advise Parents that where such item(s) are confiscated every effort will be made to store them in safe keeping, however, the Board of Management will not take responsibility for such items in the unlikely event that they become damaged or lost.

Where such communication devices are used for:

- harassing others
- compromising the privacy of others
- circulating malicious information
- Transmitting any abusive, obscene, threatening, defamatory, offensive or harassing images or material
- videoing/recording teachers or fellow students *

In addition to confiscation, students will also face severe sanctions under the normal discipline system.

Parents/Guardians are asked to cooperate and support this policy by refraining from making contact to their child's mobile phone during the school day. In the case of emergency, a student may contact home or home may contact the student using the office phone: 094 9860010 with the permission of the Year Head/Deputy Principal or Principal.

9) A student who feels unwell may **not** excuse him / herself from class without the permission of their class teacher and the knowledge of the main office.

10) A one-way movement system for students operates at the end of morning break and at the end of lunch break. Students who do not co-operate will have sanctions imposed.

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

TYPES OF BEHAVIOUR DEEMED TO BE INAPPROPRIATE

- Humiliation; including name-calling, reference to academic ability etc.
- Intimidation; including aggressive use of body language.
- Verbal abuse, anonymous or otherwise.
- Physical abuse or threatened abuse.
- Aggressive or obscene language
- Offensive joke; whether spoken or by email, text messaging etc.
- Victimisation; including very personal remarks.
- Exclusion and isolation.
- Intrusion through interfering with personal possessions or locker.
- Threats, including demands for money.
- An attack by rumour, gossip, innuendo or ridicule on any individual's reputation either verbally or through electronic media.
- In school; Posting insults about a person on a website or sending upsetting text messages on a mobile. Putting up pictures on a message board, pretending to be someone else in a chat room or on a web page. This also applies at home where the person being bullied is a student of this or another school.

ATTITUDE TO WORK:

Please read this section in conjunction with the Homework Policy

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 only be allowed out of class at the discretion of the teacher. Pupils who are allowed out of class during class – time must have their diary with them to show that the permission sheet has been signed. Parents/Guardians are requested to sign this sheet at home that evening. 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 8:57 a.m., (ii) morning break, (iii) lunch and (iv) after school.** Apart from once a week when going to or returning from P.E
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 diary.
Homework consists of:
 - (a) A thorough review of all work covered in class.
 - (b) Set written and oral work.
 - (c) Revision.Parents/Guardians are requested to see that all the homework is done each night and at weekends. The recommended time to be spent on Homework/Study is outlined in our Homework Policy that is on our Website www.stnathys.com
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 educational 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 him/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 the classroom environment 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
- 7) Offensive weapons/materials. The school reserves the right to confiscate items from students which may cause injury or have the potential to cause injury to others and sanction students accordingly.

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, negative points, assigning written work 'penalty sheets', detention, extra study etc. Teachers may also document breaches of discipline in the student's diary & VSWare for the attention of parents/guardians Class Tutor and/or Year Head.
- 2) For more serious offences, a student will be put "On Report – Report Sheet B". A 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 may a student who receives negative comments on a Report Sheet. Completed Report Sheets are to be returned 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/guardians 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/guardians are kept informed through the student's school diary & VSWare.

6) Where a student or (if under 18) his/her parent/guardian feels s/he 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 & Skills.

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
- Internet Acceptable Use
- Pastoral Care
- Learning Support
- School Trips/Tours
- Child Protection
- Enrolment
- Substance Use
- Suspensions and Expulsions Policy
- Anti-Bullying
- Data Protection
- Email/Internet
- Data Utilisation
- School Usage

All the above policies are available to view at www.stnathys.com.

* This amendment was made by BOM after the diary had gone to print.

Appendix One The 'Respect' Rule

Our 'respect' rule sets out in a positive manner our expectations of all students in the school. A copy of our 'respect' rule is printed in the students' diary. The 'respect' rule, which applies to all in the school community, adults and young people alike, states: "**Respect will be shown to everyone in the school community at all times.**"

In other words, we will all act with courtesy and consideration to one another at all times.

This means that:

1. **You always try to understand other people's point of view.**
2. **In class you make it as easy as possible for everyone to learn and for the teacher to teach.** (This means arriving on time with everything you need for that lesson, beginning and ending the lesson in a courteous and orderly way, listening carefully, following

instructions, helping each other when appropriate and being quiet and sensible at all times).

3. **Remember ‘Safety First and Safety Second’.** (This means never running, barging or shouting, but being ready to help by opening doors, standing back to let people pass and helping to carry things). On the corridors/stairs please keep to the right.
4. **You always speak respectfully to everyone** and use a reasonable tone. The use of foul/obscene language on the school grounds is not deemed appropriate.
5. **You listen to the other person’s point of view.**
6. **You keep the school clean and tidy** so that it is a welcoming place we can all be proud of. (This means putting all litter in appropriate bins, keeping walls and furniture clean and unmarked and taking great care of displays, particularly of other people's work).
7. **Out of school**, coming from and going to school, walking locally or with a school group, you always know that the school's reputation depends on the way you behave.

As part of our Code of Behaviour we have a very strong policy against Bullying. Our Anti-Bullying Policy is available on our website. It is part of our Anti-Bullying Code that: *Every pupil is entitled to an education free from harassment or abuse and bullying is not tolerated in the school. Every person has the right to feel safe and valued at our school.*

There should be no unwelcome name-calling, teasing, verbal abuse, physical abuse or fighting; no unwelcome comments about a pupil or their family. This also applies to cyber - bullying. Any incident brought to the attention of teachers *or* the school authorities will be investigated. If the problem persists the perpetrator(s) will face serious disciplinary sanctions. *If you are being bullied or are the subject of unwelcome attention or if you are aware that anyone else is suffering in this way,*

Please tell someone you trust immediately!

It is very important that we are informed about any unwelcome incidents as soon as possible.

Appendix 2 - Unacceptable behaviour by students:

The rights of the disruptive student to remain in class must be balanced against the right of the teacher to teach and for the other students to learn.

The following are kinds of behaviour deemed to be unacceptable:

1. Disruptive.	2. Aggressive.
For example: continually talking or distracting other students, no textbooks, no homework, coming late to class, not engaging.	For example: being continually argumentative/confrontational, using unacceptable language, temper tantrums, refusing to move seat or follow instructions.
What does the teacher do? <i>Any or all of the following:</i>	What does the teacher do?
Note in Student Diary/VSWare for parent/guardian to sign/read.	Send for the Deputy Principal/Principal.
Awarding of Negative Points in VSWare	Student will be removed from class. Parents/Guardians will be informed. A meeting between the teacher and parent(s) may be convened before the student returns to the class.
Text message to the parents/guardians through the school office.	Record a report of the incident on VSWare for the Year Head and inform the Class Tutor.
Phone call to parents/guardians.	Appropriate sanctions up to and/or including suspension / referral to the Board of Management will be considered.
Follow-up meeting with parents/guardians, if required.	
Arrange to meet the student with the Class Tutor/Year Head.	
Always keep a record and advise the Class Tutor.	
If the problem persists then student may be put "On Report – Report Sheet B" and referred to the Year Head.	

I have read and I understand the Code of Behaviour of St Nathy's College. I accept its contents and my role in its implementation

Parent/Guardian Signature:-_____ Student Signature:-_____

Date :-_____

**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.

Up-to-date information such as dates, times and costs of a particular trip will be supplied to parents immediately preceding it.

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: