

Code of Behaviour



St. Paul's Community College is a state school run by the Education Training Board of Ireland (ETBI). Our school is run under the ethos of the ETB and the core values underpinning its characteristic spirit. St Paul's is a state, co-educational, multidenominational school underpinned by the core values of the Ethos of excellence in Education, Care, Equality, Community and Respect.

St. Pauls Community College Mission statement

St Paul's Community College is a multi-denominational, co-educational school providing an inclusive learning environment for all.

We recognise and respect each student as an individual, embracing a variety of learning and teaching styles and aspiring to encourage each student's unique skills and talents.

St. Paul's Community College encourages the involvement of parents through home school contacts and through the involvement in the development and growth of the Parents Council.

Purpose of the code:

- It sets out clear standards of behaviour expected by all students, both in school and on school trips/activities.
- It defines rules and procedures within which the school can operate most effectively and ensures an environment conducive to Teaching and Learning.
- It ensures a safe, happy, healthy and secure environment in which all members have a sense of pride in our school.
- It promotes good behaviour, self-discipline and restorative practice.
- Sanctions are in place for when the code of behaviour is breached.

When and where behaviour will be subject to the code of behaviour:

The code of behaviour can be applied to any situation including where the good name of the school is being called into disrepute.

Students of St. Pauls are expected to observe the Code of behaviour, including Health and Safety guidelines, at all times including:

1. While on school property
2. Travelling to or from school
3. School related activities, outings, or extra-curricular activities
4. During State/internal exams
5. At evening study or homework club
6. Evening school events
7. Entering/Leaving their designated Entry/Exit points

It should be noted where a student has alleged to have engaged in serious misbehaviour when not under the care and responsibility of the school, the code will apply if there is a clear connection to the school and where it impacts negatively on the school's good name.

Expectations of students, staff and parents in the creation of a safe and happy school environment

St. Paul's Community College aims to promote a safe, secure, happy and healthy environment that is conducive to learning. To achieve and maintain this, we endeavour to provide clear structures and guidelines while simultaneously meeting the needs of all our students. For their part, students, staff and parents need to cooperate with and support one another to help maintain and progress this environment.

Students are responsible for their behaviour and are expected to:

- Comply with all school expectations, regulations and policies that have been developed and implemented for the benefit of all students within the school.
- Respect each other, accepting that differences in opinion, tradition, culture etc. may exist.
- Respect all adults in the school community, including SNA's, ancillary staff and visitors.
- Respect school property and resources.
- Uphold the good name of the school within the local and wider community.
- Respect other people's property.
- Support the Students Council in its role as a voice for the students.
- Raising issues of concern to an appropriate person.

Staff, while endeavouring to maintain an environment conducive to learning, are expected to:

- Foster mutually respectful relationships between students, parents/guardians and all staff within the school.
- Implement the Code of Behaviour in a fair and consistent way.
- Reward positive behaviour, learning achievements/effort and general progress.
- Support students through our effective pastoral care system.

- Implement appropriate teaching strategies and methodologies to enable all students to achieve their potential.

Parents/Guardians, in supporting the Code of Behaviour, are expected to:

- Support their child as they progress through secondary school.
- Foster mutually respectful relationships between all stakeholders within the school.
- Reinforce the school's high expectations and standards so as to enable each student to fulfil their potential.
- Have a positive attitude towards school in general, knowing that this can have a great influence on the behaviour of their children in school.
- Inform the school of concerns which may impact on their child's progress.
- Support the Parents Council in its role as a voice for the parents.

Roles and Responsibilities of Students, Parents and Staff

1. Attendance

There is an expectation at St. Paul's for all students to attend all classes in a timely manner as outlined in the school calendar and to attend all their classes.

St. Paul's Attendance Policy seeks to foster a mature attitude towards attendance and punctuality as regular attendance is essential to improving educational outcomes. Attendance at school ensures access to an environment where positive learning and personal development can occur and allows each student the ability to progress to achieve their full potential.

Under the Education Welfare Act 2000 parents/guardians are obliged to inform the school with any reason(s) for absenteeism, as the principal has a duty to inform the Education Welfare Officer of any absences of 20 or more days in any one school year. (Please refer to the Schools Attendance Policy)

2. Punctuality

Whilst attendance is crucial to ensure ongoing educational and developmental progress, punctuality is essential for school and classes and provides an invaluable life skill for each student. Lateness is an inconvenience for all members of the school community and will incur sanctions. Students are expected to be at school early so as to have sufficient time to prepare for class. Persistent poor punctuality will result in detentions and parents/guardians maybe requested to arrange an appointment with the school authorities. (Please refer to the Schools Attendance Policy.)

3. Reasonable and Responsible Behaviour

Students must attend school in **full uniform**, clean and tidy.

<i>This means:</i> ○ That you wear the school trousers/skirt, polo shirt /shirt tucked in, school jumper, black shoes or full black runners	<i>Because:</i> ○ The school uniform is agreed to by parents/guardians, students and the school authorities.
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○ That you do not wear jewellery except for discrete stud earrings on the ear lobe, a maximum of one per ear. ○ That visible body piercings, outside of the ear lobe, are not allowed to be worn in school or on school activities. ○ That visible tattoos are not permitted ○ That you do not wear non-uniform tops, scarves and accessories. ○ Jackets/hoodies must be left in locker, not brought to class. ○ No Extreme Hair Colours	○ The school uniform ensures all students present in the same way – regardless of their family's income. ○ We all have a responsibility to maintain the image of the school. ○ We must all contribute to and maintain high standards of Health and Safety in the school.
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Students must be **prepared** for all classes.

<i>This means:</i> ○ That you go to your locker at official break times only. (Before school begins, at breaktime, at lunchtime or after school) ○ That you have correct books, completed homework, pens, copies and exercises. ○ That you bring any special equipment needed e.g. school PE gear, drawing equipment etc. ○ That you respect your school journal and use it appropriately.	<i>Because:</i> ○ You waste class time if you are not properly prepared for class. ○ You cannot participate fully without the appropriate books, materials and equipment. ○ The journal is a means of communication between school and home.
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Students must **co-operate** and actively **participate** in class.

<i>This means:</i> ○ That you participate fully in each lesson. ○ That you do not disrupt the class. ○ That you always carry your journal and note your homework for each subject. ○ That you do your homework each night and hand in assignments on time. ○ That you do not eat or drink in class. (<i>except in exceptional circumstances</i>)	<i>Because:</i> ○ The teacher has a right to teach. ○ The other students have a right to learn. ○ Your journal helps you to organise your homework so that you will succeed in school. ○ Homework builds on the work done in class.
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Students must have and show **respect** to all members of the school and wider community.

<i>This means:</i> ○ That you are fair and honest with everyone. ○ That you help other students if they need support e.g., younger students finding a classroom. ○ That you do not pick on, victimise, or bully others and that you report any incidents of bullying to the Year Head. [<i>Bullying is repeated aggression, verbal, psychological or physical, conducted by an</i>	<i>Because:</i> ○ Mutual respect and support help to make a positive school experience for everyone. ○ You would like to be shown respect and consideration by others. ○ Bullying and victimisation can cause fear, hurt and misery. We want our school to be a safe space.
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<i>individual or group against others. Victimisation is the singling out of a person for cruel or unjust treatment.]</i> ○ That you do not make offensive remarks or curse. ○ That you do not engage in racist behaviour and report this type of behaviour if you witness it. ○ That you do not fight or threaten to fight in or out of school. ○ That you respect other students and staff both in and outside of school. ○ That you respect the property of others and that of the school. ○ That you cooperate fully and willingly in the classroom. ○ That you are not aggressive in behaviour or language. ○ That you carry out instructions in a co-operative manner. ○ That you show courtesy, consideration and good manners in your behaviour and language.	○ We do not condone racist behaviour of any type. ○ Aggressive behaviour could cause serious injury or accidents. ○ Damaging school property is destructive and shows a lack of respect for the school community of which you are a member. ○ Positive behaviour contributes to a positive school experience for everyone. ○ Aggressive behaviour or language has no place, and will not be tolerated, in our school community
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Students must have respect for the **school environment, property and equipment.**

<i>This means:</i> ○ That you contribute to keeping the school clean and free of litter. ○ That you respect your own and others school lockers, keeping it clean and tidy. ○ That you use school equipment as per teacher instructions/guidelines. ○ That you place litter in appropriate bins. ○ That you do not chew gum while in school. ○ That lunch/food is eaten in designated locations only and that you ensure this area is tidy after you have used it. ○ That you do not return to the school grounds outside of school hours without the school's explicit permission.	<i>Because:</i> ○ Everyone benefits from working in a safe, pleasant and clean environment. ○ We are all responsible for maintaining a clean school. ○ Chewing gum is difficult and costly to remove. ○ The school is private property.
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4. Personal Safety

- Every student and member of staff has the right to learn and work in a safe environment, free from any form of harassment, intimidation or bullying. Irresponsible or anti-social behaviour will not be tolerated. (Please refer to the College Anti-Bullying policy).
- The use, distribution or possession of drugs, lethal substances, tobaccos, vapes, or any alcoholic beverages are strictly forbidden to students within the college, on the college premises, while attending college events or when wearing the college uniform.
- Students are strictly forbidden to enter the premises and/or attend school events under the influences of any of the above-mentioned substances. (Please refer to the College Substance Use Policy).

- Students are strictly forbidden from possessing, using or bringing to the college materials or weapons which may cause injury or have detrimental effects on the college community.
- Any of the above activities will result in immediate suspension and may warrant expulsion. (Please refer to the College Suspension and Permanent Exclusion Policy).
- It is the responsibility of parents to provide the school with any relevant information (in writing) in relation to the health of the student.

5. Personal Property

- It is advised that students do not bring their mobile phones or electronic devices to the college. If they are brought to school, they adhere to the school's Mobile Phone Policy. Any loss or damage to these items is the responsibility of each student.
- Students are strictly forbidden to have their mobile phones powered on, and/or any other such electronic devices during class time (unless instructed by their teacher) or between classes. The school does not accept responsibility for any such equipment. (Please refer to the Mobile Phone Policy).
- Students are expected to take responsibility for their own belongings. All items of clothing, books etc. should be clearly marked with the student's name and stored in a locked locker or kept in their possession.
- In order to respect the privacy and integrity of all individuals in the school, camera/video facilities on mobile phones and any recording without permission on the school premises is not allowed. (Please refer to the Mobile Phone Policy).
- Students who bring bicycles, motorbikes or cars to school must ensure that they are securely locked at all times. Under no circumstances should they be left on the school grounds overnight.
- If you are driving to school, you are not allowed to take fellow students in or on your vehicle during the school day. You may transport them to and from school with the permission of all parents/guardians involved.
- Each student will be given a School Journal at the beginning of the year as this is an important means of communication with parents/guardians. Students are responsible for their own journal and it must be brought to all classes. If the Journal is lost/damaged they must purchase a new journal from their Year Head.
- All students are allocated individual lockers where they can leave books and/or personal property. Senior students are required to provide their own padlock, Junior Cycle students will be given a numeric lock where the school holds a master key. Lockers must be kept clean and tidy.
- Students are only permitted to go to their lockers at the start of the school day, at break time, at lunchtime and at the end of the day.
- College management retain ownership of all lockers and maintain the right to open or inspect lockers if they deem this to be necessary.

6. Technology and Communications

St. Paul's Community College provide and allow the use of technology and communication resources (with teacher's permission), that aim to promote and facilitate effective teaching and learning. All staff, students and other users are expected to exercise caution when using all forms

of technology and communication. At no time is it acceptable to use any form of technology and communication for the purpose of illegal downloads, bullying, intimidation or hurting others. All staff, students and other users of all forms of technology and communications in the college or during trips are required to abide by the following school policies:

- Anti-Bullying Policy
- Mobile Phone Policy
- Internet Acceptable use Policy
- School Digital Citizenship and Acceptable Usage Policy.
- IT Policy for Remote Learning

7. Healthy Eating

The college promotes and encourages healthy eating throughout the school.

- No fizzy drinks are allowed on the school premises
- No energy drinks allowed on the school premises
- Take Away food bought by Senior Students at lunchtime must be eaten outside the school premises.
- No Chewing gum allowed on the school premises
- Students must bring their own water bottles.

Reference should be made to the Healthy Eating Policy.

8. Promotion of Good Behaviour

The quality of relationships between teachers and students is one of the most powerful influences on student behaviour. At St. Paul's Community College, we aim to foster mutually respectful relationships, balancing warmth and empathy with objectivity, professional detachment and fairness. The quality of daily interactions both inside and outside the classroom is central to our efforts to promote good behaviour. In addition, the school has in place, a variety of rewards to recognise and mark the achievements and efforts across the full range of school activities.

Systems for promoting good behaviour, progress and effort.

It is recognised that it is important to reward students who make a positive contribution to school life.

System	Explanation
Praise	• A quiet word of acknowledgement for a student by a teacher. • Praise for effort, participation or achievement in class.
Positive note in the journal	A positive note or commendation in the student's journal.
Pastoral Care System	Class tutors develop positive relationships with class group. Tutor meets class group to discuss issues of concern.
Public Acknowledgement	• Recognition of student achievements in the college social media accounts and local newspapers.

	• Display of student's work. • A special mention by the year head /tutor at assembly /class. • A special mention of an individual or a group on the daily intercom announcements. • Postcard sent home acknowledging good work. • Recognition and award of badges and prizes to winners of the merit awards each term.
School Awards	• End of term merit trips, to celebrate good behaviour. • The award of prizes for outstanding achievement or contribution to school life at the annual awards ceremony.
Student Council Activities	Regular meetings, democratically elected council, charity fundraising events, consultation about school policies, meetings with Principal/Deputy Principal.
Use of Restorative Discipline	The restorative approach to discipline is utilised throughout the Code of Behaviour.
Individual Teacher Rewards for students	Individual teachers are encouraged to use positive behaviour in their own classroom. These include having a seating plan, verbal and written praise for effort, use of innovative teaching methodologies, creating welcoming environments.

9. Criteria for Success

We will recognise that the Code is effective if:

- It encourages good conduct throughout the college and fosters an atmosphere that is conducive to teaching and learning.
- It promotes respect, teamwork and the pursuit of excellence.
- It promotes a happy, safe and caring school environment.
- It is understood and accepted by the school community.

10. Sanctions

St. Paul's Community College recognises that students may fall short of what is expected of them. A system of sanctions is in place. The aim of any sanction is, firstly, to bring about a change in behaviour and to help students understand the consequences of their behaviour. The sanction also signals to other students and staff that their well-being is being protected.

Sanctions include:

- Mutual agreement on positive change
- Verbal reprimand, including advice on desired behaviour
- Relocation of seating in class
- Note in the homework journal to parent/guardian
- Assigning of additional work
- Short detention for a period during lunch break by classroom teacher

- Discipline report
- After school year head detention. Parents are notified in advance by text
- Deputy Principal's detention
(Failure to attend detention without an acceptable reason is deemed to be a serious breach of the Code of Positive Behaviour and may lead to a more serious sanction, including suspension.)
- Meeting with Tutor/Year Head/Deputy /Principal who decide the appropriate sanction
- Year Head/Deputy/Principal report card
- Meeting with parents to outline the difficulties and to discuss strategies for improvement
- Behaviour contract
- Referral to Supports
- In house Suspension,
- Suspension
- Proposal for expulsion to BOM

11. Suspension and Exclusion

Please refer to our Suspension and Permanent Exclusion Policy

12. Review and Evaluation

This code will be reviewed on an on-going basis and may be amended following consultation with the school community.