

Curragh Post-Primary School: Student Code of Behaviour 2018-2019

Introduction:

The Board of Management of Curragh Post Primary School has agreed this Code of Behaviour as a means to adopt a co-ordinated response to student behaviour. It is intended to illustrate the minimum standards of behaviour and co-operation expected of all students and to inform students, their parents and guardians how the school will respond to both positive and negative behaviours.

The Board of Management recognises, with pride, that student behaviour in this school is normally very positive. Our students respect themselves, the school staff and the world around them and display maturity and concern for others in their dealings within and for the school.

This Student Code of Behaviour was developed and approved by the Board of Management, as a result of an on-going review of current policy and practice and bearing in mind the views of internal school management, school teaching staff, the Parents' Council and the Student Council.

As part of the enrolment / re-enrolment process, both the student and his / her parent(s) / guardians(s) will be given a copy of this Code of Behaviour. Furthermore, they will be expected to sign a statement that they accept the Code of Behaviour and that they respect and support the rights of the school to reward positive behaviour and respond to negative behaviour in accordance with the Code itself. The parent(s) / guardians(s), in signing their acceptance of the Code, agree to make all reasonable efforts to ensure compliance with the code by the child involved. Failure to sign and return the aforementioned form and / or accept the conditions attached may lead to a delay or a refusal on the school's part to enrol / re-enrol the person involved.

Each teacher in the school takes a positive interest in the welfare of our students.

Section 1: Scope and Aims of Code of Behaviour

Scope of Code of Behaviour

This Code of Behaviour deals exclusively with student behaviour while in school, on the way to and from school, on the school premises and on all school related activities, while students are under the care and instruction of any member of school staff, in both Ireland and abroad.

Aims of Code of Behaviour

This Code of Behaviour aims to inform students as to how they are expected to conduct themselves and how their adherence / non – adherence to the school's rules will be dealt with. It, also, aims to inform parents / guardians of how students are expected to behave and how those who behave in accordance with the school's rules and those who break the school's rules may be dealt with by teachers, Year Heads, the Deputy Principal, the Principal and, in a limited number of cases, the Board of Management / K.W.E.T.B.

The Student Code of Behaviour of Curragh Post-Primary School aims to

- Facilitate teaching and learning by positive, reflective and fair approaches

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- Ensure the safety of all members of the school community on the school premises and when taking part in school activities
- By promoting good behavior to help students develop excellent behavior and encourage self-discipline
- Put in place reflective structures to help staff to deal with incidents of misbehavior that may arise
- To deal fairly with students who are disruptive, affecting their own progress and/or the progress of other students using positive behaviour management planning
- Meet the school's legal obligations re Codes of Behaviour, etc.
- Inform students and their parents/guardians of the school's discipline procedures

In dealing with students, teachers should take cognisance of the students' social, environmental and cultural context, as well as their emotional needs, psychological needs and specific educational / learning needs.

The Student Code of Behaviour of Curragh Post-Primary School will be reviewed regularly, as directed by the Board of Management. At each stage of the Code's development and subsequent review, there will be a systematic, reflective approach which aims to

- Incorporate the input of all partners to the code, including teachers, students and parents / guardians
- Monitor the impact of the Code on student behaviour.

Relationship to Mission Statement:

Curragh Post Primary School's Mission Statement is as follows:

Mission Statement

Our School values the gifts and talents of students and staff in their development in an atmosphere of equity, caring and mutual respect. Can we achieve this? Yes, we can. Is Féidir Linn.

Ráiteas Misin

Luachanna ár scoil ná na buanna, taillainne agus fireann na scoile i bhfobairt san atmaisféar cothromais, comhbhách agus coimhease. An féidir linn é a dhéanamh? Is Féidir Lin seo a dhéanamh.

Définition de notre mission

Notre établissement a pour vocation de valoriser les capacités et les talents de ses étudiants et de son personnel dans leur évolution, dans un esprit d'équité, de sollicitude et de respect mutuel. Pouvons-nous accomplir cela? Oui, nous le pouvons.

This Student Code of Behaviour is another important framework within which “the development of whole people, empowered to lead effective lives in the wider society” is enhanced in our school. The dignity of each student, staff member and parent / guardian is honoured and reflected in school policies and structures, including this policy.

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This Student Code of Behaviour is informed by the school's Mission Statement which commits us to preparing all students for the challenges of adolescent and adult life and to respecting the dignity, worth and individuality of every member of the school community. The school's role in the development of young people supports and is enriched by the active participation of teachers and parents / guardians in many aspects of students' lives.

Section 2: The Student Code of Behaviour in Context

Discipline:

Our teachers adopt a positive attitude in dealing with students. Good discipline in school is necessary to create an effective teaching and learning environment. Self-discipline is emphasised. There is excellent contact between our school and parents / guardians.

Ethos:

Curragh Post-Primary School is a caring school. The staff are dedicated to fostering educational excellence and earnestly endeavour to empower all students to reach their full potential - academic and social, physical and spiritual, moral and intellectual.

Through partnership and co-operation, the staff of Curragh Post-Primary School respects and nurtures the dignity and uniqueness of each individual.

Curragh Post-Primary School defines education as the on-going development of all students so that they may realise their true and best selves. The School's motto is "**Is Feidir Linn**" (**yes we can**). From the outset, students are taught that they are partners in their own education.

The school aims to prepare students for public examinations, in an age when academic qualifications are indispensable for admission to further education and entry into employment.

The school recognises that its students are of varying cultural and social backgrounds and have a wide variety of aspirations and abilities. The school embraces the vital role that parents and guardians play in the overall education for their children. The school, also, recognises the importance of the community in which the student lives. For this reason, every effort is made to ensure that the student is aware of his / her role in the community and is encouraged to be positively involved in the wider community. The school's role in keeping the Curragh litter free is emphasised regularly at assemblies.

Board Of Management's Role:

The Board of Management oversees the operation of the school's Code of Behaviour. In the first instance, the Board of Management is responsible for initiating the development and review of the Code of Behaviour. It will peruse / review the Code before adopting it and initiate regular reviews.

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In the case of any appeals against disciplinary decisions made by in-school management, the Board of Management will give fair consideration to such appeals by parents / guardians or students over 18 years of age.

In the case of appeals against exclusion of more than 3 days the Board, will, where appropriate, refer the matter to Kildare Wicklow E.T.B. In the case of any recommendation to permanently exclude a student, the Board will automatically refer the recommendation to K.W. E.T.B. where an appeal can be made.

Statement of Standards:

The aim of Curragh Post-Primary School is to promote and encourage the highest standards of honesty, courtesy and respect for one another at all times and these values should form the foundation of all relationships in the school. Those entrusted with the care of students should always aim to be fair. In line with these standards there should be no tolerance of

- Harassment
- Bullying
- Discrimination on the grounds of race, ethnicity, gender, religion, sexual orientation age or ability.

Within the school, the Discipline structure is very closely aligned with the operation of the overall Pastoral Care system.

- 1 Responsibility for addressing challenging student behaviour in the classroom lies with the class teacher.
- 2 A teacher may refer a student to his / her Year Head on the basis of a problem arising in class or in school.
- 3 A student may be referred to the Deputy Principal / Principal by the Year Head, if necessary.
- 4 A student may be referred to the Board of Management by the Principal for serious / continuous misbehaviour.
- 5 Legal proceedings may be initiated in the case of acts of a criminal nature within the school.
- 6 A relevant outside agency, e.g. the school psychologist, NEPS, H.S.C.L. S.C.P., N.E.W.B., etc. may be referred to in the case of a pattern of deviant behavior, observed to be beyond the scope of the school's coping structures.

Section 3: School Rules (Expectations)

Students owe it to themselves and to their parents / guardians to strive to achieve their full potential. To do this, they must pay attention and work hard in class; make a sincere effort to do their homework and present it in the next timetabled class in the relevant subject and contribute positively to school activities.

Students' Responsibilities:

As a basic minimum commitment to their own learning, all students have a responsibility to:

- *Respect the rights of all members of the school community – students, staff, visitors and others*
- *Respect themselves and contribute to all aspects of school life;*
- *Cooperate with all staff;*
- *Wear the school uniform in full and with pride;*
- *Attend school daily and punctually, ensuring that absences are genuine and unavoidable;*
- *Respect the specific rules of the school.*

The **School Rules** as outlined below are the minimum standards the school expects all of its students to adhere to.

General Behaviour

At all times students are expected to:

1. Be honest, courteous, cooperative and respectful to one another and to the staff and visitors.
2. Wear the full school uniform as described below:
 - Simple, not expensive, grey trousers for boys and either a grey trousers or grey, knee length skirt for girls with grey or navy knee length socks or tights;
 - Navy blue, knitted jumper with school crest for Junior students;
 - Light blue shirt (boys) or light blue blouse (girls) for Junior students;
 - Light blue, knitted jumper with school crest for Senior students;
 - White shirt for Senior students;
 - All students to wear all brown or all black, flat shoes or dubs.
 - In effect, this means that leggings, hoodies, cords, jeans, logos, stripes, team shirts, tracksuit bottoms, boots and runners are not acceptable.
 - Students who wish to do so may purchase and wear in class, on cold days, a school crested fleece.
 - Students playing sports should wear the uniform to school. They should, at the time nominated by the teacher involved, change into the relevant sports gear, which they should change out of and back into their uniform before returning to class.

The uniform must be worn appropriately.

3. Attend school in accordance with the school calendar / timetable or as otherwise directed by school management. Students who have official permission to “drop” a subject must attend

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that class, where they are expected to sit quietly and do their work. Disruption of this lesson will result in, as a minimum, evening detention.

4. Arrive promptly and assemble quietly in line outside the classroom door until the teacher allows students to enter. Have all equipment ready for each class as required: Journal, books, copies, pens, pencils, instruments, etc. Ensure schoolbooks in their possession are kept in good order and possess a proper school bag. Bring home all property at the end of the school day unless securely stored in lockers provided. Be responsible for all books that they receive from the school Book Rental Scheme.
5. The following are strictly forbidden:
 - Use of offensive, racist or sexist language
 - The taking of photographs / images of staff members, students or visitors by any media and / or posting such photographs / images on social media.
 - Rough, unsafe or boisterous behaviour / play
 - Engaging in any form of bullying or intimidating behaviour
 - Using solvents such as Tippex , aerosols or permanent markers
 - Chewing gum
 - Running on the corridors. Students must keep to the left whenever possible and at all times on the corridors and stairs
 - Damage to the property of others in the school community. Property damaged or broken may have to be replaced by the person concerned.
 - Possession of fireworks and / or stink bombs
 - Smoking (including e-cigarettes) on the school premises, grounds, in the vicinity of the school and on all school outings
 - Possession of a blade, knife or similar sharp object.

The last offence will result in an automatic, minimum, one day suspension.

Attendance

6. Attend school as per the school calendar/timetable unless otherwise directed by school management. All absences must be explained by parents / guardians. The reason for absence must be recorded in the student's journal and signed by the parent / guardian.
7. Late arrivals must report to the principal/deputy principal to be recorded in the Late Register before joining class. Students who are repeatedly late to school may be assigned an after school detention by school management.

Mobile Phones / Communication Technology

8. It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this document. Students are expected to ensure that the phone should never be turned on and / or used during the school day and / or on school premises. Phones must not be used for any purpose, e.g. phoning, texting, checking the time, using the calculator, taking photos, taking video / audio recordings, surfing the internet, etc. Where teachers form the opinion that the student's mobile phone causes a disruption of any sort, it will be confiscated. It must be given to the teacher on request and it will be left in the Principal's office for collection by the student at the end of the school day. The student is not permitted to remove the SIM card from the phone prior to it being confiscated.

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Any phone confiscated (unless it is for a recording offence) will be returned to the student at the end of the school day. However, a phone that is confiscated a second time will be confiscated and will only be returned to a parent / guardian, who must come to the school to collect it in person.

Recording devices must never be used in the school and / or on any school related activities. If any unauthorised recording takes place, the device used will be confiscated. The student will be required to delete the offending material in the presence of the Principal. Any such device will be returned to the student's parent / guardian, A penalty for carrying out the recording may, also, be issued by the Principal, depending on the gravity of the offence.

Classroom Rules

9. Students are responsible for their own conduct. The following sets out the minimum standards of cooperation expected of all students without exception:
- Be courteous to one's teachers and fellow students
 - Cooperate with the teacher in all matters
 - Be on time for class and wait quietly outside the classroom for your teacher. When the door is opened move quietly to your assigned place
 - The student should always have his / her Student Journal with him / her and leave it open on the desk for inspection
 - Take out one's books, copy and equipment without having to be asked. Only put them away again when the teacher has given permission
 - Participate fully in class, taking notes as necessary and complete all schoolwork and homework (oral, written or research) as directed by each teacher. A written explanation from home is expected if homework is not done
 - Students should not communicate in any way with other students or do anything to disrupt their work
 - Students are responsible for keeping each classroom clean and tidy
 - Leave the room in an orderly and quiet manner
 - **Do your best. Show respect. Take pride in your work, your school and yourself.**

Section 4: Rewards

Rewards:

An important part of the school's Code of Behaviour is the effort made to acknowledge the good behaviour and commitment to their studies of the vast majority of our students.

Teachers are encouraged to communicate orally and / or in writing with parents / guardians to inform them of the positive contribution to their own learning that students make either within the classroom or in the wider school community.

Credits:

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The decision to award / not to award a credit will be made by the class teacher alone on the basis of continuous hard work, good behaviour, project work, practical work, etc. There will be a credit available, also, to the Year Head. In addition, in recognition of students' involvement in non-classroom activities, a maximum of three further credits will be available under the headings, Sporting Activity, Cultural Activity and Environmental Activity.

These credits will then be added up and the total credits for the person involved will be recorded in the student's journal / diary.

At the end of the year, the top five students in each class with the most credits will be considered, by the teaching staff, for the Student of the Class Award. Four will receive a certificate in recognition of their achievements, while the winner will receive the Class Student of the Year Award.

The thirty or so students throughout the school will be rewarded with a trip or treat (e.g. cinema tickets / an outdoor pursuit day, etc.). The Board of Management will normally make money available towards the cost of this day / event.

The next forty or so students throughout the school will be rewarded with a trip or treat (e.g. a half day activity). The Board of Management will normally make money available towards the cost of this day / event.

Among the other methods for rewarding good behaviour are:

- Tutors and class teachers are encouraged to record positive behaviour in the student's journal.
- Students receive awards each year for consistently positive behaviour and academic achievement.

External Rewards / Awards:

Our school is very active in its participation in the Maynooth Access Programme (M.A.P) and the Garda Youth Awards. Both of these initiatives grant awards annually especially the 3rd year Academic awards and the 6th year Inspirational Teacher Awards (a student and teacher combination award). M.A.P., also, offers hard working students summer camp opportunities. Bank of Ireland also offers two students awards to our students each year. In CPPS we have an awards ceremony at the end of the school year. Various awards are given to students in areas such as extra-curricular, academic achievement and attendance.

Section 5: Student Journal

Use of Student Journal:

The School Journal is a most important medium of communication between parents / guardians, students and teachers.

Students should fill in work and homework for each subject each day. Parents / Guardians and Tutors sign the journals on a weekly basis. Proper use of a Student Journal organises the busy schedule of a modern day student and is a vital link between school and home. Students should have the journal on the desk during class and it should be handed up to teachers when requested.

Parents / Guardians use the student journal to explain and excuse absences. Tutors and class teachers are encouraged to record positive behaviour in the student journal.

The Journal is also used to record sanctions for breaches of the Code of Behaviour. A note in the journal records the reason for putting a student on detention. It also records the date and time of the detention.

The Student Journal will be collected up by Year Heads at the end of the academic year, for inclusion on the student's official school file.

Journals are given out free at the start of the year. Students will be expected to pay €10 for a replacement journal.

Section 6: Sanctions

Sanctions / Consequences for Students of Poor Behaviour

All students are expected to comply with the school's Code of Behaviour both inside and outside the classroom. By keeping to these standards they are ensuring that the rights of all students and staff are being respected. They are also showing that they are aware of their responsibilities and as such will be a credit to their school, parents / guardians and family and, of course, themselves.

When students fail to comply with their own high standards and act against their own and others best interests by infringing the Code of Behaviour as set out above, they will be dealt with by a teacher, in the first instance.

Each teacher is expected to deal with disciplinary problems within the class and to apply a system of sanctions for breaches of discipline. **These may include:**

- Verbal Correction
- Change position in class
- Note in Student's Journal
- Issue warning
- Extra homework relevant to the subject area
- Consult with pupil outside of class
- Detention

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- Detention after school (due notice, at least one day, to be given to student and parents / guardians)
- Discussion with parents / guardians

The school administers discipline consistently.

Students who arrive late to class will be dealt with by the subject teacher.

Teachers who issue a Report Sheet and / or Sanction are recorded this in the journal.

Situations may arise where the teacher will require external assistance. In such situations the teacher may:

In consultation with the student's Year Head, seek an assurance from parents / guardians that the matter complained of will be rectified.

Refer the student to the Year Head.

Verbal or physical abuse and / or intimidating behaviour by students should be referred to the Principal.

The Year Head may:

- 1** Refer the student back to the teacher
- 2** Consult with other teachers, the principal, school guidance counsellor
- 3** Counsel / Reprimand the student, including advice on how to improve
- 4** Impose sanctions, these may include
 - Verbal correction
 - Change position in class
 - Note in School Journal
 - Issue warning
 - Consult with pupil outside of class
 - Detention at break times
 - Detention after school (due notice, at least one day, to be given to student and parents / guardians)
 - Discussion with parents / guardians
 - Place a student "On Report" for whatever length of time the Year Head deems is appropriate
 - Recommend internal suspension where the student will work with the SCP team.
 - Recommend suspension
- 5** Seek an assurance from parents / guardians that the matter(s) complained of will be rectified
- 6** Ask parents / guardians to visit the school for discussions.

Sanctions that may be imposed by the Principal or the Deputy Principal acting on behalf of the Principal

The Principal, or the Deputy Principal acting in the absence of the Principal, may impose any combination of sanctions for individual and repeated offences similar to the sanctions referred to above. However, the Principal or the Deputy Principal have the authority (from the Board of Management) to use their discretion to apply other reasonable, measured, suitable and lawful sanctions to meet the needs of any particular unforeseen situation that may arise.

The Deputy Principal has a key role on a day to day basis in the implementation of this policy, as he / she is requested to advise, assist and support teachers and Year Heads on disciplinary matters daily.

The Principal is entitled to:

- Refer the pupil back to the Year Head
- Refer the pupil back to the classroom teacher in consultation with the Year Head
- Consult with other staff members
- Consult with appropriate outside agencies
- Counsel / Reprimand the student, including advice on how to improve
- Issue letter to parents / guardians
- Consult with parents / guardians
- Contact parents / guardians to request the student is brought home
- Sanction Suspension- Parents will be informed about the length of the suspension and the appeal mechanism available to parents/guardians under Section 29, Education Act 1998 and as amended by the Education (Miscellaneous provisions) Act 2007. The school will keep on file all records of investigation and decision making processes. The Board of Management will be notified of all student suspensions with the reasons for and duration of each suspension. The school Principal will report suspensions in accordance with NEWB reporting guidelines and in compliance with the requirements of Section 21 (4) (a), Education (Welfare) Act 2000.
- If the situation is of such gravitas the Principal may apply for student's exclusion from school.

On Report:

If a teacher has used 3 methods of sanction e.g. note in journal, moving student in class and detention the student is reported to Year Head in writing and the Year Head may put the student "ON REPORT". The Principal, Deputy Principal or Year Head may place a student ON REPORT for a serious misdemeanor. This may result after 4 or more detentions in a calendar month. It may, also, result after a teacher has tried three different methods of correction such as moving the student in the class, detention, note in the diary signed by parent / guardian, etc.

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In School Exclusion:

A Year Head may recommend in school temporary exclusion to the Principal. This type of suspension will involve a student being excluded from some or all of his / her classes. Depending on the issues involved, the student involved may be allocated to the class(es) of another teacher(s) during the suspension and / or may be put in a room to work away from his / her peers and / or may be required to arrive later or leave earlier than other students. In School Suspension may be imposed by the Principal or the Deputy Principal acting in the absence of the Principal.

Section 7: Conclusion

This Code of Behaviour should enable students to learn and teachers to teach in a structured, orderly environment. It has been approved by the Board of Management and will be subject to on-going review in light of the changing environment the school may find itself in. The school reserves the right to modify this Code of Behaviour at short notice. Any change(s) made will be communicated to parents / guardians and students as soon as is realistically possible after the change(s) is made. The Code of Behaviour should be read in conjunction with the Exclusion Policy.

Formal Adoption of the Code of Behaviour by the Board of Management of Curragh Post-Primary.

Signed: _____
Chairperson of Board of Management

Date: _____