



## **Code of Behaviour**

### **Development of Code:**

This Code of Behaviour has been developed through consultation with parents, staff and students in accordance with the guidelines issues by the National Education Welfare Board (NEWB) and section 23 of the Education (Welfare) Act 2000. It involved revision of the existing code and has been considered and ratified by the Board of Management on the 15<sup>th</sup> of February 2011.

### **Vision**

A positive teaching and learning environment is built on good relationships between students, teachers, parents and school management. Our aim is that all interaction and behaviour in the school would be respectful, responsible and positive.

### **Purpose of the Code of Behaviour**

The code outlines the expectations and responsibilities of students, staff and parents. Within the code the rules describe specific behaviours that apply in the school and clarify what is expected of our students. The school believes in the acknowledgement and reinforcement of good behaviour and this is done both informally through positive reinforcement and formally through a student award system.

### **Expectations**

1. Staff, students and parents should be treated and spoken to with respect.
2. Staff and students should be able to work in an environment where they can teach and learn.
3. Staff and students have the right to work in a safe and healthy environment.
4. Parents and students should expect that the school will act in the best interest of all students.

### **Responsibilities**

1. Staff and students are to treat and speak to one another with respect and courtesy.
2. All students should contribute to an environment that enables themselves and others to learn.
3. Staff and students have a responsibility to promote the good name of the school.
4. All students should respect school property and that of staff and fellow students.
5. Parents have a responsibility to support the school in the education of their child.

## **RULES OF POBALSCOIL NEASÁIN**

**The school rules of Pobalscoil Neasáin are designed to ensure a safe and supportive environment, which facilitates effective teaching and learning.**

- **Students of Pobalscoil Neasáin are expected to respect the authority of the school and to follow instructions of staff at all times.**
- **Students are expected to be well-behaved, courteous and respectful to staff, fellow students and visitors at all times.**
- **All students are expected to make a positive contribution to the learning environment of the school and should not act in any manner that prevents teaching and learning.**
- **Normal school rules and sanctions apply to all outings, trips and extra-curricular activities.**

### 1. Property

Students should show respect for their own property e.g. uniform, books and journal. The property of others and of the school must also be respected.

### 2. Uniform

Students must attend school wearing the full school uniform as listed in the table below. Students must be neatly groomed. Hair must be clean, neat and tidy. Jewellery, make-up, body piercing and hair colouring considered inappropriate by school management are not allowed.

Junior Students are not permitted to wear make up

<b>Junior Uniform</b>	<b>Senior Uniform</b>
Jumper, Wine crested	Jumper, Black crested
White Shirt	White Shirt
Boys – mid-grey school trousers	Boys – mid-grey school trousers
Girls – mid-grey school trousers	Girls – mid-grey school trousers
Grey box pleated school skirt	Grey box pleated school skirt
School Junior Tie	School Senior Tie
Socks – Boys – Grey	Socks – Boys – Grey
Socks – Girls – Wine	Socks – Girls – Black
Shoes – Black School Shoes <b>(No Runners)</b>	Shoes – Black School Shoes <b>(No Runners)</b>
Official School Jacket or Fleece	Official School Jacket or School Fleece

**Only the official PSN school jacket/fleece may be brought into school.**

### 3. Punctuality

Students are expected to attend punctually:

- Assemblies take place prior to 8.50 a.m.
- Morning class begins at 8.50 a.m. (Students must be present in school by 8.45 a.m.)

- Afternoon class begins at 1.55 p.m. (Students must be present in school by 1.50p.m.)

Students must be on time for all classes.

Lateness for school/class will be recorded in the school journal. If a student arrives late he /she must get a late note signed by the DP/class teacher.

Students entering the school must enter through the front door only.

Students are required to have late-notes counter-signed by parent/guardian.

#### **4. Attendance**

Regular attendance at school is required by law and directly relates to success at school.

All absences require a full detailed written explanation from parents/guardians in the school journal on the day of return to school.

This note must be presented to the Attendance Officer for recording on the school roll.

The Education Welfare Act 2000 Part III, 18 states that:

*“Where a child is absent from the school at which he or she is registered during part of a school day, or for a school day or more than a school day, the parents of such child shall, in accordance with the procedures specified in the code of behaviour prepared by the school, notify the principal of the school of the reasons for the child’s absence.”*

The Act further states:

*“where the aggregate number of school days on which a student is absent during a school year is not less than 20, the Principal shall forthwith so inform, by notice in writing, an Educational Welfare Officer.”*

#### **5. Permission to leave school/class during school time**

Students wishing to leave school during the day for medical, dental or other appointments are required to bring a note from their parents/guardians to their Year Head prior to the appointment. They must present this signed note at the school office and be signed out of the school prior to leaving.

Parents are encouraged to schedule appointments outside of school hours, where possible.

Students leaving class for any reason, including using the toilets, must have permission from their class teacher recorded in their school journal.

Students who are feeling unwell must report to the school office in order that parents may be contacted.

## **6. Homework**

Pobalscoil Neasáin has a homework policy ([www.psn.ie](http://www.psn.ie)) that students are expected to follow. In accordance with the Homework Policy:

- each student must have their journal in school each day
- all homework must be recorded in each class
- all homework must be completed and submitted on time
- journal must be signed weekly by parent/guardian

## **7. Prohibited Substances**

The possession of tobacco, alcohol, drugs or other prohibited substances is forbidden in the school, on school grounds, at school functions, outings or trips, or at any time while representing the school.

Incidents will be managed in accordance with the school's Substance Abuse Policy ([www.psn.ie](http://www.psn.ie)).

Students who associate with, or support, other students who smoke, use/distribute drugs or alcohol or other prohibited substances, and who make no obvious attempt to leave the area, will be liable to disciplinary sanctions.

## **8. Offensive Weapons**

The possession of any item considered to be an offensive weapon by School Management is prohibited. Any breach of this rule may be referred to the Gardai.

## **9. Mobile Phones, iPods, MP3 players , headphones**

The above may not be used by students in the school building. Phones, headphones etc. may not be used or accessed in the school unless explicitly requested by a teacher as part of class. Students who do not respect this rule will

have the item temporarily confiscated. The phone etc. must be handed to a teacher without argument if requested, and parents may be required to collect the item from the Deputy Principal.

### **Cameras/Camera Phones**

The taking of photographs/videos or the recording of individuals in the school (unless authorised) is **forbidden**.

## **10. Internet/Technology**

Any use of technology which impinges on the respect or privacy of individuals or that contravenes the school ethos is an inappropriate use of the technology. Any uses of technology considered inappropriate by the school management will be dealt with in accordance with the Internet policy. See Acceptable Use Policy

### **Amendment 6/12/2012**

*Online privacy and code of behaviour:  
Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions*

### **Amendment 15/6/2017**

“The responsibility for monitoring pupils' online and phone activity lies with parents and guardians. However, where the school becomes or is made aware of behaviour by a pupil which:

- (a) is contrary to the section below and
- (b) which directly affects another individual in their capacity as a member of the school community,

then such behaviour shall be considered a serious breach of the Code of Behaviour

*Sexting is the sharing of sexual text, video, digital and photographic content using mobile phones, apps, social networking services and other internet technologies.*

*The sharing of explicit text, images, video or other digital content, is an unacceptable and absolutely prohibited behaviour and will have serious consequences and sanctions for those involved in accordance with the school's Code of Behaviour.*

*Please note that:*

- *All incidents involving creating, storing, or sharing of explicit text, images and/or video of children under the age of 17 years will be reported as an incident to the Gardaí and Tusla and the State Claims Agency (to the latter as there is the potential to cause injury/harm to the individual).*
- *Sharing of explicit text, images and/or videos of any member of the school community will incur serious sanctions including suspension and up to expulsion as determined by the Board of Management*

## **11. School Car Park**

Students cycling into school must be aware of safety in the school grounds. Bicycles must be left locked in the designated area. Students may not bring cars or motorbikes onto the school grounds unless written permission has been granted by the School Principal. Failure to drive in a safe/responsible manner will result in this permission being revoked.

Cars, motorbikes and bicycles in Pobalscoil Neasáin are left at the owner's risk and must only be parked in the designated areas.

Students on foot should enter/exit the school grounds through the pedestrian gates.

## **12. Corridors and Open Areas**

Students must proceed promptly from one class to the next and are not permitted to congregate on the corridors between classes.

Students are not allowed enter any classroom until their teacher is present.

Students should line up outside their classroom in an orderly manner.

### **Lockers**

Lockers are allocated to students at the beginning of each school year. Students should not use lockers between classes. Lockers remain the property of the school and must be properly maintained. The school management has the right to inspect the lockers at any time without prior notice to the student. Students must vacate the locker at the end of the school year.

### **13. Care of the School**

A clean and pleasant school environment is important to all in Pobalscoil Neasáin. All members of the school community have a responsibility (under Health and Safety legislation) to maintain and respect all school facilities. In particular, the toilets and open areas should be kept in a clean and tidy state. Litter should be placed in the bins provided.

### **14. Lunchtime**

Students who remain in the school at lunchtime are permitted to be in the canteen and designated areas only. They must leave these areas clean and tidy. Canteen facilities are available for student use at lunch and break time only. Students must line up as directed and behave in a courteous manner to canteen staff.

The school authorities take no responsibility for students who leave the school premises at lunchtime (1.00 pm to 1.55 pm).

The school reserves the right to permit students remain in the school at lunchtime.

### **15. Food and drink**

No food may be consumed during class time. Only water may be consumed during classes, with the permission of the class teacher. Chewing gum is forbidden in the school buildings or grounds. No “energy drinks” are permitted in the school.

### **16. Classroom Rules**

All places of work have rules. Classroom rules are there to help students and teachers create a positive place of learning.

#### **Before Class begins:**

- Students must be on time and line up outside the classroom in an orderly manner
- Students should come fully prepared to class with all the required items



- Students should proceed to their class place and take out all books, copies and school journal
- Students must report any graffiti or damage to their work area prior to the start of the class.

**During Class:**

Students must be respectful of the teacher and their fellow students.

Students have a responsibility to contribute to an environment that enables learning to take place and therefore:

- Must be attentive and concentrate on the work being done
- Must work to the best of their ability
- Must not cause any disruption to the work of the class by distracting other students or the teacher
- Must record all homework given and present homework required on the due date

**The End of Class:**

- The end of any class is signalled by the teacher's instruction, not the bell.
- The classroom must be left neat and tidy before students leave.
- Students must go directly and promptly to their next class.

**RESPONSES TO INAPPROPRIATE BEHAVIOURS**

Despite the best efforts of the school inappropriate behaviour happens. When student behaviour does not meet the standards expected a response is required. All responses are intended to change the unwanted behaviour and to promote self discipline and personal responsibility in our students.

A key part of this is an agreed ladder of intervention which promotes consistent and planned responses among staff. The ladder shows the roles, responsibilities and sanctions to be used by staff in response to inappropriate behaviour.





## **Ladder of Referral**

The ladder of referral broadly outlines the discipline structure in Pobalscoil Neasáin. This exists to support teachers and students when discipline issues arise. The vast majority of discipline issues should be solved within the classroom by the class teacher. In Pobalscoil Neasáin we encourage teachers to be proactive in using all of the sanctions available to them (see ladder of referral) before involving Year Head/Senior Management directly. These should be used in the first instance for advice and support in empowering the class teacher to resolve the difficulty themselves.

Referral upwards should only occur when (i) there is a serious single incident (ii) continuous indiscipline continues despite the teacher using the available sanctions. Year Heads should not be disturbed while teaching. A serious single incident requiring immediate intervention should be referred directly to the Deputy Principal.

Teachers should maintain records of discipline incidents and interventions applied. Any referral to Year Head or Deputy Principal should be accompanied by a completed Referral Form or Incident Report form (in the case of a single incident).

## **Supports**

Pobalscoil Neasáin is committed to providing positive support to those students who require more active intervention. This may involve Year Head, Chaplain, Guidance Counsellor, Pastoral Care Team, Deputy Principal and Principal, together with outside agencies as appropriate.

The school encourages communication between parents and staff. In the event of any issue arising parents are encouraged to make contact with the class teacher, Year Head, Chaplain, Guidance Councillor or School Management as appropriate.

*The Code of Behaviour is subject to regular review and update and attendance at Pobalscoil Neasáin is conditional upon acceptance. The Board of Management have the right to make the final decision regarding the interpretation and application of the code.*

**I /We have read and understood the code of behaviour of Pobalscoil Neasáin.  
I/We agree that I/we and my child accept the Code .of Behaviour.**

**Signature(s) of Parent(s)/Guardian(s)**

**Signature of Student**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

**Adopted by the Board of Management 15<sup>th</sup> February 2011**

**Amended 6/12/2012**

**Amended 30/5/2013**

**Amended 16/6/2016**

