

# CODE OF POSITIVE BEHAVIOUR

**St. Louis Community School believes that its Positive Behaviour Policy/Code of Behaviour is firmly rooted in Christian values, mutual respect, justice, the common good and concern for health and safety.**

An essential element of this is good, open communication between the partners. The school believes that such an approach will be beneficial for students, teachers, management, parents/guardians and the Board of Management alike. It should also encourage students to take a positive view of co-operation and interdependence into their adult lives. The Positive Behaviour Policy will have due regard for the rights and responsibilities of all the parties concerned within the school.

All the students attending St. Louis Community School are actively encouraged to make a positive impact on the school community through positive behaviour. In our school, positive behaviour is considered to be a form of training, which empowers students to make appropriate choices in a supportive environment.

Praise and positive consequences are seen as more important by the teachers in maintaining a good relationship with students than punishment and negative consequences.

## **Suggestions to promote Positive Behaviour**

- Positive written comments in official school journal
- Verbal praise from teacher or tutor
- Affirmation of student's self-esteem and self-worth
- Record system showing progress as well as high grades
- Complimenting good behaviour, initiative, courtesy, neat appearance, etc
- Praise for progress as well as achievement
- "Catching" people doing something good or helping someone else
- Agreeing rewards with students or class for better effort or better behaviour- a quiz, an outing, a discussion, lunch time DVD or music, et

# Code of Behaviour

## Guidelines

### All students of St. Louis Community School are expected:

1. To show courtesy and respect to people (students, staff, visitors, etc.) at all times and in all places; this includes following instructions from teachers and others in authority.
2. To strive for academic excellence (i.e., students will always try to do their best in every subject and at homework).
3. To be properly prepared for each subject and each class.
4. To wear the full school uniform and also to be groomed in accordance with school guidelines.
5. To be in attendance every day; they are likewise expected to be in the correct classroom in time for the commencement of each class.
6. To respect school property, the property of others and to treat the property of others with the utmost care and respect.
7. To eat/drink only in designated areas and only at allocated times and to refrain entirely from using 'chewing-gum'. The designated areas are the Circulation Area, Canteen and outside the students' entrance.
8. To observe the law relating to smoking, illicit drugs and substances.
9. To have their mobile phones 'powered-off' and out of sight. Other electronic devices, such as ear-phones, MP3 players, I-pods, etc. must be kept in students' bags or lockers.

Decent and reasonable behaviour is expected of all students in relation to the above points and in relation to any issue not specifically covered in points 1 - 9.

## Code of Behaviour

1. **All students of St. Louis Community School are expected to be in attendance every day; they are likewise expected to be in the correct classroom in time for the commencement of each class.**

This means:

You are expected to be on time for school each day and to be on time for each class throughout the school-day.

You provide a note from your parents / guardians explaining any unavoidable absences.

You are expected to move from one class to another quickly and with care without visiting toilets or lockers etc.

Rationale/explanation

- It is difficult for a student to 'catch-up' on topics taught in class while he/ she were absent.

- The school has a duty-of-care to its students.

- A student arriving late unfairly disrupts the teaching / learning of others in the class.

2. **All students of St. Louis Community School must have a School Homework Journal in all classes and to present it to a teacher when requested.**

**The journal must be in the student's possession when allowed to leave class for a specific purpose.**

**The journal must be signed by parents/guardians as appropriate.**

**This means:**

You are expected to place the Homework Journal in front of you on your desk at the beginning of each class.

You are expected to record your homework/ assignments in the journal during each class.

You are required to maintain your Homework Journal in pristine condition so as to allow for easy inspection by your parents/ guardian or teachers.

**Rationale/explanation:**

- The journal is the primary method of communication between the school and home.
- It is important to maintain an accurate record of work assigned during the year to aid you with your revision.
- Absences from school and/or class will be recorded in your Homework Journal.

3. **All students of St. Louis Community School are expected to strive for academic excellence (i.e., students will always try to do their best in every subject and at homework).** This means:  
You retain the 'Official School Journal' to record homework.  
You do (written and non-written) homework every night.  
You listen to teachers, obey class procedures and ensure your behaviour never disrupts the learning of others.

**Rationale/explanation:**

- 'The Journal' is also used by teachers to record comments: it is examined and signed weekly by class tutors and parents / guardians.
- Homework reinforces and backs-up what has been done in class and helps prepare for exams.
- Disruptive behaviour is unfair to others who are trying to learn.

4. **All students of St. Louis Community School are expected to be properly prepared for each subject and each class.** This means:  
You have the proper pens, pencils, copies, textbooks, materials, etc. as indicated to you by your teacher.  
You have any special equipment needed for particular subjects; e.g. P.E. gear, drawing equipment, etc.  
You can access your locker only at the following times; (i) before 1st class, (ii) during morning break and (iii) during lunch. At these times you bring all the materials needed for the classes that follow ensuring you are at class on time.

**Rationale/explanation:**

- Full and proper participation in class is not possible without the necessary materials.
- A student is often easily distracted if he/she is in class without all necessary materials.
- Class learning / teaching for others in the class is unfairly disrupted when a student arrives late for class.

5. **All students of St. Louis Community School are expected to wear full school uniform and to be groomed in accordance with official school policy** This means:  
You are expected to maintain the school's reputation and high standards by the manner in which you wear your uniform. Your appearance reflects positively on yourself, your family and your school.

**Rationale/explanation:**

- Members of the public associate you with the school and regard you as its representative.
- The uniform has been agreed by parents, students and school authorities,
- The uniform ensures all students are treated equally.

6. **All students of St. Louis Community School are expected to show courtesy and respect to people (students, staff, visitors, etc.) at all times and in all places; this includes following instructions from teachers and others in authority.** This means:  
You are on the 'look-out-for' and you are supportive of your fellow student(s).  
You avoid engaging in any form of bullying, intimidation or 'picking-on' other people.  
You avoid arranging for others to bully, intimidate or 'pick-on' other people.  
You avoid fighting and/or you will avoid arranging fights in the school or elsewhere.  
When in the school building you will walk and also you will refrain from and help to prevent running, jostling, pushing, shoving, etc.  
You extend courtesy and respect to all people.  
You follow the instructions of teachers and others in authority without causing any disruption.

- 7.
- **These apply at all times including when you are in class, on the school premises, going to/from school, on school activities such as games, tours, debates, theatre visits, etc.**

Rationale/explanation:

- Every person is at all times entitled to the dignity of being treated with courtesy, manners and respect by other people (students, teachers, etc.).
- The students in a class are being denied their education if/when their teacher is being disrupted.
- Everyone is required to play his/her part in making the school a safe and happy place, free from any fear, misery, hurt and injury which might otherwise be present.

8. **All students of St. Louis Community School are expected to respect school property, the property of others and to treat the property of others with the utmost care and respect.** This means:

You refrain from any attempt at destroying, defacing (i.e. graffiti), damaging and /or vandalising either school property (buildings, plant , equipment, fittings, materials, shrubs, trees, etc ) or the property of others (clothing, books, equipment, cars. etc.)

You refrain from littering any area of the school grounds and its environs.

Rationale/explanation:

- Improved standards of cleanliness reflect well on the school, its students and its staff.
- It enables everyone to work and to study in a cleaner, healthier and more pleasant environment.
- The cost of replacing and/or repairing property / plants can be a burden on the school and parents/guardians.

9. **All students of St. Louis Community School are expected to eat/drink only in designated areas, only at allocated times and to refrain entirely from using 'chewing-gum'** This means:

You eat/drink only in designated areas and only at designated times.

You refrain entirely from chewing gum on the school premises and properly dispose of chewing-gum (i.e., in litter bins) as you enter the school building.

Rationale/explanation:

- Eating/drinking other than in designated areas and at designated times causes disruption and the mess created often damages books, copies etc.
- When 'stuck' underneath desks, tables, chairs etc. chewing-gum is very un-hygienic
- Significant additional expense is incurred when cleaning up food, drink and chewing-gum throughout the school building.

10. **All students of St. Louis Community School are expected to observe the law relating to smoking, illicit drugs and substances.** This means:

You must refrain from smoking, consuming, possessing, supplying and / or arranging for the supply of cigarettes, alcohol, illegal drugs or other illegal substances within the school and its environs.

Rationale/explanation:

- It is against the law.
- The school grounds and buildings are a smoke-free zone.
- In the interest of health, safety and moral issues; especially the potential for addiction, serious ill-health and death .

11. **All students of St. Louis Community School are expected to have their mobile phones and camera phones 'powered-off' and out of sight. Other electronic devices, such as ear-phones, MP3 players, I-pods, etc. must be kept in the student's bag or locker.** This means:  
You are not allowed to use mobile phones on school premises.  
You do not borrow some other person's mobile telephone and use it.  
You are not permitted to use a camera phone for taking pictures on school grounds.  
You are not allowed to use recording equipment on school grounds.

Rationale/explanation:

- Mobile phones cause disruption.
- Mobile phones can be used for intimidating, bullying or demeaning other people.
- The school telephone can be used for emergencies or other necessary communication.
- Unless you have the express permission of an individual, it is illegal to photograph/ record that individual.

## Appendix #1

### ATTENDANCE AND PUNCTUALITY

- a. Attendance at all classes, which must be regular and punctual, will be monitored by the classroom teacher. "Explanation" or "Request to Leave School" signed by parent(s)/ guardian(s) is required to cover any absences, early leaving or late arrival. Where the absence is due to dental / medical appointment(s) the Appointment Card should be attached if available. This should be given to the Tutor upon arrival to school the following day. A roll will be called at 9.00am and 2.00pm sharp. Lateness for roll call and/or class will be noted and sanctions may be imposed. All absences/lates are recorded i.e. – Rolls and Classes. Students who arrive after Roll call must sign Late Book at Reception
- b. Prior to leaving the school grounds (except at authorised times e.g. Lunch (where a School Lunch Hour Insurance Indemnity signed) every student must get permission to leave from one of the following: Principal, Deputy-Principal, Yearhead, Tutor or other Staff member. Once permission is granted by the school authority, the student must sign out (indicating the time of departure) at the Reception Desk and present the authorisation signed by the school authority. If the student returns on the same day, he/she must sign back in (indicating the time of return)

An accumulation of 20 absences will be notified to the National Education Welfare Board as required by legislation, Education Welfare Act 2000.

Start Time: 9.00am

Finish Time: 15.45pm

Break Time:

Lunch Time: 1.05pm – 1.45pm

### UNIFORM

Students are required to wear the full uniform at all times including school outings. Some exceptions may be made at the Principal's discretion.

Students persistently not wearing the school uniform may be suspended until compliance is forthcoming. Facial jewelry, apart from ear studs (one pair/girls only??), is not acceptable (in the interest of Health and Safety) and may be confiscated until the end of term. Polo shirts are not acceptable. T shirts worn under shirts must be white. Open backed shoes are not acceptable.

Suitable clothing is also required for PE classes. Students must change into/out of P E gear in the Complex. Tracksuit bottoms /Shorts and T-Shirt or Sports Sweater are deemed suitable. Runners must not be worn on school premises – students can only bring in runners on days of P E and / or organised games requiring runners.

Students are expected to be hygienic in person and tidy in dress at all times

## **MOBILE PHONES**

The use of mobile phones from on school premises / precincts is strictly forbidden. Mobile phones should be switched off and out of sight at all times in school. Other electronic equipment, such as I-pods, MP 3 players etc, is not allowed during school times. Failure to comply with above will result in the device being confiscated and may be held for a month

**Use of camera phones can be an assault on individual privacy and is absolutely forbidden (except when used as audio devices under the same conditions as mobile phones above) If a camera phone is used on school grounds for any use other than audio, as detailed, it can be confiscated and held.**

## **LITTER**

In the interest of good hygiene all litter must be placed in the bins provided. The local Litter wardens have access to the school grounds to enforce litter fines, and schools sanctions will be applied to persistent offenders

## **VALUABLES**

Students are responsible for their own property. Valuables must not be left in cloakrooms. Any valuables/property found should be handed into the office

## **SAFETY**

- Specialist rooms such as Labs have extra rules regarding safety and use of equipment that must be observed in the interest of safety
- In the interest of safety, parents taking students to school by car must not drive on to school grounds or turn at the entrance gates
- Students who, contrary to school advice/recommendation, drive a car to school may not park in school grounds / environs or allow other school students travel in their car.
- No cycling in car park area

Specialised subjects such as Science, Home Economics, Metalwork, Physical Education and Woodwork will have specific classroom rules set in place by the class teacher A Health and Safety Statement is also available in the school.

## **GENERAL APPEARANCE**

In order to create a positive image, unnatural hair colouring, the changing of uniform at lunchtime and excessive bodily adornment (e.g. neck pieces etc) are not acceptable. The wearing of short skirts (hems must be below the knee) and makeup are strictly forbidden.

## ILLNESS / INJURY OF STUDENT

There may be occasion(s) during school hours when a child feels unwell. Should this situation arise, the student must notify a staff member. The student may make contact with his/her parents/guardians and shall do so via the secretary's office. In an emergency situation the parents will be contacted immediately. If it is not possible to contact parent(s)/ guardian(s) or another nominated person, arrangements will be made for the injured/sick student to be attended to.

The following groups have been consulted through their representatives:

Management, parents, staff and students

## Procedures / Stages of Referral

Each student is expected to contribute positively to the teaching and learning environment in every class.

Each teacher is responsible for maintaining a positive teaching and learning environment in his/her classroom and is expected to have a system to promote positive behaviour and also to have a system to deal with misbehaviour and breaches of class rules.

Each teacher should insist on:

- Good timekeeping
- Order and respect for others and their property
- School Journal on the student's desk at the beginning of each class
- Homework being completed on time
- All students coming to class with all necessary books, copies etc.
- No eating or drinking in class
- Mobile phones must be powered off and out of sight
- An atmosphere conducive to teaching and learning

Each teacher will encourage and promote positive behaviour by:

- Positive written comments in the official school journal
- Verbal praise to students who are showing progress
- Complimenting good behaviour, initiative, courtesy, neat appearance, etc
- "Catching" students doing something good or helping someone else
- Agreeing rewards with students or class for better effort or better behaviour- a quiz, an outing, a discussion, lunch time DVD or music, etc. - a formal school-organised 'awards ceremony'.

## **STAGE 1**

Student in breach of class rules

Action:

- Verbal warning stating that the behaviour is inappropriate and advises the student to make a sensible choice and return to task.

## **STAGE 2**

Student continues to be in breach of class rules

Action:

- Student is given a second verbal warning
- Extra work assigned-this should be fair and reasonable
- Moving position in class (e.g. sitting at the front of the class)
- Teacher records the incident in the student's official school journal (and also in the teacher's own records)

## **STAGE 3**

Student continues to be disruptive in class / More serious breach of the Code of Behaviour

Action:

- Class teacher records the incident in student's official school journal (and also in the teacher's own records)
- Penalty exercises assigned- this should be fair and reasonable
- Student may be sent to a designated teacher (to allow teaching and learning to continue)
- Class teacher break time detention / Solution focus Interview by class teacher with student
- Tutor intervention to offer guidance to student.
- Year Head will be notified via: 'Incident Sheet'

## **STAGE 4**

Failure to turn up for class teacher's detention or further breaches of the Code of Behaviour or Concern form from class tutor (see appendix 1)

**Action:** Referral to Year Head via Incident Sheets from class teachers

- I. Student to be given Behaviour/Report Card.  
The Behaviour/Report Card will record the reason for the card being issued and set targets for the student's behaviour in school.  
The Behaviour Card will be filed upon completion.
- II. Reflection form filled in by student and discussed with year head
  - Explain incident(s)
  - Suggest how to put things right
  - Indicate how they will behave in future
- III. Letter home from Year Head
- IV. Student Profile/Report forms will be supplied by the Year Head to class teachers to be filled in relation to the particular student
- V. School Detention
- VI. Throughout this stage penalty exercises may be assigned or/and the student can be referred to Care Team (see appendix 2)

## **STAGE 5**

Further breaches of school rules leading to further incident sheets

### **Action:**

- Student Profile where necessary
- School detention- Extended Detention
- Letter home from Year Head
- Student on Report Card
- Referral to Care Team

## **STAGE 6**

Student continues to be disruptive and is in breach of the school rules.

### **Action:**

- Parents / Guardians required to attend a meeting with Year Head/Management
- The student may be put on in school suspension - suspension from class
- The student may be put on further detention.
- Parents may be asked to take a student home immediately.
- Student put on report for one week (depending on progress, two weeks etc.)
- Individual Improvement Behaviour Plan to be set up for the student by the Care Team.

## **STAGE 7**

Student continues to be disruptive and is in breach of school rules- leading to further incidents sheets

### **Action:**

- Matter referred to Deputy-Principal / Principal
- Meeting with Parents / Guardians
- Suspension ( Ref: Policy on Suspension)
- Re-integration plan for student on his return
- Referral to Behaviour Support Classroom for support

If a student exhibits any of the following behaviours during class (or elsewhere\*) he/she is removed from class. The student starts on this stage 'Stage 7' ( or he/she proceeds from any previous stage);

- I. aggression, or threatening behaviour towards staff /student(s),
- II. malicious damage to school property or to property of other people,
- III. behaviour likely to endanger the safety of others,
- IV. substance abuse,
- V. leaving the school without permission,
- VI. interfering with the fire alarm.

\*This stage also applies if such behaviour occurs outside class; including on the school premises, on the school grounds and its environs, on school activities, etc.

## **STAGE 8**

Student continues to be disruptive and is in breach of school rules- leading to further incidents sheets

### **Action:**

- Matter referred to Principal/Deputy-Principal
- Matter referred to the Board of Management
- Meeting with Parents/Guardians
- Suspension ( Ref: Policy on Suspension)
- Re-integration plan for student
- Matter referred to Supporting agencies, examples: NEPS / NEWB

## **STAGE 9**

Student continues to be disruptive and is in breach of school rules- leading to further incidents sheets

### **Action:**

- Matter referred to the Board of Management
- Parents are invited to a meeting with the Board of Management or Representatives of the BOM.
- Suspension ( Ref: Policy on Suspension)
- Re-integration plan for student

## **STAGE 10**

Expulsion should be a proportionate response to the student's behaviour. The expulsion of a student is a very serious step, and one that is only taken by the Board of Management in extreme cases of unacceptable behaviour. The school has taken significant steps to address the misbehaviour and to avoid expulsion of the student. However, the School Authorities have tried a series of interventions and believe they have exhausted all possibilities for changing the student's behaviour. A parent, or a student aged over eighteen years, may appeal a decision to expel to the Secretary General of the Department of Education and Science (Education Act 1998 section29).

## Appendix 2: Class Tutor

- Class tutors will meet with their assigned class on a regular basis
- Journals will be monitored weekly to ensure parent/ guardian signature
- Concerns will be passed on to Year Head if five or more negative comments are recorded weekly in the journal and will be dealt with according to Stage 4
- Negative comments in journal may be 'redeemed' via positive comments
- Tutor time may also be used for Year Group assemblies with Year Head, relaying information, reinforcing expected behaviour, motivation, encouraging team spirit, reward systems for students encouraging positive behaviour, life and study skills (tutor class activities/programme, etc)
- Formal Tutor meetings to be held with the tutor class once a month.

## Appendix 3: Care Team

Care Team may implement an intervention plan for the student involving home-school liaison, career guidance support, behavioural support, resource teaching or referral to outside agencies. The Care Team consists of the Principal, Deputy Principal, Relevant Year Head, Guidance Counsellor, Chaplain and Home School Liaison Officer.

## Appendix 4

Mobile phone Policy

1 day confiscation for first offence.

1 month confiscation for second and subsequent offences.

## Appendix 5

### **School Journal**

A teacher has the right to examine the journal at any time.

The school journal will be provided by the school at an appropriate price.

## Appendix 6

When/ where necessary, the appropriate authorities will be involved in dealing with issues such as drug use, supply etc.

## Appendix 7

### **Suspension Policy**

This policy will be used in accordance with the NEWB Guidelines in relation to the Code of Behaviour.

## Appendix 8

Expulsion Policy will be used in accordance with Chapter 12 of the NEWB Guidelines in relation to the Code of Behaviour.