

CODE OF BEHAVIOUR

The Code of Behaviour of Saint Francis College is directed towards maintaining conditions of good order within the school and promotes an atmosphere that is conducive to educational achievement. The Code is based on respect for others, a commitment to study and participation in the life of the school. The Code also reflects our desire to stimulate the civic virtues of tidiness, punctuality, diligence and courtesy while the moral principles of honesty, justice and integrity, are also evident. Effective and meaningful implementation of our code requires full parental/guardian support and cooperation. Admission to the school implies the acceptance of school rules and regulations.

1. COMMITMENT OF STUDENTS

1. Students are expected to treat each other with respect and dignity.

All members of the school community have the right to work in an environment free from fear and intimidation in school and on the way to and from school. Bullying in all its forms, which includes on-going name-calling, teasing, hiding books, offensive text or picture messages, graffiti or gestures, is anti-social and is repugnant to the ethos of the College. The prevention and elimination of bullying is the responsibility of every person. If a person sees or is the victim of bullying, he should report it. The College authorities will take steps to ensure the safety and security of the "alleged victim and the "alleged perpetrator" and will follow the procedures described in the anti-bullying policy.

2. The School Journal.

Each student is obliged to have his School Journal with him in every class. He should record the homework assigned by each subject teacher.

Students should remember the school journal is the property of the school and as such must be kept neat and tidy and available for teachers. Students who deface the school journal will be asked to replace it at a personal cost to themselves.

We also advise parents/guardians to try and examine the School Journal as often as possible.

3. Absence

Absence notes must be submitted through the school app by parents or guardians. An absence notification will be sent through the app to each relevant parent or guardian at a time when the student has not presented for school or class. These reminders will appear in the attention tab on the app and will keep appearing until an absence explanation has been submitted. If regular absence occurs and absence days accumulates, the school may be in contact with the household.

4. Students leaving school early

If a student needs to leave school early, a note must be submitted on the school app. This note must be approved by the school before the student leaves. A parent/guardian must collect their son and personally sign the student out of school.

Note: If you are unable to sign your son out of school personally you must telephone the school to explain the arrangements you have put in place to collect your son from the school.

Students Returning to School after extra-curricular Activities.

In order to be compliant with Child Protection Procedures and our commitment to the academic welfare of all students, it is school policy that students must return to school after activities. Any changes to this arrangement must be sought from school authorities.

A register for attendance is maintained on VS Ware. A student, who has permission from the Principal or Deputy Principals to do so, signs out at the school office before he leaves and signs in again at the school office if he returns during the school day.

5. Detention

Formal Detention operates on Wednesdays from 1.30 to 2.30 pm. Parents/guardians will be notified through the school app in advance. Homework will not be done during this time. For more serious incidents, a detention day may be imposed by Principal/Deputy Principal.

6. On-Report

The purpose of being *On Report* is to monitor the student's behaviour in class over a period of usually one week. Students are placed on report when there is clear evidence that the student is repeatedly not complying with school rules and when other means to return the student to compliance have been tried and failed. Parents/Guardians are notified. Year Heads recommend this course of action in consultation with subject and class teachers and the Deputy Principals.

7. Daily Routine

Students must behave in class and outside of class, and on their way to and from school. They should apply themselves seriously to their work, respecting the right of others to a disruption free learning environment. Students must have all the necessary books, copies, pens and other equipment in class with them and all homework completed. Students must seek permission to go to the toilets between classes.

8. Appearance

Hair must be worn in a manner that presents an overall clean and tidy appearance. Jewellery, including body piercings, is not permitted.

Management reserves the right to determine acceptable styles of dress and grooming.

9. Fire and safety equipment

Interference with health and safety equipment (fire extinguishers, fire hoses, smoke detectors and CCTV cameras or computer and I.T. technology) or lack of full co-operation with Health and Safety Procedures such as fire drills is regarded as a breach of discipline of exceptional seriousness and is treated accordingly. Students who are found to have caused deliberate damage to school equipment and fittings will be required to pay the cost of repair or replacement of it.

In line with State legislation smoking, and use of alcohol and other illegal substances within the school precincts, in transit to and from school, and on any school related activity is strictly

forbidden. Any breach of state law by a student within our school grounds may be notified to the appropriate authorities. Parents/Guardians will be contacted.

10. Chewing Gum and Tippex are not allowed.

11. Hygiene

In the interest of hygiene litter should be placed in the bins provided.

12. Safety/ Fire Drills

Students should familiarise themselves with evacuation procedures and assembly stations for safety/fire drills.

13. Student Parking

Students must park their cars or motorcycles in the areas designated for student's cars and motorcycles. The school accepts no liability for any damage caused to vehicles parked in this area.

14. Valuables

Valuables should be kept in the student's possession at all times. They are brought to school at the student's own risk. Interference or theft of another's property is considered serious misbehaviour. Students must learn to take responsibility for books and clothing in their classrooms and books and clothing in the recreation areas. While efforts are always made to recover valuables and clothing which have gone missing, the school accepts no liability for the replacement of such items. Lockers should be padlocked.

15. Uniform

The uniform of Saint Francis College is very much part of our identity as a school community and reflects the personal attitude of the student towards himself and our school community.

The correct and complete uniform must be worn at all times. Laura's Schoolwear stock the complete uniform.

The complete school uniform consists of:

The school jacket, blazer, school pullover, a dark grey shirt, school tie, charcoal grey trousers and black shoes (i.e. black uppers and black soles).

The school uniform must be worn at all times, including during public exams and when representing the school.

The school jacket is the only jacket to be worn by any student coming to school and on the school grounds.

All jackets, pullovers, trousers, P.E. gear, books and copy books should be labelled with the owner's name before the new term begins.

No other additions to the school uniform may be worn going to classes.

II. COMMITMENT OF TEACHERS

To treat students with care, respect and fairness. To facilitate the students' academic, spiritual and moral development. The school will keep parents/guardians informed of their son's progress via the following methods

- Christmas and Summer reports
- Parent-Teacher meetings
- School App
- School journal
- Phone
- Post

III. COMMITMENT OF PARENTS

Parents/Guardians are the primary educators and we strive to facilitate them in this role. The following points are worth noting:

A. Parents/Guardians are asked to read the Code of Behaviour and to co-operate with the school in its administration.

B. Parents/guardians wishing to meet a teacher outside of Parent/Teacher meetings are invited to contact the teacher in order to find a mutually suitable time.

C. Attendance and Punctuality

Under the Education Welfare Act, which came into operation in July 2002, it is the legal responsibility of parents/guardians to ensure that their sons attend school on a regular basis. We are obliged to report irregular attendance that is absence for a total of twenty days or more. The Act makes clear that the school cannot approve of students being withdrawn from school for holidays and for non-medical absences during the school year. Punctuality is of paramount importance. Students are expected to arrive in good time for classes

D. Parents/Guardians are encouraged to attend the appropriate Parent/Teacher meetings.

E. Parents/Guardians are reminded that the school believes part-time work could be detrimental to study and homework during the school term.

SANCTIONS

When in school, each student is subject to the authority of the Principal, Deputy Principals and each individual teacher. If a student receives a sanction, its purpose is not primarily punitive. It is a simple way of indicating that he is expected to behave in a more mature and responsible manner than he has done. When a student is found in breach of school discipline, the following ladder of referral will apply:

Stage 1 - Subject Teacher

Each subject teacher has responsibility for implementing discipline in school particularly his/her own classroom. Any unacceptable behaviour witnessed by a teacher, inside or outside the classroom, should initially be dealt with at the time of an incident. Most incidents are effectively managed through the teacher's own judgement drawing on their experience.

The subject teacher may use the following strategies to deal with unacceptable behaviour, in particular behaviour which interferes with the learning and teaching of the class:

- Reasoning with the student.
- Verbal reprimand.
- Moving students to a different seat.
- Loss of privileges.
- Detention at lunchtime (recorded on VS Ware)
- Writing a note for the attention of the parent/guardian. The school app can be used here.
- Extra subject work from the subject teacher is recorded on VS Ware under behaviour.
- In more serious circumstances, immediate removal from a particular lesson or peer group.

Further actions if necessary

- Written referral to the Year Head if the subject teacher feels further action is needed.

Stage Two – Year Head

The Year Head has special responsibility for the year group and takes both a pastoral and disciplinary role. Year Heads deal with more serious incidents or an accumulation of minor incidents and can impose sanctions which relate to the seriousness of the incident. Year Heads keep detailed written records on VS Ware of student conduct and their interactions with parents/guardians. Year Heads support subject teachers in implementing disciplinary procedures. They may interview the student and parents may be contacted and asked to come to the school if it is deemed necessary.

Year Heads may issue formal complaints for offences such as:

- Behaviour that interferes with the teaching/learning of class following interventions by the subject teacher
- Continuous disruptive behaviour.
- Bullying.
- Truancy i.e. leaving school premises without permission.
- Stealing, taking or interfering with somebody else's personal property.
- Smoking on school premises.

The Year Head may also:

- Put a student on a Report Card to be signed by a parent/guardian on a daily/weekly basis.
- Refer a student to a member of the Pastoral Care Team

Further actions if necessary

- Referral to Deputy Principal if they feel further action is needed.

Stage 3 - Principal / Deputy Principal

The overall responsibility for discipline ultimately rests with the Principal. All letters home regarding serious discipline matters carry the signature of the Principal or a Deputy Principal.

A student may be sent to the Principal/Deputy Principal:

- Where repeated incidents of misbehaviour occur having followed Stages 1 and 2 of the procedures.
- Where a serious incident of misbehaviour occurs.

The Principal/Deputy Principal may seek the assistance of the Career Guidance Teacher, the Learning Support Teacher, the Chaplain or outside agencies if this has not already been done.

The Principal/Deputy Principal may in certain circumstances place a student on a detention day.

The Principal/Deputy Principal may in certain circumstances move a student from their normal base class to another class group.

The Principal/Deputy Principal may request the student and parent/guardian to sign a contract of behaviour. If students have previously signed Contracts of Behaviour and have not complied with them, further disciplinary actions may follow.

Suspension and Expulsion: See Policy on Suspension and Expulsion.

Date of ratification: 20th June 2023