St. Aloysius Secondary School

Code of Behaviour

# **MISSION STATEMENT**

## St. Aloysius School is a Catholic School founded by the Mercy Order. It has a long tradition of academic excellence and is committed to the development of the whole student. It offers a curriculum designed to meet the needs of the student. The school wishes to cater for the academic, interpersonal and physical needs of the student.The Characteristic Spirit of the School Is the pursuit of tolerance, compassion and a sense of justice and equality for all. We aim to develop in each student, confidence, self-respect and respect for others.

The school and its staff value its partnership with parents in meeting the personal and educational requirements of students and staff alike.

**CODE OF BEHAVIOUR AND DISCIPLINE**

The Code of Behaviour in St. Aloysius School enables effective teaching and learning to take place in a disciplined atmosphere where the dignity, rights and security of each person can be respected.

St. Aloysius School offers a friendly, caring environment to each member of our school community.

CLASSROOM RULES

1. Be punctual and have the required materials for class.
2. Show courtesy and respect to each person in the room.
3. Be attentive at all times and follow given instructions.
4. Raise your hand when you want the teacher's attention.
5. Homework is to be done neatly, on time, properly and completely.
6. Respect the classroom property and keep our room clean and tidy.

We have read the Classroom Rules of St. Aloysius and understand that they are to support the teaching and learning environment. I agree to adhere to the above and agree to the consequences of the Code of Behaviour should I fail to do so.

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHOOL PREMISES**

Students are insured only within the school premises and while on official school activities. Any student leaving the school premises during the school day must have parental permission to receive an Exit Slip from the Year Head, Deputy Principal or Principal. A Record of Exit Slips must be completed in the back of this Journal before an Exit Slip can be issued.

On her return she must have a parent note in her Journal. School management is not prepared to accept responsibility for students who leave school **for any purpose** without permission. Failure to follow school rules will result in the Code of Sanctions being applied.

**Lunchtime Pass**

Students living locally may go home for lunch, if parent completes a Lunchtime Pass Form. Students of First to Fifth Year inclusive are not permitted to be in the school environs at lunchtime. Lunchtime Passes are for students to be at home for lunchtime. Failure to comply with this expectation will result in the removal of a Lunchtime Pass.

Leaving Certs may go out for lunch, if parent completes a Lunchtime Pass Form.

**PUNCTUALITY & ATTENDANCE**

*(in accordance with the Education Welfare Act 2001)*

School starts at 8.45am.

Punctuality:

Students arriving late to school, for whatever reason, must report to the Office and sign the Late Book. Late Arrivals Record is to be completed by the student before a Late Slip will be issued by the Main Office.

Attendance:

When a student is absent from school, a Journal note, stating the date(s) and reason for absence, must be written in the Parent's Notes section of the Homework Journal by her parent.

A telephone call while appreciated is not sufficient for school attendance records.

On return to school the note must then be shown to each subject teacher at the start of each class.

Frequent absences will be dealt with in accordance with our Attendance Policy.

Parents are urged, where possible, to avoid making appointments for students outside of school, during school hours.

**Mobile phones and all Electronic Recording Devices**

St Aloysius wishes to strike a fair balance between the convenience/safety advantages of mobile phones and the need to maintain an orderly classroom environment that is conducive to learning, accordingly, mobile phones may only be used at the following time and in an appropriate manner, before8.45am,outside the school buildings.

1. Atallothertimes–andinthecourseofSupervisedStudy–mobilephonesarenotallowed. Phones are to be locked in the student’s locked locker or in the Main Office.

2. In the event of an emergency e.g. illness, a pupil may use Phone in the Main School Office.

Failure to comply with these rules regarding mobile phones will lead to confiscation of the mobile phone by a member of staff for the remainder of the school day and placed in the Main School Office.

The in appropriate use of the camera/video/voice recording functions on a pupil’s mobile phone or any recording device unauthorised recording, infringement of privacy, bullying or threatening behaviour, will result in the confiscation of the phone or recording device as outlined above as well as the possible imposition of more serious sanctions through the school’s Code of Behaviour.

**Illness during school hours**

A student that becomes ill during the school day should report to the Year Head, Deputy Principal or Principal.

The Deputy Principal or Principal may then decide to contact the parent or guardian to inform them of the illness and the possible need for the student to be collected from school.

Parents and Guardians are asked to collect their daughter from the Main Office and sign the Sign Out Book upon leaving.

Students are not permitted to contact their parents directly to come and collect them due to illness.

**UNIFORM & APPEARANCE**

Only the Complete Official School Uniform may be worn by students in school as well as when entering and leaving school, during all examinations and on specified events. School tracksuits may be permitted for special occasions. It is the responsibility of parents and students to ensure that the proper and complete uniform is worn at all times.

Each item of uniform should be clearly labeled. The school takes no responsibility for lost items.

**UNIFORM CODE**

"Students are required to abide by the Code of Behaviour during the journey to and from school and while wearing the school uniform".

* Green skirt (length to be below the knee), green tights.
* Grey blouse, green jumper with school crest. Coloured garments visible under school uniform are not allowed.
* Green outer jacket (compulsory for all).
* Grey trousers worn with grey socks.
* **Black**, flat, comfortable low-heeled shoes (no higher than 6cm).Runners, Canvas or platform/sling-back/backless shoes are not permitted.
* For P.E. classes: school track suit, white socks, white soled runners.

To maintain our high standards we seek the support of parents in ensuring that students are in correct school uniform. Students are expected to be clean, neat and tidy at all times. School authorities are the judges of what are acceptable standards of dress, hairstyles and jewellery.

No cult hairstyles or unnatural hair colours are permitted. No head gear should be worn indoors. Religious items are permitted to be worn on the student’s person, if prior consultation has occurred with the Deputy Principal or Principal. Long hair is to be tied back neatly for health and safety reasons.

Excessive make-up is not allowed. Eye make-up is forbidden.

No body art or body piercings of any kind are to visible during the school year.

One small stud earring in the lower ear lobe is permitted as ear-ring jewellery, one ring per hand and a watch is acceptable. Other ear-rings/facial studs/rings or other piercings, and long necklaces are **not** allowed for safety reasons.

Students will be required to remove unsuitable jewellery.

A **written** explanation from parent must be put in the student's Journal if a student is not in full school uniform. In addition the student must sign the Uniform Book in the Office on arrival in school.

On No Uniform Days students are requested to dress respectfully.

Sanction Stages- Recorded in the Student Folder

**Our formal Code of Sanctions enables effective teaching and learning to take place in an atmosphere of mutual respect.**

**LEVEL 1**

*-the following are examples of behaviour which may constitute a Level 1 offence. Teachers and the Principal may determine whether a student's behaviour constitutes a Level 1/2/3 having regard to this Code of Behaviour....*

1. Talking out of turn, chatting in class, writing or passing notes in class.
2. Being late for class not seated or organised for class at class starting time.
3. Being without books/materials for class.
4. Homework or study not done.
5. Being without Homework Journal in class.
6. Absence notes not presented.
7. Eating or drinking during class time.
8. Misuse of or damaging a Homework Journal.

In any of these situations, teachers may record the offence by means of a **Yellow Dot** in the teacher's diary. Where a student has **a number of** such offences recorded against her, she will be referred through a Referral Form to her Year Head who will consider placing the student *On Report* and informing her parent(s).

**LEVEL 2**

*-the following are examples of behaviour which may constitute a Level 2 offence. Teachers and the Principal may determine whether a student's behaviour constitutes a Level 1/2/3 having regard to this Code of Behaviour....*

1. Causing damage to school property or that of others (e.g. graffiti).

Students who damage school property are expected to make good otherwise suspension may follow.

1. Skipping classes.
2. Leaving school without permission.
3. Forging a parent's note.
4. Failure to do detention.
5. Being late for school on 3 occasions in one month.
6. Being in incorrect uniform on 3 occasions.
7. Having a mobile phone which is turned on.
8. Failure to follow On Report instructions.

If any of the above offences occurs a student will receive an immediate Detention.

**LEVEL 3**

*-the following are examples of behaviour which may constitute a Level 3 offence. Teachers and the Principal may determine whether a student's behaviour constitutes a Level 1/2/3 having regard to this Code of Behaviour....*

1. Repeatedly disrupting the education process.
2. Challenging a teacher's authority to check inappropriate student behaviour…. e.g. defiant behaviour, lying, insolence or back answering a teacher.
3. Using offensive/rude language/gestures.
4. Cheating at a test or exam.
5. Stealing.
6. Bullying.
7. Intimidation.
8. Physical assault or injury of another.
9. Having or using cigarettes, alcohol or any illegal substance.
10. Serious damage to school property or that of others.

In any such situations the student will be informed that she will receive a detention and that she may also be liable for suspension, her parent(s) having first been consulted. A suspension will be considered when a student has one or more Level 3 detentions or has behaved in a manner which requires immediate removal from school in the interests of Health and Safety. After suspension the student will be placed On Report.

***A full copy of the school's suspension and expulsion policy is available on request.***

NOTE: St. Aloysius School reserves the right to review and change its Code.

**Formal sanction stages**

Our Code of Behaviour and Discipline System aims to support teaching and learning in a caring safe and respectful environment. The highest standards of courtesy, good manners and mutual respect are expected at all times between all members of the school community. A co-operative partnership between Students, Staff, Parents, Guardians and Board of Management is essential to create a positive behaviour environment.

This document should be read in conjunction with the schools Code of Behaviour and Dignity in the Workplace.

Where students are involved in continuous disruptive behaviour, the formal discipline system is used. Students may be directly referred to the Deputy Principal or Principal. Instances will be recorded in the student’s file. In some circumstances a student may be withdrawn from privileges ormay be placed directly on Sanction 5 or above. The health and safety of all students and staff are of considered in the implementation of this formal sanction system.

Lunchtime detention will be issued when a student has any level 2 or 3 misbehaviors.

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| **Stage 1**  | **Administered by**  | **Intervention**  |
| Sanction 1  | Subject Teacher | Pastoral advice and Support. |
| Sanction 2 | Subject Teacher | Note in journal requiring parental signature.  |
| Sanction 3 | Subject Teacher | Refer form after 5 level 1s per term. |
| **Stage 2**  | **Administered by** | **Intervention**  |
| Sanction 4  | Class Teacher | Pastoral advice and support following referral form. |
| Sanction 5  | Year Head | Communication with parents following referral form. |
| Sanction 6 | Year Head | Report card  |
| Sanction 7  | Year Head  Deputy Principal  | Report card no.2 letter to parents from Deputy PrincipalMeeting with parents |
| Sanction 8  | Guidance counsellor Year HeadDeputy Principal | Student referral to Guidance Counsellor. Feedback to Year Head and Deputy Principal. |
| **Stage 3** | **Administered by** | **Intervention** |
| Sanction 9  | Deputy Principal | Warning of the next stage of Code of Behaviour  |
| Sanction 10 | Deputy Principal | Communication with parents that student referral is to be made to Principal. |
| Sanction 11 | Principal  | Meeting with parentsFormal caution / Suspension |
| **Stage 4**  | **Administered by**  | **Intervention** |
| Sanction 12  | Secretary B.O.M | Referral to Board of Management for consideration/Possible exclusion |

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_