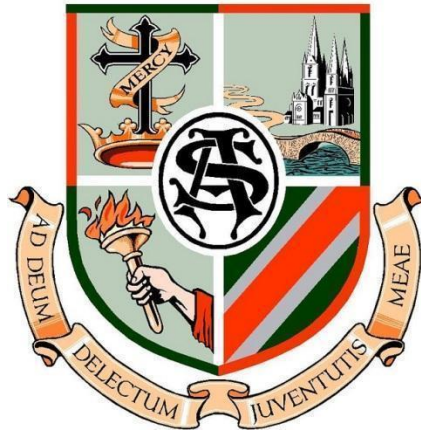


St. Aloysius' School



Code of Behaviour

It is with a restorative approach and mindset that the following Code of Behaviour is implemented. The majority of staff in St Aloysius School have completed training in Restorative Practice.

Drafted by staff: 2016 Reviewed by staff : <ul style="list-style-type: none">• March-May 2022• Academic year 2022/23	Discussed at BOM: 14/06/2023
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Introduction

St Aloysius' School is a dynamic and caring school committed to the academic, personal and spiritual development of all its students. Our mission statement sets out our approach clearly;

“St. Aloysius’ School is a Catholic School founded by the congregation of the Sisters of Mercy in 1839. 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 fully the needs of the student. The school wishes to cater for the academic, spiritual, moral, aesthetic, 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 self-respect, respect for others and confidence. The school and its staff value its partnership with parents in meeting the personal and educational requirements of students and staff alike.”

St. Aloysius' School operates within the context of the religious and educational philosophy of the Mercy tradition and the values outlined in the CEIST Charter. The Board of Management supports and fully subscribes to the underlying principles of the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000, Education (Admission to Schools) Act 2018, the CEIST Charter and the Mission Statement of St. Aloysius' School. In accordance with section 23 of the Education (Welfare) Act 2000, the Board of Management of St. Aloysius has prepared our Code of Behaviour with respect to the guidelines issued by the National Educational Welfare Board (NEWB, 2008).

Like all organisations, schools need accepted rules of procedure in order to operate efficiently. Our Code enables effective teaching and learning to take place in an atmosphere of mutual respect where the dignity, rights and security of each person can be respected. In harmony with our mission statement it helps our community to foster a joint pursuit of tolerance and compassion while allowing students to feel a sense of justice and equality with their peers. It also strives to encourage and develop a strong sense of personal responsibility and responsibility towards others. As we work together to develop our community the Code of Behaviour helps to maintain the best possible educational environment.

As a CEIST School St. Aloysius' School is a community that is characterised by the quality of its personal relationships. A caring, welcoming school promotes a culture of good relationships where people thrive and grow. St. Aloysius' community views the quality of relationships within the school as one of the most influential means through which to promote quality teaching and learning in an ordered and safe environment, where discipline, responsibility and accountability are valued. We strive to build community with all the partners in education by fostering positive relationships

with each other, maintaining professional standards, and by nurturing each student to reach their full potential.

The core values of CEIST are:

- Promoting spiritual & human development
- Achieving quality in teaching and learning
- Showing respect for every person
- Creating community
- Being just and responsible

Classroom Rules

Students and teachers have shared expectations of how each student should conduct themselves in class to ensure a positive teaching and learning environment. The following expectations were created in consultation between our staff and students. Students should;

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 instructions.
4. Raise your hand when you want the teacher's attention.
5. Complete homework neatly, on time, properly and completely.
6. Respect the classroom property and keep rooms clean and tidy.

Further rules may be necessary in practical subjects due to health and safety concerns.

Punctuality, Attendance and Absences

Punctuality

Lessons start at **8.45am**. Students should arrive at school with enough time to access their lockers and be at their first lesson when the bell rings. Students not at class at this time will be recorded as *Late*. Students who arrive before 8.15am must go to the canteen. Senior students can access their lockers and social area from 8.15am. Junior students can access their lockers from 8.30am.

Students arriving late to school or their first lesson, for whatever reason, must report to the Main Office and sign the *Late Book*. Students who arrived and entered the building before 8:45am but did not arrive in class until after 8:45am will also be required to sign the *Late Book* in the Main Office. A *Late Slip* is then generated. Students should politely excuse themselves for being late as they enter their lesson and show the teacher their *Late Slip* immediately.

Attendance

When a student is absent from school;

- a telephone call or note via the school app is required on the morning of the absence for Tulsa records.
- A note in the Absence Note section of the student journal signed by a parent/guardian is needed for teacher records upon the students return to school, stating the date(s) and reason for absence. The note **must** then be presented to each subject teacher at the start of each class.

Frequent absences will be addressed in accordance with our Attendance Policy. It is the duty of the school to contact the Tulsa Educational Welfare Support Service (TESS) when a student has missed 20 or more days of school.

Parents/guardians are **strongly** urged to avoid making external appointments for students, during school hours.

It is the responsibility of the student to catch up on work missed due to absence/missed lessons.

School Exits

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. This note should be made in the 'Permission to Leave' section of the journal or on the school app before an Exit Slip can be issued by the Year Head, Deputy Principal or Principal.

School management is not prepared to accept responsibility for students who leave school **for any purpose** without permission. Students are insured only within the school premises and while on official school activities. Failure to follow school rules will result in the Code of Sanctions being applied.

Lunchtime Pass

Sixth year students may leave the school grounds at lunch if they have a Lunchtime Pass. All school rules apply. A parent/guardian must complete a Lunchtime Pass Form before a Pass will be issued.

Illness during school hours

A student that becomes ill during the school day should report to the Deputy Principal, Principal or Year Head. It is important they report their illness to a staff member for their own health, safety and wellbeing while in school. Students must seek permission from their subject teacher before going to the Deputy Principal, Principal or Year Head. Teachers have a duty of care for students while they are timetabled to supervise them and need to know their whereabouts when not in class.

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

Parents/guardians are asked to collect the student from the Main Office. The *Sign Out Book* **must** be completed before leaving the school premises.

In accordance with our *Acceptable Usage Policy*, students are not permitted to contact their parents directly to come and collect them due to illness.

Banned Items/Products

In St. Aloysius' School we promote healthy living. We also work to provide a safe, healthy environment. Due to this certain items/products are not allowed in school. These include;

- Chewing gum
- Energy drinks e.g. *Monster, Red Bull* etc.
- Microwave popcorn
- Items requiring boiling water. Note that no boiling water will be provided for any lunch products (e.g. noodles) on health and safety grounds

The following items are legally not permitted in school and the Gardaí may become involved if they are found in the possession of any student.

- Tobacco products
- Vaping products/machines
- Alcoholic products
- Illegal substances
- Dangerous weapons and items

Anti-bullying Policy

In accordance with our school's ethos and the requirements of the Education (Welfare) Act 2000 and in line with the Anti-Bullying Procedures for Primary and Post-Primary Schools 2013, St. Aloysius' School has an anti-bullying policy which is strictly enforced. Bullying behaviour such as cyber bullying or other applicable behaviour which may break the law may be referred to the Gardaí.

The policy applies to time periods/activities as follows:

- School time (including break times)
- Going to and from school
- School tours/trips
- Extra-curricular activities
- At other times when the behaviour adversely affects a member of the school community.

It is important to note that the following types of bullying behaviour are included in the definition of bullying:

- deliberate exclusion, malicious gossip, intimidation and other forms of relational bullying,
- cyber-bullying
- identity-based bullying such as homophobic/transphobic bullying, racism, bullying based on a person's religion, bullying based on a person's membership of the Traveller community and bullying based on intellectual ability, disabilities or special educational needs.

Our full Anti-bullying Policy is available through the office and the school website.

Mobile phones, Headphones and all Electronic Recording Devices

On the **school grounds or at school events/trips**, mobile phone use is **not allowed**. Phones are to be **turned off**, and placed in the student's **school bag** when entering the school grounds. Students may store their phones in their **locked locker**. Under no circumstances should a student have a phone in a pocket or in their hand without express permission.

If a student is found **using their phone** or with a **phone that is turned on** without express permission, a detention will be given and the phone will be confiscated by a member of staff for the remainder of the school day. The phone will be kept in the Main Office and can be collected at the end of the school day.

In accordance with our *Acceptable Usage Policy*, the inappropriate use of the camera/video/voice recording functions on a student's mobile phone or any recording device presents a serious breach of the Code of Behaviour and the AUP. Any infringement of privacy, bullying, threatening or homophobic/transphobic 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.

St Aloysius wishes to strike a fair balance between the advantages of mobile phones and the need to maintain an orderly classroom environment that is conducive to learning and student wellbeing. Accordingly, mobile phones may be used with the **express permission** of a teacher for a **specific** lesson or study session. In such cases the phone is to be **switched off** and kept in the student's bag until the teacher asks for the phone to be taken out and turned on.

As stated above, in the event of an emergency, e.g. illness, students should approach the Deputy Principal, Principal or Year Head.

Headphone/airpod use is **not** allowed on **school grounds**. Students are not permitted to have headphones visible or in use at any time on school grounds. Headphones/airpods are to be placed in a student's bag before entering the school grounds.

Uniform and Appearance

The complete, official school uniform must be worn by students on the school grounds; this includes during all examinations and at specified events. It is the responsibility of parents and students to ensure that the proper and complete uniform is worn at all times. Students not wearing the full uniform will sign the uniform book which is inspected by the Year Head. Repeat entries lead to detention.

Note that students wearing the school uniform represent the school. While wearing the school uniform, they are required to abide by the Code of Behaviour.

- Green skirt (length to be *just* above the knee) and black opaque tights or knee-high green socks. **No** ankle socks.
- **Grey** blouse, green jumper with school crest. No coloured garments visible under school uniform are allowed.
- Green school jacket with crest (compulsory for all).
- Grey school trousers. Trousers should be worn with dark coloured socks. **No** ankle socks.
- **Black**, flat, comfortable shoes. Runners, Converse, platform/sling-back/ backless shoes are **not** permitted. Navy boat shoes are permitted. Black boots are only permitted discreetly under the trousers, they are not permitted with the skirt.

Physical Education

Students are allowed to wear their school tracksuit on the day that they are timetabled to have PE class. Note that students who wear the tracksuit on a day they do not have PE will have to sign the *Uniform Book*. **Equally students must wear their school PE tracksuit to PE class on non-uniform days for health and safety reasons.**

P.E. items required;

- School track suit.
- Plain white polo shirts; crested or uncrested acceptable.
- White socks.
- White soled runners only.
- Flat or 'Converse' style shoes are **not acceptable** footwear for P.E..

Each item of uniform should be clearly labeled with the student's name. The school takes no responsibility for lost items.

To maintain our high standards we seek the support of parents/guardians in ensuring that students are in full school uniform. Students are expected to be clean, neat and tidy at all times.

Hair, Nails, Make-up & Jewellery

School management are the judges of what are acceptable standards of dress, hairstyle and jewellery.

Hair must be kept clean, neat and tidy. Unnatural hair colours are not 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. False eye lashes and fake tan are not permitted. Fake/acrylic nails are **not** allowed in school for health, safety and hygiene reasons. Nails should also be cut short and kept neat.

No body art or body piercings of any kind are to be visible during the school year. **One** small **stud** earring in the lower ear lobe is permitted as earring jewellery. One ring per hand, a short necklace and a watch is acceptable. A **clear** nose stud is permissible. Other earrings/facial studs/rings or other piercings, and long necklaces are **not** allowed for safety reasons.

Students will be required to remove unsuitable items as outlined above and sign the uniform book.

A **written** explanation from a parent/guardian 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 Main Office on arrival in school. A slip will be produced which can be shown to teachers at the beginning of lessons. Three uniform slips will result in detention.

On *No Uniform Days* students are requested to dress respectfully.

Recognition of Students

In St Aloysius' School we believe in the importance of encouraging and highlighting the many positive qualities, endeavours, achievements, and actions of our students. As a dynamic and caring school community we are not only committed to the academic development of our students but also the personal. We recognise the positive actions and attitudes of our students through positive comments, formative feedback, displaying student work, parent teacher meetings/reports and through our annual awards ceremony. We also recognise achievements over the intercom and through our notice boards, official social media accounts and school app. Within our awards ceremony we reward academic as well as sport, school ethos/spirit and community achievements.

We recognise student ability and offer opportunities to gain vital life skills through leadership roles in the school. The formal examples of this include the positions of Head Student, Deputy Head Student and membership of the Meitheal Team and Student Council. Students are also invited to take up leadership roles within various clubs and groups within the school.

As we are aware of the many positive actions and qualities of our students, we have a system to formally celebrate them on an ongoing basis. In order to encourage characteristics and qualities which will benefit students' lives both within and outside of school, we employ a positive note section of the student journal. The notes here focus on the quality/characteristic behind the positive act(s) exhibited by the student(s). They take the form of, "I was praised today for my [insert quality e.g. creativity] by [insert teacher name] in [insert subject]". These allow for staff to formally acknowledge positive behaviour but also for parents/guardians to share a positive experience with their student. Each teacher will keep a record of positive notes given.

Formal Sanction Stages

Our Code of Behaviour 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 the Board of Management is essential to create a positive environment and a nurturing community.

Where students are involved in 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 or may be placed directly on Sanction 5 or above (outlined in table below). Lunchtime detention will be issued when a student has exhibited level 2 or 3 misbehaviours. The health and safety of all students and staff are considered in the implementation of this sanction system.

This document should be read in conjunction with the school's Dignity in the Workplace Policy.

Teachers and the Principal may determine whether a student's behaviour constitutes Level 1, 2 or 3 behaviour having regard to the Code of Behaviour.

School management have discretion to implement a sanction as deemed appropriate given the circumstances surrounding the behaviour.

Level 1

The following are *examples* of behaviour which may constitute a Level 1 offence. In any of these situations, teachers may record the offence by means of a **Yellow Dot** in the teacher's journal. Where a student has **five** such offences recorded against them, they will be referred through a Referral Form to their Year Head who will consider placing the student *On Report* and informing their parent(s)/guardian(s).

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.

Level 2

The following are *examples* of behaviour which may constitute a Level 2 offence. If any of the below offences occurs a student will receive an immediate Detention.

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.
2. Skipping classes.
3. Leaving school without permission.
4. Forging a parent's note/signature
5. Failure to do detention.
6. Being late for school on three occasions in one half term.
7. Wearing incorrect uniform on three occasions in one half term.
8. Having a mobile phone or electronic device which is turned on
9. Failure to follow On Report instructions.
10. Boisterous behaviour or horseplay
11. Gathering in groups in the bathrooms.

Level 3

The following are *examples* of behaviour which may constitute a Level 3 offence. In any such situations the student will be informed that they will receive a detention and that they may also be liable for suspension, their parent(s)/guardian(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.

1. Repeatedly disrupting the education process.
2. Challenging a teacher's authority to check inappropriate student behaviour e.g. defiant behaviour, lying, insolence, failing to respond to a teacher's instructions, ignoring or back answering a teacher.
3. Using offensive/rude language/gestures.
4. Cheating at a test or exam.
5. Stealing.
6. Serious damage to school property or that of others.
7. Having or using cigarettes, vapes, alcohol or any illegal substance.
8. Bringing the name of the school into disrepute
9. Identity-based discrimination such as homophobic/transphobic bullying, racism, bullying based on a person's religion, bullying based on a person's membership of the Traveller community and bullying of anyone based on intellectual ability, disability or special educational needs.
10. Bullying
11. Intimidation
12. Physical assault or injury of another
13. Taking a photo or recording on a device or mobile phone in school without permission

Yellow Dot

Yellow Dots are given when a student has not followed a school rule. These are recorded in the Teacher Journal and forwarded to the Year Head in accordance with the procedures laid out in the code. These yellow dots are recorded with a note home in the student journal when three dots have been given by a teacher to the same student within one term. These notes to parents/guardians must be signed. Not getting the note signed will result in a referral to the Year Head who may issue a detention.

On Report

Students *On Report*, will have their academic and/or behaviour monitored by their Year Head for a specified period using a lesson by lesson report card filled in by each subject teachers.

Report cards can result from a referral form or a suspension. They may also be issued at the discretion of the Year Head, Deputy Principal or Principal.

Referral Form

A referral form is given to the Year Head by a teacher when a student has accumulated five Yellow Dots or where concerns exist about a student's academic performance or behaviour.

Formal Sanction Stages

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 Principal Meeting with parents
Sanction 8	Guidance counsellor Year Head Deputy Principal	Student referral to Guidance Counsellor. Feedback to Year Head and Deputy Principal
Stage 3	Administered by	Intervention
Sanction 9	Deputy Principal	Meeting with student 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 parents Formal caution / Suspension
Stage 4	Administered by	Intervention
Sanction 12	Secretary B.O.M	Referral to Board of Management for consideration/Possible exclusion

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

We have read the Code of Behaviour of St. Aloysius and understand that it has been written to support the teaching and learning environment. I, as a student of St. Aloysius, 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: _____