



## St Peter's College Code of Behaviour

***'The Code of Behaviour (conduct) is the set of programmes, practices and procedures that altogether form the school's plan for helping students in the school to behave well and learn well'***

**(Page 2, NEWB Guidelines)**

### **Mission Statement**

Everybody in St Peter's College is entitled to an education in a safe and healthy environment and in an atmosphere of **Dóchas** (hope), **Dúchas** (faithfulness), **Díocas** (commitment), and mutual respect. It is the responsibility of all members of the school community to create this environment. St Peter's College places a strong emphasis on acknowledging and commending positive behaviour, academic excellence, and participation in all school activities.

*This policy applies to all students of St Peter's College and relates to all school activities both during and outside school hours. Once a student is recognisable as a student of St Peter's College (i.e. wearing our school uniform) then the school reserves its right to safeguard its good name.*

There are some basic principles that underpin our Code of Behaviour. These include:

- Creating a safe, secure learning environment for all students and staff by promoting a sense of mutual respect among all members of the community.
- Implementing effective procedures which allow for the day to day running of the school and which meet the demands of current legislation
- Providing clarity about expectations and responses for students
- Recognising that everyone's behaviour matters
- Focusing on promoting good behaviour and self- discipline
- Recognising the importance of relationships
- Focusing on personal responsibility
- Ensuring fairness and equity
- Promoting equality
- Recognising educational vulnerability
- Attending to the welfare of students
- Promoting safety and freedom from threat

Outlining the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour

### **Clearly defined Roles and Responsibilities**

Our school acknowledges the contribution of all members of the school community. Each member has responsibility for the promotion of good behaviour and a role in dealing with and minimising negative behaviour. Clearly defined roles and responsibilities allow for consistency among staff as well as ensuring that there is a planned approach to helping students to change their own behaviour.

**Students:**

The school expects that students will at all times adhere to and uphold the code of behaviour.

**Parents/Guardians:**

The school acknowledges the role of parents/guardians in the development and operation of the code of conduct and expects them to support the code and encourage their sons/daughters to uphold it. Parents wishing to speak to a member of staff are requested to make an appointment via the Diary or by telephone. The school will not be able to facilitate appointments without prior arrangement.

**Teachers:**

The school acknowledges the role of teachers in the development and operation of the code of conduct. The school recognises that a teacher's main focus is in the area of teaching and learning, but that they also have a pivotal role to play in behaviour management. That pivotal role forms a core element of this code. Teachers in St Peter's College have special responsibilities for operating as Tutors, Year Heads, Counsellors, Guidance Counsellors and Learning Support teachers. The teaching staff may refer issues on to the psychological services and other agencies when required.

**Deputy Principal and Principal:**

Management are involved in establishing structures and procedures for the implementation and monitoring of the policy. They ensure the policy is reviewed regularly and after an appropriate length of time.

**Ancillary staff:**

The school acknowledges the contribution of ancillary staff in the day to day running of the school. They too have a part to play in the successful delivery of our code of conduct. In particular, they have responsibility to report incidents of misbehaviour and examples of positive behaviour they witness.

**Board of Management:**

The Board of Management is the decision making body of the school. The school acknowledges the role of the Board of Management in the development and operation of the code of conduct. All policies are developed with the authority of the Board and must be approved by it before becoming official school policy.

**Responsibilities of each student****1 To have Respect for yourself and others**

- All members of the school community are expected to show mutual respect, courtesy, good manners and co-operation.
- Bullying and bad language are not tolerated. (See Anti-Bullying Policy)

**2 To have Respect for our school environment**

- Students must not damage, deface or interfere with school property/safety equipment.
- Students must not break, steal or hide another person's property.
- Graffiti is not tolerated.
- The School and its environs should be kept litter-free. The College is part of the Green Schools programme and everyone is expected to tidy up after themselves.  
All chairs must be put up on tables at the end of the day and rooms left in good order.
- Students are responsible for locking their lockers and reporting any damage immediately to their Tutor.
- Students are expected to report all damage to school property to a staff member immediately
- Chewing gum is forbidden.
- The possession of any weapon or item deemed as a weapon is forbidden.
- For safety reasons many substances are banned from the school (See Substance Abuse Policy).

**3 To attend, be punctual and adhere to the school timetable (see Attendance Policy)**

- Students are expected to attend school and be punctual every day.
- The College officially opens each morning to receive students at 8.25am, with formal supervision by staff in operation from this time. Prior to 8.25am, there is no formal supervision of students.

- Students must be on time in the mornings for assembly for a prompt 8.45am start. If for any reason a student cannot attend school that day, a parent should contact the school office the first morning of every absence (See Attendance policy).
- On returning from absence, all students are now required by law to have a note from a Parent explaining their absence. This note should be in the Diary and must be shown to your Tutor
- It is the student's responsibility to catch up on work missed through absence or extracurricular involvement.
- If the school is concerned about a student's attendance, or if absences exceed 20 days in one academic calendar year, the Ceannaire, Principal or Deputy Principal will contact the Education Welfare Officer and /or Parents/Guardians.
- After three days unexplained absence Parent/Guardian will be contacted by the school.
- Students should not take holidays during school terms.
- Students must be on time for all classes during the day.
- A parent or a doctor's note needed if a student cannot participate in PE.
- No student may leave the school without permission from their Tutor, Ceannaire or Deputy Principal.
- Students leaving school early must sign out in the student office. Students must have a note in their diary from a parent to sign out.
- Only senior students are permitted to leave the school grounds at lunchtime, students are not permitted to leave school at little break.

#### **4 To strive for Excellence in the Classroom:**

- Students must be prepared for class and must bring all books, copies, PE gear and equipment that are needed for school on a particular day.
- Homework must be written in the homework journal and completed on time
- Any classroom behaviour which interferes with the teaching and learning of others is not tolerated.
- Students are expected to participate actively in class and to appreciate that learning happens in many guises: Teacher led instruction, peer teaching, group work and other activities.
- Students are encouraged to take control of their own learning and monitor their performance in their subject areas in the relevant section in the Diary.

#### **5 To comply with all School Policies and School Regulations:**

- Students (and Parents/Guardians) are requested to read and be familiar with the following Policies/Guidelines on a yearly basis:
  1. Anti-Bullying policy
  2. Substance Abuse policy
  3. ICT policy
  4. Attendance and Participation policy
  5. Admissions policy
  6. Child Protection Policy
  7. Homework policy
  8. Health and Safety Statement
  9. SPHE and RSE Policy
  10. Healthy Eating policy
  11. Data Protection

***Please note that the list of responsibilities above should not be regarded as exhaustive and the fact that a particular matter is not specified in this code will not exonerate a Pupil from blame should there be an infringement of another person's rights***

- Verbal praise for student in private/in class/at assembly
- Positive note in the Diary
- Stamps/Stickers in the Diary
- Phone call home to parents
- Small prizes throughout the year
- Display of student work in classrooms and on corridors
- Leadership Roles given to pupils: Monitors, Caomhnoiri, Student Council representatives
- Prize- giving ceremony in May every year. Awards for attendance, good behaviour, hard work, citizenship, sporting and cultural activities will be presented
- Exploring with students how people should treat each other
- Involving students in the preparation of the school and classroom rules.
- Adults model the behaviour expected of the students
- Setting high, clear, consistent and widely understood standards
- Good school and class routines

## **Sanctions and interventions**

**St Peter's College has a "ladder of referral" system and for the most part all misbehaviours will be dealt with by this system. However, should an incident occur such as serious verbal or physical abuse of any person in the school community, theft, alcohol or drug abuse or possession of offensive weapons then these behaviours will automatically be reported to the Deputy Principal/ Principal.**

*The subject teacher may use any or all of the following sanctions/interventions*

- Reasoning with the pupil.
- A firm reprimand.
- A note to parents in the Diary.
- Extra work given to the pupil.
- Penalty sheets.
- Bad note in the Diary.
- Letter of apology required for poor behaviour.
- Learning opportunity before, during or after school.
- Contact parents via phone call or meeting
- Referral to Tutor or Ceannaire.

*The Tutor may use any of the above sanctions/interventions plus those listed below:*

- Tutor Report.
- Student required to complete an incident report form.
- Agree an improvement plan.
- Referral to school Counsellor, school Chaplain or the Resource department.
- Arrange meeting with Parents.

*The Ceannaire may use the above sanctions plus those listed below:*

- Detention- lunchtime or other arranged times.
- Recommend temporary withdrawal from class/external suspension to Deputy Principal/Principal.
- Community work e.g. cleaning.
- Withdrawal of privileges.

*The Deputy Principal/Principal may use any of the above sanctions/interventions plus those listed below:*

- Arrange meeting with student, parents and Ceannaire.
- Temporary withdrawal from particular subject(s) for a limited time.
- Seek cost of repair of damaged property from the student or impose fines.

- Develop an Individual Behaviour Plan (IBP) in consultation with the Tutor, Ceannaire, student and parent/guardian.
- External Suspension (in consultation with the Principal).
- Referral to Principal.

The Principal may use any of the above sanctions/interventions plus those listed below:

- In all cases of external suspension, the Principal will inform the Board of Management. Parents have a right to appeal the decision to suspend their son/daughter to the Board of Management.
- The Principal will inform the National Education Welfare Board (NEWB) if a student had been suspended for more than 6 days in any school year.
- The Principal may refer the student to an out- centre for assistance in behaviour modification.
- The Principal may refer the student to the school counsellor/psychologist.
- The Principal may refer the pupil to relevant authorities, including the Gardaí.
- The Principal may refer the behaviour of the pupil to the Board of Management

## **Exclusion**

In order to maintain good order and discipline and ensure the safety of all the students in the school it may be necessary to permanently exclude a student from the school.

Where the Principal considers that the safety of other members of the school community is at risk or where the teaching and learning of other students is being seriously disrupted by another student then he/she will refer this matter to the Board of Management.

The rules of natural justice shall be adhered to and pupils (over 18) and parents will be given an opportunity to respond in their own defence prior to any decision being made.

Where the Board is of the opinion that the student should be excluded it shall notify the NEWB, in writing, of its opinions and reasons.

Parents may appeal the decision of the Board of Management to Louth Meath Education & Training Board (LMETB).

Should the LMETB uphold the decision of the Board to exclude a pupil then parents may appeal this decision to the Secretary General of the Department of Education and Skills.