



# **CODE OF POSITIVE BEHAVIOUR**

## **Preamble:**

This Policy of Positive Behaviour was developed with the co-operation and participation of the Whole School Community. As a community we believe that all students have the fundamental right to attend St. Clare's Comprehensive School and to feel safe and secure and to fulfil their potential. We believe that all staff should be able to work in a safe and secure environment that is conducive to achieving excellence.

An essential element of the policy is good communication, cooperation and mutual respect between all of the stakeholders. All students are actively encouraged to be responsible and have a positive impact on our school through their positive behaviour.

This positive behaviour is active training for their future when they leave St. Clare's Comprehensive School.

## **Mission Statement:**

To create a caring, disciplined and Christian environment where all students and staff can reach their potential.

### **Aims:**

- To educate for life.
- To promote tolerance, justice and respect.
- To encourage teamwork and respect individuality.
- To nurture ambition and leadership.
- To promote pride and confidence in one's own ability.(self esteem)
- To motivate our students in the pursuit of a high standard of academic achievement and critical thinking by providing a varied range of learning experiences and a varied range of teaching excellence.
- To help all students do their best

- To work in partnership with parents in the promotion of the overall good of the student, acknowledging the role of parents as the primary educators of the child.

### **Curriculum Statement:**

The Curriculum offered in St. Clare's is wide and varied and is designed to give each student the opportunity to realise their full potential and to develop their interests and talents.

We encourage our students to take responsibility for their own decisions, to develop independent learning strategies and to show a commitment to their studies.

We recognise the wide range of intelligences amongst our students and we strive to meet their individual needs.

### **Pastoral Curriculum Statement:**

The pastoral care and curriculum in St. Clare's is designed to help the students feel safe and secure in the school environment, to assist them take full advantage of the range of opportunities available and to prepare them for adult life.

On entering St. Clare's each group is assigned mentors and class teachers who develop a close relationship with each student. (**See role of Class Teacher**). Their progress during their school life is continually monitored so that they can reach their potential. The Board of Management and the Principal develop strategies that seek to protect, inform and develop our students in a holistic way. They are assisted on a daily basis by the whole staff.

## **Rights of Parent**

- to information on discipline problems as they arise-progress or lack of progress.
- to full education for children at school insofar as possible
- to access to school and staff on relevant issues
- to course information
- to be notified of change of routine.

## **Responsibility/Role of Parent**

- to socialise children
- to take interest in their development
- to check homework and monitor school diaries.
- to watch for signs of alcohol-drug use or abuse
- to provide a positive image of school and its ethos
- to support school policies
- to pay levies insofar as possible
- to be familiar and support with school rules
- to show appreciation of parent/teacher roles
- to send pupils to school on time and in conformity with regulations
- to provide equipment and books
- to send pupils to school and attuned to make a positive contribution
- to provide facilities for homework and study.

## **Rights of Teacher**

- to be treated with respect
- to work in a safe environment
- to work without hinderance
- to formal address
- to relevant family background information under guidance from Principal/Deputy Principal.
- to regular formal planned staff meetings
- to teach
- to collegial support
- to adequate facilities
- to discipline students in his/her care in accordance with school procedure.

## **Responsibility/Role of Teacher**

- to teach
- to show respect to all
- to be punctual for all activities
- to provide adequate intellectual stimulation
- to prepare, adequately for class/course
- to give, correct and return homework/assessments
- to monitor student progress
- to inform parents as necessary
- to take action on anti-social activity in school
- to observe absences particularly unexcused absences
- to be sensitive to personal needs/problems
- to involve as many students as possible in class activities
- to encourage
- to show leadership
- to maintain high intellectual standards
- to professionalism
- to attend school activities
- to administer fair and just discipline
- to use and maintain facilities
- to respect confidentiality
- to establish good learning environment
- to foster a climate of respect and industry
- to supervise all activities
- to afford guidance

- to provide safety and security
- to provide access to information

## **Rights of Pupil**

- to learn in a safe and secure environment
- to full involvement in all activities
- to reach their potential
- to intellectual challenge
- not to be bullied
- to good learning environment
- to assume responsibility and conform to rules
- to expectation of fair education
- to excellent teaching and to all that it entails
- to access support from staff and management

## **Responsibility / Role of Pupil**

- to be punctual in attendance at all activities
- to show respect for persons, property, equipment
- to be prepared for class – have books, equipment, ingredients, pieces
- to be properly dressed in uniform
- to do and present homework at appointed time
- to use acceptable language
- to participate in extra curricular activities
- to show high standards of good manners
- to assist all in the pursuit of learning
- to know rules
- to uphold school ethos inside and outside school
- to give co-operation in all aspects of school work
- to show respect and practice good social skills

## SCHOOL RULES

August 2010

### St. Clare's Comprehensive is our School

#### A: GENERAL:

- \* We show good manners to others at all times.
- \* We treat others as we would wish ourselves to be treated.
- \* We respect the property of others.
- \* We respect school property
- \* We respect school transport.
- \* We behave well and in responsible manner at all times.
- \* We co-operate with school authority in any search for offending/offensive items.
- \* We abide by the lawful direction of all school staff.
- \* We respect all staff and each other.

#### B: READY FOR SCHOOL:

- \* We come to school on time.
- \* We come to school with the intention of learning and doing our best.
- \* We come to school in proper and well maintained school uniform.
- \* We maintain an appearance acceptable to the ethos of St. Clare's.
- \* We get all our recommended books.
- \* We bring to school the proper books and equipment for lessons.
- \* We bring to school appropriate gear for sport and physical education.
- \* We wear at school, items of clothing specified in specific work areas.
- \* We abide by the rules concerning body/face piercings and our appearance.

#### C: LEARNING:

- \* We attend all classes scheduled on our timetable
- \* We come promptly to class.
- \* We always do our best and allow others to learn.
- \* We attempt our homework well.
- \* We occupy the places assigned to us.
- \* We pay attention to the teacher
- \* We abide by teachers' directions.
- \* We leave only when instructed to do so.
- \* We keep our homework books in good order and up to date.
- \* We maintain school Journal for school purposes only and understand that it will be inspected by teachers on various occasions.
- \* We abide by the school regulations governing use of the Internet.
- \* We turn off our mobile phones in class and when they might interrupt school activities.
- \* We do not use tape recorders or any recording equipment in class unless given permission to do so.

#### D: MOVEMENT:

- \* We use the school's one way system
- \* We always walk quietly in school.
- \* We walk by the right hand side.
- \* We go directly to the next class.
- \* We leave school in an orderly manner and proceed **directly** home or to our bus queue.
- \* We will not **in any circumstance** go on the school roof
- \* We will not go into areas of the school grounds which are declared out of bounds.

#### E: ABSENCES:

- \* We explain all our absences and lateness
- \* We bring a note from our parents when we are absent at roll call.
- \* We will be absent from class or part of a lesson for a serious excused reason only.
- \* We "sign out" if we leave school during working time and we "sign in" on return.
- \* We leave the school during school hours with the consent of school authority and only after **our parents have phoned in.**
- \* We inform teacher when we are ill. We accept teachers accommodation for our illness. When we are too ill to be in class, we ask that arrangements be made to get home.
- \* We use a signed 'red card' when we are late for class/roll
- \* **We use an appointment card when absent from class on the instructions of another teacher.**

**N.B. Students will only be allowed out of school for an appointment if a parent/guardian phones in or collects the students. Notes will not suffice.**

#### F: ENVIRONMENT:

- \* We keep our school clean.
- \* We dispose of litter in bins.
- \* We eat only in designated areas, at appointed times and not during class.
- \* We do not chew gum.
- \* We do not use tipp-ex .
- \* We observe the law on smoking, alcohol and drugs.

**ILLNESS - ACCIDENTS:** Members of the school staff attend to sick or injured students when the need arises as a duty of care. When a member of staff arranges to bring a sick or injured student to a doctor or to hospital he/she is operating strictly "in loco parentis" and in accordance with the dictates of Christian charity. Moreover, such intervention on the student's behalf may not be interpreted as an admission of legal responsibility for an injury. (With regard to the payment of medical fees (including current hospital charge) for a sick or injured student, it is the students' parents, and not the school, who are legally liable to pay such fees.

**UNIFORM, APPEARANCE AND DRESS**

St. Clare's while respecting the individuality of all our students views the school uniform is an essential part of school life. It represents the high standards that we expect from our students. By applying a strict uniform code, we are preparing our student for life, in that most workplaces have standards with regard to dress that must be upheld. It also teaches the students the value of neatness and projecting a good image of oneself. The support of parents/guardians is of utmost importance in this regard and sanctions will apply where there are breaches in the uniform code.

Each student is expected to wear the full school uniform everyday and to be neat and tidy in their overall appearance.

1. The school uniform is as follows:

	Boys	Girls
Junior school	Bottle green jumper with school crest, mid-grey/white shirt with collar attached, grey/black worsted pleated front trousers, green tie, black shoes, Crested School fleece rain jacket.	Bottle green uniform jumper with school crest, Shale coloured/white blouse, green tartan knee length skirt, or black bootleg trousers, green tie, black shoes, plain black tights/black socks. Crested School fleece rain jacket.
Senior school	As above but with white shirt and black trousers. Crested School fleece rain jacket	As above but with white shirt. Crested School fleece rain jacket

1. The correct school uniform must be worn coming to school and going home from school, on school outings and when representing the school.
2. If a student cannot wear their uniform for medical reasons they must have a note from their parents/guardians explaining the circumstances.
3. Because of Health and Safety in P.E., in Practical classes and in the school environment as a whole, students are advised not to wear jewellery. All facial and body piercing are prohibited. Students may wear one earring stud/sleeper in each earlobe.
4. Students must maintain a high standard of personal hygiene and smart appearance. Hairstyles should be neat, tidy and hygienically maintained. The school authorities reserve the right to decide whether a particular hairstyle or colour is acceptable or not.
5. Hats, scarves, gloves and jackets should not be worn in class. Runners are strictly forbidden (except during P.E.) Students wearing jeans will be asked to return home and change.



6. Students are advised to ensure that their names are on all uniform items. The school uniform must be maintained and kept in good condition throughout the school year.
7. The school expects full co-operation from parents/guardians in ensuring that their child is correctly attired at all times.

**All items of uniform are available at: Manor Fashions (Prop. Mary Mawn)  
Main St., Manorhamilton**

**Killasnett Co-Op, Manorhamilton.**

**There is a compulsory school tracksuit that is only available from Killasnett Co-op.**

**SMOKING POLICY( see substance use and misuse policy)**

The school and its environs is designated as a **smoke free zone**.

We actively support the Smoking Ban in all areas of the school **both inside and outside**.

Irrespective of parental tolerance of students smoking at home, we uphold our right to implement our decision to preserve the school as a smoke free environment.

Students deemed to be smoking within the school environment will incur a two day suspension-after parents have been informed.

**ALCOHOL POLICY( see substance use and misuse policy)**

The Intoxicating Liquor Act 1998 prohibits the sale of intoxicating liquor to persons U.18 years of age. The act also forbids persons U.18 to consume alcohol in public. School policy forbids use of alcohol by students in the school and in any school related context. The penalty for breach of this policy will include a period of suspension from attendance at school.

**DRUGS POLICY( see substance use and misuse policy)**

There is zero tolerance to proscribed drugs. A student involved in use or abuse of drugs will be suspended from attendance at school and relevant information will be passed to relevant authority. The B.O.M. may recommend Expulsion.

- We abide by School Rules and Policies in every detail, during the school day, when in uniform and when we represent our school.
- We maintain an appearance acceptable to the ethos of St. Clarre's.
- **We undertake not to interfere with or disrupt the learning of our fellow students**

We welcome comments and observations on these policies at all times.

Entrance to a school year is implicit on the detachment being signed and returned on your 1st day back at school.

**Please DETACH and return at Roll Call on your 1st day back.**

**We have read the School Rules and agree to comply with them in every detail.**

Student's Signature \_\_\_\_\_

Class: \_\_\_\_\_

Parents' Signatures \_\_\_\_\_

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

## DISCIPLINE

Discipline starts in the classroom.

**Subject teacher:** Reprimand,/Extra work,/Journal,/Contact with parents, use of Demerit System, Contact with Class teacher, Contact with Year Head.

### DEMERIT SYSTEM

The Demerit System exists to protect the right of the student to learn and the teacher to teach in a safe and secure environment. It co-exists with the Merit System.

• Disrespect for school staff / fellow student	5-20
• Disruption of class	1-5
• Unacceptable language	1-5
• Refusing to obey an instruction	1-5
• No books or materials for class	1
• Not in correct uniform	1 (per day)
• No homework	1 (on 2 <sup>nd</sup> occasion)
• Use of correction fluid	1
• Littering	2
• Not having the school journal	2 (per day)
• Vandalism	5-20
• Bullying or assaulting a student	20
• Smoking	20
• Late for class	3
• Late/absentee notes not provided	3
• Chewing gum	3
• Mithing outside school	20
• Mithing in school	20
• Alcohol/Drugs	20 *
• Out of bounds	5
• Up town during break/lunch	5
• Mobile phone/MP3/Ipods on during timetabled hours/detention	3 (all items kept for 5school days)
• Face/Body Piercing	20 (after request to take them out)
• Interfering with another's property	5-20 (damage will be paid for)
• Breach of Safety procedures	5-20
• Other: to be determined by year head	1-20
• Unacceptable appearance	20

**Detention:** on reaching 5 demerits (To be held on Friday\*\* at lunch time)

Students who fail to do detention may be suspended

**Detention, meeting with Year Head and on report:** 10

**Detention and meeting with Parents:** 15

**Suspension:** 20

Students/Parents/Guardians may appeal this decision to the Board of Management.

\* The Board of Management may recommend exclusion from St. Clare's

\*\* Detention day may be changed subject to necessity.

**NB The Demerit System may be subject to review and change.**

Students who continually disrupt class or misbehave will not be allowed to travel to games or on tours.

## DETENTION FORM

Dear Parent/Guardian,

I am writing to inform you that your son / daughter will be on detention on Friday \_\_\_\_\_ from 1.15 to 1.45 p.m.

**Pupil's Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Total demerits to date:** \_\_\_\_\_

**Reason(s) for Detention**

**Teacher**

- |         |       |
|---------|-------|
| • _____ | _____ |
| • _____ | _____ |
| • _____ | _____ |
| • _____ | _____ |
| • _____ | _____ |
| • _____ | _____ |

Signed: \_\_\_\_\_

Year Head

**Please detach and return the following.** ✂

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I \_\_\_\_\_ am aware

that \_\_\_\_\_ is on detention and I have spoken to him/her about his/her behaviour.

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

Please return in a sealed envelope to \_\_\_\_\_  
Year Head.

## ON REPORT

Student's Name: \_\_\_\_\_ Date \_\_\_\_\_

Class \_\_\_\_\_

This sheet must be given to the teacher at the beginning of class  
Please comment on student's punctuality, behaviour, homework,  
participation etc.

<b>Period</b>	<b>Comments</b>	<b>Teacher's signature</b>
Roll Call		
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		

This must be handed up at the end of each day

Signed \_\_\_\_\_ (Yearhead)

**MEMORANDUM**

To: \_\_\_\_\_

From: \_\_\_\_\_

Re: \_\_\_\_\_

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

Last assessment: \_\_\_\_\_ Average: \_\_\_\_\_

Comments:

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**MEMORANDUM**

To: \_\_\_\_\_

From: \_\_\_\_\_

Re: \_\_\_\_\_

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

Last assessment: \_\_\_\_\_ Average: \_\_\_\_\_

Comments:

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## REWARD/MERIT SYSTEM

Good behaviour and making an effort to do one's best should also be acknowledged. They may be done so in the following way.

- Praise.
- Recording of positive comments in the student's journal.
- Merits.
- Positive reports to Parents.
- Positive comments from year heads.
- Nominations for Student of the year
- School tours and various functions.

### Merits:

The purpose of the Merit System is to reward students who have demerits and who have purposely tried to improve their behaviour and work ethic.

#### Free from demerits.

One week	1 merit
Two weeks	3 merits
One month	5 merits

- Note: 1) A max of 5 per month  
2) Full attendance at school for 5 consecutive days is essential

Litter Patrol 1 merit

Attendance/Punctuality 1 merit per month

Students who have excellent punctuality coming to school and moving between classes will receive 1 merit per month. This is recorded by the Deputy Principal

Therefore students have a chance to gain a clean record

Merits will be given by the Year Heads who check the Year Books at the end of each week

N.B. The above system may be subject to change.

### **Detention:**

- Detention will be on Wednesday in Room 1 from 1.35 to 2.00
- Teachers will supervise on a rota basis
- Appropriate work will be given by the teacher
- Parents will be notified by letter, sent on the Friday before, and informed of the reasons by the Year Head.
- Detention may be postponed if there is only one student on.

### **Suspension:**

As per the demerit system students will be suspended if they reach 20 demerits. At this stage the Year Head (at 15 demerits) and the Principal (at 18) will have met the parents and the student to try and get the student to improve his/her behaviour. If this fails the student will be suspended.

The Parent/Guardian will be informed of

1. The reasons
2. The exact dates of the suspension.
3. The right to appeal.

When the student returns he/she will meet the Principal who will encourage the student to start afresh. The student will meet with the Year Head and may be on report so that progress can be monitored.

Serious breaches of the School's discipline system may warrant suspension.

Only the Principal or in his absence the Deputy Principal shall have the power to suspend a student.

All Suspensions will be reported to the Board of Management.

**The Welfare Board will be informed if a student is suspended for more than five days.**

## **Expulsion/Exclusion:**

Expulsion is the most severe sanction available to St. Clare' Comprehensive School. A student will be expelled for very serious breaches of the school rules, for denial of rights to others or for malicious damage to school property. The Principal shall have the power to exclude a student subject to the approval of the Board of Management. This process will conform to the requirements of natural justice. Each step will be conducted in the presence of a witness and notes will be kept.

The following steps will be adhered to:

- The case against the student will be put to him/her and he/she will be given the chance to respond. The parents will be informed of the reasons and of the evidence.
- The parents will be given the chance to controvert and to rebut the evidence.
- If the Principal decides to exclude the student the parents/guardian will be informed of the following:

The intention to exclude the student  
The right to appeal to the Board of Management  
The right to appeal under Section 29 to the Department of Education and Skills.

- An appeal should be received by the Secretary of the Board not later than two weeks from the date of the Principal's letter.
- The Parents/Guardians will have access to the students file and to documentation relevant to the exclusion.
- Arrangements will be made, in the event of an appeal, for the Board to meet as soon as possible.
- The student will be suspended until that date.
- The Principal shall not be party to the consideration of the appeal.
- If the appeal is upheld the Board will decide on what conditions, if any, the student will be allowed back to school.
- The school will endeavour to assist the excluded student in finding a place in another school.



