



College of the Immaculate Conception, Summerhill Sligo

Code Of Behaviour

Signed: _____

Date: _____

Mission Statement

The College of the Immaculate Conception, Summerhill, Sligo is a voluntary secondary catholic school under the trusteeship of the Diocese of Elphin. The college works in partnership with the diocese and parents to educate the students in accordance with the teachings of Jesus Christ and His church. It aims to foster the pupil's spiritual, moral, intellectual, physical and creative development.

Aims

The purpose of the 'Code of Behaviour' is to assist the school community in the fulfilling of its mission statement. The main focus of the code is to promote good behaviour.

We aim:

1. To instil in our students respect for themselves, for others and their environment.
2. To help each student fulfil his potential.
3. To maintain a caring atmosphere in which teaching and learning can take place

Objectives

To help students to show

- Self confidence
- Self control
- Consideration of others
- Pride in themselves and in the school

To help students to develop

- A sense of responsibility for their learning and for their environment.
- A sense of fairness.
- An understanding of the need for rules
- Respect and tolerance of other ways of life and different opinions.
- A way of dealing with bullying and abuse.

The Code of Behaviour should assist

- Teachers and students to promote effective classroom management and foster good teacher-pupil relations.
- To acknowledge the responsibility each individual for their own safety and the safety of others.
- To promote respect for personal property, the property of fellow students and teachers and school property.

Roles and responsibilities

1. The Board of Management

- To ensure the 'Code of Behaviour' is developed, implemented and evaluated.
- To approve the 'Code'
- To receive reports from the Principal on the implementation of the 'code'
- To ensure the school's policies of suspensions and exclusions are fairly implemented.

2. Principal and Deputy Principal

- To ensure the 'Code of Behaviour' is implemented and monitored.
- To liaise with year heads, class tutors, subject teachers and other staff members, parents, students and outside agencies in implementation of the 'code'.

3. Year Heads

- To be involved in the Induction Process.
- To take assembly for their own students.
- To review the number of demerits accumulated by pupils and issue detention notices to those who have accumulated seven demerits.
- To work with the Deputy Principal on the Disciplinary Committee.
- To be part of the pastoral care team meetings when required to discuss pastoral issues relating to students in their year group.
- To annotate house exam reports and mock reports.

4. Class Tutor

- To communicate the 'Code of Behaviour' to students.
- To take tutor time every morning.
- To take the roll and enter it on VSWare daily.
- To monitor the correct wearing of the school uniform.
- To monitor and sign the school journal on a weekly basis.
- To implement the merit system.
- To promote and praise good behaviour in general.
- To liaise with year head, principal and deputy principal.

5. Subject Teacher

- To operate the 'Code of Behaviour' consistently and fairly.
- Give positive feedback to students and help build self esteem.
- Liaise with class tutor regarding the merit system
- To note any anti-social behaviour and report any incidents to class tutor and year heads.

6. Parents and Guardians

- To support the school in the implementation of the 'Code of Behaviour', especially in the areas of punctuality, uniform and homework.
- Keep in contact with the school attending parent/teacher meetings.
- Checking and signing student's journal weekly.
- Keep school informed, in writing, re any changes of address or contact details.

7. Students

- Students must take responsibility for and comply with the 'Code of Behaviour'.
- Take responsibility for getting their school journal signed.

Positive Focus

Summerhill College promotes good behaviour in the following ways

- Verbal Praise
- Written Praise on homework and in the student journal
- Public Acknowledgement of student achievements at assembly and over the intercom
- Displays of students work in the classroom and in public space.
- Peer Monitoring
- School Newsletter
- School Awards Night
- Student Council
- Charity Fundraisers
- Merit system
- Pastoral Care System
- Through Special Programmes (T.Y., J.C.S.P., L.C.A., L.C.V.P.) and Graduations.
- Trips and Outings
- The President's Awards
- John Paul II Awards

Rewards

Teachers are encouraged to reward good behaviour by

- Praising students in class
- Acknowledgement of good behaviour and/or progress at parent/teacher meetings and school reports
- Acknowledgement at assembly

The Merit System

Students who abide by the 'Code of Behaviour' shall receive a 'Certificate of Merit or Improvement' with their Christmas and/or Summer report.

Rules and Regulations

Students must show:

1. Respect and courtesy for all teachers, all college staff and visitors inside and outside the college.
2. Respect and courtesy towards other students. Bullying in any form (physical, verbal, psychological or cyber) will merit serious sanction. This is dealt with in further detail in our anti-bullying policy.
3. Respect for all college property. Students must refrain from damaging school property.
4. A student who has been absent from school must, on his return, have an explanation, written in his school journal by his parents or guardian. A phone call to the school will not suffice.
5. A student who has to leave school during school hours must have permission written into his journal by a parent/guardian. He will then present this to his year head, Deputy Principal or Principal and sign out in the office.
6. It is expected that students be punctual for class at all times.
7. Safe behaviour is vital both inside and outside school buildings and within the school grounds. Students must observe all college safety regulations. Safety equipment must not be damaged or interfered with. Students must observe the special safety regulations as laid down by staff in charge of science laboratories, home economics room and workshops.
8. Students are expected to wear correct school uniform at all times. Failure to do so may result in the student being sent home. The official uniform consists of:
 - Blue jumper with crest
 - Blue shirt and tie
 - Grey trousers
 - Black formal shoes (not runners)
 - School jacket with crest (only the official school jacket with the school crest may be worn).

Hoodies and jackets (other than the official school jacket) are not to be worn in school or on the grounds of the school and will be confiscated by staff.

Students are to wear the full school uniform on all school trips including football matches.

9. Students should enter and exit the school using the pedestrian gateway only, for health and safety reasons.
10. Smoking (including the use of E-Cigarettes and/or vaping), substance abuse and consumption of alcohol are forbidden. This prohibition applies on school grounds, during school activities or trips and in the environs of the school. This prohibition also applies at the school gates, the public parking area and on the pavement in front of the school. The prohibition is operative during school hours, breaks and for half an hour before and after school hours including after school study.
11. Students must attend to their lockers at the following times only:
 - a) before 1st class
 - b) during morning break
 - c) during lunchtime
 - d) when school is finished.Lockers remain the official property of the college and may be randomly searched during the academic year.
12. A student who has to leave class for any reason must have permission noted in his school journal by the class teacher and bring the journal with him.
13. Students are only allowed to have food and drink in the GP Area of the school.
14. It is the responsibility of each student to
 - Have his school journal at all times
 - Have all requirements for each class i.e. school bag, text books, copies, pens, stationery, calculators, P.E. gear etc. (Students must have indoor runners, t-shirt, togs, sports socks and towel. Football boots must be put on and removed outside the school to safeguard the facilities)
 - Record all assigned homework in the journal and present completed homework.
 - Look after all books, materials and properties that he brings to school.
 - Observe Department of Education deadlines for project work.
 - Be dressed in full uniform.

- Produce a written note in his journal; from his parent/guardian if - (i) late, (ii) homework is not done, (iii) seeking permission to leave school during school hours, (iv) Explain any absences.
 - Get his Journal signed on a weekly basis by a Parent/Guardian. Failure to do so will result in a sanction.
 - Behave within the classroom, the general environs of the school and in 'out of school' activities in a manner that contributes to learning, good order and the safety of himself, all the other members of the school community and the wider community.
15. The following are the basic standards of good behaviour expected of the students in class:
- Treat people and property with respect
 - Refrain from using any words/gestures/actions that disturb the learning process.
 - Enter and leave the classroom with due respect to others.
 - Engage pro-actively in the learning process
 - Students must not eat, drink or chew gum in the classroom or the corridors.
16. Students must not misuse fire doors.
17. Students must queue in an orderly fashion in the cafeteria at the morning and lunchtime break.
18. Students must respect their environment by cleaning up after themselves and use the bins provided to dispose of litter.
19. For Health and Safety reasons food and drink are restricted to designated areas.
20. Students must remain in the designated exams centres for the full duration of the house exams.

Representing Summerhill College at out of school activities

1. Representing our College is a privilege whether: as an individual; part of a team; accompanying a team or travelling as a supporter to school events. Students are expected to model good behaviour and show respect to others at all times. It is at the discretion of school management to grant or withhold the right to a student to represent the school and/or travel as a supporter.

2. Any student who incurs a suspension may not represent the College as an individual or part of a team or attend as a supporter / spectator at an out of school activity until that student has returned from his suspension and completed five school days on report satisfactorily.
3. In certain circumstances, even where a student has not been suspended, the Principal, Deputy-Principal or Year Head may at their discretion prohibit or limit a student's involvement in out of school activities. They may do so if they judge that the student's behaviour:
 - compromises the health and safety of others
 - is impeding teaching and learning,
 - is aggressive in his dealings with others
 - shows a failure to follow instructions or is blatantly disobedient
 - is bringing the name of college into disrepute.
4. In serious cases where a student has failed to comply with the Code of Behaviour inside or outside the school, school management reserves the right to withdraw the privilege of representing the College or travel on any school trips, for an extended period up to and including a full academic year.

Entry to the Transition Year Programme

The school reserves the right to refuse a place to applicants for the Transition Year Programme whose behaviour or attitude it considers, would be detrimental to the rights of other students who apply to take part in the Transition Year Programme. The Principal, Deputy Principal and relevant Year Head(s) will review the list of applicants to the programme and may allow them to move to the next stage of the process. Students who receive three detentions and/or a suspension during their time in Junior cycle may not be granted admission into the Transition year programme. When there is a question over the enrolment of a student into the Transition Year Programme the decision on acceptance will be referred to the Board of Management.

Work Experience

Work experience is an integral part of the Transition Year and Leaving Cert Applied programmes. It is considered part of the school week and therefore students must inform their employer and the coordinator of work experience if they are going to be absent. They must also fully complete their work experience card. Sanctions will be imposed for those who fail to do so.

Dealing with Breaches of Code of Behaviour

We endeavour to conduct discipline in keeping with the Pastoral Care ethos of the school and the application of disciplinary measures is always in the best interests of all its students.

The code of behaviour extends to any behaviour which may bring the school into disrepute. This includes while on the way to or from school.

Serious breaches may be referred to the principal/deputy principal. Such incidents must be accompanied with a written report as soon as possible.

CCTV cameras are in operation throughout the school. They may be used in the detection of and/or investigations into any breaches of the code of behaviour. Our CCTV policy has further details in relation to this.

Students are expected to be truthful when staff are investigating breaches of the code of behaviour. Students who fail to meet the required standards of truthfulness, especially in regards to serious breaches, may be subjected to additional sanctions.

The following are some strategies used to show disapproval of unacceptable behaviour:

- Reasoning with the student
- Reprimand (including advice on how to improve) verbal or written.
- Loss of privileges
- Prescribing additional work
- Allocating an appropriate amount of demerits in the demerit book.
- Referral to the Pastoral Care system i.e. class tutor, year head (more details are available in our Pastoral Care Policy)
- Serious breaches may be referred to the Deputy Principal.
- Parents should be informed as early as possible regarding a student's difficulties with homework, punctuality and uniform by writing a note to the parents in the student journal.

- Tasks may be assigned as a sanction on condition that the student agrees and the teacher is willing to supervise.

Detention

- A student will be detained on receipt of 7 demerits.
- Detention takes place on Tuesdays and Thursdays from 4:05pm to 5:00pm.
- Parents/guardians will receive notice of detention in writing from the year head.
- This notice must be signed by a parent or guardian and presented to the detention supervisor.
- Failure to do detention assigned will be regarded as a serious offence.

Disciplinary Council

On receipt of 21 demerits the student appears before the Disciplinary Council (D.C.). This consists of Principal or Deputy Principal, Year Head, the student in question and others who may be invited to attend. At D.C. interviews with the student will be conducted in a non confrontational manner in so far as is possible. The emphasis will be on exploring strategies which will help the student towards more acceptable and positive behaviour.

The outcome may include one or more of the following:

- Referral to the Pastoral Care system.
- Student may be put on a Report, where his behaviour will be monitored on a 'class by class' basis in his journal.
- Detention
- School Community Service
- Suspension Intervention Programme
- Suspension for 1-5 days.

A student will not be suspended for an accumulation of demerits for minor breaches of discipline. A report on the outcomes of the D.C. will be noted to parents or guardian via the school journal.

A student will only be suspended for serious breaches of the ‘Code of Behaviour’ as outlined in our ‘policy on suspensions and exclusions’, or when all other avenues have been explored or exhausted.

Case Conference

A case conference can be convened when a student has served two suspensions and whose behaviour continues to infringe on the rights of other students to a safe learning environment or whose behaviour continues to be a danger to himself, his fellow students or teachers.

The case conference may consist of Principal/Deputy Principal, Year Head, Class Tutor, Parent/Guardian and any others involved with the student. Again all avenues will be explored to assist the student in amending his behaviour.

However parents may be informed verbally and in writing that after all strategies have been exhausted, and the student continues to interfere with the rights of other students and teachers to a safe and effective learning environment, the Principal may ask The Board of Management to consider the student's expulsion permanently from the school.

Policy on Suspension and Expulsion

The school's policy in relation to procedures for suspension and expulsions is based on the following:

- The Education Act 1998, Sections 15(2)(d)
- The Education (Welfare) Act 2000, Section 23(a), (b), (c), (d), Section 24 (1), (2), (3), and (4)
- Equal Status act 2000 Section 7 (2), (D).
- Articles of Management of Catholic Secondary School Act (amended 2003) Section 19 (b),(c).
- National Education Welfare Board (NEWB) Guidelines
- School Discipline Policy and Code of Behaviour

The Board of Management will delegate to the Principal the authority to suspend a student for 1 to 5 days. The Principal may suspend a student for up to

5 days with the authority of the Chairperson of the Board of Management. The Board of Management may suspend a student for up to 10 days. The Education Welfare Officer is suspended from school for a cumulative total of six or more days

If a student's suspensions cumulatively amount to twenty days in a school year the Board of Management shall review the situation and inform the Education Welfare Officer.

Suspensions

- A student may be suspended for persistent unacceptable behaviour as outlined in our 'Code of Behaviour'. All other strategies and interventions will have been tried before the decision to suspend is reached.
- Suspension allows students time to reflect on their behaviour, to acknowledge and accept responsibility for changing their behaviour to meet the school's expectations in the future.
- It is also a time for school personnel to plan appropriate support for the student in order to assist re-entry. It also allows other students to get along with their work.

In exceptional circumstances the Principal may consider an immediate suspension necessary if the continued presence of a student in the school presents a serious threat to the safety of fellow students, staff of the school or any other person.

Suspensions may be incurred for the following offences:

1. Assault of a student
2. Assault of a teacher, of other staff members or visitors to the school.
3. Possession of alcohol on school premises or on school trips.
4. Possession of drugs on school premises or on school trips.
5. Possession of a knife or any other weapon designed to cause damage to another person.
6. Possession or use of fireworks on the school premises or environs.
7. Intentional misuse or damage of any school equipment or property.
8. Serious Bullying (see Anti Bullying Policy for more detail)

9. When a student leaves the school without getting permission from their Year Head, Deputy Principal or Principal.
10. Refusing to follow the reasonable instructions of staff.
11. Aggressive behaviour.
12. Any activity that seriously endangers the Health and Safety of the school community.
13. Ongoing breaches of the code of behaviour.
14. Ongoing disruption of teaching and learning.

Suspension will apply after the incident has been investigated by the Principal, Deputy Principal or a person with delegated responsibility other than the offended party. Witnesses may be interviewed and a written record of the investigation will be kept. In cases where school management believe there is a threat to health and safety the Parent/Guardian of the student may be contacted to remove their son from school.

Suspension Procedure

Parents/Guardians will be informed in writing of decision to suspend. The letter will include the following:

- Notification of the decision and reasons for same.
- The date and duration of suspension.
- A clear statement that the student is under the care of the parents/guardian for the duration of the suspension.

Parents/guardians are to accompany their son on return to school after suspension and he may be placed on report for a number of days subsequent to returning.

Expulsion

This is the ultimate sanction imposed by the school and is exercised by the Board of Management in extreme cases of indiscipline.

The Procedure for Expulsion

The expulsion can only occur after the Principal has:

- Taken all reasonable steps to ensure discipline options under the 'Code of Behaviour' have been applied and documented.
- Taken reasonable care to ensure that the appropriate support personnel (internal and external) have been involved
- Taken reasonable care to ensure that all other procedures, referrals and supports have been exhausted
- Ensured that discussion has occurred with the student and parent/guardian regarding specific misbehaviour which the school considers unacceptable and which may lead to expulsion.
- Provided formal verbal and written warnings at appropriate times detailing these behaviours, as well as clear expectations of what is required of the student in the future.
- Recorded all action taken
- Copied all correspondence
- Informed the parents/guardians of his/her intention to recommend expulsion to the Board of Management.
- Invited the parents/guardians to the Board of Management hearing and
- Invited the parents/guardians to make a written submission in advance of the Board Meeting
- Provided the parents/guardians with a full, written description of the allegations against the student and the case being made to the Board, together with copies of all documentation, statements etc., supporting that case.
- Made a formal expulsion recommendation to the Board with full supporting documentation.

APPEALS

Parents/Guardians have the right to appeal any sanction imposed on their son to the Principal or Board of Management. Any such appeal must be submitted in writing. A student over 18 years of age may appeal on his own behalf.

Policy on Mobile Phones and other Technological Equipment

Technology has enhanced our lives but sometimes however it can be a distraction and maybe a potential invasion of privacy. Technological devices such as mobile phones and tablets etc can distract pupils and teachers, interrupt the teaching-learning process and infringe on privacy.

To ensure that the rights of students and teachers to privacy and uninterrupted learning are upheld the following rules apply to mobile phones and other technological devices.

1. Students may have a mobile phone but they are responsible for its safe keeping and ensuring it does not infringe the rights of other students and teachers.
2. Students must ensure that any phone they have is switched off before entering the school grounds and is not activated in any way while on the grounds of the college. Other devices used for educational purposes (e.g. Tablets) must have the permission of senior management noted in their school journal.
3. Students must ensure that no phone or other device is visible in the school in any way. This includes earphones.
4. Mobile Phones may not be used in class for any purpose whatsoever. This includes their use as phones, for texting, recording, taking pictures, as calculators, checking the time etc.

If any mobile phone or device rings, is activated or visible the teacher will confiscate them. The teacher will then leave them in the Deputy Principal's office. For the first offence the phone or device will remain in the Deputy Principal's office for one school day, the second offence for three school days and for any subsequent offences for five school days. Only after the scheduled time has elapsed may the phone or device be collected from the Deputy Principal's office.

Our policy on acceptable use of internet and technology must be signed by all students and parents at the beginning of the school year.

Signature of Parent/Guardian _____ Date _____

Signature of Student _____ Date _____