
Code of Positive Behaviour

Mission Statement

St. Paul's Community College is a multi-denominational, coeducational school. The school exists to provide a centre of learning which is challenging, equitable and broad based. The school promotes, through its various activities an atmosphere where there is a genuine awareness of human dignity and which allows its students to develop as people and to become confident and productive members of society. The school encourages each student to achieve to his or her ability to attain the various skills and attributes that will ultimately allow them to become successful members of society.

Code of Behaviour

At St Paul's Community College, we implement a Code of Positive Behaviour to encourage co-operation, openness, and respectful communication between students and staff. A Code of Behaviour is vital for the efficient operation of the school, to maintain good order and respect for each person in the school. We promote a happy, caring environment where students are encouraged and supported to reach their full potential. The learning environment in St Paul's Community College will be a positive one with a strong emphasis on the promotion and reward of positive behaviours. Our school provides a caring and safe environment for our students where the values of respect, fairness, kindness, self-discipline, equality and hard work are fostered in all students.

Aims

The aims of our Code of Positive Behaviour are:

- To create a safe, secure learning environment for students by promoting a sense of mutual respect among all members of the college community and a sense of pride in our school.
- To recognise and respect the potential of each individual: spiritual, emotional, intellectual and physical.
- To have effective procedures in place which will allow for the day to day running of the college and which meet the demands of current legislation.
- To acknowledge that everyone has a shared responsibility in the continued growth and development of the college.
- To promote good behaviour and self-discipline and to outline the ways in which they are acknowledged.
- To outline the strategies to be used to prevent behaviour that falls short of expectations and to outline the structure of fair, consistent and agreed sanctions that will be used in response.

Students of St. Paul's community College are expected to observe the Code of Positive Behaviour at all times while on school property, while travelling to or from school and while participating in any school related activity. Where a student is alleged to have engaged in serious misbehaviour when not under the care and responsibility of St Paul's Community College, the Code of Positive Behaviour will apply if there is a clear connection with the school and a demonstrable impact on its work.

Regular contact is maintained between teachers, students and parent(s)/guardian(s) in order to appraise the student and his or her parent(s)/guardian(s) of issues that may arise and of their progress generally.

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Responsibility of the student

1. Regular Attendance

Students are expected to attend school as outlined in the school calendar and to attend all classes. Attendance at school promotes a positive environment for learning and personal development and enhances each student's ability to achieve his/her full academic potential and to benefit from all college activities and support initiatives.

The college must be informed of any reason(s) for absenteeism (Education Welfare Act 2000, Section 18). It is the duty of the Principal to inform the Education Welfare Officer in writing of any student who misses 20 days or more within one school year. Parents/guardians are obliged to provide the school in writing with the reason for absenteeism on the student's return to school. All notes should be given to the class tutor or year head. A teacher's permission is required for any absence from class.

Students are not permitted to leave the college grounds during school hours without permission. Any student who needs to leave school early must provide a written note from a parent/guardian giving permission to do. They should present this note to their tutor or year head and sign out at reception.

2. Punctuality

Students are expected to be punctual for school and for classes. In addition to being essential for the efficient running of school, learning to be punctual is an essential life skill and is expected in the workplace. Late-coming is inconvenient for all members of the school community and will incur sanctions. In the case of recurring poor punctuality detention will be used. A letter or note in the journal will be sent home beforehand. In the case of a continuous problem further sanctions may be applied and parents may be requested to make an appointment with the school authorities.

3. College Journal

Each student must buy a College Journal at the beginning of the school year. It is important to note that the Journal is a means of communication between student, teacher and parent. The Journal should be treated with respect and each student must have it in class every day and available for inspection at all times. The student is responsible for his/her journal and must keep it neat and tidy at all times. Parents/guardians are required to sign the journal on a nightly or weekly basis.

4. Lockers

Students are only permitted to go to their lockers at the start of the school day, at break time, at lunchtime and at the end of the school day. Students should not use lockers between classes. Lockers must be kept neat and tidy.

College management retain ownership of all lockers and maintain the right to open or inspect lockers if they deem this to be necessary.

5. Class Behaviour

It is imperative that students be adequately prepared for each class. This entails having the correct course material or textbook, and having any assigned homework completed prior to the class.

Academic honesty is central to the work ethic of the college. Students are expected to submit work which is their own composition.

Students are expected to behave in a polite manner towards staff members and towards each other. Each student will behave in class in order to foster a positive learning environment in the classroom. Such a positive environment will encourage progress in school or on any school related activities.

Each student should give their full attention to the teacher in order to learn and to allow fellow students to learn.

Students should bring all necessary equipment and materials to class and to participate in the class activity.

Classrooms should be kept clean and tidy and students are requested to put chairs on the tables at the end of the day. Eating and drinking are strictly forbidden during class time.

Students are expected to complete homework on time and to the best of their ability relevant time when sports games are played. All footwear should be maintained in good condition.

The decision of the Principal or Deputy Principal will be final in the interpretation of the rules in relation to Uniform and Appearance.

6. Respect

The college ethos places great value on being respectful to the school community. It is expected that students treat their fellow students, staff and guests with respect.

Students are expected to take direction and instruction from all staff members and from those in a position of leadership, while at school, outside school while in uniform and during school-related activities. Appropriate and respectful behaviour should be displayed during assemblies, classes, breaks and college outings. Respect for the school premises and property is expected at all times. If a student causes any damage to school property/equipment, he/she will be responsible for paying for the cost of repairing that damage.

Chewing gum is prohibited on the school premises.

Each student is responsible for keeping the school environment clean and tidy

7. Personal Safety

Every student and member of staff has the right to learn and work in a safe environment, free from any form of harassment, intimidation or bullying. Irresponsible or anti-social behaviour will not be tolerated. (Please refer to the college Anti Bullying Policy).

The use, distribution or possession of drugs, lethal substances, tobacco or any alcoholic beverages are strictly forbidden to students within the college, on the college premises, while attending college events or when wearing the college uniform.

Students are strictly forbidden to enter the premises and/or to attend school events under the influence of any of the above-mentioned substances. (Please refer to the college Substance Use Policy).

Students are strictly forbidden from possessing, using or bringing to the college materials or weapons which may cause injury or have detrimental effects on the college community.

Any of the above activities will result in immediate suspension and may warrant expulsion. (Please refer to the college Suspension and Permanent Exclusion Policy).

It is the responsibility of parents to provide the school with any relevant information (in writing) in relation to the health of the student.

8. Personal Property

Students are discouraged from bringing mobile phones and personal audio devices to the college. If they are brought to school they must be switched off and stored in the student's locker for the entire school day. Any loss or damage to these items is the responsibility of each student.

Students are strictly forbidden to have in their personal possession mobile phones, personal audio devices or any such electronic equipment during class time or between classes. The school does not accept responsibility for any such equipment. In the case of a mobile phone (with SIM card)/or pocket radio or any electronic equipment being confiscated from a student, it will be held for one week and will be returned to a parent/guardian. The student will inform his/her parents/guardians if this should occur. In the case of a reoccurrence a longer period of confiscation will apply.

In order to respect the privacy and integrity of all individuals in the school, camera /video facilities on mobile phones and any recording without permission on the school premises is not allowed.

9. Computers and Internet

Students are expected to behave with integrity when working with computers in the college. Use of information technology in bullying or defaming any member of the school community (see Anti-Bullying Policy) will incur sanctions, as will any misuse of technology that brings the school into disrepute. Students are given access to computers and the school Internet facilities only with the permission and supervision of a teacher. If a student downloads or comes across any illegal or dangerous material of a violent or sexual nature, the teacher in charge must be informed immediately. The further downloading of any such material is strictly forbidden. Reference should be made to the Acceptable Use of the Internet and Communications Technology Agreement available in the journal and on the college website. Parents and students are requested to sign the Agreement contained in the journal.

10. Healthy Eating

The college promotes and encourages healthy eating throughout the school.

11. The Promotion of Good Behaviour

The quality of relationships between teachers and students is one of the most powerful influences on student behaviour. At St Paul's Community College we aim to foster mutually respectful relationships, balancing warmth and empathy with objectivity, professional detachment and fairness. The quality of daily interactions both inside and outside the classroom is central to our efforts to promote good behaviour. In addition the school has in place, a variety of rewards to recognise and ostensibly mark achievements and efforts across the full range of school activities.

12. Rewards

It is recognised that it is important to reward students who make a positive contribution:

- a quiet word of acknowledgement for a student by a teacher
- praise for effort, participation or achievement in class
- a positive note in the student's journal
- recognition of student achievements in college newsletters
- display of student's work
- a special mention by the year head/tutor at assembly / class
- special mention of an individual or a group on the daily intercom announcements.
- postcard sent to home acknowledging good work
- recognition and award of badges and prizes to winners of the merit awards each term
- the award of prizes for outstanding achievement or contribution to school life at the annual awards ceremony

13. Sanctions

St. Paul's Community College recognises that students may fall short of what is expected of them.

In terms of behaviour on occasion and a system of sanctions is in place. The aim of any sanction is, firstly, to bring about a change in behaviour. The sanction may also reinforce the boundaries set out in the Code of Positive Behaviour and may signal to other students and staff that their well-being is being protected.

Sanctions include:

- reasoning with the student
- reprimand, including advice on how to improve

- move place in class
- note in the homework journal
- extra work/homework given
- note to parent/guardian
- short detention for a period during the lunch break
- after school detention. Parents are notified in advance.

Failure to attend detention without an acceptable reason is deemed to be a serious breach of the Code of Positive Behaviour and may lead to a more serious sanction, including suspension.

- Fine or donation
- meeting with tutor/year head/deputy principal/principal who decide the appropriate sanction
- Deputy Principal's detention
- daily report card
- being asked to carry out a useful task in the school in the students free time
- meeting with parents to outline the difficulties and to discuss strategies for improvement
- in-house suspension
- external suspension

14. Suspension

Please refer to Suspension and Permanent Exclusion policy which is available from the college and on the college website.

15. Roles / Responsibilities of Teaching Staff and School Management

Teachers and Management will endeavour to maintain a consistent and fair approach to supporting positive behaviour by:

- Fostering mutually respectful relationships between students, parents/guardians and all staff on the college campus.
- Rewarding positive behaviour and learning achievements/effort and general progress.
- Following and adopting clearly defined procedures/sanctions in an effective, fair and helpful manner.
- Implementing appropriate teaching strategies and mixed methodologies to enable all students to achieve their potential.
- Supporting students through an effective pastoral care system and through the 'Social, Personal and Health Education' programme.

- Offering support through guidance and psychological support services.

16. Roles and Responsibilities of Parents/Guardians

Parents/Guardians and teachers are the significant adults in the lives of the young people at school. Parents/Guardians will encourage positive student behaviour by;

- Fostering mutually respectful relationships between students, parents/guardians and all staff on the college campus.
- Supporting the school in its high expectations of positive behaviour and high standards of achievement and by encouraging and supporting their children's progress.
- Informing the school of concerns which may affect the child's progress.
- Providing feedback through the Parents' Council in relation to policies.

17. Roles and Responsibilities of Students

Students are the centre of the school community. They are responsible for their own behaviour and engage in responsible and positive behaviour by:

- Respecting each other, the college staff and any visitors to the college
- Creating a positive learning atmosphere in the classroom.
- Working to the best of their ability to achieve the best possible education.
- Acting in a safe manner and considering the safety of others
- Showing respect for other people's property and the school environment.
- Supporting the Student Council in its role as a voice for the students.
- Raising issues which concern you with the appropriate person.

This code is not exhaustive and the Principal may on occasion need to take a decision based on best practice for the good of other students and staff and the school. The parents/guardians and the chairperson of the Board of Management will be informed in the event of such an occurrence.

18. Criteria for Success

We will recognise that this Code is effective if;

- It encourages good conduct throughout the college and fosters an atmosphere that is conducive to teaching and learning.
- It promotes respect, teamwork and the pursuit of excellence.
- It promotes a happy and caring school environment
- It is understood and accepted by the school community.

19. Review and Evaluation

This Code of Positive Behaviour will be reviewed on an on-going basis and may be amended following consultation with the school community.

Ratification

Ratified by the Board of Management on 15/10/2018



Chairperson of the Board of Management



Date