

**St. Patrick's Secondary School
Castleisland
Co. Kerry**



CODE OF BEHAVIOUR

Note: This policy is formulated in relation to the NEWB Guidelines -*Developing a code of behaviour: Guidelines for schools* and is intended to compliment these guidelines.

INTRODUCTION

The school's code of behaviour sets out for the whole school community the standard of behaviour expected, the supports in place to assist the students in upholding the code as well as rewards, sanctions and procedures involved in the code. All members of the school community are constantly striving to provide a caring, inclusive place of learning where positive behaviour is encouraged and recognised and where every effort is made to assist the students to comply with the code of behaviour. We encourage co-operation in all activities in order to create a more inclusive school society and to improve the social skills of the students.

This school is catholic in ethos, inclusive in its intake, allows for and encourages the active involvement of the whole school community in all aspects of school life, and has a curriculum suited to the needs of the students.

SCOPE OF POLICY

This policy applies to all students attending the school and is for the attention of all staff and parents/guardians of the students.

SCHOOLS'S VISION & ETHOS

The aim of the school is to provide a holistic education for all its students so as to help each student reach his full potential in academic, emotional, social and sporting terms. While our first concern is to prepare our students thoroughly for all state examinations we also aim to promote personal life skills which help to develop self-confident and mature individuals.

The school promotes and ensures strong links between home and school through structured and timetabled parent teacher meetings and individual appointments. This arises from the overall belief that balanced collaboration between home and school is essential and is most potent in instilling a code of self-discipline in the student. As a result of this students would be better enabled to take responsibility for their own positive behaviour.

The school's most fervent aspiration is to promote positive behaviour. We encourage our students to take pride in themselves, while at the same time respecting the rights of others. We help and encourage them to develop their talents so they can confidently face the challenges of the modern and fast developing world of today with hope and confidence. Hence our school motto – Mórtas is Dóchas - Pride and hope.

RATIONALE & OBJECTIVES

- (a) To promote in students a respect for themselves, their peers, their teachers and respect for the property of the school and that of others.
- (b) To set a pattern for adulthood, to establish a habit of self-discipline, so that students will be able to adapt more easily to characteristics such as punctuality, co-operation, dedication and pride in their work.
- (c) To promote a sense of responsibility in each student so that each they will see it as their duty to ensure that their own behaviour and that of other students upholds the school's code of discipline.
- (d) Since the code of behaviour is not repressive, it is hoped that our students, when they leave school, will be young men of integrity. Students who are in serious or persistent breach of the code of behaviour will be supported and appropriate action taken through the school's discipline procedures.

CODE OF BEHAVIOUR

SCHOOL RULES (General)

School Motto - Mortas is Dochas

- Each student is entitled to benefit from his education in an atmosphere that is conducive to learning and he must not be prevented in the pursuit of his educational goals by the disruptive behaviour of other students.
- Students must be respectful and courteous to all members of the school staff and to one another at all times.
- The authority of all teachers extends to all students within the school and in the course of school related activities.
- Students must uphold the good name of the school at all times.
- Students must help in creating a positive, caring and trusting atmosphere in which they are sensitive to the needs of each other.
- The school authorities of St. Patrick's Secondary School see as one of their primary functions the creation and maintenance of an atmosphere free of bullying and intimidation. To this end the school has formulated a policy to ensure that all students will be protected at all times. Any violation of this code will be viewed in a very serious light and students and their parents are encouraged to bring to the attention of the school any occurrences of bullying and intimidation that may occur.
- It is part of the school code of behaviour that homework is presented in a neat and well presented manner. The responsibility for the follow up on homework is that of the class teacher and would not ordinarily be dealt with in the discipline procedures of the school unless it is deemed by the year head to be of a persistent and progressively deteriorating nature. Consultation will also take place with the Student Support team to ensure there are not other areas impacting on the student progress.

SCHOOL RULES (Functional)

Dress Code

- The full school uniform must be worn at all designated times during school day and events.
- The school uniform consists of a grey school jumper, blue shirt, tie, grey trousers and black dress shoes. ***Please note that footwear must be completely black in colour and logos or colours on any part of the shoe is not accepted. Please contact the school if you have any queries regarding the uniform.***
- Hairstyles must be neat, clean and tidy.
- The wearing of earrings or any such similar items is forbidden, as is the wearing of necklaces or obtrusive items of personal jewellery of any kind.

- Rules relating to dress and general appearance also apply to students while they are outside the school during lunch-break, on their way to and from school and on all school related activities.
- An explanation in writing or by means of text message must accompany any failure to wear full school uniform.

Absences from School

- An explanation by note or phone call from a parent must be provided in relation to any absence from school.
- A text message/note/phone call must be submitted in advance where an absence is planned e.g. a doctor's or dentist's appointment, a planned family event etc.
- Students will not be allowed to leave the school without prior permission being received from parents which also indicates by whom the student is being collected.
- If a student leaves school or doesn't present for class without parental permission, they **will be suspended for a minimum of 2 days.**

Punctuality

- Students must present themselves on time for school and classes each day. All students are required to be in school by 8:50am. Students who are late without a valid reason and who are persistently late will be detained at lunch time.
- Students who arrive late must present themselves to the Principal or Deputy Principal before being admitted to class.

Smoking, Vaping, Alcohol and Drugs

- Smoking, vaping or use of e-cigarettes of any kind within the school grounds and the environs of the school is strictly forbidden. Smoking/Vaping is also forbidden while in school uniform or while engaging in any school-related activities. Students found to be smoking or in possession of cigarettes/vape/e-cigarettes of any kind will be suspended for a minimum of **2 days.**
- Possession or use of alcohol or drugs within the school grounds and the environs of the school is also strictly forbidden. Possession or use of alcohol, drugs or any other illegal substances when in school uniform or while engaging in any school-related activities is also strictly forbidden, punishable by suspension or up to and including expulsion in cases deemed to be very serious.

Respecting the School Environment

- Students must show respect for the total school environment & classrooms. The school grounds must be kept litter free and chewing gum is strictly banned from the school. Students must at all times show respect for school property and any damage caused must be repaired at the student's (parent/guardian thereof) expense.

Outside of School Premises

- All students are expected to be of good conduct during morning, lunchtime and evening while off school premises. Parents are encouraged to ask their son to refrain from standing outside people's entrances, make their way to school directly from drop offs and to respect other

people's property, privacy and rights.

Use of Electronic Equipment (including phones)

- Mobile phones, personal laptops/tablets, radios, personal music players or other such devices must be turned off before the student enters the school grounds. Students who are found to have any of the above equipment switched on (with permission) in school will have the item taken and retained by the school. On the first offence until the end of school day.

Further offences will result in the device being retained by the school for up to a week or until a parent/guardian comes to collect it on behalf of the student.

BULLYING

The school adopts a zero tolerance in respect of all forms of bullying and intimidation and will investigate immediately when any form of bullying is suspected and/or reported. This includes bullying through social media.

After investigation, any student found to be bullying may be suspended for a minimum of 2 days.

Bullying can take several forms and is continuous. Threatening, teasing, taunting or refusing to speak to, name calling etc. Parents should notify the school if they have the slightest **suspicion** of bullying. Students are encouraged to report any bullying through the schools online reporting system on the school website.

Parents are encouraged to talk to their son about bullying. Look out for the signs or behaviour that may indicate your son is being bullied. **Contact the school immediately.**

DISCIPLINARY SANCTION

DETENTION

Certain breaches of discipline are punishable by detention. Detention is an approved sanction in the school. It will be used reasonably and will be appropriate to the offence, and will be sanctioned by the year head. Parents will have due notice of detention by signing the record of the detention in the school journal. Detention will be held at times agreed by school management.

SUSPENSION

Suspension is a serious sanction and will be imposed by the Deputy Principal/Principal in cases where other efforts to resolve a disciplinary situation have failed **or** where the nature of the incident dictates that a student be removed from the school. On suspending a student the Deputy Principal/Principal will inform the parent(s)/guardians of the reason for the suspension, the length of the suspension and the requirements that must be met to gain re-instatement. The school will require a student to give an undertaking (oral or written) that she will behave appropriately if permitted to return to the school from suspension. Parents are fully informed of their right to appeal to the Management against the suspension.

In accordance with section 21 Education Welfare Act 2000, where a student is suspended for six days or more, the Principal must report by notice in writing to an educational welfare officer.

EXPULSION

Expulsion is the most severe sanction imposed by a school. It will only be imposed for serious breaches of school discipline (gross misconduct) or for a consistent and progressive failure to abide by the school Code of Behaviour and values. In accordance with the Deed of Trust the Principal may for a cause, which he/she judges adequate, recommend the expulsion of a student to the Management. The parents will be informed of the complaint. The case against the student will be put to the student in the presence of her parents/guardians and they will be given an opportunity to respond. Parents will be provided with a fair opportunity to challenge the evidence. The parents are informed in writing of the decision, the reasons for it and the right to appeal to Department of Education.

THE EQUAL STATUS ACT, 2000

Schools are now regulated by the Equal Status Act 2000, which aims to promote equality and prohibit types of discrimination, harassment and related behaviour in connection with the provision of services, property and other opportunities to which the public generally has access. A school has duties under the Act i.e. under section 4,5 and 7 of the Act. An “educational establishment” such as a school is “a provider of a service” for the purposes of s.4 of the Act as it provides the service of education to students. A school may also be involved in the disposal of goods or in the supply of services under section 5 or as an “educational establishment” under section 7. There are nine heads of discrimination contained in section 3(2) of the Act. They are: gender, marital status, family status, sexual orientation, religion, age (over 18 years), disability, race and traveller community.

DISCRIMINATION

Discrimination occurs when, on any of the above discriminatory grounds, a person is treated less favourably, was treated less favourable or would be treated less favourable than another person.

DISCRIMINATION ON THE GROUNDS OF DISABILITY

“For the purposes of this Act discrimination includes a refusal or failure by the provider of a service to do all that is reasonable to accommodate the needs of a person with a disability by providing special treatment or facilities, if without such special treatment of facilities it would be impossible or unduly difficult for the person to avail himself or herself of the service. A “provider of a service” includes “educational establishment”. Thus, a school is required “to do all that is reasonable to accommodate the needs of a person with a disability by providing special treatment of facilities, if without such special treatment of facilities it would be impossible or unduly difficult for the person to avail himself or herself of a service” (2) A refusal or failure to provide the special treatment of facilities to which subsection (1) refers shall not be deemed reasonable unless such provision would give rise to a cost, other than a nominal cost, to provider of the service in question”.

“Where a person has a disability, that in the circumstances could cause harm to the person or to others, treating the person differently to the extent reasonably necessary to prevent such harm does not constitute discrimination.

SEXUAL OR OTHER HARASSMENT

The Act prohibits sexual and other harassment. Sexual harassment takes place where a person:-

- Subjects another person (“the victim”) to an act of physical intimacy
- Requests sexual favours from the victim, or
- Subjects the victim to any act of conduct with sexual connotations, including spoken words, gestures or the production, display or circulation of written words, pictures or other materials.

In order to constitute sexual harassment, the act request or conduct must be:

- Unwelcome to the victim and could reasonably be regarded as offensive, humiliating or intimidating, OR
- The victim must be treated differently by reason of his or her rejection of a submission to the act, request or conduct complained of, or it could reasonably be anticipated that the victim would be so treated.

Harassment without sexual element, is also prohibited by the Act and takes place where a person, subject the victim to any unwelcome act, request or conduct including spoken words, gestures, or the production display or circulation or written words, pictures or other material, which in respect of the victim is based on any discriminatory ground and which could be reasonably be regarded as offensive humiliating or intimidating to him or her.

WHO IS RESPONSIBLE FOR HARASSMENT OR SEXUAL HARASSMENT

Section 11(2) provides that “A person (“the responsible person”) who is responsible for the operation of any place that is an educational establishment or at which goods, services or accommodation facilities are offered to the public shall not permit another person who has a right to be present in or to avail himself of herself of any facilities, goods or services provided at that place, to suffer sexual harassment or harassment at that place”.

GROSS MISCONDUCT:

Where a student has behaved in a seriously unacceptable manner or there has been a serious incident, the normal progressive disciplining process would not be appropriate. In this case the procedure is as follows:

1. Teacher writes a note and sends a student to the Deputy Principal, Principal, Year Head Teacher.
2. Deputy Principal, Principal, or Year Head withdraws the pupil from the class.
3. Deputy Principal/Year Head undertakes a full investigation.
4. Student is made aware of complaint.
5. Parents are informed and made fully aware of complaint. (if necessary TUSLA & Gardaí informed)
6. Parents/Guardians are invited to attend a formal meeting at which the student will be given an opportunity to fully state her version of events.
7. Deputy Principal /Year Head/Principal will carefully consider all the relevant facts and recommend an appropriate course of action.
8. If a penalty/sanction is appropriate it may range from a verbal warning to a recommendation to the Management for expulsion.

NOTE:

In cases of a very serious nature and requiring urgent action and attention the Principal will intervene and go directly to stage 5.

DISCIPLINE PROCEDURES

STEP 1

Teacher: All general classroom/outside classroom behaviour

STEP 2

Year Head: Persistent behaviour noted in year head journal

STEP 3

Year Head: The Year Head Journal

Step (a) Initial consultation with year head may result in a warning re future behaviour.

Step (b) The 1st entry is following consultation between the year head & teacher

concerned.

Step (c)

The 2nd entry is an automatic detention on the following day.

(Detentions must be recorded in class journal and are given after consultation with the year head.)

Step (d)

A referral of the student to the Guidance Counsellor by year DP and year head

Step (e)

A student may be placed on Subject report followed by a general report at the discretion of the Deputy Principal and year head to continually monitor behaviour. This is recorded in the Student's Journal.

STEP 4

D. Principal: Student is referred to D. Principal by year head.

On the 3rd entry to the year head journal, parents are updated in writing of behaviour to date.

STEP 5

Principal: Student referred to Principal – Parents/Suspension

STEP 6

Suspension: On return – use of Restorative Justice .

NOTE:

Where a teacher reports the behaviour of a student that is considered to be unacceptable and where the class teacher and Deputy Principal have investigated the reported behaviour, the class teacher and Deputy Principal can refer the matter to stage 5 of the procedures without having to follow stages 3 and 4 of the procedures.

RATIFICATION:

This Code of Behaviour has been updated and ratified and is the operating policy of this school until the next review/update

Signed: 
Principal


Manager

Date: 22/12/23

Review Date: 20/12/24

Health and Safety Control of COVID-19 Policy for students

St. Patrick's Secondary School

1. Introduction

Under the Safety Health and Welfare at Work Act 2005, the Manager of St. Patrick's Secondary School as employer is required to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees of the school. The employer is further required to manage and conduct the school in such a way as to ensure, so far as is reasonably practicable, that individuals at the place of work who are not employees, such as students, parents/guardians, visitors to the school, are not exposed to risks to their safety, health or welfare.

This policy is influenced by the need to minimise the risk of introduction of COVID-19 into the school community and to prevent its spread. Although it is acknowledged that no single action or set of actions will completely eliminate the risk of COVID-19 transmission, adherence to this policy will contribute to the reduction of that risk of transmission.

In accordance with this policy students are expected to comply with the standards of behaviour set out in this policy or as directed by the school to prevent the introduction and spread of COVID-19. The COVID-19 control measures are consistent with current advice from the HSE, the Health and Safety Authority, the Department of Education and Skills and the Department of Foreign Affairs and, as such, may be subject to change. Students and parents/guardians will be notified of any changes to the control measures.

Students are expected to comply with all directions from school staff in relation to the school's COVID-19 control measures. Any failure or refusal to comply with this policy or to follow instructions of school staff should be dealt with in accordance with the school's Code of Behaviour.

Parents/guardians are required to supply the school with a phone number/s of available person/s who can be contacted at all times and who will be available to collect a student from the school should the need arise.

2. Symptoms of COVID-19

Symptoms of COVID-19 are similar to symptoms of cold or flu. The most common symptoms are:

- fever
- cough
- shortness of breath
- loss of sense of smell or taste

More information regarding the most up-to-date signs and symptoms of COVID-19 is available on the HSE website, <https://www2.hse.ie/coronavirus/>.

3. Standards of Behaviour expected of students to help prevent the introduction or spread of COVID - 19 in the school

Standards of Behaviour expected of students

Students are expected to comply with any control measures directed by the school to prevent the introduction and spread of COVID-19, including, but not limited to:

- maintaining a social-distance of at least 1 metre and where possible, 2 metres, from other students and staff;
- wearing a face covering (applicable at post-primary level). All students at post-primary level, are required to wear a face covering subject to a limited number of exceptions set out in relevant Department of Education guidance. Face coverings must not contain any slogans/logos/images that may cause upset or be deemed offensive to any member of the school community.
- performing hand hygiene with a hand sanitiser on entering the school.
- repeating hand-hygiene at regular intervals throughout the school day and when directed by school staff;
- maintaining good respiratory-hygiene. In this regard students should:
 - cover nose/mouth with a tissue when coughing/sneezing and dispose of used tissue in waste bin and perform hand hygiene
 - cough or sneeze into the inner elbow (upper sleeve) rather than into the hand, if no tissues are available.
 - keep contaminated hands away from the eyes and nose
 - carry out hand hygiene after contact with respiratory secretions and contaminated objects/materials
 - not spit or deliberately cough or sneeze at or towards any other person in the school
- not sharing materials or stationery, such as pens, calculators, rulers, *etc.* with other students;
- not attending school for 14 days after returning from travel out of the country in line with Government guidelines for travel;
- not attending school if displaying COVID-19 like symptoms and remaining out of school for such period as is required in accordance with HSE/GP advice
- not attending school where tested positive for COVID-19 and remaining out of school for such period as is required in accordance with HSE/GP advice
- not attending school if identified by the HSE as a person who has been in contact with another person who has contracted COVID-19 and remaining out of school for such period as is required in accordance with HSE/GP advice;
- not attending school if a member of the student's household is displaying COVID-19 symptoms and remaining out of school for such period as is required in accordance with HSE/GP advice
- telling a teacher or other member of staff where a student feels unwell at school. In that regard
 - the student will require to be collected from the school as soon as possible by a parent/guardian or a person designated by the parent/guardian for such purpose.
 - parents must ensure that the school has up-to-date contact details so that they can be contacted by the school if required.
- complying with any other such directions as advised by the DES and/or HSE and communicated to the school community.
- Will not interfere with CO2 monitors that are installed to aid n providing a safe working and learning environment.

Students should be aware that the above is a non-exhaustive list. Students are expected to follow all instructions from staff which aim to prevent the introduction COVID-19 into the school and minimise its spread.

4. Failure to comply with the standards of behaviour

Failure by a student to comply with the standards of behaviour expected to help prevent the introduction and spread of COVID-19 will constitute a breach of the Code of Behaviour of [name of school] and s/he may be subject to sanction up to and including suspension or permanent exclusion.

Any actions or sanctions taken in respect of alleged breaches of the code of behaviour will be carried out in accordance with the provisions of the school's code of behaviour, the requirements of the NEWB Guidelines on Developing a Code of Behaviour and relevant requirements of the Education (Welfare) Act 2000. Sanctions will be proportionate to the nature, seriousness and context of the behaviour.

A student engaging in aggressive, threatening or unacceptable behaviour that creates or increases the risk of COVID-19 infection for staff, other students or visitors to the school may be removed from class and, if necessary, from the school premises with immediate effect, pending any further action to be taken in accordance with the school's code of behaviour.



Denis O'Donovan
Manager/Principal

23/08/2022

Date