



STUDENT CODE OF BEHAVIOUR

INTRODUCTION

St Mary's Knockbeg College endeavours to create a Christian community as we strive to realise our Mission Statement whereby "the values of the Gospel find daily expression" and whereby students are enabled and empowered to "acquire the self-confidence, academic qualifications, life skills and attitude for leading satisfying lives". Respect is at the core of our Code of Behaviour and of all interactions in the school.

PASTORAL CARE

The core Pastoral Care Team comprises of the Principal, Deputy Principal and Careers & Guidance Counsellor/ Learning Support teacher. When necessary, the Pastoral Care team may include Year Heads and Class Teachers. The core Care Team meets once a week. Each class has a Class Teacher and each year has a Year Head. We also have our Meitheal Group consisting of trained senior students who mentor First Years. Each class in First, Second and Third year has Social, Personal, Health and Education (S.P.H.E.) as part of its curriculum. This subject includes modules on substance prevention/misuse, relationships, care and respect for personal and school property, general health and safety, study skills, attendance, classroom behaviour and other issues.

AFFIRMING POSITIVE BEHAVIOUR

An important part of the school's Code of Behaviour is the effort made to acknowledge the good behaviour and commitment to their studies of the vast majority of our students. Primarily, the individual teacher praises and affirms good behaviour and constantly liaises with Class Teachers, Year Heads, the Pastoral Care Team and makes use of the School Journal to inform the whole school community of a student's work, dedication and cooperative conduct. At a whole school level, affirmation of good behaviour is reinforced at student assemblies and through television and intercom announcements - and this positive ethos is acknowledged with the presentation of awards to students at the end of the academic year. The end of year awards and the Student Achievements Notice Board also celebrate extra-curricular activities such as sport and involvement in non-classroom interests.

THE MOST IMPORTANT TENET OF OUR CODE OF BEHAVIOUR IS: RESPECT

- 1. Respect for every person in our school community.**
- 2. Respect for oneself.**
- 3. Respect for teaching and learning.**
- 4. Respect for school property and the property of others.**
- 5. Respect for our school uniform – a fundamental aspect of our identity.**

RULES AND REGULATIONS

School rules and regulations are necessary to maintain an atmosphere of cooperation and mutual respect that allow students to develop a sense of responsibility and self-discipline. This school endeavours, to the greatest possible extent, to provide an appropriate education for all pupils and, in that context, the right to education of the overwhelming majority of pupils must not be subverted by a disruptive minority.

Acceptance of the Code of Behaviour in writing is a pre-condition of your son being accepted at Knockbeg College.

RULES FOR STUDENTS;

I pledge:

- to show respect and courtesy to my fellow students, teachers and visitors, not only in school but also outside of school
- to co-operate with my teachers and classmates in doing my work in class
- to comply at all times with the reasonable instructions of my teachers
- to complete all my homework – written and oral – set by my teachers
- to have all my books, school journal and equipment as required for my classes
- to wear my full school uniform in school and when travelling to and from school
- to attend school and be punctual on each school day
- to go directly and punctually from class to class during the school day
- to behave in a quiet and orderly mannerly, in both indoor and outdoor areas of the school and on any school related activities.
- to respect school property and the property of others and to make good any loss or damage I cause
- to do nothing inside or outside the school to bring the school community into disrepute
- to keep the school environment clean
- to surrender to the school authority any material likely to be injurious to

my welfare or that of others

RULES

- a) Any pupil who impedes or disrupts the educative process and constitutes a danger to the moral, physical and emotional life of any member of the school community will incur sanctions.
- b) Any pupil using improper language will be interviewed and sanctions will be imposed.
- c) Students are allowed to eat and drink only during break times.
- d) Any student seen littering will be required to do paper-picking duty. Persistent littering will incur other sanctions.
- e) Chewing gum is not allowed.
- f) Correction pens and fluid (Tippex) are only allowed under supervision of a teacher.
- g) Theft is a very serious offence and will incur sanctions up to and including suspension.
- h) Lockers and Study Hall desks are available to students to keep their belongings and books and the privilege may be withdrawn. Each student is responsible for his own locker and desk and any damage caused will incur monetary and other sanctions.
- i) In circumstances of suspected theft and suspected possession of illegal and harmful substances, lockers, bags, desks and clothing are liable for inspection by school staff and management.
- j) The school is not responsible for any property lost or stolen.
- k) Students' bags, drawings, journals and other personal belongings displaying unacceptable subject matter will be confiscated and will have to be replaced immediately. Sanctions will be imposed.

SCHOOL JOURNAL

The school journal is an important medium of communication between teacher and parent/guardian and a record of all homework.

The Journal must be signed every week by Parent/ Guardian.

- a) Accordingly, every student must have his journal on his desk for every class and must make it available at all times for inspection by the school staff. Because of its importance as a document of record, a pupil will pay the replacement price of €10 if he defaces his journal and/or if his journal is deemed unacceptable for presentation to teachers and parents/guardians. If a pupil loses his journal, he will pay the replacement price of €10.
- b) A student who forgets to bring his journal to school and / or class will incur a sanction and must obtain a Journal Replacement Sheet from the Principal or Deputy Principal. This Replacement Sheet must be signed by Parent / Guardian and returned to the Principal or Deputy Principal.

ATTENDANCE AND PUNCTUALITY

- a) Students are to attend every class on every school day and be on time for classes. A pupil arriving late for first class in the morning and first class in the afternoon must sign the Late Book in Deputy Principal's Office. Being late for any other class will be noted in the School Journal. Being late on three occasions will incur a school detention.
- b) Absences: All absences from school must be explained. In accordance with the Child and Family Agency regulations, a written explanation from parent/guardian must be entered in the appropriate space in the student's School Journal stating the reason for any absence and presented to the Deputy Principal on the day of the student's return to school. Any student who does not submit an Absent Note may incur a school detention.
- c) Permission to Leave: A parent/guardian seeking permission for a student to absent himself from school for part of a school day must enter the reason in the appropriate space in the School Journal. The student must bring this note to the Deputy Principal early in the school day. No student will be allowed to leave class or school without permission and unauthorised departures are regarded as serious transgressions.
- d) If possible, appointments for medical treatment should normally be made for times other than class periods.
- e) If a student is absent from school in excess of twenty days, or if the school authorities have concerns about his absences before the accumulation of the twenty days, then the Child and Family Agency will be informed in accordance with the Education Welfare Act 2013.

SCHOOL REFECTORY

- a) Students must enter as instructed by the supervising teacher.
- b) Any food purchased by a pupil must be consumed in the Refectory.
- c) Any student misbehaving either inside or outside the Refectory will be refused entry.

SMOKING, ALCOHOL AND OTHER HARMFUL OR ILLEGAL SUBSTANCES

- a) Smoking is not allowed. Any student who smokes and/or has cigarettes (including e-cigarettes) in his possession will incur a sanction up to and including suspension.
- b) Possession, use or distribution of alcohol and other harmful or illegal substances will not be tolerated and will incur sanctions up to and including expulsion.
- c) It is the responsibility of every student and his parents/guardians to familiarise themselves with the provisions of the Substance Use Policy and the sanctions involved. A copy of this policy may be obtained from the Secretary.

OUT OF BOUNDS

In the interests of safety, health and personal welfare, students must observe the

following OUT-OF-BOUNDS areas:

- Behind the toilets.
- At the back of the Study Hall and Gym.
- Behind the Infirmary and Pavilion.
- Beside and in front of the Pavilion before morning class and during small break.
- In the Plantation of trees and on any boundary fences and beyond.
- Permission must be sought to go to the farmyard.

Non-compliance will incur sanctions up and including suspension.

SCHOOL UNIFORM

- a) The School Uniform is the public symbol of Knockbeg College and should be worn with pride.
- b) Students must wear the complete School Uniform at all times, both indoors and outdoors, during school hours **including the journey to and from school**, attending official school functions, travelling to all sporting activities, after-class Study and during in-house and State examinations.
- c) It is not acceptable to wear non-school items of clothing with the uniform.
- d) The School Uniform must be kept neat and clean at all times.
- e) Students not in proper uniform may not be allowed to attend class and /or may be sent home.
- f) Students not in full uniform must have an explanation note in the School Journal and may be given the loan of a school uniform for the day.
- g) Random class inspections of the uniform will take place at regular intervals. Any student in breach of uniform rules will be sent to the Principal/Deputy Principal. Some sanctions may be applied.

The School Uniform is as follows:

- Grey shirt and school tie
- Blue school jumper
- Grey school trousers
- Dark coloured shoes
- Formal school jacket
- Neat and tidy appearance
- Students must be clean-shaven.

PLEASE NOTE:

- a) Trainers or runners may be worn only for participation in sport activities and P. E. classes but are otherwise prohibited. No type of runner is allowed. Where a medical reason is advanced for having to wear runners, a doctor's/consultant's certificate must be provided.

- b) Piercings, earrings and studs are not permitted. Any student wearing any type of facial jewellery will be asked to remove the item. If this item cannot be removed or there is a refusal to remove it, the pupil's Parent(s)/Guardian(s) will be asked to take him home from school.
- c) No hoodies, including school hoodies or football jerseys are allowed in class, study or any time. School hoodies may be used during sport activities.
- d) Slits in trousers are forbidden.
- e) School sports jackets or non-school jackets caps or gloves are not allowed in class or study.
- f) The uniform must not be defaced in any way.
- g) Extreme hair colourings or hairstyles are not permitted.

The school reserves the right to decide whether any aspect of a student's appearance is in compliance with this Code of Behaviour.

Failure to abide by the School Uniform Code will incur sanctions.

PARKING

The right hand side of the car park is reserved for staff members: the right hand side is closest to the school and is separated from the left hand side by two large trees. Students must use the left hand side of the car park at the back on the farmyard side.

In order to use the designated parking, students with cars and motorbikes must first seek permission in writing and sign a list of rules before Friday September 4th 2015. Failure to obtain written permission will result in withdrawal of this parking privilege.

Students are not allowed near their cars at any time during the school day.

Students are only permitted to drive their cars to school and to home. They are not allowed to drive to and from school at any other time such as between the end of class, during break times and the beginning of study.

Any improper driving is not permitted.

In the event of other students being carried to or from school, such students must provide a letter from their Parent(s)/Guardian(s) indicating that permission has been granted for them to be carried.

Failure to comply with the above rules and any rules regarding health and safety will result in the withdrawal of the parking privilege.

HOMEWORK

The individual teacher sees his/her role not only as a classroom practitioner but also shows a sincere interest in the life of each individual student by assisting him both in a professional and a pastoral sense and by availing of structures such as Year Heads, School Guidance Counselling, Pastoral Care and Learning Support etc. Homework is an essential and integral part of all student schoolwork, requiring adequate time and effort. It is the student's responsibility to obtain his homework if he is absent on school outings and / or if he is involved in sport activities.

MOVEMENT

- a) Each class must queue outside the room until the teacher arrives.
- b) When moving between classes, students must keep to the left-hand side of corridors.
- c) Pupils are not allowed in classrooms without the teacher being present.
- d) Going to toilets during class time and study is forbidden unless the teacher gives permission.
- e) Going to lockers and to the Study Hall during class time and study is not allowed.
- f) All books, copies and equipment must be obtained before 8.55 a. m. and prior to the end of breaks.

MOBILE PHONES/ PORTABLE SYSTEMS

- a) Mobile phones must be powered off and not used between 8.55. a. m. and the end of the last class of the day.
- b) If a student is observed sending/receiving calls and text messages and seen in possession of a phone, the phone - including the sim card - will be confiscated. The student may collect it from the Principal / Deputy Principal at the end of the school day.
- c) If a phone is confiscated a second time, it will returned in person only to his parent/guardian.
- d) During the school day, I-Pods, MP3s or any other kind of portable music system are only allowed during the long lunch break on Tuesday and Thursday.

DISCIPLINE

St. Mary's Knockbeg College has positive rules and Code of Behaviour. Our rules reflect the ideals our students set for themselves. The vast majority of our students live up to these ideals. Where a student breaks the rules our disciplinary system is implemented fairly. Sanctions range from verbal advice / reprimand, extra work, written comments in School journal / eportal, written notes to parents, detention during school / after school, withdrawal of privileges, withdrawal from class, report cards to suspension and expulsion for serious breaches of discipline.

A student may be expelled if gross misbehaviour has taken place or the misbehavior of a student clearly puts the safety of others at risk or where the misbehaviour is so disruptive as to interfere substantially with the learning and educational rights of the other students.

The sanctions described above may be implemented at any stage in this process. The school authorities reserve the right to alter or introduce new rules during the school year. Students and parents/guardians will be notified of such changes. It is not possible to cover every eventuality in a Code of Behaviour. Fundamentally, it is that the spirit of the Code is upheld. Ultimately, each individual case will be taken on its own merits and judged accordingly.

Parents/guardians play a vital role in encouraging their children to maximise their full potential at school and their support is fundamental. Parents/guardians are actively encouraged to keep in contact with the school, attend scheduled meetings and check the School Journal on a weekly basis. It has always been our tradition to make parents feel welcome at Knockbeg College. We at Knockbeg College would appreciate your continued help and co-operation in ensuring the above Code of Behaviour is respected and upheld.

I/We have read and agree with the provisions of this Code of Behaviour. I/We understand that my/our son's participation in the School is subject to him complying with the Code of Behaviour and I/We will support the School in implementing same.

Signature(s) of Parent(s)/Guardian(s): _____

I have read and agree with the provisions of this Code of Behaviour. I understand that my participation in the School is subject to me complying with the Code of Behaviour and I will obey the rules.

Student's signature: _____

This Code of Behaviour is constantly monitored by the Principal and Deputy Principal with regular input from staff, students and parents.