

# St. Benildus College

JUNE 2016

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## CODE OF BEHAVIOUR

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***This Policy supersedes all pre-existing policies and has been ratified by the Board of Management of St. Benildus College on Wednesday 22nd June 2016.***

### **Rationale**

**The principles underpinning this policy have been approved by the Board of Management and are in accordance with “Developing a code of Behaviour: Guidelines for schools”, published by the National Educational Welfare Board (NEWB) in May 2008 and reflects insofar as they are applicable to St. Benildus College the good practices and guiding principles as more fully set out in the NEWB document.**

### **Introduction**

This code of behaviour is the result of a co-operative effort by the school community of St. Benildus College; the students, parents and teachers. On the understanding that good order and discipline are necessary life skills and important foundations for learning it is the aim of the code to affirm these and support the principles of respect and tolerance that have been and are the cornerstone of the characteristic spirit of St. Benildus.

St. Benildus College is a La Sallian School, and in keeping with the philosophy and vision of St. John Baptiste de La Salle is a Christian community that has, as its aims, the spiritual formation, academic preparation and cultural development of its pupils.

St. Benildus College aims to create an environment which recognises and respects the dignity of each individual and which fosters attitudes of tolerance, concern for justice and of social responsibility.

**The Code Aims to:**

- Enable students to develop their talents to the full by providing a balanced, challenging curriculum which fosters intellectual, spiritual, emotional and physical growth.
- Foster an atmosphere which promotes self-esteem, honesty, justice and respect for others.
- Create a safe, healthy learning environment that nurtures self-discipline and encourages students to take responsibility for their own learning.
- Promote co-operation, respect and commitment within the College so that all are unified as partners in learning for life.
- Advise students that they are expected to play a full part in school life and activities

Students of St. Benildus College are expected to observe the College Code of Behaviour at all times while on college property, while travelling to or from college and while attending any college activity including school trips, sporting and cultural events. While wearing college uniform, students are expected to behave in a manner consistent with standards set by the college.

**1. REGULAR ATTENDANCE**

Students are expected to attend college regularly and to attend all classes. Good attendance helps students to achieve academic goals and to benefit from all college activities and services.

Students must register daily attendance using the computerised swipe card system or by signing in the attendance book. Failure to do so is a serious breach of college rules.

Students in Junior Cycle are not permitted to leave the college grounds during break times.

Any student who requires to leave the College early must report to the Office and have permission from the Principal, Deputy Principal or Year Head.

**2. PUNCTUALITY**

Students are expected to be on time for school and for each class. Arriving on time is an expected habit both in the workplace and in personal relationships. Late coming inconveniences both teachers and students. Students who are late may be detained after college on that day.

**3. WORK HABITS**

Students are expected to be prepared for, and to work in, each class. They should have the textbooks and class materials that their teachers have indicated are necessary. Students should complete class-work and homework on time and be prepared and present for all tests and examinations. Good work habits enable the student to contribute to the class and to be successful. They are important for success in endeavours after secondary school. The college provides each student with a student diary at the beginning of the year. Students are expected to keep it in their possession and treat it with care and respect. The diary functions as a vital link between home and college. Teachers use the diary to communicate

information such as test results and in-class behaviour to parents. Parents use the diary to excuse students' absences and to pass on relevant information about their sons. Students should note that their diary is not private and should not contain personal or sensitive information. Diaries should not be defaced in any way. Forging parents' signatures in the diary will be treated as a serious misdemeanour.

#### **4. PERSONAL SAFETY**

Students are expected to show concern for the personal safety of themselves and others at all times.

Students should not engage in horseplay where others may be adversely affected. This includes play fighting, running through public areas, or engaging in conduct potentially harmful to themselves or others.

#### **5. BULLYING AND RESPECT FOR SELF AND OTHERS**

All members of the college community have the right to be treated with dignity and courtesy. Therefore, each student is expected to treat others as they would like to be treated. This includes the use of appropriate language and behaviour. Specifically, students should not engage in any activity that could be interpreted by others as harassment, intimidation or bullying.

Conduct which is injurious to the mental and physical well being of others is not conducive to good college morale or to a secure learning environment. Harassment which is any unwelcome behaviour (including physical intimidation, verbal abuse, sexual harassment and racism) that interferes with the well-being of others is not tolerated in work environments or in social situations.

#### **6. RESPECT FOR STAFF AUTHORITY**

Students are expected to be courteous and obedient to all staff while they are under the care of the college. Staff includes: office staff, caretakers, bus drivers and other support staff. Respect for authority is necessary for the proper functioning of society.

#### **7. SMOKING**

Students are not permitted to smoke on or near college property or at any time while in uniform. Smoking in the workplace is not permitted by law. For health reasons, we hope that students do not smoke at all.

#### **8. ALCOHOL AND DRUGS**

Students are not to come to college under the influence of or in possession of alcohol or prohibited drugs. Students are not to use, possess, or traffic in alcohol or prohibited drugs while under the care of the College.

The College authorities may, with parental consent, test for substance abuse while students are under the care of the College. Students who use, possess or traffic in alcohol or prohibited drugs, while under the care of the College,

will be immediately suspended and may be permanently excluded from the College.

Habitual alcohol or prohibited drug use is incompatible with general well-being and academic success. Possession and trafficking in illegal drugs is against the law.

#### **9. ACADEMIC HONESTY**

Students are expected to submit work which is original and represents their own efforts. Students will benefit from school and education by making an honest effort to achieve the course objectives.

#### **10. USE OF COMPUTER FACILITIES**

Students are expected to use computers and computer networks solely for the purposes of education and academic research. Students must not tamper with or reconfigure any computer hardware or software without permission of a teacher.

The College has a responsibility to parents and to the community to ensure that computers and computer networks are used to further the aims of education and that students do not misuse electronic mail or have access to Internet sites that violate any aspect of this code of behaviour.

Students should not use Information and Communication Technology (ICT) for the purpose of bullying a fellow student, insulting or defaming a teacher or any other member of staff associated with the College and/or bringing the college into disrepute in any fashion.

#### **11. RESPECT FOR PROPERTY**

Students are expected to treat all College property with care and are expected to dispose of litter in an appropriate manner. A college in good repair is a safe place and conducive to learning.

## **12. UNIFORM AND APPEARANCE**

### **St. Benildus College Junior Uniform:**

- Grey College Jumper
- College tie
- Black formal shoes (runners/sports shoes/canvas shoes are not permitted)
- Plain grey shirt
- Plain grey formal trousers (skinny jeans or tapered trousers are not permitted)
- College jacket or College approved hoodie. (no other jackets or hoodies are permitted)

### **St. Benildus College Senior Uniform:**

- Black College Jumper
- College tie
- Black formal shoes (runners/sports shoes/canvas shoes are not permitted)
- Plain white shirt
- Plain black formal trousers (skinny jeans or tapered trousers are not permitted)

It is important that students maintain the highest standards of appearance in class, inside the College grounds and when coming to and from the College. Full uniform must be worn when travelling to or from the College. This also applies to school trips and extra-curricular activities. Hairstyle should be neat, tidy and properly maintained. In all cases, the College authorities are the judges of acceptable standards of appearance. The wearing of jewellery should be viewed in the context of the College policy of requiring a high standard of appearance at all times. The wearing of earrings and facial jewellery is not permitted.

## **13. MOBILE PHONES AND PERSONAL AUDIO EQUIPMENT**

We strongly discourage students from bringing these expensive, personal items to our College for many reasons. We recognise the safety and communication benefits of students having mobile phones, however we encourage students not to bring mobile phones to the College unless it is absolutely necessary. Students will be responsible for their phone or other personal devices in the case of loss or damage. All communication from student to parent and from parent to student during the school day should be made through the College office.

### **Regulation:**

If students bring mobile phones or other personal devices to the College they are asked to keep them powered off, ***unseen and unheard at all times during the school day.***

### **Audio/camera/video recording:**

The use of the audio, camera or video recording functions of these devices is not permitted at any time while in the College, on the College campus or when students are travelling to and from the College. This also applies to school trips and extra-curricular activities.

### **Sanctions in relation to the inappropriate use of mobile phones:**

Inappropriate use of mobile phones or other personal devices will result in a sanction which may include their confiscation and retention by the College authorities.

## **14. GENERAL SANCTIONS**

Sanctions are necessary to support expected standards of behaviour. The Board of Management views such sanctions as corrective supports rather than punishment. The purpose is to promote positive behaviour and a safe learning environment for the whole school community, based on respect for all. In its approach to supporting good learning behaviour and responding to inappropriate behaviour the College authorities follow the Guidelines issued by The National Educational Welfare Board 2008.

Sanctions will be:

- Appropriate.
- Proportionate.
- Used consistently.
- Clearly communicated.
- Part of a plan to change behaviour.
- Based on the principles of natural justice.

Most students behave appropriately, with the help of consistent and clear rules and routines in class and in school. Occasional minor misbehaviour should be attended to effectively by the class teacher. The teacher is the most important person in developing a friendly open atmosphere with mutual respect between teacher and student. He/She is responsible for discipline within the class and will attempt to modify behaviour to ensure a positive, happy, learning environment within the classroom.

The accepted procedure for dealing with discipline issues include:

- Meeting and discussion with student.
- Verbal warning.
- Additional class work or homework.
- Move within classroom.
- Communication with parents via standardised “Blue Form”.
- Report to Year Head via standardised “Pink Form” for persistent misbehaviour or a once off serious incident.

The Year Head has overall responsibility for the students in the Year group and serious incidents and recurring minor misbehaviour concerning any student will be referred to the Year Head. The Year Head will decide on a course of action which may include one or a combination of the following procedures:

- Meeting and discussion with student.
- Referred for Guidance /Counselling which may involve a Behaviour Modification Programme.
- Contact with parents.
- On Report.
- Tuesday after school detention.
- Saturday morning detention.
- Referral to Principal / Deputy Principal.

***In serious situations the Principal / Deputy Principal may be directly involved from the outset. The accepted procedures at this stage include:***

- Meeting and discussion with student.
- Meeting and discussion with parents.
- Referral to Guidance / Counselling which may involve a Behaviour Modification Programme.
- Detention.
- Suspension – Internal or out of College.
- Referral to Board of Management with recommendation for expulsion.