

◆ A LONG TRADITION OF EXCELLENCE ◆



COLÁISTE AN SPIORAID NAOIMH

PRESENTATION BROTHERS SCHOOLS TRUST

www.csncork.ie

CODE OF POSITIVE BEHAVIOUR





A. Preamble

Coláiste an Spioraid Naoimh was founded in 1964 by the Presentation Brothers with the aim of providing a Christian Education for the boys of Bishopstown and the adjoining parishes. The Christian ethos of the school is central to its educational philosophy and thus we hope to inculcate in our students a spirit of generosity towards and acceptance of one another in an atmosphere based on mutual respect and tolerance.

The pursuit of excellence, the fostering of the work ethic and the development of talents, both academic and non-academic, are the ideals and objectives which we set before our students. To encompass these ideals and objectives, we are committed to the provision of a socio-educational ethos in which our students would mature into fully integrated and responsible young adults, capable of coping with the pressures and challenges of a rapidly changing world.

The discipline code and structures operating within the school may be seen to play a vital role in the achievement of the aims already outlined. School rules provide an important training for a world in which the acceptance of properly constituted authority-structures, and the ability to function successfully

within such structures, may be regarded as the hallmarks of mature citizenship.

The rules set out below apply to, and are not limited to, the full school day including breaktimes, transit to and from school and all school related activities. The school and staff may implement this code in circumstances outside of the scope of the above, where a student brings the good name of the school into disrepute.

In accordance with section 23 of the Education (Welfare) Act 2000, responsibility for this Behaviour Code rests with the Board of Management. The Board has prepared the policy in consultation with all stakeholders.

In accordance with section 23.2 of the Education (Welfare) Act, this code will specify the standard of behaviour that shall be observed by each student attending the school, the measures that may be taken when a student fails to observe those standards, the procedures to be followed before a student may be suspended or expelled from the school, the grounds for removing a suspension imposed in relation to a student and the procedures to be followed relating to notification of a child's absence from school. This code will recognise and promote positive behaviour.

B. Philosophy

Coláiste an Spioraid Naoimh is a Catholic school which seeks to create a caring environment, in which Christian values permeate all aspects of school life and teachers and pupils find fulfilment. The school believes in the vital importance of respect and good relationships between teachers, students and parents and is conscious of its role in the broader community. We nurture the importance of caring for the wellbeing of staff and students.

We hold high expectations of all members of our community. This code outlines these expectations. Teaching students to recognise their responsibilities in relation to behaviour in class and while in school is at the heart of the code. Central also is the knowledge that students' behaviour can change. This code seeks to support students in managing their behaviour.

This code also outlines our response to behaviour which undermines the positive climate of our school. The code seeks to involve students, teachers and parents in the process of managing behaviour which hinders the promotion of positive teaching and learning. As such, interventions involving discipline and consequences are designed primarily to support self-discipline in the student and are viewed as a learning opportunity. CSN recognises that the school response to positive and negative behaviours provides an opportunity for reflection.

C. Promoting Positive Behaviour

We promote positive behaviour using the following strategies:

1. Teachers encourage, recognise and affirm desirable student behaviour in the classroom by providing positive feedback and reinforcement in the classroom setting.
2. Student's positive behaviour is recognised formally in assembly, in *Spiorad Signals*, the school app, and other school communication platforms.
3. The behaviour tab on VSware (accessible through the school app) will be used to acknowledge positive behaviour and this is accessible to parents at all times.
4. Our school culture promotes positive behaviour on an ongoing basis in all interactions between staff and students.

D. Structures

The Board of Management is responsible for the management of the school and one of its main aims is to ensure that a happy learning-orientated environment is created and maintained at all times. The quality of the education provided is of paramount importance and a comprehensive discipline policy is essential to the achievement of this goal. The Principal, together with the teaching staff, is charged with the formulation and the implementation of the Code of Positive Behaviour. The Deputy Principals have the overall responsibility for the discipline of the school. Justice and fairness are the underlying principles which determine the success of any code of





positive behaviour, and a warm and trusting interaction between staff and students is a prerequisite for the creation of a happy school atmosphere.

The Board of Management is the final arbiter in all cases involving serious breaches of discipline.

E. Parents/Guardians

The involvement of home and school at collaborative level in promoting the values of the school, including its code of positive behaviour, is central to the success of an educational programme. We value the support of parents/guardians in implementing our code of positive behaviour.

It is the philosophy of the school to keep all parents/guardians fully informed of their sons' progress in the school and serious breaches of the school rules will be communicated to parents immediately,

either by phone call or through the school app. Parents' co-operation in the disciplining of the recalcitrant student will be vital at this stage.

The Coláiste an Spioraid Naoimh school app is our primary communication platform between school and parents. Parents are expected to check the school app for up-to-date information. Further information on student behaviour, attendance and progress is also available through VSWare.

Spiorad Signals, the school magazine, is also a very useful channel of communication between school and home. The school website should also be checked for up to date information as to what is happening in school.

F. School Expectations (General)

1. Each student is entitled to benefit from his education in an atmosphere conducive to learning and he must not be inhibited in the pursuit of his educational goals by the disruptive behaviour of fellow-students.
2. Students must be respectful and courteous to all members of the school staff and to one another at all times.
3. Students must uphold the good name of the school at all times.
4. Students are expected to contribute to the creation of a caring and trusting atmosphere in which they are sensitive to one another's needs.
5. The school authorities of Coláiste an Spioraid Naoimh see as one of their primary functions the creation and maintenance of an atmosphere free of

bullying or intimidatory behaviour. In keeping with Department of Education guidelines, the school has formulated a policy to ensure that the dignity of the individual student will at all times be protected. Any violation of this code will be viewed in a most serious light and students and their parents are encouraged to bring to the notice of the school authorities any occurrences of bullying or intimidatory behaviour.

6. Each student brings his individual talents with him and, through generosity of spirit; he should use these talents to benefit others in the whole school community.
7. Students must present themselves punctually for classes and for all school-related activities.
8. Homework reinforces and supports learning in the classroom. It is school policy that homework is assigned regularly and that the student completes his homework in a well presented fashion and on time.
9. Transition Year is compulsory for all students. Parents of boys who would be 20 years or older on the 1st August in the year following their completion of the Leaving Certificate may however apply to the Board of Management to be allowed to proceed directly to 5th Year.
10. In the case of copying/plagiarism in all examinations a student may be suspended.

G. Functional Rules

The authority of all teachers extends to all students throughout the school day and in the course of school related activities.

G1. Dress and General Appearance

- (a) Full school uniform must be worn at all times except during PE classes.
- (b) School uniform consists of school jumper and school tie, regulation white school shirt, conventional grey school trousers and school jacket. Shoes should be conventional, leather or leather-like, all black in colour. Shoes with a non-black trim, are not acceptable. Please note that no coats, jackets, hoodies or tops other than the official school jacket may be worn.
- (c) Runners are permitted during PE classes.
- (d) Hairstyles must be neat, clean and conventional, being neither too long nor too short. Colouring of the hair is not permitted.
- (e) Students must be clean-shaven. Facial hair is forbidden.
- (f) The wearing of jewellery of any kind is forbidden.
- (g) Visible tattoos or body art of any kind is not permitted.
- (h) Jackets may not be worn in class except with the express permission of the teacher.

Note:

- (i) Rules relating to dress and general appearance also apply to students while they are outside the school during lunch-break or on their way to and from school.
- (ii) A written explanation, through the school app, from parent or guardian must accompany any failure to wear full school uniform.
- (iii) The school authorities reserve the right to define the meaning of “conventional” in the context of the rules outlined above.

G2. Absences from School

(a) **No student may leave the school premises without the permission of the Principal or a Deputy Principal. A student who leaves school during normal school hours for any reason is expected to sign out at the admin office and sign back in on his return** (if the admin office is closed, he should report to the main school office instead). Unless on school-related activities, students will only be allowed to leave school during school hours after contact has been made with a parent/guardian. Junior students must be collected by a parent/guardian.

(b) Students who arrive after morning roll call **must** sign in at the admin office. Parents should also submit a late note through the school app. Any student who fails to sign in will be recorded as absent. Parents are expected to monitor attendance on VSware, accessible through the school app on a weekly basis.

As accurate records of student numbers are critical at all times, any failure to comply with the above will be regarded as a serious infringement of the school rules. Note: Parents/guardians will generally receive a notification through the school app to alert them to their sons' absence from school.

(c) An explanation from a parent or guardian must be provided in relation to any absence from school using the school app. Where an absence or partial absence is planned e.g. doctor's appointment, attendance at a family event etc. the reason for absence should be submitted in advance using the school app.

G3. Smoking/Cigarettes, Alcohol and Drugs

Using cigarettes (including e-cigarettes or vapes) or other tobacco products within the school buildings, its grounds or in the environs of the school is forbidden. Using such products is also prohibited when in school uniform or while engaged in any school-related activities. Failure to comply with the school rules in regard to smoking/cigarettes may result in sanction up to and including suspension.

Possession, use, distribution or sale of alcohol, drugs, cigarettes, e-cigarettes or vapes within the school buildings, its grounds or in the environs of the school is also forbidden. Possession, use, distribution or sale of alcohol or illegal substances is also prohibited when in school uniform or while engaged in any school-related activities.

Failure to comply with the school rules on alcohol or drugs may result in sanction up to and including expulsion.

G4. Respecting the School Environment

Students must show respect for the total school environment. In particular, they must not litter their classrooms or recreational areas. The use of correction-fluid (such as Tippex) and chewing gum is forbidden. Students must at all times show respect for school property and for one another's property. Damage to school property or to the property of others must be repaired at the student's expense. Where property has been damaged beyond repair, replacement (or the appropriate cost of replacement) will be required.

G5. Movement in and around the School

Students may enter and leave the school building only through the designated doorways and gates. Students entering school on foot must never use the vehicle entrance. Within the school, all movement on the corridors must be on the left-hand side.

For reasons of safety, cyclists should dismount at the school gate and refrain from cycling in the schoolyard. Students may not park their cars in the school grounds.

Students must adhere to procedures around fire drills, lock down and other emergencies. At the start of the morning break, all students must vacate their classrooms. Students are not normally allowed visit their lockers during class-time. A student may not visit the toilet between classes without first having secured the permission of the *incoming* teacher.



G6. Use of Electronic Equipment

Students are not permitted to use personal electronic equipment in school or on school grounds.

We would ask that parents encourage their sons to leave these devices (mobile phones etc.) at home. If a student needs to contact home, then that can be done through the school office.

In the event that such devices are brought to school, students are required to turn them off at the school gate. Junior students should put them into their locker and senior students should place them in their school bag upon arrival at the school.

This means that all electronic devices must be powered off (**i.e. completely shut down and not simply put on silent or vibration alert**) at all times on school grounds. Personal electronic devices should remain in the student's locker/bag until the end of the school day, when he may retrieve it and turn it on outside the school gates.

A first-time violation of this rule will result in the confiscation of the device by the teacher for the remainder of that day (*the device may be collected from the Deputy Principal's office at the end of the school day*) and the imposition of a Wednesday detention. Persistent infractions will be dealt with by increased sanctions up to and including suspension.

The school takes no responsibility for mobile phones — it is the student's responsibility. Parents should ensure that mobile phones are covered under their house insurance policy, as there is no cover available under the school's policy.

The unauthorised use of any electronic device (both on and off the school premises at any time when the student is in school uniform or engaged in any school-related activity) to take images (either still or moving) or to record sound will be regarded as a very serious infringement of school rules. Sanctions for such infringement extend from detention(s) to suspension or even expulsion.



G7. Lunchtime and Wednesday Detention

A student who wishes to apply for deferral of a detention must apply **at least one day in**

advance to a Deputy-Principal. A note from a parent or guardian should be submitted through the school app stating the reason for requesting to have the detention deferred. Applications for deferrals may not always be granted. A student who is absent from school on the day of a Wednesday detention will automatically be assigned to the next Wednesday Detention and will not necessarily receive a reminder of this arrangement. Students who fail to attend a Wednesday detention will normally be given a double Wednesday detention. Students who fail to attend on more than one occasion may be suspended from school.

G8. School Journals

Each student will be supplied with a School Journal at the beginning of the school year. The journal remains the property of the school and must be submitted to any teacher on request. A student must not deface or damage the journal in any way and must bring it to school with him every day. Should he lose or mislay the journal, he must replace it at the earliest opportunity and pay the appropriate cost of replacement. The defacing or destruction of another student's journal will be regarded as a serious infringement of the school rules.

Students are reminded of the importance of recording their homework assignments each day in their journal. On occasion, a student's image (photograph) may be used on the cover of the school journal, in school magazines or for other promotional purposes. Any parents (or student aged 18 years or over) who would prefer that their son's image not be used in this way should inform school management on enrolment.



G9. Participation in Extra-Curricular Activities

The privilege of participating in extra-curricular activities, either as an active participant or as a supporter, may be withdrawn in the case of a student who has an unsatisfactory behaviour record. The Code of Positive Behaviour applies during all extracurricular activities.

G10. Yard Rules

- (a) Students should enter and exit the school premises and yard through the appropriate gates and doorways.
- (b) Students are expected to exercise due care to others while in the school yard and not to engage in activities that might compromise either their own safety or that of others.
- (c) Basketball is permitted using the basketballs supplied by the school at big lunch.
- (d) The sports field is generally out of bounds except to students who are properly kitted out with appropriate sportswear

and equipment and to those who are under the supervision of a teacher.

- (e) Students who misbehave or who are found littering in the yard will be subject to sanction. Typical sanctions will include litter duty, lunch-time detention and Wednesday detention.
- (f) Students will not be permitted to use the toilets after the bell has sounded. Students must remove all headwear prior to entering the building.
- (g) Students are not permitted to walk to or from school through the sports field or through any gaps in the fencing.

Note: The school authorities reserve the right to alter these rules or to introduce new rules during the school year. Students will be notified of such changes.



H. Sanctions

1. Incidents of misbehaviour will be recorded on VShare.
2. Classroom sanctions (such as a reflective essay, lunch-time detention etc.) will be left to the discretion of the individual teacher.
3. In the case of more serious instances of misbehaviour, students may be detained in school on Wednesday afternoons (see also Functional Rule G7) and parents will be informed by personal notification through the school app. The standard penalty for failure to attend a Wednesday Detention is a *Double Wednesday Detention* i.e. detention on two successive Wednesdays. A note **at least one day in advance** of the detention date seeking a postponement may be considered. Notes submitted following an absence from detention will not be accepted.
4. In the case of repeated misbehaviour, a student may be put 'on report' by the class teacher. At the end of the class period, the subject-teacher will enter a comment on the student's behaviour in the appropriate space on the Report Card in the student journal. At the end of the week, if the student's behaviour has not shown a marked improvement, further disciplinary action will be decided on by the school authorities.
5. In the case of serious violation of school rules, a student may be suspended or excluded (expelled). Parents will be informed in writing of the reasons for the suspension or exclusion. In the event of exclusion or suspension(s) of twenty or more days (either consecutive or cumulative) in any school year, the parents/guardian (or student, if aged 18 or above) will be advised of their right of appeal to the Board of Management of the school. Please see the full procedures in our positive code of behaviour on the school website www.csnork.ie





PLEASE COMPLETE AND DETACH THIS FORM



We, the undersigned, have read the Code of Positive Behaviour of Coláiste an Spioraid Naoimh and we agree to accept and support it.

Parent's/Guardian's signature:

Student's signature:

Date:

Full Postal Address:

Telephone number (landline):

Telephone number (mobile*):

Email address:

**Please ensure that the mobile number supplied is the same as that provided on the application form.*



COLÁISTE AN SPIORAID NAOIMH
BISHOPSTOWN, CORK

Tel: 021 454 3790 · Website: www.csncork.ie