

## *Mission Statement*

*Moyne Community School offers a holistic education, upholding the Christian values and traditions of the communities from which the school evolved. We are committed to enabling students and staff to develop their full potential within the school's formal and informal curriculum in a friendly, safe and caring environment.*



### **BULLYING IS NOT TOLERATED IN OUR SCHOOL**

Students should support each other by reporting any instances of bullying. Our school community will not tolerate any unkind actions or remarks. Feel confident that any member of staff will listen to you and be understanding. Some staff members have special expertise in this area and can be of great help.

**Play your part in maintaining our culture of caring in this school**

# Code of Behaviour

<p><b>1.1 The school expects that students will:</b></p>	<p style="text-align: center;"><b>1. Rules</b></p> <p>Show respect for and be courteous to each other, to staff and to visitors all the time, <i>because this promotes a pleasant caring atmosphere where everyone's rights are acknowledged</i></p> <p>Be present and on time for school every day, <i>because missing days hampers progress and lateness is a bad habit</i></p> <p>Be on time for every class, enter the classroom in an orderly manner and sit in your assigned seat, <i>because this promotes learning in the classroom and reduces disruption. The school actively promotes good punctuality, because it is an important life habit</i></p> <p>Behave in a manner that allows your teacher to teach and your classmates to learn, <i>because this promotes respect for your teacher and classmates and encourages everyone to actively participate in class to achieve their potential</i></p> <p>Treat school property with care and respect, <i>because defacing/damaging school property spoils the school environment for everyone. Vandalism can have health and safety implications and cleaning and repairing damaged property wastes scarce school resources. Parents/guardians will have to pay for the repair of all defaced or damaged school property.</i></p> <p>Follow instructions given by any member of staff and co-operate as requested, <i>because this will assist the smooth running of the school which is in the best interests of the whole school community</i></p> <p>Be aware that your actions in the school building or on the school grounds should always consider the health and safety of others, <i>because unruly or aggressive behaviour can cause injury to others and will result in the offending student having sanctions imposed on them</i></p> <p>Act in a manner that respects the ethos of the school and the goals of our Mission Statement, <i>because when we act in unity as a school community, we harness the positive spirit of ourselves, our families and the communities from which we come.</i></p>
<p><b>1.2 Attendance and punctuality</b></p>	<p>Students must be in the school building by 8.50 a.m. First class begins at 9 a.m.</p> <p>Roll Call takes place at the beginning of first class <b>in the classroom where the students' first class is held.</b> Students who are late for first class are late for Roll Call.</p> <p>Any student arriving in the school after 9am must be accompanied by a parent or guardian and go to the General Office to ensure that they are entered on the attendance register. Unaccompanied students will incur 2 points for each incident of lateness</p> <p>Students returning to school, after any absence, must provide a note of explanation to the Office. This is a legal requirement under the Education Act. The "Explanation for Absence" pages at back of the Journal should be used for this purpose and should not be removed from the Journal. The journal entry will be photocopied at the office.</p>



disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it con  
the actions to warrant such sanctions

**1.5 Classroom Expectations**

As a student of Moyne Community School you are expected to:

- Come to school in full school uniform
- Be polite and use words like 'please', 'thank you' and 'excuse me'
- Be on time for class, have all your books and materials for that class with you
- Enter the classroom in an orderly manner and sit in your assigned seat
- Have your Homework Journal on your desk and write all homework into it
- Participate actively in the class by responding to questions or asking relevant questions
- Listen to and respect the contributions of other students
- Do your best to make that class a positive learning experience for the teacher and the class
- Behave in a manner which allows your teacher to teach and your classmates to learn free from distractions o stress
- Avoid eating or drinking in the classroom and **do not chew gum**
- Treat the classroom, desks and chairs with care. Keep the classroom tidy and use the bins for all waste mater
- At the end of class, place your chair under the table and leave the room in an orderly manner

The Board of Management will not accept responsibility for the loss or damage to a student's private property.

Students are responsible for their own property while in school and should put their name on all items of clothing gear, runners, jumpers, shirts and school jackets.

Non-essential valuable items should not be brought to school.

**1.6 Property**

School jackets should be kept 'on your back', 'in your bag' or 'in your locker'. Jackets should also have the student's name on the label and one other location such as inside the pocket

Radios, MP3 players, i Pods or any electronic device may be brought to and used in school but **will be confiscated for one week if used in class.**

Mobile phones **must not be brought to school.** If a student is found in possession of a mobile phone, it will be confiscated for one week and may only be collected **by parents/guardians.** If a student refuses to hand over a mobile phone to a teacher when requested to do so, the matter will be brought to the Year Head or to Management and a two week penalty will apply. Continued refusal may lead to suspension. If the student needs to contact home or the parent needs to contact the student, this may be done through the general office.

New students will be allocated lockers as soon as possible in the first week of term. Students provide a deposit (which is refundable at the end of 5 years when their key is returned and their locker is verified to be in perfect condition) plus an annual rental charge thereafter.

Lockers must be kept locked at all times and any damage must be reported immediately.

## 1.7 School environment

Students may be asked to open and clean out their lockers at any time. Management reserves the right to inspect a student's locker at any time with or without the student's permission. In such cases another member of staff will be present.

Lockers will be taken from students who abuse the locker system. The deposit will be used to repair any damage done.

Students should take pride in the school buildings and grounds.

Students should respect the grounds, shrubs, flowers, trees. Litter should be placed in the bins provided.

Walls and furniture must not be written on or defaced. Any student damaging school property will have to pay for the cost of repair.

Permanent markers may not be brought into school under any circumstances

The following areas are out of bounds and students who go out of bounds will be given points or suspended:

- Classrooms or gym except when a teacher is present
- Vicinity of all oil, gas, water tanks, electric pylon
- Teachers' Car Park.
- below the road side of the island during school time
- any wooded areas behind school and along-side the playing fields
- boys' changing rooms and toilets are out of bounds to girls
- Girls' changing rooms and toilets are out of bounds to boys

Students may not park their cars or motorbikes on the school ground without having completed the correct form. This form must be signed by the student and his/her parents/guardians. Students' cars must be locked and keys must be left in the office. Students who bring cars on to school property are expected to drive with due regard to their own safety and the safety of others. Students who do not comply with these rules will not be allowed park their cars on school property and are parked at the owners' risk. The B.O.M. is not responsible for any car parked on the school property. Students with cars may not transport other students to or from school without written permission from the parents/guardians of the student(s).

The Oratory is a place of prayer and meditation. No student may be in the Oratory without a permission note from a teacher.

Food may only be eaten in the Dining Room. Place uneaten food and packaging in the appropriate re-cycling bins provided. Students may not consume food in classrooms, corridors or halls. Students may ask for permission to drink water during class time

Chewing gum is completely prohibited anywhere in the school building or on the school grounds. Sanctions will be applied as per section 4 of the Code of Behaviour

Smoking and/or the possession of cigarettes, lighters or matches is completely prohibited in the school building or on the school grounds. Sanctions will be applied as per section 4 of the Code of Behaviour and the HSE may be informed

The school has an extensive CCTV monitoring system. This CCTV system is used to provide security for the school building and extensive grounds especially at times when the school is vacant. The CCTV system is also used to monitor behaviour while the school is occupied and protect against vandalism. CCTV footage may be used to identify students who are in breach of any aspect of the Code of Behaviour. Damaging or attempting to damage CCTV equipment will lead to suspension

**Students must not behave in any way that might endanger the Health & Safety of themselves or any person in the School**

Students should take reasonable care to ensure their own safety and the safety of others.

Students should obey all safety instructions given by school staff.

<p><b>1.8 Health and safety</b></p>	<p>Students should familiarise themselves with emergency exit routes from each room that they use.</p> <p>School bags should be placed in the bag rails, along walls or under benches along corridors or in malls. Students are responsible if their school bag causes an obstruction or an accident to others.</p> <p>When in the school building, students should not run or push other students</p> <p>Throwing stones or any object likely to cause an injury to others in school or on the school grounds is a serious offence and can result in suspension</p> <p>Following Health &amp; Safety Child Protection Guidelines, cameras/camera phones may not be used in school. Phones/camera phones will be confiscated as outlined earlier in the Code of Behaviour.</p> <p>Exercise is essential for both physical and mental health. Students should have the appropriate gear and take an active part in all PE classes. Students are encouraged to participate in extra-curricular sporting activities that are organised at lunchtime. Where this is not possible, students should engage in some form of physical activity at lunchtime especially walking on school grounds</p> <p>The school uniform is a symbol of our school, and should be well maintained and worn with pride. It must be worn at all times, including House Exams and State Exams.</p> <p>Full school uniform (including jackets) must be worn to all matches and on all school trips. The teacher in charge of the trip will decide that students do not have to wear the school uniform for a full day trip. In those cases students must wear appropriate clothing</p> <p>Shoes should be clean and damage to the uniform should be repaired immediately. Students who come to school with damaged uniform altered or damaged will be sent home and may only return to school when the uniform complies with school regulations.</p>
<p><b>1.9 School Uniform</b></p>	<p>The uniform consists of:</p> <ul style="list-style-type: none"> <li>• Dark blue jumper with embroidered school crest</li> <li>• Girls: Grey A Line skirt (knee length) with centre back pleat or trousers, Boys: Grey Trousers,</li> <li>• Skirts to be worn with plain black tights.</li> <li>• Light blue shirts or light blue Polo shirts</li> <li>• All white, round necked or v necked T shirts may be worn inside the uniform shirt</li> <li>• Plain <b>black</b> flat shoes.</li> <li>• School jacket with embroidered crest.</li> </ul> <p>No other jackets, scarves or hats may be worn on the school grounds or in the school building</p> <p>Damaging other students' uniform will result in suspension and reparation.</p> <p>Students, who are experiencing difficulty wearing the school uniform due to medical reasons, should discuss the matter with the school nurse. Management and alterations to the uniform may be agreed to facilitate the students.</p> <p>If a student has to wear runners for a period of time due to a medical condition, the runners must be black in colour.</p> <p>No facial jewellery is allowed and should be replaced by clear plastic retainers.</p> <p>Students are permitted to wear stud earrings.</p> <p>Students should not wear make-up to school. Students who wear makeup will be asked to remove it. Students experiencing skin problems may wear a light foundation only</p> <p>Students should always maintain a high standard of personal hygiene.</p>

## **2. Supports**

Concern for the 'holistic' development of our students enabling them to grow to their full potential, is at the core of our school's culture, and is reflected in the extensive pastoral care system

Pastoral care starts with the individual teacher developing a good relationship and rapport with their class. This enables students to learn in a friendly positive environment based on trust and sincerity

Each year group has a Year Head who has overall responsibility for discipline. They monitor each student's behaviour through the points system and organise early interventions.

These will take the form of one to one chats with students and if necessary a conversation with parents either by phone or in the school.

They also process the accumulation of points and inform students and parents about after school detentions and suspensions

Counselling is provided as needed to all students



<p><b>2.3 exemplary Behaviour certificates</b></p>	<p>New entrants into first year are invited to attend a Transition Day in the last week of May. This day will focus on meeting friends, understanding the timetable and how to recognise and deal with bullying</p>
<p><b>2.4 Communication</b></p>	<p>On the first day of the new school year, they will meet their mentors and they will be introduced to the Code of Behaviour</p> <p>They will be given a small timetable for their locker, one for home and one for themselves</p> <p>During the first two weeks of the year, first years will have opportunities to meet their mentors in fun informal settings sports day and table quizzes</p> <p>The school Guidance Department meets all first year students for a one to one meeting at the start of the year</p> <p>The chaplain conducts a pastoral survey with first year pupils and their parents during the first month of the year to monitor their progress through this time of transition</p>
<p><b>2.5 Supporting the Code</b></p>	
<p><b>2.6 Annual Review</b></p>	
<p><b>2.7 First Year Induction</b></p>	<p><b>3. Interventions</b></p> <p>Interventions are used for students who find it difficult to uphold the Code of Behaviour</p> <p>Regular informal conversations are held between a class teacher and a student who finds it difficult to uphold the class expectations</p> <p>This is done to help the student understand the necessity of the rules they have broken and to help them understand the effects their behaviour is having on the learning environment in the classroom</p> <p>To suggest ways that the student can act/react differently so as not to break the rules in the future</p> <p>To impose a sanction or to issue discipline points and to get the student to see why they are taking this course of action</p> <p>The Year Head may also engage in informal conversations with a student regarding the points that have been issued by teachers and that have appeared in the points system</p> <p>Parents may be asked to come into the school to discuss the difficulties that a student is having with the Code of Behaviour</p> <p>This meeting will be initiated by the Year Head and may be attended by the Principal, Deputy Principal, Guidance Counsellor or Chaplain and the student</p> <p>A system of referrals has been put in place to help the school best meet the needs of the students. Depending on the situation and the circumstances a student may be referred to a number of different sources of support and guidance;</p> <p>Referral to the Guidance Counsellor or School Chaplain</p> <p>Referral outside school to a specialist service</p>

<p><b>3.1 Informal chat</b></p>	<p>Referral to the NEPS psychologist for assessment and/or behaviour modification</p>														
<p><b>3.2 Meeting with Parents</b></p>	<p><b>4. Sanctions</b></p> <p>Sanctions are used so that students experience the consequences of their misbehaviour and are assisted and supported in modifying their behaviour. They are scaled to take account of the nature of the incident and the situation leading up to the incident.</p>														
<p><b>3.3 Referrals</b></p>	<p>Moyne Community School operates a Discipline Points System which involves students being given penalty points by teachers for unacceptable or inappropriate behaviour. The schedule of points is outlined below.</p> <p>If a student gets <b>ten</b> discipline points in a four week period he / she must do one evening of after school detention. If a student receives three After School Detentions and then gets another ten points they will receive a one day suspension.</p> <p>Further points will lead to this process being repeated with further suspensions increasing to two days.</p> <p><b>The points are as follows:</b></p> <table border="0"> <tr> <td>Late for class/school</td> <td>2 points</td> </tr> <tr> <td>Journal lost/not in school</td> <td>2 points</td> </tr> <tr> <td>Journal not signed by parent when requested by a teacher</td> <td>2 points</td> </tr> <tr> <td>Eating in class or drinking without permission</td> <td>2 points</td> </tr> <tr> <td>Eating or drinking in corridor</td> <td>2 points</td> </tr> <tr> <td>Any behaviour which disrupts class</td> <td>2 – 5 points (At discretion of teacher)</td> </tr> <tr> <td>Homework/Class work persistently not done</td> <td>4 points</td> </tr> </table>	Late for class/school	2 points	Journal lost/not in school	2 points	Journal not signed by parent when requested by a teacher	2 points	Eating in class or drinking without permission	2 points	Eating or drinking in corridor	2 points	Any behaviour which disrupts class	2 – 5 points (At discretion of teacher)	Homework/Class work persistently not done	4 points
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<b>The points System</b>	Books or copies persistently not brought to class	4 points
	Absent from class without permission	5 points
	Behaviour likely to cause injury	5 points – Suspension
	Out of class without a note	5 points
	Disobedience/disrespect to any staff member	5 points
	Interfering with the property of others	5 points
	Persistent behaviour which disrupts class	5 points
	Intimidating behaviour towards other students	5 points
	Out of bounds within school grounds	5 points
	Mobile phone possession/use	Confiscated for 1 week Parents collect from school office
	Defacing or damaging school property Damaged property restored or replaced.	10 points – Suspension
	Stealing or damaging the property of others Restitution	10 points - suspension
	Blatant insubordination to staff	10 points - suspension
	Racist comments, gestures or symbols	10 points- suspension
	Fighting/organising fights	10 points -suspension.
	Mitching class or school	10 points -Suspension
	Smoking, possession of cigarettes, e cigarettes, lighter or matches	ASD, suspension
	Chewing Gum	LTD, ASD Suspension
	Interference with safety equipment (fire extinguishers, fire hoses, exit signs, break glass, smoke detectors etc.	Suspension
	The possession, distribution or use of fireworks or stink bombs	Suspension
	Leaving school grounds without permission	Suspension
	Bad language or intimidation of member of staff	10 points - Suspension
	Possession or use of alcohol, illegal substances or drugs paraphernalia Bullying (planned, continuous)	suspension/expulsion Suspension/expulsion
	Use of recording devices without permission	Suspension/expulsion
Possession/distribution of pornographic materials	Suspension/expulsion	

Possession of knives, lasers or other offensive weapons

Suspension/expulsion

**Students may not engage in any private enterprise in the school, organise events or put up posters without the permission of the Principal or Deputy Principal. The school will at all times endeavour to support student enterprise initiatives and worthy causes at local, national or global level.**

**A student, who persistently breaks the rules or who in the opinion of the staff interrupts the education of other students may be suspended or expelled from the school in line with the procedures in the Suspension and Expulsion Policy of the school.**

**While not all actions can be categorised in this document, the guiding principle is that any action or behaviour which hinders the smooth running of the school, places students or staff in any danger or could bring the school into disrepute is wrong and sanctions will be imposed as a consequence.**

**This Code of Behaviour applies to all students while on school property, while on school trips or outings, while representing the school in any activity and while attending any activity in which the school is participating.**

**This Code of Behaviour has been approved by the Board of Management on the 30<sup>th</sup> May 2016 after consultation with the Student Council, Parents' Association, Staff and both Patrons.**

I have read and I understand the Code of Behaviour of Moyne Community School (Please tick box)

I accept its contents and my role in its implementation ( Please tick box)

Student's signature: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

