

## *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

## 1. Rules

### 1.1 The school expects that students will:

Show respect for and be courteous to each other, to staff and to visitors all the time,

*because this promotes a pleasant caring atmosphere where everyone's rights are acknowledged*

Be present and on time for school every day,

*because missing days hampers progress, reduces exam performance and lateness is a bad habit*

Be on time for every class, enter the classroom in an orderly manner and sit in your assigned seat,

*because this promotes learning in the classroom and reduces disruption. The school actively promotes good punctuality because it is an important life habit*

Behave in a manner that allows your teacher to teach and your classmates to learn,

*because this promotes respect for your teacher and classmates and encourages everyone to actively participate in class and achieve their potential*

Treat school property with care and respect,

*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.*

Follow instructions given by any member of staff and co-operate as requested,

*because this will assist the smooth running of the school which is in the best interests of the whole school community*

Be aware that your actions in the school building or on the school grounds should always consider the health and safety of others,

*because unruly or aggressive behaviour can cause injury to others and will result in the offending student having sanctions imposed on them*

Act in a manner that respects the ethos of the school and the goals of our Mission Statement,

*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.*

### 1.2 Attendance and punctuality

Students must be in the school building by 8.50 a.m. First class begins at 9 a.m.

Roll Call takes place at the beginning of first class **in the classroom where the students' first class is held**. Students who are late for first class are late for Roll Call.

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.

Students returning to school, after any absence, must provide a note of explanation through VSWare.

Requests to leave school for medical or other appointments must be made on the 'Permission to Leave School Early' form at the back of the journal. Proof of appointments should be provided where possible. Students may not leave the school at any time during the school day without being collected by a parent/family member and signing the "Going Home" book at the Office.

**Students should then wait at the office until the person collecting them comes into the school and identifies themselves.**

This is in keeping with our 'duty of care' and to ensure the safety of pupils leaving our care.

If a student has been given medication by a parent or guardian to take during school hours, the student must leave the medication in the school office and have a note signed by the parent/guardian outlining when he/she should take the medication.

If a student is unable to attend class or part of a class due to illness, written permission must be obtained from the teacher of that class. He/she must then report to the office and sign the illness book or explain why he/she is unable to attend class. Any student found out of class without a note during class time will get five or ten penalty points

The Moyne Community School Official Journal is an important medium of communication during a student's life. It serves the following functions.

- (i) Record of all homework
- (ii) Record of important notices.
- (iii) Means of communication between teacher and Year Head.
- (iv) Means of communication between parent and teacher.

All students must purchase a journal on line and have the journal in school at all times. The journal may be inspected at any time by any member of staff.

If a student's journal is seriously defaced, or if upon inspection, is found to contain vulgar or offensive graffiti, he or she will be required to purchase a new journal.

Parents/guardians should sign journals on a weekly basis and check that homework is completed on a nightly basis

**Bullying and harassment** is any persistent behaviour by word or action which causes or is perceived to cause hurt or offence to another person

All forms of bullying/**harassment**: verbal, physical, sexual, emotional, cyber or otherwise are strictly forbidden in Moyne Community School.

We are a caring school and bullying should always be reported. Parents, guardians and pupils should report any concerns directly to a member of staff. All complaints of bullying will be investigated thoroughly

Both the victim and the bully will be given every help and support including counselling

Any reoccurrence of the bullying by the bully or his/her agents will be treated as very serious and could result in expulsion from the school

Any sexually suggestive action, gesture or comment, performed or spoken directly to, in the direction of or in the presence of a staff member will constitute an act of sexual harassment and will be dealt with through a minimum of a suspension. Persistent sexual harassment of staff members will result in the removal of a student from the school.

The Equal Status Act 2000 cites nine grounds of discrimination:

### 1.3 School Journal

### 1.4 Bullying and Harassment

gender, marital status, family status, sexual orientation, religion, race, age, disability, membership of the travelling community

Anyone who discriminates against any member of the school community on any of these grounds will be dealt with very severely. The behaviour of every member of the school community should respect diversity and difference

Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and will result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.

Sexting is the sharing of sexual text, video, and photographic content using mobile phones, apps, social networking services and other internet technologies. The sharing of explicit text, images and/or video, is an unacceptable and absolutely prohibited behaviour and will have serious consequences and sanctions for those involved in accordance with the school's Code of Behaviour.

- All incidents involving creating, storing, or sharing of explicit text, images and/or video of children under the age of 17 years will be reported as an incident to the Gardaí and Tusla and the State Claims Agency (to the latter as there is the potential to cause injury/harm to the individual).
- Sharing of explicit text, images and/or videos of pupils in the school will incur serious sanctions including suspension and up to expulsion as determined by the Board of Management.

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, P.E. gear, runners, jumpers, shirts and school jackets.

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

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

Mobile phones **must not be used in school without a teacher's permission**. If a student is found using a mobile phone, it will be confiscated for the rest of the day on the first and second offence and for one week on the third offence. It will only be returned to a **parent/guardian when they call to the school office**. 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 then 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. **The use of Bluetooth speakers is not allowed in school or on any school outings and they will be confiscated in line with the rule on mobile phones.**

New students will be allocated lockers as soon as possible in the first week of term. Students pay an annual rental charge for their locker. Any damage to the locker will have to be paid for immediately. Lockers must be kept locked at all times and any damage must be reported immediately.

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. Any damage to lockers must be paid for by parents/guardians.

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.

## 1.5 Property

## 1.7 School environment

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
- Outdoor classroom in the absence of a teacher
- The hill including the Sli na Sláinte (excluding the top pitch) before lunch time unless accompanied by a teacher

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 at 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. Cars 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 other 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 should only be eaten in the Dining Room. Place uneaten food and packaging in the appropriate re-cycling bins provided. Students who leave uneaten food on corridors, seats etc. will receive points as per section 4 of the code of behaviour.

Chewing gum or consuming energy drinks 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, e cigarettes, tobacco, lighters or matches is completely prohibited in the school building or on the school grounds. All such items will be confiscated and destroyed. 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 buildings 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.

When on any school outing students should behave in a respectful manner at all times, observe all safety instructions and always wear a seatbelt on a bus

Students should obey all safety instructions given by school staff.

Students should familiarise themselves with emergency exit routes from each room that they use.

## 1.8 Health and safety

School bags should be placed in the bag rails, along walls or under benches. Students are responsible if their school bag causes an obstruction or an accident to others.

When in the school building, students should not run or push other students. 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.

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 lunch time or after school. Where this is not possible, students should engage in some form of physical activity at lunchtime especially walking and using the Slí na Sláinte. The Slí na Sláinte is for walking and students may not congregate on or beside the walkway.

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.

Full school uniform (including jackets) must be worn to all matches and on all school trips. The teacher in charge may decide that students do not have to wear the school uniform for a full day trip. In those cases, students must wear appropriate clothing. Shoes should be clean and damage to the uniform should be repaired immediately. Students who come to school with their uniform altered or damaged will be sent home and may only return to school when the uniform complies with school rules and regulations.

The uniform consists of:

- Dark blue jumper with embroidered school crest
- Girls: Grey A Line skirt (knee length) with centre back pleat or trousers, Boys: Grey Trousers,
- Skirts to be worn with plain black tights.
- Light blue shirts or light blue Polo shirts
- All white, round necked or v necked T shirts may be worn inside the uniform shirt
- Plain **black** flat shoes or all black runners.
- School jacket with embroidered crest. No other jackets, scarves or hats may be worn on the school grounds or in the school building.
- Damaging other students' uniform will result in suspension and reparation.

Students, who are experiencing difficulty wearing the school uniform due to medical reasons, should discuss the matter with management and alterations to the uniform may be agreed to facilitate the students. If a student has to wear runners for a time due to a medical condition, the runners must be black

No facial jewellery is allowed and should be replaced by clear plastic retainers. Students are permitted to wear stud earrings.

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.

Students should always maintain a high standard of personal hygiene.

#### **Rationale for Homework**

- Homework reinforces skills, concepts and information learned in class
- Homework prepares students for upcoming class topics
- Homework teaches students to work independently and develop self-discipline
- Homework encourages students to take initiative and responsibility for completing a task & for their own learning
- Homework allows parents to have an active role in their child's education and helps them to evaluate their child's progress
- Homework activities relate what is learned in school to children's lives outside of school and helps to connect school learning to the real world

### **1.9 School Uniform**

### **1.10 Homework**

### Homework can take various forms:

Written, oral, research, drawing/artwork, designing/making, mini tests preparation, revision, reflection

Research has consistently shown that parental engagement in homework is a key factor in a child's achievement in school. You should ask your parents for guidance, test out ideas on them, read out written pieces to them and show artwork or designs for projects to them. You should value their guidance, advice and help when doing your homework.

Parents must sign and date all corrected test scripts and the journal at the end of every week.

The following is the recommended time that students should spend on homework per night;

1 <sup>st</sup> Year Students – 1 ½ hours
2 <sup>nd</sup> Year Students – 2 hours
3 <sup>rd</sup> Year Students - 2 ½ hours
5 <sup>th</sup> Year Students – 2 ½ - 3 hours
6 <sup>th</sup> Year Students – 3 hours +

## 2. Supports

Concern for the 'holistic' development of our students enabling them to grow to their full potential, is at the core of the 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 class has a tutor, who is a teacher that teaches them during the week. The tutor will develop a rapport with the class and will guide and advise them, acknowledge their achievements as well as checking their journals, attendance and academic progress.

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. They also celebrate achievements, give advice, support and guidance

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

The Guidance counsellor and school chaplain work together with small groups to resolve any bullying issues which may arise and to build and repair relationships

The Chaplain is a faith presence, committed to Christian values and is a supportive presence within the school

The Chaplain is available to offer care and support to pupils, parents and staff.

### 2.1 Pastoral Care

<p><b>2.2 Merit points</b></p>	<p>The Chaplain organises liturgies and retreats, celebrating, marking and reflecting on significant times and events throughout the school year. Students from non-Christian traditions may opt out of these celebrations with a written note from a parent or guardian</p> <p>The student mentors support the new first year students to make the transition from primary to secondary school. Each mentor is responsible for a small group of five first years and they act as a trusted point of contact answering questions and providing information</p> <p>The mentors observe to ensure that the first years are developing friendships and becoming comfortable in the school environment</p> <p>The school has a comprehensive Social, Personal and Health Education Programme which works in tandem with the Guidance Counsellors and Chaplain</p> <p>School rules and the reason for them are discussed as part of the CSPE and SPHE programmes</p> <p>Each first year class can pick up merit points from their teachers based on the performance of the class during a class period. The teacher will consider punctuality, homework, behaviour and class engagement and award up to ten points. Every five or six weeks, the class with the greatest number of merit points will receive a reward</p> <p>At the end of the year the class with the greatest merit points will get a significant trip away. The classes that come second and third will also receive class prizes</p> <p>At the end of each year students who meet the criteria will receive an Exemplary Behaviour Certificate</p>
<p><b>2.3 exemplary Behaviour certificates</b></p>	<p>These certificates are presented by the Principal in the presence of the complete year group</p>
<p><b>2.4 Communication</b></p>	<p>The school welcomes and actively encourages the involvement of our parents and guardians</p> <p>Members of staff are available to speak to parents by appointment either by telephone or face to face in the school</p> <p>If a parent/guardian has a serious concern, they should contact the school immediately and every effort will be made to meet the parent promptly</p> <p>Support and advice are available from the school Guidance Counsellor, Chaplain and Learning Support Co ordinator</p> <p>The school journal is designed as an easy means of communication between parents and the school</p> <p>The Code of Behaviour is circulated to the parents and guardians of all new entrants to the school. They are asked to read it and sign their agreement with the contents and to actively support and co-operate with its implementation</p>
<p><b>2.5 Supporting the Code</b></p>	<p>This is to ensure that parents/guardians and students know what the rules are, why they must be adhered to and what procedures will be followed if the rules are not upheld</p> <p>At the start of each new year, students are taken through the Code of Behaviour and any amendments to it are highlighted</p>
<p><b>2.6 Annual Review</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 making friends, understanding the timetable and how to recognise and deal with bullying</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><b>2.7 First Year Induction</b></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 like sports day and table quizzes</p>

The school Guidance Department meets all first year students for a one to one meeting at the start of the year

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

**3. Interventions**

Interventions are used for students who find it difficult to uphold the Code of Behaviour

Regular informal conversations are held between a class teacher and a student who finds it difficult to uphold the classroom expectations

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

To suggest ways that the student can act/react differently so as not to break the rules in the future

To impose a sanction or to issue discipline points and to get the student to see why they are taking this course of action

The Year Head may also engage in informal conversations with a student regarding the points that have been issued by class teachers and that have appeared in the points system

Parents may be asked to come into the school to discuss the difficulties that a student is having with the Code of Behaviour

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

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 difference sources of support and guidance;

Referral to the Guidance Counsellor or School Chaplain

Referral outside school to a specialist service

Referral to the NEPS psychologist for assessment and/or behaviour modification

**4. Sanctions**

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.

Moyné 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.

If a student gets **ten** 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. If there is an unexplained absence from an ASD, it will become an automatic suspension.

Further points will lead to this process being repeated with further suspensions increasing to two days.

**The points are as follows:**

Late for class/school 2 points

Journal lost/not in school 2 points

**3.1 Informal chat**

**3.2 Meeting with Parents**

**3.3 Referrals**

**The points System**

Journal not signed by parent when requested by a teacher	2 points
Eating in class or drinking without permission	2 points
Littering in the corridor or anywhere in the school grounds	2 - 5 points
Any behaviour which disrupts class	2 – 5 points
	(At discretion of teacher)
Homework/Class work persistently not done	4 points
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 - Suspension
Mobile phone possession/use	Confiscated as per CoB. Parents collect from school
Defacing or damaging school property	10 points – Suspension
Stealing or damaging the property of others	10 points – suspension
Blatant disobedience of written or verbal instructions.	10 points - suspension
Blatant insubordination to staff	10 points - suspension
Racist comments, gestures or symbols	10 points- suspension
Fighting/organising fights/encouraging fights	10 points -suspension.
Mitching class or school	10 points -Suspension
Smoking, possession of cigarettes, e cigarettes, lighters, matches,	
Being in the company of smokers, evidence of smoking	ASD, suspension
Chewing Gum	LTD, ASD Suspension
Interference with any safety equipment	Suspension
The possession, distribution or use of fireworks or stink bombs	Suspension
Leaving school grounds without permission	Suspension

Bad language towards or intimidation of member of staff	10 points - Suspension
Possession, distribution or use of alcohol, illegal substances or drugs paraphernalia	suspension/expulsion
Bullying (planned, continuous)	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 enterprises, student 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 16<sup>th</sup> of April 2018 after consultation with the Student Council, Parents' Association, Staff and both Patrons.**

**It will be reviewed on an annual basis by all the relevant parties**

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: \_\_\_\_\_