

ST NESSAN'S COMMUNITY COLLEGE
(Pobal Choláiste Neasáin Naofa)



CODE OF BEHAVIOUR

June 2010

CODE OF BEHAVIOUR

Introduction

St Nessan's Community College is a multi-denominational, co-educational school. It is comprehensive in its intake and in its curricular provision. St Nessan's mission statement **FÁS, FOGHLAIM, FORBAIRT**, reflects our aim to foster the growth, learning and development of all students. The community of the school works in a holistic manner to ensure that dependence is gradually replaced by responsibility for self and society. The dignity of each student, staff member and parent is respected and reflected in school policies and structures, including this policy. While it is the needs of the learner that direct the development of the school the highest levels of excellence are expected and encouraged. The school promotes a spirit of service and care.

The Principal and Board of Management support individual classroom teachers in their efforts to create a positive teaching and learning environment in the school. This Code of Behaviour recognises the rights of all students to an education and in equal proportion reinforces the responsibilities of all of the school community to adhere to the Code of Behaviour thus protecting the integrity of the school's mission and the rights of all who wish to learn and work in the College.

The school, through information sessions and meetings with parents seeks to promote a partnership between home and school and to facilitate the transition of students from primary to secondary school.

In St Nessan's Community College, we endeavour to communicate effectively with parent(s)/guardian(s) and all members of the school community for the betterment of all involved.

In summary this code expects that everyone will play his/her part in ensuring a well-organised, happy and safe learning environment for all who attend school at and work in St Nessan's Community College.

Pastoral Structures and Procedures to Promote Positive Discipline

Class Teacher

Class teachers advise students how to behave properly in order to maximise benefits to themselves and their fellow students. They also advise students with regard to appropriate classroom behaviour and the consequences of misconduct.

Class Tutor

Each Junior Cycle class group has a Class Tutor who takes a pastoral interest in their students and monitors academic progress.

Year Head

Each year group has a Year Head who liaises with the services of other support personnel in assisting students to abide by the Code of Behaviour.

Guidance Counsellor

The Guidance Counsellor has a supportive role for all students and their parents who may be experiencing difficulties in their lives as members of the school community.

Chaplain

The Chaplain acts in a pastoral role offering personal support to both pupils and staff of the College.

Home School Community Liaison Coordinator (HSCL)

The Home School Community Liaison Coordinator (HSCL) supports those at risk of disengaging from the formal education system. The Home School Community Liaison Coordinator (HSCL) liaises between home and school and with other support agencies.

School Attendance Officer

The School Attendance Officer records and monitors school attendance levels and promotes good attendance by students in agreement with procedures outlined by the National Education Welfare Board.

National Behavioural Support Services (NBSS)

The National Behavioural Support Services (NBSS) may be utilised to promote and support positive student behaviour, to assist with challenging behaviours, which impede the process of teaching and learning.

Registration

A system of finger identification is utilised by students for registering attendance each morning. This system is linked directly to the computerised system of recording attendance/absence.

Assemblies

Assemblies are held at 9.00 a.m. each morning and after every change of class throughout the day, when required. At assembly, students are encouraged to develop positive relations with staff, fellow students and the whole school community. They are also encouraged to achieve their personal best in all areas of school life. At assembly student involvement in school activities is acknowledged, promoted and positive behaviour endorsed.

Management Information

All Senior Management, Tutors, Year Heads and Department Staff are encouraged to be sensitive to information with regard to the personal background and circumstances of individual students and to bring such information to the attention of school personnel as appropriate.

Our Values

In St Nessian's Community College we aspire to be guided by the following five values:

- Value 1** - **Respect for Self.**
- Value 2** - **Respect for Others.**
- Value 3** - **Respect for Our School.**
- Value 4** - **Respect for the Environment.**
- Value 5** - **Respect for the Law.**

Our expectations of students under the values are as follows:

- Value 1** - **Respect for Self**
 - (a) To do one's best in all aspects of school life.
 - (b) To be responsible for one's own property.
 - (c) To arrive on time for class, in full uniform and properly prepared.
 - (d) To maintain one's journal or equivalent in a presentable condition and use it appropriately.
- Value 2** - **Respect for Others**
 - (a) To be courteous to all school staff and visitors.
 - (b) To be helpful and treat others with good manners and respect.
 - (c) To follow carefully and adhere totally to the instructions of staff.
 - (d) To follow the school's Anti-Bullying Policy.
- Value 3** - **Respect for Our School**
 - (a) To follow all school approved policies.
 - (b) To be courteous and respectful on school related activities.
 - (c) To take one's break in the manner and area specified.
- Value 4** - **Respect for the Environment**
 - (a) To show respect for school property and for the school environment.
 - (b) To treat school fittings and furniture with care and respect.
 - (c) To dispose of litter carefully and in the bins provided.
 - (d) To follow the procedures and requirements as outlined in the school's Health and Safety Statement and related legislation.
- Value 5** - **Respect for the Law**
 - (a) To abide by the law.

- (b) To act as a responsible citizen.

Breaches of our five values are categorised as minor and serious. The following serves only as a guide, it is not exhaustive. (Ref. Appendix 1).

Please refer Appendix 9 for a brief synopsis of our Code of Behaviour, which is contained in the student journal.

Practical Subjects

In each of the practical subjects listed a specific code of conduct governs participation in these classes. In the event that the specific code is not adhered to the teacher will invoke the procedures of the overall Code of Behaviour. The details of the subjects in question and of the specific codes of conduct for practical subjects see Appendix 3 to 8.

Sanctions in Response to Breaches of Our System

We promote in a positive manner our values and our expectations of the students in St Nessian's Community College. However, when breaches occur sanctions will be applied. This is done in accordance with the principles of natural justice, to ensure fairness for all. We support the concept of parental partnership as outlined in the Education Act 1998 and take cognisance of the Department of Education and Science Circular M33/91.

Sanctions will range from a word of warning to the process of exclusion. Examples of other sanctions are:

- Temporary confiscation of property (temporary implies property returned at end of school day)
- Additional educational assignments given
- Reassignment of the student class place
- Temporary reassignment of student to another classroom
- Assisting in the maintenance of the school environment
- Removal of privileges
- Non-participation in extra curricular activities for a nominated time
- Detention
- Removal from school representative for a (for nominated period of time)
- Suspension

If the school authorities deem any one action to be of a grievous nature the school authorities may apply a more serious sanction.

Roles and Responsibilities

Parent(s)/Legal Guardian(s)

Parent(s)/Legal Guardian(s) are asked to ensure their children abide by the Code of Behaviour and work collaboratively with the school to ensure the code is fulfilled.

Parent(s)/Legal Guardian(s) are required to provide up-to-date contact details to the school authorities in the event of an emergency (be it of a medical or disciplinary nature) involving their son/daughter or legal ward.

Students

All students on all occasions and in all circumstances are expected to uphold the Code of Behaviour when they are on the school premises, while on trips and outings, when engaged in extra-curricular activities or attending events organised by the school.

Class Teacher/Class Tutor/Year Head/ Deputy Principal/Principal/Board of Management

The Class Teacher/Class Tutor/Year Head/Deputy Principal/Principal/Board of Management will implement fairly and justly the Code of Behaviour. In the event that a teacher/tutor/year head/deputy principal/principal is directly or personally involved in the incident the adjudication regarding the imposition of a sanction will be dealt with by others, this is in accordance with the principles of natural justice.

Discipline Procedures

Teacher

- Informal: Teacher deals with breach, for example correction, reprimand.
 - Formal 1: Use of class journal
 - Formal 2: Referral Form to be completed and account given to Class Tutor and Year Head (serious incident).
- * Informal is not recorded.
* Formal is recorded.
* In the event of a serious once-off incident the case will be referred immediately to the Year Head.

Class Tutor

- Class Tutor routinely examines journal.
- Class Tutor speaks with pupil.
- Class Tutor communicates with Year Head especially if pupil is in receipt of **three written** complaints in the journal.
- Class Tutor recommends placing student on report.

Year Head

- Interview student (Formal Procedure).
- Community Service, for example assisting in the maintenance of the school environment.
- Place student on report.
- Issues warning letter to parent(s)/guardian(s).
- Invites parent(s)/guardian(s) to meeting.
- May recommend detention.
- In the case of repeat offenders or a serious once off incident may recommend suspension.

Disciplinary Committee

(Comprising of the Deputy Principal (Chair), 1 Year Head for the student before the Committee, 1 other Assistant Principal and 1 other teacher not involved in the incident)

- Student brought before above authority.
- Student placed on report.
- Privileges removed.
- May refer a student to the internal counselling facilities.
- Parents consulted regarding professional help.
- Lecto Brevis (for example rescheduling student timetable).
- Liase with Department of Education and Science Inspector.
- Student suspended for a maximum of three days.

Written Communication to Parent(s)/Guardian(s) Following Suspension

- Date of commencement and duration of suspension.
- Conditions of return; student accompanied by parent, written apology from student etc.
- If above not fulfilled school authorities recommend to Board of Management to continue suspension and/or proceed to the process of exclusion.

Appeals Process in Discipline Procedure

- Oral hearing of parent(s)/guardian(s) regarding student at Board of Management meeting.
- Principal makes presentation to Board.
- The Board takes a decision on basis of the case in the absence of the Principal and the parent(s)/guardian(s).
- The decision may be appealed to the Vocational Education Committee; a copy of the Appeals Procedure is available from the school.
- Notification of a long-term suspension or exclusion will be made to the Education Welfare Office.

Procedures to be Followed in the Event of a Suspension

1. The matter will be very serious; either a pattern of persistent misconduct or a serious once-off incident.
2. The issue will be fully investigated by the Principal or Deputy or a person with delegated responsibility, other than the offended party, i.e. if the Principal, Deputy Principal or particular year Head are involved the case will be referred to the delegated person. Witnesses to the event(s) may be interviewed. A written record of the investigation will be kept.
3. The student against whom the complaint is made will be given an opportunity to present their side of the story. The student will be asked to write an account of their version of events. This signed written account will have to be made available within twenty-four hours of the incident.
4. Every effort will be made to contact the parents/guardians with a view to discussing the situation. Where a suspension is being considered parents will be asked to consider

keeping their child at home until the parents speak with the school authorities. Until such takes place students will be suspended from classes internally.

5. Parents will normally be advised in writing of a decision to suspend. The letter will include the following:
 - Notification of the decision and reason(s) for same
 - The effective date and duration of the suspension
 - A clear statement that the student is under the care of the parent(s)/ guardian(s) for the duration of the suspension and that the student must not enter the school grounds during the period of suspension.
 - Expectations of a student while on suspension, e.g. that the student is not allowed on the premises of the school or to participate in any extra curricular activities whilst on suspension.
 - If the NEWB has been informed, this should be stated
 - Rights of appeal (if any) e.g. Section 29 Appeal if applicable
 - If consideration is being given to expulsion as a sanction in this instance, the letter must state this unambiguously.
6. The Principal or designated person with responsibility may suspend a student for up to three school days. All suspensions will be reported to the Board of Management at their next ordinary meeting. There is no appeal against a suspension of three days or less. Please refer to the College's Appeals Procedure concerning appeals against suspensions.
7. The Board of Management will normally consider suspensions for a period longer than three days, except in the case of a very disruptive pupil who has already been suspended. In this case the Board may delegate authority to suspend such a pupil for up to one week to the Principal. Prior to a decision being made to suspend a pupil parents will be given an opportunity to make their case to the Board or Principal.
8. Where the Board of Management suspends a student, and the cumulative number of days suspension for that student exceeds twenty in any one school year, parents will be informed of their right to appeal the decision to the Trustees and/or the Department of Education and Science.
9. Where a proposal to suspend is before the Board of Management and a student is involved in a further serious disciplinary incident that student may be required to stay at home until the matter is decided upon by the Board of Management, whichever is the earlier. In that event the Board will take the further incident into account in reaching its decision.
10. ***Grounds for Removing a Suspension:*** Following a suspension the parents/guardians (or student over 18 years) may seek a meeting with the Principal to discuss the matter further and to make further representations. Where the school is satisfied that new circumstances have come to light that have a bearing on the matter, the decision to suspend may be reviewed (by those who made the decision) and an alternative sanction imposed if deemed appropriate.

Procedures to be Followed in the Event that Expulsion is being Considered

1. The matter will be very serious; either a pattern of persistent misconduct or a

serious once-off incident.

2. The issue will be fully investigated by the principal or deputy or a person with delegated responsibility, other than the offended party, i.e. if the Principal, Deputy Principal or particular Year Head are involved the case will be referred to the delegated person. Witnesses to the event(s) may be interviewed. A written record of the investigation will be kept.
3. The student against whom the complaint is made will be given an opportunity to present their side of the story. The student will be asked to write an account of their version of events. This signed, written account will have to be made available within twenty-four hours of the incident.
4. The parent will be given an opportunity to present their case. Where an expulsion is being considered parents will be asked to consider keeping their child at home until the matter is referred to the Board of Management.
5. An emergency meeting of the Board of Management, with a single item agenda will be called, as soon as possible and normally within 6 school days to determine the issue. A minimum of three days notice will be given to parents in such a case.
6. At the start of the meeting the Chairperson shall enquire whether any member has a conflict of interest in respect of the matter being considered by the Board. Where the Board is satisfied that a conflict of interest exists, the member(s) involved shall withdraw from the meeting at the same time as the parents (or guardians), student (if over 18 and representing himself or herself) and the Principal.
7. Written documentation will be supplied to parents and Board members with the notice of the Board meeting. Such documentation will include:
 - The details of the allegation against the student
 - A copy of the case to be presented against the student at the Board hearing
 - A copy of any supporting documentation that may be used by the school in support of its case
 - A clear statement that expulsion is being considered as a sanction in this instance
 - An invitation to make a written submission and/or to be present and heard at the hearing
 - Expectations of the student (while on suspension pending a hearing) e.g. that the student is not allowed on the premises of the school or to participate in any extra curricular activities whilst on suspension
 - A statement that the NEWB has been informed of the proceedings to consider expulsion prior to the meeting
 - Rights of appeal e.g. Section 29 Appeal
8. Parents may be accompanied at the Board hearing but, as this is a lay forum, legal representation is not the normal practice and should the parent(s)/legal guardian(s) chose to have legal representation then this must be notified to the Secretary of the Board of Management at least one full working day in advance of the meeting.
9. The Principal or person acting in this capacity will present the case against the student and will be available to answer questions from parents and Board members.

10. The parent(s)/guardian(s) (or student over 18) will present their case and will be available to answer questions from the Principal and Board members.
11. Once the Principal (or person acting in this capacity), the parents/guardians (or student over 18) and their representatives have made their presentations they will withdraw from the meeting.
12. Should the Board require the professional advice of the principal, the principal may be invited to return to the meeting briefly for that purpose. While the principal is present, there will be no discussion on the merits of the particular case being considered.
13. When considering an expulsion or a long-term suspension the Board will ensure that the following factors are given due consideration:
 - The gravity of the misbehaviour
 - The likelihood of a recurrence
 - The impact the misbehaviour is having on the learning of others
 - The safety of students and teachers in the school
 - The degree to which the behaviour was in violation of written school rule(s) and the relative importance of the rule(s)
 - Whether the incident was perpetrated by the individual on his/her own or whether as part of a group; if as part of a group, the extent to which the individual is responsible for the misbehaviour
 - The frequency of misbehaviour from the student
 - The cumulative discipline record of the student
 - What other sanctions have been tried and the level of success of such sanctions
 - The responses of the student and his/her parents or guardians to any previous misbehaviour
 - The age of the student
 - Whether the student is due to sit for any State Examinations in the near future
14. The Board will reach its decision and will record the reasons for deciding as it does.
15. Where the Board of Management decides to expel a student, the parents/guardians (and/or a student over 18) and will be informed by letter delivered by registered post. The letter will include the following:
 - Notice of the decision to expel and the effective date of the expulsion (this shall not be before the passing of 20 school days following the receipt by an educational welfare officer of the notification to expel)
 - The reasons for the expulsion
 - Their right to appeal the decision under Section 29 of the Education Act and information about the Appeal process including the titles, phone number(s) and addresses of the relevant authorities and that the student will remain out of the school until the outcome of an Appeal (if any) is known. (Reference Appeal procedures section)
 - A statement that the National Education Welfare Board (NEWB) has been informed
 - A clear statement that the Education Welfare Officer of the NEWB will examine alternative provision for the student

APPENDIX 1

Exemplar of Breaches of our Value System

Value 1 - **Respect for Self**

Serious breaches include:

- (a) Inappropriate contact between pupils of the same or different genders.
- (b) Persistent and unjustified lateness.
- (c) Persistent and unjustified absenteeism. (Students/guardians please note Attendance requirements under The Education Welfare Act 2000).
- (d) Persistent minor breaches.

Minor breaches include:

- (a) Breach of punctuality.
- (b) Books/Copies missing.
- (c) Homework not completed.
- (d) Jewellery (see uniform policy).

Value 2 - **Respect for Others**

Serious breaches include:

- (a) Abusive or threatening behaviour towards any member of the school community.
- (b) Sexual harassment or bullying of any member of the school community.
- (c) Discrimination on any of the nine grounds outlined in the The Equal Status Act 2000 (gender, marital status, family status, sexual orientation, age, disability, race and membership of the Traveller Community).
- (d) Any activity, which seriously interferes with teaching and learning.

Minor breaches include:

- (a) Eating in class.
- (b) Unruly behaviour.
- (c) Any activity, which interferes with teaching and learning.

Value 3 - **Respect for Our School**

Serious breaches include:

- (a) Mithing school
- (b) Deliberate absence from class.
- (c) Leaving school without following procedures.

Minor breaches include:

- (a) Breach of school uniform policy.
- (b) Failure to follow correct procedures regarding absence.

- (c) Being outside student areas as designated.

Value 4 - Respect for the Environment

Serious breaches include:

- (a) Damage to property.
- (b) Breach of traffic safety on school grounds.

Minor breaches include:

- (a) Chewing gum in school.
- (b) Littering.

Value 5 - Respect for the Law

Members of the community of St Nessan's Community College will uphold the laws of the land.

Examples of breaches of Value 5 include:

- (a) Partaking in any illegal activity either inside or outside school time.
- (b) Substance abuse.
- (c) Forgery.
- (d) Theft.
- (e) Smoking within the school environs.
- (f) Sexual harassment.

APPENDIX 2

SCHOOL UNIFORM

GIRLS: Dark Navy plain V neck jumper with school crest.
Dark Navy skirt to match (skirt must have two box pleats back and front and ankle length) and/or
Dark Navy pants to match (pants must have School Identification Tag).
(No other pants are acceptable)
Plain Light Blue Shirt
School Tie
Black school shoes only. Runners are not allowed.
Uniform Jacket with school crest.

BOYS: Dark Navy plain V neck jumper with school crest.
Dark Navy Pants to match (must be one of the following – Robbie Pants, D & G 1800 Club, or Hickey Pants. (Cords are not allowed)).
Plain Light Blue Shirt
School Tie
Black school shoes only. Runners are not allowed.
Uniform Jacket with school crest.

Jewellery:

Jewellery should be discreet and kept to a minimum. Chains may not be worn outside the uniform.

Girls and Boys may wear discreet earrings on the ear lobe only. Face piercing of any description is not permitted. Large hoops etc are not acceptable. Rings should be kept to a minimum and should not attract attention due to size or number. Unacceptable jewellery will be confiscated and returned, in the first instance, at the end of the school day. The school will not accept responsibility for confiscated items.

Hair:

Hair should be well kept and in accordance with Health and Safety regulations and as stipulated by the Board of Management from time to time.

ELECTRONIC DEVICES

Mobile phones and other electronic devices may not be used under any circumstances during school hours. If a student is found to be using such equipment during school time, it will be confiscated and held in the Principal's office. Confiscated equipment will be returned, in the first instance, on the day that it is confiscated. For a second confiscation, the equipment will be returned on payment of a €10 fine. The equipment will be retained until this fine is paid. Subsequent confiscations will result in the equipment being held until the parent of the student concerned collects the equipment and pays a further €10 fine. This is not negotiable.

NOTE:

It is the responsibility of parents and students to familiarise themselves with the Uniform Rules. Students who do not comply with the Uniform Rule may be sent home or suspended from school, until such time as they have complied.

APPENDIX 3

ART ROOM - CODE OF CONDUCT

Entry to Art Rooms is only permitted when accompanied by a Teacher.

Students must sit in assigned seats.

No running of any kind in the room.

No walking around the room carrying equipment without permission from the Teacher.

Students must observe carefully where they are walking at all times as extension leads may be in use.

Spillages of any kind (floor or table) must wiped up immediately.

Report all accidents and damaged or broken equipment immediately.

All bags must be stored under the tables to avoid obstacles that could cause a fall.

No throwing objects of any kind in the room.

Jackets are not allowed in the room.

No long chains/earrings or rings as materials and equipment could damage them. If students break this rule it is at their own risk.

Students must observe extreme care when using the hot water tap.

Do not touch electrical equipment with wet hands.

Students are not allowed touch or be near the kiln when it is in use.

Students must not remove any materials or equipment from the Art Room without permission.

Students have no access to the store.

Students must clean up and tidy the room after themselves including communal areas.

Students must be responsible for storing their work.

Do not touch any equipment, materials or other students work without permission.

All equipment and materials must be used following the safety instructions given by the teacher.

All equipment must be accounted for before students can leave the classroom.

APPENDIX 4

HOME ECONOMICS - CODE OF CONDUCT

Entry into the Home Economics Room is only permitted when under the supervision of a teacher.

Sit on assigned seats or work at assigned units.

Never run in the Home Economics Room.

Never walk about Home Economics Room when holding knives or hot saucepans.

Keep saucepan handles turned away from the edge of the cooker.

Keep electric flexes away from the edges surfaces.

Ensure all electrical switches are turned off and all electrical plugs are removed from sockets before leaving the Home Economics Room.

Wipe up floor spills immediately.

Report all accidents and breakages to supervising teacher immediately.

Never handle electric equipment with wet hands.

Use oven gloves when removing hot tins or dishes from the oven.

Hold food with fingers curled inwards to avoid cuts.

Stack chairs and put stools under benches before leaving the room.

Wash, wipe and put away all equipment after use. Brush floor space in your unit. Wipe down cooker top, work surfaces and sink surfaces. Empty unit rubbish bin.

Note the position in the Home Economics Room of the following safety items:

Fire Blanket

Fire Extinguisher

Gas Emergency Stop Button

First Aid Kit

APPENDIX 5

PHYSICAL EDUCATION - CODE OF CONDUCT

Correct PE Gear consists of:

Polo Shirt or T-Shirt, Tracksuit, Trainers. No crop tops, singlets or offensive logos.

All valuables, including money, mobile/camera phones and electronic devices must be left at home or in a locker during PE class. The school is not responsible for any loss which occurs during this time.

PE is a compulsory subject for all years. All pupils must participate except those excused for certified medical reasons. If you are sick or injured you must have a note from your parents excusing you from class.

All pupils must go directly to the Sports Hall or assigned location for PE class and must be on time for the next class. Pupils are **not** allowed go to the shop between classes.

Entry to equipment room/gym/dance studio without the teachers permission is strictly forbidden.

Pupils are required to bring their journal, a copy book and a biro to PE class.

All pupils are advised to shower after PE activities. Pupils are required to change back into full uniform after PE class except after last class of the day.

All pupils going away to matches or athletic events must inform their teachers of their absence before leaving school. All homework must be done for the next day.

All normal school rules apply also to the Sports Hall or Assigned Location.

NB: *We strongly recommend that all students participating in PE/Sports/Games avail of the Student Personal Accident Insurance.*

APPENDIX 6

SCIENCE LABORATORIES - CODE OF CONDUCT

Do not enter the laboratory if your Science Teacher is not present.

Listen and act immediately on your Science Teacher's advice and instructions.

Wear safety glasses and rubber gloves if instructed by your Science Teacher.

If you have long hair make sure it is tied back.

Make sure you have studied, learned and understood the details of the experiment.

Follow the method of the experiment exactly. If in doubt ask your Science Teacher, not your classmates.

Do not touch any chemicals with your bare hands.

Do not eat or drink in the Science Laboratory – do not put anything into your mouth in the Laboratory.

Report cuts, accidents, spillages and breakages immediately to your Science Teacher – this is really very important.

Do not leave your bench unless you have your teacher's permission and walk when changing places, do not run.

Only have essential materials at or on your laboratory bench – jackets, scarves and bags should be in your locker or at the back of the laboratory.

Learn the meaning of the symbols used for hazardous materials.

Do not interfere with laboratory equipment and fixtures e.g. electrical sockets, gas taps, water taps.

APPENDIX 7

METALWORK ROOM - CODE OF CONDUCT

Entry to the Metalwork Room is only permitted when accompanied by a teacher.

Students must work at the bench and vice assigned by the teacher.

Missing or damaged equipment must be checked and reported to the teacher.

Vices, benches and machines must be swept clean at the end of class.

Any spillage of oil or coolant must be reported and dried up immediately.

Safety glasses must be worn while carrying out or observing machine operations.

Students must never operate a machine without the expressed permission of the teacher.

If in any doubt regarding the operations of a machine or process 'ASK'.

Running or any form of horseplay is strictly forbidden.

Any accident however small must be reported.

Mobile phones are not allowed in the workshop area.

A workshop coat must be worn during all workshop classes.

Failure to comply with these regulations will result in suspension from the workshop.

APPENDIX 8

WOODWORK ROOM - CODE OF CONDUCT

Entry to Woodwork Room is only permitted when accompanied by a Teacher.

Students must work at the bench and vice assigned to them by teacher.

Missing or damaged tools must be reported to the teacher.

Vices, benches and machines must be swept clean at the end of class.

Any spillage of oil, varnish, paint, etc must be reported to the teacher and cleaned up immediately.

Safety glasses must be worn while carrying out or observing machine operations.

Students must never operate a machine without the expressed permission of the teacher.

Running or any form of horseplay is strictly forbidden while in the Woodwork Room.

Any accident however small must be reported immediately.

Mobile phones are not allowed in the Woodwork Room.

A workshop coat must be worn at all times while in the Woodwork Room.

Failure to comply with any of these regulations will result in suspension from the Woodwork Room.

Appendix 9

CODE OF BEHAVIOUR

St. Nessan's Community College is a multi-denominational, co-educational school. It is comprehensive in its intake and in its curricular provision. Our mission statement **Fás, Foghlaim, Forbairt**, reflects our aim to foster growth, learning and development of all students.

The following is a brief summary of our Code of Behaviour. This code expects that **everyone** will play his/her part in ensuring a well organised, happy and safe learning environment for all who attend and work, in St. Nessan's Community College. (*A full copy of our Code of Behaviour is available on request*).

Our Values

We aspire to be guided by the following five values:

1. *Respect for Self.*
2. *Respect for Others.*
3. *Respect for our School.*
4. *Respect for the Environment.*
5. *Respect for the Law.*

School Rules

1. *Attendance and Punctuality*

School commences at 9.00 and ends at 3.30. Students are required to attend all classes. A written explanation must be provided for each absence and lateness.

2. *Classroom*

Students must co-operate fully with the work of the class, arrive fully equipped for each subject and adhere to their teacher's requests, e.g. classwork; homework; seating arrangements; school journal; etc.

3. *General Conduct*

Good manners, courtesy and respect towards one another and other members of the school community are expected at all times.

The following behaviour is deemed to be totally unacceptable:

- Defiance of authority or deliberate disruption.
- Bullying – of all types, i.e. overt or covert, is not acceptable. We do not tolerate it – you should not have to endure it. Report it.
- Fighting – verbal or physical threat or action against another person.
- Theft or Vandalism – deliberate destruction/theft of, or damage/theft to, property.
- Harassment or intimidation of students or staff, like name calling, writing/passing of notes, etc.
- Foul language – offensive or coarse language
- Electronic Devices – the use of any electronic device is prohibited during school hours.
- Smoking, alcohol and the use or possession of illegal substances are prohibited.
- Failure to avail of learning opportunities.

Students who consistently display *positive behaviour* are recognised by teachers with verbal and non-verbal praise, together with personal recognition from the Class Tutor, Yearhead, Deputy Principal or Principal, with phone calls home, notes, rewards, etc.

Students who consistently display *negative behaviour* are encouraged by teachers to adopt more positive behaviour patterns.

Sanctions in Response to Breaches of Our System

We promote, in a positive manner, our values and our expectations of the students in St. Nessian's Community College. However, when negative behaviour is displayed sanctions will be applied. Sanctions will range from a word of warning to the process of exclusion. Examples of other sanctions are:

- Temporary confiscation of property.
- Additional educational assignments.
- Reassignment of the student class place.
- Temporary reassignment of student to another classroom.
- Assisting in the maintenance of the school environment.
- Removal of privileges.
- Non-participation in extra curricular activities for a nominated time.
- Detention.
- Removal from school representative for a nominated period of time.
- Suspension.
- Exclusion.

Pastoral Care

The principle aim of the Pastoral Care Programme in St. Nessian's Community College is to nurture, affirm, challenge and inspire students to be young adults of the highest integrity who use their spiritual, intellectual and physical gifts for themselves and for the communities in which they live.

Pastoral Care Structure

Each student has a designated Yearhead and each Junior Cycle Class has a Class Tutor with whom they meet with as a group and individually. The following personnel also provide support for students:

- Class teacher
- Chaplain
- Guidance Counsellor
- Counsellor

STUDENTS PERSONAL PROPERTY

Students must take responsibility for their own personal property. All books, uniform, equipment, etc, should be clearly marked with the student's name and class. Under no circumstances should money, or any valuables, be left unattended in a school bag, coat, classroom or any other area within the school. Lockers are available, at a nominal rent, to all students. It is advisable that all students should have a locker.

ELECTRONIC DEVICES

Mobile phones and other electronic devices may not be used under any circumstances during school hours. If a student is found to be using such equipment during school time, it will be confiscated and held in the Principal's office. Confiscated equipment will be returned, in the first instance, on the day that it is confiscated. For a second confiscation, the equipment will be returned on payment of a €10 fine. The equipment will be retained until this fine is paid. Subsequent confiscations will result in the equipment being held until the parent of the student concerned collects the equipment and pays a further €10 fine. This is not negotiable.

Appendix 10

Procedures to be employed by the Disciplinary Committee

1. A Disciplinary Committee will be convened by the Year Head of the student who is to appear before the Committee.
2. The Committee will consist of:
 - a. Deputy Principal (Chairperson of the Committee)
 - b. The Year Head of the student before the Committee.
 - c. An Assistant Principal.
 - d. A teacher not involved in the incident(s) – preferably a teacher who does not teach the student.
3. Notification of the schools intention to put a student before a Disciplinary Committee should be notified to the student's parent(s)/guardian(s) in advance. The notification must indicate that the parent(s)/Guardian(s) is/are invited to attend with the student at the date and time indicated on the notification. If this date/time is not suitable, then a more suitable time (agreeable to all parties) will be determined. In the case of a student who is 18 or older, the parent(s)/guardian(s) need not attend, but may do so if they wish. As part of this notification, the student and parent(s)/guardian(s) will be invited to forward a written submission to the school prior to the agreed date. This will be considered with all other documentation at the Disciplinary Committee.
4. If the student and parent(s)/guardian(s) do not attend at the agreed date and time set for the Disciplinary Committee, and fail to contact the school prior to the agreed time to indicate their non-attendance, the Committee will meet and reach a recommendation in their absence.
5. Representation – Parents are not permitted to have representations made at the Disciplinary Committee Meeting on their behalf. If parents wish to invite another person to accompany them at the Disciplinary Meeting, they may do so. However, the person invited is present as an observer and is not permitted to speak at the meeting.
6. All evidence gathered and brought to a Disciplinary Committee should be factual. The documentation prepared for the committee should not include personal opinions or recommendations. Any documentation used at a Disciplinary Committee may be required at a later date in the event of an appeal, etc.
7. Standard documentation to be used throughout – copies of these documents are available on the school's internal website.
8. Paperwork to be prepared in advance (preferably typed). This should include:
 - a. A cover sheet detailing the incident(s) involved

- b. Supporting documentation (see 2 & 3 above)
9. 5 copies of the paperwork to be prepared – one for each member of the Committee and one copy for the parent(s)/guardian(s)
 10. The parent(s)/guardian(s) should be given a copy of the documentation prior to meeting the Committee.
 11. Format for the disciplinary hearing:
 - a. Chairperson welcomes everyone and introduces the Committee to the parent(s)/Guardian(s). The format of the disciplinary hearing is then explained to the parent(s)/guardian(s).
 - b. Chairperson asks the Year Head to outline the incident(s)
 - c. The parent(s)/guardian(s) are then afforded the opportunity to reply, ask questions or seek clarification.
 - d. The rest of the Committee may then ask questions of all parties concerned.
 - e. Chairperson concludes the meeting, thanking all present for attending.
 - f. Committee then meet to discuss the outcome and to formulate a recommendation.
 - g. Chairperson writes up the recommendation using standard documentation and having consulted all members of the Committee (who sign the recommendation to indicate their agreement with same), forwards the recommendation to the Principal for his consideration.
 12. A copy of all documentation used by the Committee will be kept by both the Year Head and also the Deputy Principal.

APPENDIX 11

I/We have read and understood the St Nessian's Community College Code of Behaviour. I/We understand that it is a condition of acceptance of a place in St Nessian's Community College and that I/my/our son/daughter complies with the Code of Behaviour. I/We, as parent(s)/guardian(s), will ensure that our son/daughter does so.

SIGNED: _____
Parent/Guardian

SIGNED: _____
Parent/Guardian

SIGNED: _____
Student

DATE: _____