

# **Code of Behaviour**

## **Introduction**

In compliance with Section 23 of the Education (Welfare) Act 2000, the Board of Management of Scoil Eoin NS has prepared and made available a Code of Behaviour for its Students, Staff and Parents.

The Code of Behaviour details:

1. The standards of behaviour that shall be observed by each Student attending the school;
2. The whole school approach in promoting positive behaviour;
3. The measures that shall be taken when a Student fails or refuses to observe those standards;
4. The procedures to be followed before a Student may be suspended or expelled from the school concerned;
5. The grounds for removing a suspension imposed in relation to a Student
6. The school's Anti-Bullying Policy; and
7. The procedures to be followed in relation to a child's absence from school.

The Code of Behaviour of Scoil Eoin NS has been developed in accordance with '*Developing a Code of Behaviour: Guidelines for Schools*', National Educational Welfare Board, 2008.

## **Policy Formation**

In formulating this policy the Board of Management completed the following steps;

- i. Parents and Staff were informed that an initial draft of the Code of Behaviour was available and they were invited to make submissions on the content of the code within a specified timeframe.
- ii. Class teachers were requested to discuss the topic of 'rules' with their classes and submit a list of Students' suggestions to the Principal.
- iii. The initial draft of the Code of Behaviour was reviewed and where appropriate amended in-line with the feedback received.

Scoil Eoin N.S., Balloonagh, aims to provide a happy, secure environment conducive to good behaviour in which Students can develop emotionally, spiritually and academically, taking the child's background, circumstances and ability into consideration and in due process providing them with a well balanced education in a catholic environment.

The school lays foundations for further development by giving the Students a degree of self-confidence, fostering a good self-image and aiming to provide the highest standards of teaching and learning.

The Christian ethos of the school ensures that the spiritual and moral welfare of the Students is adequately catered for during the formative years. The school helps them to appreciate their unique worth and dignity, fostering in them respect for themselves, for others and for their environment.

A strong sense of community within the school, and a high level of co-operation among staff, and between staff parents and Students facilitates the maintenance of a disciplined, consistent and fair environment.

This supportive and safe environment is essential for effective learning and respects the following rights.

- The rights of all students to learn
- The rights of teachers to teach
- The rights of all to be safe

The Code of Behaviour defines the responsibilities which all members of the school community are expected to uphold and recognises the significance of appropriate and meaningful relationships.

It outlines a consistent standard of behaviour inclusive of students, staff and parents. The Code has been developed to deliver the best possible outcomes for students, recognising the close relationship between learning, achievement and behaviour.

Our school community will use the Code as a basis for providing:

- Positive support to promote high standards of achievement and behaviour
- Clearly articulated responses and consequences for inappropriate behaviour

**In enrolling a Student in Scoil Eoin parents are accepting the school's Code of Behaviour and agreeing to support its implementation at every level.**

### **Whole School Approach**

The Board of Management recognises the importance of creating consistent values, policies, practices and relationships that support the Code of Behaviour. Such an environment may only be formed by involving the entire school community and in this respect the Board acknowledges the importance of the roles played by, the principal, teachers, ancillary staff, Students and parents in the review and operation of the Code.

### **All members of Scoil Eoin are expected to:**

- Conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others

### **Students are expected to:**

- Participate actively in the school's education programme
- Take responsibility for their own behaviour and learning
- Demonstrate respect for themselves, other members of the school community and the school environment
- Behave in a manner that respects the rights of others, including the right to learn
- Cooperate with staff and others in authority

Students with Special needs may have difficulties abiding by school rules and may require additional help. Where appropriate outside assessment and support services may be asked to advise.

These may include; Educational Psychologist, Educational Welfare Officer, Special Needs Organiser, Social Services, or Special Needs Support Services. Students and Parents/Guardians may need to engage in a tailored Behaviour Support Plan to assist the child in improving their behaviour

### **Parents/Guardians are expected to:**

- Show an active interest in their child's schooling and progress
- Familiarise themselves with the School's Code of Behaviour
- Cooperate with the school to achieve the best outcomes for their child
- Support school staff in maintaining a safe and respectful learning environment for all students and recognise the role of the teacher in managing the behaviour of Students in his/her care.
- Initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour
- Contribute positively to behaviour support plans that concern their child.
- Ensure their child attends regularly and on time.

N.B. The Board of Management will inform the Education Welfare Officer in writing where the child has missed 20 or more days in the school year, where attendance is irregular and when the Student is removed from the school register.

### **Our School is expected to:**

- Provide a safe and supportive learning environment
- Provide inclusive and engaging curriculum and teaching
- Initiate and maintain constructive communication and relationships with students and parents/guardians
- Promote skills of responsible self-management

### **Teachers are expected to:**

- ensure consistency and fairness in implementing the Code of Behaviour
- Communicate high expectations for individual achievement and behaviour

- Take special care to ensure that fair procedures are accessible to people with disabilities or those from different language or cultural backgrounds
- Take particular care that they help the Student with special needs to understand clearly the purpose of the sanction imposed and the reason why their behaviour is unacceptable
- Review and monitor the effectiveness of school practices and their impact on student learning

**Principal is expected to:**

- Play a strong leadership role in implementing and communicating the Code of Behaviour in the school community.
- Support staff in ensuring compliance with the Code of Behaviour
- Ensure all matters to do with an investigation of alleged misbehaviour are dealt with in confidence

**Board of Management is expected to:**

- Ensure that school plans are implemented consistently, fairly and reasonably
- Where/ when necessary to facilitate professional development to improve the skills of staff to promote responsible behaviour
- Monitor and review the Code of Behaviour
- Ensure that all Students and parents are advised about, and aware of, the school's policy for suspension and expulsion
- Take special care to ensure that the fair procedures are accessible to people with disabilities or those from different language or cultural backgrounds
- Ensure that the Board of Management and the Principal are equipped for their roles in relation to the use of suspension and expulsion
- Ensure all matters to do with an investigation of alleged misbehaviour are dealt with in confidence.

**STANDARDS OF BEHAVIOUR**

**Students**

***General Behaviour***

Each Student is expected to:

- be well behaved and to show consideration for other Students and adults
- show respect for the property of the school, other Students and their own belongings
- attend school on a regular basis and to be punctual
- do his/her best both in school and for homework -both written and oral
- take proper care of school books and equipment
- being helpful and co-operative
- having positive attitudes and enthusiasm

***Classroom Behaviour***

Each Student is expected to:

- listen – to the teacher and other Students if they are speaking
- work – to the best of his/her ability
- value – school property, equipment and the belongings of fellow Students.
- follow – the direction of his/her teacher
- obtain – his/her teachers permission to leave the classroom
- respect – the teacher, other Students and visitors to the classroom.
- Include - all Students in your activities
- Participate – in class and all school activities
- Keep – classroom clean and tidy
- Do not disrupt the class
- Have homework assignments completed and signed
- Remain seated on wet days
- Conduct themselves properly if teacher leaves classroom

### ***Playground (Playing Pitches) Behaviour***

Each Student is expected to:

- play – safely avoiding any games or play that are rough or dangerous
- include – all Students in your games
- follow – the directions of the playground supervisor(s)
- remain – on school grounds at all times
- obtain – permission before re-entering the school building during break periods
- respect – the yard supervisor and fellow Students
- avoid – swearing, fighting or name calling
- avoid – littering the grounds

### ***Behaviour in other School Areas***

Each Student is expected to:

- walk – along the school corridors quietly
- wait quietly in lines before entering classrooms and moving to your seat for start of classes
- politely enter other classrooms if you are visiting

### ***Behaviour during School Outings/Activities***

Each Student is expected to:

- follow – his/her teacher's directions at all times
- remain – with the teacher/supervisors and group of Students at all times
- behave – politely towards those they meet on such trips
- observe – the rules of general good behaviour

### **Strategies to promote Positive Behaviour:**

- All Staff set an example in their own behaviour
- All Staff have high expectations for good behaviour
- Ensuring that Students are treated fairly, equally and firmly ;
- A quiet word or gesture to show approval;
- Matching work with Student's abilities; A prize/reward carefully noted by the teacher to ensure that **all** Students at regular stages during the school year are rewarded for effort/behaviour/skill etc. *Teachers creating moments of success and then acknowledging them.*
- A comment in a Student's exercise book;
- A visit to another member of staff or the Principal for commendation ;
- A word of praise in front of a group or class;
- Delegating some responsibility or privilege ;
- A mention to a parent – written or verbal;
- Teacher records improvement in the behaviour of a disruptive Student;
- Implementation of Programmes such as **Circle Time** to promote positive behaviour.
- A system of merit cards, star charts, stickers, stamps etc in the classroom which celebrate good behaviour
- Golden Time
- Circle Time
- Reward of watching appropriate DVD or Video
- Extension to break time
- Student of the Week
- Voucher for good behaviour

The above list is not exhaustive and consists of examples only.

### **Our Code of Behaviour is underpinned by the following Principles:**

- Provide clarity for everyone's behaviour (Students, Staff and Parents)
- Promote safety and freedom from threat for everyone.
- The foundation of positive classroom behaviour is effective teaching, inclusive and engaging curriculum and respectful relationships between staff and students.
- Positive behaviour is enhanced through a whole school approach and effective school organisation and leadership.
- Partnerships with Parents/Guardians, the wider school community and other support agencies contribute to positive behaviour in school.
- Standards of expected student behaviour are linked to transparent, accountable and fair processes, interventions and consequences.
- Responses to inappropriate student behaviour must consider both the individual circumstances and actions of the student and the needs and rights of the school community members.

### **BEHAVIOURS**

#### **LEVEL 1 - The following are deemed to be examples of inappropriate behaviour:**

1. Continuous disruptive behaviour by Student in class i.e. back answering, sulking, fidgeting, chatting etc.
2. Running or jumping in corridors.
3. Not remaining in their places when indoors on a wet day.
4. Entering prohibited areas in or around the school.
5. Re-entering the classroom during breaktime without permission of teachers on yard duty.
6. Damage to or interference with other Students property.

#### **Level 1 - Inappropriate behaviour - Sanctions**

1. Extra homework or Week-end homework.
2. Supervised work during breaks.
3. A note from the teacher in the Diary to be signed by parents.
4. Lines or transcription in neat handwriting.
5. Detention.
6. Reasoning with Student
7. Reprimand – including advice on how to improve
8. Loss of privileges
9. Separation from peers for periods of time, regularly revised.
10. Log kept of the child's behaviour – Aladdin Data Management Software.

#### **Level 1 - Supportive Interventions**

1. Praise and recognition of improved behaviour.
2. "Stars" for improvement in behaviour (or other treat depending on age of child/maturity of child).
3. Individual teacher's in class reward system.
4. In class support plan.
5. SNA support if required.
6. Visit to ball pool as reward for good behaviour.
7. Referral to Principal for good behaviour.

#### **LEVEL 2- The following are regarded as serious misbehaviour:**

1. Repeated breaking of school rules.
2. Repeated verbal abuse of other Students.
3. Repeated 'physical annoyance' of other Students, e.g. pinching, kicking, etc.
4. Damaging school property – writing on tables, walls etc.
5. Fighting in school yard. Using bad language, name-calling, spitting, high kicking, pulling and dragging in an aggressive manner
6. Bullying

## **Level 2 - Serious misbehaviour – Sanctions**

1. Referral to Principal – *(However in the case of bullying - the class teacher deals with bullying allegations. Repeated incidents are referred to the Principal. c.f. Anti-Bullying Policy)*
2. Communication with parents/guardians
3. Temporary removal of Student from the classroom
4. Exclusion from school tours
5. Implement Behaviour Plan
6. Resulting from serious misbehaviour in the school yard parents may be requested to collect their child from the school during breaks for a specified time.
7. In extreme cases rotation to other classes in the same year group in consultation with teacher and parents/guardians

## **Level 2 – Supportive Interventions**

1. SNA support if required.
2. In class support plan.
3. Foster a home / school link.
4. A support teacher to develop a mentorship role with child.
5. Referral to principal for improvement in behaviour.

## **LEVEL 3 – The following are regarded as gross misbehaviour (See Suspension):**

1. Repeated incidents of serious misbehaviour
2. Repeated Bullying incidents.
3. Verbal abuse directed at a staff member.
4. Physical assault or threat of physical assault on a staff member.
5. Theft.
6. Vandalism.
7. Truancy.
8. Leaving the school grounds without permission.
9. Gross indecency.
10. Leaving the class group and the teacher during extra curricular activities.
11. Dangerous physical activity likely to harm self or others.
12. Substance abuse.
13. Behaviour involving on-going hindering of other Students' full access to the curriculum.
14. Aggressive, threatening or violent behaviour towards a staff member and/or Student will be regarded as gross misbehaviour, depending on circumstances.

## **Level 3 - Gross misbehaviour – Sanctions**

1. Referral to Principal
2. Contacting of Parents/Guardians
3. Contact EWO – if appropriate
4. Suspension
5. Contact Gardai – if appropriate
6. The Board of Management will be informed of gross instances of misbehaviour. Parents/guardians will be requested to meet the Chairperson and Principal. Suspension may ensue if an undertaking that the Student will behave in acceptable manner is not given by the parent/s/guardian/s. This will be in accordance with the terms of rule130.5 of the Rules of National Schools.  
***The Board of Management has delegated authority to School Principal to suspend a Student for a maximum of 3 days .***
7. Expulsion may be considered in extreme cases in accordance with Rule 130.6 of the Rules of National Schools.
8. The Board will inform the EWO in writing when a child is suspended or expelled for 6 days or more.

The order of the above is dependent on circumstances.

### Level 3 – Supportive Interventions

1. Access supports from NEPS.
2. Supports from EWO.
3. Gardai support.
4. Access supports from Social Services.
5. School behaviour plan.
6. Refer to Play Therapy and / or counselling services.

### The following will be taken into consideration when deciding sanctions.

1. Age and maturity.
2. Frequency of misbehaviour.
3. Degree of disturbance to educational activities.
4. Nature of misbehaviour.
5. Attitude to misbehaviour & correction.
6. Nature of special needs.

## Suspension

### **Definition of Suspension:**

*'requiring the student to absent himself/herself from the school for a specified, limited period of school days'.* Developing A Code of Behaviour: Guidelines for Schools, National Educational Welfare Board.

### Forms of Suspension

- **Immediate Suspension:** Exceptional circumstances-serious threat to the safety of other students or staff – fair procedures must still be applied
- **An 'Automatic Suspension'** is a suspension imposed for named behaviours. The Board of Management of Scoil Eoin NS having given due consideration to its duty of care as prescribed by Health & Safety Legislation, has determined that the following named behaviours will incur 'Automatic Suspension' as a sanction;
  - Physical assault/violence resulting in bodily harm to a Student or member of staff  
or
  - Physical violence resulting in serious damage to school property
- **Rolling Suspension:** A student is suspended again shortly after returning to school (from a previous suspension). – Should only occur if: the student engages in serious misconduct that warrants it – fair procedures have been observed in full – the judging of the behaviour is the same as applied to any other student.
- **Informal or unacknowledged suspension** (Voluntary withdrawal): exclusion of a Student for part of the school day (as a sanction)- requesting parents to keep a student from school (as a sanction)- exclusions imposed by a school , as sanctions, are suspensions- guidelines relating to suspensions must be followed.
- **Open-ended Suspension:** Students should not be suspended for indefinite periods – such a suspension is regarded as de-facto expulsion (Section 29 Education Act 1998).

### Procedures in relation to immediate suspension

A preliminary investigation will be conducted to establish the case for the imposition of the suspension.  
A formal investigation will immediately follow the suspension.  
Parents will be notified, and arrangements made to collect the student.

### The Period of Suspension

- Suspension should not last more than 3 days( except in exceptional circumstances). **The Board of Management has delegated authority to School Principal to suspend a Student for a maximum of 3 days** .
- If a proposed suspension is longer than 3 days it will be referred to the B.O.M. for their consideration, guidance and approval.
- The B.O.M. normally place a ceiling of 10 days on any one period of suspension.
- A suspension that would bring the number of days for which a student has been suspended in the current school year to 20 days or more will be formally reviewed by the B.O.M. Any such suspension is subject to appeal under Section 29 of the Education Act.

### **Section 29 Appeals**

- A suspension that would bring the number of days for which a student has been suspended in the current school year to 20 days or more may be appealed.
- Parents/Guardians of students are given this right under section 20 of the Education Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007.
- When parents are being formally notified of such a suspension, they and the student will be informed of this right to appeal, and given information on how to proceed with an appeal if they so choose.

### **Implementing the Suspension – Written Notification**

The Principal will notify the parents and the student in writing of the decision to suspend. The letter will confirm

- The period of the suspension
- The reasons for the suspension
- Any study programme to be followed
- The arrangements for returning to school
- The provision for an appeal to the B.O.M.
- The right to appeal to the Secretary General of the D.E & S.

### **Grounds for removing a suspension**

- The B.O.M. decides to remove it for any reason.
- The Secretary General directs it be removed following a Section 29 appeal.

## **Expulsion**

### ***Definition of Expulsion:***

*‘A student is expelled from a school when a Board of Management makes a decision to permanently exclude him or her from the school, having complied with the provisions of section 24 of the Education (Welfare) Act 2000.’*

Developing A Code of Behaviour: Guidelines for Schools, National Educational Welfare Board

The authority to expel is reserved for the B.O.M .The following steps will be taken to avoid expulsion

- Meeting/s with Parents/Guardians
- Ensure the student and parents understand the possible consequences of misbehaviour
- Implementation of Behaviour Support Plan
- Seek the help of support agencies i.e NEPS, HSE, NCSE, NBSS.

### **Expulsion for a first offence**

The B.O.M may impose an automatic expulsion for certain prescribed behaviours or in exceptional cases for a first offence. These behaviours may include the following

- Sexual assault
- Supplying illegal drugs to others students in the school



- Actual violence or physical assault
- Serious threat of violence against another student or member of staff.

### **Process in respect of Expulsion**

1. Detailed investigation carried out under the directions of the principal.
2. Recommendations by the principal to the B.O.M.
3. B.O.M holds hearing.
4. B.O.M deliberates and proposes action.
5. Consultation arranged by the Education Welfare Officer (in the event of expulsion)
6. Confirmation of the decision to expel.

### **Absences from School**

Absences are recorded daily by class teacher on Aladdin Schools Software.

A note of explanation via teacher's school email is expected from parent/guardian explaining reason for absence. Class Teachers should make every effort to source explanations for all absences.

Record of attempts to be kept in Class Record Book. If parents do not cooperate, this matter is referred to the Principal.

A notice via Aladdin is automatically sent to the parents/guardians informing them of absences of 15 days and 20 days respectively. Once a child's absence reaches 20 days the Education Welfare Officer is informed. The Education Welfare Officer is also informed when a child's attendance is irregular and/or when a child is removed from the school register. Concerns about other Students are also communicated.

The E.W.O. is also informed of absences due to suspension/expulsion.

(feedback regarding meetings with Welfare Officer to be given to relevant teachers).

### **Records and Reports**

Record of attendance / absences / explanations for absences is recorded on Aladdin Data Management Software. Record of a child's inappropriate, serious and/or gross breaches of code of behaviour is recorded on Aladdin Data Management Software.

Serious and gross breaches of code of behaviour also recorded and filed in Principal's office.

Written notification of suspension to parents/guardians are kept on file in Principal's office.

Records of bullying behaviour – on file in Principal's office.

Behaviour Management Plans – on file in Deputy Principal's office.

Report to E.W.O. - Once a child's absence reaches 20 days the Education Welfare Officer is informed. The Education Welfare Officer is also informed when a child's attendance is irregular and/or when a child is removed from the school register.

Returns are sent to TUSLA in December, June and at the end of the school year.

All records are kept in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

### **Pastoral Care**

In fulfilling their pastoral duties the class teacher aims to:

- Build a relationship with each Student in his/her class and promote class spirit
- Explain the Code of Behaviour, School Ethos and School Rules
- Identify student difficulties (induction of new Students, bullying, low self esteem, home difficulties, reasons for lateness and inability to cope with school work)
- Monitor attendance, absences and reasons for absence

- Administer discipline in a pastoral way (impose the sanctions when necessary and promote school discipline procedure. For sanctions refer to the school Code of Behaviour)
- Encourage students to report any incidences of bullying and harassment
- Sick Students to be referred to the Secretary's office and contact made with home
- Promote the school's Healthy Eating Policy
- Support the Book Rental Scheme to help reduce the financial burden of school expenses on families
- Participate in staff development days which inform staff of Students changing needs
- Uphold the school ethos by involvement in class and school masses, Penitential Services, distribution of ashes and sacraments
- Together with the Special Education Team, Principal and Deputy Principal monitor Students with behavioural and educational needs (Students with emotional problems, behavioural problems, physical or sensory impairment, SLD, MGLD, BMGLD, Students for whom English is not their first language and Traveller Students.
- Work closely with S.N.A. staff to best support the Students with S.E.N. in the class
- To communicate openly with parents/guardians in relation to their child.

### **INTERNET ACCEPTABLE USE POLICY**

#### **INTRODUCTORY STATEMENT**

Scoil Eoin wishes to give its students limited access to the Internet, which has potential benefits as a learning tool.

#### **AIM**

The aim of this policy is to ensure that Students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if this policy is not adhered to this privilege will be withdrawn and the appropriate sanctions will be imposed.

#### **PROCEDURES**

1. Internet sessions will always be supervised by a teacher.
2. Filtering software – Cyber Patrol will be used in order to minimise the risk of exposure to inappropriate material.
3. Students Internet usage will be monitored.
4. Students and teacher will be made aware of Internet safety guidelines as outlined by The National Centre for Technology and Education.
5. Uploading or downloading of non-approved material will not be permitted.
6. Virus protection software will be used.
7. The use of personal CD-ROM's in school is forbidden.
8. Only teachers have access to the Internet password.
9. Students will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
10. Students will use the Internet for educational purposes only.
11. No personal e-mail accounts to be used by the Students. If the need occurs students will use approved e-mail accounts under supervision by the class teacher e.g. [sixthclass@balloonagh.ie](mailto:sixthclass@balloonagh.ie).
12. Students will not reveal their own or other people's personal details e.g. telephone numbers.
13. No chat rooms will be accessed.

#### **SANCTIONS**

Misuse of the Internet will result in disciplinary action as outlined in the school Code of Discipline.

#### **SUPPORT STRUCTURES**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Parents will be provided with the addresses of the relevant websites.

#### **CONCLUSION**

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

### **School Rules**

1. **Students are not allowed** to stay in the classroom or allowed to remain on the school premises during recess except under supervision and with permission.
2. **When the bell rings** at 9 a.m. and 1 p.m. for the commencement of school business the students shall line up in an orderly fashion,
3. **Absent/ Leaving School early**: When a student is absent a note of explanation is expected via the teacher's school email. A note via teacher's school email from parent/guardian is also expected if a student needs to leave during school hours/change to collection or travel arrangements. Students will only be permitted to leave the school between 09.00 and 14.40 if accompanied by an authorised adult.
4. **Cycling**: in the school grounds is strictly forbidden. Students who come to school through Connolly Park Path may not use bicycles. The same applies to adults. Students who cycle to school are strongly advised to wear a helmet. Make sure that bicycles are locked on the school grounds.
5. **School Uniform & Mobile Phones** Students are expected to wear their **full** school uniform every day. If something prevents them from doing so a note of explanation is expected. School track suit and runners are to be worn on P.E. day. The use of **mobile phones** is forbidden during the school day. A breach of this rule will result in confiscation of phone.
6. **Sensible Food Campaign**: No sweets, biscuits, minerals, winders, peanuts, crisps or popcorn are allowed. Chewing gum is strictly forbidden. We ask all parents to be aware of the sugar intake in the students' lunch boxes.
7. **Tippex**: The use of Tippex is strictly forbidden.
8. **No responsibility**: will be taken for money or personal items brought to the school for purposes other than those directly related to school matters. Please mark clearly your child's books, lunch box, coat, cardigan or any other item which could get lost or mislaid.
9. **Meeting with teacher**: Parents/Guardians must make an appointment with the Secretary if they wish to discuss an issue with a teacher.
10. **Photographs/Videos**: Parents/guardians who wish to take photographs/videos at school events may only do so with permission of the Principal and/or class teacher. **Photos/videos taken which include other peoples children may not be shared on social media under any circumstances.**
11. **Courtesy & Respect**: Students must be courteous and respectful at all times towards staff, visitors and each other. Students are expected to respect school property and equipment.
12. **Attendance**: We wish to bring to the notice of parent/guardians that attendance is carefully monitored. Full attendance certs are rewarded at the end of each term.
13. **When a Student has been absent from school for a total of 20 days the Educational Welfare officer will be informed as per the Welfare Act of July 2002.**
14. **Student Committees**: In Senior Class, students who become members of our various committees take on extra responsibilities and are expected to show commitment and interest and represent us with dignity at all times.
15. **Religion class**: Students not participating in Religion class remain in their classroom.
16. **Parents/guardians are not permitted to drive into the school grounds under any circumstances.** We need to insist on this to ensure the safety of the Students in our care. This includes both the main entrance and the Stack's Villas entrance.
17. **No dogs allowed**: For health and safety reasons, parents/guardians are not permitted to bring dogs into school grounds (the exception being specially trained dogs for students with special needs.)
18. **Jewellery / Nail Polish**: Students may only wear one set of sleepers or stud earrings and a watch. The wearing of other jewellery and coloured nail polish is not allowed. Nose studs are strictly forbidden.

**We expect students to comply with our school Code of Behaviour and School Rules while in school, on school trips, excursions, and any other school related activities.**

This Code has been adopted by the Board of Management in consultation with Staff and Parents.

