



St Peter's College Code of Behaviour



'The Code of Behaviour (conduct) is the set of programmes, practices and procedures that altogether form the school's plan for helping students in the school to behave well and learn well'

(Page 2, NEWB Guidelines)

1. Mission Statement

Everybody in St Peter's College is entitled to an education in a safe and healthy environment and in an atmosphere of **Dóchas** (hope), **Dúchas** (faithfulness), **Díocas** (commitment), and mutual respect. It is the responsibility of all members of the school community to create this environment. St Peter's College places a strong emphasis on acknowledging and commending positive behaviour, academic excellence, and participation in all school activities.

This policy applies to all students of St Peter's College and relates to all school activities both during and outside school hours. Once a student is recognisable as a student of St Peter's College (i.e. wearing our school uniform) then the school reserves its right to safeguard its good name.

There are some basic principles that underpin our Code of Behaviour. These include:

- Creating a safe, secure learning environment for all students and staff by promoting a sense of mutual respect among all members of the community.
- Implementing effective procedures which allow for the day to day running of the school and which meet the demands of current legislation
- Providing clarity about expectations and responses for students
- Recognising that everyone's behaviour matters
- Focusing on promoting good behaviour and self- discipline
- Recognising the importance of relationships
- Focusing on personal responsibility
- Ensuring fairness and equity
- Promoting equality
- Recognising educational vulnerability

- Attending to the welfare of students
- Promoting safety and freedom from threat

Outlining the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour

2. Organisation of School Discipline

2.1 Clearly defined Roles and Responsibilities

Our school acknowledges the contribution of all members of the school community. Each member has responsibility for the promotion of good behaviour and a role in dealing with and minimising negative behaviour. Clearly defined roles and responsibilities allow for consistency among staff as well as ensuring that there is a planned approach to helping students to change their own behaviour.

2.2 Students:

The school expects that students will, at all times, adhere to and uphold the code of behaviour.

2.3 Teachers:

The school acknowledges the role of teachers in the development and operation of the code of conduct. The school recognises that a teacher's main focus is in the area of teaching and learning, but that they also have a pivotal role to play in behaviour management. That pivotal role forms a core element of this code. Teachers in St Peter's College have special responsibilities for operating as Tutors, Year Heads, Counsellors, Guidance Counsellors and Learning Support teachers. The teaching staff may refer issues on to the psychological services and other agencies when required.

2.4 Deputy Principal and Principal:

Management are involved in establishing structures and procedures for the implementation and monitoring of the policy. They ensure the policy is reviewed regularly and after an appropriate length of time.

2.5 Ancillary staff:

The school acknowledges the contribution of ancillary staff in the day to day running of the school. They too have a part to play in the successful delivery of our code of conduct. In particular, they have responsibility to report incidents of misbehaviour and examples of positive behaviour they witness.

2.6 Board of Management:

The Board of Management is the decision-making body of the school. The school acknowledges the role of the Board of Management in the development and operation of the code of conduct. All policies are developed with the authority of the Board and must be approved by it before becoming official school policy.

2.7 Role of Parents/Guardians

The support and co-operation of parents and guardians is essential to the effective operation of the Code of Behaviour. The purpose of this policy is to keep parents informed of any problems before they escalate. Parents are asked:

1. To work with the school to ensure their child(ren) receive the best education possible.
2. To keep in contact with the school.
3. To only allow your child to leave school during the school day for urgent medical appointments. If such an emergency arises, to give your child a note in their journal to be presented at the main office and to collect your child to attend all appointments. If a parent is not in a position to collect their child they must be available to confirm the note at sign out time by telephone.
4. To ensure that pupils attend regularly and punctually.
5. To regularly check the school journal to ensure homework is being recorded and completed.
6. To regularly check the students E-portal Student Profile to monitor comments from teachers and to view students' academic reports.
7. To provide written explanation for unavoidable absences or lateness in the appropriate section of the journal.
8. To inform teachers if problems are encountered relating to homework/schoolwork.
9. To attend parent/teacher meetings.
10. If at any time a student is experiencing personal difficulties, such as those caused by serious illness in the home, bereavement or if they have any other cause for anxiety, parents are urged to inform the school so that teachers may be understanding and sympathetic in dealing with any problems at school which may result from such difficulties.

NB Parents who need to meet a teacher must make an appointment through the office. All parents must check in at reception on entering the school grounds.

3. Responsibilities of each student

3.1 All students of St. Peter's College are always expected to be respectful and mannerly.

Because:

1. St. Peter's College is a friendly, caring, and happy place.
2. This creates a positive, productive environment for all to work in
3. Respecting others is part of community living
4. Respecting others means maintaining appropriate boundaries

This means:

1. Greeting people in a polite and friendly way
2. Allowing everyone to contribute in class
3. Respecting the opinions of others
4. Never using physical violence, intimidation or making threats of violence.
5. Following a teacher's instruction without question.
6. Not behaving in a defiant manner towards any member of the school community.

3.2 All students of St. Peter's College are expected to wear the full school uniform in a clean, neat, and tidy manner and as intended.

Because:

1. The uniform represents the students respect for themselves, the school, and others
2. The uniform promotes the equality of the student
3. The uniform promotes a sense of pride in the school community

This means:

1. Junior students wear a green jumper, school skirt or navy trousers, black leather shoes (see PowerPoint presentation on the school website) and a green jacket. No bobbins or anything else are to be used to tie jumpers or jackets up. Any student using a bobbin etc to tie up their jumpers will be asked to remove them.

2. Senior students wear a green jumper with mustard stitching around the collar, school skirt or navy trousers, black leather shoes (see PowerPoint presentation on the school website) and a navy school jacket. No bobbins etc are to be used to tie jumpers or jackets up. Any student using a bobbin etc to tie up their jumpers will be asked to remove them.
3. For PE please see section 8.3 below.
4. Durags may be worn but they must be a single block colour with no branding
5. All items of clothing should be clearly and discreetly labelled.
6. Any non-school jackets will be confiscated. Parents can collect these jackets from the school office.
7. Nails must be kept neat and tidy – this means no longer than 1.75cm from the nail bed.
8. False eyelashes are not permitted.
9. Only senior students may wear eye makeup.

3.3 All student in St. Peter’s College are expected to attend classes and to remain on the school premises throughout the school day.

Because:

1. Regular class attendance is essential for learning and progress
2. The school has a duty of care for the students during the school day.

This means:

1. Written permission is required for any absence from school or class.
2. Being truant from school is unacceptable and will lead to a suspension from school.
3. Junior students have no permission to leave the school grounds during break time or lunch time unless they have signed out at the student office.
4. To leave the school grounds during the school day all students must sign out at the student office.
5. Following signing out for an urgent medical appointment, students will only be allowed to sign back in to attend classes on presentation of a medical attendance note or in the presence of a parent.

3.4 Students of St. Peter's College are always expected to have their Journal with them.

Because:

1. It is a record of home and school communication.
2. It is a record of all homework assignments.
3. It is a reminder of equipment needed for class.
4. It is a record of positive and negative behaviour.
5. It contains valuable information necessary for student life.

This means:

1. Having your journal on your desk during class.
2. Recording all homework assignments in it.
3. Presenting it to your Tutor on your first day back after absence.
4. Producing it when requested by any member of staff.
5. Getting your parent or guardian to record any absences, appointments or concerns in it.
6. Keeping it in good condition.

3.5 All students of St. Peter's College are expected to be organised and prepared for class.

Because:

1. Lessons can start on time and achieve maximum learning.
2. Being organised will prevent you from being late for class and avoids disruption to the teaching and learning to you and others.
3. Learning cannot take place without the relevant books or equipment.
4. Labelling prevents loss of belongings.

This means:

1. Labelling all personal property and books.
2. Knowing your timetable.
3. Organising relevant items for class the night before (e.g. PE gear, ingredients etc).
4. Not going to lockers between classes.
5. Organising class materials before school starts, at break time and at lunch time

3.6 Students of St. Peter's College are expected to fulfil all responsibilities regarding their homework and classwork:

Because:

1. Homework is an integral part of school life.
2. Homework reinforces the learning which took place in class.
3. Homework allows students to work to deadlines and to participate in independent learning.
4. Homework helps students to focus on areas requiring further work.
5. Revision is essential for maximum performance in exams.

This means:

1. Recording all homework in the school journal – written, oral, aural, project and practical work.
2. Completing homework neatly, in full and on time.
3. Being willing to comply with all instructions and participate fully in tasks given by the teacher.
4. Finding out and completing homework missed through absence or extracurricular activities.
5. Homework must be your own work.

3.7 All students of St. Peter's College are expected to be punctual and to account for absence, lateness, or appointments in writing from parents or guardians.

Because:

1. Every day counts.
2. Being punctual allows class to start on time.
3. Punctuality promotes personal responsibilities and respect.
4. The school has a legal responsibility to keep accurate records.

This means:

1. Being in class on time for the commencement of first period.
2. Presenting an absence or appointment note to class teachers and Tutor.
3. Reporting to the Gannon Area if you are late for first period.

4. Signing in at the school office if you are late to period 7.
5. Going promptly to each lesson.
6. Parent/ guardian notifying the school on the first day of absence.
7. Signing out only if a note is presented in the Journal to the main office.

3.8 No student of St. Peter's College is permitted to have a mobile phone, smart watch or any other internet enabled device on school grounds. Please refer to the schools Acceptable Usage Policy.

Because:

1. Electronic devices cause distraction and disruption to a productive learning environment.
2. Recording people on undisclosed electronic devices is an invasion of personal privacy and can cause major upset and embarrassment.
3. The use of mobile phones on school property and during school hours can facilitate bullying.

This means:

1. Leaving mobile phones, smart watches, glasses capable of recording or other internet enabled devices at home.
2. Students are not allowed to use devices at any point during the school day.
3. Students are not allowed to charge devices on site. Any device found being charged will be confiscated in line with the Acceptable Usage Policy.
4. If students bring devices on site, the safety of those devices is solely that of the student.
5. Parents should not attempt to communicate with students through their mobile phones.
6. All communications between parents and students must be through the school office.
7. A student must hand over mobile phones or any other internet enabled device if they are found by a teacher. Failure to do so will lead to a suspension for the student and the confiscation of the phone or internet enabled device (including the SIM card).
8. During class times the PE hall and surrounding grounds are considered part of the school campus so mobile etc cannot be used in these locations.

3.9 All students of St. Peter's College are expected to comply with the law in relation to illegal substances (drugs, alcohol, cigarettes, e-cigarettes etc). Please refer to Substance Abuse Policy.

Because:

1. These substances are illegal/controlled.
2. These substances are addictive.

3. These substances have serious health consequences.

This means:

1. No student should use or be in possession of illegal/controlled substances. Any student found to be in possession of such substances will face disciplinary action up to and including expulsion from St. Peter's College.
2. No student should be found to be distributing any illegal/controlled substance to other students, including vapes or vaping products, on the school grounds or in school uniform. This will lead to full disciplinary action being taken up to and including expulsion from St. Peter's College.
3. No student is allowed to consume alcohol, smoke, vape on the school premises or in school uniform or during school related activities.

3.10 All students of St. Peter's College are expected to respect the school property and that of others.

Because:

1. Stealing is a crime
2. Damage to school property causes cost and distress
3. Misuse of school equipment can lead to injury
4. Defacing school property damages the appearance of the school
5. Littering is unacceptable and unsightly.

This means:

1. Under no circumstances is chewing gum permitted on the school grounds. It leads to the defacement of the school grounds and school property. A student found chewing gum will be asked to bin it. If a student is repeatedly found chewing gum, they will be given a gum cleaning detention by their Ceannaire.
2. Stealing of a students, teachers or school property is totally prohibited (The monetary value associated with the items is irrelevant.)
3. Moving another person's property without permission is prohibited.
4. Being careful with all school property and equipment to prevent damage to it.
5. Following instructions on the safe use of equipment.
6. Not writing or drawing on or defacing any school property.
7. Keeping classrooms clean and tidy. Placing all chairs on desks at the end of each school day.

4. Expected Behaviour

4.1 In-class Behaviour

The school is a learning environment. It is important, therefore, that a high standard of discipline is maintained so that all students can benefit from their classes.

1. Parents/Guardians are required to understand that **authority within the classroom rests with the staff member in charge of the classroom.**
2. Students are required to respect the right of other students to learn and must not disrupt the progress of class work.
3. Bad language, intimidation, offensive or disruptive behaviour, this includes talking out of turn or not taking your assigned seat, will not be tolerated and will be subject to serious.
4. Students are expected to come to class in good time with all books and/or equipment required for the lesson in question.
5. Students are required to enter and leave classrooms in an orderly manner.
6. Homework assignments must be completed on time.
7. Students should address each other and staff politely.

4.2 Behaviour on Trips and Outings

When on trips and outings away from the school each student is expected to remember that they go as a representative of the school and must always behave in an exemplary manner, complying with all directions of the person(s) in charge. All school rules remain in force while participating in such trips and outings, including the ban on smoking and the consumption of alcohol and/or other illegal/controlled substances.

5. E-portal

E-portal is an online platform that is used to record and monitor student behaviour. All students receive an E-portal username and password at the beginning of first year. This password and username will remain the same for their duration in St. Peter's College. If a student has misplaced their login details, please contact the school office at StPetersCollege@lmetb.ie.

- E-portal holds a record in relation to a student's attendance on a daily basis.
- E-portal holds a record of a student's behaviour recorded throughout the school day.
- Any homework or deadlines missed will be recorded on E-portal.
- All student reports can be accessed on E-portal. They are no longer posted home.

- Parents are encouraged to check E-portal on a regular basis.

6. Study

An essential requirement for good study is to have goals and objectives. Clear career aspirations can provide motivation for students. Good study habits are essential if you wish to make progress in school. The following points may prove useful and helpful:

- Students are expected to record homework in their journal at the end of each class.
- Homework should be completed to the best of every student's ability.
- Constant revision is a necessary part of schoolwork.
- Time missed from school should be made up on the return to school.

7. Rewards:

The school believes that it is important to acknowledge and reward, in a positive way, those who demonstrate a high level of co-operation and good behaviour and live out the values espoused at the beginning of this policy. Positive class behaviour is recorded on E-portal. Positive behaviour whilst on trips and/or achievements in extra-curricular activities are rewarded by teachers publicly complimenting the students on the school intercom, school social media pages, school screens around the building and at year group assemblies. The Harmony programme is also run in the school to promote good relationships and behaviour in our students.

Commitment, Academic Progress, Citizenship and Positive Behaviour are all areas in which students can be rewarded. St. Peter's College holds a student Awards Day at the end of each academic year. Awards are given to students who have contributed to the life of the school through their efforts, talents, co-operation, and personal qualities. Some categories recognised are:

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| • Achievement both academic and extra-curricular | • Sports Awards |
| • Full Attendance | • Arts Culture Awards |
| • Subject specific awards | • Principal's Awards |
| • Brádan Feasa – Student of the Year | • Academic Awards |

There is also a Caomhnoiri and Monitor System in place in St. Peter’s College. This gives students an opportunity to exercise responsibility and to show leadership and initiative. It enables and promotes student voice in St. Peter’s College.

8. Dress and Appearance

8.1 Acrylic Nails, Gel or False nails

For health, safety and hygiene reasons, students are encouraged not to wear acrylic nails, gel nails or fake nails during school term. For practical subjects’ acrylic nails are highly impractical. It should be noted that the wearing of acrylic nails is penalised during practical state exams. For PE acrylic nails pose a serious safety risk for students wearing them. **All nails must be kept neat and tidy, no longer than 1.75cm from the nail bed.**

8.2 Jewellery

It is suggested that students do not wear expensive jewellery to school as the school cannot be responsible for the loss of such property.

Students can wear discrete earrings in their ears. Plain stud facial piercings may be worn (2mm in diameter) consisting of plain metal or plastic retainers. No crystal studs or facial hoops are permitted. Any facial studs greater than 2mm in diameter will need to be removed to attend class.

It is strongly advised that body piercings are not worn to school as they pose a serious health and safety issue during PE and extra-curricular activities.

8.3 School Uniform

Junior Uniform	Senior Uniform	PE Uniform
<ul style="list-style-type: none"> • Green Jumper with school crest • White shirt • Kilt / Navy trousers • Green school jacket • Black leather shoes 	<ul style="list-style-type: none"> • Green jumper with gold stitching around the collar and school crest • White shirt • Kilt / Navy trousers • Navy school jacket • Black leather shoes 	<ul style="list-style-type: none"> • Junior students must wear PE jumper or polo shirt. • Senior students can wear any school issued school hoodie. • Underneath hoodies students must wear a plain black or navy t-

		<p>shirt – sports jerseys are not allowed.</p> <ul style="list-style-type: none"> • All students must wear plain, squat proof athletic leggings or tracksuit bottoms or school shorts. • Cropped t-shirts or tops are not permitted.
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**** If covid restrictions around school ventilation are reintroduced during the next academic year students must wear the full school uniform. Extra layers may be worn along with white collared shirt, school jumper and school coat – the outer most layer must always be a school layer.**

9. Leaving the School Premises

Students are not allowed to leave the school grounds during the school day. When at all possible, please try to arrange all medical/dental appointments outside of school hours. However, if there is no alternative and your son/daughter must leave school the following procedures must be followed.

1. Student must have a dated note in their journal from a parent/guardian.
2. Student can only leave class at the time specified on the note and must show it to their class teacher before leaving.
3. Student must present this note at the school office.
4. In some circumstances the note may be confirmed by a phone call home from the school office.
5. A parent must collect the student from the school office.
6. If a student is returning to school after an appointment the attendance slip of the medical appointment must be presented to the office when signing back in to be admitted to classes.

9.1 Lunch time

Only senior students are allowed off the school campus at lunch time. All students must be back on site to be in class on time for period seven. Any student late from lunch must sign in at the school office. If a student is repeatedly returning late the privilege of going downtown at lunch will be

revoked. No student can leave the school campus at little break. Students are not allowed to enter the community centre at break or lunchtime without a teachers permission.

10. Accident and Sickness Procedures. Please see First Aid policy.

It is the responsibility of all students to report any accidents that occur either to themselves or to others.

In the event of a student with a well-known medical condition, the school should receive all relevant information. It is the parent/guardian's responsibility to provide the school with all necessary medical information. The school expects that a student only attends school when they are feeling well. If, however, a student arrives to school unwell, contact will be made with a Parent/Guardian to arrange for them to go home. It is essential therefore that we have three valid phone numbers to allow us to contact a student's Parent/Guardian or emergency contact. (Collected on enrolment)

In the case of an injury being sustained on the school campus

- Basic first aid will be administered on site
- Contact will be made with Parents/Guardians where deemed necessary
- In the event of an emergency an ambulance will be called.

All head injuries will be treated as concussion and contact will be made with Parent/Guardians to arrange for the student to be collected and brought home for further monitoring.

11. Care of Belongings and Property

Students are responsible for their own belongings. Students should not bring valuable items to school. It is recommended that all students jumpers and coats are labelled with the student's name. The school is not responsible for any articles lost or stolen on the premises.

Students who cause damage to school property or to the property of others will face sanctions. In some circumstances a student may face expulsion from school and will be expected to pay for repairs or replacements.

12. Lockers

Lockers are available for use for all students. It is the responsibility of each student to ensure that their locker is secured with a suitable, school issued, padlock or combination lock. The combination or code should not be shared with anyone else.

Students can access their lockers during the following times:

- In the morning before period 1.
- During little break and lunchtime.
- End of the school day.

No student is permitted to be at their locker between classes. If a student is found to be at their locker between classes on numerous occasions the privilege of having a locker will be revoked for a period of time.

We remind parents/guardians and students that lockers are the property of the school and can be inspected by school authorities at any time.

13. School Policies

Students (and Parents/Guardians) are requested to read and be familiar with the following Policies/Guidelines on a yearly basis:

- 1 Anti-Bullying policy
- 2 Substance Abuse policy
- 3 Acceptable Usage Policy
- 4 Attendance and Participation policy
- 5 Admissions policy
- 6 Child Protection Policy
- 7 Homework policy
- 8 Health and Safety Statement
- 9 SPHE and RSE Policy
- 10 Healthy Eating policy
- 11 Data Protection

14. Promoting good behaviour in St Peter's College

1. Verbal praise for student(s) in private/in class/at assembly.
2. Positive note in the Journal or on e-portal student profile.
3. Harmony programme.
4. Restorative practice.
5. Stamps/Stickers in the Journal.
6. Phone call home to parents.
7. Small prizes throughout the year.

8. Display of student work in classrooms and on corridors.
9. Leadership Roles given to pupils: Monitors, Caomhnoiri, Student Council representatives.
10. Prize- giving ceremony in May every year. Awards for attendance, good behaviour, hard work, citizenship, sporting, and cultural activities will be presented.
11. Public acknowledgement of student achievement through the school social media accounts and on the school screens.
12. Exploring with students how people should treat each other.
13. Involving students in the preparation of the school and classroom rules.
14. Adults model the behaviour expected of the students.
15. Setting high, clear, consistent, and widely understood standards.
16. Good school and class routines.

15 Sanctions and interventions

St Peter's College has a "ladder of referral" system and for the most part all misbehaviours will be dealt with by this system. However, should an incident occur such as serious verbal or physical abuse of any person in the school community, theft, alcohol or drug abuse or possession of offensive weapons then these behaviours will automatically be reported to the Deputy Principal/ Principal.

15.1 *The subject teacher may use any or all of the following sanctions/interventions*

1. Reasoning with the pupil.
2. A firm reprimand.
3. A note on e-portal student profile.
4. A note to parents in the journal.
5. A text to parents.
6. Extra work given to the pupil.
7. Penalty sheets.
8. Letter of apology required for poor behaviour.
9. Learning opportunity before, during or after school.
10. Teacher detention.
11. Contact parents via phone call or meeting.
12. Referral to Tutor or Ceannaire.

15.2 *The Tutor may use any of the above sanctions/interventions plus those listed below:*

1. Tutor Report.
2. Student requirement to complete an incident report form.
3. Agree an improvement plan.
4. Referral to the counselling services available in the school.
5. Arrange meeting with Parents.

15.3 The Ceannaire may use the above sanctions plus those listed below:

1. Detention- lunchtime or other arranged times.
2. Ceannaire Diary – any student on Ceannaire Diary loses school privileges e.g. they cannot represent the school on any school team, or they cannot go down the town for lunch.
3. Recommend suspension to Deputy Principal/Principal.
4. Develop an Individual Behaviour Plan (IBP) in consultation with tutor, student, and parent/guardian.
5. School community work e.g. cleaning.
6. Withdrawal of privileges e.g. being temporarily withdrawn from a school sports team.

15.4 The Deputy Principal/Principal may use any of the above sanctions/interventions plus those listed below:

1. Arrange meeting with student, parents and Ceannaire.
2. Temporary withdrawal from particular subject(s) for a limited time.
3. Seek cost of repair of damaged property from the student.
4. Develop an alternative Individual Behaviour Plan (IBP) in consultation with the Tutor, Ceannaire, student and parent/guardian.
5. Suspension (in consultation with the Principal).
6. Referral to Principal.

15.5 The Principal may use any of the above sanctions/interventions plus those listed below:

1. In all cases of suspension, the Principal will inform the Board of Management.
2. The Principal will inform the National Education Welfare Board (NEWB) if a student had been suspended for more than 6 consecutive school days in any school year.
3. The Principal may recommend that a student engages with services outside of the school for help in modifying their behaviours.

4. The Principal may refer the student to the school counsellor/psychologist.
5. The Principal may refer the pupil to relevant authorities, including An Garda Siochana
6. The Principal will consult with the Chairperson of the BOM if a suspension of more than three days is required.

16 Suspension

Please see the LMETB Expulsion and Suspension Policy which can be found on the school website www.stpeterscc.ie or attached to the end of this document.

17 Exclusion

In order to maintain good order and discipline and to ensure the safety of all members of the school community it may be necessary to permanently exclude a student from the school.

Where the Principal considers that the safety of other members of the school community is at risk or where the teaching and learning of other students is being seriously disrupted by another student then the Principal may/will refer this matter to the Board of Management.

The rules of natural justice shall be adhered to and parents (and pupils over the age of 18) will be given an opportunity to respond in their own defence prior to any decision being made.

Where the Board is of the opinion that the student should be excluded it shall notify TUSLA, in writing, of its opinions and reasons.

Parents may appeal the decision of the Board of Management to the Department of Education.