

Eureka Secondary School Kells

EUREKA



Code of Behaviour

January 2022

Code of Behaviour/ School Rules

Rationale

This policy forms a key role in maintaining a safe and orderly environment where quality teaching and learning can occur. The school recognises that discipline is essential for the development of the person, of the school and indeed of society. While the school advocates the use of encouragement and affirmation when engaging with students, it also accepts the need for sanctions to register disapproval of unacceptable attitudes and behaviour. The values of being courteous, co-operative, and considerate as well as showing respect for all, underpin the philosophy of the school and the content of this policy.

Behaviour

To facilitate an effective learning environment where students can progress, a high standard of discipline is required. Students are expected to always show respect for themselves, others, and their environment. In addition, in class students are expected to:

1. Respect the right of other students to learn and not disrupt teaching and learning of others.
2. Arrive to class in good time with all required books/equipment/PE gear for the relevant lesson.
3. Complete homework assignments/projects neatly and submit them on time.
4. Enter and leave classrooms in an orderly and respectful manner.

Punctuality

The school places great emphasis on punctuality. Students who are late for school/class miss valuable teaching and learning time and disturb classes that are in progress.

1. Students are required to be on time for school and class every day.
2. Students who are late for school must report directly to the school office, sign in and get a late stamp which they then present to the class tutor/subject teacher.
3. Persistent poor punctuality will result in referral to the Year Head.

Attendance

Regular attendance at school is expected.

1. Parents/guardians are required to verify the reason for a student's absence via Record of Absence note (YELLOW) in the School Journal.
2. Where a student is absent for more than 20 days for any reason, the school must inform TUSLA under the terms of the Education Welfare Act, 2002
3. Students should not take holidays during school terms.
4. It is the student's responsibility to catch up on work missed through absence.
5. Students are required to remain on the school premises every day and for the full day. Unauthorised absence from school/class is regarded as a serious breach of discipline.

Leaving the school during the school day

6. In cases where a student requires permission to leave school during the day, parents/guardians are required to write a note in the appropriate section of the school journal. Students must present this note (GREEN) to the Deputy Principal before the start of the school day for verification. The student should present themselves at the main office ready to be collected and signed out by the parent/guardian at the appointed time.
7. Where possible, medical/dental appointments should be arranged outside school hours.

8. When a student becomes ill during the school day the student must inform the class teacher and get written permission to report to the office. Where it is considered necessary, parents will be contacted by the school. The student will wait at reception until signed out by her parent/guardian. If any illness/condition/accident necessitates the use of first aid, it should be noted that this is a temporary measure and further medical attention may be required. In the case of an emergency where parents/guardians cannot be contacted, the school will take action that is deemed necessary for the health and safety of the student. This may include bringing the student to an A&E Department.

Property

Students are expected:

1. To maintain their lockers in orderly fashion and secure them with padlocks provided.
2. To respect the property of all members of the school community. Theft or damage of any sort is considered a serious offence. Any damage or loss caused to property must be paid for by the student or the parent/guardian.
3. To keep the school/classrooms clean, tidy, and litter-free.
4. To take responsibility for all their own belongings, which should be clearly labelled. The school will not, under any circumstances, accept responsibility for any items that are lost, mislaid, or stolen.
5. Not to deface school property.
6. Not to bring valuable items to school. The school cannot accept responsibility for items lost.
7. Not to interfere with the Fire Alarm System, Fire Equipment Carbon Dioxide Monitors.
8. Not to park on the school premises.

The School Journal

The school journal is one of the means of communication between parents and teachers. Students use their journals to organise their work, record details of homework/study and evaluate their progress.

1. Students are required to have their journal with them every day and on their desk in every class.
2. Students who forget their journal should inform their Class Tutor. Repeated occurrences of forgetting the journal are seen as a breach of discipline.
3. If a student loses her journal, a replacement must be purchased immediately.
4. If a student leaves class for any reason they must have their journal signed by their teacher and take it with them. They must also present it to the teacher to be signed on return to class.
5. The defacing of a journal, either a student's own or that of another student, is seen as an offence. The school reserves the right to request that a new journal is purchased.
6. Students should note that journals can be inspected by any member of staff at any time and full cooperation in this regard is expected.
7. The Notes from Teachers section must ~~also~~ be checked by parents/guardians and signed accordingly.
8. It is students' responsibility to show notes from teachers to parents/guardians and vice versa.
9. Parents/guardians are asked to indicate by their signature that they have checked the journal.
10. Parents/guardians can also monitor students' progress in all their subjects in the Test Results Section of the journal.

Smoking/Alcohol/Substance Abuse

1. Smoking/vaping anywhere on the school premises is prohibited under current legislation.
2. Smoking/vaping outside the grounds while in uniform or on school outings is strictly forbidden.
3. Alcohol, illegal substances, and inhalants are banned. The possession, use or supply of these substances is regarded as extremely serious and can lead to suspension/expulsion. It is school policy that where such instances occur An Garda Síochána will be informed.
4. Where the school suspects a student is under the influence of a banned substance, parents/guardians will be contacted and asked to escort the student home.
5. In the interest of health and safety, items such as aerosols, deodorants, permanent markers, etc. are banned and will be confiscated if found in a student's possession.

Behaviour on School Outings/Trips

1. All school rules outlined in this Code of Behaviour must be followed.
2. Parents/guardians complete the relevant permission slips via the School App. Failure to do so may result in a student not being permitted to attend.
3. Parents/guardians should note that where a student has been involved in incidents of a serious nature, the school reserves the right to refuse the relevant student access to impending outings/trips.

Online Privacy and Code of Behaviour

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

School Uniform Code

Each student must have

- Uniform skirt (knee length & should not be altered/shortened)
- Two uniform blouses
- Uniform Jumper with school crest
- Uniform School Jacket and/or Uniform Blazer
- Uniform School Scarf (optional); non uniform scarves are not permitted
- School Navy Shoes with black/navy opaque tights or black/navy kneelength socks
- Footwear: No canvas/casual style footwear permitted
- PE Uniform: Eureka crested tracksuit bottoms, School T-Shirt and Hoody with crest, and appropriate runners.

Uniform Rules

1. Students must always present themselves in full uniform, neatly and in a manner that is acceptable to school management. This includes school outings and trips.
2. Uniform items should not be tampered with in any way, at any time
3. All uniform items (especially jackets and jumpers) should be clearly marked with student's name.
4. Students not in full uniform should report to their Year Head before the start of school where an alternative uniform item will be supplied.
5. Non uniform items will be confiscated. Items of uniform must be replaced when outgrown or worn out.
6. PE Uniform can be worn on the day of PE Class and should only be worn for PE/Games or for activities where prior permission is provided by the class teacher. Alternative half-zips or hoodies are not permitted.
7. Students wearing excessive make-up, which is fully at the discretion of school management, will be asked to remove this immediately.
8. All types of body piercings, other than small stud earrings, are not permitted under Health and Safety Regulations.
9. Nails should be always kept neat and short. Acrylic/Gel nails are not permitted under health and safety grounds.
10. Inappropriate hairstyles and extreme hair colours are prohibited. Hairstyles must be neat and tidy and hair accessories must be discreet. All must be acceptable to school management.
11. Failure to comply with the Uniform Code will result in detention on the third offence. Repeated offences will be deemed serious and dealt with accordingly.

Disciplinary Structures

Overview

Subject Teacher	Responsible for good order and discipline in their class. Will ensure that the school rules (as per Code of Behaviour) and standards are always maintained.
Class Tutor	Each class has a tutor whose role is of a pastoral nature. The tutor takes an interest in all that concerns the student's well-being, including encouraging life skills such as punctuality and personal presentation.
Year Head	Responsible for discipline in their year group. Serious/ Repetitive Code of Behaviour breaches are reported to the Year Head who will deal with them in a manner that they consider appropriate.
Deputy Principal	Works in consultation with Year Heads on discipline matters. Only the Deputy Principal or Principal may sign a note giving permission to a student to leave school at any time.
Principal	Has overall responsibility for the running of the school and is available, by appointment, for consultation with staff, parents, and students.

Sanctions: It is the responsibility of each classroom teacher to put appropriate strategies in place for classroom management. Where a student is not complying with classroom rules the subject teacher will impose sanctions.

Type of Violation	Sanctions & Interventions
<ul style="list-style-type: none"> ▪ No Books/Equipment for class ▪ No Homework, including project work ▪ Talking in class ▪ Late for class ▪ Chewing gum ▪ No journal ▪ Homework not recorded in journal ▪ No PE Uniform ▪ Defiance; answering back ▪ Being uncooperative with a teacher 	<ol style="list-style-type: none"> 1. Reasoning with the students 2. Firm reprimand or verbal warning 3. Extra work 4. A Note to parents/guardians on VSware 5. Phone call to Parents/Guardians 6. Meeting with Parents/Guardians

For repeated offences and where interventions have failed and it is affecting learning and teaching in the classroom, the matter will be referred to the Year Head, Deputy Principal or Principal as appropriate.

More serious offences are dealt with by Year Heads, Deputy Principal and Principal (as appropriate) who will impose sanctions:

Type of Violations
<ul style="list-style-type: none"> ▪ Repeated offences ▪ Smoking/Vaping ▪ Mithing ▪ Bullying ▪ Cyberbullying ▪ Irresponsible use of social media ▪ Inappropriate use of IT ▪ Defiance ▪ Acts of violence/aggression ▪ Vandalism ▪ Alcohol/Drugs or any banned substances

Sanctions & Interventions

- Verbal Warning
- Withdrawal of privileges
- Additional School work
- Detention
- Student placed on Report
- Meeting with Parent/Guardian
- Fine/Cost of Repairs
- Suspension
- Referral to BOM
- Expulsion
- Report to An Garda Síochána, school psychologist, social services or other appropriate external body

Note: The lists above are not exhaustive

School Management reserves the right to amend any rules in the Code of Behaviour at any time in accordance with the School's Mission Statement, Aims & Policies and with current legislation.

Student Leadership

1. At Leaving Cert level several students interview for and are appointed as School Prefects. There are many leadership aspects to the role of prefect, with a particular focus on working with and supporting first year students.
2. Every class from first to sixth year has a captain and vice-captain voted by their class. These students are expected to show such attributes as being responsible, reliable, cooperative, and respectful. They must consistently show good example to their peers and have a willingness to make a positive contribution to the school community.
3. Captains and Vice-captains are eligible to be voted by proportional representation onto the Student Council. This provides opportunities for students to learn and demonstrate leadership capacity as well as enabling them to contribute more fully to school life.

Awards

1. The school strongly advocates recognition being given to students who are cooperative and consistently demonstrate a positive attitude towards their work, their teachers, and their peers. Our End of Year Awards set out to acknowledge students who have high personal standards of work and behaviour and who have an awareness of their responsibilities to themselves and their peers.
2. Students can receive awards as follows:
 - (i) **CEIST Award:** Every year, this award is presented to a student who has made a positive contribution to the school through promoting spiritual/human development, achieving quality in teaching/learning, showing respect for every person, creating community and being just and responsible.
 - (ii) **Contribution to School:** This award is presented to students who enhance school life through their contribution in areas which add to the quality of the student body experience in school e.g. Greens Schools, Healthy Lifestyle, Threads, Library Monitors, Sports Clubs or assisting in organising school activities including special event weeks and meetings.
 - (iii) **Extra-curricular Achievement:** This award is presented to students who achieve as an individual or as part of a team in interschool competitions in areas like debating, science, art, and sports.
 - (iv) **Attendance Award:** This award is presented to students who achieve excellent records of attendance.
 - (v) **Excellence Award (Positive contribution to class):** This award serves to recognise the large number of well-behaved and cooperative students who consistently do their best in our school. Looking at attendance, punctuality, reaching potential, contribution to class, homework and teamwork, all teachers select the top 5 students in each of their classes every year. Five marks are given to the student who best fulfils all the above criteria, four marks are given to the next best, then three, two and one.

Suspension Policy

Eureka Secondary School Suspension Policy in accordance with Section 23 of the Education Welfare Act 2000 and guidelines issued by the National Education Welfare Board (NEWB).

The Board of Management of Eureka Secondary School delegates the authority to suspend a student to the Principal.

The Principal has the authority to suspend a student for up to and including three days and a further two days with the authority of the Board of Management.

Suspension shall be proportionate to the behaviour causing concern. Normally intervention will have been tried before suspension, and school staff will review the reasons why these have not worked. The decision to suspend a student requires serious grounds such as that:

- The student behaviour has had seriously detrimental effect on the education of other students.
- The student's continued presence in the school at this time constitutes a threat to safety.
- The student is responsible for serious damage to property.

A single incident of serious misconduct may be grounds for suspension.

Suspension is viewed as a respite for staff and student, giving the student time to reflect on the link between their action and its consequences while giving staff the time to plan ways of helping the student to change unacceptable behaviour.

Suspension as part of a behaviour management plan endeavours to:

- Enable the school to set behavioural goals with the student and their parents/guardians.
- Give school staff an opportunity to plan other interventions.
- Impress on a student and their parents/guardians the seriousness of the behaviour.

Forms of suspension:

- a) Immediate suspension: Where an immediate suspension is considered by the Principal to be warranted for reasons of the safety of the students other students or staff of the school, or any other person.
- b) Suspension during State Exam: Where there has been a) a threat to the good order of the exams, b) safety of other students and personnel and c) a threat to the right of other students to do their exams in a calm atmosphere.
- c) Automatic suspension for 'named behaviour' - see Code of Behaviour

Procedures for suspension

1. Inform student and parents/guardians of the complaint having made a preliminary assessment of the facts that may warrant suspension.
2. Parents/guardians and students have a right of response before a decision is made or any sanction is imposed.
3. Where an immediate suspension is considered, the Principal will contact the parent/ guardian before the student is sent home.

Implementing the suspension:

Written confirmation of suspension sent to parents/guardians.

Appeals:

- Appeals can be made by the Parent/ Guardian to Board of Management to remove a suspension imposed by the Principal.
- Appeals can be made by the Parent/Guardian to the Patron to remove a suspension imposed by the Board of Management.
- Appeals can be made by the Parent/ Guardian to the Secretary General if a student's total suspension reaches 20 days (under Section 29 Education Act 1998, amended by Education Act (Miscellaneous Provisions) 2007).

Grounds for removing suspension:

Suspension can be removed by the B.O.M. or Secretary General of the Department of Education following an appeal under Section 29 of the Education Act 1998.

After Suspension ends

Re-integration of student:

- School will help student catch up on work.
- Support will be given to the student to help counter-act feelings of anger and resentment following suspension.
- When suspension is completed, the student will be given a fresh start.

Records/Reports/Review:

- Policy will be reviewed annually.
- Principal will report suspensions in accordance with NEWB reporting guidelines (Education Welfare Act, 2000 section 21 (4) (a)).
- Principal will report suspension to Board of Management.
- Formal written records to be kept.

Disciplinary Structures

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Note: The lists above are not exhaustive

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Expulsion Policy

This is the ultimate sanction imposed by the school and is exercised by the Board of Management in extreme cases of indiscipline.

In advance of any hearing which could result in an expulsion, the school will investigate the matter in accordance with the principles of natural justice.

Prior to Expulsion

The Principal will:

- Ensure all discipline options under the Code of Behaviour have been applied and documented.
- Ensure all appropriate support personnel have been involved.
- Ensure that discussion has occurred with the student and parent/guardian regarding misbehaviour which the school considers unacceptable and which may lead to expulsion.
- Provide formal verbal and written warnings at appropriate times detailing these behaviours, as well as clear expectations of what is required of the student in the future.
- Record all interventions.
- Record all action taken.
- Copy all correspondence.
- Inform the Board of Management.

Procedure in respect of Expulsion

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion from the school, the procedural steps should include:

1. A detailed investigation carried out under the direction of the Principal.
2. A recommendation to the Board of Management by the Principal.
3. Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing.
4. Board of Management deliberations and actions following the hearing.
5. Consultations arranged by the Educational Welfare Officer.
6. Confirmation of the decision to expel.

The Board of Management will inform the parents/guardians in writing of its intention to expel. The formal letter of notification will include:

- Notice of the expulsion.
- Effective date of the expulsion.
- Reasons for the expulsion.
- A statement that the Education Welfare Board has been informed.
- A statement explaining that the student is under the care and responsibility of the parents/guardians for a period of twenty days cumulative in any one school year, required by the Education Welfare Officer to examine alternative provisions for the education of the student.
- Information and documents on Appeal rights.

The Board of Management will make the decision to expel.

The Principal will inform the Education Welfare Officer of the decision to expel.

Appeals Procedure:

- The parents/guardians, or a student over 18 years of age, may inform the Board of Management of their wish to appeal.
- The parents/guardians are invited to the Board of Management hearing and are invited to make a written submission in advance of the Board meeting if they so wish.
- The Principal will provide parents/guardians with a full written description of the allegations against the student and the case being made at the Board meeting, together with copies of all documentation, statements, etc. supporting that case.

The Board of Management will:

- Hear the Principal's case against the student (this case should be made in the presence of the parents/guardians).
- Hear the parents/guardians response.
- Ensure that the parents/guardians are not present for the Board's discussion and decision on the matter.
- Examine all the documentation.
- Consider the student's record in the school.
- Ensure the Principal is not present for the Board's discussion and decision on the matter.
- Discuss the case in detail.
- Make a decision.
- Communicate the decision to the parents/guardians formally through the Secretary of the Board (registered letter).
- If the decision to expel is upheld, inform the Education Welfare Officer under Section 24(1) of the Education Welfare Act, 2000.

In the event of an unsuccessful appeal, the parents/guardians may then appeal to the Department of Education & Skills under Section 29 of the Education Welfare Act 2000. Advice on such appeals will be given to the parents/guardians by the Educational Welfare Officer.

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Code of Behaviour

I agree to accept the Code of Behaviour as set

Signed: _____ Date: _____

Student

I agree that the Code of Behaviour is acceptable, and I will support the school in upholding the standards set out under the code.

Signed: _____ Date: _____

Parent/Guardian

Ratified by the Board of Management of Eureka Secondary School on _____

Signed: _____
Chairperson, Eureka BOM

Date: _____

Signed: _____
Secretary, Eureka BOM

Date: _____

