

# **Eureka Secondary School**

## **Code of Behaviour**

### **BACKGROUND**

Eureka Secondary School belongs to a worldwide community of educational service, reaching back to the founding of the Congregation of the Sisters of Mercy in 1827, now under the trusteeship of CEIST. The Sisters of Mercy first provided secondary education for girls in Kells in classrooms attached to the Convent in 1924. The school moved to the existing site at Eureka House in 1956. From the beginning, the school provided a comprehensive and imaginative curriculum, and from an early stage taught Honours Mathematics, Physics, German, Art and Music at a time when these subjects were not commonly available in secondary schools. The school continues to provide a wide range of subjects and has successfully introduced additional programmes such as the Transition Year Programme, the Leaving Certificate Applied Programme and the Leaving Certificate Vocational Programme.

### **THE AIMS OF THE SCHOOL ARE:**

1. To provide an environment that will enable us to recognise the individuality and uniqueness of each student and to cater for her specific needs.
2. To promote and support the Catholic ethos of the school, while facilitating the spiritual and personal development of all students, whatever their religious experience.
3. To provide a comprehensive social, personal and health education programme, which will enable students to be well-informed, responsible, healthy and well-adjusted adults.
4. To provide a variety of programmes in order to cater for the different needs of students.
5. To provide the best possible facilities for Physical Education so as to enable students to pursue a healthy life-style, encourage teamwork, learn social skills, be aware of the importance of work and recreation and be able to cope with competition.
6. To provide as wide a range as possible of extra-curricular activities.
7. To provide opportunities for staff to enhance their professional and personal development so as to achieve the above aims.
8. To provide channels of communication to parents so as to keep them informed, to invite feedback and to foster mutual support and partnership in achieving our aims.

### **SCHOOL RULES AND CODE OF BEHAVIOUR**

At Eureka Secondary School we aim to maintain a safe and orderly environment where teachers and students can work together in an atmosphere of co-operation and mutual respect.

- We strive to offer opportunities equally to all our students, whatever their ability, circumstances or religious experience in order to develop each student's potential to the full.
- Discipline is essential for the development of the person, of the school and of society.
- Co-operation between parents, students and teachers ensures an effective learning environment for all.
- The school places greater emphasis on encouragement than on sanctions in the belief that students respond better to praise and affirmation. However, it is accepted that there is a need for sanctions to register disapproval of unacceptable attitudes and behaviour.
- Courtesy and co-operation are to be shown at all times to other students, teachers, ancillary staff and visitors to the school. Consideration and respect for others is an essential part of the school philosophy.

## 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 courses.

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 or offensive disruptive behaviour will not be tolerated and maybe subject to interim suspension.
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 classroom in an orderly and respectful manner.
6. Homework assignments must be completed neatly and on time.
7. Students should address staff politely.

## PUNCTUALITY

1. Students are expected to be on time for school and for each class. Students who are late for class will be subject to sanction from the class teacher.
2. A signed note in the student's journal is required from parent or guardian when a student is late for school. A note does not necessarily exempt your daughter from sanction which may be taken. Students who come late for class miss valuable class time and disturb classes that are already in progress. The School may contact parents/guardians to confirm the reasons for lateness. The student must report to the Main Office and sign in. She will be given a late stamp, which she will then show to the Subject Teacher.
3. The school maintains records of all instances of lateness and sanctions that are imposed and will be taken into account when a reference is required.
4. A student who is consistently late for school/class will be reported to the Year Head and Parents/Guardians will be contacted. This is regarded as a serious breach of discipline.
5. Students should use their locker before school, at break time or at lunchtime. Students may not use lockers between classes as this can cause students to be late for class.
6. Students who exceed three lates will be required to do detention.

## ATTENDANCE

1. Regular attendance at school is essential for sufficient progress to be made. A signed '**Absence Note**' (Yellow Note) from parent/guardian in the student's journal is required to explain any absence. This note (Yellow Note) should be presented to their 9am class teacher. Records are kept of all absences. In the case of a student being absent for more than 20 days for any reason, TULSA must be notified in accordance with the Education Welfare Act 2002.
2. A school calendar is included in the journal stating the dates on which students are required to attend classes. If there is any deviation from this calendar, a letter or text message of explanation will normally be issued. If in doubt, contact the school office.
3. Students should not take holidays during school term.
4. Where possible medical/dental appointments should be arranged outside school hours.
5. Should a student be taken ill she should report to the office immediately, with signed permission of her class teacher. Where it is considered necessary a parent/guardian will be contacted. Parents/guardians are requested to provide a daytime contact number. **Students should not contact parents/guardians without first reporting to the office. Students are not to use their mobile phones to contact parents/guardians.** Please note that in the case of illness or accidents, any first aid rendered to the student is of a temporary nature and parents/guardians should assess the situation and decide if further attention is needed. In the case of an emergency where a parent/guardian cannot be contacted, school management will take whatever action is considered necessary for the health and safety of

the student. This may include contacting the student's GP or taking her to the casualty department.

6. Students are required to remain on the school premises throughout the day.
7. The **Request to Leave School** note (Green Note) in the school journal is required for a student to leave the school at any time. This note should be left outside Ms. Moran's office before 9.00 a.m. **Students being collected/leaving the school should present the stub of the Green Slip in the Journal to the class teacher and then report to the office.** No student will be permitted to leave the school premises unless the request to leave school form (from journal) has been signed by parent/guardian and signed by the Principal/Deputy Principal. The School Register in the Secretary's Office must be signed by **both student and parent/guardian** on leaving the school.
8. All students must remain on the school grounds during lunchtime. They may get involved in games or other activities which are organised during lunchtime.
9. Unauthorised absence from school or from class is regarded as a serious breach of discipline.
10. It is a student's responsibility to catch up on work missed through absence.

## **PROPERTY**

1. All students are allocated individual lockers. Students are required to provide their own padlock.
2. Students must respect the property of the school, of the teachers and of other students. 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 her parent/guardian. Suspension may also occur.
3. Students are expected to take responsibility for their own belongings. All items of clothing, books etc. should be clearly marked with the student's name.
4. Graffiti is not tolerated and is regarded as a serious breach of discipline.
5. The school environment should be kept litter free and students are expected to co-operate in keeping the school clean and tidy at all times.
6. Chewing gum is forbidden.
7. **Should students need to contact home during the day all contact must be made through the office.** Students are not encouraged to bring mobile phones into the school, the school will not accept responsibility for the loss or theft of them. Mobile phones may not be used at any time during the school day. Mobile phones must be switched off and locked in the student's locker should they bring them to school. Mobile phones will be confiscated if used in school. The phone will only be returned to the parent/guardian of the student on the following day when he/she comes to the school. The parent/guardian will be required to sign for the phone and to give assurances that the incident will not recur. If the offence is repeated, the phone will not be returned until a period of four weeks has elapsed.
8. Students are forbidden to use a camera or video facility on their phones in the school or on the school grounds. They will have their phones confiscated and the phone will not be returned until a period of four weeks has elapsed.
9. Students and staff who believe that their right to privacy has been infringed by the use of a camera phone or camera will be advised to report the matter to Garda authorities.
10. Personal Audio Systems, e.g. iPods, mp3, game consoles etc. may not be taken to class at any time. They will be confiscated and only returned to the parent/guardian of the student on the following day when he/she comes to the school.
11. Large sums of money or valuable items should not be brought to school. If it is absolutely necessary for a student to bring money or valuables to school, she should go to the office and request that they be held in safe keeping until needed.
12. **Students are reminded that the Fire Alarm System and Fire Equipment are designed to save lives.** Interference with the Fire Safety Equipment of the school threatens the health and safety of others and is a serious offence and will be treated accordingly. Minimum fine of €100 and suspension.

13. Students must be prepared for class and must bring all books, copies, journal, PE Gear and equipment that are needed on a particular day.
14. Classroom behaviour which interferes with the teaching and learning of others is not tolerated and will be subject to sanction.
15. Due to lack of car park spaces **STUDENTS ARE NOT ALLOWED TO PARK ON SCHOOL PREMISES**

**School Management will not, under any circumstances, accept responsibility for items (ipads, laptops, phones, books, jackets, iPods, games consoles or any other personal audio systems etc) lost, mislaid or stolen.**

## **HOMEWORK**

1. Homework will be assigned to all students on a regular basis. It is an essential part of a student's academic work and is vital for examination success. It is expected that homework will be completed each evening. Parents/guardians are requested to organise a suitable place for evening study.
2. Homework normally includes both written work and learning/revision. Parents/guardians are asked to ensure that attention is paid to both by the student.
3. As a general guideline, first and second year students are recommended to spend one to one and a half hours at study each evening, Junior Cert students approximately two hours and senior students up to three hours.
4. A note of explanation in the journal is required from parent/guardian if homework is not completed.
5. It is emphasised that for students to achieve their potential it is necessary that they give their full attention to study. Surveys have shown that part-time work is a distraction and leaves students tired in class and unable to concentrate on class work. Consequently, we do not recommend it.
6. If a student fails to do homework or the homework is incomplete a note may be written in the journal and the student may be given extra work to complete.
7. If a student repeatedly fails to do homework this will be dealt with as a serious discipline issue.

## **INSTRUCTIONS FOR USE OF SCHOOL JOURNAL**

1. The journal is designed to help students organise their work. Details of homework and study are to be kept in it.
2. Students should have their journal with them every day and have it on their desk in every class. **When leaving class for any reason, students must take their journal with them.**
3. Your journal lets your parents see how you are getting on. Parents/Guardians are asked to indicate by their signature that they too have checked their daughter's journal each week. Parents/Guardians are reminded to check the 'Notes from Teacher to Parent Section at back of Journal (Blue Sheets).
4. Students are not allowed to write in another student's journal. A page must never be removed from a Journal.
5. This journal must be kept free from graffiti and tippex. Defacing your journal or another's journal in any way is considered a serious offence and you may be requested to buy a new journal.
6. **This journal must be carried by you at all times and handed to teachers for inspection on request and without comment.**
7. If you forget your journal you must report this to your Class Tutor. Repeated occurrences will be considered a serious discipline issue.
8. Spot checks will be carried out from time to time throughout the year. Loss of a Journal will be regarded very seriously. Any student who loses her Journal must pay for a replacement Journal.

## **SMOKING/ALCOHOL/SUBSTANCE ABUSE**

1. Alcohol and illegal substances are banned. Possession of these substances on the school premises is a very serious offence and may result in suspension or expulsion. The support and co-operation of parents/guardians is essential in this area in order to ensure the health and safety of all students. It is school policy to inform the relevant authorities should a student be found in possession of an illegal substance. On grounds of Health & Safety parents/guardian of any student suspected of being under the influence of any such substance will be contacted by the school and asked to escort the student home.
2. Smoking on the school premises or on the school grounds is prohibited under current legislation, and students found smoking will be subject to appropriate sanctions. Smoking on school trips or outside the school grounds while in uniform is also prohibited and subject to sanctions.
3. For health and safety reasons correction fluids e.g. Tippex, aerosols, deodorants, permanent markers, are banned and will be confiscated if found in a student's possession.
4. Policy on the above is available on request.

## **BEHAVIOUR ON TRIPS AND OUTINGS**

When on trips and outings away from the school each student is expected to remember that she goes as a representative of her school and must at all times 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 substances. In advance of an outing parents/guardians are obliged to sign permission slips provided by the teacher. Failure to do so may result in a pupil not being able to participate in a particular outing.

**Eureka Secondary School reserves the right to refuse a student access to an outing where the student has a poor disciplinary record.**

## **DETENTION**

Students attending Detention must report to the main Office at the appointed time. *Arriving late or non-attendance is a serious breach of discipline and may lead to further detention and suspension.* In a case of non-attendance the parent/guardian must contact the Principal/ Deputy Principal to discuss the issue.

## LADDER OF REFERRAL FOR CODE OF BEHAVIOUR

	Type of Violation	Action by	Sanctions
1	<ul style="list-style-type: none"> <li>No Books</li> <li>No Homework including project work</li> <li>Talking</li> <li>Late for class</li> <li>Chewing Gum</li> <li>No Journal</li> <li>Homework not recorded in Journal</li> <li>No PE Uniform</li> </ul> Serious Behaviour Issues: <ul style="list-style-type: none"> <li>Defiance</li> <li>Un-co operative in class</li> </ul>	Subject Teacher	<ul style="list-style-type: none"> <li>Verbal Warning</li> </ul> Violations of all such offences opposite should be recorded in Journal and relevant punishment given and a request made for Parent/Guardian to sign <ul style="list-style-type: none"> <li>Extra Work</li> <li>Phone – Call home</li> <li>Call in Parent/Guardian (if desired) and meet with Year Head if required (Serious issues should also be recorded on a Discipline Form and given to Year Head)</li> </ul>
2	<ul style="list-style-type: none"> <li>When 3 breaches of the Code have been recorded</li> </ul>	Year Head	<ul style="list-style-type: none"> <li>Year Head speaks with student</li> <li>Letter sent home by Year Head advising that student has been spoken to</li> </ul>
3	<ul style="list-style-type: none"> <li>3 more breaches of the Code have been recorded</li> </ul>	Year Head	<ul style="list-style-type: none"> <li>Meeting with Parent/Guardian</li> <li>Detention</li> <li>Report Card</li> </ul>
4	<ul style="list-style-type: none"> <li>3 more breaches of the Code</li> </ul>	Year Head & Deputy Principal	<ul style="list-style-type: none"> <li>Meeting with Parent/Guardian</li> <li>Detention</li> <li>Report Card</li> </ul>
5	<ul style="list-style-type: none"> <li>Recurrence of breaches of the Code</li> </ul>	Principal & Deputy Principal	<ul style="list-style-type: none"> <li>Meeting with Parent/Guardian</li> <li>Possible Suspension</li> <li>Sometimes refer to BOM</li> <li>Possible suspension/expulsion</li> </ul>
6	<ul style="list-style-type: none"> <li>Smoking</li> </ul>	Year Head	<ul style="list-style-type: none"> <li>Detention</li> <li>Fine or additional school work</li> </ul>
7	<ul style="list-style-type: none"> <li>Mitching</li> </ul>	Year Head / Dep Principal / Principal	<ul style="list-style-type: none"> <li>Meeting with Parent/Guardian</li> <li>Suspension/Detention</li> <li>Additional school work</li> </ul>
8	<ul style="list-style-type: none"> <li>Bullying</li> </ul>	Year Head / Dep Principal / Principal	<ul style="list-style-type: none"> <li>Meeting with Parent/Guardian</li> <li>Possible Suspension/Expulsion (see Anti Bullying Policy)</li> </ul>
9	<ul style="list-style-type: none"> <li>Acts of aggression/violence</li> </ul>	Year Head / Dep Principal / Principal	<ul style="list-style-type: none"> <li>Meeting with Parent/Guardian</li> <li>Detention (where applicable)</li> <li>Suspension/ Expulsion and/or refer to BOM</li> </ul>
10	<ul style="list-style-type: none"> <li>Vandalism</li> </ul>	Year Head / Dep Principal / Principal	<ul style="list-style-type: none"> <li>Meeting with Parent/Guardian</li> <li>Fine/ Repair</li> </ul>
11	<ul style="list-style-type: none"> <li>Drink/Drugs</li> </ul>	Year Head / Dep Principal / Principal	<ul style="list-style-type: none"> <li>Meeting with Parent/Guardian</li> <li>Suspension and/or refer to BOM</li> <li>Possible expulsion</li> </ul>
12	<ul style="list-style-type: none"> <li>Uniform</li> </ul>	Class Teacher /Year Head / Dep Principal / Principal	<ul style="list-style-type: none"> <li>Verbal Warning</li> <li>Exclusion from class</li> </ul>

- Please note that movement up the ladder is mainly for behaviour offences. Persistent minor offences should be dealt with by the subject teacher. However, failure to solve such issues at this level should be brought to the attention of the Year Head.
- Where an incident is deemed serious by the subject teacher and Year Head and is brought to the attention of the Principal – suspension could arise at Stage 1, 2, 3 or 4 also.

## **SANCTIONS AND INTERVENTIONS**

Please note that Eureka School has a “ladder of referral” system and for the most part of 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 then these behaviours will automatically be reported to the Deputy Principal.

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

- Reasoning with a student
- A firm reprimand
- A note to parents in the student journal
- Extra work given to student
- Letter of apology required for poor behaviour
- A phone call/meeting with Parents/Guardians
- Referral to school Year Head

**The Year Head may use any of the above sanctions/interventions plus those listed below.**

- Withdrawal of privileges
- Lunchtime detention
- Year Head report form
- Student required to complete an incident report form
- Agree an improvement plan
- Referral to Deputy Principal

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

- Arrange meeting with student, parents and Year Head
- Detention after school (parents will be given 24hrs notice)
- In-House suspension from particular subject(s) for a limited time
- Seek cost of repair of damaged property from student
- School Community Work
- Referral to Principal
- External Suspension (in consultation with the principal)

**The Principal may use any of the above sanctions/interventions plus those listed below.**

- In all cases of external suspension the Principal will inform the Board of Management. Parents have a right to appeal the decision to suspend their daughter/son to the Board of Management.
- The Principal may refer the student to the school psychologist.
- The Principal may refer the student to relevant authorities, including the Gardaí.
- The Principal may refer the behaviour of the student to the Board of Management.

## **DISCIPLINARY STRUCTURES**

- The Subject Teacher is responsible for good order and discipline in his/her own class. He/she will ensure that school rules and standards are maintained at all times.
- The Tutor: Each class has a tutor whose role is mainly a pastoral one. This teacher takes a special care and interest in all that concerns the student’s well-being as a member of that roll class and as a member of the school community. If a student has any problem or difficulty, she should approach the tutor who will deal with the matter or refer it to the appropriate authority.
- The Year Head has overall responsibility for discipline in a year group. Repeated instances of misbehaviour or serious breaches of discipline are reported to the year head, who will deal with them in a manner that he/she considers appropriate. The year heads meet weekly with the Principal and Deputy Principal and work closely with them.

- The Deputy Principal works in consultation with the year heads on discipline matters. Only the Principal or Deputy Principal may sign a note giving permission to a student to leave the school at any time.  
In the absence of the Principal the Deputy Principal is responsible for the running of the school. In the absence of both Principal and Deputy Principal, this responsibility will be delegated to one of the Year Heads.
- The Principal has overall responsibility for the running of the school and is available, by appointment, for consultation with staff, parents and students.

***School Management reserves the right to amend these rules at any time in accordance with the School's Mission Statement, policies and aims.***

## **Awards System**

In keeping with our mission statement we have a policy of recognising students who exhibit cooperation and a positive attitude to their school, to their teachers and to their peers. In Eureka students are encouraged to develop a community where mutual respect reigns, where personal standards of work and behaviour are high, and where students grow to recognise fully their responsibilities both to themselves and their peers.

Awards are given to students in the following 4 categories:

### **1. Positive Contribution to School Community**

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. Green Schools, Healthy Lifestyle, Threads, Library Monitors, Sports clubs and assisting in organising school activities including 'special event weeks' and meetings.

### **2. Extra-curricular Achievement**

This award is presented to students who achieve as an individual or as part of a team in interschool competitions including debating, science competitions, art competitions and sports.

### **3. Attendance Award**

Achievement awards are also presented to students who achieve excellent attendance.

### **4. Excellence Award (Positive contribution to class)**

The purpose of this award is to recognise the large number of well-behaved co-operative students who simply do their best consistently. Teachers are asked to select the top **5 students** in each of their classes and award a mark using the criteria below:

5 marks for the best student (the top mark) 4 marks for the next best, then 3, 2, and 1 accordingly

#### **Criteria as follows:**

- Attendance
- Punctuality
- Reaching potential
- Contribution to class
- Homework
- Team work



# CODE FOR LEARNING AND LIFE

To help all students learn we will:

1. Be on time for class
2. Have our books and homework ready for class
3. Wear the right uniform in the right way
4. We will show respect to everybody in the room
  - a) Stand when teacher/visitor enters the room
  - b) Speak and behave in a respectful way
  - c) Sit in the seat assigned by the teacher
  - d) Listen, except when asked to talk by the teacher
  - e) Refrain from eating, drinking, and chewing in class

## Code of Behaviour Contract:

I agree to accept the Code of Behaviour as set out in School Journal.

Signed: \_\_\_\_\_  
Student

Date: \_\_\_\_\_

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: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_