

Holy Faith Secondary School, Clontarf



School Code of Behaviour

Respect: Our first School Regulation requires each student to treat all staff and fellow students with respect.

Bullying: Bullying breaks the School Code of respect because if you hurt, threaten or frighten someone, you are not treating her or him with respect. Bullying is not acceptable and will not be tolerated.

School Work: Each student has a duty to do her best with the abilities that she has. Students are expected to participate fully in class and to have the required books, copies and materials. Homework should be completed with care and submitted at the proper time. The school journal is a record of homework and monitors the progress of students during the year and must be kept in good condition. The journal is not a private diary and may be consulted by teachers and parents.

Attendance: Students must be regular in their attendance and be punctual for every class. Students who arrive late to school without a note of explanation will report to the Dean of Discipline. No student may leave school early without a written request from a parent/guardian and a pass from the Year Head. Any absence must be explained by way of a note from the parent/guardian to the Year Head upon return to school.

Property: Students must show respect for their own property and the property of others. All books, items of school uniform, sports kit etc., should be clearly marked with the student's name. Large sums of money or valuable items should not be brought to school. THE SCHOOL CANNOT BE HELD RESPONSIBLE FOR LOSS OR THEFT.

Uniform: Each student must wear full school uniform on each school day. Students must wear school wax jacket; no other type of coat or jacket may be worn. Each item of school uniform must be clearly marked with the student's name. Each student is required to wear the school tracksuit for P.E. and sports. Sports kit may be worn only for P.E. and sports only. Medium length and long hair must be kept tied back at all times. Hairstyle and colour must be appropriate. Dress and appearance must be consistent with safety and hygiene.

Footwear: Students are required to wear black, brown or navy shoes; no runners, trainers, boots or clogs may be worn. In the interest of safety LOW HEELED shoes only may be worn.

Jewellery: Students may wear one finger ring and one small stud in the lobe of each ear. On the grounds of suitability and safety students may not wear nose studs/rings or other facial piercings.

While each girl is expected to take responsibility for her appearance, as a measure of self-respect and respect for others, parents are urged to monitor their daughter's appearance

as they leave for school each day. Your help and support will be appreciated and will help our young people to be more responsible.

Care of the building and property: Students are asked to respect their environment. Care should be taken of school property both inside and outside the building. Students are expected not to litter the school as this can be a health hazard. Students on ROTA should follow School Care guidelines. Chewing gum and Tippex are **ABSOLUTELY FORBIDDEN**.

Mobile Telephones: Students may not use mobile telephones in school for any purpose and should a student bring a phone to school it must be **switched off at all times** and kept secure. A student in breach of this regulation will have her phone confiscated by the teacher and returned upon payment of a contribution to charity of five euro. A further breach may result in the phone being confiscated until the end of term.

Smoking Students are forbidden to smoke on the school premises, while in school uniform or on school outings and tours. No cigarettes, lighters or matches may be brought onto school premises. Substance abuse of any kind will not be tolerated. Any student who breaks these regulations will face suspension and possible expulsion.

Disciplinary measures: Firm action will be taken against students who are disruptive or whose behaviour is unacceptable.

- This code is subject to review.

Holy Faith Secondary School, Clontarf



Discipline Procedures

Positive Behaviour

Every effort is made to promote, encourage and reward positive behaviour. Year heads address the issue of positive behaviour at year group assemblies. Acknowledgement of positive behaviour may consist of the following:

- Talk to student at end of class
- Tick in journal
- Certificate of behaviour to parent and or student
- Acknowledgement and/or prize at end of term/year
- Class reward or additional privileges

Minor Breaches of Discipline:

Teachers are responsible for discipline in the classroom. Minor breaches of discipline are dealt with by the teacher. Suggested action could be:

- Talk to student at end of class and point out inappropriate behaviour and outline appropriate behaviour.
- A further breach would merit a tick in journal and perhaps extra work or moving seat.
- Teachers are encouraged to use letters provided to communicate with parents with regard to unsatisfactory behaviour and/or work with copies given to Year Head.
- Should there be a further breach, a second tick in journal. Three ticks merit a detention. Individual teachers to monitor own ticks. Enter detention in Detention Book, it is important to put reason beside entry. The Deputy Principal will issue a detention letter.

Intermediate Breaches of Discipline:

Repeated minor breaches of discipline are reported to the Year Head. Steps taken may include the following:

- Detention by Year Head
- Students placed on daily report. Report collected from Year Head/Deputy Principal every morning.
- Interview with parents.

Serious Breaches of Discipline:

Should a student's behaviour not improve following the above, serious disciplinary measures will apply. A serious breach of school discipline will be dealt with as follows:

- Year Head/Deputy Principal/Principal notified depending on availability
- All notification to be accompanied with a written report as soon as possible
- Incident Book filled in
- Students may then be given detention or a form of suspension whichever is appropriate and parents informed and/or consulted.

Detention:

Three ticks merit a detention (teacher enters information in Detention Book).

Three lates merit a detention (Dean of Discipline)

Immediate detention may be given by the Year Head, Deputy Principal or Principal. Parents must be notified in writing and reply slip received.

Detention will normally take place on Friday at lunch-time or on Wednesday (3.00 pm to 4.00 pm). Detention may also occur on a day when a Parent/Teacher meeting is taking place.

During detention students are given copies of the School Code of Behaviour to transcribe and there is total silence for the duration of the detention. The Deputy Principal is informed of any absences.

Suspension:

Suspensions may be from class or school as deemed appropriate.

The Principal, or Deputy Principal in consultation with the Principal, may temporarily suspend a student from school. This may be as a result of persistent misbehaviour following detention or a serious breach of school discipline. Parents will be notified and consulted regarding suspension of a student. Suspensions will be reported to the Board of Management.

- Temporary suspension from class
- Suspension from class may involve student being assigned to another class or to accompany Year Head, Deputy or Principal to class
- Immediate suspension from school – parents notified/consulted and Board of Management informed. Year Head/Dean of Discipline arranges for appropriate programme of work to be followed by student while on suspension.

On return from suspension a student may be placed on a daily report for one week and may also attend session(s) with guidance counsellor.

Expulsion:

The Board of Management may as a final resort consider expelling a student from the school. The parents of the student would be given the opportunity of attending the meeting of the Board of Management and presenting their case to the Board. Parents have the right to appeal a decision of the Board of Management. (Education Act, Section 29)

