

# Tulow Community School

## *Code of Conduct*

## CODE OF CONDUCT

### Mission Statement of Tullow Community School

*“To nurture the wellbeing of all  
So that they may grow in knowledge,  
conscience and compassion”.*

### Aims of Education

The general aim of education is to contribute towards the development of all aspects of the individual, including aesthetic, creative, cultural, emotional, intellectual, moral, physical, political social and spiritual development for personal and family life, for working life, for living in the community and for leisure.

It is in the interest of pupils, parents and teachers that harmonious relations should prevail between school and home. Ideally the school is an extension of the home and as such, it should reflect the characteristics of a good home. This implies those pupils and teachers should work in an atmosphere that is conducive to learning and where discipline, order and mutual respect are fostered.

All pupils, irrespective of their abilities, must be given an opportunity to learn and to ensure that this is not disturbed, there must be rules and regulations. These rules must be reasonable and fair and must be understood by all concerned. In drawing up these rules, the School Authorities must be cognisant of the needs of the weaker and more disadvantaged pupils and take into consideration that not all pupils see the curriculum as being relevant to their needs. On the other hand, they must ensure that the brightest pupils who aspire to higher education are facilitated and encouraged to work towards the fulfilment of their legitimate aims to reach their goals in life.

## **Health and Safety Regulations**

Students must not behave in any way that might endanger the Health and Safety of any person in the school.

In particular:

- Students should take reasonable care to ensure their own safety and the safety of others.
- Students should familiarise themselves with emergency exit routes for each room that they use.
- Students should obey all safety instructions given by staff.
- Students must not interfere with any safety equipment such as fire extinguishers, alarm bells or fire hose reels.
- Students must not litter the school. Litter can be a serious health hazard.

## **SUBSTANCE MISUSE**

Tullow Community School does not accept the possession, use or supply of drugs in the school, on school trips or on any school business by any student.

Exceptions will be made for medical reasons.

(Extract from Substance Misuse Policy)

Once a pupil is enrolled in the school, s/he is subject to the discipline of the school and is entitled to remain as a pupil in the school only as long as s/he accepts and obeys the discipline and rules of the school.

- Pupils must respect the school premises, furniture and equipment and where a pupil does cause damage or loss in the school, s/he will be responsible for making good the loss.
- Pupils must be respectful and obedient to their teachers and other members of the school staff.
- All pupils have the right to learn and to enjoy a classroom atmosphere that is conducive to learning. No pupil shall try to undermine the teacher's authority in the classroom or to take any action, which tends to undermine or destroy it.
- Pupils must respect the rights and property of other persons in the school and must never take any action, which would injure or deprive another of any of his/her legitimate possessions or entitlements.
- Teachers must respect the religious beliefs of all students.
- Teachers must treat pupils at all times with care, consideration and respect.

- Parents should familiarise themselves with the school's code of conduct and co-operate with the school in the administration of rules and regulations.

**It is most important that parents should ensure that pupils:-**

- Attend regularly and punctually
- Keep the school rules
- Give adequate time and attention to homework
- Wear the full school uniform at all times in school
- The school authorities cannot accept any responsibility for pupils who leave the school grounds without permission and any such occurrence will be regarded as a serious breach of the school's code of conduct.

**Pupils' Behaviour**

1. Pupils are expected to be honest, courteous, respectful and helpful to one another and to the staff at all times.
2. Rough or boisterous behaviour/play is strictly forbidden inside the school. This is particularly applicable to toilets, assembly areas and corridors, workshops and laboratories.
3. Smoking is illegal inside the school grounds or premises.
4. Gum chewing and Tippex are forbidden in school.

**Attendance and Punctuality**

5. Students must register at 8.50 a.m. each morning. Late arrivals must register in the late book.
6. All absences and unpunctuality must be explained in writing in the school journal by parents.
7. Pupils must remain in school or school grounds during the school day. Unauthorised absence from school will be regarded as a serious offence.
8. All requests for permission to leave school during school hours must be accompanied by a note from the parent/s to the Year Head in the school journal. All students must sign out and sign back in to school in the main office. **NO STUDENT SHOULD LEAVE SCHOOL WITHOUT SIGNING OUT UNLESS ACCOMPANIED BY A MEMBER OF STAFF.**

9. All pupils are expected to remain in school during lunch hour, except those whose parents have completed a “lunch hour indemnity form”.
10. In exceptional circumstances, permission to leave school at lunch hour may be given, if a request is made in writing by parent; on such occasions, a “Pass” will be issued by the class teacher.

### **Property**

11. All pupils' property – coats, bags, books, etc. – should carry his/her name.
12. The management of the school cannot accept any responsibility for lost or stolen property. Large sums of money and other valuables should not be brought to the school unless absolutely necessary. In such cases the money or valuables should be handed in to the office for safe custody and a receipt obtained.
13. Pupils are expected to show respect for school property – no writing on desks or walls. Property deliberately damaged or broken will have to be replaced by the person concerned.

### **Movement within the School**

14. Inside the school, pupils should walk and never run. They must keep to the left whenever possible and at all times on the corridors (one-way system in canteen and social areas).
15. Pupils should assemble quietly outside the classroom door until the teacher allows them to enter.
16. Each pupil must use the desk and chair assigned to him/her in each particular room.

### **UNIFORM**

17. Pupils must wear the school uniform at all times during school hours and when representing the school. It is not optional.

Junior Classes (First, Second and Third Years)

- Girls Navy trousers or knee length skirt;  
Blue and white check blouse;  
Navy pullover with crest knitted in;
- Boys Navy Virginian Style trousers;  
Blue and white check shirt;  
Navy pullover with crest knitted in;

Senior Classes (Fourth, Fifth and Sixth Years)

Girls Navy trousers or knee length skirt;  
Blue and white check blouse/shirt;  
Blue jumper with crest already in;  
Boys Navy Virginian Style trousers;  
Blue and white check shirt;  
Blue jumper with crest already in;  
All Students Black shoes, no runners.  
absolutely no denims, cords or high heels.

P.E. Gear Runners (non marking)  
Tracksuit (shorts and T-shirt)

Only the following items of jewellery may be worn in school:  
a ring, a watch and a pair of ear studs.

### **Reputation of the school:**

Pupils must always behave in a manner which upholds the good reputation of the school.

The conduct of pupils on their way to and from the school is as important as within the school. Pupils are reminded to behave in a mannerly way on the road and in the areas near the school including shops and all other premises. Pupils should remember that when they are wearing the school uniform they are representing the school and continue to exhibit the good behaviour that is expected of them. The school reserves the right to impose sanctions if a pupil's activities when they are involved in a school related activity are detrimental to the school ethos or to other persons.

In the day to day implementation of the Code of Behaviour the Principal's decision is final. The Board of Management of the school fully supports the implementation of the Code.

# **Suspension and Expulsion Policy of Tullow**

## **Community School.**

In the case of unacceptable behaviour where it is deemed to be in the best interests of the school community and /or the student involved, suspension and/ or expulsion are options available to the Principal and/ or the Board of Management.

The Board of Management and the Principal will be guided in these instances by their responsibilities to the whole school community and the principles of natural justice.

In the case of suspension the decision may be taken by the day to day management team of the school, i.e the Principal or in his absence the Deputy Principal. If, in the judgement of the Principal a student should be expelled, the Principal shall refer the matter to the Board of Management for decision.

### **Suspension**

The Board of Management empowers the Principal or in his absence the Deputy Principal to suspend any student who is in serious breach of the school's code of behaviour or for any behaviour deemed by the school management as serious misconduct e.g smoking on school premises, repeated bullying, insolence to school staff etc (these are some examples- this list is not exhaustive).

A decision by the Principal/ Deputy Principal to suspend a student will only be taken when the alleged incident has been investigated and the student has been given an opportunity to respond. In the event of the Principal's decision to suspend a student

the parents/ guardians will be informed by post and may be invited to come to the school for a meeting.

If suspension is to be immediate (the circumstances of which will be the decision of the school management) parents/ guardians may be informed by phone, with written follow up.

Suspension will take place up to and including a period of 5 school days.

In the case of suspension an appeal may be made to the Board of Management in writing.

### **Disciplinary Committee**

A disciplinary committee may be convened by the Principal to consider serious or continuous breaches of the Code of Behaviour. The Committee will be comprised of two Year Heads and the Principal who will act as Chairperson. The committee report can have three different outcomes:

1. No Further action.
2. Sanctions and other behavioural management initiatives imposed.
3. Referral to the Board of Management for consideration.

## **Procedures for the formal re-introduction of the student to the school**

1. Parents/ Guardians may be requested to attend a meeting with the student and the management team of the school.
2. An undertaking of good behaviour may be requested in writing.
3. Agreed conditions may be requested, set down in writing and signed by the student and parent/guardian.

## **Expulsion**

Expulsion is the ultimate sanction imposed by the school and is only employed in extreme cases of indiscipline, gross misconduct or if the student is a danger to themselves or the school community.

A decision by the Principal to recommend to the Board of Management the expulsion of a student will occur only when incidents, or occasion(s) of misconduct that the Principal deems that the only course available to her is a recommendation to the Board of Management for the expulsion of the student.

A decision by the Principal to recommend to the Board of Management the expulsion of a student will only occur when the following procedures have been carried out:

1. The school management are satisfied that all other sanctions have been exhausted, *and/ or* all other solutions deemed reasonable by the Principal have been explored and found unsatisfactory. It may also arise that the actions of the student are so serious that in the opinion of the Principal there is no option but to seek the expulsion of the student.

2. When the parents/guardians have been informed of the Principal's intention to recommend expulsion.
3. When the parents/guardians are provided with a written description of the allegation(s) against the student and the case being made to the Board of Management.

A decision made by the Board of Management to expel a student may be appealed under section 29 of the Education Act 1998

If an expulsion is recommended by the Principal, the Board of Management will meet to make a decision on the matter.

Parents/Guardians will be advised in writing of their rights to present a case to the Board of Management of the school before a decision is reached. Parents/Guardians or the student him/herself, if over eighteen years of age, have a right of appeal to the Board of Management in the first instance and subsequently such further rights of appeal as set out in Section 28 and 29 of the Education Act 1998.

Reviewed June 2016.

