

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”.*

The aim of this policy is to create and maintain a positive, harmonious atmosphere within Tullow Community School to enable the school carry out its mission statement.

The mission statement requires all members of the school community to treat others with dignity and respect. The principle is embodied in the following rules:

- no physical violence
- no verbal abuse; in particular, no abuse based on gender, race, sexual orientation, disability or religious belief.
- No disruption to learning
- No behavior which is detrimental to the health, safety, well-being or reputation of the school community. In particular, no illegal substances may be brought into school.
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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)

SCHOOL RULES

Once a pupil is enrolled in the school, he/she 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 be respectful to their teachers and all other members of the school community.
- 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.
- 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.
- 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 and/or vaping** is illegal inside the school grounds or premises.
Any student found smoking, or with a vaping device will have the vaping device

- confiscated and will face disciplinary actions.
4. Gum chewing is forbidden in school.
 5. Pupils are responsible for ensuring that they have the necessary equipment and materials for their classes.
 6. 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 causes 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/s where it considers the actions to warrant such sanctions.
 7. Use of mobile phones or other personal electronic devices, including ear pods, during class time is prohibited unless express permission has been granted by the teacher for educational use. Devices will be confiscated in the event of non-permitted use. The following in particular be viewed as a serious breach of the school code of conduct:
 - making recordings in any format, secretly or otherwise of teachers, students or any Person working or visiting the school.
 - distributing, posting or sharing such recordings on the internet
 - any use of electronic devices or media that may reasonably be regarded as a form of e-bullying towards any member of the school community.

School Attendance

8. A high level of school attendance is vital if students are to do as well as they can. Students should ensure that they miss school only when it is absolutely necessary and at no other times. If a student misses several days their parents/ guardians may be contacted by the school for an explanation. If a student misses 20 days or more during the course of the school year by law the school must notify the educational welfare officer who will investigate the matter.
9. If a student is absent from school, he/she must present a note signed by their parent/ guardian clearly explaining the reason for the absence. The note should be given to the class tutor during registration. These notes should be written in **the Explanation for Absence** section at the back of the journal.

Punctuality.

10. Punctuality is very important. Students who are late to school must sign in at the deputy principal's office and have a note of explanation signed by the parent or guardian in **the late note section at the back of the journal**. This note should be given to the deputy principal.

Appointments

11. Appointments during school time should be kept to a minimum. For essential appointments and/or whenever a student has to leave the school premises, they must have a note from their parent or guardian. The note should be given to the class tutor during registration. Dean's notes should be written in **the permission to leave section at the back of the school journal.**

The student must be signed out at the main office by a parent or guardian. Students are not permitted to leave the school on their own. Students must sign in at the main office on their return to school.

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. Students may be sent home if they are not complying with uniform rules.

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 footwear with black soles.
Absolutely no denims, cords or high heels.

P.E. Gear: School tracksuit, school shorts and school t shirt. Runners are allowed with the P.E. uniform.

The following items of jewellery may be worn in school: a ring, a watch and ear studs only. No facial piercings are allowed. When students are representing the school they may be required to wear a plain navy tie. If wearing make-up, only minimum make-up is acceptable.

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.

Once a pupil has entered/enrolled in the school, they are subject to the code of the school and must obey the school code of conduct if they wish to remain a student of the school.

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 2022.

