



## **POSITIVE BEHAVIOUR CODE**

### **St Fintan's High School**

#### **School Organisation and Practice**

Always treat other people as you would like them to treat you.

#### **Introduction:**

Students and staff at St Fintan's High School are encouraged to make a positive impact in the school community through positive behaviour.

#### **Why do we have Rules?**

In St. Fintan's High School more than 700 people live and work together in a confined space every day. For everyone to get maximum benefit out of school life and to avoid chaos and waste of precious time, we need our own rules. Once you understand the reasons for these rules you will, we hope, take responsibility for keeping them. Most of the rules are the same as you have at home, in the workplace, in clubs and in society. Others apply more specifically to the confined space of classroom or school.

Remember the rules are for your freedom, not your restriction. Obey them in a responsible spirit and more people will enjoy greater liberty throughout the school.

The Board of Management upholds the rights of all students and teachers to be treated fairly and with dignity in an educational environment that is free from disruption, intimidation and harassment.

The school rules apply when students are on the school premises, on school trips or activities, or identifiable as students of St. Fintan's High School.

The St. Fintan's High School Code of Positive Behaviour has been reviewed after a formal consultation process between Board of Management, parents, staff and students in compliance with 'Developing a Code of Behaviour, Guidelines for Schools' published by the NEWB and with the Charter of the Edmund Rice Schools Trust.

## PUNCTUALITY

Punctuality and good attendance are very important in school just as they are in the workplace later in life. Students should be present at least 10 minutes before first bell to have enough time to prepare for class.

First Bell	8.40 a.m.
Class-time –Morning	8.45 a.m. - 12.55 p.m.
Lunch	12.55 p.m. - 1.45 p.m.
Class-time –Afternoon	1.45 p.m. - 3.45 p.m.

Classes finish at 12.55 p.m. on Wednesday.

**All members of the school community must be ready to start class on time.**

Morning Break:	10.45 a. m. - 10.55 a.m.
Lunch: (Monday, Tuesday, Thursday and Friday)	12.55 p.m. - 13.45 p.m.

## ATTENDANCE

A note of explanation from parent or guardian is required for late arrival and for absence from school. In the case of absence due to medical or dental appointment the student may be requested to present an appointment card. The note for absence must be presented on the first day of return from absence.

No student is permitted to leave the school grounds during class time without permission from the Parent/Guardian.

A student leaving the school before class ends for that day must present a note from a parent or guardian and must sign the book in the school office.

Being out of bounds within school hours is regarded as a serious transgression as it undermines school policy to uphold the health and safety of the student.

A student who, without permission, absents himself from the school grounds during the hours of instruction, may be obliged to apply to the Board of Management for re-enrolment.

Students who transfer from St. Fintan's High School will not be allowed have use of the school for sitting the state examinations.

## POSITIVE BEHAVIOUR CODE

At St. Fintan's High School you are expected to:

- respect yourself and other members of the school community
- respect the authority of all staff by following instructions immediately and speaking in an appropriate and respectful manner
- obey safety rules in work and play at all times, including on the way to and from school
- respect property, school equipment, other students' possessions and the school environment.

## UNACCEPTABLE BEHAVIOURS

The following are examples of unacceptable behaviours:

- Leaving the school grounds without permission
- Defiance of authority
- Deliberate disruption of class
- Littering and graffiti
- Theft
- Foul language – coarse or offensive expression
- Harassment or intimidation of staff or other students in or out of the school environment. In this area unacceptable behaviour includes name calling, wolf whistling, inappropriate gestures, passing notes etc.
- Attempting to communicate with staff by mobile phone or internet social network sites
- Fighting – verbal or physical threat or action against another person
- Bullying including verbal, physical, text messaging or by the internet

**Misbehaviour that brings the good name of the school into disrepute may render the student liable to expulsion by the Board of Management, following due process.**

## **ANTI-BULLYING POLICY**

Each member of the school community deserves an environment free from intimidation and discrimination. St. Fintan's High School promotes the development of each individual to their potential in a safe, happy, healthy and supportive environment.

Bullying is the unwelcome behaviour/treatment of one person by another. All forms of bullying/harassment are prohibited. Reporting of incidents of bullying are encouraged and will be investigated through the St. Fintan's High School anti-bullying procedures.

All students are asked to note that they must be aware of the rights of all to work in an environment free from harassment, sexual harassment or discrimination. The school promotes an awareness of diversity and inclusiveness.

**No person should suffer bullying in any of its forms.**  
**Bullying is totally unacceptable in St. Fintan's High School.**  
**We will not tolerate bullying; you should not put up with it- report it.**

### **Who should you tell?**

Tell your Class Tutor. Tell a friend. Tell a teacher. Tell your parents. Tell a friend to tell for you. Tell early and bullying can be stopped. St. Fintan's High School has procedures in place for dealing with bullying. Help us to help you.

## **RESPECT**

**Respect is the cornerstone of the St. Fintan's Code of Behaviour.**

A strong sense of care and respect underpins all our activities at St. Fintan's: the mutual care and respect that exist between staff and students, and between students themselves.

This is our principal rule and all other regulations flow from it. It is a human, social, Christian attitude and it applies everywhere and at all times.

### **How we show respect for self**

By taking responsibility for:

- your own learning
- using appropriate behaviour and language
- avoiding smoking, alcohol, drugs
- using your locker for storing personal property
- storing your mobile phone and personal stereo in your locker during the school day
- not interfering with school or other person's property
- marking your name clearly on your books, bag, P.E. gear, etc.
- taking care of your property at all times.

### **How we show respect for fellow students:**

- No aggressive behaviour.
- Avoid name-calling.
- Support classmates in refusing to tolerate bullying.
- Avoid disruptive or offensive behaviour.
- Support the teaching and learning of others.
- Report incidents to teachers, class tutors, year heads etc.

### **How we show respect for teachers, students and all school staff:**

- Be mannerly and courteous at all times.
- Obey instructions by teachers.
- Address and behave respectfully towards all teachers at all times.
- Show respect also for all other school staff and students.
- Treat all visitors and guests with respect.

### **How we show respect for school buildings and facilities:**

- Take care with all school property - damage must be paid for.
- Graffiti is strictly prohibited - offenders must pay to have the graffiti removed and are liable to be reported to the Garda.
- No eating/drinking in the classroom, pitch, dressing rooms, gym or astro pitch.
- Students who remain in the school during lunch hour must make sure the cafeteria and tables are left clean afterwards.
- No littering - use litter bins and recycling bins - offenders are given litter duty.
- Responsible behaviour on public transport.
- Obey the rules of the road on the way to and from school.
- Smoking is strictly prohibited.
- Having Tipp-ex or chewing gum within the school grounds are breaches of the school discipline code.
- Those who interfere with the fire alarm are liable to be expelled.
- Obey safety instructions of specialist classrooms.
- Comply with the policy for the use of school computers.

### **General rules**

- Students are expected to obey school rules of behaviour at all times.
- Co-operate and participate in school activities.
- Do not endanger yourself or others by your actions.
- Participation in school tours, outings, representing school is conditional upon a satisfactory record of behaviour.
- Breaking of school rules/policies will result in appropriate sanction.
- Persistent disruption will render a student liable to suspension.

- Behaviour or actions likely to compromise the safety and/or welfare of any person or which may compromise the right of the teacher to teach or students to learn may result in recommendation for expulsion to the Board of Management.

### **WHAT HAPPENS IF YOU BREAK SCHOOL RULES**

#### **Less serious incidents**

Teachers, at their discretion, may apply the following sanctions depending on the seriousness of the incident:

- You may get a warning
- You may be given additional homework
- You may get a comment in your journal
- You may be put on cleaning duty
- For repeated misbehaviour or breach of school rules you may be on detention - Detention may be organised at the following times:
  1. Early morning before class starts
  2. During lunchtime
  3. After school
  4. Internal suspension (excluded from class but under supervision)
- Students who cause disruption during detention will be liable for additional detention periods on Wednesday and Friday of the following week
- Students who fail to report for detention will be liable for two additional detention periods
- Students who fail to report for two detention periods will be liable for suspension.

#### **Serious or repeated incidents**

- You will be reported to your Year Head and you may get detention.
- Students who cause disruption during detention will be liable for additional detention periods on Wednesday and Friday of the following week.
- Students who fail to report for detention will be liable for two additional detention periods.
- Students who fail to report for two detention periods will be liable for suspension.
- The Year Head will keep a record of referrals and may impose appropriate sanctions such as a Report Card. Being on report means that all teachers sign your Report Card at the end of each class and your card is checked at the end of each day by the Year Head, Deputy Principal or Principal.
- If there is no improvement in behaviour you will be reported to the Deputy Principal/Principal.
- The school may ask the Guidance Counsellor to give advice and support to help you obey the St. Fintan's High School Code of Positive Behaviour.
- For serious breaches of the discipline code you will be reported immediately to your Year Head or to the Deputy Principal/Principal. A suspension may be imposed after

investigation and consultation with parents/guardians in line with procedures set out in Chapter 11 of the NEWB Guidelines, 'Developing a Code of Behaviour'.

- Students returning from suspension may be required to be accompanied by their parent/guardian.
- For very serious offences, you will be asked to appear before the Board of Management. This may lead to expulsion from school following the procedures set out in Chapter 12 of the NEWB Guidelines, 'Developing a Code of Behaviour'.

### **HOMEWORK**

Students are expected to be fully prepared for their classes each day. This will require careful study at home to ensure the written assignments and memory work set in class are completed thoroughly. Homework should also include time for revision.

Absence at extra-curricular activity is not an excuse for not presenting homework.

### **SCHOOL UNIFORM**

Students should take pride in their appearance and in wearing the St. Fintan's High School uniform. The uniform must be kept neat, clean and in good condition. Damaged or worn items must be replaced. The school uniform cannot be re-styled or defaced.

All students must arrive in the full school uniform every morning and this will be checked by staff. It is the duty of parents/guardians to ensure their son is in the correct uniform.

#### **The school uniform for first, second, third and fourth year students consists of:**

Navy V-Neck sweater with St. Fintan's High School crest, white shirt, school tie, grey trousers.

#### **The school uniform for fifth and sixth year students consists of:**

Wine V-neck sweater with St. Fintan's High School crest, white shirt, tie for senior students and black trousers.

#### **For all Students:**

- Black leather shoes (No sports logo/canvas shoes)
- St. Fintan's High School jacket with the school crest
- White vests only (if required)
- Black belt (if required)

The St. Fintan's High School uniform is supplied by Lynch's of Marino at 130 Philipsburgh Ave. Sportswear is reserved for the appropriate occasions only and is not to be worn in the classroom. This is supplied by O'Farrell's Uniforms at Kingsford Cross, Unit 104, Strand Rd, Burrow, Portmarnock, Co. Dublin. Outdoor shoes should not be worn in the gymnasium. Complete school uniform must be worn in school or when representing the school. Students must travel to and from school in full uniform.

In the event of breaches of the uniform code the following procedure will be applied.

- Being in school without the correct uniform is considered a serious breach of the school discipline code.
- Students who breach the uniform code are liable to be placed on detention.
- If a student repeatedly breaches the uniform code their parent/guardian may be requested to come to school to collect their son so that the breach can be rectified.

#### **APPEARANCE AND CLEANLINESS**

- Students are expected to be clean-shaven
- Hair should be well kept, in natural colours, neat and cut in a style deemed appropriate.
- Jewellery, such as ear-rings etc. must not be worn.
- Piercings are prohibited.

#### **THEFT AND DAMAGE**

- Students are responsible for their own property while in school. They should also exercise responsibility and due care for the property of others.
- Theft is a very serious breach of the discipline code. Following investigation and consultation with parents/guardians a suspension may be imposed in line with procedures set out in NEWB Guidelines.
- Damage to school property is a very serious breach of the discipline code. All damage to school property must be paid for.
- Chewing gum is strictly prohibited.

#### **THE SCHOOL JOURNAL**

The St. Fintan's High School journal is an essential daily school book.

- Students must have their journals in all classes each day.
- Failure to have a journal in class is a breach of school rules.



- Homework must be filled in for each subject, each day.
- Journals are checked and signed by parents at the end of each week. They should never be signed in advance.

### **APPOINTMENTS**

Parents/Guardians are welcome to meet with the subject teacher, Class Tutor, Year Head, Deputy Principal, Principal or Guidance Counsellor to discuss student's progress. All meetings/contacts with the teaching staff must be by appointment only, arranged by contacting the school office.

Aggressive behaviour and the use of abusive language are totally unacceptable.

All entry to the school must be by the main door beside the office.

It is not appropriate for a parent/guardian to contact a member of the teaching staff at their home.

### **FOSTERING HEALTH**

- Smoking

Smoking, in any part of the school building or its environs is prohibited in compliance with legislation passed by the Oireachtas and notices are erected throughout the school buildings to this effect.

Smoking while in school uniform, and the possession of cigarettes, is also strictly prohibited. Those in breach of this rule render themselves liable to suspension and/or other sanctions as deemed necessary under the school Code of Behaviour.

- Substance Abuse

As set out in the School Policy on Misuse of Substances, the consumption of alcohol and the use or possession of illicit drugs by students in the school building and school grounds, in school uniform, on school trips or while representing the school are absolutely forbidden.

Those who disregard this regulation render themselves liable to expulsion.

- For health and safety reasons, aerosol deodorants and sprays are strictly prohibited.

## **SAFETY**

- In the interest of safety, students should not run when in the school buildings. At all times, care must be taken not to push or jostle others.
- Unauthorised entry to classrooms, laboratories, and the gymnasium is prohibited.
- Take care to observe road Safety regulations. Use 'Safe Cross Code' when crossing the road.
- Please use gates only for entry and exit to and from the school.
- Cycling is strictly forbidden on school grounds.
- Electric scooters and electric bicycles are strictly forbidden on school grounds.
- Cycle helmets should be worn by all students cycling to and from St. Fintan's.

## **EMERGENCY EVACUATION**

**Evacuation Procedure is displayed in the journal and posted in each classroom**

## **REWARDS AND RECOGNITION**

Students are actively encouraged to help other members of the school. Actions or initiatives deemed to be of special merit are rewarded by Merit Cards. The award of a Merit Card, along with the reason for its award, is notified to Parents/Guardians.

Through its awards and prize-giving events St. Fintan's High school recognises achievement, participation, and contribution to the school community across a wide range of areas: attendance, behaviour, academic, sport, art, music and drama.

## **PARENTS - PARTNERS IN EDUCATION**

Parents are our partners in education. Our most successful students are those whose parents/guardians support the school and take an active interest in their son's progress.

Your support is especially helpful in the areas of attendance, punctuality, homework and uniform.

Parents should be aware that the Board of Management, Principal and Deputy Principal will not accept responsibility for students who absent themselves for any purpose without prior permission of the school authorities. This includes leaving the school grounds at lunchtime without permission.

### **Role of Parent/Guardian**

- to support St. Fintan's High School in meeting the needs of the student
- to participate in or support the work of the Parents' Council
- to elect parent representatives to the Board of Management
- to ensure their son co-operates with the school
- To provide information to the school on matters that may impact on the education of the student
- To attend meetings arranged by the school –parent-teacher meetings, meetings with Year Heads, Deputy Principal/Principal
- To be familiar with rules and policies
- Parents/Guardians must sign Code of Behaviour
- To monitor their son's progress and behaviour, regularly checking journal, attending to all communication from school-bulletins, reports, letters relevant to Code of Behaviour, return of forms, etc.
- The Parent/Guardian has the right to request a meeting necessary for the personal or academic welfare of the student. Parent/Guardian may contact the school to request meeting with subject teacher, Guidance Counsellor, Special Educational Needs (SEN) coordinator, Year Head, Deputy Principal, Principal. All requests should be made initially by phone/letter to the office
- A meeting with the Deputy Principal/Principal must be arranged in advance indicating purpose of meeting
- Parents/Guardians have the right to present a complaint. Complaints must be in writing, signed, dated with address and contact number.

## Agreement to Conditions of Enrolment at St. Fintan's High School

### Parent(s)/Guardian(s)

I/We, the Parent(s)/ Guardian(s) of \_\_\_\_\_  
(Student's Name)

having read the St. Fintan's High School's Code of Behaviour, agree to support the management and staff in the implementation of school rules, policies and disciplinary procedures with regard to my/our son. I/We acknowledge that my/our son will attend St. Fintan's in accordance with the Code of Behaviour, school rules and policies and that it is my/our responsibility to familiarise myself/ourselves with all school rules and policies.

Signed: \_\_\_\_\_ (Parent 1/Guardian)

\_\_\_\_\_ (Parent 2/Guardian)

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

### Student

I, \_\_\_\_\_, declare that I will observe all school regulations, sanctions and procedures without exception.

Signed : \_\_\_\_\_ (Student)

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

## Agreement to Conditions of Enrolment at St. Fintan's High School

### Parent(s)/Guardian(s)

I/We, the Parent(s)/ Guardian(s) of \_\_\_\_\_  
(Student's Name)

having read the St. Fintan's High School's Code of Behaviour, agree to support the management and staff in the implementation of school rules, policies and disciplinary procedures with regard to my/our son. I/We acknowledge that my/our son will attend St. Fintan's in accordance with the Code of Behaviour, school rules and policies and that it is my/our responsibility to familiarise myself/ourselves with all school rules and policies.

Signed: \_\_\_\_\_ (Parent 1/Guardian)

\_\_\_\_\_ (Parent 2/Guardian)

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

### Student

I, \_\_\_\_\_, declare that I will observe all school regulations, sanctions and procedures without exception.

Signed : \_\_\_\_\_ (Student)

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