



Code of Ethics and Behaviour

St. Clement's College

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Introduction:

St. Clement's College wishes to clearly set out a Code of Ethics and Behaviour for our school community which reflects the values of the Redemptorist Order. The Code encourages active participation by all the partners in this community – the students, the parents, school management and staff, - to ensure the Code of Ethics and Behaviour works to the benefit of all and creates an environment in which the welfare of all is protected. This code should be read in conjunction with other relevant School Policies, particularly the Anti-Bullying Policy.

The school's Code of Ethics and Behaviour is rooted in our Mission Statement which states that:

St. Clement's College seeks to facilitate the development of each student to his full academic, personal, spiritual and social potential in a Catholic, caring, respectful and safe environment.

At St. Clement's College, we commit ourselves to providing to all students a Catholic education, within the appropriate curriculum which stresses personal responsibility and healthy personal development through self-discipline, a positive attitude towards life, a sense of personal integrity and an appreciation of the worth of all individuals.

It is our aim that students are provided with a holistic education which attempts to enable each student to cope with the problems of life by having a confidence in God through a living faith, an awareness of others and their problems and having the capacity for being compassionate and sympathetic to those in need.

We strive to ensure that when they leave the college, pupils are well prepared to become functional citizens in society, to enter a third level institution or follow a career of their choice.

We achieve this by:

- ★ Taking a very personal interest in each student through our system of pastoral care
- ★ Fostering open communication and close co-operation between school and the home
- ★ Helping the student to relate to the school community through participation in the social, recreational, and cultural life of the college
- ★ Participating in the religious and liturgical life of the community
- ★ Motivating the students to achieve their full potential

This Code of Ethics and Behaviour is underpinned by three principles for all members of the school community:

- ★ **We are Respectful**
- ★ **We are Responsible**
- ★ **We are Ready**

Creating a positive school environment:

The Board of Management and staff in St. Clement's College strive to maximise the likelihood of positive student behaviour. This is achieved by:

- ★ Creating a clear set of expectations, rules and routines that are outlined in the code, taught to the students and practiced daily
- ★ Having high expectations of the students
- ★ Staff modelling respectful behaviour
- ★ Offering relevant programmes and a wide range of extra-curricular activities, thereby encouraging the engagement of all students
- ★ Staff communicating with parents about positive and negative behaviour patterns
- ★ Being aware of relevant factors in students' lives
- ★ Showing fairness/due process
- ★ Working to ensure excellent staff collaboration and staff induction
- ★ Providing effective student support services including Student Support Team, Guidance Team, AEN Support Team, Class Tutor and Year Head system.
- ★ The Buddy System
- ★ Having a comprehensive First Year Induction Programme
- ★ Having a positive school climate
- ★ Showing an interest in the pupils' achievements outside of school
- ★ Maintaining a clean and tidy environment

Promoting Positive Behaviour:

We believe that noticing and affirming positive student behaviour is essential.

Teachers promote positive behaviour by using the following strategies:

- ★ Noticing positive behaviour
- ★ Class Tutor feedback
- ★ Term reports
- ★ Note/Merit in Student Journal or VSWare
- ★ Positive call/message home from teacher, year head, deputy principal and principal

- ★ Display of student work
- ★ Nomination for student awards
- ★ Recognition of achievements through assembly
- ★ Positive comments to individuals
- ★ Acknowledging extra-curricular achievements
- ★ Using a reward system in class that acknowledges effort, participation, achievement and improvement regarding class work and behaviour e.g. giving a student no homework in the teacher's subject for one evening.

Whole school strategies to encourage and promote positive behaviour

- ★ Awards Day – recognises progress, achievement, participation, and effort in school.
- ★ Variety of sports, reports on matches/events
- ★ Encouraging students to take a leadership role in the school including Student Council, Anois and the Buddy System
- ★ Public speaking and debating
- ★ Class Rewards
- ★ Outdoor pursuits and adventure trips
- ★ Various class visits/trips/tours
- ★ School teams entered into schools' competitions
- ★ Recognition of achievement on School Newsletter/Website/Local Media/School Social Media accounts

School Expectations and Standards

These are the expectations for our school community to ensure a positive and hard-working teaching and learning environment within which every student can reach their potential.

1. **I show respect, courtesy, consideration and good manners in my dealings with teachers, other staff members, visitors and the local community.**

This means;

- ☆ Full co-operation with all staff members in the classroom
- ☆ Full co-operation with all staff on the corridors, in the canteen and on the school grounds
- ☆ Full co-operation with all staff on any school related activities.
- ☆ Not being aggressive or defiant in behaviour or language
- ☆ Not using foul language in my daily interactions with students or teachers or in the presence of any members of the school community
- ☆ Carrying out instructions
- ☆ Respectful behaviour towards staff in interactions outside of the school setting.

- ☆ Respectful behaviour towards staff in use of Social Media
- ☆ Respectful behaviour towards our local community-particularly when coming and going to school

Because

- ★ Smooth running of the school environment demands it
- ★ The opportunities for learning need to be maximised
- ★ Mutual respect is important
- ★ Students who bring discredit to the school by their behaviour outside the school may be subject to disciplinary action within the school

2. I have respect and consideration for other students

This means

- ☆ Being fair to everyone
- ☆ Helping other students if they need help
- ☆ Not using foul or aggressive language with other students
- ☆ Not picking on or bullying others
- ☆ Not fighting in or out of school
- ☆ Respecting the property of others

Because

- ★ Mutual respect is important
- ★ Everyone has the right to be treated with respect
- ★ Bullying can cause fear, hurt and misery.
- ★ We want our school to be a safe place
- ★ It could cause serious injury or accidents
- ★ Defacing/damaging school property is destructive and shows a lack of respect for the school community of which the student is a member

3. I come to school every day and arrive on time

This means:

- ☆ I attend every day unless it is absolutely unavoidable
- ☆ If I miss school I bring a note in my journal and present it to my Year Head and the teachers of classes I have missed if requested to do so.
- ☆ If I need to leave school during the day, I bring a note to my year head in the morning for permission to sign out in the school office. Parents are asked to make all elective appointments for after school hours. Where a student needs to leave early for some reason, a parent/guardian will be required to collect the student at the appointed time at the school office and sign the student out.
- ☆ At the beginning of the morning and afternoon session, I am in my place in time for class

- ☆ I arrive at all classes/school events on time and not delay on the way at lockers or in the toilets
- ☆ Lockers to be used at designated times (until 8.45am, small break, big break and at the end of the school day)
- ☆ If I arrive late I must sign in at the school office with a note of explanation from my parents/guardians.

Because:

- ☆ Time missed is hard to make up
- ☆ The school is entitled to an explanation
- ☆ The school is responsible for you during school time
- ☆ It shows courtesy and respect to your teachers
- ☆ Good attendance and good timekeeping helps all students do well
- ☆ Late arrivals impact on the teaching and learning environment

4. That I come to school in full uniform which is clean and tidy.

This means

- ★ I wear the school uniform (plain light blue shirt, school tie, school jumper/half-zip with crest, grey slacks and black/brown leather shoes/black trainers only) during school hours and during school-related activities including trips unless otherwise specified
- ★ Students are expected to be neat and tidy in their appearance
- ★ No other items of clothing should be worn over the uniform while in the school buildings
- ★ I do not wear jewellery including rings or earrings or other piercings
- ★ Tattoos should not be visible

Because

- ☆ This is the uniform agreed to by students, parents and the school authorities – Students should wear it with pride
- ☆ We all have a responsibility to maintain the image of the school
- ☆ Final decisions on acceptable standards of appearance and dress rest with the school management because they have to make decisions on what is best for the image of the school

5. I do my best to work both in class and at my homework

This means

- ★ I listen to and cooperate with my teachers
- ★ I do not disturb or disrupt the class
- ★ I do my homework each night, reading, written and oral
- ★ I always carry my journal and take down homework in it

Because

- ☆ The teacher has a right to teach
- ☆ All students have a right to learn
- ☆ It supports the work done in class
- ☆ It helps you to organise your homework so that you will have success in school
- ☆ It ensures a positive teaching and learning environment to achieve success

6. I come properly prepared for my subjects

This means

- ★ I have proper books, pens, copies etc
- ★ I respect and care for all my books and equipment.
- ★ I bring any special equipment needed e.g. P.E. gear, drawing equipment etc
- ★ I have completed projects and assignments as per deadlines
- ★ I go to my locker at designated times – mornings until 8.45am, small break, big break at the end of the school day.

Because

- ☆ You waste time if you have not got them
- ☆ You cannot do the subject without them
- ☆ You should not disrupt the running of the classroom

7. I respect the classroom and school environment

This means

- ★ Keeping the school clean and free of litter
- ★ Litter must be placed in bins
- ★ Eating and drinking is allowed only outside, in the school canteen provided for such purpose or in the designated areas.
- ★ No drinks or food are allowed in classrooms or on corridors
- ★ No liquid Tipex
- ★ No chewing gum
- ★ Not returning to the school grounds after school hours, at weekends or during the holidays
- ★ Not marking or interfering with school furniture
- ★ I do not enter classrooms without a teacher being present

Because

- ☆ Everybody benefits from working in a pleasant environment
- ☆ The health and safety of all members of the school community is important
- ☆ Chewing gum is unhygienic
- ☆ St. Clement's College is private property
- ☆ It is respectful to all members of our school community to have a clean learning environment
- ☆ It is important to recognise and respect the work of the support staff in maintaining a clean school environment.

8. I have my school journal with me at all times

This means

- ★ My journal is visible on my desk for all classes
- ★ I use my school journal to record all homework/classwork or study as required by each subject teacher.
- ★ All signed notes for absences are presented in my school journal
- ★ I may be asked by any staff member to present my journal and must do so
- ★ I do not deface my journal or any other journal with inappropriate or personal markings in any way
- ★ If the journal is lost I must report it to my Year Head and purchase a new journal

Because

- ☆ The school journal helps you stay organised and remember the work for all your subjects
- ☆ The school journal is the primary means of communication between your teachers and home
- ☆ The school journal may be inspected by the DES inspectorate at any stage during the school year

9. Electronic devices such as laser devices, smart watches and smart glasses are strictly forbidden on the student's person. The school reserves the right to specify further items and if necessary this will be communicated to parents.

This means

- ★ All such items are left at home
- ★ The classroom is respected as a learning space where the teacher directs the use of technology

Because

- ☆ The school cannot accept responsibility for valuable items
- ☆ The school is a learning environment in which students should be fully engaged
- ☆ Students should not distract other students learning with non-school related items

☆ Students are advised not to bring large sums of money or expensive items to school

10. The school Substance Misuse Policy forbids possession or use of cigarettes (including e-cigarettes and vapes) , alcohol or drugs on the school premises or while engaging in school activities. This applies also when students are in school uniform.

This means

★ I should not be under the influence of any forbidden substances or have them on my person while in school/during school activities/while in school uniform

Because

- ☆ St Clement's College does not accept the possession, use or supply of illegal drugs/substances/drug paraphernalia in the school.
- ☆ St Clement's College does not accept the possession, use or supply of alcohol or tobacco/e-cigarettes/vapes in the school or on school activities by any student.
- ☆ St Clement's College does not accept the misuse of solvent-based substances.
- ☆ Many of these substances are harmful to your health and wellbeing

11. Mobile phones must not be used on the school premises

This means

- ★ **Mobile phones must be powered off, not simply silenced, on entering the school grounds.** Mobile phones/multimedia devices should not be turned on during the school day or used unless students are instructed to do so by a class teacher. When teachers form the opinion that a student's mobile phone is being used inappropriately then the phone will be confiscated by the teacher and returned to the parent/guardian through the school office.
- ★ Students wishing to contact home if they are feeling sickly must first approach their year head who may give permission to contact home through the school office if necessary.

The school management does not accept responsibility for loss or damage to any phones in any circumstances.

Because

- ☆ School is a learning environment and should not be disturbed or disrupted in any way
- ☆ Access to technology is teacher directed

Sanctions

PLEASE NOTE: Sanctions are a response to help students change behaviour. They are necessary to show disapproval of, and to discourage unacceptable behaviour. They help students to understand that they have choices for their own behaviour and that all choices have consequences.

A refusal to co-operate with sanctions under the School Code of Behaviour is deemed a breach of the School's Code.

In accordance with *Developing a Code of Behaviour* (NEWB 2008), sanctions should be proportionate to the nature and seriousness of the behaviour. Certain factors will be considered such as:

- ★ The frequency, duration and persistence of the behaviour
- ★ Whether it is part of an escalating pattern of poor behaviour
- ★ The context of the behaviour, including a student's personal circumstances

For students who have been sanctioned under the School's Code of Behaviour, up to and including suspensions, the privilege of attendance on school excursions will be reviewed.

The following sanctions do not represent an exhaustive list of inappropriate or unacceptable behaviour and each individual case will be dealt with on its merits by the school authority.

In some cases a number of sanctions may be issued in response to student breaches of the school code.

A sanction is a form of positive intervention. Sanctions are used as part of a wider plan to help the student to learn. They are used in conjunction with pastoral support in line with our Student Support Policy.

When any sanction including suspension is completed, a student should be given the opportunity and support for a fresh start. Although every case will be dealt with on its merits, the school management may take account of previous records of good and/or poor behaviour in the school in the same academic year. Students will be given the opportunity for a fresh start at the commencement of each academic year.

On breach of school rules:

1. Students will be issued with a verbal warning by teacher.

In addition to a verbal warning a teacher may:

- a) Have a quiet word with student
- b) Remind the student of choice and consequence of behaviour
- c) Assign new seating arrangements,
- d) Assign extra subject based work
- e) Confiscate contraband items eg earrings/phones
- f) Insist that the student presents apology/work before the next class with the subject teacher

- g) Liaise with Class Tutor, Student Support Team, Guidance Counsellor or Year Head as appropriate if ongoing concerns on student's engagement with classwork
2. On a further breach in the class or over a period of time, the teacher will issue a comment on VSWare or in the student's journal that must be signed by parents. It is the student's responsibility to return the signed note to the issuing teacher at the beginning of the next class.
 3. For a serious misdemeanour – **see Appendix 1** – a student may be awarded detention

Sanctions that may be imposed on students by the Year Head, Deputy Principals or Principal following breaches of the school code include:

- ★ Meeting with students to discuss behaviour
- ★ Contact with parents/guardians
- ★ Request a meeting with parents
- ★ Consider the withdrawal of the privilege of attendance on school excursions.
- ★ Withdrawal of the privilege of representing school in any extra or co-curricular activity until a change in behaviour is established.
- ★ Referral to counselling services in the school
- ★ Referral to student support team
- ★ Referral to Behaviour for Learning programme
- ★ Repair or replacement of property damaged by students must be paid for by them. Student lockers should be locked at all times.
- ★ Draft a behaviour management plan and implement with the student
- ★ Agreeing a modified timetable arrangement with student in accordance with Circular

Overview of Interventions

- ★ Verbal Warning
- ★ Note in Journal/VSWare
- ★ Report Card
- ★ Lunchtime detention
- ★ After School Detention
- ★ Suspension

A student may be placed on lunchtime detention by the teacher Year Head, Deputy Principal or Principal. In normal circumstances lunchtime detention will only be applied after the student has received a number of verbal reprimands. Normally a student will be informed a day in advance of their detention and it will be noted in their journal. However, an immediate detention may be imposed if the situation warrants it.

Lunchtime detention lasts 20 minutes. Students are allowed 5 minutes at the beginning of their lunchbreak and are allowed 5 minutes at the end. The detention room will be supervised by a teacher who will record all who are present in the detention book and assign work for them to complete. This work must be attempted and handed back up to the teacher. Students must present their school journal to the supervising teacher to have it signed. Students who fail to turn up for detention, or arrive late, or do not follow the direction of the teacher in charge, or in any way disrupt the detention room may be faced with serving a further sanction.

After School Detention

A student can only be placed on after school detention by the Principal, Deputy Principal or his Year Head after a referral has taken place. A standard text is issued to parents notifying them of the date and time of the detention. Copies of the relevant documentation that led to the sanction being issued are kept on the students file. In normal circumstances afterschool detention will only be applied after a number of lesser sanctions have been served, however in cases of serious breaches of the school Code of Ethics and Behaviour the student can be placed on afterschool detention without having served a lesser sanction.

After school detention lasts 1 hour on a day decided by the school management in consultation with the staff. The detention room will be supervised, the names of those present will be recorded and work will be assigned for students to complete. This work must be attempted and handed back up to the person in charge. Students who fail to turn up for detention, or arrive late, or do not follow the direction of the person in charge, or in any way disrupt the detention room may be faced with serving a further sanction up to and including suspension.

Suspension and Expulsion

TÚSLA (formerly NEWB) Guidelines 2008 will be followed in respect of Suspension and Expulsion

Suspension:

In line with TÚSLA guidelines, normally, other interventions will have been tried before suspension. The decision to suspend a student requires serious grounds such as;

- ★ The student's behaviour has had an effect on the education of other students
- ★ The student's continued presence in the school at this time constitutes a threat to safety
- ★ The student is responsible for serious damage to property

- ★ A serious incident of serious misconduct may be grounds for suspension.

Following suspension the school will support the reintegration of the student to assist in improving behaviour.

Expulsion:

A proposal to expel a student requires serious grounds such as;

- ★ The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- ★ The student's continued presence in the school constitutes a real and significant threat to safety
- ★ The student is responsible for serious damage to property
- ★ A serious threat of violence against another student or a member of staff or a member of the local community or a visitor to the school
- ★ Actual violence or physical assault
- ★ Supplying illegal drugs to other students in the school
- ★ Sexual assault of a member of the school community

The grounds for expulsion may be similar to the grounds for suspension. In addition to factors such as the degree of seriousness and the persistence of the behaviour, a key difference is that, where expulsion is considered, school authorities have tried a series of other interventions, and believe they have exhausted all possibilities for changing the student's behaviour.

Attendance and Punctuality

Progress at school requires the best level of attendance and punctuality, as both are essential for efficient class work. Regular and punctual attendance is therefore required of all students.

- ★ Students who are absent from class (for a full day or part of the day) must bring a note from their parents/guardians and present it to the Class Tutor and to the Subject Teachers if requested to do so. This note should be produced on the day that they return to school
- ★ In cases where parents/guardians know in advance that a student will be absent for a period, they should contact the school by phone or email. Should you telephone the school explaining your son's absence, a written note is still expected on his return.

- ★ Parents/guardians must give the school a telephone number for emergency use e.g. When a student becomes ill and has to be sent home, we must contact the parents/guardians wherever they are.
- ★ Supervision of students begins at 8:30 am. No responsibility is accepted for students arriving before this time. Students are expected to exit the school building promptly after school finishes. Students are expected to be in school by 8:45 am. Repeated lateness may result in detention The same level of courtesy and respect which we demand from the students in school is required at all times while travelling or waiting for the bus. Any misdemeanors will result in sanctions.

Appearance and Dress

The uniform is considered to be an essential part of life in St. Clement's College because it symbolises all this school stands for – the dignity of the person and all that is conducive to the full development of the student as a valued member of our school community. It is visual evidence of the shared responsibility we have for the education of the student, a responsibility shared between home and school.

The uniform consists of:

- ★ Plain light blue shirt
- ★ St Clement's College school tie
- ★ Plain mid grey conventional school trousers – no slits – no jeans style
- ★ Navy blue V-necked long-sleeved pullover with St. Clement's crest
- ★ Kobi Sports crested pullover(purchased via St. Clement's)
- ★ Black/brown leather shoes/black trainers only

Students must wear their uniform to and at school and at all school related activities (unless otherwise directed.) Appropriate gear must be worn for PE classes and other sports.

If a student cannot wear his uniform on a particular day, he should have a note from his parents/guardians and should inform the Year Head/ Deputy Principal / Principal of this fact prior to going to class. Failure to produce a note may result in the student being refused entry to class. No jewellery, ear piercings/facial piercings are allowed (eyebrow bars/studs, nose studs/ bars/ tongue studs etc.) Anyone wearing jewellery will have the item confiscated and returned at the end of the term. Repeat offenders will be asked to remain at home until compliance with the full uniform policy is guaranteed.

School Property and Environment

- ★ We are all responsible for litter. Students are expected to help in achieving a hygienic and pleasant environment in and around the school. To this end students are asked to recycle waste and litter in the appropriate bins.
- ★ Students who are deemed to be guilty of defacing school furniture or school property either inside or outside the school will be subject to serious sanction up to and including suspension.
- ★ All students may be requested on occasion to participate in the school's multiple flags initiatives or other civic initiatives to promote a clean working environment for the school and the local community.

Supervised Study

1. No student may show up for study without having first presented himself with his application form and payment to Miss Hogan.
2. Students must be present at study for 3.40pm sharp on a Monday & Tuesday, and 3pm Wednesday to Friday. Any student presenting himself after this time will not be permitted to enter study.
3. If a student is attending an extra-curricular activity within the school they may be permitted late entry once this is accompanied by a note from a parent/guardian.
4. A student who wishes to finish study early must present a note from a parent/guardian before study begins. A student who presents himself without a note will not be permitted to leave. Text messages from a parent can not be accepted.
5. Students are not permitted to go to the shop before supervised study starts.
6. A light snack and drink are permitted in study. Biscuits, crisps, fizzy drinks and chewing gum are not permitted.
7. Students are not allowed to leave the study room once the session has begun. They must use the toilet and retrieve all books from their locker before study commences.
8. Phones are not allowed in supervised study. Normal school rules apply if a student is found to be in possession of one.
9. Any student considered to be interrupting or interfering in any way with any study session will be sent home. Any student who is sent home from study for any reason may not be allowed back into supervised study in the future.
10. Failure to abide by any of the above rules may result in the student being excluded from study without a refund of fees.

I have read and agree to this Code of Behaviour.

Signed: _____ (Parent)

Signed: _____ (Student)

Monitoring and Review

The school will monitor and review the policy on an ongoing basis and the next review date will be April 2025

Signed:

Patricia Kieran
(Chairperson of Board of Management)

Pat Talty
(Principal)

Date: _____

Date: _____

Appendix I

The School: This should specify that the “School” includes school buildings, grounds, play areas, public areas where students congregate coming to and going from school, and any other specific area that might apply.

Parents: For the purpose of the policy, Parents should be defined to include natural parents, foster parents, step parents, or guardian of the student concerned as applicable, or any

person acting in loco parentis, either on a temporary or permanent basis, on the date of an incident.

Serious breaches of the Code of Behaviour include, but are not limited to:

- ★ Endangering the safety or health of any member of the school community.
- ★ Disrespect or defiance towards or harassment or intimidation of a member of staff or the bullying of another member of the school community.
- ★ Possession, use, or supply of prohibited substances (including alcohol, drugs, vapes or associated paraphernalia) in the school, on school trips, or in the course of any school-related activity e.g. school matches. Exception will be made only for legitimate medicinal use with the prior notification of the school authorities.
- ★ Deliberate vandalism, including the writing of graffiti, in relation to school property or the property of a member of the school community or buses hired by the school.
- ★ Interference with or persistent disruption of teaching and learning.
- ★ Refusal to obey clear and reasonable instructions of staff members on a repeated basis.
- ★ Smoking or vaping anywhere inside or in the immediate vicinity of the school grounds.
- ★ The use of obscene, abusive, or otherwise inappropriate language.
- ★ Stealing, fighting, or the possession of offensive weapons. In addition to being serious breaches that incur suspension, these are criminal offences that will be reported to the appropriate authorities.
- ★ Tarnishing the good name and reputation of the school.
- ★ Truancy.
- ★ 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.
- ★ The Code of Ethics and Behaviour will apply in the same way to student behaviour at events off the school campus.

Less serious breaches of the Code of Behaviour include,

but are not limited to:

- ★ Eating or drinking in class or other areas not designated for food and beverage consumption.
- ★ Failure to complete assigned homework.
- ★ Such classroom disruption as inattention, talking without permission, passing notes, and failure to have the books and equipment required for class.
- ★ Running, shouting, or horseplay of any description anywhere in the school.

- ★ Being late for school or classes.
- ★ Use of mobile phones on the school premises.
- ★ Loitering in the toilets.
- ★ Not wearing the full school uniform.
- ★ Wearing of jewellery, including rings and earrings or piercing

