

Seamount College Code of Behaviour

The following are our standards at Seamount College:

Standard – Show Respect and Courtesy	
This means: <ol style="list-style-type: none"> 1. Be polite and courteous to all. 2. Everyone is given equal chance to participate. 3. Be kind, helpful and caring to all, especially vulnerable people. 4. Promote anti-bullying policy. 5. Having respect for oneself and others. 6. Respecting instruction from teachers and staff. 	Because: <ol style="list-style-type: none"> 1. It creates a happy atmosphere. 2. It allows for optimum learning. 3. One should treat others as you would like to be treated. 4. It creates safe happy environment. 5. It develops social skills. 6. It is preparation for life and workplace.
Standard – Respect for the Environment	
<ol style="list-style-type: none"> 1. <u>School grounds</u> <ul style="list-style-type: none"> • Keep our school grounds litter free. • Keep out of off-limit areas. 2. <u>School property</u> <ul style="list-style-type: none"> • Respect and maintain all classrooms/ specialised rooms resources and fittings. • Everyone must refrain from using gum or smoking. 3. <u>Classrooms</u> <ul style="list-style-type: none"> • Everyone is responsible for their own area. • Adhere to cleaning rota • Use lights and heaters economically. 	<ol style="list-style-type: none"> 1. <u>School grounds</u> <ul style="list-style-type: none"> • All are entitled to a clean environment. • It ensures personal safety. 2. <u>School property</u> <ul style="list-style-type: none"> • It ensures the continued use of good quality resources. • It prevents damage to environment/self. 3. <u>Classrooms</u> <ul style="list-style-type: none"> • It is conducive to learning • Responsibility is fairly shared. • It prevents energy waste, and promotes caring for the environment.
Standard – A Code of Appropriate Dress	
<ol style="list-style-type: none"> 1. A student wears the uniform as prescribed by the school without additions. 	<ul style="list-style-type: none"> • We are representing the school. • It promotes equality between students. • It fosters a sense of belonging and pride; it is a statement of who we are..... a body, a team, a group.
Standard: Learning	
This means: <ol style="list-style-type: none"> 1) Attend school every day on time. 2) Be prepared for class. 3) Take responsibility for own learning and be actively involved in class. 4) Complete homework independently to the best of your ability. 	Because: <ol style="list-style-type: none"> 1. It is vital for learning and continuity. 2. It encourages responsibility, organisation and it allows the student to derive maximum benefit from the class. 3. It prepares for lifelong independent learning because maximum effort leads to maximum learning. 4. It reinforces learning and identifies problems.

The Following are Strictly Forbidden

- Alcohol / Tobacco / Drugs / Illegal, offensive or dangerous materials.
- Bullying
- Violence
- Swearing / Bad language
- Chewing gum
- Correction fluid
- Mobile phones, MP3 players etc....

Other Procedures:

- **Student Journal:**

- Journals are important as a means of communication between school and home.
- Students must have journals with them in class at all times.
- Journals must be available for inspection by teachers and tutors and Dept. Inspectors on request.
- Journals must be kept in perfect condition.

- **Absences:** If a student is absent from school the "explanation for absence" slip at the back of the student journal must be completed and signed by Parent / Guardian and submitted on their return. If any student is absent for 20 days or more in any school year, a report must be made to the National Education Welfare Board (NEWB), outlining the reasons for their absence as indicated in the "explanation of absence" slip.

- **Late for School:** Students must sign the late book and have note signed by parent / guardian in journal outlining reason. Notes regarding lateness will not excuse students from sanctions, unless they relate to medical appointments / exceptional circumstances. Medical appointments should be arranged outside of school hours, where possible.

- **Lockers:** Students are allowed to their lockers before 9am, during breaks and after school. They may only go to lockers at other times with a note of permission from a class teacher.

- **Mobile phones / electronic devices:** Will be confiscated for two weeks for first and second offence For third offence the phone will be collected at the end of term by the parents.

- **School Outings:** It is the duty of every student to obey the Code of Behaviour on all school organised activities.
- **Discipline Committee:** Any three of the following, Class Tutor, Year Head, Deputy Principal and Principal.
- **Conduct Record Book:** This book contains a section for each student. The teacher will make a record of each student's conduct either good or bad and any advice given. Each entry will be signed and dated.

Note: It is not possible to cover every eventuality in a Code of Behaviour. Ultimately, each individual case is taken on its own merits and judged accordingly. The Standards in the Code of Behaviour will apply in any situation where the student is the responsibility of the school (e.g. school tours, games etc.).

Achievement Awards

An award ceremony will take place at the end of the academic year. Prizes will be awarded in the areas of academic / sporting achievement and participation. Other awards may include most improved student / good attendance / leadership initiative award and any other activities deemed deserving of recognition.

Applying standards:

Teaching code: The code will be taught to students through workshops at the beginning of the school year.

Minor breach of our standards

<u>1st Standard:</u> Re: Respect and courtesy.	<u>Sanction Options</u>	
<ul style="list-style-type: none"> • Disruption of class • Boisterous/ Rough behaviour. 	<ul style="list-style-type: none"> • Verbal reprimand • Note in journal/conduct book • Temporary removal to other classroom • Referral to tutor • Removal of gum from desks at lunchtime • Pick-up rubbish on school ground at lunch time 	
<u>2nd Standard:</u> Re: Respect for environment. <ul style="list-style-type: none"> • Chewing gum • Littering • Going to off limit areas within school. 		
<u>3rd Standard:</u> Re: Appropriate dress. <ul style="list-style-type: none"> • Excessive make-up • Inappropriate jewellery • Out of uniform • Additions/Alterations to uniform. 		<ul style="list-style-type: none"> • Removal (wipes provided if needed) • Confiscation • Note in journal • Spare uniforms provided • Referral to class tutor
<u>4th Standard:</u> Re: Learning <ul style="list-style-type: none"> • Late for class • Lack of preparation for class • No homework • See also 1st standard 		<ul style="list-style-type: none"> • Verbal reprimand • Monitored in roll book • Note in journal • Additional homework • Lunchtime detention

Major breach of our standards

	<u>Sanction Options</u>
<p>1st Standard: Re: <u>Respect and Courtesy.</u></p> <ul style="list-style-type: none"> • Continuous disruption of class • Bullying (see sanctions for Serious Breach below) 	<ul style="list-style-type: none"> • Referral to year head • Phone call home • Immediate suspension by Principal • Referral to Board of Management • Phone call home – Parents/Guardians come and collect student • Payment for repair/replacement • Referral to Deputy Principal • Phone call home • Withdrawal of privileges (e.g. School teams/outings) • Parents/Guardians required to meet with Principal
<p>2nd Standard: Re: <u>Respect for environment.</u></p> <ul style="list-style-type: none"> • Leaving school grounds/mitching • Defacing school property • Smoking • Substance abuse 	
<p>3rd Standard: Re: <u>Appropriate dress.</u></p> <ul style="list-style-type: none"> • Constant occurrences of dress code offences outlined above. 	
<p>4th Standard: Re: <u>Learning</u></p> <ul style="list-style-type: none"> • Constant occurrences of learning offences outlined above. • Failure to turn up for detention/misbehaviour at detention. • Misbehaviour at detention. 	

Serious breach of our standards

	<u>Sanction Options</u>
<ul style="list-style-type: none"> • Bullying. • Abuse of school / staff property. • Interference with fire alarms. • Gross Indecency. • Serious verbal / physical abuse of staff / students. • Recurrence of major breaches. • Unauthorised recording. • Possession / supply or use of illegal substances. 	<ul style="list-style-type: none"> • Immediate suspension. • Student called to formal meeting with class tutor / year head / Discipline Committee /deputy principal and principal. • Referral to Board of Management - expulsion by Board of Management if deemed appropriate. • Payment / repair of property. • Immediate confiscation.

Suspension

- Only the school principal may suspend a student from school. This suspension may follow a recommendation of the school Discipline Committee.
- In the case of serious breach of the code of behaviour, the principal can sanction an immediate suspension, pending a discussion with the parents/guardians and a review of the incident at issue.
- Except in exceptional circumstances written notification of the suspension and its duration will be given to parents/guardians.
- The student will be regarded as being in the care of their parents/guardians during the period of their suspension.
- Return to school following a period of suspension may be subject to the students signed acceptance of the school code of behaviour and may be subject to further conditions which the school deems necessary in the circumstances.
- Suspensions greater than three days will be referred to the Board of Management.
- In all cases involving suspension by the principal, the parents/guardians have the right to appeal to the Board of Management.

Expulsion

- The Board of Management alone has the power to expel a student.
- Expulsion is a last resort and is considered when the continued attendance of the student at the school is, in the Boards view, harmful to the education, health or safety of other students or any member of the school community, and/or, in the Boards view, the student can no longer benefit by remaining in this school and/or when the student concerned has, through continued misconduct, displayed their unwillingness to accept the standards set out in the school code of behaviour.
- In all cases involving expulsion by Board of Management, the parents/guardians or students over 18 years may appeal a decision to expel to the Secretary General of the Department of Education and Skills under Section 29 Education Act 1998.
- An appeal may also be brought by the NEWB on behalf of a student.