



# CODE OF POSITIVE BEHAVIOUR

September 2025

## **STUDENT DETAILS**

Name:

Home Address:

Parent(s) Contact Number:

Parent(s) Email Address:

PPS Number:

Class Tutor:

Year Head:

School Email Address:

## **ACCIDENT AND SICKNESS PROCEDURES**

In the event of an accident or illness, the school authorities need to be able to make contact with Parents/Guardians. It is of utmost importance therefore, that all contact details are accurate and up to date.

In the event of a student enrolling with a known medical condition, we ask parents/guardians to provide the school with all relevant information.

In the case of illness, our usual procedure is as follows:

- Basic First Aid will be administered (Pain killers or tablets of any kind cannot be dispensed by the school)
- Contact will be made with the Parent/Guardian where deemed necessary.
- In the event of an emergency, an ambulance will be called.

**PLEASE NOTE THAT CCTV CAMERAS ARE PLACED STRATEGICALLY AROUND THE SCHOOL FOR THE SAFETY AND SECURITY OF STUDENTS AND STAFF.**

## Designated Liaison Person

The board of management has also appointed a Designated Liaison Person (DLP) and a Deputy Designated Liaison Person. The DLP is the person in the school responsible for dealing with the HSE Children and Family Services, An Garda Síochána and other parties, in connection with allegations of and/or concerns about child abuse and neglect.

Designated Liaison Person (DLP)  
Deputy DLP

Principal  
Ms. Michelle Duignan

## SCHOOL CODE OF POSITIVE BEHAVIOUR

In order to create a caring school community and to promote a positive teaching and learning environment students must abide by school rules. A good relationship between teachers and students makes it easier and more enjoyable for teachers to teach and for students to learn. As a school, we aim to promote a genuine interest in learning and we endeavour to create a positive learning environment where mistakes can be used as learning resources, without undermining confidence. This list of non-exhaustive rules ensures that the students' right to learn and teachers' right to teach in a caring, safe and respectful environment are safeguarded.

### **Role and Responsibilities:**

St. Joseph's College acknowledges the contribution of all members of the school community. It is everyone's responsibility to promote good behaviour and minimise negative behaviour.

### **Students:**

Students are expected to uphold the code of behaviour at all times.

### **Parents:**

The central role of parents/guardians in the development and implementation of the code of behaviour is acknowledged. All parents are asked to sign that they have agreed with the code of behaviour before sending their son/daughter to our school and to further support the school by signing the code in the school journal each year.

### **Staff:**

The teaching staff plays an essential role in the successful operation of our code. The important role played by the teaching and non-teaching staff particularly in relation to encouraging positive behaviour and reporting incidents of misbehaviour is also acknowledged.

### **Board of Management:**

The school acknowledges the role of the Board as a decision making body and its contribution to the continuous enrichment of the school. The Board is the body to whom parents and students over the age of 18 can appeal, in writing, in cases of suspension and expulsion.

**This policy applies to all students during the school day and while on school related activities.**

### **School Learning Contract**

When enrolling in St. Joseph's College students, parents/guardians agree to follow the Learning Contract and Code of Behaviour as outlined below.

The overall aim of our code of behaviour is to:

- Facilitate learning, in a safe and positive environment within the school.
- Promote and acknowledge positive behaviour, respect and co-operation
- Encourage students to take responsibility for their behaviour and learning
- Ensure the health and safety of all in our school community.

The following are a non-exhaustive list of our school rules.

### **Respect**

- Students are expected to be mannerly and courteous at all times towards all members of staff, visitors to the school and fellow students.
- Students are expected to work to the best of their ability at all times in order to reach their full potential
- Students must treat their own property, the property of other students and all school property and equipment with respect.
- Students are reminded that deliberate physical violence, verbal abuse, all forms of bullying, boisterous behaviour and harassment are not acceptable.
- Teachers have the right to teach and students have a right to be taught without interruption due to misbehaviour or disrespect.

### **School Student Journal**

The student journal is an important form of communication between home and school.

- Each student must have the school journal in every class.
- Students are expected to record homework for every subject in their school journal.
- The school journal should be treated with care and respect. It is the responsibility of each student to ensure their journal is not defaced in any way.
- The class tutor will inspect and sign the journal each week.
- Parents/guardians are requested to inspect and sign the journal every week. There are absences notes and a section for notes between parents and teachers in the journal.
- If a student is away on school business e.g. a match etc. or if a student is absent for a few days, it is the student's responsibility to catch up on work missed in class and homework. Please ask a friend to collect notes/handouts for you and to keep you informed about the work you have missed. Check your class Team on Microsoft 365 for work assigned. If a student is sick for a long period, please contact the school office to make arrangements for work to be emailed etc.

### **Attendance and Punctuality**

- Students are expected to attend school regularly and punctually and to be on time for every class.

- Parents/guardians are asked to download the school App as this is the school's main method of communication with parents/guardians. (details on how to download the App will be communicated to parents/guardians)
- If a student is absent or late for any reason parents/guardians use the App to record the type of absence, the date, if it is a full day, if it is part of a day etc.
- The Year Head will accept or decline the request as appropriate. A request to be absent may be declined if the student has absences that need further explanation.
- Students must remain on the school premises at all times during the school day between 9am and 3.45 pm, unless permission is sought from and granted by the **Year Head** – office personnel cannot give permission to students to leave school.
- Students are expected to sign in and/or out in the school office if leaving during school hours. Office personnel will be able to check if permission has been given by the parent/guardian and Year Head.
- Students leaving during the school day must be collected from **the main door** entrance.
- Students must bring their journal – signed and time noted – for toilet breaks during class time.
- Students must get permission from their Year Head for a call to be made home by the office in the event of illness.
- Please note students are not permitted to contact parent/guardian using their own devices to arrange lift home.
- Written permission from a teacher is required if a student is absent from any timetabled school activity.

**Please note: We are obliged under the Education Act 2000 to report to the NEWB (The National Education Welfare Board) any student who is absent for more than 20 school days.**

### **School Uniform and General Dress**

- Students are expected to wear the official full correct school uniform every day in school, coming to and going from school and at all school functions unless otherwise stated.
- Students are asked to label their uniform items clearly.
- Full uniform must be worn during the State Examinations.
- The school tracksuit top is **NOT** to be worn instead of the school uniform as outlined below. The school tracksuit top is for school matches, PE and activities or to wear as an extra layer in winter.

#### **The uniform for girls consists of:**

- Royal blue school jumper with crest, light blue blouse, navy skirt with two pleats to the front or navy school trousers. Skirts must be knee length or longer. A plain coloured T-shirt may be worn inside the shirt. **No sportswear or jerseys are to be worn inside the school shirt.**

### The uniform for boys consists of:

- Royal blue school jumper with crest, grey shirt and grey school trousers. A plain coloured T-shirt may be worn inside the shirt. **No sportswear or jerseys are to be worn inside the school shirt.**

### Uniform and appearance:

- All students must wear appropriate navy, brown or black leather school shoes e.g. Deck or AV8 style shoes.
- **Boots, canvas shoes, runners or runner type shoes are not permitted.**
- **Please note – exceptions to the school shoe rule will only be permitted on receipt of medical/professional certification (principal/deputy principal can advise on types of footwear available e.g. Jordan Max, Aura 5, Reebok leather trainers etc)**
- Students are expected to keep their uniform clean and in good repair, paying particular attention to personal hygiene and cleanliness.
- Appearance, including hairstyle and the wearing of jewellery must be acceptable to the school authority and must comply with health and safety regulations at all times.
- Students must remove facial and tongue piercings during school hours.
- Unconventional or extreme hair colours or styles, as determined by school management, are not permitted. Hair must be neat and tidy.
- Boys must be clean shaven. Boys are not permitted to have earrings, bars or studs. It does not suffice to cover them.
  
- Students with additional educational needs and/or sensory differences which prevent them from wearing part of and/or the official school uniform are asked to wear the following modified school uniform.
  - The school tracksuit top and/or school tracksuit pants.
  - A **plain** jumper/sweatshirt (not a hoodie) in a material/fabric suitable to the student in the royal blue colour of the school. **Items of clothing with images, slogans and or writing are not permitted.** This plain jumper/sweatshirt should have the school crest (details of where items can have the crest added are available from the school office).
  - A polo shirt in a material/fabric suitable to the student instead of a shirt in blue for girls and grey for boys.
  - A T-shirt in a material/fabric suitable for the student in light blue for girls or grey for boys.
  - Girls wear navy trousers and/or a skirt in a material/fabric suitable to them.
  - Boys wear grey trousers in a material/fabric suitable to them.

### Uniform for activities:

- Students wear a school sports top and tracksuit pants for PE and activities.
- Students are expected to wear the school sports top and tracksuit pants when representing the school in sports competitions, matches etc.
- **Students are not permitted to wear leggings.**
- Students must change into their full school uniform once their activity/training finishes.

- On school days during the year which are deemed non-uniform days or on trips away students are permitted to wear tracksuits, casual trousers, loose fitting T-shirts, sports jerseys or sweatshirts/hoodies. No short or cropped tops or tight-fitting leggings are permitted. Casual clothing on such occasions must not bear offensive, prejudicial or inflammatory slogans, images or messages. Students must wear clothes appropriate to the activity involved. The school reserves the right to ask a student to change their clothing in such circumstances.

### **Mobile phone usage**

- The use of mobile phones or the camera facility on the mobile phone is forbidden on school grounds between 8.30 a.m. and 6 p.m.
- The only time a mobile phone may be used is with the authority of a member of staff for educational purposes.
- Where a student brings a mobile to school, the phone must be switched off (unheard and unseen) during the school day and secured in the student's locked locker.
- If it is necessary for parent/guardian to communicate with their child during the school day we would ask you to contact them through the school office (0504) 51215.
- Parents are asked not to accept phone calls/text messages etc from students during the school day as it undermines the school policy on mobile phones. (Please refer to Parents' Role)
- Any student found to be recording, circulating, publishing or distributing recorded footage associated with school, including material relating to staff and students where such circulation undermines, humiliates or causes damage to another person, is considered a serious breach of school discipline and will be dealt accordingly.
- Any student found in breach of the school rules regarding phones will have their phone confiscated.
- Students participating in school related activities (e.g. study, extracurricular activities, school trips, tours and all school events) must abide by the mobile phone rules governing these activities.
- Failure to hand over a mobile phone when requested will be treated as a serious breach of discipline.
- The sharing of explicit text, images and /or video is unacceptable and absolutely prohibited and will have serious consequences and sanctions for those involved in accordance with the school's Code of Behaviour.
- Student's found posting inappropriate comments on posts on the school social media platforms will be dealt with under the school's Code of Behaviour.

### **Please note that:**

- **All incidents involving creating, storing or sharing of explicit text, images and/or video of children under the age of 17 years will be reported as an incident to the Gardaí and Túsla.**

### **Sanctions for the inappropriate use of devices including but not limited to Mobile Phones, Recording/Musical Devices, Speakers and Smart Watches**

#### **First Offence:**

- The device is taken from the student, the student is given a verbal warning.
- The device is given to the Principal/Deputy Principal and held in the office.
- **The device may be collected by a parent/guardian NOT by the student** from the Principal/Deputy Principal after 3.45pm on the first day or any subsequent day.
- The use of mobile phones and other electronic devices including smart watches during examinations will be dealt with as a serious breach of the school code of behaviour.

#### **Second Offence:**

- **The device is taken from the student and given to the Year Head for seven days.**

Requests from parents to return the device will not be tolerated as it undermines school policy.

#### **Care for School/Other People's Property**

- Students are expected to be responsible for their own property.
- All personal property and books must be labelled clearly.
- The school does not accept responsibility for items lost or mislaid.
- Students are expected to respect the school property. Any act of vandalism against the property of the school or of any other person in the school is regarded as a serious offence and will be dealt with accordingly.
- Students must not damage, deface or remove school property, including desks, chairs, walls, toilets and school equipment.
- Students must not have in their possession cigarettes, vapes, alcohol, fireworks, prank items, cigarette lighters, knives, penknives, weapons, replica weapons or any such items.
- Chewing gum on the school premises and grounds is not allowed.
- Students are expected to dispose of litter in the relevant rubbish/recycling bins provided.

#### **Canteen**

- Students are expected to eat their lunch/break in the canteen **or the designated eating areas.**
- Eating on the corridors, in classrooms and school toilets/dressing rooms is not permitted.
- Students may eat in the yard sitting at benches or seats provided NOT walking around the school.
- Students are expected to keep the canteen clean and clear their table after they have finished.
- In St. Joseph's College, we encourage students to have food and drink that support a healthy lifestyle. We do not permit high sugar or caffeinated drinks.
- Students must put hot drinks into a suitable container such as a 'keep-cup' as disposable cups are a safety risk due to the risk of burning etc.

#### **Textbooks and resources**

- All textbooks and resources provided by the school remain the property of the school.

- At the start of every new school year each student will be provided with the textbooks and resources as outlined on the book list for each year group.
- All textbooks will be covered, will have a label for the student's name and will have a barcode/trace number.
- Barcode/trace number will be used by school staff to identify which student the textbook is assigned to.
- At the end of the school year (end of school term in May for 1<sup>st</sup>, 2<sup>nd</sup>, TY & 5<sup>th</sup> year; after State exams for 3<sup>rd</sup> & 6<sup>th</sup> year) all textbooks will be returned to the school. School issued resources except for copy books will also be returned to the school. Parents/guardians will be notified by the school of the exact date books can be returned.
- Students who mislay textbooks and/or resources at any time during the year will replace these items at their own expense.
- Books will be inspected when they are returned at the end of the school year. Any books found to be torn or in poor repair will be replaced by the student who was assigned these books.
- Students who do not return the books assigned to them at the end of the school year may not be provided with textbooks and resources in the next school year.
- It is the responsibility of each student to look after the books assigned to them.

### **Lockers**

- Students are expected to keep their lockers locked at all times. The school cannot be held responsible for items that may go missing from unlocked lockers.
- Lockers should be kept clean and tidy at all times.
- Students must use the bag racks provided to store their bags/TG folders etc.
- Books must be either stored in the locker or taken home at the end of the school day NOT left on the floor or in bag racks. Items left in the bag racks, on top of lockers or on the ground will be removed at the end of the day by cleaning staff.
- Students should only go to their lockers at the designated times, before and after school and at both break times.
- Schools are expected to get books for three classes at the designated times.
- Students are expected to pay for the replacement/repair of damaged locks/lockers.

### **Prohibitive substances**

- Smoking and the use of any vaping/nicotine-based devices on the school grounds on or during school activities and on buses going to/from school activities is strictly forbidden.
- Possession, selling or consumption of any illegal substances in school, on school grounds and during school related activities will be dealt with as most serious offences under the school's code of conduct. Please be aware that any such activity will be reported to the Gardaí.
- Students must comply with teacher's instructions to empty the contents of their pockets if the teacher suspects the student of being in possession of a prohibited substance.

### **Safety Rules**

School rules cannot possibly cover all circumstances. The following list of safety rules is not exhaustive and should be taken as examples.

- Think Safety: Rough boisterous play anywhere on the school premises and running on the corridor is not allowed.
- Safety equipment such as fire alarms, extinguishers, CCTV cameras and First Aid kits are in the school for the school's community protection. Abuse of these items is a serious offence.
- Disruptive or unsatisfactory behaviour on a bus or train either travelling to or from school or a school activity will be dealt with as a serious breach of school rules.
- Students are not permitted to bring motorised vehicles onto school property unless they have a full driving licence and furnish a copy of same to the office.
- Laser pointers and laser pens are not allowed on school property.

### **Strategies used to promote, acknowledge and affirm good behaviour.**

We are proud of the fact that the behaviour of the majority of students in our school is excellent.

The following are examples of some of the methods we use to reward, promote, acknowledge and affirm good behaviour.

- Positive words of praise and comments from subject teacher, Class Tutor, Year Head, Deputy Principal and Principal.
- Extra points on the VsWare system.
- A positive note/comment in school journal.
- Display of student's work.
- Whole class trips with Class Tutors.
- Public recognition of achievements e.g., on notice board, local media, social media, school website.
- Positive references when students leave school.

### **Strategies for early intervention in response to inappropriate behaviour**

- Discuss the student's behaviour after class.
- A simple reprimand
- Changing the student's position in the classroom
- Extra schoolwork
- Discussing the student's behaviour with their tutor
- Detention as arranged by the school
- Note in school journal which must be signed by parents/guardian
- Referral to Class Tutor, Year Head, Deputy Principal, Principal as per Ladder of Referral.

### **Homework and Study**

- The school recognises that homework is an essential part of the learning process and that students who regularly do homework gain immeasurably from the experience.

- Homework includes on-going and regular revision of course work and its purpose is to enable the student to develop the necessary and important skills required for written examinations and to be familiar with the course content of various subjects.
- All homework assignments should be recorded at the end of each class in the school journal.
- Homework, both written and oral, must be done to the best of one's ability and presented on the prescribed day. Failure to do so may incur a sanction.
- It is recommended that Junior Cycle students should devote at least two hours each evening to homework assignments and revision.
- Senior Cycle students should devote three to four hours daily to homework assignments and revision.
- Students following the Transition Year Programme are expected to adhere to deadlines set for the completion of E-portfolio, projects, module tasks and work assigned by teachers.
- Parents must sign school journal weekly (please refer to section on school journal).

### **Anti-bullying Policy**

All students are requested to abide by the anti-bullying policy of the school. Bullying of any form is not tolerated. Parents are requested and expected to support the school in monitoring such activities and complying with the school anti-bullying policy.

### **Student support services**

#### **Pastoral Care**

**Class tutors** take a special interest in the progress and welfare of the students in their class. They serve as a link between school Administration and Year Head ensuring the observance of school discipline.

**Year Heads** oversee the welfare of Year Groups on behalf of the school community. They are intermediaries between Class Tutors and Principal and are part of the Ladder of Referral.

#### **Learning Support**

We have a learning support team who cater for the needs of students who may be experiencing learning difficulties. The Special Needs Co-ordinator, in liaison with parents and subject teachers, offers any necessary assistance and our Resource Teachers provide tuition to individuals and small groups.

#### **Guidance Counsellor Service**

The Guidance Counsellor is available to meet all students on an individual, confidential basis to help out with any issue of concern e.g. study, subject choice, career and personal. You can arrange an appointment to meet with Guidance Counsellor in class.

There are three main areas of support:

1. Personal/social guidance and counselling which involves personal counselling, referral within and outside the school and developing and teaching life skills, self-esteem, anger management and mediation programmes throughout the school.
2. Educational counselling which includes advice re: subject choices, information on courses, advice on study skills and exam technique and the administration of aptitude tests and giving results. Liaising with local primary schools, learning support, resource and subject teachers, Year Heads, tutors and parents is also an important part of this work.
3. Vocational/Career counselling which involves careers classes explaining the points system and discussing third level opportunities. Informing students of careers exhibitions, Open Days and guest speakers in the school.

Each individual 6th Year student is given a career interview to discuss CAO/UCAS application, information and employment opportunity awareness.

### **Student's Council**

The Student's Council represents the views of the student body and is a channel of communication between students and staff. It allows students to become actively involved within the school community and develops a sense of belonging and responsibility. Each year group elects two representatives onto the student council.

### **Parent's Role**

Parents play a crucial role in shaping the attitude which produces good behaviour in our school.

St Joseph's College seeks the active involvement and co-operation of the parents/guardians of all of our students. This active co-operation will be sought at an early stage. If a problem arises parents will be given a fair hearing and will always be informed of their right to appeal. Our parents have two representatives on the Board of Management. Parents are asked to attend parent teacher meetings.

### **Parent's Association**

St Joseph's College has an active Parents Association. We encourage all parents to play an active role in the future of the school by actively participating in Parents Association endeavours.

## ACCEPTABLE USE I.T.

School Name: St. Joseph's College

Name of Student: \_\_\_\_\_

Class/Year: \_\_\_\_\_

Student

I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: \_\_\_\_\_

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

Parent/Guardian

As the parent or legal guardian of the above student, I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety, but the school cannot be held responsible if students access unsuitable websites.

I accept the above paragraph  I do not accept the above paragraph

*(Please tick as appropriate)*

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph  I do not accept the above paragraph

*(Please tick as appropriate)*

Parent: \_\_\_\_\_

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

Ratified by the BOM on: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Principal: \_\_\_\_\_