

**INVER COLLEGE, CARRICKMACROSS,  
UNDER THE AUSPICES OF  
COISTE GAIRMOIDEACHAS CHONTAE MHUINEACHAIN  
COUNTY MONAGHAN VOCATIONAL EDUCATION COMMITTEE**

**CODE OF BEHAVIOUR**

**1. Rationale**

Under Section 23 of the *Education (Welfare) Act 2000*, the Board of Management of each school must prepare and make available a Code of Behaviour for its students. The Act requires that the school Code of Behaviour is prepared in accordance with Guidelines issued by the National Education Welfare Board (NEWB).

The Code of behaviour must be reviewed regularly and amended where necessary.

**2. Modification Clause**

The Board of Management of Inver College reserves the right to modify the Code of Behaviour at short notice if they deem it necessary to do so. All parties within the school community will be notified prior to any change.

**3. Mutual Expectation**

**3.1** The school will do all in its power to facilitate students in their studies while in Inver College. The school will expect parents/guardians to do all in their power to ensure that their sons/daughters will follow the Code of Behaviour of Inver College.

**3.2** The Code of Behaviour for students attending Inver College has been formulated in accordance with the aforementioned Guidelines to ensure that every student can benefit to the maximum extent in the school and with due cognisance to the Inver College Mission Statement which states that, "Our aim is to foster the full human potential of students, enabling them to grow to be balanced, responsible persons who can take their places in life to the best of each one's ability."

**3.3** By adhering to the code an orderly, harmonious and productive educational atmosphere can be created where high standards of behaviour are expected and supported. Parents/Guardians accept that their child must obey the rules and agree to disciplinary measures which result if the rules are breached. The Code of Behaviour constitutes part of the enrolment procedure in Inver College.

**3.4** The Code of Behaviour must be read, signed and accepted by the parent/guardian and the student. Acceptance of a student into Inver College will be conditional on acceptance of this Code of Behaviour.

**4. Preparation for School**

4.1 Parents/Guardians and students must have read, accepted and signed the Code of Behaviour as agreed by the Board of Management, Staff, Parents' Association, Student Council and Co Monaghan VEC.

4.2 Each student is expected to attend school on time, every day, in full uniform and have all the necessary books and equipment. (Facial piercings, excessive make-up and jewellery are forbidden. Light foundation only is permitted)

4.3 All homework must be completed before classes commence each day. Some students may be required to report to a designated teacher or SNA every morning and produce books, homework and materials needed for classes that day.

4.4 To avoid sanctions for not complying with the above, notes must be provided by parents in the School Journal at the appropriate times, outlining the reasons for non-compliance. These reasons must be acceptable to the school.

4.5 Late coming may be sanctioned by detention and/or punishment work. Persistent late-coming may result in students being given detention.

\*4.6 As and from September 2013, first and second year students are not permitted down town before school or during school breaks.

\*\*4.7 Upon arrival at school, all students should proceed to the school building/grounds immediately.

## **5. Assembly**

5.1 Assembly is held four morning of the week with the class tutor and with the Year Head on the fifth morning. All students are expected to be in their respective classrooms in good time for assembly.

5.2 Students not in attendance for roll call during assembly will be deemed to be absent. They must then report to the secretary's office with a note of explanation in their journal.

**\*\* Please Note!** It is the student's responsibility to ensure that his/her attendance at school is recorded by the completion of a Late Slip at the secretary's office.

(See Attendance Policy)

## **6. During School**

6.1 Students are expected to behave in a reasonable manner at all times while in school, when participating in school organised activities and while wearing the Inver College uniform.

6.2 While moving through the building, students must walk at all times.

6.3 The five areas where good behaviour are expected are –

- a) During Class
- b) Between classes and during breaks
- c) At tutor group/ assembly
- d) During extra-curricular activities
- e) When wearing the Inver College uniform

f) Any student out of class during timetabled classes must have a Red Card or a note of explanation from their class teacher in their School Journal.

**Note! The school considers the journey to and from school as part of the school day. Interfering with other students and/or others shall constitute a major violation of the Code of Behaviour.**

### **7. Practical Classes**

7.1 Preparation and tidying up are integral and essential components of practical classes. All students are expected to comply with these procedures. Codes of Behaviour for specialist rooms are displayed in the rooms and students are expected to comply with them.

### **8. Extra-curricular activities**

8.1 Normal School Rules will apply. Additional rules may also apply to ensure Inver College complies with Health and Safety and other relevant legislation. Students are expected to adhere to the rules and may face removal from further activities if there is any violation of the rules.

### **9. Property**

9.1 Students are expected to respect all school property, the property of other students and members of staff. Malicious damage to ANY property is a serious misdemeanour and those responsible must pay for repairs to, or replacement of damaged property. Detention, suspension or expulsion may be imposed depending on the nature/severity of the damage caused.

### **10. Social Behaviour**

10.1 Students are expected to conduct themselves with decorum and display good manners to all adults and fellow students in the school.

10.2 Smoking is strictly forbidden anywhere within the school boundaries (Health Protection and Promotion Act 2004) and while wearing the Inver College uniform.

10.3 It is expected that all school property will remain graffiti free. Violators will have to pay any cleaning and refurbishing costs involved.

10.4 Students are expected to conduct themselves with decorum and avoid any excessive loudness, bad language, horseplay etc.

10.5 Chewing gum, eating or drinking are not permitted in class. The only exception to this rule is in medical circumstances and the school must be advised in advance.

**10.6** A Litter Policy is in operation and students are expected to avoid dropping litter on the way to and from school and within the school grounds, and help upkeep the image of the town in co-operation with the Tidy Towns Committee.

**10.7** The school has a Substance Abuse Policy, a copy of which is available on request. **Possession, use or supply of drugs, alcohol or any illegal substance is completely prohibited.** The Substance Abuse Policy outlines procedures for dealing with substance abuse in the school.

### **11. Out of Bounds Areas**

**11.1** Students are expected to observe the Out of Bounds areas in and around the school, including adjoining private property, and around the town, as decided by the Board of Management.

### **12. Preparation for going home**

**12.1** It is expected that students will keep the school tidy. At the end of the school day students should:

- a) Put chairs on table (if requested) to facilitate room cleaning.
- b) Close all windows.
- c) Leave classroom, building and grounds immediately, without disturbing others.
- d) Uphold the image of Inver College at all times.

### **13. Mobile Phones and other Technologies**

**13.1** The use of mobile phones, recording devices (audio or image), Personal MP3 players, iPods or other electronic gadgets is not allowed in the school.

**13.2** The State Examinations Commission does not allow mobile phones to be used as calculators or clocks during state examinations. This is also school policy.

**13.3** If a phone rings or is produced in a classroom or between classes, the phone will be confiscated for two days or until a parent/guardian calls to the school to collect it. If this occurs again the phone will be confiscated for five days.

**13.4** Further breaches of this rule may result in the prohibited item being confiscated for a longer period of time or in more severe sanctions being imposed.

**13.5** A student whose phone has been confiscated may use the school phone, if necessary.

### **14. School Journals**

**14.1** The School Journal is a very useful resource. It helps the student's organisational skills and is means of communication between home and school. The School Journal is not to be defaced in any way. Students will be asked to purchase a new journal to replace any defaced journal. In order to make full use of the School Journal, we request the co-operation of parents/guardians in overseeing the following points:

- Students must have their journals in class every day
- A student failing to hand up his/her journal when requested by a teacher to do so, may be sanctioned
- Homework must be filled in for each subject, every day
- Junior students should have their journals checked and signed by a parent/guardian each week. Journals should not be signed in advance. If a journal has not been signed for two weeks, parents/guardians may be contacted
- Absentee notes or notes requesting permission to leave the school must be signed on the appropriate pages at the back of the journal and presented to the tutor/year head at morning assembly. Students who have a signed note of permission to leave the school must report to the secretary's office to sign out at morning break (11.00 -11.15) or at lunch time (12.30 – 12.45) only.

### **15. Uniform/Appearance**

**15.1** As in many organisations, uniform is a definite mark of identity. How the uniform is worn reflects on our school community and Inver College insists on high standards with regard to dress and appearance. Students should come to school **clean, neat and tidy** and wearing the full school uniform.

**15.2** Hair should be neat, well groomed and fall within the natural colour range. Extreme colours are not permitted.

**15.3** It should be remembered that while students are wearing the Inver College uniform they are governed by the school's Code of Behaviour and are expected not to let themselves or the school down by engaging in inappropriate behaviour.

### **15.4 School Uniform**

- 1) Navy jumper with school crest.
- 2) Navy trousers/skirt as decided by the school authority.
- 3) Blue shirt.
- 4) Only white, round neck T- Shirts are to be visible under the school shirt
- 4) Low heeled, black, soft soled shoes
- 5) School jacket

### **P.E. Uniform**

- 1) Polo shirt (white, blue or navy)
- 2) Plain navy tracksuit bottoms
- 3) Runners

**15.5** Students are expected to arrive in school in full uniform. Any student arriving in school without full uniform may be denied access to class until the situation is rectified – unless satisfactory written explanation for missing

uniform item is noted in advance in the School Journal. Excuse notes will only be valid for a maximum of three (3) school days. Parents must be prepared to replace damaged, worn out or missing items of uniform at short notice at any time of the school year. Therefore, it is recommended that you have a second uniform on reserve, in case of emergencies. No denims allowed at any time.

**15.6** Students failing to comply with the Inver College uniform policy will be provided with school issue items of uniform, including shoes, which must be returned in good condition at the end of the school day.

**15.7** Excessive jewellery is not allowed. To comply with Health and Safety regulations, **no** jewellery is allowed in PE or Practical classes.

**15.8** Facial jewellery is strictly banned under Health and Safety Legislation.

**15.9** Excessive make-up, especially eye make-up, is not permitted and students will be asked to remove same. Failure to comply with this request will result in sanctions being imposed. Light foundation only is permitted.

## INTERVENTIONS

### Within the Classroom

- Diffusing escalating behaviour or potential conflict within the class using positive regard.
- Use of a Classroom Assistant with targeted students.
- Change of teaching split or class.
- Time out, under supervision.
- Subject teacher to talk to student about incident outside of class.

### Communication Outside the Class

- Year Head meeting with student to discuss concerns arising.
- Student being put on Day Report or Positive Targets to be set.
- Phone call/letter to parents/guardians expressing ongoing concerns.
- Year Head meeting with student and parent(s)/guardian(s).
- Support offered by Behaviour Support Classroom staff or Care Team.
- Attendance monitoring forms.
- Teaching Staff and Supervisors to be informed about students with particular difficulties at particular times or students at risk of exclusion.
- Resource Teacher and Special Needs Co-ordinator to identify any gaps in learning or special need. (Look at Target Plan)
- Referral to specific support services e.g. counselling services (where appropriate/available) or Barnardos Family Welfare Conference Service and the ISPCC.

- Education Welfare Officer Involvement, if appropriate.
- Following suspension or fixed term exclusion, parents must meet with the Principal/Deputy Principal or year Head to discuss the student's return to school. If necessary, a Counsellor/Tutor/Member of the Care Team could be involved in monitoring future behaviour with the student.
- School Completion Programme to be used as a source of further supports.

#### **School Completion Initiatives**

- Mentoring/Counselling – one to one, group work, meeting with parents, conflict resolution and mediation.
- Lunch time clubs
- Homework clubs
- Social and personal development groups

**Some or all of the above may be used as deemed appropriate by the school authorities.**

### **DISCIPLINARY MEASURES**

The attitude and behaviour of students attending Inver College is generally excellent, and sanctions are not frequently needed. The vast majority of students develop a strong sense of self-discipline and maturity and go through their school careers without ever receiving a sanction. However, there may be occasions when sanction is appropriate.

Sanctions will be used:

- When a student behaves in a way that is harmful or hurtful to others.
- When a student is disruptive in class and interferes with the teaching/learning process.
- When a student behaves in a way that is prejudicial to the good name or order of Inver College.
- When a student, without good reason, infringes a school rule, policy or procedure.

Differentiation of sanctions may apply having due regard to the age and ability of the student.

Overall, the Code of Behaviour should be administered within a framework of fairness and equality, with students being treated as individuals and with regard to their rights and responsibilities and the right of our teaching staff to work in a safe and positive environment.

- a) If a student misbehaves, the teacher will firstly try to deal with the problem.
- b) For more serious breaches of the code of Behaviour a booking, detailing the offence is forwarded to the Year Head.

c) If detention is imposed as a sanction and the student fails to arrive for this detention, then the student may be given an after-school detention. d) If the misbehaviour persists, the teacher may refer the student to the Tutor/Year Head. Again, the student will be advised and may have further sanctions imposed, e.g. "On Report". Daily reports and weekly report booklets are used and must be signed each day/week by parents/guardians.

Parents/Guardians should take particular note of the sanctions that will be imposed for a poor report.

e) Parents/Guardians may be called into a meeting at any stage of the above procedure if the Principal/Deputy Principal or Year Head deem it necessary.

f) Breaches of discipline such as gross insolence, absence from school without permission, or damage to school property should be reported directly to the Principal/Deputy Principal.

All incidents will be recorded and kept on the student's file.

Sanctions will be applied for breaches of the school's Code of Behaviour. These may include:

- Verbal Correction
- Issue warning
- Change of position in class
- Have student stand in class
- Consult with student outside class
- Exclude student from class
- Detention during breaks, with written work to be completed
- Extra homework
- "Think Sheets" to be completed by the student.
- Punishment sheets to be completed and signed by parent/guardian
- Confinement to school during lunch break
- "Late Page" to be written out by the student.
- In-house suspension
- Chores e.g. litter duty, cleaning desks etc.
- Exclusion from tours, school trips etc.
- Daily Report
- After school detention
- Suspension
- \*Referral to the Discipline Committee – this committee will consist of the Principal/Deputy Principal and three Year Heads. The Year Head of the student involved will not sit on this committee



- Application to the Board of Management for exclusion

### **MAJOR VIOLATIONS OF THE CODE OF BEHAVIOUR**

Major violations may be punished by immediate suspension. Major violations include:

- a) Violent/threatening/aggressive behaviour
- b) Bullying
- c) Malicious damage to property
- d) Stealing
- e) Verbal Abuse, including vulgar language/obscenities, racist and/or sexist comments or any comments designed to incite hatred.
- f) Direct refusal to obey instructions
- g) Smoking on school premises or grounds or while wearing the Inver College uniform
- h) Setting off fire alarm
- i) Substance abuse or dealing in prohibited substances
- j) Fireworks or other illegal goods
- k) Bringing the school into disrepute

*\*This list is not exhaustive and the mere fact that a particular matter is not specified in this code will not exonerate a pupil from blame/sanction should there be an infringement of another person's rights . Inver College reserves the right to impose sanctions for other violations which it considers serious, as they occur.*

N.B. Parents/guardians and students are asked to note that it is not possible to detail every rule and regulation governing students' behaviour at school.

Attendance at Inver College is conditional upon acceptance of the above code and the Management authority reserves the right to make the final decision on its interpretation.

### **GENERAL POLICY ON BEHAVIOUR AND DISCIPLINE**

#### **Prevention**

1. All efforts will be made to match the curriculum to the abilities, aptitudes and interests of each student. This should help to reduce boredom, lack of interest or lack of progress, (CM 33/91) and so breaches of the Code of Behaviour should be minimised.
2. The rules are kept to a minimum and are positively stated in terms of what students should do (CM 33/99). They are strictly upheld by Teachers, Year Heads, Deputy Principal and Principal.

3. These rules are printed in the School Journal as a constant reminder. They are to be signed by both parents/guardians and students who will be advised to go over them together at enrolment.
4. At the start of each academic year, classes will be brought through the Code of Behaviour and any amendments will be highlighted. The rules will be fully discussed at Student Council meetings, so that students can feel they have an input and shared ownership of them.
5. Rules, sanctions and rewards will be clearly displayed in the School Journal, in classrooms and in the corridors to act as a constant reminder.
6. Rules are discussed as part of the Pastoral Care Programme, and integrated into it at every opportunity.
7. If the student is in breach of a rule, this is highlighted by the teacher and appropriate action is taken. This makes the student accountable for his/her action.
8. The Care Team, Counsellors and Resource Education are also available to help students adhere to the Code of Behaviour.

## **HOMEWORK**

### **Homework Policy**

Students must have their School Journal in class during every class period. This journal must be kept free of graffiti etc. Defaced journals will be confiscated and students will have to replace them. Junior students should ensure that their journals are signed weekly by their parent/guardian.

**\*\* Please note!** All homework must be written into the School Journal.

### **Positive Learning Policy**

Our Positive Learning Policy focuses on encouraging positive attitudes to learning through a system of rewards for achievements. Thus, students are encouraged to take responsibility for their own learning.

The Positive Learning Policy is clearly explained to students and parents at the beginning of each school year.

### **Manners and Respect**

A high standard of courtesy is expected from all students. Students are expected, at all times, to show respect for themselves, their fellow students, all teaching and non-teaching staff, visitors to and guests of the school.

Student behaviour which is rude, uncooperative, disruptive or distracts from the teaching/learning process will not be tolerated in Inver College.

Students are expected to take pride in the appearance of the school and its environs. Each student is expected to help ensure that the school is always kept clean and tidy by co-operating with the anti-litter campaign.

### **Classroom Rules**

**Rule 1.** Treat teachers and fellow students with respect.

**Rule 2.** Line up outside classroom quietly and on time. Enter and sit in assigned place with the teacher's permission.

**Rule 3.** Place full complement of appropriate classroom materials, homework and School Journal on desk. Jackets, caps etc. should not be worn in the school building. The school jacket is all that is permitted.

**Rule 4.** Listen attentively and follow the teacher's instructions.

**Rule 5.** Always raise hand and wait for permission to speak.

**Rule 6.** All work should be completed on time and to the highest standards in keeping with the student's ability.

**Rule 7.** Record all homework in the School Journal and leave room quietly when dismissed.

### **REWARDS POLICY**

We in Inver College believe in a well-defined system of rewards, which will enable teachers, other colleagues, parents and pupils to understand the school's ethos and expectations in the context of discipline and pastoral care. As an educational establishment we prefer to communicate our ethos by means of praise, encouragement and reward. As a general principle, appreciation and reassurance are more effective motivators than punishment or blame. Every opportunity should be taken by teachers, parents and community to express esteem for the students and their work. Where these strategies fail, we believe in firm, though not repressive discipline. Whatever the case, it is important that all members of the school family, teachers, other colleagues, students and parents, should be clear as to what steps may be taken to celebrate a particular achievement or to discourage a particular offence. Such clarity will serve to strengthen the already solid partnership between school and home which is an important factor in this school's success.

It is intended to have both formal and informal rewards.

The following awards may be applied:

- Verbal praise from the class teacher
- Positive comments written in workbooks/copies/journals.
- Awarding of a Commendation Card for Junior students
- Outstanding work displayed on notice boards in main corridor
- Good work/behaviour to be acknowledged by Year Head

- Special mention in the Assembly notes
- Certificates awarded
- Congratulations Postcard/letter to parents for achievements/effort signed by Teacher/Year Head/Principal
- Class outing at the end of school year with the emphasis on fun

### **Student Contract**

As a student I will be respectful of myself and all members of the school community at all times, I will adhere to all school rules and work to the best of my ability in the classroom. I will take responsibility for all I say and do. I understand and agree to abide by the Code of Behaviour of Inver College.

*Student Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

### **Parent Contract**

As Parents/Guardians We/I have read and fully accept the Code of Behaviour of Inver College. We/I will do our/my best to:

- Ensure excellent attendance and punctuality
- To encourage and actively support our child in regard to school work, homework and extra-curricular activities.
- Support school policies
- Attend Parent/Teacher Meetings and special appointments if requested
- Sign all notes sent home through the School Journal
- Provide him/her with the required books/uniform

*Signature of Parents/Guardians* \_\_\_\_\_  
*Date* \_\_\_\_\_

This Code of Behaviour was ratified by the Inver College Board of Management on 29/05/2012

Amendments \*4.6.and \*\*4.7 (page 2) ratified by Board of Management on \_\_\_\_\_

Signed \_\_\_\_\_

Chairperson

Signed: \_\_\_\_\_

Secretary