



**PORTUMNA
COMMUNITY SCHOOL**

Portumna,
Co. Galway.

Phone: (090) 9741053

Fax: (090) 9741392

www.portumnacs.com

info@portumnacs.com

Revised Code of Conduct

Version 2.0

Date of approval by Board of Management	16 th of May 2018
Next date of review by Board of Management	June 2019

MISSION STATEMENT

We are a Community School committed to . .

. . the provision of a comprehensive educational system available to all.

. . the recognition and development of each student's social, intellectual, physical and spiritual potential.

. . the achievement of high standards in teaching, learning and performance.

. . the establishment and maintenance of a co-operative, supportive partnership between school, home and community.

. . the professional development of staff.

“Any school which can convince a child that s/he matters, which can make a child feel comfortable and happy at school is a school which can convince a child about most things of importance.”

President Mary McAleese

Our school is a multi-denominational school with a strong Christian ethos. The School Chaplain works with the religion teachers, meets the students for discussion, celebrates class liturgies and is available at special school liturgical events. Parents / Guardians are asked to encourage their children to participate in all the religious exercises which the school provides.

“You can make a difference”

Have goals and targets and dreams, write them down, read them, memorise them, colour your mind with them, believe in them and then begin to live them. Make the effort. The rewards are certainly worth it. You are worth it.

RATIONALE:

This revised Code of Conduct has been drawn up in the light of the Guidelines for Schools issued by the National Educational Welfare Board. Students, Parents and Staff have been consulted in the preparation of this document which will be reviewed by the Board of Management in June 2012.

In keeping with the NEWB guidelines this Code specifies the standards that are expected, the measures that may be taken for breach of these standards, procedures in relation to suspension and expulsion, the grounds for removing a suspension and the procedures to be followed relating to notification of a child's absence from school.

Rules are necessary to facilitate the smooth running of the school and to enable every student to have access to a good education.

Effective order in a school helps to create a vision and establish a climate for people to achieve their highest level of potential, their personal best.

This Code of Conduct applies equally to all students in the school and its procedures are to be followed in respect of all students. The Principal retains a discretionary judgement in the application of this code in particular circumstances.

This Code of Conduct applies to all school activities, outings, trips and occasions whenever these occur.

STANDARDS OF BEHAVIOUR THAT ARE EXPECTED

Students are expected to be well-behaved, courteous and respectful to staff, fellow students and visitors at all times.

Students must respect the right of teachers to teach and students to be taught without disruption or interference.

Students must respect the property of the school, the property of staff, the property of others and their own property at all times.

Students will engage positively and consistently with their study and homework and aim to achieve their personal best in all that they do.

Staff, students and parents / guardians are expected to treat each other with the respect and courtesy due to each in their respective roles.

- It is the school's policy to set achievable goals for students and to provide positive reinforcement for effort and accomplishment in the belief that such recognition shapes behaviour and enhances the students self image.
- Conditions will be fostered that will provide opportunities for the students to be self motivated.
- Teachers and staff will praise and encourage desirable behaviour when it is seen among students.
- There will be official school recognition of students who consistently show the standards of behaviour that we seek to promote.
- Students who have only signings of praise in their journal will be acknowledged by an end of year award.
- Parents / Guardians will be kept informed of developments in the school through personal contact, parent / school meetings, newsletters, letter, text messages, and the school website.
- The school will use a list of student responsibilities (See following list) to promote good behaviour and will display this throughout the school:

Student Responsibilities

1. To be on time for class. Students expected to be in their class positions at the start of each class with particular attention to start of day and resumption times i.e. 9.25 a.m., 11.35 a.m. & 2.05 p.m.
2. To enter class in an orderly manner.
3. To occupy allotted place.
4. To sit down and take out books & class materials. All students must have their journal on the desk during class.
5. To keep noise-level down on corridors and around the school grounds.
6. To respond positively to teacher's requests.
7. To communicate respectfully with classmates.
8. To complete and hand up assigned exercises.
9. To discuss privately with teachers any problems that arise.
10. To walk along corridors in an orderly way.
11. To respect school and other people's property.
12. At lunch time students may eat in designated areas only i.e. not about the corridors or in classrooms.
13. To use bag racks for storage.
14. To be conscious of maintaining the school as a safe and healthy place for all.

THE WAYS IN WHICH THE SCHOOL RESPONDS TO UNACCEPTABLE BEHAVIOUR

The school will respond to unacceptable behaviour with a considered response which may involve disciplinary sanctions and pastoral interventions and educational measures.

- Disciplinary sanctions will be just, impersonal, constructive and imposed as a natural consequence of the misdemeanour.
- Pastoral interventions may involve meetings between the student and the school guidance counsellor, the school chaplain, the Year Head, Deputy Principal, Principal and parents / guardians as appropriate.
- Educational measures may involve a careful assessment of student's curriculum and / or course of study and a reduction in curriculum or placement in alternative course of study. These may also mean involvement of outside agencies as appropriate including the National Educational Psychological Service.

Criteria to be followed in reprimanding students:

The criteria to be followed in reprimanding students are:

- Focussing on the behaviour not the person.
- Avoiding humiliation and arousal of fear.
- Taking into account known circumstances.
- Avoiding comparison with others.
- Agreeing on measures to avoid repetition.
- Rules will be administered in a spirit of fairness. Harshness or excessive severity will not be part of school discipline and complaints regarding unjust treatment will be investigated.

Disciplinary Sanctions

Disciplinary measures will involve sanctions depending on the gravity of the behaviour. Sanctions will be imposed to enable the student to learn from their mistake, to see the consequences of their actions for themselves and others and to behave appropriately in the future and may include:

- Reasoning with students
- Reprimand with advice
- Communication with Home
- Referral system
- On report form
- Contracts of agreed improved behavior may be drawn up.
- Fines / Alternative sanctions
- Written analysis of own behavior
- Online reflection exercises
- Apologies both written and oral
- Detention at lunch time or morning break

- Detention after school; parents / guardians will be informed in advance in writing. Light cleaning duties will be done by students on detention after school.
- Payment of compensation or restitution.
- Withdrawal of privileges, confinement to school during lunchtime, withdrawal from representing the school.
- Confiscation of materials or offending objects.
- Internal suspension from class. This may be served at the office of the Deputy Principal, Principal or another appropriate location. Light cleaning duties may be imposed on a student in such circumstances.
- Suspension from the school
- Permanent Exclusion (Expulsion) from school
- Please note that this list is not exhaustive and further appropriate sanctions may be added if they are deemed proportionate and effective in the view of the school management.

Sanctions for Specific Breaches of Discipline

Specific Sanctions will be applied to specific breaches of the Code of Conduct as per the following chart:

Breach	Sanction
Class disruption	Verbal reprimand
	Journal note
	Punishment exercise
Repeated Class disruption	As above
	Break detention
	Lunchtime detention
	After school detention, further sanctions from the preceding list
Persistent Class Disruption	Referral as per Ladder of Referral, sanctions from the preceding list.
Smoking	3 stage response; see response to smoking
Chewing Gum	Fine /alternative sanction
Mobile phones / MP players/ Cameras	See separate section which follows
Late in morning	Sign in to Late Book in office
	Lunchtime detention; See separate section
Late during day	Stand in class room
	Journal signed

Uniform	See separate section which follows
Mitching	See separate section which follows

Other Breaches

Violent or threatening behaviour	Suspension. Further breaches of this rule may result in longer suspension or permanent exclusion. Portumna Community School is insistent that it is a safe learning and working environment for all.
Bullying	See Anti bullying policy.
Malicious damage to property	Restitution of damage and possible report to Gardai and possible suspension from school.
Stealing	Restitution of stolen items. Possible report to Gardai and possible suspension from school
Verbal abuse	Written apology, Contract of behaviour, Suspension.
Refusal to obey instructions	A refusal to obey instructions is a refusal to accept the authority of the school to carry out its work and undermines the learning of the student and of others. After a formal warning is issued to the student about the gravity of the situation and the offer of a final opportunity to comply is ignored, it will be referred immediately to the Year Head or Deputy Principal for resolution. Suspension from school may be imposed by the Principal and parents / guardians will be asked to guarantee the future compliance of the student.
Smoking on school premises (forbidden by law) and on all school outings & events.	See anti smoking policy
Possession and/or use of illegal substances. Use of substances other than prescribed medications to affect consciousness and or behaviour.	Suspension. Possible permanent exclusion.

Possession and/or consumption of alcohol.	Suspension. Possible permanent exclusion.
Chewing gum and solvents are forbidden.	Fine of €5 or alternative sanction
All correction fluids are banned.	Confiscation.
Harassment of any sort (including but not limited to physical or sexual harassment)	These matters will be dealt with in keeping with the appropriate policies binding on community schools in the Republic of Ireland. Copies available from the Principal on request.

The list is not exhaustive and the school reserves the right to impose sanctions for other violations which it considers appropriate.

RECORD KEEPING

Records of student behaviour will be kept using information technology, students' journals and Year Heads will keep paper copies of relevant details. The Deputy Principal and Principal will keep copies of all student details as they deem necessary.

LADDER OF REFERRAL

This is the structure by which repeated offences, persistent offences and major offences can be referred to other parties with greater responsibilities and powers in the management of the school. It is to be noted that the Class teacher remains the primary upholder of proper standards of behaviour and the primary promoter of high standards of learning and teaching. It should also be noted that particular actions may be referred immediately to Year Head or Deputy Principal level because of their seriousness; these may include but are not limited to health and safety issues, violence, substance abuse and threats.

Class Teacher	Deals with the centrality of learning and upholds proper standards of behaviour in keeping with the Code of Conduct.
Tutor teacher	Deals with routine items such as roll call, journal checks, uniform check and supports the class teacher in upholding the centrality of learning. The Tutor teacher is the first line of referral from the class teacher.
Year Head	At this level referral may be made to Guidance, Chaplain. Consultation with Learning Support teacher Parental involvement Home School Liaison involvement Referral to DP The Year Head effectively acts as the Pastoral and Disciplinary head for their group. This is the second line of referral.
Deputy Principal	Invocation of Disciplinary Committee Investigation of NEPS referral. Investigation with the Principal and Learning Support co-ordinator of educational measures. Investigation with the Pastoral Care team of counselling interventions.
Disciplinary Committee (DP/P, YH, Parent and Student)	Review of actions and behavioural failures to date. A second referral to the Disciplinary Committee in the space of one school year will mean the attendance of both the Principal and parents / guardians. Sanctions commensurate with the failure to reach standards of behaviour expected following a previous intervention at this level will be imposed. A third referral in the space of one school year will mean the briefing of the Board of Management on the issue; a lengthy suspension in keeping with NEWB guidelines may be imposed. Any further referrals to the Disciplinary Committee will mean that the matter will be referred directly to the Principal and by that officer to the Board of Management. It will be possible for students having reached the stage of Disciplinary Committee referral, to move back a stage in the process of referral. This is only possible if the student is well behaved for the duration of one month after the first referral and for two months after a second referral. Having moved back from a second referral through improved behaviour the student will remain at the first stage of having been referred and following a further fortnight of good behaviour will be moved back further.

Principal	Suspension in keeping with NEWB guidelines and Education Act 1998. Parental review, Disciplinary Committee on any second and subsequent referral in one school year. Decisions on upholding of any imposed sanctions other than a formal suspension. Referral to BOM
Board of Management	Appeals against suspension Decision to expel upon recommendation of the Principal

ROLES

Rationale:

These roles are listed to bring clarity to the respective functions of various groups.

Class Teacher

- It is the responsibility of each teacher to ensure the integrity of quality teaching in his/her classroom and the management of their classroom.
- The class teacher sets high academic expectations for all pupils.
- Regular setting and marking of homework.
- Offers visible reward for academic excellence and growth.

Class Tutor:

The role of the class tutor will involve pastoral and disciplinary functions to include monitoring lateness, roll taking, uniform check and monitoring student journals and dissemination of school notices. Issues that arise will be dealt with by the Tutor in consultation with the student and the Year Head.

The Year Head

The Year Head is responsible for pastoral care and discipline of the year group and monitors the academic performance of the student. The YH ensures that records are maintained on the behaviour of every student in their year group.

The Disciplinary Council

Meets upon formal referral by Year Head and Deputy Principal or referral by Principal. Is normally made up of Deputy Principal, Year head of referred student, another Year Head and may include a Tutor Teacher. The DC will review student's behaviour to date and review the effectiveness of the student's engagement with her / his own learning.

The Pastoral Care Team

This group may meet students individually (referral to Chaplain or referral to guidance counsellor)

The Learning Support Team

The Learning Support Team may be asked to review the curriculum being followed by a particular student and / or to investigate if further assessment of possible learning disability is warranted.

The Deputy Principal

The Deputy Principal is the school officer with charge of the day to day operation of the Code of Conduct. The Deputy Principal monitors the operation of the procedures in the Code, implements relevant sanctions and meetings and reports to the Principal on issues arising.

SCHOOL PROCEDURES FOR THE USE OF SUSPENSION AND EXPULSION

The procedures to be used will be in keeping with the NEWB guidelines and the relevant legislation viz. The 1998 Education Act, the 2000 Education Welfare Act.

Suspension is a power devolved to the Principal of the school by the Board of Management. The Principal may suspend a student from school for up to three days. With the agreement of the Chairperson of the Board of Management a further two day suspension may be imposed by the Principal. The Board may impose a longer suspension on the recommendation of the Principal in particular circumstances where there is a serious breach of standards or, in the Principal's judgement, there exists a health and safety risk to students and / or staff. This longer suspension may be imposed through consultation with the Chairperson of the Board pending a meeting of the Board.

All suspensions must be notified to the Board. All suspensions may be appealed to the Board by writing to the Principal but suspensions must be served pending the meeting of the Board to hear an appeal. Should an appeal be successful then the record of suspension will be expunged from the student's record.

A suspension will be imposed after an investigation by the Principal into the behaviour which may warrant a suspension. The principles of natural justice will be observed; the student will get a chance to put their side of the case, parents / guardians will be informed of the complaint, how it will be investigated and that suspension is a possible sanction and will get an opportunity to respond. In the case of an immediate suspension a preliminary investigation will be made by the Principal and parents / guardians will be notified. It may be necessary for a student to be collected from school by parents / guardians or a nominated responsible representative in the event of an immediate suspension on the grounds of safety. Once a decision to suspend is imposed, the Principal will write to the parents / guardians outlining the period of suspension and the reasons for it, commitments to be entered into and right of appeal. All suspensions must be served pending the hearing of any appeal.

Permanent exclusion (Expulsion) from school is the most serious sanction the school can impose and can only be done by the Board of Management upon the recommendation of the Principal. Expulsion will normally be a sanction of last resort although the Board may consider expulsion for a first offence which could include: a serious threat of violence against another, actual violence, supply of illegal drugs, sexual assault. The procedures to be followed regarding expulsion are:

- A detailed investigation carried out under the direction of the Principal
- A recommendation to the Board of Management by the Principal to expel
- Consideration by the Board of Management and the holding of a hearing which parents / guardians and student attend
- Board of Management deliberation and decision
- Notification to the Educational Welfare Officer of the decision to expel; a suspension may be imposed by the Board of Management for the days leading up to and including the day on which the expulsion becomes final.
- Consultations by the EWO
- 20 days after the day on which the EWO received notification of the decision to expel, the Board of Management confirms the decision to expel.
- The expulsion is then final.

SCHOOL UNIFORM

Rationale

The rationale and guiding principle of the use of a uniform in Portumna Community School is one of equality for all our students. The uniform with its distinctive school crest makes real a characteristic spirit to which all students should aspire. Transmitting the school ethos is pivotal to our work in the school. It is important to realise that the uniform is not about stifling the individuality and the creativity of a student.

Round Neck Jumper	'Lake Blue' – Crested
Skirt or Trousers (Straight leg only)	In special 'Mid Grey'
Uniform Shirt	In special Grey
Polo Shirt	
No coloured t shirts should be visible.	
Shoes	Dark only; no logos or brands visible

(Runners are not acceptable as footwear for class purposes; neither are light canvas type shoes with no heel or very slight heel; shoes should be practical and hard wearing; the school will determine if students' footwear is acceptable. You may seek advice in advance of purchasing shoes, even during August.)

Full uniform is to be worn in school prior to departure for outings and on return. Students will be informed in advance of the need for uniform to be worn on school outings.

Jewellery:

In the interests of safety, the wearing of facial jewellery is not permitted, except for stud earrings on each ear lobe.

Make Up:

Make up is not permitted in school nor are students to wear it in school. Make up preparations are time consuming and are frequently a cause of lateness or lack of focus in students on more important aspects of their school life.

P.E. gear

Students must have the requisite gear / equipment which should be clearly and indelibly marked. Safe and appropriate footwear is needed for all activities.

N.B.: Students are expected to present in Full uniform on a daily basis. Sanctions will be imposed for failure to comply with this expectation. The assistance of Parents/Guardians in ensuring that students wear the proper uniform to school will be greatly appreciated.

School Uniform available from:	Man About Town, Clonfert Ave., Portumna. Duffy's Drapery, St. Brendan's Street, Portumna. Stauntons, Main Street, Loughrea. Anthony Ryan, Shop Street, Galway.
--------------------------------	--

Breaches:

All uniform checked by the Tutor / Year head during the first three classes of the day. The Tutor decides if the student is in breach and to indicate that the matter has been dealt with stamps the journal with the "Uniform Checked Stamp" and signs the journal.

The Tutor may refer the matter to the Year Head for repeated offences or for decision on a matter which is unclear.

If a student is out of uniform during the day the class teacher checks the journal; if stamped the teacher regards the matter as being dealt with, if not then the student is referred to the Year Head at the end of class. The Year Head issues a warning to the student and may contact home. Repeat offences by the student will result in escalation in the referral system.

THE JOURNAL

Rationale

The Journal is one of the key communication tools on the educational journey of you the student in Portumna Community School. A partnership is created between Parents, Students and Teachers on that journey and the journal records the steps in that partnership. As such the Journal is to be respected and students must have it in class during every class period, it must be accessible to the teacher on the student's desk and the student must present it at the request of any teacher.

- The journal must be used to record all homework assignments.
- The journal must be kept free of graffiti.
- Defaced journals will be confiscated and students will have to replace them with a new journal.
- Lost journals must be replaced; the replacement journal will be clearly marked as such.
- The journal should be signed each week by parents / guardians.
- If a journal is signed for a breach of the Code of Conduct the teacher signing it fills out a blue form and leaves that for the attention of the appropriate Tutor teacher. The Tutor teacher investigates and if necessary sanctions the student or refers to the Year Head. If a journal is

signed three times in the space of a fortnight for a breach of the Code of Conduct the third signing and any thereafter are referred directly to the Year Head via the blue form. If conduct has improved and is maintained for a calendar month the Year Head may resume the normal procedure.

Sanction:

If a class teacher notices a defaced journal, the journal should be confiscated and given to the Year Head. The Year Head informs the student that the Journal must be replaced within three working school days. Further breaches to this procedure will result in escalation within the referral system.

PUNCTUALITY

Rationale

Punctuality is a key skill for the young adult and students must be cognizant at all times of the disruption caused by a student who arrives late for class. Remember the values behind the decisions you make will impact strongly in a positive or negative sense on the lives of your peer group in terms of ethos.

1. Our school day starts at 9.25 a.m. Please ensure that your son/daughter arrives punctually for school so that he/she is seated in class by 9.25 a.m. Students who arrive late for school in the morning must first 'sign in' and journals must be 'late' stamped in the office. A record of punctuality is retained on our school database. Parents and Guardians will be notified if students are late using our texting service.
2. Students are expected to be in their class positions at 9.25 a.m., 11.35 a.m. & 2.05 p.m. It is our policy that adults consider school attendance by students in the same way as work attendance. Days off for trips, shopping, wet weather, part-time work, or a variety of minor reasons are unacceptable. We depend on your support in implementing our attendance policy. We will be happy to give you any help or advice we can if you are having problems with regard to school attendance. In accordance with the Education Welfare Act 2000, schools are obliged by law to report students who accumulate a total of twenty days or more in the school year to the National Education Welfare Board which is in compliance with the Education Act.
3. If a student is late for class during the school day his/her school journal must be signed by the class teacher.
4. Three unexplained lates will result in detention after school.
5. Casual permission to leave school can only be sanctioned by a Year Head, Deputy Principal or Principal. The permission book in the Secretary's office must be signed and a "permission to leave" stamp received before leaving.

Responses

Repeated offenders who are constantly late will have detention and cleaning duties after school.

ATTENDANCE

We aim to provide a quality education service. This can only be achieved successfully if attendance rates are very good.

We have a policy which seeks to achieve an attendance rate of at least 95%. All absences should be explained on the official notes section printed in the school journal. When students are absent in the morning then the school will send a text message to the parents / guardians. Parents / guardians have no need to reply unless they sent their daughter / son to school and are informed that they are absent. If the student is absent with the permission of parents / guardians in keeping with the acceptable absences listed below then parents / guardians should send the student to school with a note on the next day the student attends school. If the student was sent to school and parents / guardians receive a text message they should phone the school immediately and speak to the appropriate Year Head, or Deputy Principal or Principal.

Under the Educational Welfare Act 2000 we are required by law to report to the National Educational Welfare Board if we are concerned about a student's attendance and must notify the National Educational Welfare Board if a student has missed 20 days in the school year, even if those absences are accounted for by a note.

Absences which are acceptable to the school fall into two main categories:

- (1) Illness: Sufficient to require the student to remain at home and preventing the student from engaging in any activities outside the home.
- (2) Family emergencies, such as serious illness of family members, funerals or other crises. If absences for family reasons can be anticipated in advance notice should be given in the journal.

School policy on unacceptable absences:

It is our policy that school attendance by students be considered in the same way as work attendance by adults. Days off for trips, shopping, wet weather, part-time work, or a variety of minor reasons are unacceptable.

We depend on your support in implementing our attendance policy. We will be happy to give you any help or advice we can if you are having problems with regard to school attendance.

Students who arrive late for school in the morning or afternoon must go to the office first to get a late stamp in their journals.

Students leaving the school during the day for any reason must have signed out in the office with permission from their year head.

Mitching (leaving class or school without consent from appropriate school authority)

"Mitching" is disruptive to school life and detrimental to the educational progress of the student.

Students found to be “mitching” will be reported to parents and an appropriate punishment will be imposed such as detention after school or lunchtime commensurate with the amount of time lost to mitching. A standard letter will be sent out to inform parents that their son/daughter will go on a watch list, i.e. their attendance at each lesson will be monitored by class teacher, for the remainder of the year.

Offence 1 Parent and student meet with the Year Head.

Offence 2: The parent and student will meet the Deputy Principal and the Year Head.

Offence 3: Parents will meet the Principal and the student will be referred to the N.E.W.B. and the Board of Management will be briefed.

Detention and cleaning duties will be assigned as soon as is practically possible after each stage of the process.

HOMEWORK

Rationale

Homework is an essential part of school life requiring a co-operative effort from students, teachers and parents. The importance of a regular routine of homework and study is an essential part of a student’s daily routine and cannot be over emphasised. A strong work ethic is an important component of school-life and the adult world. The regular routine of completing homework is a skill that is developed over a period of time.

One of the challenges and opportunities is to provide the student with a positive and safe working environment with a warm room, a good desk, a comfortable chair and adequate light. Homework should be completed in the same room by the student at all times where they are free from noise and other distractions. This regularises the process and inculcates good working habits in a young adult.

As a school we recommend that late night socialising and part-time work be avoided; these are detrimental to students’ academic progress.

A separate homework policy is in development.

Failure to hand up homework is a disengagement by the student in achieving their personal best and is to be seen as undermining their own future progress. It will be tackled vigorously by the class teacher in the first instance and referral for repeated breaches is likely.

MOBILE PHONES AND ELECTRONIC DEVICES

Rationale:

Mobile Phones and Electronic Devices capable of recording audio and / or pictures are not allowed in school as their use can constitute a serious disruption of school life and of class quality as well

as posing risks of breach of privacy and enabling bullying behaviour. In addition the un-moderated access to the internet from such devices renders them unsuitable to be brought into school.

Parents / Guardians should note that students may use the office telephone free of charge to make essential calls once permission to do so has been obtained.

Offence 1: The device is held for one week in the Deputy Principal's Office until parent calls for it.

Offence 2: The device is held for one week in the Principal's Office until the parent calls for it.

Offence 3: The device is held for the term in the Principal's Office until the parent calls for it.

Offence 4: The device is held for the duration of the school year and the student has to sign a commitment to uphold the code of conduct with the parent.

Students use of personal laptop computers or computers of any sort must receive the expressed permission of the Principal before using such machines. Any such usage must comply with the school's Acceptable Use Policy for the internet. In the event of technological advances in the manufacture of electronic devices outstripping the rate of renewal of this code of conduct any and all determination of the acceptability of such electronic devices shall be made by the Principal pending the formal review process addressing the issue.

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. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.

SMOKING AND USE OF E-CIGARETTES

Rationale:

Smoking is ultimately a life threatening activity which was banned on school premises in 1996 and the later workplace ban reinforced this. It is our clear duty of care to uphold the law regarding the Tobacco Acts.

Offence 1

If a student is caught smoking, he/she will be warned about the dangers of smoking and offered a fine or an alternative sanction such as detention.

Offence 2

For a second offence the fine will be increased or a longer period of detention will be offered as an alternative. Parents /Guardians will be asked to meet with the year Head while the health and legal obligations of the school are outlined. We will also ask that the student make every effort to give up smoking by commencing a programme to quit cigarettes.

Offence 3

Parents will be asked to attend at school again; the student will be suspended for one day. The student will be required to show an understanding of the dangers to self and others and the obligation placed on school to enforce a no smoking policy and the obligation on students themselves to comply with school rules.

In keeping with HSE practice the use of e-cigarettes is banned on school property, on transport to and from school, on transport to and from school outings, on all school outings, before school, during lunch breaks, morning breaks or breaks before evening study, during trips and or activities and on all occasions when students are engaged in school business. If found these items will be confiscated and disposed of by the school management.

DAILY ROUTINES:

- a. Students may use lockers only before 9.20 a.m. and during breaks.
- b. Students should have the proper text books, copies, etc. needed for class.
- c. Canteen facilities are available for lunch and at morning break. A pre ordering system is in place.
- d. Keeping the school tidy and litter-free is the responsibility of all.
- e. If a teacher is absent students will have supervised study.
- f. Regular study is an essential part of daily routine.
- g. During school hours students must have permission from the school authority to leave the school. This will be recorded by a stamp in their journal, available in the general office.

HEALTH & SAFETY:

Health & Safety regulations are implemented under the terms of the applicable legislation. All students are expected to act in a way which makes a priority of the health and safety of everyone. Please see the Health and Safety policy statement available from the Principal on request.

PROPERTY:

Students must respect their own property, that of others and of the school.

Every student should ensure that his/her property is indelibly marked and no student should leave money unattended.

Students lockers are available for a small rental fee. Students buy their own locks in all year groups except first year where the school supplies them. All lockers must have a lock on them and any lock for which there is no key will be cut off. It is the responsibility of the student to ensure that the locker is kept secure with a good quality padlock. An extra charge shall be imposed should a student lose a key.

Students are responsible for their own property.

Coats and school bags must not be left overnight on the school premises unless placed in a student locker.

Bicycles must be parked in the designated area.

Students must not bring cars or motorcycles onto the school grounds unless special permission has been sought from and granted by the School Principal.

The student must look after the books rented from the school book rental scheme and ensure that they are maintained in good order.

ANTI-BULLYING CODE:

- Every person has the right to enjoy his/her life and leisure free from bullying.
- Every person in Portumna Community School has the right to enjoy his/her learning and leisure free from bullying in the school.
- Any repeated unkind actions, comments, remarks, teasing, ridicule, oppression or harassment whether done in person or by means of electronic device will be called bullying.
- Our school community will not tolerate any such actions even if these were not intended to hurt.
- Students should support each other by reporting all instances of bullying which will be dealt with seriously. They may report to any member of staff including Tutor teachers and Year Heads, the Chaplain, the Guidance Counsellor, the Deputy Principal and the Principal.
- Portumna Community School is a 'reporting' school – bullying is too serious and important not to report.
- Students will be given opportunity to inform the school authorities of any student whom they believe to be a victim of bullying. This may be done by means of a signed note in the anti-bully box, a signed note at an anti bullying assembly where students are invited to name others who may be suffering bullying, by talking to a member of staff.

This Code of Conduct will be reviewed from time to time.

