

Code of Behaviour

Introduction

Cross and Passion College is a co-educational Catholic School under the Trusteeship of Le Chéile. 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 Educational Welfare Board. The Code of Behaviour assists the school community to promote the school ethos, positive relationships, policies and procedures that encourage good behaviour and prevent unacceptable behaviour. This policy aims to establish the framework within which the whole school community relate and students are encouraged to do their very best. The aim of this is to assist teachers, other members of staff, students and parents to work together for a happy, effective and safe school. The goals, objectives and key measures of this policy are linked to other policies in the school and to curriculum development.

Mission Statement

We, the community of Cross and Passion, acknowledge the central importance of caring relationships with each other, in the creation of a safe learning environment where all are encouraged to grow, with dignity, to their full potential.

The energy and spirit of our school community are reflected in our values.

We believe that in caring relationships our students:

- ✓ learn to respect self and others
- ✓ learn to appreciate and develop their talents
- ✓ learn to value their contribution to the creation of a positive and productive learning environment
- ✓ deepen their understanding of themselves and others as learners
- ✓ learn the true meaning of inclusive community by accepting their differences and acknowledging their mutual interdependence
- ✓ develop awareness of and responsibility for the earth
- ✓ grow in awareness of Gospel values as they develop into young adults.

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Background and Ethos

The sisters of the Cross and Passion were first involved in Kilcullen in 1878 when they taught in the local National School. Cross and Passion College was founded in 1887. The college sought to provide secondary education for girls. Today, the school is under the trusteeship of Le Chéile - a Catholic School Trust which continues to carry out the legal and inspirational role of the founding sisters. The school is managed by a Board of Management, comprising representatives of Le Chéile, teachers and parents. Cross and Passion College is an educational community whose charism and spirit are drawn from the inspiration of the congregation of the Sisters of the Cross and Passion. The

focus of this community is to be a caring community infused with Christian values, which influence and guide all who are part of it.

The Charism, Spirit and Educational Philosophy is brought to fruition within the context of the school organisation. The atmosphere of the college is characterised by simplicity and friendliness by promoting caring relationships between all members of the community. The students are taught and helped to treat each other equally and with respect while at the same time assisting them to grow in appreciation of their gifts and talents, both creative and critical, in a good balance between academic, social and spiritual growth. You can find more details on the history of the school on the school website: www.cpckilcullen.com

Rationale

Many people work together in our school each day and therefore a high level of courtesy and consideration for others is expected. Behaviour which is disrespectful, dangerous or disruptive is not acceptable. Our code recognises each student as an individual and creates an environment in which the welfare of all is protected. Once a student enters this school, they are subject to the expectations of the school as laid out in this Code of Behaviour. The Board of Management reserves the right to review and adapt our expectations as described within the Code of Behaviour.

Roles and Responsibilities

Cross and Passion College values the positive contribution of all members of our school community. Each member has responsibility for the promotion of good behaviour and in ensuring that the highest level of teaching and learning is afforded every opportunity to enhance the lives of every member of the school community.

Students, parents and staff all play a role in supporting the Code of Behaviour being implemented for the benefit of all the school community.

Expectations of Students in our School Community

Students will show respect to themselves, all members of our school community and our school environment.

This means you:

- Are mannerly and courteous to others
- Follow all staff requests both inside and outside the classroom.
- Sit in your assigned seat
- Respect diversity
- Listen to others
- Use appropriate language and behaviour to all in the school community
- Communicate respectfully to one another including written, verbal, texting and social media
- Respect our school environment
- Respect the property of others and of the school

This is expected because:

- Everyone should be comfortable and confident in their environment
- Every individual has the right to learn
- The school is a place of work

**Students should attend school every day.
Students should be on time for all their classes throughout the school day.**

This means that:

- You arrive on time each morning and sign in if late
- You move from class to class quickly and do not go to your locker
- You cannot leave the school building without permission during the school day. (year head must be notified if there is an expected absence, you must sign out before leaving the school building)

This is expected because:

- Being at roll call is essential to record your attendance. Accurate attendance records are a legal requirement for all schools.
- The class is disrupted if students are late.
- Good attendance and good time keeping are important life skills
- Unauthorised absences are not permitted.

Students will bring their journal, books, copies, homework and all equipment so that they can fully participate in each class.

This means:

- You have everything you need for your class (correct uniform, books, copies, ingredients, materials etc.)
- You engage with the work assigned to you in class
- You ensure that your homework is completed and presented on time in the manner outlined by your teacher.

This is expected because:

- It is important to be prepared for each individual subject.
- The class is disrupted if students are not organised
- You need your books and copies to learn
- Homework is an important part of the teaching and learning process here in CPC
- You need your journal to record your homework

Wearing the appropriate school uniform is expected every day and for every activity. The list of uniform items can be found in the supporting our Code of Behaviour section.

This means:

- All students present in full uniform each day and for all school activities/events/trips etc.
- Hair colour should be natural.
- Excessive use of makeup, jewellery and piercings is not allowed. (No face piercing, tongue piercing or visible tattoos.)

This is expected because:

- All students are part of the CPC community and should be easy to identify as such.
- You are representing yourself and your school at all times
- The school uniform promotes a sense of pride and equality among the student population.
- Excessive jewellery poses a health and safety risk to students

**Students are responsible for ensuring that our school is a safe
and a healthy environment for all.**

This means that:

- You respect the rights of others to a healthy and safe environment by;
 - Not smoking or having e-cigarettes
 - Not having alcohol or drugs
 - Not bringing objects onto the school grounds/trips/activities etc. that can cause harm
 - Turning off all electronic devices
- Students must follow the schools AUP (Acceptable Usage Policy)
- Students must follow the schools Anti-Bullying policy
- Students are not permitted to leave the school grounds during break time
- Students are not permitted to leave the school building/school activity without permission
- Defacing or damaging school property is not acceptable and could incur a cost for repair.

This is expected because:

- Everyone should be comfortable and safe in their environment
- Smoking is illegal on school grounds, use or possession of other banned substances also carry a penalty under the law
- Everyone has the right to privacy
- We need to be able to say who is on the premises and account for the whereabouts of all members of the school community.
- Damage to property costs money in repairs which could be better spent on other school items and could also cause a hazard to health and safety.

Responses to Behaviour

When Expectations are met by students:

Rewards and Incentives

The following are some examples of rewards and positive reinforcements employed in Cross and Passion College.

- Appointment to Leadership roles. Prefects, class captains
- Commendation at Annual Awards Ceremony
- Commendation at Assembly
- Commendation in writing or verbally to Parents/Guardians
- Commendation through the school communication channels / school app

- Acknowledgment through formal reports
- Display of student work
- Participation in a broad range of activities
- Positive note home and recorded on VsWare
- Positive recognition by Principal, Deputy Principals, Year Head, Class Tutor, Subject Teacher

Awards

The school Awards aim to recognize students who have made a positive effort in many areas of school life. Awards are given for:

- ✓ Academic Excellence
- ✓ Application to Study
- ✓ Excellent Attendance
- ✓ Sporting Achievement
- ✓ Achievement in Music
- ✓ Principal's Award for Contribution to School Life.
- ✓ Subject Awards
- ✓ Chaplain's Award
- ✓ Other awards can also be given as the opportunity arises.

As well as formal awards students are rewarded regularly through:

- ✓ Verbal praise for student in private/in class/at assembly
- ✓ Positive note in the student journal
- ✓ Commendation on the school app/website
- ✓ Stamps/Stickers in the student journal
- ✓ Phone call home to parents
- ✓ Positive Postcard posted to parents
- ✓ Merit Award System for Transition Year
- ✓ Small prizes throughout the year
- ✓ Inter-Class Competitions with awards for the best class
- ✓ Display of students' work in classrooms and on corridors
- ✓ Leadership Roles given to pupils
- ✓ Plaques on walls of school naming the Award-Winning Students

Responses to Inappropriate Behaviour

When Expectations are not met by students:

The School Ladder of Referral

The purpose of sanctions is to give students a chance to reflect on their behaviour and to bring about a positive change in their behaviour in the future. It is our aim to ensure that sanctions are imposed in a fair, reasonable and consistent manner. Students will be encouraged by their teachers to correct inappropriate behaviour, without recourse to formal sanctions.

Stage One: Low Level Behaviour – managed by Subject Teacher

Teachers will address misbehaviours and lack of cooperation in their classes such as:

- Lateness for class
- Failure to bring relevant materials
- Challenging teacher authority
- Refusal to follow instructions
- Leaving assigned seat without permission
- Using inappropriate language
- Making noises/humming etc.
- Shouting out / at other pupils
- Eating/drinking/chewing gum
- Using mobile phone
- Lack of or incomplete homework

Teachers may use a variety of strategies to show disapproval of and to discourage unacceptable behaviour, such as:

- Speak to student at the end of class and advise the student on what aspect of their behaviour they need to improve on
- Verbal warning
- Write out missed work / Issue extra homework / written work (no more than 1 A4 page)
- Reflection on my Behaviour Assignment and/or Homework Contract
- Arrange and supervise detention during school time: either before school/as part of lunch time or after school and record such in the school journal (parents will receive notice of such detention from the subject teacher)
- Review seating plan / Move student
- Note home
- Phone parents
- Meet parents
- Liaise with year head

Under the following circumstances a teacher may send for a Deputy Principal to remove a student from class:

- ✓ Physical threat to (a) teacher, (b) another student
- ✓ Gross disruption of the class
- ✓ Major safety issue.

Stage Two

The Class Teacher / Tutor fulfils a pastoral role and may speak with students (on referral by a teacher) about their behaviour to encourage them to alter the behaviour. They may contact parents by phone or in writing to inform them of their concerns.

Stage Three: Medium Level Behaviour: Managed by Subject Teacher and Year Head

Incidents of serious and/or persistent indiscipline will be reported in writing to the Year Head by the teacher concerned. The teacher's report details the incident(s) and the interventions used by the teacher and how the student responded to them. The teacher should inform the student that a referral sheet will be completed on the matter for the attention of the Year Head. All referral sheets are filed in students' files once the issue has been addressed by the Year Head.

The Year Head will address persistent misbehaviours such as outlined above, as well as inappropriate behaviour such as:

- Repeated minor offences
- Refusing correction in class
- Undermining adult authority
- Serious disruption of class
- Bullying/intimidation of other students
- Inappropriate behaviour on corridors/at school events
- Mithing / Truancy

The Year Head may use a variety of strategies to show disapproval of and to discourage unacceptable behaviour, such as:

- ✓ Speak to the student and advise the student on what aspect of their behaviour they need to improve on
- ✓ Reflection on my Behaviour Assignment and/or Homework Contract
- ✓ Refer to the Guidance Counsellor
- ✓ Seek Student Support Team support
- ✓ Phone parents
- ✓ Meet parents
- ✓ Arrange and supervise detention during school time: either before school/as part of lunch time or after school and record such in the school journal
- ✓ Impose Friday detention
- ✓ Withdrawal of privileges
- ✓ Use Support Cards to monitor behaviour
- ✓ Use Attendance Cards to monitor attendance / punctuality

Stage Four: Persistent Medium Level Behaviour: Year Head and Deputy Principal

If there is insufficient improvement in behaviour despite the interventions of the teacher and Year Head, then the matter will be referred to the Deputy Principal. The report from the Year Head will detail the incidents and the interventions used by the teacher, and subsequently the Year Head, and how the student responded to them.

The Deputy Principal will address continuing misbehaviours after interventions referred on by the Year Head such as outlined above, as well as inappropriate behaviour such as:

- Substance abuse – alcohol/smoking
- Physical threat to a teacher or another student
- Fighting
- Inappropriate language directed at the teacher
- Damage to school property
- Compromising the safety of members of the school community

The Deputy Principal may use a variety of strategies in addition to those above to show disapproval of and to discourage unacceptable behaviour, such as:

- ✓ Temporary removal from class
- ✓ In-House Suspension from a particular subject(s) for a limited time.
- ✓ Seek cost of repair of damaged property from the student
- ✓ Support from outside agencies
- ✓ External Suspension (in consultation with the Principal).
- ✓ Referral to the Principal

Stage Five: High Level Inappropriate Behaviour: Year Head, Deputy Principal, Principal

The Principal, and in his absence the Deputy Principal, has the final authority in dealing with matters of discipline in the day to day running of the school. The Principal/Deputy Principal will deal with serious breaches of behaviour, referred by the Subject Teachers or Year Head.

- Serious breaches of behaviour will normally result in a pupil being suspended. (Please refer to Suspension and Exclusion policy).
- The Principal/Deputy Principal has the right to refer matters to the Gardaí when the law has been broken.
- The Principal may use any of the above sanctions/interventions plus those listed below:

In all cases of external suspension, the Principal will inform the Board of Management.

- Parents have a right to appeal the decision to suspend their son/daughter to the Board of Management.
- The Principal will inform Tusla/Education Welfare Officer if a student has been suspended for more than 6 days (20 cumulative days in any school year).
- The Principal may refer the student to an external agency for assistance in behaviour modification.
- The Principal may refer the pupil to relevant authorities, including the Gardaí.
- The Principal may refer the behaviour of the pupil to the Board of Management.

Stage Six

The Board of Management may arrange:

- Meeting of parents with the Board of Management.
- Further suspension(s)/Exclusion.

Supporting our Code of Behaviour:

How Our School works

The following document will help students and their families understand the expectations of the school and how they can meet them.

Statement of Standards

In Cross and Passion College we aim to maintain a safe and orderly environment where staff and students can learn and work together in an atmosphere of cooperation and mutual respect.

Our Objectives

- ✓ To encourage self-awareness and self-discipline in all
- ✓ To nurture respect and consideration for others
- ✓ To create a safe and positive learning environment to enable all to reach their full potential
- ✓ To develop respectful ways of resolving difficulties and conflict
- ✓ To promote a sense of pride in our school and the development of a community spirit through a willingness to participate in school activities
- ✓ To encourage the development of values and responsibilities that will help prepare students for adult life

1. Student Journal

This is a vital link between the school and the home, primarily used to record homework at the end of each class. It also provides a means of communication between parents and teachers. It is not a personal diary and should only be used for the purpose intended. Journals containing unsuitable comments or graffiti may be confiscated and will have to be replaced by the student.

- All students must have a school journal.
- The journal should be on their desk in every class.
- Journals must be available for inspection at any time.
- Journals may be checked regularly by class teacher and/or year head.
- Parents should check and sign journals at least weekly.

2. Attendance

- Students should attend school each day and be on time. It is important that students are absent from school only when it is absolutely necessary. Poor attendance and poor progress and academic performance are closely linked.
- Students must attend all timetabled classes on a given day.
- Attendance is recorded electronically on VsWare. Parents/Guardians have access to VsWare and are encouraged to monitor their son/daughter's attendance.
- Parents/guardians can notify the school of an absence through the School App.
- Alternatively, on the first day back after an unforeseen absence the student should present a note, signed by a parent / guardian and written into the Student Journal (using the absence form at the back) to teachers/Year Head. This note must then be detached and placed in the relevant year group box in the school entrance foyer.
- Under the Education (Welfare) Act, 2000, the school must notify the National Educational Welfare Board if a student has missed a total of 20 days in the school year, even if the absences are accounted for. Therefore, family holidays should be avoided in term time. Medical and dental appointments should be arranged out of school time if at all possible. Year Heads will communicate with parents/guardians where concerns arise around poor attendance.
- Written requests to leave school during the school day must be shown to the Year Head (or Deputy Principal if the Year Head is unavailable) and signed before the student leaves the school. The student must always sign out at the main office before leaving.
- Parents / guardians can submit a Permission to Leave request through the School App but the student will still need a signature from their Year Head in the Student Journal to sign out at the main office.
- Students who arrive late to school must sign in at the main office. Students must receive a Late Stamp in their school journal before they enter class. Students who are regularly late may be given detention by their Year Head.
- As far as possible, students should use bathroom facilities at break and lunch times to minimise disruption to classes.

3. Illness During School Day

- When a student becomes ill during the school day they should inform the subject teacher that they have at that time and then seek permission from their year head to go to the main office so that a phone call home can be made. All contact with home must be made through the school office. Students are not permitted to phone directly.

- Having obtained permission to go home, the student signs out in the office as they leave. If a student returns to school they must sign back in.
- Students should never absent themselves from class without permission for health and safety reasons. This includes going to the toilets / leaving the building if feeling unwell – the teacher must be informed for safety reasons.
- All of these points are to ensure the safety of your son / daughter while in our care and parent/guardian support in these matters is appreciated.

4. On the Corridors and Break-Times

- Given the number of students moving around the school, students are asked to move promptly and carefully at all times, following the instructions of staff where given.
- In order to maintain an orderly flow, students are asked to keep to the left-hand side of the corridor where possible.
- To maintain our school and show pride in our surroundings students are asked to keep the corridors tidy i.e. place litter in the bins provided.
- All students are expected to respect both school property and any other student's property.
- No student is permitted to smoke/vape in school or on the school grounds at any time.
- Consumption/possession of alcohol or any other illegal substances are strictly forbidden by school rules and the law of the land.
- The possession of bangers /fireworks/sharp objects or items that may injure another will be treated with the utmost of seriousness and may involve informing the relevant authorities. Bullying, fighting and intimidation are regarded as the most serious discipline offences that can be committed and will not be tolerated. Suspension and/or expulsion may result.
- No students are allowed to leave the school grounds during the small break.

5. In Class

- The teacher decides on the seating arrangements; therefore, students must sit where the teacher asks.
- Students should come fully prepared for class with all necessary books, equipment, stationery, pens etc.
- Students should ensure all homework due has been completed to the best of their ability and that day's homework should be recorded in the school journal.
- As all students have a right to learn, no student should do anything to distract others during class time.
- All class periods either follow a break or are leading into a break, therefore it should be rare that a student needs to leave the classroom. In the case of an urgent need to leave, the student must ask for permission, provide their journal to the teacher so that the temporary absence can be recorded and endeavour to return to class as quickly as possible. Students seeking permission to go to the toilet will be asked to leave their mobile phone on their table.
- It is important that students remain attentive throughout the class period.
- In keeping with our desire to display pride in our school students are expected to keep the classroom tidy, placing any litter in the bins. Eating in classrooms is not permitted without permission.

6. Homework

- Homework is given in most subjects after each class. It may not always be written work. Some other examples of homework include: Learning assignments, reading, listening comprehension, learning phrases, personal reflective journal, drafting and writing essays, research, visiting the library, model making, word processing, project work, interviews, report writing, debate preparation, revision, watching a documentary etc.
- Homework should be completed to the highest possible standard for each student. Where homework is not completed a note of explanation from a parent/guardian should be supplied. Where this is not the case the teacher will impose an appropriate sanction.

7. Uniform

- Parents/guardians show their sons/daughters and the school that they support the school in its efforts to maintain high standards of presentation and behaviour by ensuring that their son/daughter wears the correct uniform. Students are expected to wear the uniform with pride and respect and be conscious that every time they wear it, they represent our school community. Students are expected to be clean, neat and tidy and to take care of their uniforms at all times.
- Full correct uniform **MUST** be worn by students every day. Full uniform must also be worn by students on School Outings or when representing the school or supporting school teams. On occasions (e.g. field trips) when it is deemed more suitable to wear alternative garments, communication will be made to parents.

The uniform consists of:

- Blue CPC school jumper with crest
- Blue school shirt
- School CPC check pleated skirt / Black trousers [**Note: Trousers are black 'suit type' – NOT leggings, jeans (black denims), tracksuit bottoms, yoga pants etc.]**
- Black socks / tights
- Black footwear (Plain black only)
- The school CPC jacket/fleece can be worn over the uniform but NOT as a replacement for the blue CPC jumper.

The PE uniform is only worn for PE class. *(If you have PE first class of the day, you are permitted to wear your PE gear to school and if you have PE last class of the day you may go home in your PE uniform)* * Alternative arrangements due to Covid-19 will be communicated where relevant.

- ✓ **Junior Cycle PE Uniform:** The PE Hoodie is a pale blue CPC Hoodie with our crest on it. This should be worn with plain pale blue polo shirt and plain black CPC tracksuit bottoms.
- ✓ **Senior Cycle PE Uniform:** The new senior cycle PE uniform consists of a CPC sports top and CPC crested tracksuit bottoms/crested sports leggings. TY students can wear this while participating in school activities as directed.

Non CPC items of clothing should not be worn around the school.

- All items of uniform and property should be clearly marked with the student's name. It is recommended to bring only what is needed each day to school.
- If for any reason students are not wearing their full uniform, they must have a written note from a parent/guardian explaining the reason for this.

- Teachers will ask to see the note and record the details on VsWare for the attention of the Year Head. If the student has no note of explanation the teacher will also record the details on VsWare for the attention of the Year Head.
- The Year Head will monitor these reports and after 3 such instances will contact a parent/guardian and the student will be put on detention.
- If there is no improvement the Year Head will repeat these steps and arrange to meet with a parent/guardian.
- If there is still no improvement the Year Head will refer the matter to the Deputy Principal outlining all steps taken to date.
- The Deputy Principal will meet with the parent/guardian if there is still no improvement and further detention / suspension will be considered.
- If necessary the Deputy Principal will refer the matter to the Principal.
- Hair colour should be natural. The school management's decision about what constitutes unacceptable haircut/styles shall be binding.
- Similarly the school management's decision on excessive use of makeup, jewellery and piercings shall be binding. (*No face piercing, tongue piercing or visible tattoos.*)
- The school operates a Lost and Found property room. Property abandoned within the school after school hours is placed in this room. Please ensure that your name is on all property - books, uniforms, jackets. etc.

8. Mobile Phones/Electronic Equipment

- Students and parents must familiarise themselves with the schools Acceptable Usage Policy (AUP).
- Use of personal devices such as smart phones, smart watches and tablets by students is confined to break times only (i.e. little break and lunch break). However if a member of staff tells a student(s) during break times that they should put their phone/tablet away then the student(s) should respect that. Failure to do so will result in disciplinary action.
- Use of personal devices outside of break times, including supervised classes, can only take place with the expressed permission of staff and for educational purposes.
- During class time, personal devices such as smart phones and tablets should be powered off, unless staff permits them to be switched on.
- When going to the toilet during class time the student must leave their phone on the desk / teacher's desk. They may collect the phone upon returning to class. Students who are found to be using their mobile phones when going to the toilet will receive an after school detention.
- Personal devices, such as smart phones, are not permitted in exams and exam papers will be cancelled if this occurs.
- If a student needs to contact home urgently, they will be allowed to use the phone in the Main Office.
- If parents need to contact students urgently, they should phone the Main Office.
- The use of personal devices to take photographs/audio or video footage is prohibited, unless with the expressed permission of staff e.g. as part of Classroom-Based Assessment (CBA) and with the consent of the subject(s) of photograph/audio or video footage.
- If a student uses a personal device outside the permitted times or in breach of the agreed acceptable use then students will be asked to hand their device over to the staff member dealing with the situation.

- On the 1st occasion where a phone is confiscated (with SIM card) by a member of staff for misuse it will be left with **the deputy principal** and can be collected by the student. Should this happen again, the phone will be in the main office where it can be collected by a parent at the end of the day. Further breaches of this rule will involve a meeting with parents.
- A refusal by a student to hand up a phone to a member of staff will be considered very serious and the matter will be referred immediately to the Deputy Principal and/or Principal.
- At Cross and Passion College students must not take, use, share, publish or distribute images of others without their permission.
- Students must not share images, videos or other content online with the intention to harm another member of the College community regardless of whether this happens in school or outside.
- Misuse of mobile phones/devices/the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The College also reserves the right to report any illegal activities to the appropriate authorities.
- Cross and Passion College will deal with incidents that take place outside the College that impact on the wellbeing of pupils or staff. In such cases the College will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of the College and impose the appropriate sanctions.
- The School accepts no responsibility for replacing lost, stolen or damaged mobile phones.

9. Detention

Detention is a serious sanction used as part of the discipline system in the school in response to inappropriate behaviour.

- Detentions can take place at lunch time or at the end of the school day.
- Students and parents will be given more than 24 hours notice of an upcoming detention. Parents are informed of the details in via phone call, and/or in writing.
- Students are expected to turn up on time for detention and to cooperate with the supervisor.
- Students will be excused from detention only in exceptional circumstances and where these circumstances are communicated to the school directly by parents/guardians.
- Failure to attend detention without prior notice is very serious and will be followed up appropriately. Further sanctions, up to and including suspension, will be considered.
- Students who have a large number of detentions and suspensions may be brought before the Board of Management.

Detention may be given as a sanction when a student is persistently non co-operative.

For Example:

- Regular unexplained late to class
- Repeated no homework
- Persistent bad behaviour

It may also be given on the spot of behaviours including:

- Smoking on school grounds
- Incidents of extreme behaviour
- Skipping class
- Leaving the school premises at break time
- Damage to School property

10. Lockers

- Lockers are available for rent for all students except Fourth Years. Students are reminded that the lockers remain the property of the school and can be searched at any time. Students

are allocated a locker at the start of the school year. They are not allowed change that locker without the permission of their year head.

- Any student found to be misusing or damaging a locker may have the privilege of using a locker removed.
- Students should only visit their lockers before school, during break/lunch time and after school.
- The use of lockers is subject to public health guidance and space available.

11. Canteen/Refectory

- The school canteen offers a range of high quality, freshly prepared food. The canteen is open for breakfast, at break time and at lunch time. **Students are not allowed to go to the canteen in between classes.** We encourage all students to use the facilities.
- First Year students are not allowed outside the school grounds at lunch time and must therefore either bring in their own lunch or use the canteen facilities.
- The availability of the canteen facilities is dependent on public health guidance and availability of space.

12. Extra-Curricular Activities

- The expectations around student behaviour are the same as in school. In addition there may be specific guidelines depending on the activity. Students must follow the instructions of the accompanying adults at all times. Serious sanctions will apply where students misbehave when involved with such activities

13. Motorbikes/Cars etc.

- Students with motorbikes must register them with the Secretary in the office. Once registered they may be parked alongside the Assembly Hall. Students with motor bikes that enter or leave the school premises in a reckless manner shall be barred from parking in the school grounds.
- Because of the limited parking space in the school, students are not permitted to park their cars in the school grounds.
- Parents/guardians may not drive inside the School Gates between the following times:
8:25 - 9:10am and 3:40 - 4:10pm.

14. Supporting the Community

Cross and Passion College is very much a part of the wider community and values the many links with the local community. With this in mind students are asked to:

- ✓ Treat people you meet outside school with respect.
- ✓ Respect the local environment and not litter or engage in any acts of vandalism.
- ✓ Respect private or residential areas and not congregate there.
- ✓ At all times be conscious of other road users and treat them with courtesy.

15. Student Council

Elections take place at the beginning of each year to elect representatives from each year group to the Student Council. The purpose of the Student Council is to provide leadership, and to serve the student body, the school, and the community. The Student Council at Cross and Passion College is the students' voice in our school. Students are encouraged to participate in and support the Student Council.

Appendix 1 **Covid-19 Protocols**

During this unprecedented time, the Board of Management of Cross and Passion College will endeavour to do all in its power to provide a safe and secure working/learning environment for all members of our school community. To this end, it is of vital importance that all members of the school community adhere to the safety measures that have been put in place.

Certain behaviours will result in a student being removed from class and placed in the care of his/her parents/guardians until the school management meet with the parents/guardians and are satisfied that the student no longer poses a risk to the health and safety of him/herself and any member of the wider school community include.

The following events are examples of breaches of the Covid-19 Response Plan/Rules and are not exhaustive:

- Refusing to wear a face mask or appropriate PPE equipment as requested by the school's Board of Management.
- Interfering with the face mask/PPE equipment worn by another member of the school community.
- Deliberately coughing or sneezing in the direction of another member of the school community.
- Deliberately wearing the face mask/PPE equipment incorrectly despite instruction on the correct wearing of the mask/PPE.
- Misuse of sanitisers and any other sanitisation equipment on the school grounds.
- Not following the clear directions laid out by the school e.g. One Way Systems, sanitisation procedures and general hygiene practices on the school grounds.
- Refusal to carry out any/all reasonable requests made by staff members/management in order to prevent the spread of Covid-19 within our school community.
- Should a student repeatedly engage in behaviours which compromise the health and safety of our school community, the student and parents/guardians will be requested to meet with the Board of Management.
- Other serious breaches of the Covid-19 Response Plan/Rules.
- ***By returning to Cross and Passion College you are deemed to have accepted the above.***

I acknowledge that I have read through this Code of Behaviour document and understand the:

- ✓ Expectations that the school has for all students
- ✓ Positive responses used by the schools when expectations are met
- ✓ Ladder of referral used when expectations are not met
- ✓ Supporting Our Code of Behaviour outline

I understand that this document is informed by the schools:

- Anti-Bullying Policy
- Acceptable Use Policy (AUP)
- Substance Use Policy
- Wellbeing Policy

Student Signature: _____

Date: _____

I acknowledge that I have read through, and support, the expectations of Cross and Passion College as outlined in the Code of Behaviour. I will encourage my son/daughter in every way I can.

Parent/Guardian Signature: _____

Date: _____