

Historical Background to the School

Eureka Secondary School belongs to a worldwide community of educational service, reaching back to the founding of the Congregation of the Sisters of Mercy in 1827, now under the trusteeship of CEIST. The Sisters of Mercy first provided secondary education for girls in Kells in classrooms attached to the convent in 1924. The school later moved to the site at Eureka House in 1956. More recently, a new state of the art premises on the Cavan Road has been under construction and the school will move there in the near future. From the outset, Eureka Secondary School has offered a comprehensive curriculum to all its students, with holistic educational provision remaining firmly at its core.

Aims of the School

1. To provide an environment where the individuality and uniqueness of each student will be recognised with all needs being catered for.
2. To promote and support the Catholic ethos of the school alongside the spiritual and personal development of all students, whatever their religious experience.
3. To provide a comprehensive social, personal and health education programme, which will enable students to be well-informed, responsible, healthy and well-adjusted adults.
4. To provide a variety of programmes in order to cater for the different needs of students.
5. To provide the best possible facilities for Physical Education so as to enable students to pursue a healthy lifestyle, encourage teamwork, learn social skills, be aware of the importance of work and recreation and be able to cope with competition.
6. To provide a wide range of extra-curricular activities.
7. To provide opportunities for staff to enhance their professional and personal development so as to achieve the above aims.
8. To provide channels of communication with parents so as to keep them informed, to invite feedback and to foster mutual support and partnership.

Code of Behaviour/ School Rules

Rationale

This policy forms a key role in maintaining a safe and orderly environment where quality teaching and learning can occur. The school recognises that discipline is essential for the development of the person, of the school and indeed of society. While the school advocates the use of encouragement and affirmation when engaging with students, it also accepts the need for sanctions so as to register disapproval of unacceptable attitudes and behaviour. The values of being courteous, co-operative and considerate as well as showing respect for all, underpin the philosophy of the school and the content of this policy.

In-class Behaviour

To facilitate an effective learning environment where students can progress, a high standard of discipline is required. Students are expected to:

1. respect the right of other students to learn and not disrupt teaching and learning of others
2. arrive to class in good time with all required books/equipment/PE gear for the relevant lesson
3. enter and leave classrooms in an orderly and respectful manner
4. complete homework assignments/projects neatly and submit them on time

Punctuality

The school places great emphasis on punctuality. Students who are late for school/class miss valuable teaching and learning time and disturb classes that are in progress.

1. Students are required to be on time for school and class every day
2. Students who are late for school must report directly to the school office, sign in and get a late stamp which they then present to the class tutor/subject teacher
3. Persistent poor punctuality will result in referral to the year head

Attendance

Regular attendance at school is expected.

1. Parents/guardians are required to verify the reason for a student's absence through the School App
2. Where a student is absent for more than 20 days for any reason, the school must inform TUSLA under the terms of the Education Welfare Act, 2002
3. Students should not take holidays during school terms;
4. It is the student's responsibility to catch up on work missed through absence.
5. Students are required to remain on the school premises every day and for the full day. Unauthorised absence from school/class is regarded as a serious breach of discipline.
6. Leaving the school during the school day
7. Where possible, medical/dental appointments should be arranged outside school hours.
8. In cases where a student has to leave school during the day parents/guardians are required to inform the school authorities through the School App and sign the student out in the main office.
9. When a student becomes ill during the school day the student must inform the class teacher and get written permission to report to the office. Where it is considered necessary, parents will be contacted by the school. The student will wait at reception until signed out by her parent/guardian. If any illness/condition/accident necessitates the use of first aid, it should be noted that this is a temporary measure and further medical attention may be required. In the case of an emergency where parents/guardians cannot be contacted, the school will take action that is deemed necessary for the health and safety of the student. This may include bringing the student to an A&E Department.

Property

Students are expected:

1. To maintain their lockers in orderly fashion and secure them with their own padlocks.
2. To respect the property of all members of the school community. Theft or damage of any sort is considered a serious offence. Any damage or loss caused to property must be paid for the student or parent/guardian.
3. To keep the school/classrooms clean, tidy and litter-free.
4. To take responsibility for all their own belongings, which should be clearly labelled. The school will not, under any circumstances, accept responsibility for any of the above items that are lost, mislaid or stolen.
5. Not to deface school property.
6. Not to bring valuable items to school.
7. Not to interfere with the Fire Alarm System and Fire Equipment.
8. Not permitted to park on the school premises due to limited car parking spaces.

The School Journal

The school journal is the principal means of communication between parents and teachers. Students use their journals to organise their work, record details of homework/study and evaluate their progress.

1. Students are required to have their journal with them every day and on their desk in every class.
2. Students who forget their journal should inform their Class Tutor. Repeated occurrences of forgetting the journal is seen as a serious breach of discipline.
3. If a student loses her journal, a replacement must be purchased immediately.
4. If a student leaves class for any reason he/she must have their journal signed by their teacher and take it with them.
5. The defacing of a journal, either a student's own or that of another student, is seen as a serious offence. The school reserves the right to request that a new journal is purchased where it has been defaced.
6. Students should note that journals can be inspected by any member of staff at any time and full cooperation in this regard is expected.
7. The Notes from Teachers section must also be checked by parents/guardians and signed accordingly.
8. It is students' responsibility to show notes from teachers to parents/guardians and vice versa,
9. Parents/guardians are asked to indicate by their signature that they have checked the journal in the weekly diary section and progress evaluation section.
10. Parents/guardians can also monitor students' progress in all their subjects in the Test Results Section of the journal.

Smoking/Alcohol/Substance Abuse

4. Smoking anywhere on the school premises is prohibited under current legislation.
1. Smoking outside the grounds while in uniform or on school outings is strictly forbidden.
2. Alcohol, illegal substances and inhalants are banned. The possession, use or supply of these substances is regarded as extremely serious and can lead to suspension/expulsion. It is school policy that where such instances occur An Garda Síochána will be informed.
3. Where the school suspects a student is under the influence of a banned substance, parents/guardians will be contacted and asked to escort the student home.
4. In the interest of health and safety, items such as tippex, aerosols, deodorants, permanent markers, etc. are banned and will be confiscated if found in a student's possession.
5. In all of the above, the support and co-operation of parents/guardians is paramount in order to ensure the health and safety of all students.

Behaviour on School Outings/Trips

1. All school rules outlined in this Code of Behaviour must be followed.
2. Parents/guardians complete the relevant permission slips are the School App. Failure to do so may result in a student not being permitted to attend.
3. Parents/guardians should note that where a student has a poor disciplinary record or has been involved in incidents of a serious nature, the school reserves the right to refuse the relevant student access to impending outings/trips.

Online Privacy and Code of Behaviour

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 caused 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.

School Uniform Code

Each student must have

- Uniform skirt (knee length & should not be altered/shortened)
- Two uniform blouses
- Uniform Jumper with school crest
- Uniform School Jacket and/or Uniform Blazer
- Uniform School Scarf (optional); non uniform scarves are not permitted
- Footwear:
New Uniform – School Navy Shoes with black/navy opaque tights or black/navy knee length socks
Old Uniform – Black/Navy Shoes with flat/low heels with black opaque tights or black knee length socks
No canvas/casual style footwear permitted
- PE Uniform: School Blue/White T-Shirt with crest, Blue Sweatshirt with crest, Plain Navy/Black Tracksuit Bottoms and appropriate runners.

Uniform Rules

1. Students must present themselves in full uniform at all times, neatly and in a manner that is acceptable to school management. This includes school outings and trips.
2. Uniform items should not be tampered with in any way, at any time.
3. All uniform items (especially jackets and jumpers) should be clearly marked with student's name.
4. Students not in full uniform should report to their Year Head before 8.52 a.m. where an alternative uniform item will be supplied.
5. Non uniform items will be confiscated. Items of uniform must be replaced when outgrown or worn out.
6. PE Uniform (see above) should only be worn for PE/Games or for activities where prior permission is provided by the class teacher. Alternative half-zips or hoodies are not permitted.
7. Students wearing excessive make-up, which is fully at the discretion of school management, will be asked to remove this immediately.
8. All types of body piercings, other than one pair of small stud earrings, are not permitted under Health and Safety Regulations.
9. Acrylic/Gel nails are not permitted under health and safety grounds.
10. Inappropriate hairstyles and extreme hair colours are prohibited. Hairstyles must be neat and tidy and hair accessories must be discreet. All must be acceptable to school management.
11. Where a student is wearing a non-uniform item she will be asked to remove it. Failure to do so will result in being sent to the Year Head for that class period and parents being contacted.
12. First uniform breach will result in a verbal warning. Repeated infringements of the Uniform Code will be seen as a serious breach of discipline and will be dealt with accordingly.

Student Leadership

1. At Leaving Cert level a number of students interview for and are appointed as School Prefects. There are many leadership aspects to the role of prefect, with a particular focus on working with and supporting first year students.
2. Every class from first to fifth year has a captain and vice-captain. These students are expected to show such attributes as being responsible, reliable, cooperative and respectful. They must consistently show good example to their peers and have a willingness to make a positive contribution to the school community.
3. Prefects, captains/vice captains as well as other members of the student body can be voted onto the Student Council. This provides opportunities for students to learn and demonstrate leadership capacity as well as enabling them to contribute more fully to school life.

Awards

1. The school strongly advocates recognition being given to students who are cooperative and consistently demonstrate a positive attitude towards their work, their teachers and their peers. Our End of Year Awards set out to acknowledge students who have high personal standards of work and behaviour and who have an awareness of their responsibilities to themselves and their peers.
2. Students can receive awards as follows:
 - (i) *Ceist Award*: Every year, this award is presented to a student who has made a positive contribution to the school through promoting spiritual/human development, achieving quality in teaching/learning, showing respect for every person, creating community and being just and responsible.
 - (ii) *Contribution to School*: This award is presented to students who enhance school life through their contribution in areas which add to the quality of the student body experience in school e.g. Greens Schools, Healthy Lifestyle, Threads, Library Monitors, Sports Clubs or assisting in organising school activities including 'special event weeks' and meetings.
 - (iii) *Extra-curricular Achievement*: This award is presented to students who achieve as an individual or as part of a team in interschool competitions in areas like debating, science, art and sports.
 - (iv) *Attendance Award*: This award is presented to students who achieve excellent records of attendance.
 - (v) *Excellence Award (Positive contribution to class)*: This award serves to recognise the large number of well-behaved and cooperative students who consistently do their best in our school. Looking at attendance, punctuality, reaching potential, contribution to class, homework and teamwork, all teachers select the top 5 students in each of their classes every year. Five marks are given to the student who best fulfils all the above criteria, four marks are given to the next best, then three, two and one.

Disciplinary Structures

Overview

Subject Teacher	Responsible for good order and discipline in his/her class. Will ensure that school rules (as per Code of Behaviour) and standards are maintained at all times.
Class Tutor	Each class has a tutor whose role is of a pastoral nature. The tutor takes an interest in all that concerns the student's well-being either as a member of their tutor class or as a member of the school community. Students can approach their tutor with problems or difficulties. The tutor will either deal with concerns or refer them to the relevant authority.
Year Head	Responsible for discipline in his/her year group. Code of Behaviour breaches are reported to the Year Head who will deal with them in a manner that he/she considers appropriate. Year Heads meet the Principal/Deputy Principal every week and work closely with them.
Deputy Principal	Works in consultation with year heads on discipline matters. Only the Deputy Principal or Principal may sign a note giving permission to a student to leave the school at any time.
Principal	Has overall responsibility for the running of the school and is available, by appointment, for consultation with staff, parents and students.

Sanctions

Where a student is not complying with class room rules the subject teacher will impose sanctions as follows:

Type of Violation	Sanctions & Interventions
<ul style="list-style-type: none"> ▪ No Books/Equipment for class ▪ No Homework, including project work ▪ Talking in class ▪ Late for class ▪ Chewing gum ▪ No journal ▪ Homework not recorded in journal ▪ No PE Uniform ▪ Defiance; answering back ▪ Being uncooperative with a teacher 	<ul style="list-style-type: none"> ▪ Reasoning with the students ▪ Firm reprimand or verbal warning ▪ A Note to parents/guardians in students journal (to be signed by parent/guardian) ▪ Extra work/punishment work ▪ Letter of apology for poor behaviour ▪ Referral to Year Head ▪ Phone call to Parents/Guardians ▪ Meeting with Parents/Guardians is set up

Repeated offences which affect learning and teaching in the classroom will be referred to the Year Head, Deputy Principal or Principal as appropriate where further sanctions including the following will be applied.

Sanctions & Interventions
<ul style="list-style-type: none"> ▪ Year Head speaks with student ▪ Withdrawal of privileges ▪ Meeting with Parent/Guardian ▪ Lunch-time Detention ▪ Student placed on report ▪ Student asked to fill out incident report form ▪ Detention ▪ Internal Suspension (possibly from particular subjects for a limited time) ▪ Suspension ▪ Sometimes referral to BOM

More serious offences are dealt with by Year Heads, Deputy Principal and Principal (as appropriate) who will impose sanctions:

Type of Violation	Sanctions & Interventions
<ul style="list-style-type: none"> ▪ Smoking ▪ Mithing ▪ Bullying ▪ Cyberbullying ▪ Irresponsible use of social media ▪ Inappropriate use of IT ▪ Acts of violence/aggression ▪ Vandalism ▪ Alcohol/Drugs or any banned substances 	<ul style="list-style-type: none"> ▪ Verbal Warning ▪ Meeting with Parent/Guardian ▪ Additional School work ▪ Withdrawal of privileges ▪ Detention (where applicable) ▪ Fine/Cost of Repairs ▪ Internal Suspension ▪ Suspension ▪ Referral to BOM ▪ Expulsion ▪ Report to An Garda Síochána, school psychologist, social services or other appropriate external body

Note:

The lists above are not exhaustive

School Management reserves the right to amend any rules in the Code of Behaviour at any time in accordance with the School's Mission Statement, Aims & Policies and with current legislation.

Code of Behaviour Contract

I agree to accept the Code of Behaviour as set out above

Signed: _____

Date: _____

Student

I agree that the Code of Behaviour is acceptable and I will support the school in upholding the standards set out under the code.

Signed: _____

Date: _____

Parent/Guardian