

Ceannaire Diary

This Diary has been issued to this student because of a persistent failure to properly observe the rules and regulations of the school.

Before it is issued the Ceannaire will have consulted with the Parents of the Student on the precise nature of the problems being presented by the student.

The Ceannaire will outline for the student and parents the requirements of the school in relation to the following;

- Behaviour inside and outside of the classroom
- Attitude to fellow students and the staff of the school
- Progress and effort in their class studies and homework
- Expectations of students as set out in the school policy on behaviour

This Diary is the property of the Ceannaire

- This Diary must be given to the Teacher at the start of every Class.
- Students must not write in this diary.
- Student must ensure that this Diary is returned to the Ceannaire at the end of every week.

(If Ceannaire is unavailable the diary is to be handed to the Principal or Deputy Principal).

The student will be given every help and encouragement to change his or her behaviour.

The school will explore the full resources of the school by way of counselling, guidance, chaplaincy and special needs with the student and parents.

Ultimately it is the student's responsibility to read and understand the requirements of the school as set out in this diary.

Failure to do so not only causes serious damage to their educational progress and personal development but also hinders progress and development in their fellow students.

This Diary is being issued to: _____

Class: _____

Date Issued: _____

Date Returned: _____

I fully understand what is required of me and will do my utmost to abide by the code of behaviour of Gairmscoil Mhuire.

Student Signature: _____

The requirements for students are fully set out in the student diary and should be read and fully understood by every student.

However below we have summarised the essential elements for good behaviour that should be useful guidelines for students experiencing difficulties in school.

- Always sit where the teacher tells you - don't ask why
- Get your books/copies/diary/journal/equipment out on your desk without being asked
- Have your homework completed properly and ready for correction/collection
- Pay attention in class and do not speak to others without teacher's permission
- If the teacher asks you to pay attention then you have not been paying attention, so don't argue
- You should not have to be told a second time to stop speaking out of turn
- Never contradict or argue with your teacher on a disciplinary issue in front of the class
- If you feel you have been treated in an unfair way, speak to your teacher after class
- If you are still unhappy, speak to your Year Head, Deputy Principal or Principal
- Never write on your desk or damage furniture in the classroom
- Do not use abusive or crude language in the school
- Do not tease or jeer other students
- Never hit or strike another student
- If you are in any way being bullied, speak to a teacher in confidence
- Do not attend the school under the influence of drugs or alcohol
- Wear your uniform properly
- Never leave the school without permission
- Always be on time whether for school or class.

GAIRMSCOIL MHUIRE
CODE OF BEHAVIOUR SUMMARY
Full Text in students' school diary

EXPECTATIONS

In defining the code, consideration has been given to the particular needs and circumstances in this school. The aim is to provide a framework for reasonable and responsible behaviour by all concerned staff, parents and students alike, and to ensure that every reasonable effort is made to accommodate the individuality of each student while acknowledging the right of each student to education in a disruption-free environment. The Code extends to the environs of the school, to school outings and trips and while travelling to and from school.

1. Students should attend school everyday and arrive on time for each class

This means:

- That you attend everyday unless it is absolutely unavoidable.
- That if you miss school you bring a note to your Year Head
- That absences be explained by note from parents to Year Head
- That if you are late you must sign in at the office and have a note of explanation
- That if you must leave school during the day, you bring in a note and get permission from the Deputy Principal or Principal and sign a special register book.
- That you arrive at all classes on time and not delay on way.

Because

- Progress at school requires optimum attendance and punctuality.
- The Education Welfare Act 2000 legally requires parents to inform the school regarding all absences
- The school is responsible for you during school time.
- Good attendance and good timekeeping helps a full class do well

2. Students should do your best to work both in class and at your homework.

This means:

- That you listen to your teachers and concentrate on learning and be attentive
- That you allow teachers to teach and fellow students to learn
- That you do not disturb the class
- That you do your homework each night written and oral, it must be completed on time, in full, to the highest possible standard, and be ready for inspection
- That you always carry your journal and take down homework in it
- That you come properly prepared for your subjects, i.e. that you have all your copies, pens and any other specialist equipment required.

Because

- The teacher has a right to teach and all students have a right to learn in an environment free from disruption
- Homework is an essential part of the learning process

3. Students must come to school in full uniform, clean and tidy

This means

- That you wear the prescribed school shirt, school jumper, grey trousers or skirt and black leather shoes
- If missing any item of school uniform, report to the Deputy Principal
- You only wear the prescribed jacket or the school team sports jacket
- Full uniform must be worn with pride from the time you leave your home until you return, and during out of school activities

Because

- This is the uniform agreed to by parents, students and the school authorities
- We all have a responsibility to maintain the image of school.

4. Students must have respect and consideration for other students

This means

- ***Every individual has the right to be treated with respect, tolerance, understanding and in a just manner***
- Being fair to everyone
- Helping other students if they need help
- Not picking on or bullying others
- Not fighting in or out of school
- You respect the property of students and teachers
- Respect school property

Because

- Mutual respect is important
- Bullying can cause fear and hurt. We want our school to be a safe place.
- Defacing/damaging school property is destructive and shows a lack of respect for the school community of which the student is a member.

5. Students must show courtesy, consideration and good manners in your dealings while travelling to and from school, in school or on school trips.

This means

- All students show politeness, respect and courteous co-operation to all school staff, fellow students, visitors to the school, bus drivers and members of the community at all times
- Visitors to the school are to be welcomed and directed to the Secretary's office.
- Ill mannered, disruptive or dangerous behaviour is not tolerated.
- Knock before entering a class or offices

Because

- We should treat others as we like to be treated ourselves

6. That you respect the school environment

This means

- Keeping school clean and free of litter
- Litter must be placed in bins
- No chewing gum

- Not returning to the school grounds after school hours/weekends/holidays without permission from the school principal or deputy principal.
- You do not damage school property

Because

- Everybody benefits from working and learning in a pleasant environment

7. Students should not possess or smoke cigarettes in school

The school Substance Abuse Policy forbids possession or use of cigarettes on school premises or while engaging in school activities. Because of its serious nature, any student found smoking/in possession of cigarettes, will face a fine of €10 for the first offence, €20 for the second, €30 for the third and €30 and suspension for the fourth and subsequent offences.

8. Students should not use mobile phones during class time. Where students must bring mobile phones to school, they should be left in the student's locker. Where teachers form the opinion that the student's mobile phone causes a disruption of any sort, it will be confiscated. It must be given to the teacher on request and it will be left in the school office for a period of one week to be collected by the student's parent/guardian at a time convenient to school management.

9. Addictive Substances e.g. alcohol and unprescribed drugs are strictly banned in Gairmscoil Mhuire. The school will be obliged to inform parents/guardians and the relevant authorities.

10. The School Student Journal is an essential part of communication between teachers and parents. All students are issued with a journal by the school and are required to have it in class at all times. Failure to produce the journal when required to do so by a teacher is a breach of the code of behaviour. Students who deface their school journal will be required to replace it and may be subject to the appropriate sanctions.

SUSPENSION AND EXPULSION

The grounds for expulsion may be similar to the grounds for suspension. In addition to factors such as the degree of seriousness and the persistence of the behaviour, a key difference is that, where expulsion is considered, the school may have tried a series of other interventions, and believe they have exhausted all possibilities for changing the student's behaviour. However as mentioned previously some of the steps will be abridged for very serious incidents of misbehavior. Internal suspension within the school may also be used as a means of sanction for persistent breaches of the code of behaviour.

Serious or persistent breaches of the schools code of behaviour that will result in suspension and/or expulsion include:

- serious or persistent disruption of teaching and learning,
- the use of obscene, offensive or abusive language in word or writing in the school or towards any person

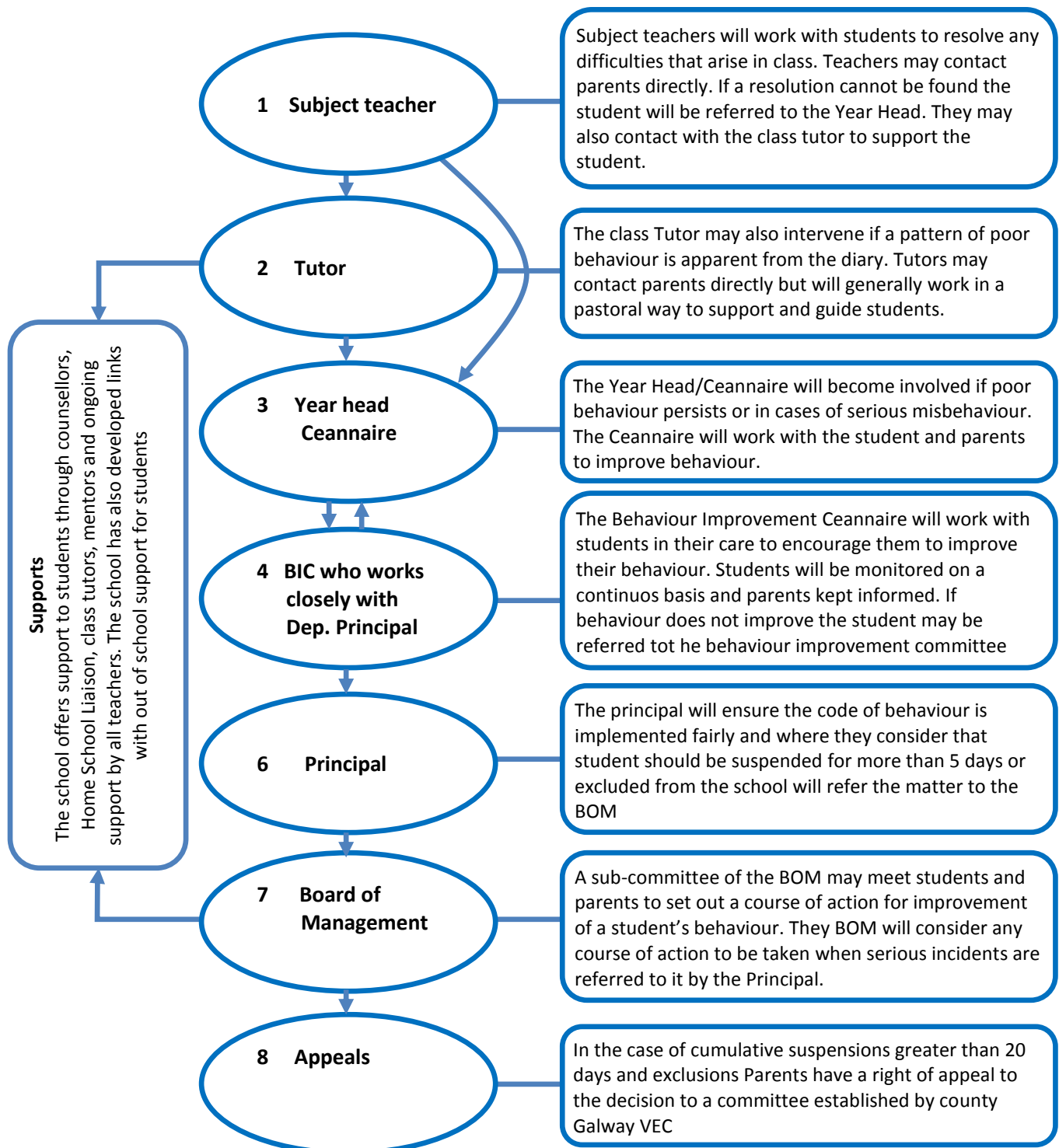
- Theft of, vandalism or damage to school property or the personal property of others
- Persistent bullying of another student or staff member
- Unauthorised use of fire doors, alarms or health and safety equipment
- Persistent failure to wear the school uniform
- Failure to have report card signed by each teacher
- Interference with the personal lives of teachers at home or outside of school

The school authorities deem the incidents below as very serious breaches of the code of behaviour and will warrant all steps to be abridged, these include:

- Selling alcohol, drugs or related substances(unprescribed medication or legal drug substitutes for illegal drugs)
- In possession of alcohol, drugs or related substances for supply
- Use or being under the influence of alcohol, drugs or related substance(unprescribed medication or legal drug substitutes for illegal drugs)
- Acts of physical violence towards students or staff members
- Acts of sexual harassment towards students or staff members
- Any act which endangers the health and safety and welfare of themselves or others in the school

It is not possible to list all serious offences and the above list is used as a guide for the school management as an indication of the seriousness of the offences that may warrant suspension / expulsion.

Gairmscoil Mhuire Consequences of Poor Behaviour



One or more steps may be abridged depending on the seriousness of the students' behaviour

Day: _____

Date: _____

Period	VG	S	F	P	U	Comment	Teacher
1							
2							
3							
Break							
4							
5							
6							
Lunch							
7							
8							
9							

VG (very good) = Attitude, work and behaviour in class of a very good standard, marked improvement

S (satisfactory) = Attitude, work and behaviour in class are of an acceptable standard.

F (fair) = Some aspects of attitude, work and behaviour were less than satisfactory.

P (poor) = Not cooperating with teacher, unacceptable disruption of class.

U (unacceptable) = Very serious disruption of class and/or unacceptable behaviour.

Parent Comment: _____

Parent Signature: _____

Day: _____

Date: _____

Period	VG	S	F	P	U	Comment	Teacher
1							
2							
3							
Break							
4							
5							
6							
Lunch							
7							
8							
9							

VG (very good) = Attitude, work and behaviour in class of a very good standard, marked improvement

S (satisfactory) = Attitude, work and behaviour in class are of an acceptable standard.

F (fair) = Some aspects of attitude, work and behaviour were less than satisfactory.

P (poor) = Not cooperating with teacher, unacceptable disruption of class.

U (unacceptable) = Very serious disruption of class and/or unacceptable behaviour.

Parent Comment: _____

Parent Signature: _____

Day: _____

Date: _____

Period	VG	S	F	P	U	Comment	Teacher
1							
2							
3							
Break							
4							
5							
6							
Lunch							
7							
8							
9							

VG (very good) = Attitude, work and behaviour in class of a very good standard, marked improvement

S (satisfactory) = Attitude, work and behaviour in class are of an acceptable standard.

F (fair) = Some aspects of attitude, work and behaviour were less than satisfactory.

P (poor) = Not cooperating with teacher, unacceptable disruption of class.

U (unacceptable) = Very serious disruption of class and/or unacceptable behaviour.

Parent Comment: _____

Parent Signature: _____

Day: _____

Date: _____

Period	VG	S	F	P	U	Comment	Teacher
1							
2							
3							
Break							
4							
5							
6							
Lunch							
7							
8							
9							

VG (very good) = Attitude, work and behaviour in class of a very good standard, marked improvement

S (satisfactory) = Attitude, work and behaviour in class are of an acceptable standard.

F (fair) = Some aspects of attitude, work and behaviour were less than satisfactory.

P (poor) = Not cooperating with teacher, unacceptable disruption of class.

U (unacceptable) = Very serious disruption of class and/or unacceptable behaviour.

Parent Comment: _____

Parent Signature: _____

Day: _____

Date: _____

Period	VG	S	F	P	U	Comment	Teacher
1							
2							
3							
Break							
4							
5							
6							
Lunch							
7							
8							
9							

VG (very good) = Attitude, work and behaviour in class of a very good standard, marked improvement

S (satisfactory) = Attitude, work and behaviour in class are of an acceptable standard.

F (fair) = Some aspects of attitude, work and behaviour were less than satisfactory.

P (poor) = Not cooperating with teacher, unacceptable disruption of class.

U (unacceptable) = Very serious disruption of class and/or unacceptable behaviour.

Parent Comment: _____

Parent Signature: _____

Day: _____

Date: _____

Period	VG	S	F	P	U	Comment	Teacher
1							
2							
3							
Break							
4							
5							
6							
Lunch							
7							
8							
9							

VG (very good) = Attitude, work and behaviour in class of a very good standard, marked improvement

S (satisfactory) = Attitude, work and behaviour in class are of an acceptable standard.

F (fair) = Some aspects of attitude, work and behaviour were less than satisfactory.

P (poor) = Not cooperating with teacher, unacceptable disruption of class.

U (unacceptable) = Very serious disruption of class and/or unacceptable behaviour.

Parent Comment: _____

Parent Signature: _____

Day: _____

Date: _____

Period	VG	S	F	P	U	Comment	Teacher
1							
2							
3							
Break							
4							
5							
6							
Lunch							
7							
8							
9							

VG (very good) = Attitude, work and behaviour in class of a very good standard, marked improvement

S (satisfactory) = Attitude, work and behaviour in class are of an acceptable standard.

F (fair) = Some aspects of attitude, work and behaviour were less than satisfactory.

P (poor) = Not cooperating with teacher, unacceptable disruption of class.

U (unacceptable) = Very serious disruption of class and/or unacceptable behaviour.

Parent Comment: _____

Parent Signature: _____

Day: _____

Date: _____

Period	VG	S	F	P	U	Comment	Teacher
1							
2							
3							
Break							
4							
5							
6							
Lunch							
7							
8							
9							

VG (very good) = Attitude, work and behaviour in class of a very good standard, marked improvement

S (satisfactory) = Attitude, work and behaviour in class are of an acceptable standard.

F (fair) = Some aspects of attitude, work and behaviour were less than satisfactory.

P (poor) = Not cooperating with teacher, unacceptable disruption of class.

U (unacceptable) = Very serious disruption of class and/or unacceptable behaviour.

Parent Comment: _____

Parent Signature: _____

Day: _____

Date: _____

Period	VG	S	F	P	U	Comment	Teacher
1							
2							
3							
Break							
4							
5							
6							
Lunch							
7							
8							
9							

VG (very good) = Attitude, work and behaviour in class of a very good standard, marked improvement

S (satisfactory) = Attitude, work and behaviour in class are of an acceptable standard.

F (fair) = Some aspects of attitude, work and behaviour were less than satisfactory.

P (poor) = Not cooperating with teacher, unacceptable disruption of class.

U (unacceptable) = Very serious disruption of class and/or unacceptable behaviour.

Parent Comment: _____

Parent Signature: _____

Day: _____

Date: _____

Period	VG	S	F	P	U	Comment	Teacher
1							
2							
3							
Break							
4							
5							
6							
Lunch							
7							
8							
9							

VG (very good) = Attitude, work and behaviour in class of a very good standard, marked improvement

S (satisfactory) = Attitude, work and behaviour in class are of an acceptable standard.

F (fair) = Some aspects of attitude, work and behaviour were less than satisfactory.

P (poor) = Not cooperating with teacher, unacceptable disruption of class.

U (unacceptable) = Very serious disruption of class and/or unacceptable behaviour.

Parent Comment: _____

Parent Signature: _____

Student Evaluation

Read the comments below and then tick the appropriate column, which describes you best since you have been placed on Report.

- 1= Excellent or "I have obeyed this rule all of the time"
- 2= Good or "I have kept this rule most of time, I may have slipped up once or twice"
- 3 = Unsatisfactory or "I am not good at keeping this rule but I am trying"
- 4 = Very Poor or "I am being corrected all the time for breaking this rule"

Comment	1	2	3	4
I always sit where the teacher tells me - I don't ask why				
I have my homework completed properly and ready for correction/collection				
I get my books/copies/diary/journal/equipment out on my desk without being asked				
I pay attention in class and do not speak to others without teacher's permission.				
If the teacher asks me to pay attention then I have not being paying attention, so I don't argue				
I do not have to be told a second time to stop speaking out of turn				
I never contradict or argue with my teacher on a disciplinary issue in front of the class				
I never write on a desk or damage furniture in the classroom				
I do not use abusive or crude language in the school.				
I do not tease or jeer other students.				
I never hit or strike other students.				
I do not attend the school under the influence of drugs or alcohol.				
I wear my uniform properly.				
I never leave the school without permission.				
I am always on time for school and class				
During my time on Report, I have made progress in the following ways:				
I need to improve the following:				

Student Signature: _____

Date: _____

Ceannaire Report

Comment:

Recommendations:

Parent Meetings/Phone Discussions:

