



Coláiste Íde agus Iosef

CODE OF BEHAVIOUR

Mission Statement:

We aim to promote an environment of mutual respect and inclusiveness where students can learn and develop in a safe caring and happy atmosphere in which all members of the college community are cherished and valued.

We strive to give pupils a holistic education enabling each individual to achieve his/her full potential.

National Education Welfare Board – NEWB

The code of behaviour is prepared in accordance with the guidelines issued by the National Education Welfare Board – NEWB.

The Content of the Code of Behaviour

The Education (Welfare) Act 2000 sets out certain matters that must be included in a code of behaviour. Section 23(2) of the Education (Welfare) Act 2000 says:

A code of behaviour shall specify –

- (a) the standards of behaviour that shall be observed by each student attending the school;
- (b) the measures that may be taken when a student fails or refuses to observe those standards;
- (c) the procedures to be followed before a student may be suspended or expelled from the school concerned;
- (d) the procedures to be followed relating to notification of a child's absence from school.

In order to comply with these requirements, and in order to have the best chance of achieving its objectives, the code of behaviour should address:

- the standards of behaviour expected in the school
- the plan for promoting good behaviour
- the ways in which the school responds to unacceptable behaviour
- the plan for implementing the code of behaviour
- school procedures for the use of suspension and expulsion

Guidance on each of these aspects of the code of behaviour is provided in these Guidelines.

Promoting Good Behaviour / Interventions

Section 1

Students are more likely to behave well when:

- they are given responsibility in the school and are involved in the development of the code of behaviour
- they understand why the code is important and their part in making it work
- they can see that the code works in a fair way
- there are standards that set high expectations for student behaviour
- the standards are clear, consistent and widely understood
- parents support the school by encouraging good learning behaviour
- there are good relationships between teachers, parents and students and a happy school atmosphere
- adults model the behaviour that is expected from students

Section 2

Strategies to encourage and promote good behaviour include:

- positive everyday interactions between teachers and students
- good school and class routines
- clear boundaries and rules for students
- helping students themselves to recognise and affirm good learning behaviour
- recognising and giving positive feedback about behaviour
- exploring with students how people should treat each other

Rewards

- Teacher approval(verbal/non-verbal)
- Positive comments on work
- Record in homework journal
- Prizes at end of year
- Display of student work in the school
- Prizes
- Treats
- Etc

General Rules

Members of the school community are expected to walk on the left hand side of the corridors and stairs.

Facial jewellery is **not** allowed in the school

One stud/small ear-ring may be worn in each ear.

Hoodies are not allowed in school

Students should be clean neat and tidy in appearance as this gives a good impression of the student and the school

The school uniform must be worn properly and appropriately as a condition of attending school and all school activities

Mobile phones:

Mobile phones should be switched off at all times while on school grounds. Switched on mobile phones/electronic devices will have it confiscated and held by the school for one week.

The office phone is available if students wish to make an essential call or if parents wish to contact the school.

The use of camera and audio functions on phones and electronic devices is banned and is regarded as single incident of serious misbehaviour.

Students may use the toilet facilities before class begins in the mornings and during the scheduled school breaks. The student in exceptional circumstances must get permission from their teacher if they wish to use the toilet facilities at all other times.

Students have access to lockers before assembly in the morning, at break time and at lunch time. This will avoid delay in getting to class.

Smoking is not allowed.

Classroom Behaviour

A student's conduct must never cause disruption to teaching and learning in the classroom. Breaches of the teaching and learning code include: talking out of turn, causing undue noise, eating and drinking in class, sitting inappropriately, chewing gum etc.

Students are expected to be on time for class.

Students are expected to sit where the teacher assigns them.

Students are expected to have their journal with them in class at all times

Books, materials, equipment are to be out, organised and ready for class.

Jackets and scarves etc may not be worn in the classroom.

SANCTIONS / PROCEDURES

Verbal warning	Detention
Extra assignments/homework	Suspension
Placed in a new seat in classroom	Expulsion

This list is not exhaustive

Every student has a right to learn unimpeded.

Every teacher has a right to teach unimpeded in his/her classroom

The teacher is responsible for implementing the Code of Behaviour in a fair and consistent manner. The teacher is expected to stand over any sanction that he/she imposes.

All students are expected to behave in a manner which does not impact negatively on other students, teachers, or on other members of the school community and visitors. The Code of Behaviour applies during all school activities, inside and outside the school.

In the case of **serious/repeated misbehaviour** a referral system will operate in the school.

Examples of serious misbehaviour would include:

Use/sale of illicit substances	Bullying /Cyber Bullying
Vulgar or obscene language	Threatening/Defiant behaviour
Vandalism /theft of school property	Violent behaviour
Leaving school without permission	Inappropriate sexual behaviour
Challenging teacher's authority	Harassment

This list is not exhaustive.

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| 1 st Referral | Subject Teacher will inform Year Head in writing. The Year Head will keep a record and will phone Parent/ Guardian. 1 days detention. |
| 2 nd Referral | Year Head will inform Parent/Guardian in writing. 2 days detention. |
| 3 rd Referral | Parent/Guardian will be required to attend a meeting with school authorities. The student will be required to explain behaviour and to reflect on how his/her behaviour is impacting on others. A meeting with Guidance Counsellor/Pastoral Care member/Chaplain may be suggested/arranged. 2 days detention. |
| 4 th Referral | The student will be suspended for a number of days. On returning to school the Student and the Parent/Guardian will be required to sign a declaration to adhere to school rules. |

A student may be suspended/expelled from the College for a single act of gross misbehaviour.

Continued /repeated minor breaches of the Code can have a cumulative effect and may result in a Referral. (See Appendix 1 for examples of Minor breaches of the Code)

Suspension

- Where the student shows a pattern of persistent misbehaviour or a serious once-off incident.
- Where the student is so disruptive that she/he is seriously preventing others from learning
- Where the student is uncontrollable and is not amenable to any form of school discipline or authority.
- Where the conduct of a pupil is a source of serious bad example and is a bad influence on others

The Parent/Guardian will be contacted and notified in writing of the suspension. In the case of a once-off incident, the student will be asked to give an account of his/her version of events.

Under Section 29 of the Education Act the student has the right to appeal to the Principal/Board of Management or to the ETB or the Department of Education and Skills.

Where the term of suspension is of 3 days or less, the Parent/Guardian may appeal to the Principal.

The BOM will be informed of all suspensions at the next BOM Meeting.

Expulsion

Expulsion may be considered;

For a single act of gross misbehaviour or for persistent and serious misbehaviour which is having a detrimental effect on the learning of other students or on the efforts of the teacher to teach her/his class
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If the continued presence/behaviour of the student constitutes a significant threat to safety

This list is not exhaustive.

- The matter will be fully investigated by the school authorities.
- The student/Parent/Guardian will be informed, in writing, of the intention to expel.
The Student/Parent/Guardian will be given an opportunity to present their version of events
- Parents will be asked to keep their son/daughter at home while the matter is being considered.
- The BOM will meet to decide on the issue. Parents will have a right to attend the BOM meeting and present their case.
- Under Section 29 of the Education Act, a student has the right of Appeal.

Attendance / Procedures

Assemblies Each Year Group will have daily assembly, beginning five minutes before normal class time, where the subject teacher will assist in taking attendance. Notes will be collected by the Year Head. The Year Head will inform the year group of any relevant information. Students are required to attend Assembly on time.

Roll Call. The Subject Teacher will take a roll call at the beginning of the first class in the afternoon. The Year Head will be informed of any absences.

Absences. All students are expected to attend school regularly and punctually. Parents/Guardians may be informed of absences by Text Message. On their return to school absent students will be required to bring a note, signed by a parent / guardian, stating the reason for any absence. The Pastoral Care Team/School Completion Team will monitor students whose attendance is poor with a view to working out strategies, with Parent/Guardians, to improve attendance.

Late Arrival Arriving late for class is disruptive. Students and Parents/Guardians should make every effort to ensure that the student arrives on time for class. Students arriving late will have to sign in to a Day Book at reception. Parents/Guardians will be informed where a student is regularly/repeatedly late for class. Parents/Guardians will be encouraged to work with school authorities to remedy the situation

Privileges may be withdrawn or a sanction imposed for repeated offences.

Leaving School Early.

Where a student has to leave school before the end of the school day, he/she will be required to have a permission note signed by a Parent/Guardian.

Forging of signatures and leaving school without permission are serious breaches of the school Code and will be dealt with by the Principal/Deputy Principal/Year Head.

Except where there is a prior arrangement with the School Authorities, a Parent/Guardian will normally be expected to collect a student who is leaving the school early.

Important amendments/inclusions to the school Code of Behaviour in 2014/15 and beyond.

Leaving school without permission is a serious breach of the School Code of Behaviour.

Where a student absents himself/herself from school without permission, s/he must be signed into the school by a parent/guardian on his/her return.

All students leaving school before the end of the normal school day must be signed out at reception by a parent/guardian or by an adult, nominated by the parent/guardian.

Appendix 1 Minor breaches of the Code would include

No homework presented	Loitering in corridor/toilet
Incomplete homework	Eating/chewing gum in classroom
Incorrect uniform	Rough behaviour on school grounds
littering	Late for class
Talking out of turn in class	Not having texts/class materials

This list is not exhaustive.