



# Coláiste Iósaef Community College

Roll No. 76070A

## College Code of Behaviour

School Community:	Consultation Timeframe:	Action:
Staff		
Parents		
Student Council		
Board of Management		

Ratified by Board of Management:

Date: 11<sup>th</sup> March 2019

Date of Review/Amendments:

Date: 11<sup>th</sup> March 2019

Date of Next Review:

Date: March 2020

Signed: *Rev. William Fitzmaurice*

Signed: *Noel Kelly*

Chairperson of Board of Management

Principal

Date: 11/03/2019

Date: 11/03/2019



## **Introduction**

This Code of Behaviour aims to promote good behaviour and respect for all members of the school community. This can only be achieved when the whole school community works in partnership to promote good behaviour. This will involve regular planning and reviewing of the behaviour policy.

## **Aims of the Code**

- To promote good behaviour and respect for all members of the school community. All members of the school community have the right to be treated with respect and to work in a calm, safe and well-disciplined environment.
- To promote standards of behaviour which reflect the standards and expectations of adult life such as respect, consideration, co-operation, application, punctuality and adaptability.
- To encourage students to take responsibility for their own behaviour and to understand the implications of their behaviour for themselves and others.

## **Scope of the Code**

This Code of Behaviour applies to the students of Coláiste Iósaef:

- This Code of Behaviour applies within the school, throughout the school day and to all activities organised by or through the school
- This Code of Behaviour applies to misbehaviour that may occur in the vicinity of the school that is likely to have a damaging effect on the reputation of our school and the safety, health and welfare of students, staff or members of the public.
- Our Code of Behaviour is not a definitive document. It may be added to or altered should the need arise.
- Our Code of Behaviour is required so that the safety of our students is maintained and to assist in the smooth running of the school.

## **Principles of Managing Behaviour**

- To protect the basic rights of safety, learning and respect
- To create a climate where teaching and learning can flourish

- To promote positive behaviour
- To set the boundaries in which students can achieve and feel successful
- To encourage students to behave in a socially appropriate manner
- To provide a transparent framework for the fair, consistent and equal treatment of all students

### **The School's Plan for Promoting Positive Behaviour**

The key features of a positive approach are:

- To acknowledge improvement in behaviour
- To place an emphasis on positive rather than negative statements
- Regular and sustained use of praise and rewards
- Teaching students the social skills they need to be successful
- Redirecting students towards success rather than highlighting their mistakes

### **Principles of Fair Procedures and Natural Justice applying to Suspension and Expulsion**

- Schools are required by law to follow fair procedures in respect of proposals to suspend or expel a student. Any failure on the part of the school Board of Management to ensure that these procedures are observed would breach the school's legal obligations.
- Any investigation should be free of bias. A Principal/Deputy, Class or Subject Teacher, or other staff member involved in the behaviour matter in the first instance, should not be involved in conducting the investigation of the alleged misbehaviour or making a decision to impose a sanction.

The absence of bias in the decision maker would mean for example:

- The right of reply and to appeal are central to fair decision making.
- Both the parents/guardians and the student should be facilitated in presenting their views on the allegations made.
- The Board should take steps to ensure that the procedures and the proceedings are understood by the parent/guardian.

- It is also preferable that, if at all possible, in terms of the principle of impartiality in decision making, different people or groups carry out the task of investigating misbehaviour and that of deciding whether a serious sanction is warranted.

**Coláiste Íosaef holds at its heart the central pillars of Respect, Trust and Effort by all members of the community.**

The expectations of Coláiste Íosaef provide the following framework for reasonable and responsible behaviour.

**We expect:**

**That you arrive on time every day and remain within Coláiste Íosaef.**

This means

- That you attend Coláiste Íosaef every day unless it is absolutely unavoidable.
- That you arrive before 8.45am, and are punctual for all classes during the day.
- That lateness is explained by a note in the journal from parents or guardians.
- That you sign in with the Year Head on duty or at the front office if late.
- School absences must be explained by completing the note for explanation or school absence provided in the back of the school journal, dated and signed by parents/guardians. This note must be presented on the day you return to school.
- That you do not leave the school grounds at any time unless with the express permission of the school authorities.
- That you don't leave class to go and do something else without prior permission of the teachers involved. You must have a note in your journal to be out of class.
- That you use your school locker at the designated times only and NOT between classes.
- That you cannot leave or sign out during the school day unless a parent or legal guardian collects and signs you out at the front office.



Because

- Time missed is hard to make up.
- Punctuality displays courtesy to your teachers and fellow students and is a life-skill for adulthood and the world of work.
- Good attendance and good timekeeping helps everyone to do well.
- The school must be given a written explanation for absence by the parents/guardians as per section 18 of the Education Welfare 2000.
- Coláiste Iósaef is responsible for you during school time and needs to be aware of the location of students.

**That you attend Coláiste Iósaef in full uniform, clean and tidy including appropriate footwear.**

This means

- That you wear the recognised school uniform and school jacket/top (school crest).
- That you do not wear non-uniform jackets, tops, scarves and accessories.
- Socks/Tights should be black in colour.
- That you do not wear pyjamas under your uniform to school.
- That your shoes follow the guidelines set out by the school. (Black shoes/ Deck shoes only).
- Female students only may wear earrings; these should be discrete stud earrings, a maximum of one in each earlobe. Hooped or large earrings are not permitted.
- That painted nails and gel nails are not permitted.
- That you do not display facial or other visible piercings or tattoos.
- Only a light makeup, natural in appearance may be worn by female students.
- That your hair is neatly presented and not drawing attention to yourself. Male students hair should not be below the shirt collar and they must also be clean shaven.
- That extreme hair dye colour (green, pink, orange, red, etc.) or extreme shaved designs, Mohawks, V's or bone blade cuts are not permitted.
- Haircuts less than a Blade 2 are not permitted.
- That you seek advice from the school before considering a piercing or hair change that may put you in conflict with the school rules

Because

- Your appearance is a representation of you and Coláiste Iósaef.
- When you join the school community you agree to abide by and follow the policies set out and agreed to by parents/guardians, students and the school authorities.
- We must all contribute to and maintain high standards of Health and Safety in the school, jewellery and hair length may be a risk in certain subjects.
- Incorrect uniform to class or being in contempt of school uniform rules may result in disciplinary action.
- Students who are in blatant refusal to abide by the school uniform and appearance standards will be remanded to the care of their parents to correct the issue.

**That you are properly prepared and willing to learn and cooperate during class and extra-curricular activities.**

This means

- That you participate fully in class and show respect to teachers and fellow classmates.
- That you have correct pens, textbooks, copies and completed homework.
- That you always carry your journal and note your homework for each subject.
- That you bring any special equipment needed e.g. school PE gear, drawing equipment etc.
- That you respect your school journal and school books and use them appropriately – No graffiti on both school journal and books.
- That your school journal should be placed on the table in each lesson.
- That you do not eat or drink in class without permission.
- That you are required to participate in all formal recreational curricular activities. Students who for health or other reasons are prevented from doing so must provide a note signed by their parents/guardians. In the event a student is unable to participate on an on-going basis, a medical certificate is required.
- That you conduct yourself during extra-curricular events with due respect and effort.

Because

- The teacher has a right to teach and you as student a responsibility to strive to learn.
- Other students have a right to learn within the class.

- You waste class time if you are not properly prepared for class.
- You may miss out on learning and interrupt the learning of others by lateness.
- You cannot participate fully without the appropriate books, materials and equipment.
- The journal is a means of communication between school and home and helps you to organise yourself.
- Schoolbooks under the rental scheme are the property of the school and damaged or lost books must be paid for in full.
- Extra-curricular activities are a different learning environment.

**That you have respect and consideration for all students, teachers, other staff, visitors and local residents whenever representing the school.**

This means

- That you are fair and honest with everyone.
  - That you cooperate fully and willingly in the classroom.
  - That you show courtesy, consideration and good manners in your behaviour and language to all.
  - That if you are engaged in a relationship with another student you do not engage in public displays of affection while in school or on school related activities. Students are encouraged to maintain strong friendships with a wide group of peers.
  - That you help other students' e.g. younger students finding a classroom.
  - That you do not pick on, victimise or bully others and that you report any incidents of bullying to the Year Head, Class Tutor or any member of staff.
  - Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against others.
  - Victimisation is the singling out of a person for cruel or unjust treatment.
  - That you do not make offensive or hurtful remarks.
  - That you do not fight or threaten to fight in or out of school.
  - That you respect the property of others and that of the school.
  - Aggressive behaviour or language has no place, and will not be tolerated in Coláiste Iósaef.
- Because
- Mutual respect and support helps to make a positive school experience for everyone.



- Every member of the school community has the right to learn, work and socialise in a safe and friendly environment.
- Positive behaviour contributes to a positive school experience for everyone.
- You would like to be shown respect and consideration by others.
- Bullying and victimisation can cause fear, hurt and misery. Coláiste Iósaef strives to be a safe space for all community members.
- Aggressive behaviour can cause serious injury or accidents.
- Damaging school property is destructive and shows a lack of respect for the school community of which you are a member and will incur severe consequences.

**That you respect the school building and campus environment.**

This means

- That you use the assigned entrance/exit when entering and leaving the school building.
- That you contribute to keeping the school clean and free of litter.
- That you place litter in appropriate bins.
- That you do not chew gum while in school – (Healthy eating policy).
- That lunch is eaten in designated locations only.
- That you do not return to the school grounds outside of school hours without the school's explicit permission.
- That you do not interfere or damage any safety equipment.
- Cycling on any part of the school campus is not allowed for safety reasons.
- That you park motorised vehicles outside of the school grounds at your own risk, and that you do not drive onto school property at any time.
- That all your belongings must be kept in your locker. Lockers remain the property of the school and are subject to search. Students will be made aware and will be present for any locker search.
- Lockers must have the designated school lock and must be locked when not in use.
- That personal property such as money and other valuables is entirely the responsibility of the student and that Coláiste Iósaef cannot accept responsibility for the loss or damage of students' property.

Because

- Everyone benefits from working in a safe pleasant and clean environment.
- We are all responsible for maintaining a clean school.
- Chewing gum, Tippex and correction fluid are difficult and costly to remove.

**That you abide by the school's mobile phone/technology policy.**

This means:

- That you keep your mobile switched off and out of sight at all times.
- That you contact home through the school office only.
- That you do not use digital/electronic media during class time unless directed to (e.g. iPods, MP3 players).
- That you do not record/take pictures or post content from school unless permitted.
- That you do not call, text or post messages to parents, friends, individuals or the internet during or regarding school times or events unless permitted to do so.
- That you do not engage in Cyber-bullying. Cyber-bullying refers to a situation where anyone is repeatedly tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using text messaging, email, instant messaging and or social media platforms (Facebook, Snapchat, etc.).

Because:

- The office phone is available if you need to make an essential call or if your parent/guardians need to contact you during school hours.
- Students who contact home via mobile do so without office knowledge and this may become a health and safety risk.
- It is important that students are in a safe environment free from distraction or peer pressure.
- Teachers are entitled to teach without interruptions.
- The use of digital video/photos and other recording devices can lead to an invasion of privacy.
- Use of electronic devices during break time can lead to isolation and limit the opportunity for socialisation.

- Recording / posting material without consent of all parties is a legal issue.
- Students who post, Facebook/Snapchat or blog about members of the school community on the Internet face suspension and possible expulsion if evidence of cyber bullying is present.

### **That you do not use intoxicating/ illegal substance**

This means:

- That you do not use, distribute or sell cigarettes, alcohol, stimulating or illegal drinks/ drugs/ substances/solvents at any time on school campus or during school related activities.
- Smoking and Vaping in the school building and on the school campus is strictly prohibited.
- Students are not allowed visit a public house while participating in a school activity even if over 18 years.

Because:

- The use and sale of addictive substances is illegal and poses a serious Health and Safety concerns.
- It is illegal to smoke in all public places under the Public Health (Tobacco Acts).
- The school is responsible for the protection and safety of all the school community.

### **Note:**

If any student is found using, under the influence of or in possession of alcohol or solvents Parents/guardians will be contacted immediately and where deemed necessary, the Gardaí may also be contacted. Students aged over 18 are still subject to the school rules regarding alcohol on any school related events or excursions.

Any student found in possession of drugs or illegal substances will have their parents/guardians contacted by the school and they will be reported to the Gardaí. This breach of school rules is an expulsion offence.

**That you do not bring into the school or have on your person objects likely to cause injury or harm.**

This means

- That you do not bring, or facilitate the bringing into the school campus, or on any school related activity, any object likely to cause injury such as firearms, knives, syringes, fireworks, bangers, stink bombs etc.
- This also includes jewellery likely to pose a threat to safety.

Because

- Such objects can present a serious threat to the Health and Safety of the School community, and where necessary parents/guardians deemed will be contacted immediately and the Gardaí may also be contacted.
- In the case of firearms or knives this breach of school rules is an expulsion offence.

All students are expected to abide by the school Code of Behaviour. It must be signed by the student and a parent/guardian. This can be done inside the school journal. Year Heads will check to see that this is signed once all students have been issued with the school journal upon their return to school.

### **Safety in the Laboratories & Specialist Rooms**

The use of laboratories and specialist rooms including Computer Rooms, The Art Room, Science Laboratories, Home Economics, Woodwork and Metalwork/Engineering Rooms involve extra rules regarding safety and correct use of apparatus and equipment. Students are requested to respect the regulations - this to ensure the safety and welfare of students and teachers.

### **Conduct during Examinations**

Students who are talking or copying during term examinations may have their paper cancelled. Parents/guardians will be called and sanctions may be imposed on the offending

student. Students who absent themselves from term examinations without a medical certificate or permission from the Principal/Deputy Principal will be deemed to have left school and will have to reapply for the following school year. Both Leaving Certificate and Junior Certificate students must wear full uniform during all state examinations.

## **Searches**

In the interest of the general student body, occasions may arise when it is considered necessary to search a student's property in the investigation of a particular behaviour e.g. substance misuse, alleged theft, possession of fireworks or other substances posing a Health and Safety concern etc. This might take the form of:

- Search of a student's locker in the presence of student or member of management.
- Search of a student's school bag in the presence of student or member of management.
- An instruction to a student to empty his/her schoolbag or pockets or locker
- Any such search will be authorised by the Principal or his/her designate.

## **Internal Structure and Procedures**

Graded systems of sanctions are in place which aim to be developmental and constructive. The sanctions are in line with Department of Education & Skills' guidelines and are underpinned by the core principle of procedural fairness. In implementing these procedures, the Principal will ensure that no pupil is discriminated against on any of the following grounds: gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the Travelling Community. Equality Act 1998 the purpose of a sanction is to bring about a change in behaviour by:

- Helping the student to learn that their behaviour is unacceptable.
- Helping them to recognise the effect of their actions and behaviour on others.
- Helping students to understand that they have choices about their own behaviour and that all choices have consequences (in ways appropriate to their age & development).
- Helping them to learn to take responsibility for their own behaviour.

A sanction may also:

- Reinforce the boundaries set out in the College's Code of Conduct.
- Signal to others and to staff that their wellbeing is being protected. In instances of more serious breaches of school standards, sanctions may be needed to:
  - Prevent serious disruption of teaching & learning.
  - Keep the student, other students or adults safe.

### **Role of Principal**

- In conjunction with the Board of Management the Principal is responsible for overseeing the implementation of school policy: Overall management, organisation, administration and discipline of the school including the development and supervision of staff, organisation of curriculum, management of school finances, communications with Department of Education and Science, parent body and the wider community.

### **Role of Deputy Principal**

- Assists the Principal in planning, organising and day-to-day running of the school. Is responsible for teacher substitution.
- In the absence of the Principal the Deputy Principal is in charge of the school.
- In the event of the absence of the Principal an Assistant Principal will assist the Deputy Principal in the running of the school. This will be done on an agreed rota system with the Assistant Principals.
- In the event of the absence of the Principal and Deputy Principal two Assistant Principals will be in charge of the school. This will be done on an agreed rota system with the Assistant Principals.

### **Role of the Year Head**

- The Year Head has general responsibility for the welfare of a year group. The Year Head monitors student attendance and punctuality, academic performance and behaviours and liaises with the parents of the year group
- The Year Head works closely with subject teachers, tutors, guidance counsellor, SNAs, the administration staff the Deputy Principal and Principal.

### **Role of Class Tutor**

- The Class Tutor works closely with the student, subject teacher and Year Head.
- The Class Tutor monitors pupil journals and helps pupils to be positive in their behaviour and work.

### **Role of Subject Teacher**

- The Subject Teacher has responsibility for maintaining good behaviour within his/her class and within the school premises and at all school related events or trips. The subject teacher is vital in promoting and maintaining high standards of behaviour and respectful conduct. To meet these standards reasonable and fair objectives, which are clearly explained, should be placed on the pupils. The subject teacher should make every effort to see that these objectives are met by the student.

### **Ladder of Referral**

As a school community we recognise that parental involvement at each stage of the referral ladder may have a positive outcome on student behavior and we strive to keep parents/guardians aware of their child's behavior.

Parental involvement may include notes in journal, telephone conversations, formal letters and formal meetings.

### **Rewards**

Promoting good behaviour is the main goal of this policy. Rewards have the ability to change behaviour.

Examples of rewards are:

- Signal/sign e.g. thumbs up
- Smile/nod of approval
- Verbal praise – one to one
- Explain why a compliment is given – “Good, you have waited your turn to speak”

- Acknowledge/praise outside the classroom
- Class competition
- Positive comments on written work in the school journal or on VShare
- Written praise to Tutor/Year Head/parent/guardian
- Display of students work throughout school
- Award of a commendation e.g. improved result
- Public recognition at class/school assemblies when it is more than one student
- Referral of praise to principal/deputy principal
- Certificates for attendance, punctuality and other areas of effort and achievement
- Acknowledgement at Award Ceremony
- Watching a video
- Prizes

### **Consequences (*Sanctions*)**

Good practice in the use of sanctions ensures that:

- Students and parents/guardians know and understand that there are consequences for unacceptable behaviour and that students must take responsibility for their own behaviour.
- They are a part of a plan to change behaviour i.e. they are transformative responses.
- They are used consistently, proportionately and appropriately.

Thresholds for unacceptable behaviour are:

- Rights of other students and members of staff being disrespected
- Somebody threatening to harm or actually harming another person, including bullying, harassment, discrimination and victimisation
- Property threatened, damaged or stolen
- Inability to take responsibility for behaviour/actions
- Use and/or distribution of illegal substances

The approach to student's inappropriate behaviour is a problem-resolving restorative approach, where the teacher and school respond. The following actions are included in the spectrum of the school's behavioural management strategy.

**The following sanctions may apply:**

- Students will be reminded of the class/school rule.
- Students given additional homework and/or punishment work.
- Students may be directed to work elsewhere in the room.
- Students may be directed to take cool-off time to sit quietly and calmly down in a quiet area of the room.
- Students may be asked to stay back and work out a solution with their teacher, or fix things up or put things right.
- Students may be assigned lunchtime detention.
- Students may be asked to sit in an adjoining classroom under the supervision of another teacher in his/her class.
- Teachers may send another student to the office for management support or help of another teacher.
- Students may be referred to their Class Tutor or Year Head.
- Parents/guardians may be notified.
- Students may be referred to the Discipline Committee.
- Students may be referred to the Student Support Team or Chaplain or Counsellor.
- A student Behaviour Plan (Learning Contract) may be drawn up.
- Restorative practice and peer mediation may be used.
- School community tasks or detention may be undertaken.
- Students may be placed on an Academic Tracking Sheet.
- If the behaviour escalates further, or is of a particularly serious nature, it may require Board of Management involvement giving rise to possible suspension and/or expulsion.

This list is not exhaustive; consequences may be reviewed depending on circumstances and context.

Sanctions are applied as a choice and therefore as a logical and proportionate consequence to the child's action.



## **The Student Journal**

The Student Journal is an important medium of communication during a student's school life. It serves the following functions:

- (i) Record of all homework.
- (ii) Record of important notices.
- (iii) Means of communication between Teacher and Year Head.
- (iv) Means of communication between Teacher and Parent.

Students must have the Journal in school at all times. It must be visible on their desk for the duration of each class period. Failure to adhere to this rule may result in sanctions. The Journal should be signed by parents and never defaced.

## **Detentions**

A detention period normally takes place Monday – Thursday at lunchtime. These are supervised by the Year Heads. Only a Year Head may place a student on Lunchtime detention.

On a Friday after school detention takes place from 1.30p.m - 3.00p.m. This is supervised by the Principal or Deputy Principal. It is for students who do not conform to the regulations of the school on a consistent basis, e.g. punctuality, homework, litter etc. and/or in particular cases of relatively serious indiscipline and those who fail to attend lunchtime detentions (deliberately avoiding lunchtime detention). Only Year Heads in consultation with the Principal and/or Deputy Principal may place a student on Friday after school detention.

Parents are normally informed in advance and are responsible for students' transport home. Regular and consistent detention may result in more serious penalties, including suspension and/or exclusion.