Coláiste
Bhaile Chláir

# CODE OF BEHAVIOUR

## ADOPTED BY THE BOARD OF MANAGEMENT
## 15 November 2017

## APPROVED BY GALWAY & ROSCOMMON EDUCATION & TRAINING BOARD (GRETB)
## 13 FEBRUARY 2018

**THIS POLICY HAS BEEN PREPARED IN ACCORDANCE WITH THE GUIDELINES PRODUCED BY THE NATIONAL EDUCATION WELFARE BOARD AS PER THE EDUCATION WELFARE ACT 2000 SECTION 23**

**THIS POLICY HAS BEEN PREPARED IN CONSULTATION WITH PARENTS, STUDENTS, STAFF, THE BOARD OF MANAGEMENT AND GRETB**

## LINK TO MISSION STATEMENT

Good behaviour is essential for effective teaching and learning to take place in school. This Code provides a just and reasonable system to ensure responsible behaviour by students, staff and parents/guardians. Affirmation and reward of good behaviour by school and home is a fundamental part of this Code of Behaviour.

The Code of Behaviour and the expectations set out therein are based on respect for others, a commitment to study and participation in the life of the school.

## ROLE OF EACH MEMBER OF THE SCHOOL COMMUNITY IN THE IMPLEMENTATION OF THE CODE OF BEHAVIOUR

### STUDENTS

Each student must give a commitment to accept the code of behaviour and to fulfil the expectations as set out in the code. This will ensure the creation and maintenance of a good learning environment.

### PARENTS

Parents/Guardians have a duty to support the school in implementing a fair and just code of behaviour. Acceptance of the Code of Behaviour by parents/guardians is required on enrolment of a student in the school.

### TEACHER

Each teacher has responsibility for the maintenance of discipline within his/her class and share, with other teachers, students and parents a common responsibility for good order within the school and school grounds.

### TUTOR

The Class Tutor monitors the wellbeing of each student. He/she may intervene on disciplinary matters when requested to do so by subject teachers. The Class Tutor may also meet parents/guardians.

### YEAR HEAD

The Year head co-ordinates and acts in consultation with teachers and class tutors in the area of discipline. The Year head meets parents /guardians. The Year head is responsible for monitoring punctuality, absences, uniform and liaising with academic monitors.

### PASTORAL CARE

The Pastoral care team act to support students in the school who may be experiencing difficulties.

### DEPUTY PRINCIPAL

The Deputy Principal has responsibility for co-ordinating discipline in the school. He/she will ensure, with the co-operation of all staff that good order prevails in the school. He/she will be consulted by the Year head and class Tutor regarding such matters. In the absence of the Principal he/she acts for the Principal.

### PRINCIPAL

The Principal has final responsibility for the day-to-day running of the school. He/she ensures that the implementation of sanctions is fair, equitable and appropriate.

**BOARD OF MANAGEMENT**

The Board of Management gives formal approval to the Code of Behaviour and supports the Principal and teaching staff in the just implementation of the Code. The Board of Management hears appeals by parents/guardians against the decision of the Principal to suspend and or expel student.

## EXPECTATIONS

The aim of the policy 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 a student while on school grounds and travelling to and from school. **The Code extends to anything done in the school name or any action that affects a pupil or the education of a pupil in the school be that at home, in school or on a school outing.**

1. **Students should attend school every day and arrive on time for each class**

*This means*:

- That you attend everyday unless it is absolutely unavoidable

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
- 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, it must be completed to the highest possible standard
- That you come properly prepared for your subjects, i.e. that you have all your copies, pens and any other specialist equipment required.

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

*This means*

- That you wear the prescribed school blazer, shirt, jumper, tie, trousers or skirt and black leather shoes
- No Jackets, hoodies or other jumpers are allowed to be worn in the school buildings.
- Full uniform must be worn with pride from the time you leave your home until you return, and during out of school activities

4. **Students must have respect, courtesy, consideration and good manners in your dealings with others**

*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 bullying others
- Not fighting in or out of school
- You respect the property of students and teachers
- Respect school property

- 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.

5. **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

6. **Students should not possess or smoke cigarettes/including e-cigarettes or vapes, or any nicotine based products (eg nicotine pouches/snus) in school or while travelling to and from school**

7. **Students should not use mobile phones during school time**.

   *This Means*

   - Mobile phones should not be visible or turned on during the school day between 8:35 and the end of last class. If a teacher sees a mobile phone in class it will be confiscated. It must be given to the teacher on request and it will be left in the school office to be collected by the student's parent/guardian after school on the next school day.
   - Mobile phones may be used to aid teaching and learning in the classroom but only after consent by the subject teacher for that class.
   - Mobile phones may also be used on school trips or after prior consent has been given by the supervising teacher, eg to contact parents/guardians upon returning home, to contact parents/guardians on overnight trips. To take photos of landmarks/events, to listen to music for entertainment in the evening.
   - ***No Photographs, recordings video or audio may be made without the expressed approval of a member of the teaching staff and no pictures should be posted online without the consent and approval of all parties involved.***

8. **Addictive Substances e.g. alcohol and unprescribed drugs are strictly banned** in Coláiste Bhaile Chláir. The school will be obliged to inform parents/guardians and the relevant authorities.

9. **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.

**SANCTIONS/DISCIPLINARY PROCEDURES**

It is hoped that a student and his parents/guardians will respond positively to any sanctions imposed and that the student will reflect on their unacceptable behaviour, accept responsibility and change their future behaviour to meet the expectations of the school. Breaches of the code will be based on the referral system.

Sanctions for misbehaviour are usually progressive. ***In serious incidents of misbehaviour normal disciplinary procedures will be abridged and the issue referred to the Yearhead, Deputy Principal or Principal.***

Minor breaches of discipline will be dealt with by teacher, but for major breaches and gross misbehaviour pupils will be referred to the Yearhead, the Deputy Principal and Principal respectively.

# Minor Breaches of Discipline (dealt with by Teachers)

*Minor breaches of discipline include:*

1. Talking or disruption of class.
2. Failure to study or do homework properly or making progress, if capable. A written communication to parents must be provided for in the student diary (and VSware) before it is escalated to the Yearhead.
3. Not having with her/him correct books or copies.
4. Arriving late for class.
5. This list is not exhaustive, the Teacher must consult with the Yearhead for guidance.
6. Not being respectful outside of the classroom with unacceptable behaviours or not following teachers' instructions.

**SUBJECT TEACHER IN CLASS**

- In general, the teacher will handle all the day-to-day problems that arise in the classroom.
- All teachers have a role both inside and outside the classroom in relation to discipline.
- Each teacher applies the code of discipline in a fair and just manner.
- When the subject teacher is faced with a persistent offender, then the matter is referred to the Yearhead. The Yearhead will explore with the student the reasons for their misbehavior and the subject teacher will also refer the matter to the Deputy Principal or Principal if required.
- The subject teacher should record breaches of the code of behaviour where the student has interrupted their own learning or other students learning in VSWARE.

# Significant Breaches of Discipline (Dealt with by Yearhead).

*Significant breaches of discipline include:*

1. Where a student leaves the school premises without permission.
2. Where a student has been truant.
3. Persistent* disorderly or uncooperative behaviour i.e. where procedures have been followed and the parents were contacted through the diary/VSware notes by the teacher and no appreciable improvement in behaviour of the student.
4. Significant Misbehaviour outside the classroom.
5. Smoking, use of nicotine puches or Vaping on School premises.

NOTE: *By persistent is meant where a student repeats the same offence three or more times in one class or repeatedly over several classes and several of the sanctions suggested in Section I have been applied on each occasion.

**YEARHEAD**

- The **Yearhead** may proceed as follows:
    a. Full details are taken by the **Yearhead** of the incident or repeated misbehaviour.
    b. Students will be put on detention by their Yearhead and a letter regarding the impending detention will sent home by the Yearhead.
    c. Arrangements are made if necessary, to contact or interview the Parents / Guardians
    ***d.*** She/he may decide to deal with the matter (e.g place on report), or may bring the matter before the ***Deputy Principal or Principal depending on the seriousness of the incident***
    e. The Yearhead should record all instances of misbehavior and positive comments on VSWARE
    f. For serious disciplinary matters the Parent/Guardian may be contacted straight away and asked to come to the school to discuss the matter with the Yearhead and may be asked to remove the student from the school for the remainder of the day. A student should not be sent home during school hours, except in the care of his Parent/Guardian.

**SCHOOL DETENTION**

School detention takes place every Friday from 2.30pm to 3.30pm. Students are put on detention having accumulated five report slips in their journal or breached the Code of Behaviour whereby it is deemed that an automatic detention is the correct consequence of their action. (See Appendix B for such examples) In certain instances, Saturday or holiday detention may also be given with prior approval of the Parent / Guardian.

## Gross Misbehaviour (Dealt with by Deputy Principal/Principal).

*Gross misbehaviour includes:*

1. Assaulting a student or a member of staff.
2. Vandalising school (Graffiti) or personal property.
3. Abusive, obscene or foul language to a teacher.
4. Theft of school or personal property.
5. Possession/Supply/Use or use of alcohol, illegal substances or drug paraphernalia.
6. Repeated, persistent, cumulative misdemeanours.
7. Failure to recognise and submit to the authority of the school.
8. Where other lesser school sanctions have failed to discourage misbehaviour.
9. Where the behaviour interferes with the learning environment of the class.
10. Serious incidents that may endanger the health, security, safety or welfare of the school community or any member thereof.
11. Repeated truancy and leaving school without permission.
12. Noncompliance with the school's policies.
13. Behaviour which seriously damages the reputation of the school and its community.
14. The use of obscene, offensive or abusive language in word or writing in the school or towards any person. 15. Serious theft or wilful damage, abuse of, or destruction of school property, furniture or equipment, or the property of any person associated with the school. In such cases parents will be held financially liable.
15. Fighting on the school premises, in school uniform or at any school sponsored activity.
16. Bullying as per the Antibullying policy. Code of Behaviour 2021-Present Page 23 of 26
17. Physical and/or verbal abuse (including name-calling) of a member of the school community.
18. Willful disobedience to the clear and reasonable instruction of a teacher.
19. Anything in the Code of Behaviour which is not allowed on health & safety grounds including advises/guidelines/directives issued by the Health Service Executive/Department of Education/Health Protection Surveillance Centre.
20. Any behaviour listed in the School Rules and regarded as Serious or Gross Misbehaviour
21. Engaging in any form of unlawful/illegal behaviour.

For such gross misbehaviour the student will be referred directly to the Deputy Principal and Principal who may consider the following:

1. Suspension.

2. Bringing the matter to the attention of the Board of Management at which expulsion may be considered.
NOTE: At each stage of these procedures a full report will be entered in the school records (with the knowledge of the pupil) by the Principal, Deputy Principal, Year Head, or Class Teacher. A record will also be kept of any improvement in the behaviour of disruptive pupils.

## 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 or towards any person through verbal or written comment to include the use of electronic media **(NB: this applies at home and in school)** (internet, mobile phone and social media)
- Threats of physical violence towards staff or students
- Theft of, vandalism or damage to school property or the personal property of others
- Persistent bullying or intimidation 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 and any drug paraphernalia
- Use or being under the influence of alcohol, drugs or related substance (unprescribed medication or legal drug substitutes for illegal drugs)
- The use of obscene, offensive or abusive language in word or writing or towards any person in the school through verbal or written comment to include the use of electronic media **(NB: this applies at home and in school)** (internet, mobile phone and social media)
- 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.

# Decision Making Process Regarding Suspension/Expulsion

**Suspension**
In all cases of the suspension of a student from the school, this is a decision of the Principal having heard all sides and considered the case. Parent(s)/Guardians(s) will be notified in advance of the suspension. A report on all suspensions imposed will be made to the Board of Management.

A ***subcommittee of the Board*** may also meet to discuss with a student and his/her parent(s)/guardian(s) the student's behaviour in the school. This meeting is to facilitate, where possible, an agreed level of behaviour. This responsibility has been delegated to the Chairperson and two other members of the Board. Where possible, the Education Welfare Officer will also be invited to such a meeting. Where a student has been suspended for an incident of serious misbehaviour, he/she may be asked to sign a contract of acceptable behaviour upon their return to school.

The Board of Management has devolved responsibility to the Principal to suspend a student for up to three days or up to five days for serious breaches of the code of behaviour. A Subcommittee of the Board of Management can suspend for a further length of time should the need arise if a full Board meeting cannot be called. This responsibility has been delegated to the Chairperson and two other Board members.

**Expulsion**
The Board of Management decides, on a recommendation from the Principal, to expel a student following a hearing at which the Principal gives the reasons for his recommendation and the Parent(s)/Guardian(s) of the student may give reasons why the recommendation should not be approved.

In all cases of expulsion, the Principal's recommendation to expel a student is subject to the decision of the Board of Management.

**Right to Appeal**

In accordance with sections 29 to 29F of the Education Act, 1998 and with the procedures as laid out by the Department of Education and Skills, an appeal may be made in respect of a decision by a board of management or by a person acting on behalf of the board of management, to:

(a) permanently exclude a student from a school, or
(b) suspend a student from attendance at a school for a period or periods totalling not less than 20 school days in a school year.

**(a) Suspension**
In all cases involving a suspension or cumulative suspensions not totalling 20 days by the Principal, the Parent(s)/Guardian(s), or a student aged 18 years or over, have the right to appeal to the Board of Management **within 14 days** from the date the decision was notified in writing to them by the Principal.

In all cases involving cumulative suspensions of 20 days or more, the Parent(s)/Guardian(s), or a student aged 18 years or over have the right of appeal **within 42 calendar days** from the date the decision was notified, the appeal must be in writing on the **Section 29 Appeal Form** and submitted to the Section 29 Appeals Administration Unit which has been established within the Department of Education and Skills to provide administrative support to enable appeals committees perform their functions. The **Section 29 Appeal Form** may be downloaded from the Department's website or obtained directly from the Section 29 Appeals Administration Unit. Contact details for the Unit are available on the Department's website.

**(b) Expulsion**

In all cases involving expulsion, proposed/approved by the Board of Management, or by a person acting on behalf of the board of management the Parent(s)/Guardian(s), or a student aged 18 years or over, have the right of appeal **within 42 calendar days** from the date the decision was notified, the appeal must be in writing on the **Section 29 Appeal Form** and submitted to the Section 29 Appeals Administration Unit which has been established within the Department of Education and Skills to provide administrative support to enable appeals committees perform their functions. The **Section 29 Appeal Form** may be downloaded from the Department's website or obtained directly from the Section 29 Appeals Administration Unit. Contact details for the Unit are available on the Department's website.

The **National Education Welfare Board** are notified where the cumulative number of days for suspension reaches six or more, when a student is expelled from school or refused enrolment or where there are education welfare concerns. The contact details of the local office are **Unit 19, Sandyfort Business Centre, Grealishtown, Bohermore Galway Tel: 091 385 302 Fax: 091 760 915.**

## PROMOTING AND REWARDING GOOD BEHAVIOUR

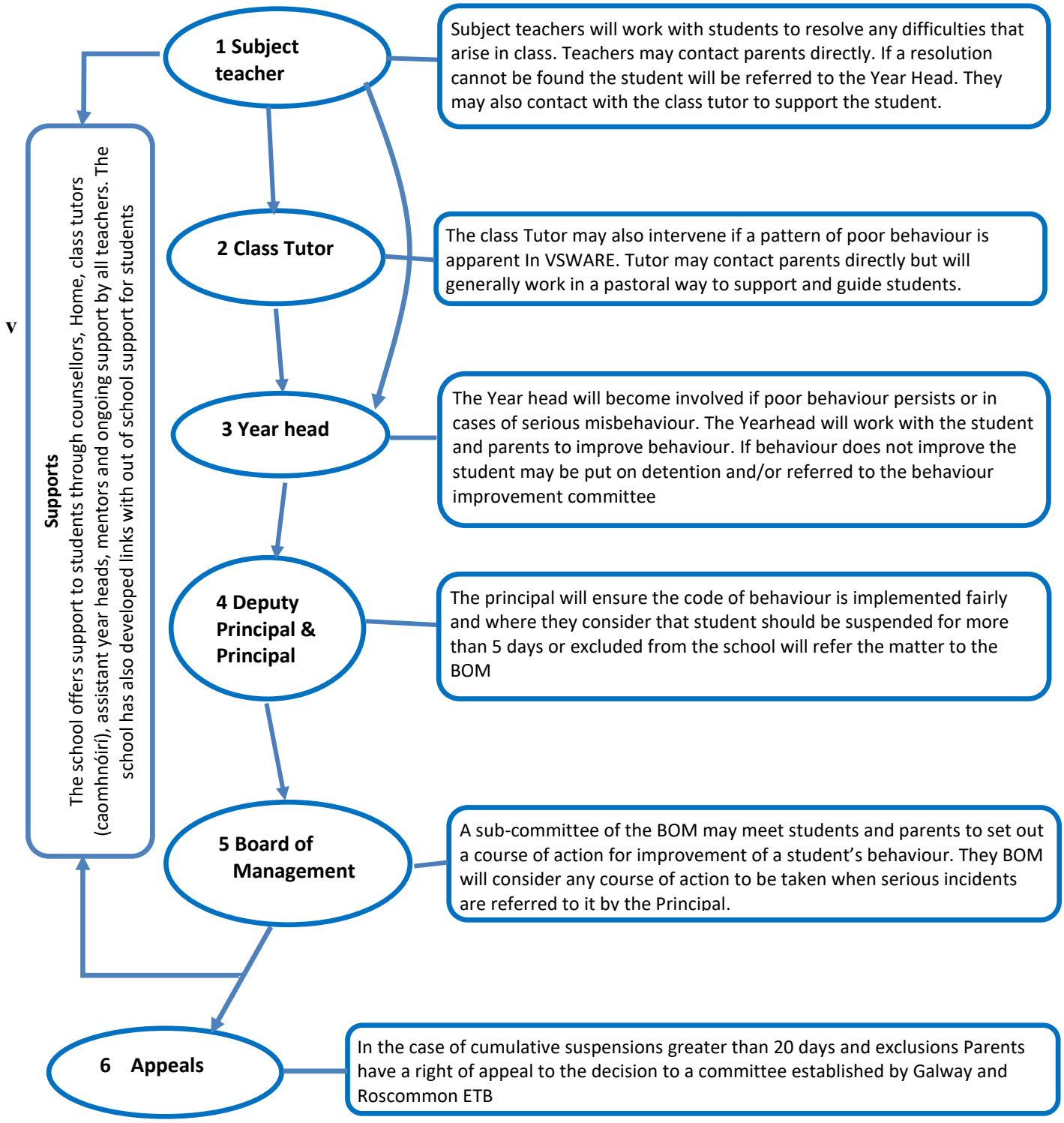
The school places a significant emphasis on promoting and rewarding good behaviour. This is done in a number of ways; through affirmation and acknowledgment by the teacher in class and in the student journal, at parent/teacher meetings, at assemblies, in newsletters and local publications and end of year award ceremonies. **We set high expectations for all our students and endeavour to create a positive learning environment.** Promoting positive behaviour is expanded upon further in our Promoting Positive Behaviour Guidelines for Students, Teachers and Parents which detail the expectations for students further and outline those for teachers and parents (they are currently under development)

## REVIEW AND EVALUATION OF THIS POLICY

The implementation, monitoring and review of this policy will be a done by senior management in conjunction with the staff, parents and the board of management on an ongoing basis. It is envisaged that the policy would be reviewed on a formal basis two years after the date of adoption by the board of management.

## Appendix 1

# Coláiste Bhaile Chláir
# Support System




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

Coláiste
Bhaile Chláir

# Appendix 2 : Student Behaviour Contract

**TO: PARENT/GUARDIAN AND STUDENT**

[Name of student] will begin this contract on this date _____ to help in assuring his/her success. This contract will be used to assist in determining their future at _____ Coláiste Bhaile Chláir.

**GOALS FOR STUDENT:**

1. I will follow all school rules and behavior expectations at Coláiste Bhaile Chláir
2.
3.
4.

**REWARDS IF GOALS ARE MET:**

1.
2.
3.
4.

**CONSEQUENCES IF GOALS ARE NOT MET:**

1.
2.
3.

Special Note: The rewards and consequences mentioned above are null and void if student commits an act that would require a suspension and/or expulsion. This will be determined by school policy and the school administration.

By signing this contract all parties agree to the stipulations in the document and will following accordingly. The following contract will be reviewed by the student, parent/guardian, counselor and principal on the following date and time: _____

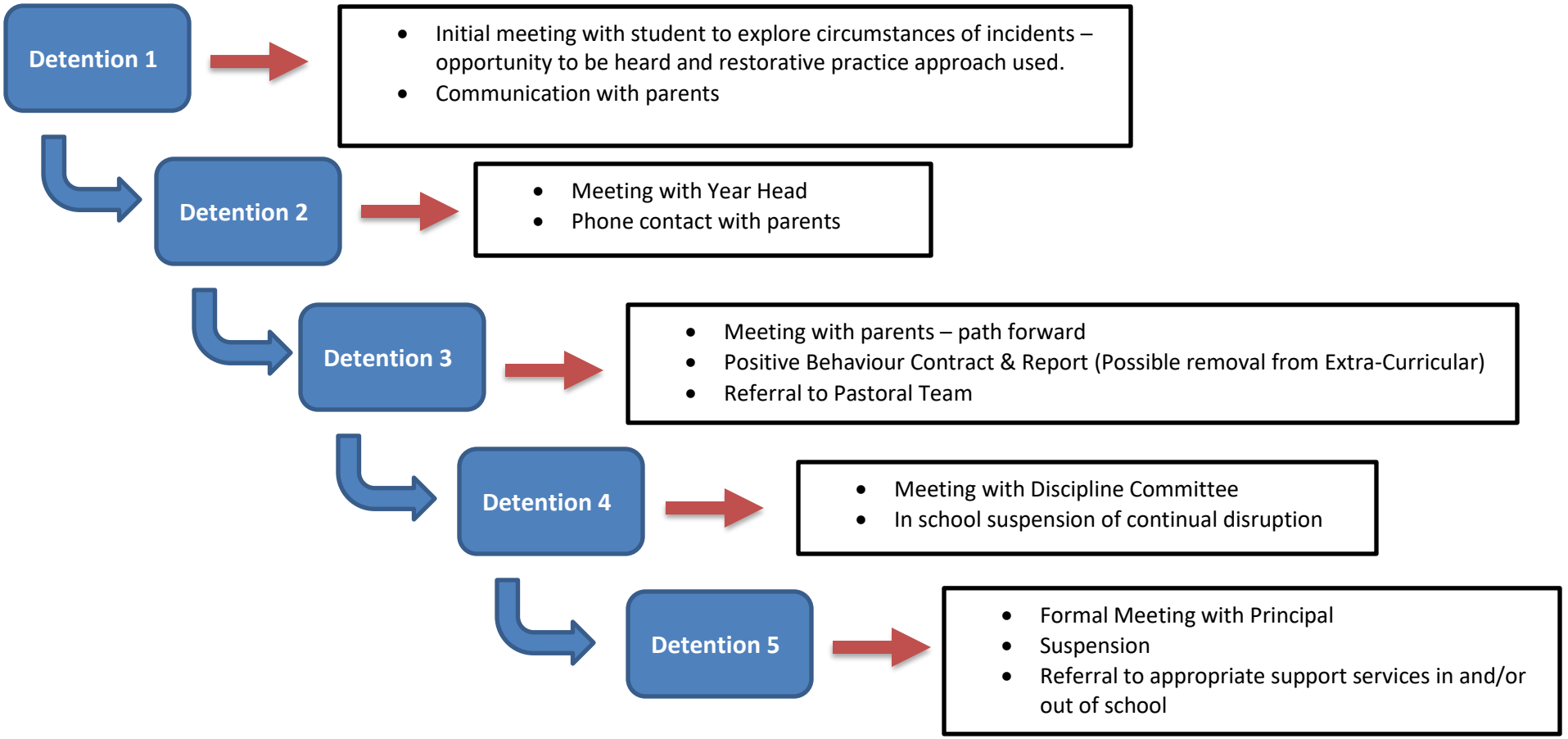
_____ _____

(Signed Name of Parent/Guardian) Date (Signature of Student ) Date

_____

(Signature of Year head) Date

**Appendix 3: Supports and actions after each detention**



# Summary Chart of Expectations, Behaviour and Consequences for Students at Coláiste Bhaile Chláir

Coláiste Bhaile Chláir

| Expectations | Behaviour | Consequences |
|---|---|---|
| **Minor Breaches of Discipline** | | |
| **In Class:**<br>On time.<br>Prepared.<br>H/W done.<br>Respectful to all.<br>Follow Instructions | **What if:**<br>I dont do my homework<br>I talk in class<br>I disrupt the teacher<br>I disrupt other students | Vsware note.<br>Assign extra work to you.<br>Other classroom sanctions.<br>Yearhead/Parents are notified. |
| **On Corridors:**<br>Respecful to all<br>Keep place tidy<br>Bags on bag-racks.<br>Follow Teachers Instructions. | **What if:**<br>Unacceptable behaviour outside classroom<br>Cause disruption to other classes | Vsware note.<br>Litter duty.<br>Yearhead/Parents are notified. |
| **Outside:**<br>Respecful to all<br>Keep place tidy.<br>Follow Teachers Instructions. | **What if:**<br>Unacceptable Behaviour<br>Not following teacher instructions | Vsware note.<br>Litter duty.<br>Yearhead/Parents are notified. |
| **Significant Breaches of Discipline** | | |
| **Expectations:**<br>Student give a commitment to accept the code of behaviour and to fulfil the values of the school. | **What if:**<br>I have multiple notes in my journal (5/10 or more).<br>Repeated Unacceptable Behaviour. | Meeting with School Management.<br>Detention.<br>Report Card.<br>In-House or External Suspension. |
| **Gross Misbehaviour** | | |
| **Expectations:**<br>Students will respect others and commit to the study and participation in the life of the school. | **What if:**<br>Serious Breach of Dicipline. (22 Items listed in the Code of Behaviour) | Meeting with Discipline. Committee.<br>Suspension.<br>Expulsion. |