



Coláiste Pobail Bheanntíraí

Seskin

Bantry,

Co. Cork.

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COLÁISTE POBAIL BHEANNTRÁÍ CODE OF BEHAVIOUR

INTRODUCTION

The Code seeks to make a positive statement about the behaviour that the College wants to promote amongst its students. Clear rules and procedures, consistently and fairly applied, are necessary to ensure that all students are happy and safe and that an atmosphere conducive to teaching and learning is maintained.

The responsibility for operating the Code rests with the management, staff, parents/ guardians and students. The Code has been drafted in consultation with all the partners in our school community. It has been guided by the relevant legislation, 'Child and Family Agency' (TUSLA) guidelines and Department of Education & Skills circulars.

AIMS OF CODE OF BEHAVIOUR

1. To maintain a stimulating and effective learning environment where pupils are not denied their right to learn by the behaviour of others
2. To maintain good order throughout the school and respect for the property of others and the school
3. To promote inclusion and respect within the school
4. To uphold the school ethos so that all are included and respected within the school community.
5. To develop the partnership between students, parents and teachers.

EXPECTED STANDARDS OF BEHAVIOUR (SCHOOL RULES)

ATTENDANCE & PUNCTUALITY

1. Students are expected to attend on each school day.
2. Students are expected to be on time for class.
3. In accordance with Education Welfare Act, 2000, parents/guardians of students who are absent for one or more days are required to contact the school to explain the absence.
4. Parents/guardians of students who are absent without prior explanation or late for school will receive a text from the school informing them of their child's absence or lateness.
5. If students have to leave school during the school day, you must present a note. Students then sign out at the office.

SCHOOL WORK & HOME WORK

Students are expected to apply themselves diligently and honestly to their school work and homework, so that they can reach their full potential.

1. Students are expected to have homework completed on time as homework is an important back up for work done in class.
2. Students are expected to come to class with the necessary books and equipment so that they can participate fully and minimise disruption to teaching and learning.
3. Students who do not have homework completed are expected to provide a note in the homework journal signed by the parent.
4. Students are asked to record all homework in the journal.

RESPECT FOR STAFF AND FELLOW PUPILS

1. Students are expected to respect all school staff & fellow pupils as this is the basis for a positive atmosphere in the school.
2. Students must obey and carry out instructions from the principal, deputy-principal and teachers in matters relating to behaviour and school work.
3. Fighting and other forms of aggression are forbidden and will not be tolerated.
4. The College sees bullying and intimidation as unacceptable and has a comprehensive anti-bullying policy.

RESPECT FOR UNIFORM & APPEARANCE

The uniform has been agreed by students, parents and the school and promotes equality, neatness and a sense of belonging.

Boys: Navy trousers, blue & white striped shirt, denim blue V neck jumper with school crest, entirely black shoes only (school blazer and jacket are optional)

Girls: Navy trousers/ skirt, blue & white striped shirt, denim blue V neck jumper with school crest, entirely black shoes only (school blazer and jacket are optional)

1. Students are expected to wear full school uniform at all times on each school day, including times when they are off the school premises but present as representatives of the school.
2. Hair should be clean and neat.
3. Students may wear small ear studs or sleepers.
4. PE gear may only be worn for PE classes. Exceptions will be made if students are attending out of school sporting activities.
5. White collarless T-shirt/vest can be worn underneath shirt as long as it is tucked inside trouser/skirt

RESPECT FOR SCHOOL PROPERTY

1. Students are expected to treat the school buildings, equipment, furniture and grounds with care and respect as the cost of replacing items or repairing damage will be up to the student, parents/guardians and the school.
2. Students are expected to place all litter in the available bins and to keep classrooms, corridors, general areas and grounds litter free.
3. Students are expected to eat at break times in the designated areas.
4. Chewing gum and Tippex (and other such substances) are forbidden.

RESPECT FOR HEALTH & WELL BEING

1. In line with the law, students are not permitted to smoke in the school, or on school grounds or while representing the school.
2. The possession, consumption or supply of alcohol is strictly forbidden.
3. The possession, use or supply of illegal drugs and any other un-prescribed substances is strictly forbidden.
4. Aerosol deodorants are not permitted in school. Roll-on deodorants are allowed

MOBILE PHONES

1. The acceptable use of mobile phones is defined separately in our "Mobile Phone" policy and also in our 'Internet Acceptable Usage' policy.

HEALTH & SAFETY IN PRACTICAL ROOMS

1. Students are expected to comply with the particular rules that apply in practical teaching rooms, e.g. Woodwork, Home Economics, Science lab, etc, as these rules are important for the health and safety of students and staff.

PROMOTING GOOD BEHAVIOUR

POSITIVE BEHAVIOUR

It is the responsibility of everyone in the school to model good behaviour and encourage positive relationships. In this regard, mutual respect and natural justice are very important to the success of the Code of Behaviour. The school has a number of ways of encouraging and maintaining good behaviour as outlined below:

- Acknowledging good and/or improved behaviour
- Acknowledging progress and achievement
- Displaying student work
- Hosting an Annual Student Awards Night
- Recording positive behaviour comments/merits in student journal/electronically

SANCTIONS FOR BREACHES OF THE CODE

- When a student's behaviour falls below the expected standards of the Code of Behaviour and sanctions are imposed, it is the policy of the school to inform and involve parents.
- When a breach of the Code of Behaviour of a Physical Assault occurs, a preliminary investigation shall take place immediately to establish the facts.
- When a staff member brings an injured student to Senior Management, Senior Management shall arrange for a parent to be contacted immediately.

It is the practice of the school to maintain written records of student's attendance, achievement and behaviour and to provide written access to these records as required under the provisions of the Data Protection Act. The written record may be in paper/hard copy or electronic/digital format. The electronic format has the facility to incorporate the recording of 'credit' arising from positive behaviours/commendations and the recording of reduction of 'credits' arising from negative behaviours/violations

The type and range of sanctions for breaches of the Code are outlined below.

- Verbal reprimand
- Relocation within classroom
- Additional work of an academic nature prescribed
- Supervised detention during lunchtime
- Incident Report Sheet
- Communication with parents
- Loss of privileges with classroom or school
- Recompense for damage to property
- Confiscation of a particular item
- Report Card
- Referral to school management
- Suspension
- Permanent exclusion from the school

PROCEDURES IN IMPLEMENTING THE CODE

Breaches of the Code will be dealt with in a staged approach. The range of sanctions, in no particular order, that apply in each stage is outlined below. Teachers must use incident/ referral report sheets when referring students to different stages of the process. The seriousness and nature of the incident will determine the sanction invoked at each stage, all of which is at the discretion of the teacher.

STAGE 1 – Subject Teachers

- Verbal Warning
- Note in Journal
- Extra work of an academic nature
- Supervised detention
- Loss of privileges within class
- Record misdemeanours electronically eg. behaviour violations on VSWare
- Issue 'Incident Report'
- Referral to Class Tutor (via Incident Report)

STAGE 2 – Class Tutor

- Formal communication with parents/guardians (a record must be kept if communicating by phone)
- Loss of privileges on a school basis
- Supervised detention
- Regular monitoring of 'behaviour violation reports' issued electronically eg. via VSWare
- Issue a Yellow Report Card
- Referral to Year Head on receipt of 3 Incident Report sheets (with proposed action required)
- Referral to Year Head on completion of 3 Yellow Report Cards
- Referral to Year Head (via a Referral sheet)

STAGE 3 – Year Head

- Meeting with parents / guardians
- Formal written communication with parents / guardians
- Detention
- Issue a Red Report Card
- Loss of privileges on a school basis
- Individual Behaviour Plan to be set up for the student
- Referral to Deputy Principal on completion of 3 Red Report Cards
- Referral to Deputy Principal (via a Referral sheet)

STAGE 4 – Deputy Principal

- Meeting with parents / guardians
- Formal written communication with parents / guardians
- Longer Period of Detention
- Internal Suspension
- Proposal to suspend
- Referral to Principal

STAGE 5 – Principal

- Meeting with parents / guardians
- Suspension
- Referral to Board of Management
- Longer suspension
- Permanent Exclusion from school

Internal & External Supports Available

The class tutor may avail of the following internal supports to benefit the student:

- Year Head
- Guidance Counsellor
- Chaplain
- School Completion Programme

The Year Head may avail of the following supports to benefit the student:

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|---|---|
| ➤ Guidance Counsellor | <i>Child and Family Agency (TUSLA)</i> |
| ➤ Chaplain | <i>National Council for Special Education</i> |
| ➤ School Completion Programme | Health Service Executive |
| ➤ Deputy Principal | Gardai /Juvenile Liaison Officer |
| ➤ <i>National Educational Psychological Service</i> | Other Local services |

THE USE OF SUSPENSION

GROUNDINGS FOR SUSPENSION

The use of suspension is a serious step and normally other interventions will have been tried before suspension, as outlined in the staged procedure above. The decision to suspend a student is based on the following grounds:

- The student's behaviour has a detrimental effect on the education of other students
- The student's continued presence in the school at this time is a threat to safety
- The student is responsible for serious damage to property

SUSPENSION ARISING FROM PROTRACTED MISBEHAVIOUR

The school will endeavour to follow fair procedures when consideration is given to suspending a student.

- The Principal will inform the student and parents/guardians in writing of the complaint and request a meeting
- The Principal will consult with the Year head and relevant subject teachers
- The student will be interviewed in addition to any other relevant students or individuals
- The Parents/guardians and student will be given an opportunity to respond in a meeting with the Principal
- The Principal will document proceedings in the referral sheet
- The Principal will notify the parents/guardians and student in writing of the decision to suspend, confirming the period of suspension, the reasons for the suspension and any study programme to be followed.
- Where a suspension of 6 days or more is imposed, the Education Welfare Officer must be informed

IMMEDIATE SUSPENSION

In exceptional circumstances, the Principal may consider an immediate suspension, where the continued presence of the student in the school would represent a serious threat to the safety of students or staff. An investigation of the circumstances will begin following the suspension. In such cases, parents / guardians must be notified and arrangements made with them for the student to be collected.

AUTOMATIC SUSPENSION

Certain named behaviours may incur automatic suspension. Due process and fair procedures as outlined above must still be followed. The types of misconduct for which automatic suspension may be imposed are:

- Serious and threatening aggression towards staff / students
- Malicious damage towards school property
- Behaviour likely to endanger the safety of others
- Possession, consumption or supply of alcohol
- Possession, consumption or supply of illegal drugs or hallucinatory substances

APPEALS TO A SUSPENSION

- Where the total number of days for which the student has been suspended in the one school year reaches 20 days, the parents/guardians must be informed of their right to appeal the suspension under Section 29 of the Education Act 1998, to the Board of Management.

- Once a suspension has ended or been removed, a re-integration plan will be set up to ensure that the student can successfully return to school.

EXPULSION

EXPULSION ARISING FROM PROTRACTED MISBEHAVIOUR

Expulsion is the ultimate sanction for unacceptable behaviour and failure to abide by the Code of Behaviour. Every effort will be made at rehabilitation and all other sanctions will be applied before expulsion is imposed.

EXPULSION IS THE ULTIMATE SANCTION FOR UNACCEPTABLE BEHAVIOUR

In exceptional circumstances, the Principal may form the opinion that a student should be expelled for a first offence. The kinds of behaviour that may result in expulsion on this basis are;

- A serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Supplying illegal drugs to other students
- Sexual Assault

PROCEDURES TO BE FOLLOWED

The procedures of expulsion will be governed by the principles of natural justice.

❖ Role of the Principal

- The Parents/Guardians and student will be informed orally in the first instance and thereafter in writing, of the complaint.
- A detailed investigation of the complaint will be carried out under the direction of the Principal.
- The parents/guardians and student will be given an opportunity to respond, at a meeting, to the findings of the investigation.
- The proceedings will be documented.
- The Principal will issue a letter to parents/guardians outlining his decision to expel the student, the reason thereof, the date of effect and their right to appeal the decision to the Board of Management. A copy of the letter will issue to the 'Education Welfare Officer' (EWO). The Principal may suspend the student for up to 20 days in advance of the date of expulsion.
- The Principal will inform the Board of Management of his decision to expel the student.
- The Parent/Guardian and the EWO can appeal this decision to the Board of Management.

ROLE OF THE BOARD OF MANAGEMENT

- In the event of an appeal (Section 29, 1998 Education Act) the Board of Management will convene a meeting to administer the appeal.
- Parents/Guardians will be invited to the Board of Management hearing where they may make written and/or oral submissions, question the evidence and/or request a lessening of the sanction.
- Having concluded the hearing, the Board of Management will deliberate in the absence of both parties to the appeal.
- The Board of Management will issue a letter to the parents/guardians outlining its decision to uphold or not uphold the appeal and the reason thereof. A copy of the letter will issue to the Education Welfare Officer.
- In the event that the appeal is not upheld by the Board of Management, it can be further appealed to *Cork Education and Training Board (CETB)*. In the event that this appeal is not upheld, a further appeal can be made to the Secretary General of the Department of Education and Skills under the provisions of the Education Act 1998 (Section 29).

REVIEW OF THE CODE OF BEHAVIOUR

- The Board of Management of the College, in consultation with staff, parents/guardians and students will review and revise this Code of Behaviour from time to time.
- The Board of Management, subject to relevant legislation, Department of Education and Skills circulars and *TUSLA* guidelines, may alter any section of this Code as appropriate.

PARENTS/GUARDIANS

Parents/ Guardians are advised to examine their child's journal on a regular basis and to sign it when appropriate to acknowledge their awareness of events reported in it. In particular, parents/ guardians are required to provide a written note in the journal in the following instances, for example:

- To explain lateness or absenteeism
- To provide permission for student to leave school during the school day
- To explain why homework is not completed
- To explain why the full uniform is not worn

AGREEMENT OF STUDENT AND PARENT/GUARDIAN WITH THE CODE OF BEHAVIOUR

Statement to be read and signed by student (fill in the necessary details)

I have read a copy of the Code of Behaviour of *Coláiste Pobail Bheanntaí* and I fully accept and agree to its conditions and will comply with the standards of behaviour of the school as expressed in the said Code of Behaviour.

Name of Student (BLOCK CAPITALS): _____

Year: _____ Class/Group: _____

Signature of Student: _____ Date: _____

Statement to be read and signed by parent/ guardian (fill in the necessary details)

I have read a copy of the Code of Behaviour of *Coláiste Pobail Bheanntaí* and I fully accept and agree to its conditions and will support it by endeavouring to ensure that my child will comply with the standards of behaviour of the school as expressed in the said Code of Behaviour.

Name(s) of Parent/ Guardian (BLOCK CAPITALS) : _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____