

Coláiste Cois Siúire



Code of Behaviour

Review November 2016

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1. Scope

This Code applies to registered **Students** of Coláiste Cois Siúire. It relates to all School activities and School-based activities both during and outside of normal School hours. It also applies to any out-of-school behaviour by Students of the School that is damaging to the good order, discipline or proper administration of the School or the health, safety and welfare of Students and staff. The Code was drawn up in consultation with all the School's partners, including **Kilkenny and Carlow Education and Training (KCETB), the Board of Management, Staff, Parents and Students.**

2. School Ethos

The School seeks to provide a caring and committed environment where all Partners are actively involved in helping our Students fulfill their potential. This partnership aims to foster the holistic development of all our Students in a supportive, safe environment of mutual respect, which develops the uniqueness of each Student. This Code has been developed in line with the mission of the School's Trustees, KCETB, whose characteristic spirit and philosophy has at its core, the care of the Students.

3. Rationale

Many people work together in our School and are expected to have a high level of courtesy, consideration and respect for others. Behaviour that is ill mannered, dangerous or disruptive cannot be allowed. Our Code is one that recognises the individual needs of all Students whilst striving to provide an environment where the welfare of all Students is protected.

4. Goals/Objectives

The aims of the Code of Behaviour

- To facilitate the delivery of the curriculum, as laid out by the Department of Education and Skills (DES), to Students
- To conform to the statutory obligation in section 23 of the Education (Welfare) Act 2000 that obliges recognised Schools to prepare, for the information of Students and their parents, a code of behaviour in respect of Students registered in the School.
- To create a safe, secure learning environment for all Students by promoting a sense of mutual respect among all members of the School community
- To have effective procedures in place which will allow for the day to day running of the School enabling staff to deal with incidents of misbehaviour and indiscipline that may arise and that conforms to the demands of current legislation
- To promote and acknowledge good behaviour and help Students acquire good habits of discipline and behaviour
- To help all involved in the School community understand the positive standards of behaviour that are expected of Students in the School.
- To ensure the Partners of the School have an understanding of the Code of Behaviour and the rationale for having it.
- To facilitate teaching and learning in the School
- To outline to all Partners
 - I. the strategies to be used to prevent poor behaviour and the way in which positive behaviour is acknowledged
 - II. the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour
 - III. the interventions to be used when a Students repeatedly misbehaves

- To inform Students and their parents of the procedures used by the School to address issues of discipline in the School, to define standards of behaviour for Students, to inform Students and their parents of the measures that the School may take to address Students misbehaviour, to inform parents of School procedures that will be followed before a Student is suspended or expelled, to explain the grounds and conditions under which a suspension imposed on a Student may be lifted and to inform parents of their legal responsibilities relating to occasions when their child is absent from School.

5. Roles and Responsibilities

Each member of the School community has a responsibility to promote good behaviour and a role to play in dealing with minimising negative behaviour as follows:

Students

Students are expected at all times to do their best to uphold the Code of Behaviour of the School.

Parents/Guardians

Parents/Guardians are required to accept the School's Code of Behaviour as presented and make all reasonable efforts to ensure their son/daughter comply with it.

Teachers

Teachers have a pivotal and crucial role to play in behaviour management and in overseeing the implementation of the School's Code of Behaviour.

Other Staff

Other staff members have a part to play in the successful implementation of the School's Code of Behaviour. In particular they have a responsibility to report incidents of both misbehaviour and positive behaviour they witness.

Board of Management

The **Board of Management** is the decision making body of the School. The School's Code of Behaviour Code has been developed with the Board's authority. KCETB **has devolved** the authority to the Board to suspend or expel a Student. The Board is not involved in day to day procedures in the School and has given the Principal, and those who act in this role, authority to suspend a Student. It is the body to which parents/guardians/Students over eighteen years of age can appeal in cases of suspension imposed by the Principal. Suspension or expulsion imposed by the Board may be appealed to KCETB. The School will supply parents/guardians or Students, eighteen years or older with the appeal forms to be used to appeal an expulsion or suspension to the ETB or the Department of Education and Skills.

Kilkenny and Carlow ETB

Co. Kilkenny VEC is the patron to the School. It is the body to which parents/guardians/Students over eighteen years of age can appeal in cases of suspension or expulsion made by the Board of Management

6. School Rules to help establish the standards expected of Students.

The School expects that Students will:

- Attend School regularly and remain for the full day

Reason: *missing classes adversely affects progress.*

Students who are absent from School are to present a note from a parent/guardian in their School journal on return to School that notifies the Principal of the reason for such absence. Parents who

contact the School should also follow up with a note. The School will notify parents when Students are absent.

- Be on time for every class

Reason: not being on time causes disruption for the teacher and the class. The development of good punctuality by a Students is a quality, which will stand to him/ her when he/she enters the workplace.

- Show respect for yourself and others

Reason: Having respect for oneself and for others promotes a respectful, caring atmosphere where the rights of all, Students, teachers, ancillary staff and visitors are upheld.

- Show respect for School property

Reason: Defacing or damaging School property is destructive and shows a lack of respect for the School community of which the Students is a member.

- Move quietly throughout the School building in an orderly manner.

Reason: To ensure that the health and safety of Students, staff and others are not endangered and to allow the business of teaching and learning be conducted without unnecessary disturbances.

- Listen to instructions and messages given and do as required.

Reason: To allow for the smooth and safe running of the School.

- Obey all the rules for safety in all areas of the School

Reason: To ensure that the School remains a safe environment for all.

- Attend School in full School uniform.

Reason: Students in School uniform avoid competitive dressing and help contribute to the atmosphere of order required in a School

- Complete all homework to the best of one's ability.

Reason: To help fulfil the potential of every Student

- Not engage in consuming Banned Substances as described in the Substance Use Policy.

Smoking is not permitted in the School or when participating in School activities outside of the School, even if Students have their parents'/guardians' permission to smoke. An automatic sanction is imposed on any Students found smoking and their parent/guardian informed.

The possession, consumption or supply to others of alcohol, illegal substances or the misuse of legal highs is considered a very serious breach of the Code of Behaviour. An automatic suspension is imposed on any Students found in possession or consumption of alcohol or illegal substances.

See Substance Use Policy

In the case of possession, consumption or supply to others of illegal substances the Student's return to the School from suspension is conditional on his/her parents/guardians undertaking to have the child attend and avail of appropriate support services in the area of substance misuse. Where a Student is over eighteen years of age the Students will also have to agree to comply with this condition.

The Principal will refer incidents involving Students possessing, consuming or supplying others with illegal substances, possessing any item that may be deemed a weapon to the Garda. Incidents involving Students engaging in any behaviour that the School deems disruptive to the good order of the School may be referred to the Garda junior liaison

officer. The Principal will refer these incidents to the Board of Management for consideration.

- Lockers are provided for the use of Students but are at all times the property of the School, and it is a condition of the rental of the lockers to the Students that the School reserves the right to open and search Students' lockers when necessary. The Students will be invited to be present during any such search. Students will be responsible for the contents of their lockers at all times.

Reason: To ensure use of locker is in keeping with the School ethos.

- Obey the rules of the anti-bullying policy.
- Stay within the confines of the School during morning break.
- Stay within the confines of the School during lunchtime unless the Students is going to his/her home for lunch or the parents/guardians sign an authorisation form permitting their son/daughter to leave the School.

Parents should note that the School cannot accept responsibility for any Students who does not remain within the confines of the School. Detention may be imposed at this time with prior notice to parents/guardian

7. Upholding the Code of Behaviour

Students will be encouraged to uphold the Code of Behaviour by use of the following measures:

- The Code of Behaviour Code along with the Admission and Participation Code are presented to the parents/Guardians of all newly registered Students. Parents/Guardians will be asked to read these documents and to sign the attached declaration confirming that they have discussed the contents of the Code of Behaviour Code with their children and indicating their agreement with the content

and their support and co-operation with it. An applicant will be refused admission to the School if a parent/guardian refuses to sign the declaration.

Reason: To ensure parents and Students understand what our rules are, why they must be adhered to and what procedures will be followed if the rules are not upheld.

- At the start of the first term each year, as part of the Students induction process, all Students will be brought through the Code of Behaviour to ensure they understand it. Any amendments to the Code to it will be highlighted to all Partners.

Reason: To remind Students of the content of the Code of Behaviour taking account of the fact that they have been out of the School environment for three months or are new to the School.

- If a Student is in breach of a School rule, he/she will be asked to explain how he/she could act differently in the future to ensure the rule is not breached again. He/she will be asked to reflect on their own behaviour and its impact on School life.

Reason: To develop the Student's sensitivity and consideration for others, to assist them in upholding the School rules in the future and to promote self-discipline. Only after this will a sanction be imposed.

- School rules and the reasons for them are discussed as part of the Schools C.S.P.E. and S.P.H.E. programmes. The concept of tolerance for others, self control, a sense of fairness and the principles of natural justice are discussed as part of the Religious Education programme in the School.
- Issues such as bullying, racism, sexism, harassment, violence, substance use etc. are discussed with the Students during their time in School, using current legislation, current affairs, day to day examples as they arise and outside speakers. The School has also

developed policies with regard to these areas and can be accessed on the School website.

Reason: This is done to help the Students to better understand these issues so that they can base their thinking, understanding and action on factual information and in the light of the values expressed in the School and make better informed choices when making decisions.

8. Rewards

The following methods are used by teachers in this School to reward Students for upholding the Code of Behaviour:

- Verbal praise to Students either in class or privately
- Positive comment about the Students to the form teacher and other staff members
- Positive note home to parents in homework journal
- Positive written comment in Students file
- Display of Student's work
- Use of a merit system

9. Merit System

Merit records are kept in the School journal and the form teacher will record incidents with regard to homework, behaviour, punctuality and classroom equipment. On achievement of an assigned number of merits a Students will be granted a reward. These records will reflect a Student's progress in School.

10. School Outings

School outings are not part of the School curriculum and are provided by teachers as a privilege and not as an entitlement. Students may apply for places. Each application will be assessed individually in the light of the Student's record of behaviour and co-operation in the School. All School rules and associated sanctions apply on such outings.

11. Confiscation

Teachers, being *in loco parentis* have the right to confiscate dangerous or unsuitable objects from those to whom they owe a duty of care and will be returned to the Students or, if that is not appropriate to a parent/guardian in accordance with School Code.

12. Sanctions

Sanctions imposed on Students for breaching the Code of Behaviour are designed to minimise the disruption to teaching and learning. Incidents of disruptive behaviour will be recorded in a discipline report and placed in the Students file.

The following sanctions are used so that Students experience the consequences of their misbehaviour. They are scaled so as to take account of the nature of the incident, the situation leading up to the incident and are imposed by the staff of the School in accordance with our "Ladder of Referral".

- a) A firm reprimand from a staff member should be sufficient to correct inappropriate behaviour.
Failing this time out will be imposed, i.e. removal of the Students from the scene of the incident e.g. Students is put working in a different place within the classroom, or the Students is put working in another classroom by arrangement between the teachers, or the Students is put working under the supervision of the Deputy Principal or Principal office – by prior arrangement.

- b) A note home to parents/guardians in the Student's homework journal

Note: The Students journal is used to record minor breaches of the School rules and as a regular means of communication between School and home.

- c) An entry in the Student's file
This file records a Student's journey through School and contains all pertinent written records such as copies of summer and Christmas Reports as well as other reports logging a Student's progress.
- d) A referral of the incident to the Student's form teacher
- e) Detention of the Students in the School on the following School day at the earliest and only after notice has been given to the Students and his/her parents/guardians
- f) A community improvement task such as picking up litter, removal of graffiti or tidying a classroom under direct supervision of a teacher
- g) A verbal reprimand from a teacher, Deputy Principal or Principal
- h) A phone call to the Student's parents/guardians by the subject teacher, form teacher, Deputy Principal or Principal
- i) A meeting with the Student's parents/guardians
- j) Students excluded from a favourite activity
- k) Students put on a Report Card for behaviour or attendance in class
- l) In-School suspension from a particular subject for a period of time as per the rules of a regular suspension.

- m) Students placed on the School's "Special Students List" and assigned to a Caretaking Teacher
- n) Students suspended from School
- o) Students expelled from School

13. Interventions

To deal with incidents of unacceptable behaviour the School uses the principle of the "Ladder of Referral". The nature of the misbehaviour will determine the stage on the ladder that the incident will be dealt with.

To help Students who have difficulty upholding the Code of Behaviour and to reduce the level of re-occurrence, the School uses the following interventions:

- Interview between the Students and staff member

Reason

(i) to establish an understanding by the Students of the rule(s) that he/she has broken

(ii) To bring the Students to an understanding of the effects of the breach on him/her self as well as on other members of the School community

(iii) To bring the Students to an understanding of how to act or react differently so as not to be in breach of the rule(s)

(iv) To administer a sanction, if necessary, and to get the Students to see the need for one.

- Set the Students written work to do in which they have to outline in writing the rule(s) they have broken, the effect this breach had on themselves and other members of the School community and how best they can avoid a repeat of the misbehaviour
- Referral to form teacher who may set the Students a written or community based task.
- Referral to Deputy Principal
- Referral to the School's Guidance Counsellor
- Referral to Principal who may seek referral to a psychologist for assessment and for help in behaviour modification
- Referral to Board of Management

14. The Ladder of Referral

Step 1. The Subject Teacher

Each teacher has responsibility for implementing discipline in his/her own classroom. Teachers have responsibility for general School discipline as well as classroom discipline and every teacher has the authority to correct and discipline Students in the common areas in the School and the School grounds. All teachers may use any of the agreed sanctions up to suspension for dealing with breaches of discipline. More serious incidents will be dealt with under step 2 of the ladder of referral.

Step 2. The Form Teacher

Each class is assigned a form teacher with special responsibility for the class. The form teacher has a pastoral and disciplinary role to play with his/her class.

Step 3. The Deputy Principal/Principal

Students whose misbehaviour has not improved despite the efforts of the subject teacher and form teacher will be referred by the form teacher to the Deputy Principal. The Deputy Principal may recommend a suspension to the Principal

If the Principal decides that a suspension is warranted the parents/guardians will be notified in writing and orally of the reason for and the duration of the suspension. If an immediate suspension is not necessary, parents and Students will be given the opportunity to respond before a sanction is imposed.

Step 4. Special Students List

Students who persistently disrupt the teaching of classes will be placed by the Deputy Principal or Principal following consultation with the form teacher on the Special Students List and assigned to a Caretaking Teacher. During classes Students on the Special Students List who insist on misbehaving will be dealt with as follows:

- (a) Be warned verbally by the teacher
- (b) Failure on part of the Students to behave will result in the Students being asked to stand at the rear of the classroom.
- (c) If misbehaviour continues the Students will be asked to leave the room and report to his/her assigned Caretaking Teacher who will record the arrival and supervise the Students for the remainder of the class period. If a Student fails to report to his/her Caretaking Teacher suspension of up to three days will be considered.
- (d) When a Student has been sent to his assigned Caretaking Teacher three times a suspension of up to three days will be considered.

- (e) Students on the Special Students List will be deprived of privileges for the duration of their time on the list, such as School tours, representing the School on teams etc.
- (f) Students who have been suspended forfeit the right to avail of privileges organised by the School.
- (g) If a Students on the Special Students List is not sent to his Caretaking Teacher for a period of four School weeks his/her name will be removed from the list. Students who are placed on the Special Students List for a second time in any School year will only be removed under the direction of the Principal.

Step 5. Suspension

The decision to suspend a Students requires serious grounds such as that:

- all interventions as outlined in Step 4 have been exhausted and a period of suspension may help a Students to change the inappropriate behaviour or allow alternative interventions be arranged.
- the Student's behaviour has had a seriously detrimental effect on the education of other Students
- the Student's continued presence in the School at this time constitutes a threat to safety
- the Students is responsible for serious damage to property.
- A single incident of serious misconduct may be grounds for suspension

The Board of Management will be informed of all suspensions. Suspensions that exceed three days will be referred to the Board of Management for consideration.

Suspensions may be ended by using some of the following procedures

- A special meeting with parents where a behaviour contract is signed by Students and witnessed by parent/guardian

- Completion of period of suspension
- Letter of apology, where appropriate
- Reference to an outside agency

Parents/Guardians will be notified in writing of all suspensions, reason for suspension, duration of suspension and information on the right to appeal a suspension. The National Education Welfare Board will be informed if periods of suspension cumulate to more than six days.

Step 6. Expulsion

If despite the best efforts of the School, a Student's behaviour does not improve the Principal may make a recommendation for the expulsion of the Students from the School to the Board of Management.

The Board of Management will consider the recommendation and having afforded an opportunity to the parents/guardians/Students if over eighteen years of age, to put their case to the Board, the Board will undertake a very detailed review of a range of factors before making a decision on whether or not to expel the Students. Where the Board forms the opinion that the Students should be expelled, the Education Welfare Officer will be informed pursuant to the provisions of section 24-(1) of the Education (Welfare) Act 2000 and the relevant procedures as set out in that section will be applied. Parents/guardian will be notified of statutory appeal procedures provided for in section 29 of the education Act 1998.

A proposal to expel a Student requires serious grounds and include but is not exhaustive

- The Student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- The Student's continued presence in the School constitutes a real and significant threat to safety
- The Student is responsible for serious damage to property
- The Student makes serious threat of violence against another Students or member of staff
- The Student carries out actual violence or physical assault
- The Student supplies illegal drugs to other Students in the School
- The Student threatens or carries out sexual assault.

- A single incident of serious misconduct may be grounds for expulsion.

Right of Appeal under Section 29, Education Act 1998

Parents/Guardians or Students who have reached eighteen years of age will be informed of the right to appeal a decision to suspend or expel a Students and the process by which to do so. A suspension may be removed if for any reason the Board of Management decides to do so or following appeal to the Co. Kilkenny VEC or that the Secretary General of the Department of Education and Science directs it be removed.

15. Implementation

This Code of Behaviour Code has been drawn up in consultation with the Principal of the School, the teachers teaching at the School, the parents of Students registered at the School and the Educational Welfare Officer. It has been ratified by the Board of Management and approved by the patron KCETB.

All registered Students of the School and their parents/guardians will receive a copy of the Code of Behaviour and parents/guardians/Students over eighteen years of age will be required to sign an acknowledgement of receipt of it. Parents/guardians should discuss the contents of the Code of Behaviour with their children.

The parents of all prospective Students will be handed a copy of the Code of Behaviour Code. It is a condition of enrolment in the School that parents/guardians having read the Code of Behaviour sign and return to the School the attached declaration stating that they accept the Code of Behaviour and that they undertake to make all reasonable efforts to ensure compliance by their child with the Code.

This Code has been adopted as the official Code of Behaviour for Coláiste Cois Siúire by the School Board of Management at its meeting on the twenty eighth of November 2016 .

The Board of Management may modify details allowing for necessary minor adjustments and additions that do not impact on the Code of Behaviour as a whole.

16. Review

The process of reviewing the Code of Behaviour is part of a continuous cycle arising from the use of the code in the School. The review will look at how the code is working and draws on a range of sources of information and evidence, including the experience and views of Students, teachers, other staff and parents.

Any amendments, which need to be made will be in keeping with the general philosophy of the Code of Behaviour and will be communicated to members of the School community in writing.

A major review of the Code of Behaviour Code will be carried out regularly but will not exceed five years and will involve consultation with the parents, staff, Students, management and Board of Management of the School.

Following a major review of the Code of Behaviour Code the amended Code will be circulated to parents and Students on the school website.

17. Contact

The School office may be contacted at any time and an appointment will be made to discuss any issue regarding behaviour.