

# Coláiste Cois Siúire



## Code of Behaviour

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## Policy Review History

Date	Comment
September 2011	Published
September 2016	Reviewed
September 2020	Major Review
November 2020	Reviewed
June 2021	Reviewed
June 2022	Reviewed

## **1. Scope**

This Code applies to enrolled students of Coláiste Cois Siúire. Prior to a student's commencement of their enrolment in the school, Parents/guardians will be asked to read this Code (and any accompanying documents referenced within) and sign a declaration indicating their acceptance and cooperation with this policy. An applicant may be refused enrolment to the School if a parent/guardian refuses to sign this declaration.

Prior to commencement of their enrolment in the school, or, on reaching the age of 18 years, students over 18 year of age will be asked to read this Code (and any accompanying documents referenced within) and sign a declaration indicating their acceptance and cooperation with this policy.

This policy 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 perceived by school management to be damaging to the good order, reputation and proper administration of the school and school policy and procedure, and, the health, safety and welfare of students and staff.

This Code of Behaviour has been developed in consultation with all the School's partners, including Kilkenny and Carlow Education and Training Board (KCETB), the Board of Management, Staff, Parents and Students. This Code of Behaviour complies with statute and common law, in particular the Education Act 1998, Equal Status Act 2000, Education (Welfare) Act 2001, Education (Admissions) Act 2019, EPSEN Act 2004 and other relevant legislation.

## **2. School Mission and Ethos**

### **2.1 Mission Statement**

*Coláiste Cois Siúire recognises that each student is unique and has individual needs. It is the aim of the school to assist all students to fulfil their potential both educationally and personally, and to become socially responsible adults.*

The School seeks to provide a caring and committed environment where all partners are actively involved in helping our Students fulfil 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**

Conforming to the statutory obligation in Section 23 of the Education (Welfare) Act 2001, a recognised school is required to prepare, for the information of students and their parents, a Code of Behaviour in respect of students registered at the school.

Under Section 15(1) of the Education Act 1998 the Board of Management has a responsibility to provide, or cause to be provided, an appropriate education for each student at the school and has a duty of care to ensure as far as practicable the health and safety of the students and the staff.

The Board of Management set out this Code of Behaviour in order to:

- Ensure the safety of all members of the school community both on the school premises, on school-based activities and at other times when students are perceived to be under the school's duty of care
- Ensure that all members of the school community are aware of the conditions deemed necessary for highly effective teaching, learning and assessment to take place
- To assist students in learning qualities necessary to contribute positively to society such as, but not limited to, mutual respect and courtesy, personal responsibility, lawful behaviour and empathy
- To prepare students for life outside of and after secondary school

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), for all students of the school
- 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 provide each student the right to expect an orderly, predictable, pleasant and secure environment in which to learn and grow

- To create a safe, secure learning environment for all students by promoting a culture of mutual respect and shared accountability amongst 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 that all members of the school community have an understanding of the Code of Behaviour, the rationale for having it and an understanding of the strategies used to manage behaviour in the 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 is outlined in the following subsections

### **5.1 Students**

Students are expected to abide by the Code of Behaviour, as is interpreted by school management, at all times

### **5.2 Parents/Guardians**

Parents/Guardians are required to accept the school's Code of Behaviour as presented and to ensure their son/daughter comply with it, as is interpreted by school management

### **5.3 Teachers**

Teachers have an important responsibility to participate in the behaviour management process and in overseeing the implementation of the school's Code of Behaviour

### **5.4 Other Staff**

Other staff members are required to adhere to the implementation of the school's Code of Behaviour. In particular they have a responsibility to report incidents of both misbehaviour and positive behaviour that they witness

### **5.5 School Management**

Interpretation and deliberation of this policy will be made by school management and ultimately by the Principal or those who may be required to act on his/her behalf. The decision of the Principal is final. This does not affect statutory rights

## **5.6 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, the 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 of not less than 20 days and expulsions decided by the Board of Management may be appealed directly to the Department of Education and Skills. The School will supply parents/guardians or Students, eighteen years or older, with the appeal forms to be used to appeal such a period of suspension or expulsion to the Department of Education and Skills.

## **6. Rules and Regulations for Students**

### **6.1 Attendance**

Under the Education Act 2001, the school is obliged to keep a record of each student's attendance in the school. Under this Act parents/guardians are required to inform the school in writing in the relevant section of the student journal the reason(s) a student may be absent. Absences of more than 20 school days must be reported to the Education Welfare Officer in accordance with the Education Welfare Act (2001). Students with chronic absenteeism must be referred to child and family services (TUSLA).

Students are required to bring a note of explanation on returning to school following an absence. Students who are not explaining absence(s) using the relevant section in the school journal will be placed on Friday lunch-time detention consecutively until a note is received.

Maximising student attendance is important to enable students to optimise their learning experiences, and, fully enhance their social, emotional and personal wellbeing and growth.

The school acts on the legal basis of *in loco parentis* when students are placed within our Duty of Care. Students are in the school's Duty of Care from the time that they arrive in school until the time that school has concluded (and on all school-based activities irrespective of times). For this reason the school's Duty of Care can only extend to areas where reasonable supervision can be organised i.e. the school campus. As such, all students are required to stay on school grounds at all times within school hours, or in designated location(s) as decided by a supervising teacher if on a school-based activity.

In the interests of minimising erosion of curricular time, it is not permitted for students (under 18 years) to be signed out/in on a repeated ad hoc basis without valid/reasonable

explanation e.g. a medical appointment. Students are required to present written permission of leaving school early to their Year Head at the earliest possible time on the day of leaving. Parents collecting students must make themselves known at reception upon collection.

In the interests of minimising erosion of curricular time, it is not permitted for students (over 18 years) to sign out/in on a repeated ad hoc basis without valid/reasonable explanation e.g. a medical appointment. Students are required to present written permission of leaving school early to their Year Head at the earliest possible time on the day of leaving. Additional written explanation may be required as verification of leaving school early (e.g. medical cert.). The decision of school management around what constitutes a valid/reasonable explanation for signing out/in is final.

If a student is absent from class/school without permission, it will be regarded as a serious matter and the school will apply an appropriate sanction. In the event of a repeated absence from class/school without permission, the student will not be permitted to attend school again until both parents and student have met with the Year Head and Deputy Principal or Principal.

## **6.2 Punctuality**

A good record of punctuality is an essential part of any student's preparation for life as well as being essential to the smooth running of the school, to the continuity of teaching and learning and the overall educational attainment of a student. *Late* is defined as a student who is not present where they should be, when they should be.

### **If a student is late to school, they should:**

- Bring a note from their parents/guardians in the relevant section of the school journal
- Go directly to the Year Head, Deputy Principal or Principal and present their note of explanation. They will then be marked present.

Any student who does not inform/sign-in as described above will incur an automatic lunch-time detention each time this occurs.

Where a student is late with no *valid written* explanation in the school journal a late demerit is recorded on VSWare. A student who is late **three times** in a half-term will receive a lunch-time detention.

Concerns around punctuality (whether explained or not) will be reported to the Year Head and HSCL who may make contact directly with the parents.



### If a student is late to class

Students should arrive on time for all classes. Unacceptable disruption to valuable class time is caused by lateness. This is unfair to students and the teacher who are already engaged in teaching and learning.

- If a student is late for class a note is required from a teacher/staff member explaining the reason.
- If there is no note presented, the subject teacher should record this in their own class records and may issue a sanction.

### 6.3 Uniform

Students must wear school uniform on all school days unless otherwise informed by school management.

The CCS uniform consists of:

- Boys Grey school trousers  
Girls – Grey school skirt or grey school trousers
- Navy school crested jumper
- White shirt
- Black/grey socks
- Black/Brown shoes only (**please note that footwear that is not a formal shoe is not permitted – school management decision on this matter is final**)

<u>Example of runner/trainer that is not permitted:</u>	<u>Example of formal shoe that is permitted:</u>
	

If parents require clarity about what items are permitted for the school uniform they are advised to contact the school in advance of purchasing uniform items.

A white tee-shirt or vest may be worn under the white shirt. Coloured tee-shirts are not permitted. Should a student prefer additional layers of clothing, under-layers should be worn. Wearing additional non-uniform jumpers/hoodies/coats etc. *over* school uniform is not acceptable during class times/school events.

Students must wear tracksuit and runners for P.E. classes. Normal school uniform is not acceptable for P.E.

Excess jewellery will be confiscated immediately and may be reclaimed from the Principal.

- Female students are permitted to wear one pair of stud earrings
- Other visible piercings, e.g. nose-piercings, are not permitted and must be removed upon request
- Male students are not permitted to wear any form of piercings

It is advised that all uniform should be clearly marked with the student's name. CCS does not take any responsibility for misplaced uniform items.

Students attending school without the correct uniform may be offered spare items from the school lost and found if available and are expected to wear these in place of non-uniform items which may be confiscated. Students who are not in compliance with the School Uniform Policy are liable to face sanctions, up to and including being asked to be collected from school, until such time as compliance is achieved.

**In all cases, school authorities will make a final judgement of what constitutes acceptable standards of appearance. Parents are required to support the school in achieving the correct school uniform.**

#### **6.4 Homework**

Homework, as a reinforcement of classroom learning knowledge, forms an essential part of effective learning and should be given serious consideration by students and parents. Homework may take many forms: written work, project work, learning/studying/revision, etc.

Students who, in their teacher's judgement, do not attempt their homework to the best of their ability, may receive a demerit on VSWare. Three such homework demerits will result in a lunchtime detention.

Please refer to the school Homework Policy for further information.

### **6.5 Personal Mobile/Electronic/Smart Devices Acceptable Usage Policy**

Coláiste Cois Siúire operates a specific policy around the use of personal mobile/electronic/smart devices which students are considered to be in the school's Duty of Care. This policy also extends to the data protection and privacy of staff and students at all times. Please consult the specific school policy *AUP for Coláiste Cois Siúire* – available on the school website or from the school office upon request. Acceptance of this Code of Behaviour is deemed to be acceptance of and agreement to, abide by this accompanying policy document.

Please refer to the school Acceptable Usage Policy for further information.

### **6.6 School Journal**

- The responsibility of taking care of the student journal rests with the student
- When in class the journal should be placed in the top right-hand corner of the desk
- The journal must be kept free from all graffiti. The journal should not be written on without the expressed permission of a teacher
- The journal must be carried by the student at all times and must be immediately handed to any teacher upon request
- If a student does not have the journal in their possession a sanction may apply
- It is an extremely serious offence to damage the journal. It is the students responsibility to report any damage/graffiti to their class tutor
- Journals that are lost or severely damaged must be replaced at a cost to the student concerned

### **6.7 Lockers**

Lockers and school locks (only) are provided for the use of students but are at all times the property of the school. It is a condition of the rental of the lockers that the school reserves the right to access student lockers at any time. Students may be invited to be present during any such access. Individual locker codes are given to each student and should not be shared. Students are not permitted to change these codes. Students are required to keep their lockers securely locked when not in use. Students are responsible for the contents of their designated lockers at all times. If a lock is damaged, broken or cannot be accessed, the cost of replacing the lock rests with the student.

### **6.8 Student Expectation**

- Arrive on time for class and be ready to work with all necessary books and equipment.
- Enter the classroom quietly when told by the class teacher.
- Take the seating place assigned to them by the teacher without explanation or validation.
- Follow all instructions given by the teacher.
- Be mannerly, respectful and helpful at all times.

- Show respect for the learning environment in the class and do nothing to prevent learning from taking place.
- Only school uniform should be worn in school. No coats, additional jumpers/hoodies, scarves, etc.
- Eating or drinking in class is not permitted. Teachers may make an exception for water.
- Have their school journal with them in class and use it to record learning and written work assigned.
- Students who are absent from class are expected to catch up on the work that they have missed.
- In specialist rooms students must observe all rules specific to these rooms.
- Students who ask for permission to go to the toilet should have their journal signed and time noted.
- Students must not leave the class before the bell rings then leave the classroom in an orderly and controlled manner.
- The classroom should be left tidy and organised. Litter should be placed in bins.
- Desks should be kept in order and away from walls.

### **6.9 Alcohol/Substance Misuse**

Smoking/vaping, consumption of alcohol or other illicit substances is strictly forbidden in Coláiste Cois Siúire. The specific school policy *Substance Misuse Policy* applies – available on the school website or from the school office upon request. Acceptance of this Code of Behaviour is deemed to be acceptance of and agreement to, abide by this accompanying policy document.

### **6.10 Bullying**

Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.

In accordance with all relevant legislation, the Board of Management of Coláiste Cois Siúire has put in place an Anti-Bullying policy document which must be adhered to by all students. This document is available on the school website or from the school office upon request. Acceptance of this Code of Behaviour is deemed to be acceptance of and agreement to, abide by this accompanying policy document.

### **6.11 Outside of Class Time**

The following rules and regulations set out expectations for students for times including but not limited to morning time, break time and lunchtime. It should be noted that rules around this area are subject to change and are as interpreted by school management for the safety of all and the effective school interoperability.

- Students may not leave the school grounds at any time unless being collected by a parent/guardian who must make themselves known at reception. Please see S.6.1.
- Students are required to uphold the school Code of Behaviour at all times from arrival at school to egress from school and on any school-based activities (see s.8). The direction of teachers/appointed supervisors must be followed in this regard.
- Students/Parents are advised follow guidelines around healthy eating and drinking for school lunches i.e. *The Nutrition Standards for School Meals* (HSE, Healthy Ireland, Safefood, 2018). Suppliers and school meals partners have been advised of this policy.
- In particular the following foodstuffs/drinks are prohibited for student consumption: chewing/bubble gum, minerals or fizzy drinks high in caffeine/sugar, so-called 'energy drinks' (Red Bull, Boost, etc.). Such items are subject to confiscation. The interpretation of school management as to what constitutes contraband foodstuffs/drinks is final.

## **7 Upholding the Code of Behaviour**

School rules and the reasons for them are discussed as part of the school's CSPE, SPHE programmes and in other wellbeing-related classes. 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 in appropriate forums, 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.

## **8 Promoting Positive Behaviour**

### **8.1 Merit System**

Teachers record a range of student day-to-day merit and achievement on VSWare. Parents are encourage to access this online frequently to oversee their son/daughters merit/demerit count.

### **8.2 Restorative Practice**

As part of the whole-school School Improvement Plan, Coláiste Cois Siúire has committed to implementing Restorative Practice. Restorative Practice uses the restorative values as a compass; when dealing with conflict, it moves us away from blame and attack, and instead ignites a path towards connection, solutions and empathy. A restorative approach cultivates active responsibility and accountability over conformity. It also develops our capacity to regulate, recognise and communicate emotions

### **8.3 Positive Reinforcement**

The following methods are used by teachers in Coláiste Cois Siúire to reward Students for upholding the Code of Behaviour:

- Use of VSWare merit system
- Verbal praise to Students either in class or privately
- Written feedback on student work
- Use of summative and formative assessment and reporting to affirm positive learning outcomes
- Positive comment about the Students to class Year Head/school management
- Positive note home to parents in homework journal
- Display of student work in Díograis Area
- Student of the Month Award
- Student Annual Awards Ceremony

### **8.4 Annual Award Ceremony**

The end-of-year Annual Award Ceremony celebrates a myriad of aspects of students' success during the school year.

## **9 School Activities/Outings**

School outings are not always part of the formal school curriculum and are provided for 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. School management reserves the right to revoke permission for a student to participate in any school activity/outing.

## **10 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. Any confiscated items will be returned to the students at an appropriate time, or, if that is not appropriate, to a parent/guardian. This will not apply in the case of illicit materials (see Substance Misuse Policy or items deemed to be in contravention S.6.11.

## 11 Disciplinary Procedures

Discipline at CCS is founded on the principle of respect for people, environment, property and safety of self and others in the school. All rules follow from these basic principles which are intended to create and maintain a happy and stable community with a good work ethic. The dignity of every person associated with the school must at all times be respected.

### 11.1 STRUCTURES FOR DEALING WITH DISCIPLINARY MATTERS

Students attending CCS are expected to respect the dignity of other students, teachers and other staff. It should be emphasised that the choice of consequences, good or bad is entirely that of the student. The teacher is not the initiator of sanctions. The student, by his/her behaviour, has chosen any consequences that are incurred. In dealing with a student's behaviour the following steps may be implemented:



### 11.2 Sanctions:

1. Reasoning with the student (restorative conversation)
2. Verbal reprimands/warning
3. Extra classwork/homework
4. Teacher's detention during break/lunch
5. Record relevant demerit on VSWare
6. Official Lunch Time Detention (recorded in student journal)
7. Referral to Year Head
8. Withdrawal of privileges/community service (if appropriate)
9. After School Detention (two hours)
10. `On Report` for a specific time (yellow, and, red)
11. Suspension: in-house/external
12. Meeting of Parent and/or Year Head and/or DP and/or Principal
13. Restricted Timetable/IEP
14. Expulsion

### **11.3 Suspension**

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

- 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 student is responsible for serious damage to property
- A single incident of serious misconduct may be grounds for suspension
- In certain circumstances the Principal/Deputy Principal may determine that there are grounds for immediate suspension

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

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 where applicable. The National Education Welfare Board will be informed if periods of suspension exceed five days.

### **11.4 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 18 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 student. 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 may include, but, is not limited to:

- 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, member of staff or member of the school community
- The student carries out actual violence or physical assault
- The student misuses or supplies legal drugs/substances, or, uses or supplies alcohol, illegal drugs or other illicit substances (see Substance Misuse policy) 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.

### **11.5 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 Secretary General of the Department of Education and Skills upholds such and appeal and directs that it be removed.

## **12 Implementation**

This Code of Behaviour Code has been drawn up in consultation with the Principal of the School, the teachers of the school, parents of students enrolled in the school and the Educational Welfare Officer. It has been ratified and is subject to review by the Board of Management, and, approved by the patron KCETB.

All registered students of the school and their parents/guardians are required to access a copy of the Code of Behaviour which is published on the school website, or, may obtain a printed copy of the Code of Behaviour from the school office upon request. Parents/guardians/students over 18 years of age will be required to sign an acknowledgement of having received/read the 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 (Appendix 2) stating that they accept the Code of Behaviour and that they and their child undertake to comply with the Code. School management are available by appointment (see S.14 re contact) to clarify aspects of the Code with parents should they wish to do so.

It is a condition of enrolment in the school that students over 18 years of age commit to accepting the Code of Behaviour (Appendix 2).

The Board of Management hereby give notice that it should be understood that it is impossible to anticipate every type of misdemeanour/unsafe action in any given context. Therefore, the school reserves the right to vary these procedures and sanctions, taking into account the particular circumstances of incidents, the individual record of students,

health and safety considerations, the rights of other students to learn and of teachers to teach in a safe and respectful environment.

### **13 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.


### **14 Contact**

Should a parent wish to speak to a member of school teaching staff or management every effort will be made to accommodate this. An appointment must first be made via the school office where an appropriate date and time can be agreed. The school office can be contacted by phone on 051-895112 from 0900-1400.

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 following date. Please refer to the review schedule at the start of this document.

Signed:   
Chairperson

Date: 28<sup>th</sup> September 2020

Signed   
Principal

Date: 28<sup>th</sup> September 2020

## **Appendix 1 – Students’ Rights and Responsibilities**

The basic principle of our Code of Behaviour is that all students come to Coláiste Cois Siúire to learn and that keeping to the code will ensure that they, and all the other children can learn, and that the teachers can teach, without disruption.

### **Students have the right:**

- To be educated in a disruption-free classroom
- To be treated fairly, consistently and with respect
- To have their individual differences recognised and for provision to be made for these differences
- To be listened to and to ask questions, at appropriate times
- To have their positive behaviour affirmed and their misbehaviour addressed appropriately

### **Students have the responsibility:**

- To attend school regularly and punctually
- To work quietly and safely, to the best of their ability
- To listen to their teachers and to act on instructions and advice
- To listen to other pupils and to wait their turn to speak
- To show respect for all members of the school community
- To respect the rights of other pupils to learn
- To care for their own property and to respect all school property and property of other pupils
- To avoid behaving in a way, which would endanger themselves or others
- To contribute to good order in the school, by moving quietly around the school and by keeping the school clean and tidy
- To bring the correct materials and books to school
- To follow school and class rules and procedures

## Appendix 2 – Declaration of Receipt and Acceptance

In accordance with the requirements of the Education (Welfare) Act, 2000, this Code of Behaviour sets out:

- The standards of behaviour expected in Coláiste Cois Siúire
- The plan for promoting good behaviour in Coláiste Cois Siúire
- The ways in which the school responds to unacceptable behaviour
- The plan for implementing the Code of Behaviour
- School procedures for the use of sanctions including suspension and expulsion.

Please confirm, by ticking the box, below that you:

- Have read/received the Code of Behaviour of Coláiste Cois Siúire
- Understand the content of the Code of Behaviour
- Are agreeable to comply with the Code of Behaviour (student over 18 years), or, will ensure your son(s)/daughter(s) (under 18 years) will comply with the Code of Behaviour as set out by the Board of Management

All students enrolling in Coláiste Cois Siúire and their parent(s)/guardian(s) are required to sign this declaration confirming that they have read the Code of Behaviour, and, agree to comply with it, supporting the school in upholding the Code, as a contingency of their enrolment in the school.

**I/we confirm that the Code of Behaviour for Coláiste Cois Siúire is acceptable to me as the parent/guardian/student O18, and, I shall ensure compliance with said Code of Behaviour by \_\_\_\_\_ [print student name].**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian/Student O18**

## **Appendix 3 – Health and Safety Control of COVID-19 Policy for students**

### **Coláiste Cois Siúire**

#### **Introduction**

Under the Safety Health and Welfare at Work Act 2005, the board of management/ETB of Coláiste Cois Siúire as employer is required to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees of the school. The employer is further required to manage and conduct the school in such a way as to ensure, so far as is reasonably practicable, that individuals at the place of work who are not employees, such as students, parents/guardians, visitors to the school, are not exposed to risks to their safety, health or welfare.

This policy is influenced by the need to minimise the risk of introduction of COVID-19 into the school community and to prevent its spread. Although it is acknowledged that no single action or set of actions will completely eliminate the risk of COVID-19 transmission, adherence to this policy will contribute to the reduction of that risk of transmission.

In accordance with this policy students are expected to comply with the standards of behaviour set out in this policy or as directed by the school to prevent the introduction and spread of COVID-19. The COVID-19 control measures are consistent with current advice from the HSE, the Health and Safety Authority, the Department of Education and Skills and the Department of Foreign Affairs and, as such, may be subject to change. Students and parents/guardians will be notified of any changes to the control measures. Students are expected to comply with all directions from school staff in relation to the school's COVID-19 control measures. Any failure or refusal to comply with this policy or to follow instructions of school staff should be dealt with in accordance with the school's Code of Behaviour.

Parents/guardians are required to supply the school with a phone number/s of available person/s who can be contacted at all times and who will be available to collect a student from the school should the need arise.

#### **1. Symptoms of COVID-19**

Symptoms of COVID-19 are similar to symptoms of cold or flu. The most common symptoms are:

- fever
- cough
- shortness of breath
- loss of sense of smell or taste

More information regarding the most up-to-date signs and symptoms of COVID-19 is available on the HSE website, <https://www2.hse.ie/coronavirus/>.

## **2. Standards of Behaviour expected of students to help prevent the introduction or spread of COVID 19 in the school**

### **2.1 Standards of Behaviour expected of students**

Students are expected to comply with any control measures directed by the school to prevent the introduction and spread of COVID-19, including, but not limited to:

- maintaining a social-distance of at least 1 metre and where possible, 2 metres, from other students and staff;
- wearing a face covering (applicable at post-primary level). All students at post-primary level, are required to wear a face covering subject to a limited number of exceptions set out in relevant Department of Education guidance. Face coverings must not contain any
- slogans/logos/images that may cause upset or be deemed offensive to any member of the school community.
- performing hand hygiene with a hand sanitiser on entering the school.
- repeating hand-hygiene at regular intervals throughout the school day and when directed by school staff;
- maintaining good respiratory-hygiene. In this regard students should:
  - cover nose/mouth with a tissue when coughing/sneezing and dispose of used tissue in waste bin and perform hand hygiene
  - cough or sneeze into the inner elbow (upper sleeve) rather than into the hand, if no tissues are available.
  - keep contaminated hands away from the eyes and nose
  - carry out hand hygiene after contact with respiratory secretions and contaminated objects/materials
- not spit or deliberately cough or sneeze at or towards any other person in the school
- not sharing materials or stationery, such as pens, calculators, rulers, *etc.* with other students;
- not attending school for 14 days after returning from travel out of the country in line with Government guidelines for travel;
- not attending school if displaying COVID-19 like symptoms and remaining out of school for such period as is required in accordance with HSE/GP advice
- not attending school where tested positive for COVID-19 and remaining out of school for such period as is required in accordance with HSE/GP advice
- not attending school if identified by the HSE as a person who has been in contact with another person who has contracted COVID-19 and remaining out of school for such period as is required in accordance with HSE/GP advice;
- not attending school if a member of the student's household is displaying COVID-19 symptoms and remaining out of school for such period as is required in accordance with HSE/GP advice
- telling a teacher or other member of staff where a student feels unwell at school. In that regard – o the student will require to be collected from the school as soon

as possible by a parent/guardian or a person designated by the parent/guardian for such purpose.

- parents must ensure that the school has up-to-date contact details so that they can be contacted by the school if required.
- complying with any other such directions as advised by the DES and/or HSE and communicated to the school community.
- Note – schools should review the above list and adjust or add items where necessary having regard to its own particular circumstances

## **2.2 Limitations**

Students should be aware that the above is a non-exhaustive list. Students are expected to follow all instructions from staff which are deemed to prevent the introduction of COVID-19 into the school and/or minimise its spread.

## **3. Failure to comply with the standards of behaviour**

Failure by a student to comply with the standards of behaviour expected to help prevent the introduction and spread of COVID-19 will constitute a breach of the Code of Behaviour of Coláiste Cois Siúire and the relevant student(s) may be subject to sanction(s) up to and including suspension or permanent exclusion.

Any actions or sanctions taken in respect of alleged breaches of the Code of Behaviour will be carried out in accordance with the provisions of the school's Code of Behaviour, the requirements of the EWS Guidelines on Developing a Code of Behaviour, relevant requirements of the Education and Welfare Act 2000, and/or any other relevant legislation. Sanctions will be proportionate to the nature, seriousness and context of the behaviour.

A student engaging in behaviour that is deemed to be aggressive, threatening or unacceptable in so far that it is perceived to create or increase the risk of COVID-19 infection/spreading for staff, other students or any other persons who may be in the school may be removed from class and, if necessary, from the school premises with immediate effect, pending any further action to be taken in accordance with the school's Code of Behaviour. The decision of school management will be final in adjudging what may constitute such behaviour.

## **4. Appeal**

Parent(s)/Guardian(s) may appeal any suspension or expulsion in line with S.29 of the Education Act, 1998. Further information may be obtained from the school office.