



Coláiste na Carráige

Code of Behaviour

Ráiteas Bunchuspóra

Cuireann Coláiste na Carraige fáilte
roimh achan bhall den phobal.
Déantar iarracht sármhaitheas a bhaint amach
trí sheirbhísí iomlánaíocha oideachais agus
tacaíochta
a chur ar fáil atá bunaithe ar phrionsabail measa,
comhoibrithe agus comhpháirtíochta.

Mission Statement

Coláiste na Carraige
welcomes all members of the community and
strives for excellence in delivering
holistic educational services and supports
based on the principles of respect,
co-operation and partnership.

1 Rational

The purpose of a Code of Behaviour is to provide a framework which promotes good behaviour in the school. School management and staff actively foster the schools ethos, policies and practices that help to promote positive behaviour and prevent inappropriate behaviour. It helps staff, students and parents to work together for a harmonious, educationally progressive and safe school. The success of the teaching and learning in the school depends on the effectiveness of the Code of Behaviour.

This Code of Behaviour applies to staff and students, during all school related activities on or outside of the school campus. Coláiste na Carraige requires the full co-operation of the students, staff and parents in the implementation of this policy.

2 Standards and Expectations

2.1 Standards

Students: Students are more likely to be happy, safe and achieve in a structured, caring environment where high standards of behaviour are expected and adhered to. The standards of behaviour that are expected include the following:

1. Full attendance at school on time and in uniform
2. Respect for yourself and others
3. Respect for property
4. Respect for the teaching and learning
5. Doing classwork and homework to the best of your ability

Staff: It is expected that all staff, under the leadership of the Principal and senior management of the school, would by their actions, support and uphold the Code of Behaviour at all times. In doing so, they maintain a high standard of behaviour in the school.

Staff should model good behaviour for the students.

All staff are expected to deal with any unacceptable behaviour they encounter during the school day.

Class Teacher: Teachers are responsible for fair and consistent discipline in their classroom in line with the Code of Behaviour.

Class Tutor: Each class has its own class tutor. The tutors hold regular meetings with their class throughout the year. These provide an opportunity for the tutor to get to know the students in

the class. It also provides a forum for the students to discuss any issues or concerns that they may have.

Year Head: Each year has its own Year Head. This person is responsible for the overall discipline of the year they have been assigned to. They implement any disciplinary measures that they deem are required for the students in their year in line with the Code of Behaviour. Should a student have a concern that they feel might not be best dealt with by the Class Tutor, they should bring it to the attention of the Year Head.

Principal and Deputy Principal: In addition to being Year Heads, the Principal and Deputy Principal are responsible for the overall discipline in the school. If there are issues of a very grave concern to any student or parent they should contact the Principal or Deputy Principal.

Guidance Counsellor: The Guidance Counsellor plays a crucial role in the school. This person is automatically a member of the Pastoral Care Team. Students and parents may contact the Guidance Counsellor to make an appointment for both advice and guidance.

Parents: The school recognises that parents/guardians are the “primary educators” of their children. Positive parental attitudes towards education encourage and assist learning. Parents who value education instil these values in their children, resulting in self-motivated determined students. Parents have contributed to the development of the Code of Behaviour and are now expected to help maintain the standards therein. Parents should read the code with their children and support its implementation.

Contacting the School:

Parents may contact the school at the following

Phone: 074-9739071

Fax: 074-9739265

Email: cnc@donegaletb.ie

2.2 A Learning Community

One of the functions of Coláiste na Carraige is to establish behavioural procedures so that the right to learn is realised and the need to ensure that the values of mutual respect, self-discipline and social responsibility permeate the life of the school community. The school recognises the need to protect the rights of students and staff to ensure an atmosphere where effective teaching and learning can take place.

2.3 Safe School for Students – Anti-Bullying Policy

Staff and students attending Coláiste na Carraige have the right to enjoy school life free of bullying, as outlined in the schools Anti-Bullying Policy. The school must be safe and secure for everyone. Therefore verbal abuse, physical abuse and other anti-social activities are forbidden. The school promotes positive habits of self-respect, self-discipline and responsibility among all school community.

2.4 Health Promoting School

Parents, students and staff of Coláiste na Carraige are entitled to have a school free of all forms of substance abuse. Consequently, smoking, consumption of alcohol and substance abuse are prohibited. Students are advised to eat healthily, take exercise and participate in sporting activities. Parents and staff should encourage students to make these healthy lifestyle choices.

2.5 Discipline and Penalties

Self-discipline is required of all members of the school community. If and when required, penalties will be applied by the school in a fair and consistent manner.

2.6 Attendance

Poor attendance seriously disrupts the progress of students and prevents them reaching their full potential. Students who fail to have a satisfactory attendance record will be automatically reported to the relevant state authorities. Recognition is given to students with good attendance records on the school Awards Night.

2.7 Green School

The school is committed to promoting the “Green Schools” ethos among staff and students. This includes environmental awareness, energy conservation recycling and litter control.

3 Operational Management of the School

3.1 Respect and Order

- Show respect for yourself, other students and staff
- Good behaviour is expected when travelling to and from school and when representing the school at extra-curricular activities.
- Show respect for your own property and the property of other students, staff members and the school.
- Use respectful language at all times.
- The use of mobile phones is not allowed within the school building and grounds, during school hours. See section 3.6.

- Chewing gum and “Tippex” are not allowed in the school building or grounds.
- Students may not possess, use, distribute or sell cigarettes, alcohol, illicit drugs and solvents
- Students may not carry or use catapults, knives, stink bombs, bangers, laser pens or other weapons.

3.2 Attendance, Truancy and Punctuality

Full attendance at school is expected. A student absent from school for a day or days must bring a signed explanation by a parent/guardian, in his/her School Journal, on their return to school

Truancy

Truancy means being absent from school without the permission of parents/guardians and the school.

Students are not allowed to leave school during the course of the school day without written permission from their parent/guardian. When collecting a student, parents/guardians must go to the school office and sign the student out. If they are unable to do so, then they may send written permission to the school but this must be verified by telephoning the school also.

Students are not allowed outside the school grounds during the morning break without permission. Transition year, 5th year and 6th year students may leave the school grounds at lunch-time if the appropriate indemnity form is signed by their parent/guardian.

Consequences of truancy

Truancy from school or class is regarded as a serious breach the Code of Behaviour and the consequence will be a suspension.

Punctuality

Students must be punctual for all classes.

Visits to toilets, bag-racks and lockers are confined to specific times. Students must ask the class teacher for permission to make such visits outside of these specified times. Students late for school or class will receive a late report.

Consequences of a late reports

On the first report the student will receive a warning. On the second and subsequent late reports in the same term, the student will receive a lunchtime detention. Failure to turn up for detention will result in a report in the behaviour folder.

3.3 Application to Studies

Students must have prescribed textbooks and equipment. All books and other materials required for class must be brought to class. The school journal must be available in class for teachers to examine at all times. Communications from parents/guardians regarding absences should be written into the area in the journal designed for this purpose.

The bedrock to academic success is consistent study and homework. In addition, it is vital that students pay attention and work with their teachers in class. All homework must be attempted and a genuine effort made to complete it. Parents/guardians are urged to assist in this work, by encouraging their children to do their homework and to provide the necessary conditions for this to happen.

3.4 Appearance and Dress Code

Coláiste na Carraige is proud of its dress code. By dress code we mean wearing the correct uniform and looking clean and smart.

3.4.1 Uniform

Our school uniform, must be worn at all times including during school trips and state examinations.

Girls	Boys
Navy school jacket with crest	Navy school jacket with crest
Navy school jumper with crest	Navy school jumper with crest
Navy trousers or skirt	Navy trousers
Black shoes and socks or tights	Black shoes and socks
First to Third year: Red polo shirt with crest	First to Third year: Red polo shirt with crest
TY to Sixth year: White polo shirt with crest	TY to Sixth year: White polo shirt with crest

Please note:

- **Navy Trousers only**, tracksuit bottoms, jeans, Chinos or cords are not acceptable.
- Tops bought for sports or TY may only be worn to matches or TY trips away.
- **Shoes** must be **all black**. Shoes with coloured or white soles or markings are not acceptable.
- For **games classes** bring runners, sports socks, a track suit bottom or shorts and a t shirt or sports top. Wipes and/or deodorant would also be useful.
- **A Sports Uniform** has been chosen for teams and individuals representing the school.

- **Hats & Scarves:** If students are cold optional school hats and scarves are available to buy from the school office, these may be worn in the school.
- **Hygiene:** For practical and hygienic reasons, it is recommended that every student should have at least 2 complete school uniforms and one jacket.

3.4.2 Piercings: For reasons of health and safety, facial piercings and visible bodily piercings are not allowed, with the exception of stud earrings in the ears.

Consequences: Failure to follow our dress code without an explanatory note signed by parents/guardians will result in lunchtime detention.

3.5 School Property

Staff and students should respect school property. Any damage incurred must be paid for or replaced by those responsible.

The school cannot be held responsible for property lost or stolen. Money and valuables should not be left in schoolbags, bag-racks lockers or unattended.

It is the responsibility of all staff and students to keep the school free from litter, chewing gum and graffiti.

All students may be requested on occasion to participate in the school's "Combat Litter and Recycling" programmes inside the school and within the school grounds.

3.6 Mobile Phones & other Personal Electronic Devices.

It is important to ensure that the use of personal electronic equipment does not disrupt the teaching and learning and that these devices are not used inappropriately.

The use of mobile phones by students is forbidden in the school building or grounds during school hours. The management of Coláiste na Carraige gives the assurance that if a parent/guardian urgently need to contact their child/children (or vice versa), this can be done using the school phone.

In the case of personal electronic devices, their use is forbidden during class periods unless a teacher gives a student permission to use them. The same penalty will be applied as for mobile phones, see below.

Consequences

Students who are found using mobile phones in the school building or grounds during school hours will have the phone confiscated.

The phone may be collected by a parent/guardian upon payment of a €10 fine.

If a phone is confiscated from a student for a second time it may be collected by a parent/guardian at the end of the term upon payment of a €10 fine.

If a phone is confiscated from a student for a third time it may be collected by a parent/guardian at the end of the school year upon payment of a €10 fine.

3.7 Eating and Drinking in Class

For reasons of health and safety, to prevent damage to electronic equipment and to avoid disruption to the teaching and learning, students are not allowed to eat or drink in class.

3.8 Use of the Toilets

Students may use the toilets before and after school and during morning and lunch breaks. For health and safety reasons students are not allowed to loiter or eat food in the toilets. School bags must not be left on the floor outside the toilets or brought into the toilets.

Conquences

Breaking these health and safety rules will result in a report in the behaviour folder and lunchtime detention.

4 Positive Reinforcement of the Code of Behaviour

The school is committed to a policy of recognition, encouragement and reward of positive behaviour. Pupils will be given recognition for:

- Outstanding achievements
- Sporting accomplishments
- Extra-curricular success
- Good manners and demeanour

Acknowledgement for good behaviour may take the form of any of the following:

- Praise from staff members
- Student's work displayed in classrooms
- An affirmative note in student's journal
- A positive letter or phone call home
- Announcement made on the intercom
- Photos/Newspaper articles displayed on notice boards, photos on display in corridors
- Awards at school prize-giving

- As a reward for completing the school year without a report in the behaviour folder, end of year class trips may be organised by the class tutors for non-exam classes.
- Students with only one report in the behaviour folder can have the report removed by doing 3 days community service and are then eligible for the class trip.

5 Misbehaviour and Appropriate Sanctions

5.1 Misdemeanours

Misdemeanours include isolated minor breaches of school rules and isolated infringements related to school work, homework, discipline, general order and litter.

Standard penalties that may be applied by a class teachers are:

- Separation within the classroom
- Additional work e.g. penalty sheet
- Note in Homework Journal to be signed by a parent/guardian
- Class teacher may assign tasks e.g. lifting litter, cleaning desks
- Detention by the class teacher during break or lunch

5.2 Isolated breaches of good order

Isolated breaches of good order include the following:

- Use of abusive language
- Misbehaviour in class of an isolated nature
- A fight between students in the school
- A temper tantrum in class
- Harassment of staff

The consequence of such offences may include suspension.

5.3 Continuous misconduct

Continuous misconduct includes repeated misdemeanours or repeated breaches of good order. Examples of this type of behaviour include:

- continuous disruption of classes
- continuous failure to present homework or bring necessary books or equipment to class
- continuous use of offensive language to staff or fellow students
- bullying of other students

The consequences of such offences include detention, community service, the placing of the student on report or suspension.

Repeated continuous misconduct can bring further consequences including exclusion of the student from school.

Students suspended from school will not be allowed to take part in extracurricular activities for a period of one calendar month from the date of suspension.

Students who have been suspended during the school year cannot attend the end of year prize-giving ceremony.

5.4 Lunchtime Detention

Lunchtime detention starts at 1.30pm and finishes at 1.55pm. Students will be assigned work to do. Detention will be deemed to be completed when the supervisor is satisfied with the work done. Failure to turn up for detention will result in another report in the behaviour folder.

5.5 Procedure for dealing with misbehaviour:

1. Initially teachers may apply their own sanctions as described in section 3.1.
2. If a student continues to misbehave or the misbehaviour is serious, the incident will be recorded in the Behaviour Folder and the student will receive a verbal warning from their Year Head.
3. If a second incident is recorded, the student will receive a one day lunchtime detention and their Year Head will inform the parents/guardians by letter.
4. If a third incident is recorded, the student will receive a three day lunchtime detention and their Year Head will inform the parents/guardians by letter.
5. If a fourth incident is recorded, the Year Head will put the student on a behaviour report card for 5 days and inform the parents/guardians by letter.
6. If the report card is not satisfactory or another incident is recorded in the Behaviour Folder, the Principal or Deputy Principal will inform the parents/guardians and suspend the student. The student will be given school work to do during the suspension. On returning to school the student must be accompanied by a parent/guardian and will be put on a Behaviour Report Card for 5 days. Parents/guardians have the right to appeal suspension, see Section 6.2 of this code.
7. Further incidences of misbehaviour will result in the student returning to step 2 of the procedure.
8. Students suspended from school will not be allowed to take part in extra-curricular school activities for one calendar month from the date of suspension.
9. Students suspended at any time during the school year cannot attend the school prize-giving ceremony.

10. A student cannot continue as a Class Leader/ Student councillor if they have an incident recorded in the Behaviour Folder. The class will elect a new Class Leader.

6 Serious Misbehaviour

As a guide for parents and pupils, the following is a list of some of the offences which will be regarded as serious:

- Assault, threat or abuse of a member of staff or fellow student
- Damaging school property or the property of staff or other students
- Interference with any part of the schools fire alarm system. In addition to immediate suspension, there will be a fine of €100
- Putting the health and/or safety of yourself or another at risk e.g. climbing on school property or buildings.
- Possession, consumption, distribution or sale of cigarettes, alcohol or other drugs/solvents
- Possession of knife or other dangerous weapons
- Theft within the school
- Serious misbehaviour on school-related activities or trips
- Truancy from class or school
- Misuse of ICT equipment (see Acceptable Usage Policy)

6.1 Procedures relating to serious misbehaviour:

Following an enquiry by the Principal or a staff member/members delegated by him/her to do so, suspension or possible expulsion may be applied.

6.2 Procedures in cases of immediate suspension:

- The student will be suspended immediately.
- The parents/guardians will be notified in writing informing them of the reason for and duration of suspension.
- The parents/guardians may discuss the decision with the Principal by meeting him/her or his/her representative.
- At this meeting the case may be reviewed.
- Parents/guardians may appeal the decision of the Principal to the Board of Management where they may present a case to the Board.
- If the Board of Management upholds the decision of the Principal, the parents/guardians may appeal the case to a sub-committee of County Donegal Education and Training Board within seven days of the Board of Management meeting at which the case had been heard.

- Parents/guardians, together with the suspended student must meet with the Principal or his/her representative before the student is re-admitted to the school.
- Any work in preparation for state examinations missed through suspension is the responsibility of the student.

6.3 Procedures in cases of expulsion:

- The student will be suspended immediately pending a decision on expulsion.
- Parents/guardians will be notified in writing, informing them of the reason for and advising them of the Principal's recommendation for expulsion.
- Parents/guardians may present a case to the Principal by meeting him/her. Following such a meeting the Principal will inform them of his/her decision.
- If an expulsion is recommended by the Principal, the Board of Management will meet to make a decision on the matter.
- Parents/guardians will be advised in writing of their rights to appeal a case to the Board of Management of the school before a decision is reached.
- Parents/guardians may appeal the decision of the Board of Management to a sub-committee of County Donegal Education and Training Board within twenty days of the date of the Board of Management meeting at which the case had been heard.

7 Supporting Policies

The following is a list of other policies which support and complement the Code of Behaviour:

- Acceptable Usage Policy
- Admission and Enrolment Policy
- Anti-bullying Policy
- Child Protection Policy
- Data Protection Policy
- Extra-Curricular Activities Policy
- Health and Safety Policy
- Homework Policy
- Mobile Phone Policy
- Pastoral Care Policy
- Relationship and Sexuality Education Policy
- Special Educational Needs Policy
- Substance Misuse Policy

8 Roles and Responsibilities

8.1 The Patron (County Donegal ETB)

The patron carries out certain functions as specified in the Education Act 1998. The Board of Management manages the school on behalf of the Patron. The Board must:

- Uphold the characteristic spirit of the school and be accountable to the Patron in this respect
- Consult with and keep the Patron informed of decisions and proposals
- Publish its policies on admissions, participation, suspension and expulsion in a manner that has been agreed with the Patron.

In order to comply with these provisions, the Board of Management will submit the Code of Behaviour to the Patron for approval.

8.2 The Board of Management

The overall responsibility for ensuring that a code of behaviour is developed for the school rests with the Board of Management. The Board should play an active role in exploring the kinds of relationships and behaviours that will reflect the school's ethos and responsibilities.

The Board should make sure that all the members of the school community have the opportunity to be involved in the work on the Code of Behaviour. It should also formally record the adoption of the Code of Behaviour, the commencement date and decisions about when the code will be reviewed.

The Board of Management has devolved authority to the Principal for suspension of students for up to 3 (three) days only as per recommended best practice. However, in exceptional circumstances only, the Board of Management has extended the duration of this delegation: up to 5 (five) days in circumstances where a meeting of the Board of Management cannot be convened in a timely fashion, subject to the guidance concerning such suspensions.

8.3 The Principal

It is the responsibility of the Principal, under the direction of the board, to lead the work of auditing, reviewing and implementing the Code of Behaviour.

8.4 School Staff

Teachers and other staff members play a vitally important role in the review, updating and implementation of the Code of Behaviour. They bring to this work their professional expertise in understanding the links between behaviour and learning; their experience of what works to help students to behave well and their knowledge of the school and of the school community.

8.5 Parents

Parents play a crucial role in the development of the Code of Behaviour. Their involvement will draw on their expectations, insights and experience. It will help underline their responsibilities for their children's behaviour. Their involvement helps to reinforce at home the messages about learning and behaviour that are conducive to a happy school.

8.6 Students

By being involved in the development of the Code of Behaviour, students play a very important role in ensuring that the school is a good place in which to teach and learn.

9 Monitoring and Reviewing the Code

The success of the Code of Behaviour depends on it being adaptable and able to respond to changes in the school and classroom environment. It must therefore be monitored, evaluated and reviewed on a regular basis. This will be done through the following mechanisms:

- The weekly management meetings
- Staff meetings
- Student Council meetings
- Board of Management meetings
- Parents Association meetings

While the monitoring would take place on an ongoing basis, it is planned that if there are suggested changes during the school year that these would be discussed among the education partners, in time for implementation for the following academic year. This means that the Code of Behaviour will be reviewed on an annual basis.

10 Review Date

This Code of Behaviour has been approved and ratified by the Board of Management of Coláiste na Carraige.

Signed: _____

Principal

Date: _____

Signed _____

Chairperson

Date: _____

Review Date: _____