

Coláiste Iognáid



CODE OF BEHAVIOUR

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MISSION STATEMENT

1.

Coláiste Iognáid incorporates the characteristics of Jesuit education. It seeks to develop each student's religious, moral social, intellectual, physical and cultural sensibilities. As an important means of doing this, the school strives to create a strong sense of community between parents, students and teachers.

The College derives its policy from the charter granted to it by The Society of Jesus, its characteristics being that it is Catholic, Jesuit, Irish and Free.

Good discipline in schools requires the co-operation and involvement of parents. For the vast majority of pupils in Coláiste Iognáid there are no discipline problems. Parents and a supportive home environment play a crucial role in shaping attitudes which produce good behaviour in schools and in society generally. Where parents feel a sense of involvement with the school, they will encourage their children to abide by the school's code, and should actively support the teaching staff in the application of the code. Promotion of positive behaviour is paramount in Coláiste Iognáid

Introduction

2.

Coláiste Iognáid aspires to be a community wherein mutual respect, co-operation and natural justice are integral features. The Code of Behaviour aims to respect the rights of all members of the College community – management, staff, students and parents

Coláiste Iognáid is a Catholic school in the tradition of Jesuit education. Apart from the centrality of growth in faith in Jesus Christ our conduct towards each other should be marked by reverence and respect. This means that the unique character of each person is acknowledged and valued in the hope that one of the central aspirations of the College may be achieved i.e. that we should be “**people for others**”. Courtesy towards others should therefore be the norm.

Code of Behaviour

3.

In accordance with the Education (Welfare) Act 2000, a written Code of Behaviour is a legal requirement for all schools. Section 23(4) of the Education (Welfare) Act 2000, states that a child's parents must be provided with a copy of the school's Code of Behaviour before a child is registered at the school. Parents/Guardians must, confirm in writing by signing that the Code is acceptable to them.

Aims of Code of Behaviour

The Aims of the Code of Behaviour are:

- *To ensure the safety of pupils and staff*
- *To create an environment conducive to learning*
- *To encourage pupils to take responsibility for their own behaviour and learning*
- *To help young people mature into responsible participating citizens*

Standards of Behaviour expected at Coláiste Iognáid

At Coláiste Iognáid we have very high expectations with regard to behaviour.

Self respect and respect for others are fundamental, as are the virtues of kindness, courtesy, honesty and forgiveness.

All members of the school community are expected to show a willingness to help others and to use respectful ways of resolving difficulties and conflict.

Students are expected to show a sincere commitment to their own learning and the learning of their peers by

- attending school regularly and punctually
- doing one's best in class
- taking responsibility for one's work
- helping to create a safe, positive environment
- respecting staff
- respecting other students and their learning
- participating in school activities
- respecting the school environment

Students with SEN

Class teachers and specialist personnel will check that standards and guidelines are regularly communicated in a way that students with special educational needs can fully understand and adhere to.

Procedures for Attendance and Punctuality

- While in school students must attend and participate in all classes assigned to them, as per the school timetable.
- All students must be in their assigned classroom on time for class and are expected to go there in an orderly fashion.
- Any pupil who is **late** for school must report to the school office, where their time of arrival is recorded and late slips are issued. Persistent lateness will attract sanctions as outline in section 7.
- Students must carry evidence of written permission to leave the school premises – i.e. permission from school management or a note signed by the parent and counter-signed by the Year Head / Deputy Principal / Principal.
- Students **must** sign out at the front office when leaving the school and sign back in upon their return or when arriving late for school.
- Notes from parents are required to account for all absences to include parts of the school day (Education Welfare Act 2000, Section 18). Notes in journal should be shown to the class teacher. Letters or any other correspondence should be given to front office/deputy principal.
- Unexplained absence from school, or from class, is a serious offence which may be grounds for suspension and will be recorded for follow up by the Year Head and school management. The National Education Welfare board shall also be informed when a student's total absences for the school year exceeds 20 days. There are no exceptions made for absences due to holidays, uncertified illnesses or medical appointment.
- Under 2/(6) of the Education Welfare Act 2000 the submission of an Annual Report is a legal requirement and provides overall absence records for the entire school population. The Education Welfare officer is within his remit to request access to attendance records on any student in any given period.
- Students who have an exemption from Irish/modern languages should remain in their classroom

Promotion of Good Behaviour

In line with our mission statement it is policy to encourage and promote good behaviour. A range of methods are promoted that encourage and affirm students' efforts and responsibility taken, as well as rewarding achievement;

The school will endeavour to assist and support the student through interventions such as referral to the School Pastoral Care Team, Individual Educational Planning, counselling and other general supports as made available from the DES.

A prompt personal word of praise from the teacher, class tutor, Year Head is one of the simplest and perhaps the most effective way of recognising and affirming students' good efforts and achievements.

- Announcements and celebrations regarding in-school and out-of-school achievements using the school website and the published school newsletter.
- A positive written communication about the student to parents from the class teacher/class tutor.
- A written affirmation of students' positive efforts recorded in the students' individual school diary.
- A display of students' work in the classroom, immediately outside the classroom or in prominent places on the school premises.
- Recognition and celebration of whole class efforts.
- A positive letter home to parents from the Principal.
- A letter of appreciation and congratulations from the Principal for outstanding achievement or for service to the school.
- This list is not exhaustive.

Procedures for Record Keeping re Misbehaviour

4.

The school maintains a file of records on all students. A student's file contains the student's enrolment form, assessment and examination results, achievements, a record of any misdemeanours, misbehaviours, detentions and other relevant information. Written records of behaviour are kept throughout a student's school career.

Each Class Teacher maintains his/her class records of attendance, punctuality, homework etc. The Class Teacher will also record attendance and behaviour on the school's E-Portal system. A teacher may contact a parent/guardian directly on any matter of concern, or indeed satisfaction.

Where a teacher considers it necessary, he/she may fill in a Conduct Report Sheet on a pupil and include this in the Year Head File. These files contain details of

incidents of indiscipline and are discussed at weekly meetings and frequently reviewed by Year Heads.

Parents are involved at an early stage in resolving instances of serious misbehaviour.

Rewards and Incentives

5.

In this school we promote the idea of positive behaviour among pupils. Research has shown that social rewards such as praising and complimenting students are extremely effective in increasing desirable behaviour.

Strategies to affirm and promote good behaviour include:

- setting clear, consistent and easily understood standards which are implemented in a fair way
- good relationships between teachers, parents and students towards the creation of a happy school atmosphere.
- Letter of affirmation from year Head, Principal or Deputy Principal
- Note in school diary.
- Commendation on Special Merit Section or news section of school website

6.

Regulations

1. All staff are to be treated with courtesy and respect at all times. Each pupil must respect each other. Disrespectful behaviour will incur serious sanction. Mutual respect for all is at the core of Jesuit education.
2. The school buildings, grounds, furniture and property of the school and others are to be respected. Damage caused as a result of carelessness or rough behaviour is the liability of the pupil. Defacing (graffiti etc.) school property is a serious offence. Deliberate damage to school property must be paid for by the students involved.
3. All pupils are given a School Journal at the beginning of the school year and are required to have their journal with them in all classes. Parents are requested to consult their child's Journal regularly. Proper use of the journal promotes and encourages better organisational skills and is an effective tool of communication between teachers, pupils and parents.
4. The Retreat Programmes, Social Outreach and Outdoor Pursuit trips are an integral part of the curriculum on offer at Coláiste Iognáid. All pupils are expected to participate fully in these programmes.
5. Bullying of any form, whether physical, verbal or by exclusion, is prohibited. Each pupil is encouraged to report to a staff member if they suspect another is being bullied.

6. While Coláiste Iognáid students are not required to wear a uniform pupils are expected to observe the dress code by dressing appropriately for school. Management and teachers reserve the right to approach students who are dressed inappropriately and send them home if necessary for a change of clothing.
7. Excessive use of hair dye/make up is discouraged in order to eliminate peer pressure. Exception will be made for charity fund-raisers at the discretion of school management.
8. Foul language is offensive and will not be tolerated.
9. Coláiste Iognáid is a non-smoking environment and sanction will follow if students are in breach of this rule on school grounds.
10. Pupils are not permitted to use electronic equipment in class as it interferes with teaching aids and concentration. Such items may be confiscated by the teacher.
11. Chewing gum and use of corrective fluids (e.g. tippex) and littering are banned.
12. Pupils are requested not to eat or drink in the classrooms or corridors. Food and drink should be consumed outdoors or in the foyer.
13. Behaviour which brings the school into disrepute is not tolerated. Students must at all times respect staff, fellow students and visitors to the school.
14. Students must co-operate with staff at all times.
15. Violence, physical aggression, fighting, unruly behaviour and bad language are strictly forbidden.
16. Smoking, the possession/consumption of alcohol, solvent abuse, the use/trafficking of illegal drugs/substances or the use of any substance that alters behaviour are strictly forbidden within the school grounds or on school outings/occasions under penalty of immediate suspension. (See Substance Use Policy)
17. Possession or use of matches, lighters, laser lights, fireworks, fire crackers, catapults, stink bombs or any hazardous materials is strictly forbidden.

Students must take care of their own property. Students must keep their property in their lockers. School Management cannot be responsible for loss or theft.

18.

MOBILE PHONES

Mobile Phone/Camera Phone/Handsets (referred as mobile phone units from now) may be brought into school. Mobile phone units may be used during break-times.

They must be powered/switched off in every class including P.E, and at all times in changing rooms, and during all other formal school activities e.g. sports and extracurricular activities.

They must remain off between classes. If any pupil is found to have a mobile phone unit switched on during the above times the phone can be confiscated for up to one week. The parents of the student concerned will be contacted.

More serious sanctions will be used for repeat offenders.

Students bring phones to the school at the owner's risk and the school will not accept any responsibility for loss or damage.

Appropriate use of phones is expected from all students.

Any use of mobile phone units to intimidate, harass or embarrass another student or a staff member will be dealt with under the existing discipline or bullying policies of the school.

Use of camera phones can be an assault on individual privacy and is absolutely forbidden.

Furthermore, it is not permitted for pupils to record or circulate conversations, telephone calls, images whether still or moving or any other private information without the consent of the subject or subjects. This particularly refers to sound recorders, computers, video cameras, still cameras, mobile telephones capable of capturing images and any other similar equipment.

Failure to observe this provision will be seen as a breach of the code of conduct and may result in the confiscation of the equipment and the application of disciplinary sanctions.

Circulating or publishing (including on the Internet) material recorded without consent with the purpose of humiliating, undermining the reputation of or causing damage to another person, whether considered a "joke" or not, may be considered as a serious breach of discipline and may be dealt with under that section of our code of conduct.

This could result in suspension or expulsion from school depending on the circumstances.

19.

SCHOOL TRIPS

Normal school rules with regard to behaviour and manners apply while on an outing organised by the school.

Pupils are asked to co-operate fully with the organising adults.

Pupils are reminded to show respect for the venue in which they stay, and the bus in which they travel.

Pupils are representatives of their school on these occasions. Poor behaviour by an individual reflects badly on the whole school community.

Note: Normal sanctions as outlined in this policy will apply for breaches of discipline while on a school outing.

This is not an exhaustive list of the school's Code of Behaviour and may be amended from time to time.

7. Application of Sanctions

Under all circumstances the principles of natural justice will apply and parents right to reply will be upheld

Behaviour Management

1. Class Teacher

Most instances of misbehaviour or indiscipline may be dealt with immediately by the class teacher. He/she has a number of options available, depending on the nature of the offence.

The following may be used as sanctions:

- Verbal warning or assignment of extra work.
- Note in Diary to inform parents or guardians
- Phone call to a parent

In cases of serious misbehaviour or repeated lack of respect or co-operation, the class teacher may refer to the Year Head who may refer to the Principal or Deputy Principal if necessary.

2. Class Tutor

Will monitor and check student diaries regularly and request that correspondence between home and school is recorded in their diaries, for example, absence notes. Class tutors can also be consulted regarding any issues relating to pastoral care.

3. The Year Head

Each Year Group has a teacher assigned as Year Head who will deal with any serious breaches of discipline. The Year Head will discuss with the student any misbehaviour brought to their attention which might require attention and he/she will file a record of this behaviour in a student file and apply the appropriate sanction. The year head will also assist with the monitoring of absenteeism and liaise with parents on a regular basis. Year heads will discuss students that they are concerned about at the weekly meeting with the Principal and Deputy Principal where further intervention will be decided upon.

SANCTIONS

Sanctions are necessary to discourage unacceptable behaviour.

Minor misbehaviour

Incidences of minor misbehaviour are dealt with at school level. This may involve a meeting with the teacher, Class Tutor, Year Head or Deputy Principal. At such meetings it should be remembered that all parties are acting in the best interests of the pupil.

Persistent lateness and general misbehaviour in class will merit lunch time detention at the teacher's discretion. Regarding detention a minimum of 24 hour notice will be given so that packed lunch arrangements can be made in advance. Three incidences of unauthorised lateness, apart from exceptional circumstances/appointments, will result in a lunch time detention or after school.

On the day of the lunch time detention it starts exactly after the lunch time bell rings and finishes after 30 minutes. Detention will be held in classroom 1X unless other wise specified by the teacher in charge.

Sanctions; Verbal warning, detention, letter home, on report.

Serious Misbehaviour

In the interest of Health and Safety it may be necessary to search a student's property in the investigation of a particular breach of the Code of Behaviour, e.g. substance use, theft. This might take the form of

- Search of pupil's locker
- An instruction to empty the locker/bag or pockets.

Bullying/harassment

The Board of Management has a duty of care towards its pupils and staff to provide a contented, safe and productive environment for both to work together to achieve the aims and objectives of the school. All forms of bullying and harassment are strictly prohibited by this Code of Behaviour.

Violent behaviour

Physical violence between pupils is extremely rare. All instances of violence will be investigated. The temporary suspension of pupils might be necessary to ensure the safety of all during the course of the investigation. A staff member has a duty to intervene, to ensure the safety of pupils. Sanctions will be imposed to prevent further occurrences.

Substance Abuse

Any incidences of suspected substance abuse will be thoroughly investigated in a confidential manner. Gardaí Síochána will be involved as the school is duty bound to report all illegal substance related incidences.

Lockers are the property of the school - and school management reserve the right to search lockers in relation to breach of Code of Behaviour, theft and substance abuse

Serious cases of misbehaviour may result in a student being placed on one of the 7 stages of incidences of serious misbehaviour outlined below, usually on the 1st stage for the 1st offence. Every additional stage a student incurs carries an increased penalty. The parents/guardians will be notified each time a student is given a stage. It should be noted that refusing to co-operate with a teacher, showing disrespect to a teacher at any time or place may result in the student being given up to 3 stages at once.

Ladder of Referral

Incidences of serious misbehaviour will be dealt with in the following sequence.

Step 1: The Year Head issues a verbal warning. Parents are informed.

Step 2: The Year Head sets a detention and parents are informed 24 hours in advance. The student may also be put "on report". Parents are informed.

Step 3: Parents are informed in writing with 3 days notice that the student is being suspended from the school. Suspension can be enforced for 1, 2, or 3 days up to a maximum of 10 days at the discretion of the Board of Management. Education Welfare officer is informed.

If a student requires specialist treatment/counselling the school may insist that he/she remain out of school until after the treatment/counselling course is completed.

Re-integration meetings will be facilitated upon the child's return to school such as individual educational planning, counselling and other general supports as made available from the DES.

Step 4: Parents are invited to come to the school to discuss the on-going behaviour.

Step 5: Notification issued to Educational Welfare Officer prior to a move towards expulsion. Section 24 meeting as per Educational Welfare Act.

Step 6: Meeting with Board of Management to consider expulsion.

Stage 7: Parents will be asked to remove the student from the school following consultation with the Board of Management.

Note

Exclusion from school events will be used only for a serious or violent breach of rules or where persistent indiscipline is interfering with the smooth running of school or learning environment.

Footnote

This may take the form of;

(1) Omission of student from school teams, school tours, school play and other occasions where they may be representing or supporting the school.

(2) In difficult cases parents may also be asked to voluntarily withdraw their child in order to avail of the necessary counselling supports

Suspensions and Expulsions

The school will only resort to the sanction of expulsion in the most serious incidences of indiscipline, and usually only after every effort at rehabilitation has failed, and other sanctions have been exhausted. If a pupil is causing severe disruption, the

school may have to exclude such a pupil, with immediate effect, to allow the education of the other pupils to proceed.

The Principal may suspend a pupil but the ultimate sanction of permanently excluding a pupil from the school is a matter for the Board of Management.

Right to Appeal

Suspensions and expulsions may be appealed under Section 29 of the Education Act (1998).

Procedures for Suspension, Exclusion & Expulsion

- The parent/guardian will be given 3 days notice in writing of suspensions. However there may be circumstances where suspension will be effected by telephone contact with parents/guardians. This is known as an ***automatic suspension*** and is used in the rare case of violent outbursts. Parents will be contacted and asked to remove the student for “cooling down” time. Student will have to reflect on his/her behaviour and present a letter of apology on return.
- After all periods of suspension the student is expected to return to school with a letter of apology.
- The student with parents/guardians will meet with the school authorities in order to facilitate improved behaviour on returning to school.
- The Principal will report to the Board of Management on discipline matters at each monthly meeting. If, in the opinion of the Principal, a longer period of suspension is warranted, the Principal must consult with the Chairperson of the Board of Management.
- Where a student has already incurred 3 separate periods of 1 – 3 days suspensions, a subsequent serious breach of discipline will incur an Extended Suspension.
- The extended suspension will only be imposed after a thorough and fair investigation of all relevant matters has been carried out by the disciplinary committee comprising of; the Principal, Deputy Principal and the relevant Year Head.
- If the complainant teacher is one of the above, another Assistant Principal should replace him/her.
- All parties are entitled to a hearing and a parent or guardian may accompany the student.

- On a subsequent breach of discipline, an extended suspension may be imposed together with a requirement that the student make an application for reintegration.
- Application for reintegration will be a formal procedure, requiring a written application by the student requesting reintegration and a written acknowledgement that the student has read the school's Code of Behaviour again and is now prepared to abide by it.
- Parents/Guardian must countersign this application.
- On reintegration, any subsequent serious breach of Code of Behaviour will be formally noted and the school will be obliged to bring that student's discipline record to the notice of any person or outside agency seeking a reference.
- All suspensions must be reported to the Board of Management.
- If all reasonable efforts at rehabilitation fail, and the judgement of the Principal is that a pupil should be excluded from the school, the matter shall be referred to the Board of Management for decision.
- In extreme cases of misconduct, the Principal may recommend to the Board of Management that a student be excluded from the school.

In accordance with Section 24 of the Education (Welfare) Act 2000, subsections (1) to (5.5) certain procedures will be followed before a student may be suspended or expelled. The NEWB will be informed of any suspension of 6 days or more and of any exclusion from the school. Check www.newb.ie for further details.

Procedure for Appeal

Appeal Procedure under Section 29 of the Education Act, 1998

Currently, Section 29 of the Education Act provides that the following decisions may be appealed to the Secretary- General of the Department of Education and Science:

1. Permanent exclusion from the school
2. Suspension for a period which would bring the cumulative period of suspensions to twenty school days, or longer, in any one school year
3. Refusal to enrol.

Appeals must be made within the legislative time-frame from the date the decision of the school was notified to the parent or student. Accordingly, the Principal will advise parents of this right of appeal, and associated time-frame, when informing them of any of the above categories of decisions.

Every effort shall be made between the parties directly involved to resolve the matter at issue.

If there is still no resolution the appellant may present the case to the Board of Management, thereafter to the trustees and finally to the Secretary General of the Department of Education and Science as provided in Sections 28 and 29 of the Education Act 1998.

Appendix 1

Legislative Context

The Education (Welfare) Act 2000 (Section 23) places an obligation on Boards of Management to prepare a Code of Behaviour in respect of students registered in the school.

The Constitution

This policy has been considered against the constitutional background from which it emerges and in particular Article 42 (Education) of Bunreacht na hEireann.

The policy has also been considered against a general legislative background but, in particular, the following pieces of legislation:

Education (Welfare) Act 2000

Section 23

Education Act 1998

Section 28

Section 29

Equal Status Act, 2000

The school aims to promote equality and prohibit all types of discrimination, harassment and related behaviour.

There are nine grounds of discrimination contained in section 3(2) of the Act. These are *gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the Travelling community*. The Code of Behaviour requires behaviour that respects diversity. It prohibits harassment and sexual harassment.

The Convention on the Rights of the Child

School discipline is administered in a manner consistent with the human dignity of the child and in conformity with the Convention.

The EPSEN Act 2004

The EPSEN Act provides for the provision of education plans for children with special needs and states that, where possible, children with SEN will be educated “in an inclusive environment with children who do not have SEN”

Non-fatal Offences against the Person Act 1997

This policy is applied in the context of all school policies and procedures, including the Child Protection Guidelines as issued by the Department of Education and Science but particularly the following policies and procedures:

Substance Use Policy

Bullying Policy

Health and Safety Policy

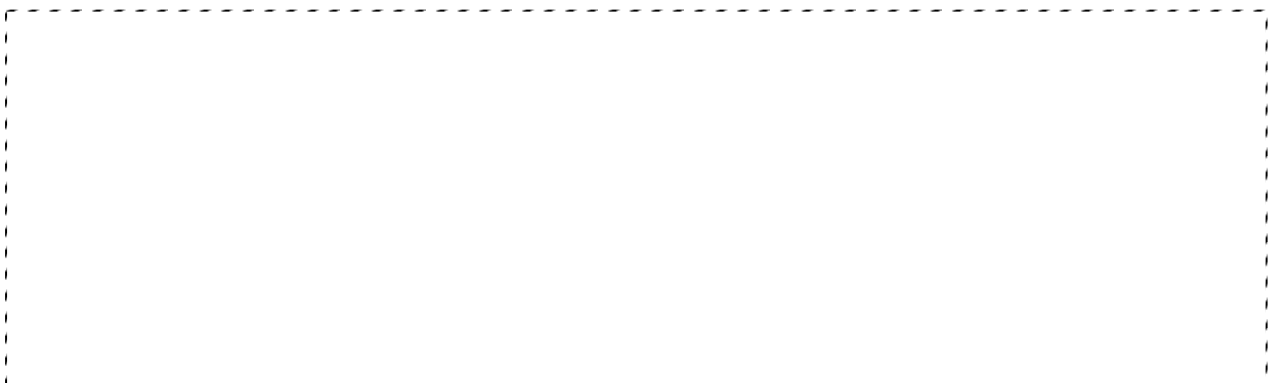
Suspensions and Expulsion Policy

Accident and Emergency Procedures

Amendments to this policy may be made by the Board of Management from time to time as the needs of the school dictate.

Tutor

Feedback regarding Policies



This Code of Behaviour was approved by the Board of Management of Coláiste Iognáid S.J.

Proposed by: _____

Seconded by: _____

Date: _____

Chairperson Board of Management; _____

Secretary Board of Management; _____

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Compliance with of Code of Behaviour

I / We have read the Coláiste Iognáid Code of Behaviour on the school website www.colaiстеiognaid.ie .

I / We understand and accept that I / We are enrolling in Coláiste Iognáid subject to this code and I / We undertake to make all reasonable efforts, as long as our child is a student at Coláiste Iognáid to ensure that he/she/they comply with the provisions of the code.

Parent/Guardians signature; _____

Parent/ Guardians signature; _____

Student's signature (s); _____

Student's signature (s); _____

Student's signature (s); _____