

## **Cód Iompair (1)**

### **Responsibilities of the School Community**

For this code of behaviour to succeed it depends on the parent(s)/guardians, the staff and on the students to develop a positive school environment.

### **Tuismitheoirí**

Each student will be given a copy of the code of behaviour before they register in Coláiste de hÍde. The Students and their parent(s)/guardian(s) must sign the code showing that they accept the code and will make every effort to follow it.

Every parent/guardian has the responsibility to give active support to the code of behaviour.

Parent(s)/ Guardians are welcome to take a positive part in the life of the school to cultivate a worthwhile relationship between school and home.

### **The Principal**

The Principal is responsible for the daily discipline in the college under the guidance of the Board of Management.

The Principal ensures that the Code of Behaviour is implemented correctly and reasonably.

The Principal will encourage staff support for the Code of Behaviour.

The Principal will give guidance, leadership and support to students, staff and parent(s)/guardians in the implementation of the code.

It is the duty of the Principal to share knowledge of behaviour with other staff members when necessary.

### **The School Staff**

The School Staff are responsible for dealing with poor behaviour they see or hear from the Students.

The subject teacher is responsible in the first place for discipline/control in the classroom.

The subject teacher should:

- Use inspiring teaching methods.
- Be positive in regards to the standards of behaviour he/she expects.
- Demand high standards of behaviour and school work, as well as an honest effort from the students.
- Create an attractive classroom learning environment.
- Have a positive attitude towards each student.

It is the right of every teacher to fulfil his/her professional duties in a positive atmosphere that leads to quality teaching and learning.

### **Daltaí**

It is the right of every student to learn in a positive, effective learning environment.

It is the duty of the students to make an honest effort to be positive in their behaviour, in their school work and in their relationship they have with teachers and other students.

It is the duty of students to keep the school rules and class rules.

It is through cooperation that problems are solved if they happen. Parent(s)/Guardian(s) and/or students are advised to seek the advice of staff when problems arise that need to be solved.

### **Rialacha An Choláiste: College Rules**

(a) Ethos of Coláiste de hÍde

Coláiste de hÍde is an all Irish School. Irish is always spoken among the students and staff of the school, at every school occasion/event and every time the students of the school come together. This is dealt with under Riail na Gaeilge.

(b) Respect

Students and teachers will show respect for each other and to every person that visits the college. It is the right of every student to spend their lives in an environment free from threat(s). Bullying of any kind is not accepted. This is dealt with under the Anti-Bullying Policy and The RSE Policy. The students will show respect for the property of the college and of other people.

(c) Tinreamh agus Poncúlacht

Students will attend school every day. In the case of absenteeism a note explaining the absence must be given to their Tutor or Year Head when the Student returns to school.

The students will be on time for classes and school events.

Permission is not given to leave the school premises except for in exceptional cases with a note explaining the reason to leave. The appropriate teacher will sign this note and the student will sign out from the secretary's office.

A text will be sent home to parents(s)/guardians of Students who are not in school. If a student is late for school without a note explaining their absence, they will have 24 hours to produce a note from a parent/guardian or the student will have detention. The system of attendance and punctuality is explained in the Punctuality and Attendance Policy.

(d) School Uniform

The students of the college will wear full school uniforms during school events.

(White shirt, college jumper, grey trousers, black shoes and coat, college tie and jacket – Boys)

(White blouse, college jumper, college skirt/trousers, green socks, coat, tie and college jacket – Girls).

Permission is granted to wear the college sports uniform on a day when the student has PE (t-shirt of the college, navy trousers and sports shoes/runners).

It is with a doctor's note that a student is excused from wearing the sports uniform on PE day. If a student comes to school without a doctors note, wearing the normal school

uniform a phone call will be made home to collect them or they will be put into a class/office to do schoolwork.

Students do not have permission to wear jewellery except for a stud in the ear.

Students will keep their hair clean, neat in a way that complies with the formal nature of school. School Management will decide on the suitability style and hair colour.

Each student should have their names written clearly on their various uniform garments.

Students must wear black shoes with their uniform.

Students will be allowed to wear their school fleece top over their school uniform but are not allowed to wear any coats in the school.

#### (e) Personal Equipment

Students will have the correct textbooks, copies and equipment for every class.

Students will have a School Journal for every class, kept neat and clean and available for a teacher when it is required.

Typex or similar is not permitted.

Mobile phones will be off and out of sight during school time as well as other electronic or entertainment equipment.

#### (f) Equipment and the College Environment

Students will show respect for school equipment. They will not damage the school building or furniture.

Students are not allowed to eat or drink in classrooms.

Chewing gum and fizzy drinks are not permitted (Health Food Policy).

Students must leave the classrooms, dressing rooms and canteen clean after them.

Food or drink is not permitted in the yard area.

#### (g) School Work and Homework

Every student will do his/her best during class and keep to the rules and class regulations.

The School Diary is used to record homework.

Every student will do their best with the homework given.

## (h) Behaviour

Students will behave well at school, during school trips/tours and when they are at Coláiste de hÍde events.

Tobacco, drugs and dangerous substances are not permitted to be in the possession of the students and are not to be made available to other students.

Students will not have dangerous instruments in their possession at any time. These instruments will be confiscated.

Students will always show courtesy to each other and to all people.

The small pedestrian gate is used to enter and exit the school property.

### **Cultivating Good Behaviour**

It is the objective of a code of behaviour to cultivate good behaviour. A vision/ethos, policies and good school practice are followed actively and they are directed at positive behaviour among the school community as well as preventing inappropriate behaviour.

Good behaviour must be taught and encouraged. This is done by:

- Spoken and written praise/advice from teachers.
- The role of the Tutor.
- The role of the Year Head.
- Announcements and encouragement at assemblies.
- 1<sup>st</sup> Year induction
- CSPE, SPHE and Religion and other classes.
- Visible respectful behaviour of the teachers.

In cases of particularly poor behaviour problems counselling meetings with the Tutor/ Discipline Committee/ Year Head/ Guidance Counsellor/ Special Needs Teacher to make every effort to cultivate good behaviour as well as attending to the academic development of the students.

Coláiste de hÍde provides opportunities to the students to take part in the life of the school via:

- Extracurricular and co-curricular school events
- Spiritual and other events
- Student Council
- Class Captain and Vice-Captain
- Prefect System
- 1<sup>st</sup> Years Induction
- Sports days

- Friendship week
- Health week
- Seachtain na Gaeilge

Recognition is given to good behaviour, to participation of the students and to the students who add greatly to school life at occasions of celebration at the end of the school year in ways like:

- Certification/Recognition of academic excellence
- Attendance certification
- Trophy to Student Of The Year (6th Year and TY)
- Trophies/medals for excellence in Sport
- Scholarship to Leaving Cert Students (Highest points/greatest effort)

### **In cases of bad behaviour**

Sometimes students fail to keep the standards as set out in the Code of Behaviour. Although every effort is made to cultivate good behaviour discipline must be in place to deal with students who don't keep the Code Of Behaviour.

There are strategies and disciplines to deal with bad behaviour below. In each case they are sanctions but it is the aim to improve the students behaviour as a result of the sanctions. It is for the benefit of the student and the school community.

There is a wide choice of sanctions in question for the benefit of the Students behaviour.

- Verbal warning
- Extra homework
- Note in school journal
- Meeting with Tutor/Year Head
- Withdrawal of privileges
- Detention
- School service (clean up etc.)
- Meeting with discipline committee/DP/P
- Meeting with parent/ guardian and school staff
- Report card
- Internal suspension
- Suspension
- Expulsion

In the case of mobile phones, if they are seen or heard or used without a teachers permission during school time (8:40 – 15:30) they are taken and kept until the end of the day.

If it happens twice, the phone will be kept until the end of the next school day.

If it happens three times or anytime after that, a parent/guardian will have to come into the school to collect the phone.

If there is any dispute the phone is kept until the end of the next school day. If this is a continuous problem the school will contact parent(s)/guardian(s) and they are advised that the student hands up the mobile phone at the beginning of the day and collects it at the end of the day. Coláiste de hÍde is not responsible for a phone that is confiscated.

In the case of alcohol, tobacco and substances and dangerous instruments, they are kept at the school and parent(s)/guardian(s) are informed.

In the case of a student put in detention there should be a notice given to parents before it is clarified.

Detention takes place Monday and Thursday after school from 3:30pm to 4:15pm. If a student is absent on the day of the detention or has an explanation note, they will be moved to the next detention day. If a student is present on the day of the detention and does not attend, they will do the detention on Friday 13:00-14:00. If a student is in school and does not attend the Friday detention they will be suspended.

If a Student is late for a 4<sup>th</sup> time within a 4 week school time, detention is given or the Student must be at school at 8am the following day. Only one note is allowed in a 4 week period excusing lateness.

### **Students with Special Needs**

In the case of Students with special needs, the Code of Behaviour and the practices that go with it are explained carefully to the students. This can be done in regular class and following that extra explanations are given to the individual student during learning support classes. Understanding is shown to students with special needs who violate the Code of Behaviour taking their special needs into account.

### **Dealing with complaints about bad behaviour**

In the case of dissatisfaction or complaint about the style in which the college dealt with bad behaviour every effort should be made to solve the complaint in an informed way in the college by speaking to the teacher in question. We believe strongly that most of the problems are solved by effective communication between the school and home. Therefore it is advised that any complaint is dealt with as soon as possible.

### **Recording of bad behaviour**

In the case of minor misbehaviour no official record is made. The school journal and/or the VShare system is used to record misbehaviour. In the case of more serious misbehaviour or continuous minor misbehaviour a record is made of the misbehaviour, of the sanction used and a reason given for the use of that sanction. The record is kept in the students file.

### **Monitor**

Patterns of misbehaviour are monitored. In this way the misbehaviour can be corrected.

### **Review**

A review of the Code of Behaviour is carried out at the end of each school year and changed if needed.

### **Smachtbhannaí**

#### **Obair Bhaile:**

Gan obair bhaile x 1 – nóta sa dialann

Gan obair bhaile x 2 – nóta sa dialann

Gan obair bhaile x 3 – nóta/glaoch - fanacht siar

#### **Poncúlacht:**

Déanach uair amháin gan nóta mínithe (tabharfar 24 uaire nóta mínithe a fháil ón tuimitheoir/caomhnóir) nó cuirfear ar Fanacht Siar iad. Tugtar na nótaí mínithe don mhúinteoir ranga/Cheannbliana.

Déanach go rialta – múinteoir ranga/ceann bliana i dteagmhail leis an mbaile.

#### **Droch iompar:**

1) Sa Rang;

Ba chóir go mbeadh dea-chleachtas maidir le bainistíocht ranga ar siúl i rith gach rang teagaisc. Is ar chúiseanna an-dáiríre ar fad amháin a chuirtear dalta ón rang le bheith faoi chúram mhúinteora eile. (an-dáiríre = nach bhfuil an múinteoir ábalta leanúint leis an rang a theagasc de bharr an droch-iompair) Is annamh ar fad a tharlódh sé go gcuirtear níos mó ná dalta amháin as an rang. Beidh córas smachtbhannaí/ bainistíocht ranga ag gach múinteoir agus fágtar faoin mhúinteoir conas é sin a láimhseáil ach go luíonn sé le cothromaíocht, dínit an dalta agus étos na scoile.



Má shiúlann dalta amach as seomra ranga le linn ranga gan cead rachaidh an scoil i dteangmháil le tuiste/caomhnóir agus seolfár an dalta abhaile nó baileoidh tuiste/caomhnóir an dalta.

2) Lasmuigh den Rang;

Déanfar cinnte de go bhfuil iompar na ndaltaí ag luí le polasaí sláinte agus slándála na scoile ionas nach dtarlaíonn aon timpistí de bharr sárú an chaighdeáin seo. Cuirtear in iúl do dhaltaí go láidir agus go soiléar má tá iompar dainséarach idir láimhe acu. Má leanann an iompar cuirfear chuig ceantar na n-oifigí cibé daltaí atá i gceist.

3) Sa Bhialann;

Ba chóir go mbeadh na daltaí ina suí ag ithe ach amháin má tá siad ag dul chuig an siopa nó an leithreas. Iarrtar ar mhúinteoirí ar dualgas é seo a chur in iúl. Déanfar gach iarracht na daltaí a chur amach sa chlós, ag braith ar an aimsir ar chúiseanna sláinte. Muna bhfuil dalta ag comhoibriú iarrfar orthu an bhialann a fhágáil. Muna bhfuil comhoibriú ag an bpointe sin cuirfear smachtbhanna i gcríoch.

4) Sa Chlós;

Nil cead bia nó deoch a bhreith amach chuig an clós ach amháin bliain 6. Tá cead acu ithe díreach lasmuigh den bhialann. Beifear ag súil le hiompar sábhailte shibhialta ó na daltaí. Munar amhlaidh atá iarrfar ar an dalta dul ar ais sa bhialann. Beidh cead ag Bliain 6 dul trasna chuig an siopa ag am lóin, má tá an bhliainghrúpa ag cloí le deaiompar na scoile. D'fhéadfaidh foireann bainistíochta na scoile an cinneadh seo a aththarraingt.

5) Ar Thuras;

Má bhíonn iompar dhalta mí-shásuil ar thuras ní cheadófar dó/di dul ar an gcéad turas eile. Ag braith ar dháiríreacht an droch-iompair cuirfear ar chéimeanna áirithe smachta é/í. Dé réir pholasaí thurais na scoile, más rud gur cuireadh dalta ar Fionraí le linn na bliana, ní bheidh cead acu dul ar Thurais Scoile.

6) Drochiompar Leanúnach:

Sa chás seo tá gá comhoibriú na dtuistí/gcaomhnóirí a lorg chun an timthriail dhiúltach iompair a stopadh. Meastar gur uirlís éifeachtach é an cárta tuairisce ag an bpointe seo. (Cárta Tuairisce ar feadh seachtaine agus sínte ar feadh seachtain eile muna bhfuil sé sásúil)

7) Mór-Eachtra drochiompar;

I gcásanna áirithe bíonn droch-iompar an-dáiríre i gceist agus ní fhreastalaíonn an córas iompair air. Sa chás seo is gá an Ceann Bliana/POT, PO a tharraingt isteach sa scéal. Is fionraí nó fionraí in-mheánach atá i gceist ag an bpointe seo.

Cúiseanna F/FI;

Droch-theanga le múinteoir

Ag fágail talamh na scoile gan chead

Troid fhisiciúil

Substaintí/treallamh dainséarach ina s(h)eilbh

Ag diúltú treoracha a leanúint go rialta

#### 8) Móreachtra Drochiompar go leanúnach;

Beidh conradh/aontú iompair sínithe ag an dalta agus tuistí arís. Déanfar seo chun cloí le rialacha na scoile, coinneáil caighdeáin Sabhailteacha agus Sláinte sa scoil agus chun iompar an Dalta a fheabhsú. Beidh gá le comhaontú agus tacaíocht na dtuistí/gcaomhnóirí chomh maith leis na baill ar fad bainteach.

Agus/nó

Freastal ar chruinniú Bord Bainistíochta. Beidh iarraidh i scríbhinn go bhfreastlódh an Dalta agus tuistí/caomhnóirí an dalta cruinniú Bhord Bainistíochta chun drochiompar leanúnach an Dalta a phlé agus smachtbhanna a shocrú ar mhaithe le cothromaíocht agus dígnit an Dalta agus tuistí/caomhnóirí, eiteas na scoile, sláinte agus sábhailteacht an scoilphobail uilig agus treoirlínte Chód Iompair Náisiúnta.

D'fhéadfadh an smachtbhanna seo a bheith mar phróiseas díbirthe ón scoil. Tá na nósanna imeachta seo leagtha amach i dtreoirlínte Chod Iompair Náisiúnta.

### **POLASÁÍ FIONRAÍ**

Tá dlúthbhaint ag an polasaí fionraí leis an gcód scoile. Is í aidhm an chóid scoile ná suíomh dhearfach foghlamtha a chruthú sa scoil ina mothaíonn daltaí agus múinteoirí sona, sábháilte. Is sa chomhthéacs seo a tharlaíonn an foghlaim is éifeachtaí.

Tá sé de dhualgas ar an scoil cinntiú go gcuirtear a leithéid de suíomh ar fáil agus dá bhrí sin má sháraítear an cód scoile caithfidh an scoil gníomhú dá réir. Tá sé de dhualgas ar an múinteoir ábhair an rang a reachtáil go proifisiúnta agus deileáil le fadhbanna smachta mar is cuí mar chuid de ghnáth bainistíocht ranga. (Samplaí de dhea-chleachtais bainistíocht ranga le fáil i Lámhleabhar an Mhúinteora).

#### ● **Múinteoir Ábhair**

Má sháraítear an caighdeán atá leagtha síos do dhaltaí sa chód scoile/ranga/timpeall na scoile ba chóir don mhúinteoir pionós cuí a chur ar an dalta (m/sh aiste/ obair bhaile

breise/ bileog oibre). I gcás pátrún leanúnach briseadh cóid ranga, tá fanacht siar ar fáil mar phionós. Ba chóir nóta a chur sa dialann scoile chun na tuistí a chur ar an eolas.

- **Múinteoir Ranga**

Ina dhiaidh sin muna bhfuil feabhas san iompar ba chóir an fhadhb a chur faoi bhráid an mhúinteora ranga. Tá rogha ag an múinteoir ranga an dalta a chur ar chárta tuairisce seachtaine ionas go bhfeicfí dul chun cinn an dalta go ginireálta nó/agus d'fhéadfadh an múinteoir ranga teagmháil a dhéanamh leis an tuiste/caomhnóir.

- **Ceann Bliana**

Má tá ceann bliana ann ba chóir an dalta a chur ina t(h)reo muna bhfuil feabhas ag an bpointe seo. Is féidir leis an ceann bliana an dalta a chur i dtreo an chomhairleora nó/agus acmhainní seachtracha chun an fhadhb a réiteach. Má cheapann an ceann bliana go bhfuil gá údarás níos airde chun deileáil leis an fhadhb ba chóir an dalta a chur chuig an POT nó an PO. Freisin má tá fíorfhadhb aonarach iompair le dalta ba chóir an dalta a chuir chuig an ceann bliana. Samplaí de drochiompar sa dialann scoile (1-9, drochtheanga/masla/damáiste/béarlachas/foiréigean &rl) \*\*

- **Príomhoide / Príomhoide Tánaisteach**

Muna bhfuil Ceann Bliana ann ba chóir an fhadhb a chur ar aghaidh go dtí an Príomhoide Tánaisteach nó an Príomhoide. Is é an Príomhoide nó an Príomhoide Tánaisteach (ina (h)áit) a chuireann an dalta ar fionraí más cuí. I gcás eisceachtúil nuair nach bhfuil an PO nó an POT ar fáil tá údarás ag an bPríomhoide Cúnta i gceannas ina n-áit dalta a chur ar fionraí.

### Gnás an Fionraí

- Déantar an coinne an dalta a chur ar fionraí agus tréimhse an fionraí tar éis don príomhoide cinntiú go bhfuil gach iarracht/céim tógtha go dtí seo **nó** más cás práinneach iompair atá i gceist (mar atá sa dialann scoile).\*\*
- Tugtar litir don dalta ag míniú dó/di go bhfuil sé/sí ar fionraí, cén fáth agus cén fhaid. Ní chuirtear an dalta abhaile ach i gcás go bhfuil ceist sábháilteachta ann le cead tuiste/caomhnóra. I gcás fionraí a sháraíonn 20 lá tá cead achomharc ag an dalta. ( De réir an Acht Oideachais'98).
- Ba chóir go bhfeictear go bhfuil céimeanna cinnte soiléire sa chóras smachta scoile sula gcuirtear dalta ar fionraí. Tá sé rí-thábhachtach i gcóras/cód scoile ar bith go bhfeictear/dtuigtear go bhfuil córas cinnte,faeráilte i bhfeidhm. Is sa tslí seo a bhfaighfidh an scoil tacaíocht na ndaltaí don chóras.

\*\* Seo mar a mhínítear drochiompar sa dialann scoile.

1. Ag labhairt Béarla

2. Ag caitheamh tobac
3. Ag tógáil drugaí nó alcóil nó substaintí baolacha
4. Bulaíocht/tromaíocht/ionsaí
5. Gadaíocht
6. Ag cur sábháilteacht duine/daoine eile i ndainséar
7. Droch theanga/maslaí
8. Ag déanamh damáiste do threalamh (Creachadóireacht)
9. Foiréigean fisiciúil/béil
10. Ag diúltú treoracha a ghlacadh

Má tá pátrún leanúnach drochiompar a chúisionn fionraí ba chóir don scoil gach iarracht a dhéanamh dul i ngleic leis an bhfadhb tríd an córas Cúram Tréadach. Tá comhairleoir scoile ann agus an seirbhís PSS agus ina dteannta déantar gach iarracht iompar an dalta a athrú. Muna dtagann feabhas is gá an cás a ardú ag leibhéal Bord Bainsitíochta. De ghnáth is ag labhairt faoi dhíbirt atáimid má shroicheann drochiompar leibhéal an Bhord Bainistíochta.

### Coiste Iompair

Nuair a thagann dalta ar ais ó thréimhse ‘Fionraí’, beidh air/uirthi bualadh leis an gCoiste Iompair. Pléifear an eachtra/iompar leanúnach a bhí i gceist agus cuirfear plean le chéile chun dul i ngleic leis an drochiompar ( Samplaí d’idirghabháil: Cárta Tuairisce; Plean Iompair Aonarach (IBP); Freastal ar sheirbhísí scoile, seirbhísí lasmuigh den scoile srl.)

D’fhéadfadh an Príomhoide, Príomhoide Tánaisteach, Ceannbliana, Múinteoir Ranga, Múinteoir Ábhair, Comhairleoir a bheith mar bhall den choiste ag uaireanta difriúla. I gcásanna áirithe, is féidir leis an tuismitheoir/caomhnóir a bheith páirteach sa chruinniú.

### Sanctions

#### **Obair Bhaile:**

No homework x 1 – note in school journal

No homework x 2 - note in school journal

No homework x 3 - note/phone call home – detention.

#### **Punctuality:**

If a student is late without an explanation note (within 24 hours), they will be given detention. Explanation notes should be given to the Tutor/ Year Head.

If a student is regularly late, the Tutor / Year Head will contact home.

**Misbehaviour:**

## 1) In class;

There should be good practice regarding class management going on in every teaching class. It is for very serious reasons that a student is sent from class to be supervised in another teaching class (very serious = that the teacher is unable to continue to teach the class because of misbehaviour). It seldom happens that more than one student is sent from class. Every teacher has a system of sanctions / class management for any student sent from class and it is left to the class teacher to handle this fairly, in a dignified manner according to the school ethos.

If a student leaves the class without permission the school will contact the parent/ guardian and the student will be sent home or the parent/ guardian must collect the student.

## 2) Outside the classroom;

It is made certain that the behaviour of the students keep with the health and safety of the school so that no accidents occur because health and safety standards are not adhered to. Students are strongly and clearly informed if they are engaging in dangerous behaviour. If this behaviour continues they will be sent to the office area.

## 3) In Canteen;

The students are expected to sit while eating unless they are going to the shop or toilet. Teachers on supervision should make this clear. Every effort is made to put the students out to the yard depending on the weather and health reasons. If a student is not cooperating they are asked to leave the canteen. If there is no cooperation at this point, the supervising teacher / Tutor / Year Head / Deputy Principal / Principal will decide on the appropriate sanction fairly, in a dignified manner according to the school ethos in accordance with the behaviour.

## 4) In yard;

Students do not have permission to take food or refreshments to the yard except for 6th years. They have permission to eat directly outside the canteen area. Safe civil behaviour is expected from the students in the yard. If that is not the case the student(s) in question are asked to go back to the canteen. 6th year students will be permitted to go to the shop at lunchtime, if the year group is adhering to the school rules. School management can withdraw this decision at any time.

## 5) On tour;

If a student's behaviour is unsatisfactory on tour they will not be allowed to go on the next tour. Depending on the seriousness of the misbehaviour further sanctions will be imposed. In line with the School's Tour Policy, students that have been suspended during the school year will not be allowed to go on the trip.

6) Continuous Misbehaviour;

In this case there is a need for cooperation and support from parents/guardians to stop this cycle of misbehaviour. The report card is advised at this point. (Report card for a week and extended for another week if behaviour is not satisfactory.)

7) A very serious breach of conduct;

In particular cases there is behaviour which is very serious and where the system of behaviour (Code of Sanctions / Behaviour) does not cater for the misbehaviour. In this case there is a need to have the cooperation and support from parents/guardians year head / deputy principal / principal involved. The sanction will include internal suspension / suspension at this point.

Reasons for internal suspension / suspension;

Using bad language to a teacher

Leaving school without permission

A physical fight

Having possession of substance(s) / dangerous instrument

Continuous direct defiance

8) Continuous serious breach of conduct;

Contract / agreement of behaviour signed by Student and parents. This is the restated Code of Behaviour and Sanctions agreed by the Student and the parents / guardians with a view to improving behaviour and maintaining health and safety standards i.e. keeping the Student at school. In this case there is a need to have the cooperation and support from parents/guardians year head / deputy principal / principal involved.  
AND / OR

Attendance at a meeting of Board of Management. Request in writing that the Student and the Student's parents / guardians attend a meeting of the Board of Management to discuss the Student's continued misbehaviour and make a sanction decision based on fairness, dignity of the Student and parents/guardians, the ethos of the school, the health and safety of all the stakeholders of the school and the guidelines set out in the National Code of Behaviour.

The Sanction involved here may include the permanent removal of the Student from the school. The procedures are set out in the National Code of Behaviour Guidelines.

### **SUSPENSION POLICY**

There is a close connection between the Suspension Policy and the school Code of Behaviour. The aim of the school code is to create a positive learning school where the Students and teachers are happy and safe. It is in this context that the most effective learning happens.

It is the duty of the school to make certain that this atmosphere of learning is available and if the school code is broken the school must act accordingly. It is the duty of the subject teacher

to organise the class professionally and to deal with discipline problems as appropriate as part of usual classroom management. (Examples of the practice of good classroom management is available in the teacher handbook).

- **Subject Teacher**

If the standards of the school/class/code as set down for the students is breached, the teacher must implement the appropriate sanction. (Examples: essay / extra homework / worksheet). In a case of continuous breaking of the class code, after school detention is an option for a sanction. A note should be put in the school diary to keep the parents informed.

- **Tutor**

If there is no improvement in behaviour the Tutor should be informed. The Tutor has the choice to put the student on a weekly report card so as to observe the general development of the Student and/or the Form Teacher has the choice to make contact with the parent(s) / guardian(s).

- **Year Head**

If there is no improvement the Year Head is informed at this point. The Year Head can refer the student to the school counsellor and/or external resources so as to solve the problem. The Year Head can decide to refer the student to the Deputy Principal / Principal to deal with the behaviour. If the student has a serious individual problem with behaviour that student should be sent to the Year Head. Examples of bad/poor behaviour are in the School Diary (1 – 9) bad language / insults / damage to property / English / violent behaviour...

- **Principal / Deputy Principal**

If there is not a Year Head this problem should be reported to the Principal or Deputy Principal. It is the Principal or Deputy Principal who puts the student on suspension if required. If in exceptional cases the Principal or Deputy Principal are not available the assistant principal in charge has the authority to put the student on suspension.

### **Suspension**

- The Principal makes the decision to put the Student on suspension and on the length of suspension after every effort and step is taken to this point or in the case of serious behaviour (as is in the school journal)\*\*
- A letter of suspension is given to the Student explaining he/she is on suspension, the reason why and for how long. The Student is not allowed home for safety reasons and only if the parents / guardians are informed. In the case of suspension for more than 20 days the Student can appeal ( Education Act 1998).
- It must be clear that there are clear logical steps taken by the school code of behaviour before a Student is put on suspension. It is very important that the discipline system / school code is seen and understood to be definite and fair. In this way the Students will support the system.

\*\* This explains bad/poor behaviour in the school diary.

1. Speaking English
2. Smoking
3. Taking drugs / alcohol / illegal substances
4. Bullying / injustice / attack
5. Stealing.
6. Putting the safety of others in danger.
7. Bad language / insults.
8. Damage to equipment / property, vandalism, destruction to property.
9. Physical / verbal violence.
10. Direct defiance

If there is a continuous pattern of bad/poor behaviour that merits the sanction of suspension the school should make every effort to deal with the problem via the system of pastoral care. The school counsellor and the PSS service support in their efforts to change the behaviour. If there is not an improvement the behaviour is raised at Board of Management level. Usually the question of permanently removing the Student from the school is discussed if the bad / poor behaviour reaches Board of Management level.

#### 1) Continuous serious breach of conduct

Agreement of behaviour signed by Student and parents. This is the restated Code of Behaviour and Sanctions agreed by the Student and the parents / guardians with a view to improving behaviour and maintaining health and safety standards i.e. keeping the Student at school. In this case there is a need to have the co operation and support from parents/guardians, year head / deputy principal / principal involved.

AND / OR

#### 1) Mór eachtraí drochiompar leanúnach

Comhaontú sínithe ag dalta agus tuiste(í) / caomhnóir(í). Seo an Cód Iompair / Smachtbhannaí aontaithe arís ag an dalta / tuiste(í) / caomhnóir(í) chun feabhas a fháil ar iompar an dalta agus sláinte, sábhailteacht a chaomhnú i.e. an dalta a choimeád ar scoil. Sa chás seo tá gá le comhoibriú agus tacaíocht ó tuist(í) / caomhnóir(í), ceann bliana, príomhoide tánaisteach / príomhoide.

#### Coiste Iompair

When a student returns from a period of Suspension, they must meet with the Coiste Iompair. The incident/continuous poor behaviour will be discussed and a plan will be put together to combat the poor behaviour. (Examples of intervention: Report Card; Individual Behavioural Plan; Attend School Services; Attend Services outside of school etc.)

The Principal, Deputy Principal, Yearhead, Class Teacher, Subject Teacher, Councillor might at different stages by members of the Coiste Iompair.



In certain cases, parents might be asked to attend the Coiste Iompair.

#### Leasaithe Covid

The health, safety, physical and mental wellbeing of all school staff and students are of absolute importance to the school management. A student who is considered to have deliberately contravened the College's health and safety protocols in relation to Covid 19 and by their actions, placed the welfare of students and/or staff at risk, may be suspended from the College.

Tá sláinte, sábhailteacht, folláin fhisiciúil agus folláin mheabhrach do gach baill foirne agus dalta mar bhunchloch do bhainistíocht scoile. D'fhéadfadh fionraí a bhronnadh ar aon scoláire a sháraíonn d'aon gnó aon nós imeachta sláinte agus sábhailteachta maidir le Covid19 agus a chuireann leas scoláire/baill foirne i mbaol mar gheall ar a ngníomh.