



Code of Behaviour

Chairperson of Board of Management *Joseph Quinlan*

Principal *Thomas Cooper*

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Colaiste Iascaigh
Code of Behaviour



Ratified by Board of Management

Chairperson Mr Joseph Queenan

Code of Behaviour

Ethos Statement

Mayo, Sligo Leitrim ETB is a community of learners and its schools, colleges and centres of education and training have a historic and unique tradition as providers of education and training. In responding to the needs of the community it delivers the highest standards of teaching and learning.

Mayo, Sligo Leitrim ETB Colleges, Schools and Centres of Education are democratic, co-educational and multi-denominational in character where policies, practices and attitudes are underpinned by the core values of Respect, Equity and Fairness.

The Board of Management of Colaiste Iascaigh is publishing this document as the official Code of Behaviour. Mayo, Sligo Leitrim ETB as patron of the school has approved this publication. Copies of the policy are available at the school and are furnished to each person who applies to be admitted to the school.

Link to Mission Statement

Coláiste Iascaigh in conjunction with its education partners is committed to providing an environment where each student is cherished equally and is nurtured to a personal, intellectual and moral maturity.

The Code of Behaviour helps to set the standards that the school community aspires to and acts as a template which allows students and staff to work together to continue to develop the school and maintain its characteristic vision

Positive Behaviour

The school recognises positive behaviour and achievements through positive verbal and written comments by teachers, displays of student work, displays of student photographs, progress reports, assessment reports in December and June, Facebook, School Website, the school journal, school trips and outings, annual awards ceremonies and publicity in local newspapers.

The school also attempts to encourage a positive school atmosphere through a focus on teaching and learning and a range of methodologies aimed at meeting the needs of the student.

The code of behaviour is committed to:

1. Creating a climate that encourages and reinforces positive behaviour.
2. Creating a positive and safe environment for teaching and learning
3. Encouraging students to take personal responsibility for their learning, development and behaviour.
4. Building positive relationships of mutual respect and support among students, staff and parents, where differences and similarities are embraced.
5. Assisting parents/guardians and students in understanding, supporting and cooperating with systems and procedures related to the code of behaviour.
6. Ensuring that when a breach of the code occurs relevant interventions/sanctions have been used.

Students are expected to be responsible for adhering to high standards of behaviour. Students will benefit from the structured, caring environment that is provided throughout their educational journey. The school has a holistic approach to student behaviour which is supported by the pastoral care team, which meets weekly. (See Pastoral Care Policy).

Support Roles and Structures

<p>Subject Teacher</p> <p>Has responsibility for discipline in his/her own classroom and will reward and encourage good behavior. He/she will monitor and record classroom behavior.</p>
<p>Class Tutor</p> <p>The class tutor supports the subject teacher. He/she will reward and encourage good behaviour, records reported incidents, monitor attendance and progress,</p>
<p>Year Head</p> <p>Has overall responsibility for Year Group. The Year Head will support the class tutor and the subject teacher in their efforts to improve behavior. The Year Head will reward and encourage good behaviour If the Year Head receives a referral, he/she will apply the Code of Behaviour and impose appropriate sanctions.</p>
<p>Pastoral Care</p> <p>Guidance Counsellor, HSCL, HYL, SCP</p> <p>Offers counselling and support. Provides assistance and supports to students.</p>
<p>Deputy Principal</p> <p>Responsibility for dealing with matters related to discipline.</p>
<p>Principal</p> <p>Overall responsibility for day to day management of the school</p>
<p>Board of Management</p> <p>Ultimate responsibility for ensuring that good order is maintained in the school.</p>

Attendance

(See Attendance Policy)

Each student must:

- Adhere to the school timetable at all times and attend classes punctually.
- Have all necessary books and equipment with them. Lockers will only be available to students during break-times.
- Submit an official absence note on the school app signed by parent/guardian.
- Students are forbidden from leaving the school premises without permission from the Principal and those who break this rule incur an automatic suspension.
- Students leaving school early e.g. for authorised appointments must have a note submitted on the school app. Students must present to the office and sign out on the school tablet.

Procedure when absent from school

Parents are asked to submit an absent note on the school app explaining their child's absence. If a student is likely to be absent from school for longer than 2 days a phone call to the school informing us of this would be appreciated. (The submission of an absence note on the school app is also required on the child's return to school.)

If a student is present in the morning but absent unexpectedly in the afternoon, a telephone call should be made to the office informing us of this. A note is also required which should be submitted on the school app. *Please note that it is the duty of the management to report relevant students who have been absent from school for 20 days to Tusla.*

Procedure when late for school

If a student is late for class he/she must sign in at the office before going to class and also report to their class teacher. A late note must be submitted on the school app by parent/guardian. A record of lateness will be kept and students who are regularly late will be supported to help improve time keeping.

Students who are late for school on 3 occasions without explanation will be enrolled in early bird programme. Parents / guardians will be notified of this.

Procedure when leaving school premises during day

If a student has to leave school during the school day, a note should be submitted on the school app. The student **must be collected by a parent/guardian** and the student should present to the office and sign 'out' on leaving and sign 'in' on returning to the school. Students sign in and out on the school tablet at reception and may only leave when parents arrive. It is school policy not to allow students to leave without parent's consent.

School Uniform

All pupils must wear the school uniform and maintain it in a smart condition. Alternative school uniform may be supplied to those with incorrect uniform, or alternatively, students may be requested to return home until the correct uniform is available to them. This decision is at the discretion of the management.

Full school uniform must be worn on all school trips or when representing the school. Failure to attend to this will result in the student being unable to participate in the school outing.

Students are expected to wear the school uniform at all times, this includes occasions when students are off school premises but are representing the school. When wearing the school uniform students are ambassadors for the school community. The uniform consists of a round neck navy crested jumper, white polo shirt, navy trousers and black / navy leather shoes. Pumps are not permitted. Students are permitted to wear their PE uniform only on the day they are timetabled for PE. This consists of a navy crested PE hoddie, tshirt and plain black / navy tracksuit bottoms / leggings. Students must wear suitable PE trainers. Canvas style trainers are not permitted. Students are allowed to wear the school jacket only when in school. Students who choose not to wear the school uniform jacket must remove it before they enter the school building.

Facial jewellery is not permitted. Earrings must be non-hooped studs only. Students are not allowed to wear more than one earring in each ear.

Long gel nails are not permitted.

Senior students (4th & 5th Year) *only* are permitted to wear natural looking make-up.

Conduct

Each student must be respectful, courteous and cooperative to each other, to school staff and to visitors.

Bullying of any description will not be tolerated. (See Anti Bullying Policy)

Good behaviour is expected at all times:

- in classrooms
- on school premises/grounds and corridors
- on school buses and bus stop
- on all school outings.

Outside the school premises

Students are expected to keep all school rules and behave in a responsible way at all times when wearing the school uniform. This also applies when travelling to and from school, on school outings and when representing the school at games and other activities.

Substance Misuse

(See substance misuse policy)

Smoking including e-cigarettes on school premises/grounds is forbidden/illegal.

Consumption of alcohol is forbidden, including on school trips.

The possession of and involvement in drugs is illegal.

Homework

Homework, written and learning, must be entered in the pupil's school journal each day and completed to the best of the students ability. In exceptional circumstances only a note from parent/guardian will be accepted for homework not completed.

Parents are advised to check and sign the school diary at the end of each week. This is an important routine as teacher communication on important matters will be in the journal.

Mobile Phones

Use of mobile telephones or any technological devices including music devices e.g. ipods, on school grounds **for personal use** is forbidden. Mobiles must be out of sight and switched off at all times.

In the event of a student using a mobile phone or being seen with one it will be confiscated. Phones will be stored in a secure location; however, the school takes no responsibility for phones lost, stolen or damaged while in storage.

The phone will only be returned to parents/guardians by appointment, from the principal's office.

Students may be permitted to use their mobile phones during class time under the direction of their teacher. This is only permitted as use as an educational tool which supports teaching and learning. Any misuse will be dealt with in line with our Acceptable Use Policy

Personal Devices

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving are in direct breach of the school's Acceptable Use Policy. (*Please see school's AUP*).

Internet Usage

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The School also reserves the right to report any illegal activities to the appropriate authorities (*Please see school's AUP*). (Parent signature required yearly via the school app)

Students out of class

If a student needs to leave class they must bring their journal and have it signed by their teacher to say that they have permission to be out of class. This allows us to know where students are at all times. Students without a journal will be sent directly back to class.

Students going home for lunch

All students remain on school premises for the duration of the school day. However, if students who live nearby wish to go home for lunch they should have a letter giving permission signed by a parent /guardian at the start of the year. A copy of this letter can be collected from the office.

Student Cars

For insurance purposes, only students who have a full driving licence and are fully insured may park their car on school grounds. Documentary evidence to this effect will be required by the principal from all students who wish to park on school grounds.

School Property

It is an offence to damage or deface school property in any way. Students are expected to pay for and / or remedy damage which they have caused. Any interference with gas works, electricity, fire extinguishers and alarms will be deemed a most serious offence for safety reasons and will be dealt with accordingly.

Due to the impact chewing gum has on the school environment, chewing gum is not permitted. Students seen chewing gum will be asked to bin it.

Students are expected to keep classrooms and general school areas tidy and litter free. As a green school, students will be expected to dispose of and pick up litter to help maintain a clean school environment.

How the school's discipline structure works

In class discipline interventions

Where incidents of misbehaviour occur in class, teachers may employ any of the following:

- Verbal warning
- Discussion with student at end of class
- Penalty sheets
- Extra school work to be completed at home

- Written work in class
- Note in School Journal
- Moving students seating position
- Removal of class privileges
- Teacher led lunchtime detention (In this instance students will receive 24 hours notice of detention. Detentions will not take place unless there are two or more students involved)

Discipline Structure

1. In cases where there is repeated misbehaviour in class and interventions have been tried by the subject teacher, a referral form will be completed by the subject teacher and passed on to the class tutor. The Class tutor will discuss the issue with the student and methods of improving behaviour will be discussed and encouraged. This meeting will be recorded. (See Responsibility document in Appendix).
2. Where students receive a second referral they will be placed on detention for one week by their Yearhead. Parents / guardians will be notified of this by letter.
3. Upon receipt of a third referral, The Yearhead/Deputy Principal will place the student in question *on report* so that behaviour can be monitored. A note will be made of this in the student's school journal. The student will carry a report card to class each day for a week. Teachers will sign the card at the end of each class and the card will be signed by parents each evening. At the end of the week the completed card will be handed to the Yearhead/ Deputy Principal. In addition, students will again be placed on detention for one week. Parents / guardians will be notified of this by letter.
4. In instances where students receive a fourth referral, or subsequent referrals, parents / guardians will be invited to the school for a meeting to discuss the issues in question and to decide how best to address them.
5. If the misbehaviour is of a serious nature, or which poses a risk to the health and safety of others. Parents will be contacted immediately.

Official School Detentions

Detentions will be held during lunchtime and after school, and will be supervised by a member of staff. Students will be given an opportunity to get lunch at the start of the lunch break. Students will receive 24 hours notice of detention. Detentions will not take place unless there are two or more students involved.

On Report

Students who are placed on report will be given a report card by their class teacher.

This report card must be handed up at the start of each class and will be signed by subject teacher at the end of each class. The report must be signed by a parent/guardian each evening. Card will be checked each morning by class tutor and at the end of the week by Deputy Principal.

If a student fails to complete the week satisfactorily they may be kept on report for another week or until their behaviour improves.

The report card is the responsibility of the student at all times and must be presented when required, completed and in good condition. Failure to do this may lead to parents being invited to the school for a meeting to discuss the issue in question and to decide how best to address it.

Suspensions

In accordance with section 44 of the Education & Training Boards Act, 2013 and section 11.1 of the NEWB (TUSLA) Developing a Code of Behaviour: Guidelines for Schools, M.S.L.E.T.B. formally devolves its authority to suspend a student to the Boards of Management of Colaiste Iascaigh. The Board of Management will ensure that the scope of the authority devolved is in line with the provisions of the NEWB Guidelines, any relevant Model Agreement and any relevant legal requirements.

In accordance with section 11.6 of the NEWB (Tusla) Developing a Code of Behaviour: Guidelines for Schools, MSLETB, formally devolves authority to the Board of Management to extend the period of suspension of a student from 3 to 5 days in exceptional circumstances where it might not be possible to convene a Board of Management meeting.

Rationale

Suspension clearly signals behaviour that the school community deems unacceptable. It allows the suspended student time to reflect on the link between his/her actions and its consequences. The period of suspension also allows staff time to plan ways of helping the student to change unacceptable behaviour.

In incidents where students are suspended, they will not be allowed to return to school until such time as their parent/guardians have attended a meeting in the school to discuss the cause of suspension.

Students will not be sent home until a parent/guardian has been contacted and arrangements made for the transport home of that student.

Students may face suspension for the following reasons:

- The student's behaviour is persistently disruptive and 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 school property.

- The student has engaged in assault or fighting.
- The student has been seriously verbally or physically abusive to staff or fellow students.
- The student has been grossly disrespectful to a member of staff.
- The student has behaved in a manner that has brought the school into disrepute.
- The student has refused to follow legitimate instructions.
- The student has failed to attend for Official Detention.
- The student has failed to complete 'On Report' week satisfactorily.
- The student has engaged in bullying behaviour and other interventions have failed.
- The student has left school grounds without permission.
- The student is in breach of the schools Substance Misuse Policy.
- The student engages in the inappropriate use of cameras or other recording equipment
- The student engages in theft.
- The student engages in inappropriate use of school IT facilities.
- Breaches of our **Health and Safety Control of COVID-19 Policy for students (please see appendix 2 for Covid19 supplement to Code of Behaviour)**

Internal Suspension

Students may be required to serve the suspension internally i.e. the student will come to school and be supervised and will not attend regular classes.

In the case of suspensions, the Board of Management will offer an opportunity for the parents of the student in question, or the student if over 18, to appeal the decision.

Where the total number of days suspension in the school year exceeds 20, the parents of the student in question, or the student if over 18, may appeal the decision under Section 29, Education Act 1998.

At the time when parents are formally notified of suspensions, they will be told about their right to appeal.

Expulsions

In accordance with Section 44 of the Education and Training Boards Act, 2013 and section 12.1 of the NEWB (TUSLA) Developing a Code of Behaviour: Guidelines for Schools, MSLETB formally devolves its authority to expel a student to the Boards of Management of its second level schools. Please note that the Board of Management must ensure that the scope of the authority devolved is in line with the provisions of the NEWB guidelines, and relevant Model Agreement and all relevant legal requirements.

The Board of Management in making a decision to expel a student from the school must comply with section 24 of the Education Welfare Act 2000. The Board's decision must also be in line with the National Educational Welfare Board's *Developing a Code of Behaviour: Guidelines for Schools* and all relevant legal requirements.

In extreme circumstances, the Board of Management (under authority devolved by MSLETB) may move to expel a student from the school. This may be for persistent, significant disruption to the teaching process and the learning of others, a student presenting a real and significant threat to safety, serious damage or other serious breaches of the Code of Behaviour.

In the case of expulsions, the following steps will be followed:

- *A detailed investigation will be carried out under the direction of the Principal.*
- *A recommendation will be made to the Board of Management by the Principal*
- *An impartial hearing will be held by the Board of Management. The parents of the student in question, or the student if over 18, will be allowed to attend this hearing and make a case in relation to the sanction.*

Based on this hearing and their findings, the Board of Management will deliberate and inform parents of their decision and the next step in the process.

- *The Board of Management will inform the Educational Welfare Officer (EWO) of their decision.*
- *In the case, that the Board wishes to go ahead with the expulsion, parents will be notified in writing and will also be informed of their right to appeal under Section 29, Education Act 1998*

“The Code of Behaviour will be reviewed regularly. Ongoing reviews and evaluation take cognisance of changing information, changing society, legislation, ministerial/government instructions, developments in the school based programmes and feedback from students, staff, parents/guardians and the Board of Management/ETB”.

This policy was formulated in 2006

<i>Most recent review:</i>	<i>June 2012</i>	<i>Sept 2018</i>
	<i>Nov 2013</i>	<i>Oct 2019</i>
	<i>Sept 2014</i>	<i>Sept 2021</i>
	<i>Dec 2015</i>	
	<i>October 2016</i>	
	<i>June 2017</i>	

Appendix One

Responsibility 1: To get to school/class every day on time

I arrive to all classes on time and without delay	
If I am unavoidably late, I will furnish a note from my parent/guardian and sign in at the office	

Responsibility 2: That I am respectful to myself, others and the school environment

I treat other students and staff with good manners and respect	
I am polite and considerate of others	
I follow the instructions of staff members	
I don't push or shove our way around the corridors	
I do not engage in bullying behaviour	
I use appropriate language	
I respect my own and other people's property	
I don't damage school property	
I know that eating and drinking is allowed within the school building only at specified times and in specified areas	
I know that chewing gum is forbidden in the school building and grounds	
I will use the litter bins and recycle when possible	
I know that harassment of all teaching, learning support and ancillary staff is expressly forbidden both inside and outside the school	

Responsibility 3: That I make the best effort I can during school and at home

I will do my best at all times	
I will complete all assigned homework by the due date	
I will listen to my teachers	
I will have all the equipment that I need for each class including the journal each day	
I will not disturb the class	
I will not go to the toilets/lockers between classes without the teacher's permission	

Responsibility 4: That I have a responsibility to behave well in all aspects of school life; including trips and extra-curricular activities

I will not loiter in toilets or out of bound areas during the breaks or at any other times	
I will take my break in the manner and area specified and obey the instructions of the teachers on duty	
My mobile phone/devices is always switched off during the school day	

Responsibility 5: That I comply with all school policies and expectation, this includes but is not limited to

Code of behaviour	
Acceptable Use Policy	
Anti-bullying Policy	

Health and Safety Control of COVID-19 Policy for students

1. Introduction

Under the Safety Health and Welfare at Work Act 2005, the board of management of Colaiste Iascaigh under the trusteeship of Mayo Sligo Leitrim Education and training board MSLETB 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 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.

2. 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/>.

3. Standards of Behaviour expected of students to help prevent the introduction or spread of COVID -19 in the school

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:
 - o cover nose/mouth with a tissue when coughing/sneezing and dispose of used tissue in waste bin and perform hand hygiene
 - o cough or sneeze into the inner elbow (upper sleeve) rather than into the hand, if no tissues are available.
 - o keep contaminated hands away from the eyes and nose
 - o carry out hand hygiene after contact with respiratory secretions and contaminated objects/materials
 - o 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.

- o 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

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

4. 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 Colaiste Iascaigh and s/he may be subject to sanction 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 and relevant requirements of the Education and Welfare Act 2000. Sanctions will be proportionate to the nature, seriousness and context of the behaviour.

A student engaging in aggressive, threatening or unacceptable behaviour that creates or increases the risk of COVID-19 infection for staff, other students or visitors to 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.