



CODE OF BEHAVIOUR 2020-2021

The Management and Staff of Coláiste Dun Iascaigh wish you success and happiness during the 2020/21 school year.

A. Introduction

Many people work together in Coláiste Dún Iascaigh each day. To ensure that the school is a happy and safe place for all, a high level of courtesy and consideration for others is essential.

School Rules are necessary and:

1. Are based on the recognition of the rights and responsibilities of all members of the school community.
2. Attempt to create an environment in which the safety and welfare of all is protected.
3. Promote an environment in which teaching, and learning can proceed effectively for the benefit of all.
4. Help students make more responsible choices regarding their behaviour
5. Promotes order, safety, fairness, justice and harmony for all members of the school community.
6. Coláiste Dún Iascaigh endeavours, to the greatest possible extent, to provide an appropriate education for all students, and in that context,

the right to education of the overwhelming majority of pupils must not be subverted by a disruptive minority.

Important Notice:

1. It is a fundamental requirement that students adhere to the Code of Behaviour and further requires that no action of a student **in or out of school** would damage the reputation of the school.
2. Standards of Behaviour expected of students to help prevent the introduction or spread of COVID - 19 in the school

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:

- I. maintaining a social-distance of at least 1 metre and where possible, 2 metres, from other students and staff;



- II. 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.
- III. performing hand hygiene with a hand sanitiser on entering the school.
- IV. repeating hand-hygiene at regular intervals throughout the school day and when directed by school staff;
- V. maintaining good respiratory-hygiene. In this regard students should:
- VI. cover nose/mouth with a tissue when coughing/sneezing and dispose of used tissue in waste bin and perform hand hygiene
- VII. cough or sneeze into the inner elbow (upper sleeve) rather than into the hand, if no tissues are available.
- VIII. keep contaminated hands away from the eyes and nose
- IX. carry out hand hygiene after contact with respiratory secretions and contaminated objects/materials
- X. not spit or deliberately cough or sneeze at or towards any other person in the school
- XI. not sharing materials or stationery, such as pens, calculators, rulers, etc. with other students;
- XII. not attending school for 14 days after returning from travel out of the country in line with Government guidelines for travel;
- XIII. 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
- XIV. 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
- XV. 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;
- XVI. 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
- XVII. telling a teacher or other member of staff where a student feels unwell at school. In that regard –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.
- XVIII. parents must ensure that the school has up-to-date contact details so that they can be contacted by the school if required.
- XIX. complying with any other such directions as advised by the DES and/or HSE and communicated to the school community.

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.

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 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.

Above is Dep. Of Education Guidelines for schools

3. It is understood that **attendance** at this school **implies acceptance** of the **rules** and **regulations**. Students and Parents/Guardians are asked to read and to sign this Code of Behaviour in the spaces provided.
4. This Code of Behaviour is subject to review and revision on an on-going basis.
5. Note: Parents/Guardians have the right of appeal in all matters relating to discipline procedures in Coláiste Dún Iascaigh. Procedures in relation to an appeal are available at the office in Coláiste Dún Iascaigh or by contacting Tipperary ETB (06731250)



B. Student Learning Journal:

Each student is provided with a Student Learning Journal book at the start of the school year.

1. The Student Learning Journal in conjunction with Vsware is designed to provide a Journal to organise homework daily.
2. Each student is required to have his/her Student Learning Journal with them in all classes.
3. **The Student Learning Journal is for official purposes only.** It is not a personal diary.
4. Each student is responsible for the safe keeping of his/her Student Learning Journal.
Loss

of the Student Learning Journal must be reported immediately to the Year Head. Loss of the Student Learning Journal will result in a replacement fee of €10 for a replacement Student Learning Journal.

B. Role of Parents/Guardians:

The support and co-operation of Parents/Guardians is essential to the effective operation of the Code of Behaviour. Parents/Guardians need to work in co-operation with Coláiste Dún Iascaigh to create a positive and caring learning environment. Parents/Guardians should:

1. Monitor your sons/daughters behaviour, progress, attendance and punctuality by regularly checking the Student Learning Journal and using the VSware App to monitor attendance, behaviour and academic progress.
2. Ensure that your son/daughter attends school regularly, on time, in full uniform and is in possession of all materials necessary for their education.
3. Contact your son/daughters **Year Head** in school if you are concerned about any aspect of your child's behaviour and/or progress.
4. Provide all necessary information to Coláiste Dún Iascaigh, including up to date contact



information, i.e. correct homes address and phone numbers.

5. Use the VShare App to explain all absences from school. Once approved at school (Year Head) this information will update your son/daughter Attendance data.

6. Make appointments through the school office 052-7442828 to request a meeting with
a

teacher, Year Head, Deputy Principal or Principal. Meetings can be arranged each Tuesday and Thursday between 4pm and 5.30pm

7. Attend meetings as requested by Coláiste Dún Iascaigh, especially all Parent Teacher meetings and information sessions.

8. Follow school guidelines regarding procedures for signing in and out of school.

9. Read and become familiar with all Coláiste Dún Iascaigh policies and procedures that will be on school website.

10. **Highlight the importance of Respect to your son/daughter.**

Coláiste Dún Iascaigh is confident that if support and co-operation are received from Parents/Guardians that this Code of Behaviour will help enable your son/daughter to achieve their full potential while attending Coláiste Dún Iascaigh.

D. Bullying:

1. Every Child has the right to pass safely through childhood into adulthood. This right,
which

no person should take from another, includes the right not to be bullied. Bullying happens when one person or a group of people tries to upset another person more than once by, e.g. making hurtful comments, intimidating or making physical contact with another person or their property. This also includes actions that may take place using any modern communication technologies.

2. Students are expected and encouraged to report any instance of bullying which they experience or observe.

3. It is the policy of Coláiste Dún Iascaigh that all incidents of bullying will be
investigated

within the resources available to the school.

4. Cyberbullying refers to a situation where anyone is repeatedly tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person/persons using text



messaging, email, instant messaging or any other type of digital technology.

5. Bullying issues of a serious nature or cases which may involve technology may have to be referred to the Guards.

E. Punctuality and Absenteeism:

Students who attend class regularly and on time make progress in school. Poor standards of punctuality and attendance disrupt teaching and learning.

1. Classes begin at 8.50am and students are required to be present in the school for start of lessons.
 - a. Students must enter school by assigned doors.
2. Students who are late for school must go directly to class where a record of their time of arrival will be written up on VShare.
3. Students must arrive to all classes on time.
 - a. Students must inform their class teacher if they have a reason for not being in class.
 - b. If this is not followed a student will be deemed to be absent from class without permission.
4. Where a child is absent from school for a school day or more than a school day, the Parents/Guardians shall notify the school by submitting the absence note on the VShare app outlining the reasons for the child's absence. This will be approved in school by Year Head.
5. The School Attendance will be monitoring unexplained absences and will contact parents/guardian as required.
6. In accordance with the terms of the Education Welfare Act the school will send a report to the Education Welfare Board on students who are absent in excess of twenty days.
7. An appointment will be made with Parents/Guardians if attendance and punctuality is a cause for concern.
8. A notification/text message will be issued to Parents/Guardians of all students who are marked absent from class before morning break on selected days. (It is the



responsibility of Parents/Guardians to contact school if there are changes to ANY CONTACT DETAILS).

9. Students who feel ill during the day must report to the school office and ask to meet school nurse. The school office will contact home if necessary. If the symptoms are Flu like or Covid like the student will be taken to the Isolation room and they will have to be collected once contact made with parent/guardian.

**(STUDENTS SHOULD NOT BE CONTACTING PARENTS DIRECTLY.
IT MUST GO THROUGH SCHOOL OFFICE)**

F. Extra-Curricular Activities:

Participation in extra-curricular activities is a privilege which requires high standards from all involved. While recognising that extra-curricular activities are an important part of school life they should not unduly interfere with a student's academic progress.

1. Students who have an unsatisfactory discipline record may be withdrawn from extracurricular and other school activities.
2. The Code of Behaviour applies to all outings, activities and tours.
3. Any student guilty of misbehaviour during extra-curricular or other school activities may not be allowed to participate in future events and/or be subject to other sanctions.
4. Full school uniform must be worn by all students for out-of-school activities unless otherwise advised by the relevant school authorities.
5. It is the responsibility of each student involved in activities to complete, on time, the classwork/homework assigned.
6. All rules and regulations regarding lunchtime games/activities must be followed.
7. Numbers travelling to games and extracurricular activities will be reduced in line with public health guidelines

G. Procedure for leaving school during school day:

Coláiste Dún Iascaigh is responsible for your son/daughter during the school day and the following procedures are necessary to ensure your safety. The school intercom will not be used to call students during class time.



1. In order to obtain permission to leave school, the student's Parent/Guardian (students over 18) must use the absence section on the VSware App. This will be approved by school (Year Head). **To reduce disruption to school we request that students are collected at 11am and 1pm.** The student must report to school office and confirm they are leaving to one of the office staff or one of school's senior management team. Parent/Guardian must ring the office to confirm that they are outside the school to collect their son/daughter.
2. School cannot accept responsibility for students who deliberately absent themselves from school.
4. All year groups except 6th years students must remain within the school grounds for the duration of the school day.
5. Parents/Guardians are requested not to make medical/dental or other appointments during the school day. Please utilise Wednesday afternoons.

H. Coláiste Dún Iascaigh Uniform and Appearance:

The school uniform is a public symbol of membership of our school.

1. Students are expected to be neat and tidy in dress and appearance.
2. The wearing of facial jewelry including eyebrow, tongue or nose piercings is under no circumstances allowed. Covering such piercings is also not allowed.
3. A maximum of two small neutral studs per ear, no colours or hoops, allowed from mid to lower outer ear lobe/ cartilage.
4. The Coláiste will not be liable for any loss or damage to confiscated jewelry.
5. Hair must be natural in colour and no shaved patterns are allowed.
6. Students participating in PE, and games must wear the official Coláiste Dun Iascaigh tracksuit.

College Uniform: Junior Cycle

1. **JUMPER** - Petrol blue-neck with grey stripe.
2. **SHIRT** - White with collar.
3. **TIE** - Petrol blue with a middle grey stripe and a pale-white stripe on either side.
4. **GIRLS - Skirt** - Green Douglas (knee length)/**Trousers** – Dark Grey



5. **BOYS** – Trousers – Dark Grey
6. **STOCKINGS/TIGHTS** - Black
7. **SHOES** – Navy, black or brown shoes. (runners with strips and colour logos, not allowed)
8. **P.E./GAMES**
 - a. School Tracksuit must be worn along with a white/grey polo shirt.
 - b. Runners - Non-marking soles

College Uniform: Senior Cycle

1. **JUMPER** - Navy V-neck jumper
2. **SHIRT** - White with collar.
3. **TIE** - Navy and green stripe
4. **GIRLS - skirt** - Green Douglas (knee length)/**trouser** –dark grey
5. **BOYS** – Trousers – Dark Grey
6. **STOCKINGS/TIGHTS** - Black
7. **SHOES** – Navy, black or brown shoes. (runners with strips and colour logos, not allowed)
8. **P.E./GAMES**
 - a. School Tracksuit must be worn along with a white/grey polo shirt.
 - b. Runners - Non-marking soles

Students may wear either their school uniform or PE tracksuit each day. Combinations of each are not allowed. Students can wear warm jackets in class if it is necessary.

Regular Uniform checks will take place and following sanctions will apply.

Sanctions:

1. Two Warnings which are recorded on VShare
2. Third warning will result in an evening detention
3. Each subsequent breach is an automatic one-day suspension as it is seen as a deliberate and calculated decision to not follow school rules.

I. Mobile Phones/Electronic Devices/Internet Usage:

1. **Mobile phones are being used by teachers in class but they must be used by all in an appropriate manner to allow learning to progress**



2. Mobile phones, camera and video phones, smartphones and any electronic device (iPods, MP3 players etc.) **should be powered off and out of sight while on the school premises or on any school related activity unless requested to be used for school purposes by class teacher or staff member.**

Students should not be seen using phones before school, breaktime and lunchtime.

This is a time for conversing with classmates.

- Students may be requested to hand over a phone/electronic device to any member of staff if in breach of above.
- The student may collect the phone/electronic device at the end of the school day from the Principal or deputy Principal's offices.
- On the third occasion a student is found using a phone/electronic device/mobile phone etc. the student will be instructed not to bring their electronic device to school for the remainder of the school year.
Parent/Guardian will be informed.
- Principal/Deputy Principal or Year Head may only release a mobile phone to Parent/Guardian in certain circumstances.
- Failure to follow these guidelines will result in name being referred, to the Board of Management.

3. The school reserves the right to retain the phone/electronic device and/or storage media

And hold it for further examination by the relevant authorities.

4. Coláiste Dún Iascaigh cannot be held accountable if any of such items go missing on the school premises.

5. Unacceptable uses of Electronic devices/mobile phones or Social Media sites and their consequences.

Unacceptable use of Social Media sites will include:

- Sending or posting discriminatory, harassing, or threatening messages or images that may cause harm to any member of the school community.
- Forwarding or 'Liking' material that is likely to cause offence or hurt to a third party.



- Sending or posting messages or material that could damage the school's image or reputation.
- Creating a fake profile that impersonates another member of the school community.
- Sending or posting material that is confidential to the School.
- Uses that violate copyright law, fail to observe licensing agreements or infringe on others' intellectual property rights.
- Participating in the recording/viewing or exchange of inappropriate images.
- Recording of any school incidents (which are in breach of the Code of Behaviour) that may involve students of the school or others.
- Hacking school systems or stealing or obtaining school passwords.

While all cases involving the inappropriate use of phones/electronic devices/social media will be dealt with on an individual basis, the Board of Management of Coláiste Dun Iascaigh considers the above to be serious breaches of our Code of Behaviour.

Disciplinary consequences up to and including expulsion will be considered in certain cases along with referrals to Guards for inappropriate use of electronic devices and any software associated with same.

J. General Points

1. **Smoking** is prohibited by **Law** in schools and on all school grounds. Smoking is also prohibited while a student is representing Coláiste Dún Iascaigh in any activity outside of school and while **coming to and from school**. The use of e-cigarettes/vaping is prohibited is also covered by this rule.[Public Health (Tobacco) Act 2002].

2. Possession, use, sale and distribution of alcohol/illegal substances are strictly forbidden

and may result in immediate expulsion. School Authorities can request a drug test before a student can continue their education in the Coláiste.

3. Students who intend to drive to school in their own/parent's vehicle should be aware that

these vehicles cannot be parked on school grounds. Students who drive their cars to school



are asked to leave their cars parked for the duration of the school day.

4. It is expected that students use the toilet facilities before 8:50am, during morning break and during lunch break. If a student needs to use the toilet facilities at a time other than stated above, then they must get the permission of their teacher.
5. Toilets are assigned to various year groups and students can only go to their allocated toilet area. There is also a limit on numbers that can use toilets at one time. This must be followed..
6. Chewing gum is not allowed.
7. Correction fluid (liquid) e.g. Tippex, is not allowed.
8. Inappropriate language is always unacceptable.
9. Food should not be eaten during class time, but some water may be permitted at the teacher's discretion.
10. Specialist rooms in the school will have relevant rules and guidelines. These must be followed by all students. Health and Safety Guidelines must be adhered to.
11. Students can only enter and leave the school grounds by the front/back entrances.
12. Rudeness, insolence, aggressive or threatening behaviour to members of staff within school or outside of school, will not be tolerated. This includes any social comments.
13. Any pupil, who has any item which can be classed as a threat to the health and safety of

Coláiste Dún Iascaigh community, may be automatically suspended and/or expelled. The Gardaí may also be informed.

14. Fighting within the college or college grounds or outside the college may result in
15. Interfering with safety apparatus and equipment in the college or serious vandalism to school property.
16. Where students do not complete detentions issued, it will be assumed that they are not prepared to abide by the school code of Behaviour. As this behaviour undermines discipline within the Coláiste students who are not willing to participate in the detention system **will be** suspended for any further infringements of the Code of Behaviour, which would normally only warrant detention.



K. The School Day:

(i) Before School:

- Students should be in school before 8:50am.
- Students must present themselves in proper uniform, which should be clean, and in good repair. Student's appearance should not be in breach of the school code of behaviour.
- Students must come directly to school each morning and when returning after lunch break, there must be no loitering.
- Students must ensure they have the correct material for each class.
- It is essential that all students have their Student Learning Journal with them every day.

(ii) Classroom:

- Students must be punctual and have all the proper materials for class. Students must have their Student Learning Journal for every class.
- Students must show respect for staff and other fellow students and school property.
- Students must do the work set out for them.
- Students should sit in assigned seats.
- Students may only leave the classroom with teacher's permission and their Student Learning Journal must be signed by teacher assigned to that class.
- Students must obey class rules as laid out by their teacher.

(iii) During Breaks and Lunchtime:

- Students are expected to walk in an ordinarily manner on the corridors.
- Bags and books should be left in assigned locations.
- On first bell students should be moving to their next class.
- If students are participating in Extra-Curricular Activities, they must comply with all instructions of teachers and/or supervisors.



- Students forming large groups during breaks/lunchtime and acting in an inappropriate manner can be instructed to stay in certain locations or to stay in groups of twos or threes.

(There is an automatic 1-day suspension for non-compliance with this rule and student can only return to school following meeting with School Authorities and a Parent/Guardian)

(iv) After School:

- Students are expected to treat any member of staff, or other fellow students, whom they meet outside of school hours in a respectful and courteous manner.
- Coláiste Dún Iascaigh may impose sanctions as a result of incidents which occur outside of school time. **Expulsion may be imposed if these incidents impact on the Health and Safety of students and staff.**
- The college will close at 4.00pm each day. Only students who are attending after-school study or are attending supervised after-school activities can remain on the premises after 4pm without permission of School Authorities.



L. Ladder of Referral/VSware:

Class Teacher
Year Head
Deputy Principal
Behaviour Committee
Principal & Sub-Committee of Board of Management
Board of Management

Our Ladder of Referral is intended to focus on positive behaviour within our school community and staff communicate the high expectations the Coláiste has for students.

Promoting Positive Behaviour

We encourage students to work consistently, to cooperate, to support others and to show respect. These are promoted by the following:

- Respect is promoted through the whole curriculum.
- Achievements may be announced at assemblies, on the PA system, Coláiste brochures and/or on social media.
- Term reports and examination reports contain academic and behaviour and homework comments.
- Students' work, activities, projects etc. are displayed in the classrooms and corridors.
- Students are encouraged to participate in a broad range of sports and other extra-curricular activities which emphasise sportsmanship, team spirit and leadership.
- A large display of photographs showing student participation and achievements are visible throughout the Coláiste.
- Promotional weeks such as Science, Health Promotion, Friendship Week, Wellness Week, and Seachtain Na Gaeilge are organised.
- An annual induction day for incoming first years is held to smooth transition from primary to post-primary.
- Student Council, Mentor Group, John Paul II are support structures for first, and second year



students.

- Annual Awards recognise achievements in Academics, Sports, Music, Arts and participation in TY. All these involve students, parents/guardians, staff, management and members of the public.
- Student Council discusses with management items of interest to students.
- Positive behavior intervention systems.
- Positive Ladder of Referral and rewards at different points and points are listed below.

Sanctions:

If a student's behaviour becomes unsatisfactory there is a need for sanctions. The following is a list of the sanctions that can be applied in Coláiste Dún Iascaigh. It is not exhaustive, and others may be implemented if the situation demands. Throughout this Code specific sanctions are given for breaches of the Code.

- Reasoning with student.
- Prescribing additional written homework or additional learning tasks.
- Verbal reprimand.
- Message/entry in Student Learning Journal.
- Separation from peers e.g. movement to another desk, another classroom.
- Loss of privileges including school activities and school trips.
- Detentions.
- Alert, Check and Connect.
- Referral to Pastoral Care Team, Year Head, Deputy Principal, Principal.
- Communication with parents up to and including formal meetings.
- Class suspensions with breaktime and lunchtime withdrawn.
- Formal interview by Year head, Year Head's, Deputy Principal, Discipline Committee and finally Principal.
- Communal work such as picking up litter, etc.
- In school and/or after school interventions.
- Suspension.
- Referral to external agencies.
- Expulsion.



The sanctions outlined below are based on restorative practice – allowing parties to build and repair relationships where possible.

Please note that movement up the ladder is mainly for behaviour offences. Persistent minor offences should be dealt with by the Class Teacher. However, failure to solve such issues at this level should be brought to the attention of the Year Head.

Failure of a student to address persistent infractions of behaviour offences may warrant suspension from school.

<u>LEVEL</u>	<u>INTERVENTIONS/SANCTIONS</u>
<p><u>Class Teacher</u></p> <p>Teachers are responsible for maintaining a positive learning environment in their classrooms. Teachers will indicate, as appropriate, to students that they are disrupting the learning and/or teaching environment for other students and/or they are not engaging positively with the learning process.</p>	<ol style="list-style-type: none"> 1. cautioning student. 2. relocating students within the classroom. 3. assigning additional work, - removing privileges. 4. confiscating non class/school materials, - sending a note to the Parent/Guardian using the student record book or direct contact by post/e-mail/phone/VShare app. 5. arranging lunch detention. 6. recording behaviours (positive and negative) on Vshare. 7. referring the student to the Year Head.
<p><u>Year Head</u></p> <p>The Year Head takes whatever action she/he judges necessary and appropriate to respond to the situation. This list is not exhaustive and may not necessarily be applied in the sequence as outlined.</p>	<ol style="list-style-type: none"> 1. issuing a verbal warning. 2. putting the student on report card or punctuality card to monitor behaviour. 3. referring the student to detention. 4. arranging community service on school premises. 5. temporarily withdrawing the student from the class and /or extra-curricular activities. 6. contacting Parent/Guardian and where necessary arranging a formal meeting. 7. contacting the Student Support Team. 8. imposing payment for breakages/ damage to property. 9. confiscating non-permitted items.



	<p>10. referring the student to the Deputy Principal.</p> <p>11. record such sanctions and interventions on Vsware.</p>
<p><u>Deputy Principal</u></p> <p>If a very serious incident occurs at any time the matter is referred to the Deputy Principal or Principal immediately</p>	<p>The Deputy Principal will consult with the Year Head and/or the teacher and will meet with the student to discuss the misbehaviour and future behaviour. In addition to the sanctions available to the teacher/supervisor and to the Year Head, the Deputy Principal may also:</p> <ol style="list-style-type: none"> 1. contact Parent/Guardian and arrange a formal meeting. 2. refer the student to the Student Support Team. 3. refer the student to the Principal. 4. recommend referral to the Board of Management. 5. recommend suspension of the student to the Principal. 6. record such sanctions and interventions on VSware <p>The Deputy Principal may intervene at any time and take whatever action she/he deems necessary at any stage of the implementation of the Code of Behaviour.</p>
<p><u>Behaviour Committee</u></p> <p>Behaviour Committee is to be comprised of two members of the AP1 team and Deputy Principal</p>	<ol style="list-style-type: none"> 1. Meet with student and Parent/Guardian 2. Draw up Behaviour Contract 3. Recommend sanctions 4. Refer to outside agencies 5. Recommend referral to subcommittee and/or full Board
<p><u>Principal & Sub Committee of Board of Management</u></p>	<p>The Principal has overall responsibility for the Pastoral and Discipline system within the college, has final responsibility for the day-to-day running of the college and will take under serious review any case referred to the Principal. At any time, any matter of a serious nature may be referred directly to the Principal. In the event of gross misbehaviour the Board of Management empowers the Principal to sanction immediate suspension of a student or take whatever action he deems appropriate, pending discussion with the parties concerned. The Principal may intervene at any time and take whatever action she/he deems necessary at any stage of the implementation of the Code of Behaviour.</p>
<p><u>Board of Management</u></p>	<ol style="list-style-type: none"> 1. The Board of Management is informed of suspensions at its next meeting.



<p>Every reasonable effort will be made to encourage and support the student to help improve his/her behaviour, attitude and/or application to work. However, if significant improvement in behaviour is not observed the Principal may refer the matter to the Board of Management for review</p>	<ol style="list-style-type: none"> 2. Reports of serious breaches of the Code of Behaviour are made to the Board of Management. 3. Cognisance may be taken of the impact of the student’s behaviour on the teaching and learning environment, and the right of all students to feel safe at school. Among the sanctions available to the Board are suspension and ultimate sanction of permanent exclusion.
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Vsware points system:

List of behaviour descriptors on VSware

<u>Positive Behaviour Points</u>		<u>Negative Behaviour Points</u>	
Exceptional effort at task set by teacher	5	Inappropriate behaviour on corridor	-2
Excellent attitude to work over a term	3	No note for non-participation in PE	-1
Excellent attendance over school year	5	Non-attendance in class without permission but on school grounds	-2
Excellent participation in class groupwork	3	Other	-1
Showed improvement in class	1	Inappropriate behavior at school talks/presentations	-2
Showed improvement in organisational skills	1	Unsatisfactory uniform	0



Displays excellent school spirit	3	Refusal to hand over a mobile phone to staff member	-3
Helpful/cooperative to a teacher	3		
Helpful to others	3	Disturbing teaching & learning following verbal warnings	-2
Showed great initiative in project/practical work	3	Homework not completed on three occasions	0
Improvement in the completion of homework	1	Failure to repeatedly complete homework	-1
Enhanced the learning of others in the class	3	Failure to get a note signed	0
Academic Mentoring	0	Repeated failure to bring books and/or equipment to class	-2
Exceeding expectations academically	10	Failure to attend detention issued by the teacher, notice provided	-1
Maintaining academic excellence	10	Failure to obtain permission to go to toilets during class hours	-1
Year Head	0	Chewing gum in class	-1
Deputy Principal	0	Failure to comply with clear and specific instruction from a member of staff while supervising	-2
Principal	0	Deadlines not met	-2
Other	1	No Student Learning Journal in class	-1
SNA acknowledges co-operation over school year	5	Littering school grounds	-1
Participated positively in school sports/activities over school term	5	Minor damage to school property	-2
Attendance Intervention	0	Teacher Comment Log	0
Alert Intervention	0	Leaving school premises at break without permission	-2



Check and Connect Intervention	0	Unsatisfactory uniform - jewellery	0
Teacher Comment Log	0		

****Please note that this is not an exhaustive list and is subject to review during, and at the end of each academic year***



What happens at various points of the scale:

	<u>Positive</u>		<u>Negative</u>
+10	Compliment Card (issued at assemblies by Year Head)	-10	Meeting with student to discuss behaviour by Year Head & text message issued & referred to evening detention.
+25	Beanie hat/Colaiste Face Mask awarded at assembly and a letter of excellence issued home	-20	Referred to evening detentions (phone call home regarding behaviour)
+45	Entered draw for 'Scholarship Award' (books scheme/uniform) at the beginning of the next academic year	-30	Suspension (two days) applied by Year Head & letter issued regarding persistent behaviour issues.
+60	Entered end of year draw for electronic device	-40	Meeting of parents, Year Head & Deputy Principal and sanctions up to and including a minimum of three-day suspension may be recommended.
		-50	Meeting with Behaviour Committee* with parents/guardian and student. A five-day suspension from school will be applied
		-65	Meeting with sub-committee of Board of Management. Suspension from school to be applied, as decided by Sub-Committee
		-85	Referral to Board of Management.



Points to note:

- 1. The Year Head, Deputy Principal and Principal have the right to refer to detention and/or suspension outside of the ladder of referral if deemed appropriate.**
2. Each year the points will be reset to 100. This will not affect any behaviour recorded and they will remain on the system.
3. The teacher/others may delete the behaviour assigned to the student.
4. The points system and the recording of behaviour (positive and negative) to be explained to all students at assemblies on their first day of attendance each academic year.
5. Behaviours will be monitored by Year Heads and Principal/Deputy Principal at regular meetings.
6. Year Heads will run assemblies with Senior Management.
7. Behaviour Committee to be comprised of Assistant Principal 1's, typically 2 junior Year Heads for JC students and 2 Senior Year Heads for LC students. *(Should a member of either team be absent a nominated Year Head will fill in in their absence)*
One member will be charged with recording meeting.
8. Sub-committee of Board of Management to include Chairperson, or designated representative, Deputy Principal, teacher representative.

The school Principal can bring any student to the Board of Management if it is in the best interest of the school community to do so.

the right to education of the overwhelming majority of pupils must not be subverted by a disruptive minority

In all cases the Parent/Guardian has the right of appeal to the Board of Management. Appeals should be in writing to the Secretary of the Board or by contacting Tipperary ETB.

Student Signature _____ **Parent/Guardian Signature** _____



P. Fire Evacuation Procedures:

1. ON DISCOVERING A FIRE
 - a. Sound the alarm and make your way to the nearest exit. Assemble in the designated assembly area. Do not re-enter the building. Obey the instructions of the staff.
2. ON HEARING THE ALARM
 - a. Form a single line. Leave the building immediately using your nearest available exit point. Assemble in your designated assembly area. Do not re-enter the building. Obey the instructions of the staff.
3. AT ALL TIMES
 - a. Do not run. Do not attempt to pass others. Do not return for anything you have forgotten. Obey the instructions of the staff.
4. PLACE OF ASSEMBLY
 - a. 1st Year Assembly Point 1 Basketball Court
 - b. 2nd Year Assembly Point 2 Basketball Court
 - c. 3rd Year Assembly Point 3 Back of Science Labs
 - d. 5th Year & TYO Assembly Point 5 Back of Room 19
 - e. 6th Year & PLC Assembly Point 6 Back of Gym

Signed:

Chairperson

Secretary

Date:



APPENDIX to Coláiste Dún Iascaigh Code of Behaviour Covid Code of Behaviour Guidelines 2020/21

Background:

The Roadmap for the full return to school was published on 27th July 2020 by the Minister for Education and Skills, Norma Foley. The school has invested much time in reviewing the guidance by the Department of Education and Skills (DES) and has worked hard to implement the DES recommendations. In consultation with our Patron body, Tipperary ETB, we will endeavour to provide a safe teaching and learning environment for all our students and staff. Our key priority is to ensure that safe systems and procedures are in place to support the best possible learning outcomes. Please see links below:

1. <https://www.gov.ie/en/publication/b264b-roadmap-for-the-full-return-to-school/>
2. <https://www.gov.ie/en/publication/7a8d5-planning-and-preparing-for-return-to-schoolcovid-19-response-plan-for-safe-re-opening-of-primary-schools/>

The link below is to Government guidelines that can help with managing wellbeing at this time: ➤ <https://www.education.ie/covid19/wellbeing/>

Very important to join Office 365 platform which includes Microsoft Teams

We are requesting that all students use their school email and password to join the office365 platform. This space will contain relevant materials for students. It is important that students join Microsoft Teams as it will be our main way to communicate with the student cohort. Incoming 1st years will receive details of their Office 365 accounts when they start in late August

Before School:

Bus transport will run but students will be required to sit in the same seat (beside a sibling or a designated person from the student's class) and wear a mask.

Cycling and walking to and from school are recommended where possible.

School will not open until 8.10. Students will go to their designated social spaces. Please note that the **school will be locked down from 9.10. Entrance to the school by anyone other than a student will be strictly limited.**



Entering the school in the mornings

- o For the 2020/21 Academic Year, the school building will open for students **from 8.10 am only**. Students will be required to use designated areas for entry before class commences. Once students enter the school, they are not permitted to leave the campus for any reason, including going to the shop.
- o **Entry routes:**
- o 1st, 2nd & 3rd Years – Front door via reception
- o 2nd yr to Marquee
- o 3rd yr to Marquee
- o TY, 6th Years – Double Doors at rear of school
- o 5th Yr through Gym & Science Entrance

Classrooms:

When students enter and leave a room, they must hand sanitize. They must clean their own desk and chair and any other surface they may have been in contact with.

The school will supply the cleaning material

This is now also a part of the Code of Behaviour

Social Distancing, hand hygiene and correct cough etiquette are still the basic tools to fight Covid 19. Thus, all students will be expected to co-operate fully with these and all guidelines for the running of the school in a safe manner in this difficult time.

Face Masks

Students are required to wear face masks *at all times*. We ask that students have 3 masks which they can change at each break, put into a Ziplock bag, take home, and are washed each day. See <https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/> for more information on face masks. There will be hand sanitiser and wipes in each room. However, we strongly recommend that students should also have sanitiser and tissues with them.

ICT

In the event that the school returns to blended learning ICT will play an important role. Some form of tablet/laptop/iPad will be necessary for each student in this scenario. The Acceptable Use Policy is very important in this context and the school's central value around respectful use of devices must be adhered to.



Lockers/School Equipment:

Students will have no access to lockers as social distancing will be difficult to maintain in these spaces. Students **should only bring the minimum textbooks to school**. To further reduce school bag weight, they may wish to bring one notebook and to file the notes each evening in folders at home. Pencil cases should be easy to clean (not cloth). Students are not permitted to share any class materials or equipment.

Breaktimes:

Students will have to go to designated areas for breaktimes and spend as much time outdoors as possible.

School Movement:

Movement between classes will be by means of a one-way system on the long corridor. Students/staff may have to circulate externally so a warm jacket next year will be a must.

Uniform:

Students are to wear their **full uniform** as normal. However, the Coláiste PE tracksuit can be worn on the day of their PE class **only**.

Symptoms:

The guidelines are clear that students and staff self-isolate at home if any of the symptoms of Covid 19 are experienced. Ultimately the success of schools staying open is down to low community spread and good practices in school. HSE guidelines will be followed.

It is important that parents are available to collect students during the school day if their child presents with Covid 19 symptoms. In this scenario students will be escorted to an isolation room and parents will be asked to come to the school **immediately** to collect them. The guidelines recommend that students should wear a mask until they reach home and parents should call their GP, who will outline the next steps.

Restricted Access:

Public Health guidelines state that schools must restrict access to the buildings outside of students and staff. Thus if you are called to the school to collect your son/daughter, please remain in your car and phone reception to say you are outside. Your details and that of your child will be verified before your child is released. You will then give permission to reception to sign out your child.



Meeting with Staff:

We are recommending that all communication with staff is via email or school telephone, in school time only, i.e. 8.30 – 4.00. If you do wish to meet the principal or deputy it is **strictly by appointment only next year**. The guidelines are clear, any visitor to the school **must** be by prior appointment.

Breaches of the code of behaviour:

Breaches of our school covid plan will be dealt with as a matter of urgency and with a zero-tolerance approach. The health and safety of all our students and staff is our number one concern. Failure to comply with our code of behaviour puts people's safety at risk.

Examples of breaches:

- Leaving school grounds without permission during school hours
- The intention to cause harm or injury through behaviour such as coughing, spitting, or sneezing towards another student, member of staff or public while in school uniform.
- Unauthorised use of mobile technology
- Failure to follow reasonable instruction
- Failure to follow one-way system
- Failure to adhere to lunch and break time guidelines
- Not staying in designated areas as directed by staff

Summary

Please rest assured we will be working hard to make the school as safe as possible and we will do everything in our power to keep things as normal as we can.

We appreciate that there is a lot of information in this appendix so in short some of the main points are:

- No mask – no school
- If feeling unwell or displaying symptoms – Stay at home.
- Full uniform every day expect on PE day. Appropriate PE Gear to be worn.
- Rain jacket will be required.
- No access to lockers
- Leave books at home if possible (your teachers will let you know)



Coláiste Dún Iascaigh
Bothar Caisil, An Chathair, Co. Thiobraid Árann
Cashel Road, Cahir, Co. Tipperary



- Students not to leave during school day – unless by prior arrangement
- Meetings by appointment only – and these will be limited.