



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



## Coláiste Dún Iascaigh



## CODE OF BEHAVIOUR





|   |   |
|---|---|
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## CODE OF BEHAVIOUR 2021-2022

The Management and Staff of Coláiste Dún Iascaigh wish you success and happiness during the 2021/22 school year.

### 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:

- Are based on the recognition of the rights and responsibilities of all members of the school community.
- Attempt to create an environment in which the safety and welfare of all is protected.
- Promote an environment in which teaching, and learning can proceed effectively for the benefit of all.
- Help students make more responsible choices regarding their behaviour.
- Promote order, safety, fairness, justice and harmony for all members of the school community.
- 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.**

### 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, 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 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.
- Suspension.
- Referral to Board of Management.
- 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.*



### **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:**

- Monitor your sons/daughter's behaviour, progress, attendance and punctuality by regularly checking the Student Journal and using the VShare App to monitor attendance, behaviour and academic progress.
- Ensure that your son/daughter attends school regularly, on time, in full uniform and is in possession of all materials necessary for their education.
- Contact your son/daughter's Year Head in school if you are concerned about any aspect of your child's behaviour and/or progress.
- Provide all necessary information to Coláiste Dún Iascaigh, including up to date contact information, i.e., correct homes address and phone numbers.
- Use the VShare App to explain all absences from school. Once approved at school (Year Head) this information will update your son/daughter's Attendance data.
- Make appointments through the school office 052-7442828 to request a meeting with a Teacher, Year Head, Deputy Principal or Principal.
- Attend meetings as requested by Coláiste Dún Iascaigh, especially all Parent-Teacher meetings and information sessions.
- Follow the procedures for signing your son/daughter in and out of school.
- Parents/guardians are asked not to text/call their son/daughter during the school day. All communication to your son/daughter is done through the School Office.
- Read and become familiar with all Coláiste Dún Iascaigh policies and procedures that will be on school website.
- **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.*



**VShare points system**

**List of behaviour descriptors on VShare**

| <b><u>Positive Descriptors</u></b>                     | <b><u>Points</u></b> | <b><u>Negative Descriptors</u></b>         | <b><u>Points</u></b> |
|--|----------------------|--|----------------------|
| Academic Mentoring Intervention                        | 0                    | Damage to school property                  | -2                   |
| Attendance Co-ordinator Intervention                   | 0                    | Failure to bring books/equipment to class  | -1                   |
| School Spirit Excellent                                | 3                    | Failure to complete homework               | 0                    |
| School Spirit Exceptional                              | 5                    | Homework not completed                     | -1                   |
| School Spirit Effort Appreciated                       | 1                    | Misbehaviour                               | -2                   |
| Improved effort following feedback                     | 2                    | Serious misbehaviour                       | -5                   |
| Maintaining Academic Progress                          | 10                   | Leaving school premises without permission | -5                   |
| Making Academic Progress                               | 10                   | Mobile phone breach                        | -2                   |
| Participated positively in extra-curricular activities | 5                    | No School Journal                          | 0                    |
| SMT Intervention                                       | 0                    | Refusal to hand over phone                 | -5                   |
| SNA acknowledges co-operation over school year         | 5                    | Two Clear Instructions                     | -2                   |
| Teacher comment log                                    | 0                    | Uniform breach                             | -1                   |
| Year Head Intervention                                 | 0                    | Yet to meet deadlines                      | -2                   |
| Year Head Recognition                                  | 3                    |  |                      |
| 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>        |  |
|-----------------|---|------------------------|--|
|                 |   | Not an exhaustive list |  |
| +10             | Compliment Card & Bronze Pendant        | 0-20                   | Year Head Interventions: <ul style="list-style-type: none"> <li>• Meeting student</li> <li>• Lunch Detention</li> <li>• Evening Detention</li> <li>• Phone Calls to parents/guardians</li> </ul> |
| +20             | Compliment Card & Silver Pendant        |                        |  |
| +30             | Compliment Card & Gold Pendant          |                        |  |
| +40             | Entered into Scholarship Draw           |                        |  |
| +50             | Entered into Draw for Electronic Device | -25                    | Year Head Meeting with parents in school   |
|                 |   | -40                    | Meeting of Deputy Principal, Year Head, parents & student  |
|                 |   | -50                    | Meeting with Behaviour Committee* with parents/guardian and student.   |
|                 |   | -65                    | Meeting with sub-committee of Board of Management.   |
|                 |   | -85                    | Referral to Board of Management.   |

- **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.**

**Points to Note**

- It is understood that **attendance** at this school **implies acceptance** of the **rules** and **regulations**.
- This Code of Behaviour is subject to review and revision on an on-going basis.





- **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 (067-31250).

### 1) Student Journal:

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

- Each student is required to have his/her Student Journal with them in all classes.
- The Student Journal is designed to provide a log of all homework and classwork.
- **The Student Journal is for official purposes only. It is not a personal diary.**
- Each student is responsible for the safe keeping of his/her Student Journal. Loss of the Student Journal must be reported immediately to the Year Head and will result in a replacement fee of €10.

### 2) Coláiste Dún Iascaigh Uniform and Appearance:

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

- Students are expected to be neat and tidy in dress and appearance.
- The wearing of facial jewelry including eyebrow, tongue or nose piercings is under no circumstances allowed, with the exception of one stud piercing in the lower lobe of each ear.
- The Coláiste will not be liable for any loss or damage to confiscated jewelry.
- Hair must be natural in colour, and no shaved patterns are allowed.
- Students participating in PE and games must wear the official Coláiste Dún Iascaigh tracksuit.
- The wearing of hoodies is not part of the school uniform.
- If unsure, please contact either the Principal or Deputy Principals.

### 3) 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.**

- Classes begin at 8.50am. It is recommended that students are present 10 minutes in advance of the start of the first period.
  - ✓ Students must enter school by assigned doors.
- Late arrivals must report directly to the Main Office, where their journals will be stamped and time of arrival will be logged on VSware.



- Students must arrive to all classes on time.
  - ✓ Students must inform their class teacher if they have a reason for not being in class.
  - ✓ If this is not followed a student will be deemed to be absent from class without permission.
- Where a child is absent from school for a school day or more than a school day, the Parents/Guardians or the student if they are over 18 shall notify the school by submitting the absence note on the VSware app outlining the reasons for the child's absence. This will be approved in school by Year Head.
- The School Attendance Officer in conjunction with the Year Head will be monitoring unexplained absences and will contact parents/guardian as required.
- 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.
- An appointment will be made with Parents/Guardians if attendance and punctuality is a cause for concern.
- 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).
- Students who feel ill during the day must report to the school office and contact with parents/guardians will be made if necessary. **(STUDENTS SHOULD NOT BE CONTACTING PARENTS DIRECTLY. IT MUST GO THROUGH SCHOOL OFFICE)**

#### 4) 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 son/daughter's safety. The school intercom will not be used to call students during class time.**

- 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. **To reduce disruption to school we request that students are collected at 11am and 1.10pm.**
- 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. This will be approved by school and students' diaries will be stamped at the School Office before exiting.

- School cannot accept responsibility for students who deliberately absent themselves from school.
- All year groups except 6<sup>th</sup> years students must remain within the school grounds for the duration of the school day.
- Parents/Guardians are requested not to make medical/dental or other appointments during the school day. Please utilise Wednesday afternoons.

#### 5) **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.**

- The Code of Behaviour applies to all outings, activities and tours.
- Students who have an unsatisfactory discipline record may be withdrawn from extra-curricular and other school activities.
- Full school uniform must be worn by all students for out-of-school activities unless otherwise advised by the relevant school authorities.
- It is the responsibility of each student involved in activities to complete, on time, the classwork/homework assigned.
- All rules and regulations regarding lunchtime games/activities must be followed.
- Permission Slip must be completed in advance of all extra-curricular activities.

#### 6) **Mobile Phones/Electronic Devices/Internet Usage:**

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

- Students will 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 the parent/guardian or student over 18 will be requested to attend a meeting in the school.
- 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.
- Coláiste Dún Iascaigh cannot be held accountable if any of such items are broken, damaged or go missing on the school premises.

**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 Dún 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 An Garda Síochána for inappropriate use of electronic devices and any software associated with same.**

**7) Bullying:**



**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.**

- Students are expected and encouraged to report any instance of bullying which they experience or observe.
- It is the policy of Coláiste Dún Iascaigh that all incidents of bullying will be investigated within the resources available to the school.
- 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.
- Bullying issues of a serious nature or cases which may involve technology may have to be referred to An Garda Síochána.

#### **8) General Points:**

- **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 and is also covered by this rule. [Public Health (Tobacco) Act 2002].
- 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.
- 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 and should not be used during the school day.
- 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.
- 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.



- Chewing gum is not allowed.
- Correction fluid (liquid) e.g., Tippex, is not allowed.
- Inappropriate language is always unacceptable.
- Food should not be eaten during class time, but some water may be permitted at the teacher's discretion.
- 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.
- Students can only enter and leave the school grounds by the front/back entrances.
- Rudeness, insolence, aggressive or threatening behaviour to members of staff within school or outside of school, will not be tolerated. This includes any social media comments.
- 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.
- Fighting within the college or college grounds or outside the college may result in suspension from school.
- Interfering with safety apparatus and equipment in the college or serious vandalism to school property may result in suspension from school.
- Where students do not complete detentions issued, it will be assumed that they are not prepared to abide by the school's 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.



**APPENDIX I**

| <b><u>LEVEL</u></b>   | <b><u>POSSIBLE INTERVENTIONS/SANCTIONS</u></b>  |
|---|---|
| <p><b><u>Class Teacher</u></b></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"> <li>1. Cautioning student.</li> <li>2. Relocating students within the classroom.</li> <li>3. Assigning additional work - removing privileges.</li> <li>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.</li> <li>5. Arranging lunch detention.</li> <li>6. Recording behaviours (positive and negative) on VShare.</li> <li>7. Referring the student to the Year Head.</li> </ol>   |
| <p><b><u>Year Head</u></b></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"> <li>1. Issuing a verbal warning.</li> <li>2. Putting the student on report card or punctuality card to monitor behaviour.</li> <li>3. Referring the student to detention.</li> <li>4. Arranging community service on school premises.</li> <li>5. Temporarily withdrawing the student from the class and /or extra-curricular activities.</li> <li>6. Contacting Parent/Guardian and where necessary arranging a formal meeting.</li> <li>7. Contacting the Student Support Team.</li> <li>8. Imposing payment for breakages/ damage to property.</li> <li>9. Confiscating non-permitted items.</li> <li>10. Referring the student to the Deputy Principal.</li> <li>11. record such sanctions and interventions on VShare.</li> </ol> |
| <p><b><u>Deputy Principal</u></b></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"> <li>1. Contact Parent/Guardian and arrange a formal meeting.</li> <li>2. Refer the student to the Student Support Team.</li> <li>3. Refer the student to the Principal.</li> <li>4. Recommend referral to the Board of Management.</li> <li>5. Recommend suspension of the student to the Principal.</li> </ol>  |



|  |   |
|--|---|
|  | <p>6. Record such sanctions and interventions on VShare.</p> <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><b><u>Behaviour Committee</u></b></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"> <li>1. Meet with student and Parent/Guardian.</li> <li>2. Draw up Behaviour Contract.</li> <li>3. Recommend sanctions.</li> <li>4. Refer to outside agencies.</li> <li>5. Recommend referral to sub-committee and/or full Board.</li> </ol>  |
| <p><b><u>Principal &amp; Sub Committee of Board of Management</u></b></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 him. 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.</p> <p>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><b><u>Board of Management</u></b></p> <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"> <li>1. The Board of Management is informed of suspensions at its next meeting.</li> <li>2. Reports of serious breaches of the Code of Behaviour are made to the Board of Management.</li> <li>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.</li> <li>4. Sub-committee of Board of Management to include Chairperson, or designated representative, Deputy Principal, teacher representative.</li> </ol>  |