

Coláiste Dún Iascaigh



CODE OF BEHAVIOUR





Coláiste Dún Iascaigh Code of Behaviour 2022-2023



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Introduction

To ensure that the school is center of learning for all, a high level of courtesy and consideration for others is essential. Our Code of Behaviour is underpinned by our core values of:

- **Excellence in Education**
- **Care**
- **Respect**
- **Equality**
- **Community**

These are at the heart of our school ethos and staff, students, parents/guardians must uphold these core principles each day to ensure that our school is a safe environment for all to learn and work in. Everyone is responsible for ensuring that our standards are adhered to and students, staff, parents/guardians working positively together will ensure that all our students will mature and grow as young people in a progressive school.

Standards of Behaviour

1. Coláiste Dún Iascaigh expects students in the school to show respect in all aspects of their school life. This respect starts with the student showing self-respect and students are expected to show respect for their fellow students, the school staff, and the school property itself.
2. Students are encouraged to show kindness to each other and a willingness to help.
3. Students are expected to show courtesy and good manners in dealing with all members of the school community.



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4. Students are expected to show fairness, forgiveness and empathy in their daily school lives.
5. Students are expected to attend school regularly and on time.
6. Students are encouraged to always do their best in class and to be responsible for their work.
7. Students are expected to refrain from bullying, harassment, discrimination or victimisation.
8. Students are encouraged not to interfere in the teaching and learning process.

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 connect time, 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, Active Week and Seachtain Na Gaeilge are organised.
- An annual induction 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.



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- 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

Core Values:

Excellence in Education

- Students main academic focus is to work hard to achieve the best set of Junior Cycle and Leaving Certificate results. These are three and two-year courses respectively and will require students to meet all deadlines on time.
- Students' learning improves by completing all assigned homework as directed by teachers and are expected to work hard to engage in learning under the guidance of teachers.
- Students must use their Learning Journal to record all homework/learning. The Journal should be brought to all classes and can be used for internal and external communication with relevant parties.
- Students are expected to contribute to the learning environment by engaging in classwork and setting high standards for all in group work, Think pair share and all learning activities. Share your learning knowledge with others.
- Students' classroom behaviour must ensure that all other students can learn in a positive learning environment for all. Lateness, rudeness, disruptive behaviour stops learning and is not in line with our core values.
- Students who miss a class because of a school activity or an absent school day, have a responsibility to catch up on all learning and homework assigned.



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- All students should be proud to achieve well in class work, class tests, house exams and these successes should be celebrated by all. It is school culture to acknowledge this success.

Parents/Guardians:

- You can really help support your son/daughter's learning by ensuring that you set high expectations for academic achievement.
- Students progress better when they get adequate sleep and have a nice space free from technology to complete study and homework.
- Your son's/daughter's Learning Journal will be central to monitor progress with Learning along with VsWare Parent App.
- It is essential that parents/guardians attend all parent teacher meetings, school information nights and Awards Nights that celebrate achievements.

School:

- All school staff are very much focused on working towards a Learning environment that will help your son/daughter achieve their academic potential.

Respect

Uniform, Dress and Appearance:

- Student must be in full uniform each school/examination day and this is a public statement of your intent to engage with learning in the Coláiste.
- No facial piercings allowed and only stud piercings in ears.
- School Tracksuit can only be worn on the day of PE Class.
- Hoodies not permitted in school.
- Jackets cannot be worn during class time unless otherwise indicated by school management.
- Hairstyles should not be extreme in colour or have shaved patterns. (If in doubt contact



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Deputy Principal).

- Black, navy, brown shoes only. (Runners to be worn with school tracksuit only).
- Hats/caps not to be worn in school.

Punctuality:

- Students should aim for full attendance and any absences should be minimal.
- Students must be present, ready and prepared for first class each day at 8.45am. Classes begin at 8.50am.
- Students late during first class must go to the Canteen to have their Learning Journal signed/stamped prior to attending class.
- Students arriving to school after first class must report to school office and complete the late arrival book at office window and get Learning Journal stamped.
- Students must arrive to all classes on time and only be absent with permission of class teacher.
- Students who feel ill during the day must inform their teacher and report to the school office/first aid room.

Procedures for Leaving School:

- Students must report to school office and wait for parent/guardian to collect you here. Parents/Guardians must complete sign-out book. Students can only sign out during break of class or break times.
- Students over 18 cannot leave the school grounds unless their Learning Journal has been signed and stamped by a member of the school staff, Principal or Deputy Principal. This is to be completed by the first start period of the day.
- Only senior students have the privilege of going downtown at lunchtime.
- For insurance purposes students must leave school within 15 minutes of the final bell unless attending an activity supervised by a teacher.



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Parents/Guardians:

- A high-quality education service can only be achieved if attendance rates are very good, and it is our belief that school attendance be considered in the same way as work attendance by adults while in school.
- It is your role as a parent/guardian to ensure that your son/daughter arrives to school on time and that absence requests for leaving school early or absent for a day are submitted on the VShare parent app for approval by Year Heads.
- Absence requests should be submitted at least one day previously.
- Please monitor VShare attendance on parent app and contact school if you believe there are any errors in our records.
- Please ensure that school always has an emergency contact if your son/daughter is unwell during school day and that the school is informed of all medical conditions.
- Please note school admin staff cannot use intercom during class time.
- Parents/Guardians are entitled to be informed of any vital concern even if your son/daughter is over the age of 18.
- Please contact the school if you need support or advice regarding school attendance.

School:

The school will provide supervision for twenty minutes before school starts, morning break, lunchtime, and 15 minutes after school finish.

The school will monitor attendance and report all absences over 20 days to Educational Welfare Officer.



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Community:

- Students are expected to take responsibility for keeping our school and community environments clean and tidy.
- Students are encouraged to use toilet facilities before and after school and during lunch breaks.
- Students are encouraged to participate in extra-curricular activities and students are expected to attend all training/preparations for extra-curriculars events.
- Students are reminded that at school matches/events they are representing the school and the wider school community.
- Coláiste Dún Iascaigh is proud to allow students link with local voluntary organisations that support community initiatives.

Care/Equality:

- Students are entitled to be safe and secure in their personal space so no form of messing/pushing/horseplay should occur.
- Students must power off all mobile phones and keep out of sight for duration of the school day unless otherwise indicated by school staff. (See Acceptable Use Policy on Electronic Devices).
- Students are expected and encouraged to report any instance of bullying which they experience or observe. (See Anti Bullying Policy).
- **Smoking/vaping** on school grounds/wearing school uniform is not allowed and impacts on the health of others.
- Possession, use, sale and distribution of alcohol/illegal substances/vapes are not allowed.
- No fizzy or caffeinated drinks allowed to be consumed by students in school.
- Chewing Gum is not allowed in school.
- Students' cars cannot be parked on school grounds or in bus parking spaces.



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- Students must not interfere with safety apparatus and equipment in the college or vandalize school equipment or property.
- Students must follow health and Safety guidelines in all classrooms.
- Students should label all belongings and property.

Procedures and Sanctions for Specific Standards

<u>Standard Breached</u>	<u>Procedure</u>
Uniform/Dress and Appearance: <ul style="list-style-type: none"> • Uniform • Piercings • Hairstyles • Shoes • Jackets • PE uniform 	<ul style="list-style-type: none"> • Note to be provided by student in Learning Journal to PRINCIPAL/DEPUTY PRINCIPAL in canteen during first class if not wearing correct uniform for that day. The only alternative is school tracksuit/uniform. • Alternative uniform may be provided by school for first offence or parents will be called to bring in correct uniform or take student home. • Students will be asked to remove facial piercings, and these will only be returned at year end. • Refusal to comply with this will result in student being taken home. • Repeated behavior for uniform/dress and appearance breach will require student to stay at home until parent/guardian schedule a meeting with school.
Punctuality/ Attendance	<ul style="list-style-type: none"> • Lateness throughout school day is a classroom management manner and should first and foremost be dealt with by teacher. • Parents/Guardians will be requested to meet with Year Head if punctuality and attendance is a concern. Appropriate supports or sanctions will be applied.



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Vaping/Smoking	<ul style="list-style-type: none">• Suspensions of up to 3 days
Mitching School/not following sign out procedures	<ul style="list-style-type: none">• Up to 3 evening detentions for first offence and up to 3 days suspensions for subsequent offences.
Loitering in Toilets	<ul style="list-style-type: none">• Warning followed by sanctions up to and including suspension.
Damage to school property	<ul style="list-style-type: none">• Cost of repair/replacement and sanctions up to and including suspension.
Mobile Phones	<ul style="list-style-type: none">• Staff member will ask student to hand up phone and bring to the office. It will be recorded on VSware and returned at end of school day. Repeated incidents of breaches will result in meeting with parent/guardian.
Serious incidents of disrespect / violations that can impact any member of the school community	<ul style="list-style-type: none">• Incident dealt with by PRINCIPAL/DEPUTY PRINCIPAL and sanctions up to and including expulsion may apply following investigation.

All infringements of Coláiste Dún Iascaigh's Code of Behaviour will be logged on VSware.



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School Behaviour Points Tracking System:

The school operates a positive and negative points system. The points system rewards behaviour that promotes our school's core values and deducts points for students who do not reach our core value expectations. Students can receive other sanctions along with point deductions if deemed appropriate by Year Heads or PRINCIPAL/DEPUTY PRINCIPAL. All reports written by staff on VShare will be factual and will outline any action taken by staff member.

The VShare points system is a log only and is used to keep parents/guardians, school staff informed of progress students are making.

<u>Positive Descriptors</u>	<u>Points</u>	<u>Negative Descriptors</u>	<u>Points</u>
		Breach of mobile phone policy	-2
Academic Mentoring Intervention	0	Deadlines not met	-3
Academic progress made following formative feedback from subject teacher	1	Detention Record	0
Attendance (following intervention attendance rate improves over 30 school days)	3	Inappropriate behaviour during break of class and supervision	-2
Attendance Co-Ordinator Intervention	0	Inappropriate use of technology or/and refusal to follow staff instructions regarding use of technology.	-3
CARING - Student has been involved in activities that promote care within the school and community	3	Late to class	-1
COMMUNITY - Student excels in school and extra-curricular activities	3	Misbehaviour during school activities	-3
EQUALITY - Student is a positive role model in treating all with dignity and respect	3	Not yet completing homework (written or retrieval work) to required standard	-1
Excellence in Education - Maintaining Academic Progress in House Exams	10	PRINCIPAL/DEPUTY PRINCIPAL/YH Uniform, Dress & Appearance	-2



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Excellence in Education - Making Academic Progress in House Exams	7	Refusal to hand up mobile phone	-5
Excellence in Education – student has displayed a willingness to engage and improve following feedback from teacher	3	Smoking/vaping and possession of cigarettes/vapes on school premises	-2
Exemplary homework/classwork presented by student	2	Student is not properly prepared for classroom learning (materials)	-1
Improved attendance following feedback	3	Teacher Comment	0
Principal/Deputy Principal Intervention	0	Teacher Comment	-1
Principal/Deputy Principal Recognition	3	Teacher Comment	-2
Respect - Student has shown integrity and character in being respectful of self, peers, staff, and community.	3	Toilet Pass Year Head Instruction Monitored	0
SNA Comment	3	Two Clear Instructions not followed resulting in removal from class by YH/DP/PR	-5
Student Displays an exemplary work ethic in their subject	3	Uniform, Dress and Appearance	0
Teacher Comment	1	Vandalism – damage to school property	-3
Teacher Comment	2		
Teacher Comment	0		
Year Head Intervention	0		
Year Head Recognition	3		
Exceptional Positive Behaviour	5		

What happens at various points of the scale: Please note this is for Guidance only and sanctions can be applied outside of this if deemed appropriate.

<u>Positive</u>		<u>Negative</u>	
		Not an exhaustive list	
+10	Compliment Card and Bronze Pendant	0-20	Year Head Interventions:



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+20	Compliment Card and Silver Pendant		<ul style="list-style-type: none"> • Meeting student • Lunch Detention
+30	Compliment Card and Gold Pendant		<ul style="list-style-type: none"> • Evening Detention • Phone Calls to parents/guardians
+40	Entered into Scholarship Draw		<ul style="list-style-type: none"> • Meeting with parents/guardians in school
+50	Entered into Draw for Electronic Device	-30	Deputy Principal Meeting with parents/guardian & student in school
		-40	Principal Meeting with parents/guardian & student in school
		-50	Meeting with Behaviour Committee with parents/guardian and student.
		-75	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.**
- **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.

List of Sanctions that school can use as appropriate:

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.

- Reasoning with student.
- Prescribing additional written homework or additional learning tasks.
- Verbal reprimand.
- Message/entry in Learning Journal.



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- 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, Behaviour Committee and finally Principal.
- Communal work such as picking up litter, etc.
- Suspension.
- Referral to Board of Management.
- Referral to external agencies.
- Expulsion.

Ladder of Referral:

Class Teacher
Year Head
Deputy Principal
Behaviour Committee
Board of Management

- *A Year Head, Deputy Principal and Principal have the right to refer to detention and/or suspension for any individual incident if deemed appropriate. Sanctions along with points deductions can be applied.*



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<u>LEVEL</u>	<u>POSSIBLE 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. Written note in student journal. 7. Contacting Parents/guardians. 8. Recording behaviours (positive and negative) on VShare. 9. 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. 10. Referring the student to the Deputy Principal.



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	11. Recording such sanctions and interventions on VSware.
<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 student Year Head, Deputy Principal, and 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 full Board.



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Board of Management

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.

1. The Board of Management is informed of suspensions at its next meeting.
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.