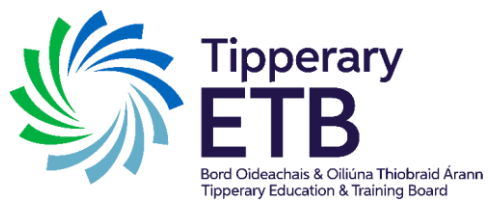


Coláiste Dún Iascaigh



CODE OF BEHAVIOUR





Coláiste Dún Iascaigh Code of Behaviour 2023-2024



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Coláiste Dún Iascaigh Code of Behaviour 2023-2024



Introduction

Our Code of Behaviour is underpinned by our school motto:

“Learning Together to Achieve and Succeed”

and our core values of:

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

are at the heart of our school ethos and are the key standards expected of all.

And having very clear standards in terms of student behaviour in school is fundamental to achieving these goals.

1. Classroom Expectations:

The following are our five core rules to support learning in every class:

1. We come to class on time.
2. We bring the correct materials to class.
3. We actively engage with learning in class.
4. We do our homework/retrieval practice.
5. Students must have their Learning Journal with them in every class and the Learning Journal must be used effectively to ensure all assigned work is recorded and completed on time and records of daily learning activities are kept.

Please read the following with your son/daughter

2. Attendance/Punctuality:

- Students must be present, ready, and prepared for first class each day at 8.45am. Classes begin at 8.50am.
- Students late during Period 1 must go to the canteen to have their Learning Journal signed/stamped prior to attending class.



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- Students arriving at school after period 1 must report to the school office and complete the arrival register at office window and get Learning Journal stamped.
- The Learning Journal should be presented on arrival to class to timetabled teacher.
- Students cannot absent themselves from any class except for scheduled meetings with:
 - School Guidance Team
 - Year Head
 - Senior Management Team
 - School Chaplain
 - Special Education Needs Team
- Students who feel ill during the day must inform their timetabled subject teacher before getting permission to go to our First Aid Room/School Office. Students should not text home.
- Students must come directly to school in the morning and the only time students can leave school grounds is lunchtime and the privilege is for 4th, 5th and 6th year students only.
- For insurance purposes students must leave school within 15 minutes of the final bell unless attending an activity supervised by a teacher or having got prior approval from school management.

3. Attendance/Procedures for Leaving School:

It is essential that students attend all classes every day, and students should only be absent from school when necessary. Student attendance is monitored and updated through our VShare System and parents/guardians must use the VShare parent app to explain all absences.

Students Under 18

Step 1.

- The VShare Absence Request on the Parent App must be completed at least one day in advance. Once approved this will update your student's attendance record which is submitted by the school to the National Educational Welfare Board if a student misses more than 20 days.

Step 2.

- Students can only be collected at the break of class or break times. On each occasion students must go to the main office to be collected by the parent/guardian (or emergency contact as provided to school in enrolment form).

Step 3.

- The parent/guardian must present in person at the school office and sign student out by completing the sign out register book.



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Students Over 18

Steps 1.

- Students should be in full attendance every day and should only leave for a partial day if necessary.
- The VShare Absence Request must be completed at least one day in advance. Once approved this will update the students' attendance record.

Step 2.

- Students must present to the Principal/Deputy Principal to have their Learning Journal signed during Period 1 in the canteen.

Step 3.

- Students can only leave at the break of class or break times. On each occasion students over 18 must go to the Main Office.
- Present their Learning Journal signed by Principal/Deputy Principal.
- Complete the sign out register book.

Important Note:

- **Parents/Guardians should not text their son/daughter during the school day under any circumstances. School Office can be contacted if contact is required.**
- **Students should not text home during the day and if feeling unwell must go to the first aid room and parents/guardians will be contacted if appropriate.**

4. Uniform, Dress and Appearance:

- Students must be in full uniform each school/examination day.
- PE Uniform can only be worn on the day of timetabled PE Class/school matches.
- No hoodies/jackets/hats to be worn indoors.
- No facial piercings and only stud piercings in ears. Breaches of this will result in students remaining at home until rectified.
- Hairstyles should be neat and tidy.

Junior Cycle Uniform consists of:

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

Senior Cycle Uniform consists of:

- **JUMPER** – Navy neck jumper
- **SHIRT** - White with collar.
- **TIE** - Navy and green stripe
- **Skirt** - Green Douglas (knee length)
- **Trouser** –Dark grey

Suitable shoes must be black, brown or navy. No visible branded runners, shoes, uggs, converse allowed.



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PE UNIFORM:

- Tracksuit top
- Tracksuit Bottoms
- School Training Jersey
- Runners with PE uniform only

The school will do regular uniform checks and students out of uniform must present a note in Learning Journal during Period 1 in canteen outlining reason why to Principal/Deputy.

School can provide correct school uniform items to students and parents/guardians can be contacted and requested to bring to school correct uniform items.

School Management reserves the right to decide at any time if a student is in breach of the spirit of the school code of behavior in relation to uniform, dress and appearance.

5. Use of School Toilet Facilities:

Students must respect school toilet facilities. Students can only use their assigned year group toilets during **break times**.

Students must get permission from their subject teacher to go to the toilets during class time and must place their mobile phone on the Teachers Desk.

Students are not to:

- Consume food/drinks in toilets
- Be part of a group that loiters in toilets
- Use toilets excessively without medical documentation provided to school
- Bring mobile phones into toilets
- Smoke/Vape in toilets
- Share a cubicle with others

6. Mobile phone/Electronic devices:

The school does not at any time take responsibility for any damage or loss of such devices. Mobile phones/electronic devices will not be allowed in school during official house exam times and mock exams and parents/guardians will be requested to comply with this.

“All mobile phones/electronic devices must be powered off and out of sight for the duration of the school day unless requested to be used by the subject teacher. This rule also applies to evening study.”

- If in breach of this rule a staff member will request the student to hand up a mobile phone/electronic device which will be placed in an envelope in the school office and returned at the end of the school day. This will be recorded on VSware.
- Refusal to do so will be a serious breach of the school code and will be dealt with immediately by a Deputy Principal/Principal.



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Unacceptable uses of electronic devices/mobile phones or Social Media sites:

This can 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.

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 very much be considered in certain cases.

7. Extra-Curricular Activities:

- Students are encouraged to participate in extra-curricular activities but must always maintain their academic progress.
- Students must arrange for a 'learning buddy' from all classes missed to catch up with work while away on extra-curricular activities.
- Students in breach of our school values will not be permitted to participate in extra-curricular activities.

8. School Environment:

- Students must go to assigned areas for break and lunchtimes before exiting outdoors for exercise.
- Students must label all personal belongings and keep all items secure in locker.
- Students must assist subject teacher at the end of last class each day in tidying classrooms.
- Students must use all **"Green School Bins"** to recycle school generated waste.
- No highly concentrated caffeinated/fizzy drinks allowed to be consumed by students in school.
- Chewing Gum is strictly prohibited.
- Students' cars cannot be parked on school grounds or in bus parking spaces.
- Students must not damage any safety apparatus or any school equipment.
- Students must follow Health and Safety guidelines in all classrooms.



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9. Bullying:

All students must follow our school Anti-Bullying policy.

10. Substances:

Possession, use, sale and distribution of alcohol/illegal substances/vapes/cigarettes are not allowed while in school uniform or when representing the school at any event or school tour. Automatic suspension, and up to and including expulsion, from school for any breach of above.

11. Positive Behaviour Ladder of Referral

Class Teacher
Year Head
Deputy Principal
Discipline Committee
Board of Management

<u>LEVEL</u>	<u>POSSIBLE INTERVENTIONS/SANCTIONS</u>
<u>Class Teacher</u> Teachers are responsible for maintaining a positive learning environment in their classrooms.	<ol style="list-style-type: none"> 1. Positive feedback 2. Formative feedback 3. Encouraging 4. Classroom behaviour support 5. Cautioning student 6. Relocating students within the classroom seating plan 7. Assigning additional work - removing privileges 8. Arranging lunch detention 9. Contacting parents/guardians by written note in Learning Journal, VShare parent mail or phone call



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	<p>10. Recording accurately with actions behaviours (positive and negative) on VSware.</p> <p>11. Referring the student to the Year Head.</p>
<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 appropriate reports 3. Referring the student to detention 4. Arranging community service on school premises 5. 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. Referring the student to the Deputy Principal 9. Recording such sanctions and interventions on VSware
<p><u>Deputy Principal</u></p> <p>If a 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 misbehavior 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



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	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
<u>Discipline Committee</u> Discipline Committee is to be comprised of student Year Head, Deputy Principal, and Principal	<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
<u>Board of Management</u> 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 a significant improvement in behaviour is not observed the Principal may refer the matter to the Board of Management for review.	<ol style="list-style-type: none"> 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



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School Behaviour Points Tracking System:

The points system aims to recognise students who live out our school's core values. Students who excel are honored at our annual awards night.

It also is a log of breaches of the school code of behavior 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>
Academic Mentoring Intervention	0	Breach of mobile phone policy	-2
Academic progress made following formative feedback from subject teacher	2	Deadlines not met	-3
Attendance (following intervention attendance rate improves over 30 school days)	3	Detention Record	0
Attendance Co-Ordinator Intervention	0	Inappropriate behaviour during break of class and supervision	-2
CARING - Student has been involved in activities that promote care within the school and community	3	Inappropriate use of technology in classroom	-3
COMMUNITY - Student excels in school and extra-curricular activities	3	Late to class	-1
EQUALITY - Student is a positive role model in treating all with dignity and respect	3	Misbehaviour during school activities/talks	-3
Excellence in Education - Maintaining Academic Progress in House Exams	10	Not yet completing homework (written or retrieval work) to required standard	-1
Excellence in Education - Making Academic Progress in House Exams	7	PRINCIPAL/DEPUTY PRINCIPAL/YH Uniform, Dress & Appearance	-2
Excellence in Education – student has displayed a willingness to engage and improve following feedback from teacher	3	Refusal to hand up mobile phone	-5



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Exemplary homework/classwork presented by student	2	Smoking/vaping and possession of cigarettes/vapes on school premises	-5
Improved attendance following feedback	3	Student is not properly prepared for classroom learning (materials)	-1
Principal/Deputy Principal Intervention	0	Teacher Comment	0
Principal/Deputy Principal Recognition	3	Teacher Comment	-1
Respect - Student has shown integrity and character in being respectful of self, peers, staff, and community.	3	Teacher Comment	-2
SNA Comment	3	Toilet Pass Year Head Instruction Monitored	0
Student Displays an exemplary work ethic in their subject	3	Two Clear Instructions not followed resulting in removal from class by YH/DP/PR	-5
Teacher Comment	1	Uniform, Dress and Appearance	0
Teacher Comment	2	Vandalism – damage to school property	-5
Teacher Comment	0	Absent from class without permission	-2
Year Head Intervention	0	Truancy/mitching or not following correct sign out procedures	-5
Year Head Recognition	3	Disrupting teaching and learning	-2
Exceptional Positive Behaviour	5		

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 actions taken by staff member.



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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	
+20	Compliment Card	0-20	Year Head Interventions: <ul style="list-style-type: none"> • Meeting student • Lunch Detention • Evening Detention • Phone Calls to parents/guardians • Meeting with parents/guardians in school
+40	Entered into Scholarship Draw		
+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 Discipline 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.