

Code of Behaviour Coláiste Pobail Osraí 2014.

INTRODUCTION:

This policy has been prepared in accordance with the Guidelines produced by The National Education Welfare Board as per the Education Welfare Act 2000 Section 23.

This policy has been prepared in consultation with parents, students, staff, the Board of Management and County Kilkenny VEC.

Registration as a student at Coláiste Pobail Osraí shall imply acceptance of this Code of Behaviour by parents/guardians and by students. The final page must be signed and returned to the principal indicating the Code has been read and that its contents are acceptable.

MISSION STATEMENT

Coláiste Pobail Osraí is a learning community seeking to achieve the highest level of education through Irish for its pupils. This journey is undertaken in an environment that encourages self-esteem and mutual respect. The challenge of education is undertaken in a supportive way that develops all the gifts of our students.

In Coláiste Pobail Osraí, through sport, music and more, our identity as an Irish people is encouraged. Respect for our language and for the diversity of our traditional culture is paramount. In the spirit of educational partnership, the role and dignity of every person is recognized.

Our students' spiritual and interpersonal development along with communication skills is nurtured in a positive open atmosphere. Students are encouraged to take part in all activities and every achievement is honored.

SCHOOL STANDARDS

1. Irish

To speak Irish at all times during school and associated events and to use it as the primary language of communication within the school community. Students should be proud of our native language and should display a positive attitude towards Irish. Students will use the Irish version of their name and surname at school unless alternative arrangements are made.

Refer to Irish Policy

2. Respect and Courtesy:

should be shown at all times to students, staff and visitors. A positive and enjoyable atmosphere should be promoted in the school. Accept everyone's individuality and extend to everyone the opportunity to take part in all aspects of school life.

3. Punctuality and Organization

- Allow yourself, your fellow students and your teachers every opportunity to create a positive learning environment in the classroom. To this end, be punctual and have all necessary equipment prepared before the beginning of class. Students are expected to be in school, and registered, by 8.50 am, and again before 1.50 pm. Students should go to their lockers 3 times daily, before 9.00am, at 11.00am and before 2.00pm.

If a student is late arriving for school, they must report to the office for a 'late card' or to show a note explaining their lateness. If a student is late without a note they will be given written work to complete by the class teacher. **3 lates merits Friday afternoon detention.**

If lateness persists, a meeting will be arranged with parents to discuss the issue.

Junior cycle students are not allowed leave the school premises at lunchtime on Mon/Tues /Wed.It is the parent/guardian's discretion as to whether they stay in school on Thurs/Fri and a note must be sent to the school saying they that they are not allowed to leave at lunchtime.

School assembly every 8.50 a.m.(Day to be chosen each year)

4 Participation

Students are expected to take part readily in school activities. In a small school it is vital that every student partakes in school events in order for activities to take place.

Pictures of students /school events may be used to promote the school. Students have an option to opt out of pictures if preferred.

5 .Uniform

To be dressed neatly in a full clean school uniform when coming to school, throughout the day and leaving for home and on all school activities, unless otherwise specified. This promotes equality and a sense of identity and cohesion among the student body. The uniform should be worn with pride and students must conduct themselves in an appropriate manner at all times when wearing their uniform.

The school uniform consists of:

- school jumper with crest
- white shirt (a plain white t-shirt may be worn underneath, once not visible)
- school tie
- grey trousers or school skirt for girls
- navy socks, or unpatterned navy tights
- black/navy **leather** shoes only
- the school jacket
- Sports:Black/ navy tracksuit bottom /school hoody/shorts, appropriate sport t-shirt, sports socks, sport shoes.

Only senior cycle girls are permitted to wear discreet make-up, i.e. light foundation. Eye make-up is prohibited.

Up to one pair of earrings is permitted, one in each ear,as well as one finger ring. Non-specified jewellery will be confiscated, to be returned at the end of the term.

Hair should be clean ,, tidy and permit eye contact, of a conventional style, of a natural colour .Boys hair of a minimum length Grade 2.

Hats, jackets and scarf's are not permitted to be worn in the classroom and will be confiscated and returned at the end of term.

Failure to cooperate with these rules will be dealt with through the school sanctions procedures.

Judgment on all matters is at the discretion of the Principal/Deputy principal

6. Mobile Phones and other electronic devices

– Out of respect and courtesy, and in order to maintain an uninterrupted learning environment, mobile phones/iPods etc. should be switched off during class times (8.50 – 1.00,1.50 -4.00)/study /school activities. **(NOT SEEN NOT HEARD)** Permission may be granted by teachers to contact parents/ guardians during class time using a school phone.

If a student is seen with any of these items during these times they are presumed to be in use and will be confiscated immediately. It may be reclaimed from the Principal or Deputy Principal after 7 days.

N.B.it will be regarded as a serious breach of the code of behavior if pictures or recordings of staff/students are made and disseminated without prior permission.

Refer to Anti Bullying Policy.

7. School Journal

In order for students to progress in their academic lives, full use should be made of the journal as a means of recording homework and of planning study and revision. It is important that the student should have their journal with them at all times, and that they can present it to teachers when necessary. The journal must be kept neat and tidy, and should it be defaced or lost the student would be responsible for replacing it at a cost. The journal is an important method of communication between parents and teachers. All absences must be accompanied by an note in the appropriate section of the journal.

8. Health and safety

To ensure the health and safety of all the school community, the following items are not permitted:

- Alcohol, tobacco, drugs, other illegal or dangerous materials (*refer to the Abuse of Substances Policy*)
- Chewing gum

Strategies for promoting positive behavior, progress and effort.

In implementing the Code of Behaviour, the promotion of positive work values should be borne in mind. This may be done in the following ways:

Verbal praise.

Using an encouraging word or smile

Writing an encouraging comment in the student's copy or journal.

A letter or telephone call to parents.

Student affirmation at school assembly.

Awards night

Writing a favourable comment on the record of exam results

A class trip .

Roles and responsibilities of staff in relation to behaviour

Teachers and Management will endeavor to maintain a consistent and fair approach to supporting positive behavior by:

- Fostering mutually respectful relationships between students, parents/guardians and all staff on the college campus
- Rewarding positive behavior and learning achievements/effort and general progress
- Following and adopting clearly defined procedures/sanctions in an effective, fair and helpful manner
- Implementing appropriate teaching strategies and mixed methodologies to enable students to achieve their potential
- Supporting students through an effective pastoral care system and through the 'Social, Personal and Health Education' programme.

The Procedures and consequences of inappropriate behaviour

Examples of sanctions that may be used in response to breaches of discipline:

Examples of sanctions	May be used by
<u>Low-Level Sanctions</u>	➤ <i>Subject Teacher</i>

<p>Verbal warning</p> <p>Note in journal/ contacting parents</p> <p>Temporary confiscation of property</p> <p>Extra written work, e.g. School rules, Conradh an dalta, extra class work</p> <p>Reassignment of the student class place</p> <p>Assisting in the maintenance of the school environment</p> <p>Referral on through the system</p>	
<p><u>Mid-Level Sanctions</u></p> <p>Letter to parent/ guardian</p> <p>Meeting with parent/ guardian</p> <p>Removal of privileges, e.g. school trip/ activities</p> <p>Removal from school representative fora, e.g. school council</p> <p>Detention:</p> <ul style="list-style-type: none"> • Detention will be held on Fridays between the times of 3.30pm and 4.30pm or on other schooldays when meetings may take place after school. • Failure to report for detention is regarded as a serious breach of discipline and will result in being obliged to appear before a disciplinary committee. • Parents/Guardians will be notified by a note in the journal. 	<ul style="list-style-type: none"> ➤ Class Tutor ➤ Disciplinary Committee ➤ Deputy Principal ➤ Principal
<p><u>Being placed on report:</u></p> <ul style="list-style-type: none"> • The student presents the report form to the teacher at the start of class and the subject teacher completes a report on the student's behaviour. The card must be presented to the class tutor before going home each day. Parents/guardians must sign the report each evening. • The student will be required to write the School Rules for every marc below 3 they achieve, to be completed for the following school day. • <u>1. Yellow Card:</u> Parents/ Guardians informed by letter and invited to meet with the school authorities. The student will be required to do further detention. <u>If the student achieves an average mark of 3, they will be allowed to come off the card at the end of the week. If this is not achieved, the student must continue on the yellow card for a further week. If at the end of this period the student's average mark is not on or above 4, the student will be put on a red card. A copy of the</u> 	<ul style="list-style-type: none"> ➤ Cont'd

<p>card will be sent home on the Friday with the student. <u>If the student fails to bring the card to school they will be put on in-house suspension and will remain on the card for a further 2 days.</u></p> <ul style="list-style-type: none"> • <u>2. Red Card:</u> <u>May be assigned following 2 unsatisfactory yellow cards or a previous red card within the school year.</u> Parents/Guardians will be informed by letter and will be invited to meet with the relevant school authorities. <u>The student's progress will be monitored as with the yellow card.</u> In-school suspension may be considered at this stage. <p><i>In-house Suspension</i></p> <ul style="list-style-type: none"> • Parents will be contacted and will be informed by letter and required to meet with school authorities. • The student will accompany a designated member of staff for the day, and will complete assigned class work. • Further detention will be required 	
<p><u>High-Level Sanctions</u></p> <p><i>Suspension</i></p> <p><i>Exclusion</i></p> <p>In certain circumstances of unacceptable behaviour it is necessary in the best interests of the whole school community for the student to be suspended or excluded.</p> <p>In applying sanctions of suspension and exclusion Coláiste Pobail Osraí, Kilkenny will give due consideration to the rights and responsibilities underpinned in the Education Act 1998, The Education Welfare Act (2000), the Equal Status Act 2000 and the principles of fairness and natural justice. Procedural fairness is a basic right of all individuals dealing with authorities. All communities have a legitimate expectation that schools (Boards, principals, deputy principals and teaching staff) will follow these principles in all circumstance, particularly when dealing with suspensions and exclusions.</p> <p>Refer to Suspension and Exclusion Policy.</p>	<ul style="list-style-type: none"> ➤ Deputy Principal ➤ Principal

The system is graduated as follows:

Procedures in the case of **minor breaches of the code**:(as outlined in rialacha na scoile)

1. The SUBJECT TEACHER or teacher on duty will give appropriate correction, and may use a sanction and write a note in the journal.
2. If misbehavior continues or if the student fails to complete the sanction, the teacher will report the student to the CLASS TUTOR using a referral form. The tutor will meet the student to try to resolve the situation and ensure that the sanction applied by the subject teacher is completed.
3. If the student is reported to the Class Tutor a third time (3 REFERRAL FORMS), they will be given DETENTION.

4. If misbehavior persists the student will be PUT ON REPORT. Procedures for report cards are outlined in the above table. The student will be required to do further detention. In the case of a red report card, in-house suspension may also be considered.
5. Should a student report late for detention, fail to report for detention or engage in persistent minor misbehavior resulting in multiple low-level sanctions, they may be obliged to appear before a DISCIPLINARY COMMITTEE. Parents/ guardians will be informed of the outcome by letter. The committee may apply a sanction as laid out above.

Procedures in cases of **persistent or more serious breaches of the code of behaviour:**

1. If a student disciplined through the above process persists in misbehaviour, or in the case of a serious breach of the code by a student, they will be put on in-house suspension.
2. If the student is involved in any other incident of misbehavior they can be put on in-house suspension for the second time, without following the above process again. If a student has been suspended within school a SECOND time the Parent/Guardian will be invited to meet with the school authorities. SUSPENSION outside school may be considered at this stage.
3. If a matter is sufficiently serious the DEPUTY PRINCIPAL or PRINCIPAL has the right to impose any sanction up to and including suspension of a pupil at any time without going through the above procedures.
4. The BOARD OF MANAGEMENT may be obliged to resort to PERMANENT EXCLUSION in the most extreme cases of indiscipline after all pastoral resources available within and to the school have been utilised, every other sanction has been exhausted and due procedure has been followed in accordance with legislation.

Notes:

1. In cases of unacceptable behavior a CLASS TUTOR may place a student on detention, on report or in-house suspension at the time of the incident.
2. While most breaches of the Code of Behavior will be dealt with through the graduated system, there are some cases where students will be immediately suspended either in school or at home. Some examples are:
 - Extreme defiance to a teacher
 - Verbal abuse to a teacher
 - Bullying, fighting or physical abuse to any member of the school community
 - Truancy
 - Interfering with the fire alarm or other safety equipment
 - Vandalism and theft - which may be reported to the Gardaí
 - Possession, use or supply of alcohol and/or any illegal drugs on school premises and on school related activities – which may be reported to the Gardaí in accordance with the Policy on Alcohol, Tobacco and Drug Use.
 - Possession of offensive weapons which may be reported to the appropriate Authorities

3. When pupils are being interviewed in relation to wrongdoing by others, it is the policy of the school that brief notes are taken.

Record keeping

Copies of report cards, notes, referral forms and records of general behavior will be kept in the student's file.

School policies to deal with bullying, harassment and sexual harassment

The school recognizes the role of the entire school community in identifying and reporting bullying behavior and acknowledges its own role in taking appropriate action when bullying behavior becomes apparent. **Refer to anti-bullying policy.**

When and where behavior will be subject to the code of behaviour

Students are expected to adhere to the code of behavior of the school on outings outside of school. It is of the utmost importance that students be diligent regarding the speaking of Irish on such outings, and also that they display pride in their school.

The misbehavior off the school premises and outside school time can be subject to school sanction provided that the behavior affected the school or someone from the school.

Role of parents, and where parents can get help should a problem arise

Parents have a responsibility to support their children's school by:

- Encouraging their children to recognize the importance of education and learning and of the Irish language and culture.
- Backing the application of behavior policies and system rewards and sanctions
- Insisting that their children pay proper respect to teachers and support staff
- Preparing their children for school
- Taking all responsible steps to ensure that their children carry out work set for them
- Checking the school journal for homework and notes each week, and signing notes from teachers if necessary
- Contacting the subject teacher or year head if you are worried about your daughter's or son's progress
- Respecting staff, students, and the school environment

Parents are always welcome in the school. They are an important part of the school community and they are always welcome in the school after making an appointment through the office.

Parents/ guardians will be kept informed each time the Code of Behaviour is breached through the following methods:

- Note in the school journal
- Phone call home
- Letter home
- Parent/ teacher meetings
- Individual meetings
- Fax/ Text/ E-mail

If a parent wishes to meet with a student they must go to the office first. And the student will be notified by a staff member.

If a parent wishes to meet with a teacher for any reason they should make an appointment through the office.

Procedures for notifying the school about reasons for absence from school

Should a student need to leave during school time they need to be signed out in the attendance book with a note explaining their absence or a release by the school. A member of staff must sign the student out in the attendance book.

It is now the law that parents are obliged to inform the Principal of the reasons for any absence from school, even an absence for part of the day. Therefore, note must be written in the appropriate section of the school diary explaining the reasons for such absences.

Unforeseen absences must be explained by a letter from the parent/ guardian when the student returns to school, stating the reason for the absence. (in accordance with the Education Welfare Act 2000)

The school is legally obliged to report all absences in excess of 20 days to the Educational Welfare Board.

Procedures for raising a concern or bringing a complaint about a behavior matter

Parents or students over the age of 18 can appeal to Co. Kilkenny VEC in a case where the student is suspended for more than 20 days in a school year in accordance with Article 29 of the Education Act 1998.

The plan for reviewing the code

The code will be reviewed during a staff meeting before Easter each year and amended as necessary.

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Ta Cód Iompair Coláiste Pobail Osraí léite agam agus glacaim lena bhfuil ann.

I have read and I accept the Coláiste Pobail Osraí Code of Behavior.

Ainm An Scoláire-Blocklitreacha

(Student's Name-Block letters)

Síniú Scoláire:

(Student's signature)

Síniú tuismitheora/Caomhnóra

(Parent's/Guardians signature.)

Dáta (Date):

This code of behavior has been approved by the Coláiste Pobail Osraí Bord of Management on the 31-08-2012.To be reviewed Sept 2014.