



# CARRIGTWOHILL COMMUNITY COLLEGE

## CODE OF BEHAVIOUR

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le of Behaviour is effective on and from 08<sup>th</sup> June 2016. It has been prepared in accordance with “Developing a Behaviour: Guidelines for Schools”, NEWB, May 2008.

Carrigtwohill Community College is a co-educational establishment under the co-patronage of Cork Education and Training Board and the Diocese of Cloyne. To ensure that all members of the school community can work in an orderly and safe environment it is essential that this Code of Behaviour be implemented in full and regularly evaluated by the Board of Management (BOM) following consultation with staff, students, parents and other stakeholders.

A copy of the code will be provided to parents prior to the registration of their son/daughter in the college in compliance with Section 23(4) of the Education (Welfare) Act 2000. Registration and admission of students into the college is conditional on parents submitting the Code of Behaviour Acceptance Form [Appendix 1], agreeing that they will make all reasonable efforts to ensure compliance by their son/daughter. The Code of Behaviour applies to all students up to the completion of senior cycle education.

Students will be made familiar with the code in the following ways:

- ✓ By daily interaction with subject teachers
- ✓ At regular meetings with class teachers
- ✓ In SPHE classes
- ✓ At assemblies with the Principal and Deputy Principal
- ✓ By regular intercom announcements
- ✓ By its inclusion in the student journal

## *Underpinning Values*

The following are the values that are central to life in this school:

- ✓ People feel valued
- ✓ Self-esteem is fostered
- ✓ There is respect, tolerance and fairness
- ✓ People in difficulty are supported
- ✓ There is open and honest communication
- ✓ Effort is recognised
- ✓ Difference is valued
- ✓ Conflict is handled constructively
- ✓ Social, moral and civic values are promoted
- ✓ Initiative and creativity are stressed
- ✓ Doing one's best in expected

## *Aims*

- ✓ This Code promotes positive behaviour aiming to enhance the learning environment.
- ✓ Good behaviour and co-operation ensure effective teaching and learning and thus enables students to reach their full potential.
- ✓ It is our policy to encourage and acknowledge positive behaviour and to foster and develop qualities such as responsibility and leadership.
- ✓ We always strive for reasonableness and consistency in the implementation of rules and sanctions.
- ✓ The Code aims to nurture positive relationships of mutual respect and mutual support among students, staff and parents.

- ✓ The Code aspires to ensure that the school's high expectations of behaviour are effectively communicated and understood [Appendix2]
- ✓ Carrigwohill Community College is grounded in a spirit of respect for all.

### ***Mutual Expectations***

The school undertakes to provide the service of education to its students that will be broad and challenging in nature. Students will be prepared for Junior and Leaving Certificate examinations and a comprehensive Transition Year Programme will be provided for students. The school also undertakes to provide a wide range of extra-curricular activities to enhance the social, personal, sporting and aesthetic development of students.

All members of staff, teaching and non-teaching, are expected to adopt high professional standards in their dealings with each other and with all members of the school community.

This service of education is offered in the expectation that each student behaves in an exemplary manner, displays a general readiness to learn, is consistent in attendance and punctuality and adheres to uniform and dress code requirements.

It is further expected that all parents will be supportive of the Code of Behaviour and that their dealings with the school will also be of a high standard. Parents have a vital role in promoting good behaviour in school. Thus, they are requested to:

- ✓ attend scheduled meetings organised by the school, Parent/Teacher Meetings, Information Nights, etc.
- ✓ monitor behaviours documented on their son/daughter's VSWare account
- ✓ sign the student's journal every week.
- ✓ work with the school to ensure that their son/daughter achieves their full potential in all aspects of school life.
- ✓ to inform us of any trauma which may affect their child's performance or behaviour at school.
- ✓ to provide the school with a contact telephone number where they or another responsible adult designated by them may be contacted in case of illness, emergency or should parents be away from home.

It would be in the student's best interest if parents kept the school informed of behaviour difficulties that the student may be experiencing at home.

### ***Scope of the Code***

The rules set out in the code apply when the students are on the school premises, while on trips or outings, when engaged in extra-curricular activities or when attending functions organised by the school.

Any specific behaviour outside school which is considered by the school authorities to damage the school, to interfere with its workings, to be detrimental to other students or to undermine school discipline is subject to the school's sanction.

### ***School Expectations***

#### **ATTENDANCE AND PUNCTUALITY**

Consistent attendance and punctuality are essential. The college will send a text message to a parent's mobile phone by 10.00 a.m. stating that his/her son/daughter has failed to register attendance in school that morning. Upon receipt of this text message, the parent/guardian must contact the college. An exception to this will be when the school has been informed in advance that a student will be absent on a given day. Parents/Guardians are also requested to fill in an Absence Note in the school journal for the purposes of record-keeping.

The college is legally required to inform the Education Welfare Officer of absences of more than 20 days. (Education Welfare Act 2000)

Late arrival of students for class is disruptive to the teaching and learning environment therefore all students are required to arrive to school prior to assembly and with adequate time to prepare for the school day. Students who present late in the morning must go to the Deputy Principal who will write a note in the journal which must be presented to the subject teacher. Students must be punctual for all classes. Students who present late for class, without permission or a note from

a teacher explaining same, will receive a note in their journal from the subject teacher. Sanctions will be imposed for repeat breaches of this requirement.

In line with best practice, parents /guardians are requested to ensure that appointments etc. for their son/daughter are on Wednesday afternoon or after school. In an exceptional circumstance where a student is required to be withdrawn within school hours, the student must go to the Deputy Principal prior to assembly with a note and the appointment card, the parent must present to the office to sign the student out and the Deputy Principal must also be present. In the case of signing the student back into school the parent/guardian must accompany the student to the school office.

The Deputy Principal will contact parents if a student gets sick in school and needs to be collected. Students are not permitted to contact parents using a mobile phone.

### **GENERAL CONDUCT**

#### ***Respect:***

The school as a community (students, management, teaching staff, Special Needs Assistants, secretary, caretaker, cleaning staff and visitors) places strong emphasis on respecting the rights of others. Enshrined in this is the right to grow as a responsible person, the right of students to work to their full potential and achieve success at school, the right of the teacher to be able to do his/her work without interruption and the right of all members of the school community to be treated with respect and fairness.

#### **Respect for School Property and Environment:**

Everyone in the school is responsible for the care of the school premises. Students and staff are encouraged to feel a sense of ownership for the school and its environment. The students' work will be displayed when and where possible.

Students must show care for school property. Chewing gum, liquid tippex and graffiti are not allowed as they destroy furniture, carpets etc.

All coats and P.E. bags must be placed in lockers and taken home at the end of the school day.

Carrigwohill Community College is a green school, and every effort is made to be environmentally aware. We expect that the school community will:

- ✓ be environmentally aware, keep our school clean and use recycling bins and recycle where possible.
- ✓ ensure that the school is a litter free environment.
- ✓ eat in the assigned areas at lunchtime and not on corridors, in classrooms or in bathrooms.
- ✓ bring home packed lunch waste

#### **School Reputation:**

Each student is always encouraged to uphold the good reputation of the college inside and outside the school. Students are expected to behave with courtesy and consideration respecting the rights of others.

### **TEACHING AND LEARNING ENVIRONMENT**

We expect that you do your best in class and at your homework.

#### **This means that you**

- ✓ Listen to teachers and follow instructions given
- ✓ Do not disturb others
- ✓ Raise your hand if you wish to ask a question
- ✓ Work to the best of your ability
- ✓ Always bring your journal to class and fill it out correctly
- ✓ Do all your homework each night - written and learning

#### **Because**

- ✓ The teacher has the right to teach
- ✓ Other students have the right to learn
- ✓ The College and your parent/guardian expect you to do your best
- ✓ Homework helps reinforce work covered in class

We expect that you come properly prepared for your subjects.

### **This means that you**

- ✓ Keep your locker organised
- ✓ Have the books, pens, copies etc needed for each class
- ✓ Have your iPad adequately charged
- ✓ Bring any specialist equipment needed e.g. cooking ingredients, P.E. gear.
- ✓ Are responsible for catching up on any class work and homework assigned if you are absent from class you.

### **Because**

- ✓ Your belongings are your own personal property
- ✓ You waste time if you do not have materials needed for class
- ✓ You fall behind if you don't take responsibility for your own learning

### **SAFETY, HEALTH AND WELFARE**

The BOM will take every reasonable measure to ensure that school buildings, fittings and equipment are maintained in proper order. This commitment is set out in more detail in the school's Health and Safety Statement which is available upon request from the Principal.

Students are required to follow all lawful instructions given by school management and teachers to fully ensure their health and safety. The school will deal severely with any student who endangers the safety of others. In the interest of security, health and safety, CCTV cameras are installed

- ✓ The school has a Health and Safety Officer who has the responsibility of ensuring that safety regulations are adhered to on the premises. Fire exits and notices are clearly displayed in all classrooms and corridors. Fire extinguishers and equipment are checked annually by qualified personnel.
- ✓ Everyone shall be familiar with the fire evacuation procedures and shall attend all organised fire drills.
- ✓ Each room displays safety guidelines.
- ✓ Specialist classrooms display regulations for the safe use of equipment.
- ✓ A deliberate breach of safety regulations will be treated as a breach of discipline.
- ✓ Staff undertakes required training in safety and First Aid.
- ✓ Parents are requested not to block the school entrance at morning or evening and to park safely and exercise extra caution in the vicinity of the buses.
- ✓ All visitors to the school are required to report to the main office where they will be asked to sign in.
- ✓ Parents visiting the school must report to the main office. Those who visit without an appointment and urgently need to meet with the Principal, Deputy Principal or a member of staff shall ask the secretary to contact that person to establish whether it is suitable for them to meet. It may be necessary to make an appointment for a later time.

### **Smoking, Alcohol, Illegal Substances and Nicotine Containing Products (NCPs):**

As smoking in public buildings is prohibited, students found smoking on the school premises may be dealt with according to the law. It is our expectation that students will uphold the Public Health (Tobacco) Act 2002 in relation to cigarette smoking which is illegal on school premises. The use and/or possession of NCPs are strictly forbidden.

The possession/consumption of alcohol, solvent abuse, the use/supply of illegal drugs or the use of any substance that alters behaviour are prohibited within school grounds or on school outings/occasions. It will result in immediate suspension or more serious sanctions up to and including expulsion from Carrigtwohill Community College.

### **Anti -Bullying:**

Every student and staff member in Carrigtwohill Community College has the right to learn and work in a safe environment. Each student has the right to an education free from fear and intimidation. Members of staff accept a collective responsibility, under the direction of management, to act in preventing bullying/aggressive behaviour by any member of the school community. The school has developed supportive strategies for the prevention of such behaviour. Any report or account of an incident will be investigated thoroughly. Confidentiality is paramount. If any degree of bullying is identified, it will be considered a breach of the Code of Behaviour and prompt action will be taken by school management. Parents/Guardians will be notified, and action will be taken in accordance with the school's Anti-bullying policy.

### **Student Personal Safety:**

Students are required to participate in all formal curriculum and recreational activities. If the student is unable to participate in PE, a medical certificate is required.

For those who suffer from an illness which may require treatment on occasion, parents/guardians must inform school management of the course of action to be taken. Parents/Guardians must ensure that a student suffering from an ongoing illness always has the correct medication with them and/or have the medication stored in the main office.

Students should respect the school's toilet facilities and the right of all to avail of and use a clean and hygienic environment. Students must not delay in the toilet area. Students may avail of the toilets before school, after school, break time and lunch time only.

Similarly, students may use the lockers before school, after school and at break time and lunch time only. Students must exercise care and attention to traffic when both entering and leaving the school campus.

### **DRESS AND APPEARANCE**

All students must wear full uniform.

#### **School Uniform:**

Crested school jacket, crested school jumper, white shirt, school tie, black straight legged school trousers or school skirt, black socks/tights and black leather shoes. The PE uniform consists of the crested school tracksuit, a white polo tee-shirt and trainers/runners.

#### **This means that:**

- ✓ Only the official school uniform, school PE gear and permitted jewellery (see below) must be worn.
- ✓ Hair must be kept clean, neat and tidy. Extreme styles and unnatural colours are not acceptable.
- ✓ Students must take pride in their appearance and present themselves neatly and tidily in school each day. Hats and scarves are to remain in your school bag for the duration of the school day.

#### **Because:**

- ✓ The wearing of the school uniform gives a sense of school identity and pride.
- ✓ We all have a responsibility to maintain a positive image of the college and its individual students.

#### **Jewellery:**

- ✓ Small sleeper or stud earrings (max. of two in each ear) are acceptable.
- ✓ Large earrings, rings, chains, etc. are not to be worn with the uniform.
- ✓ Facial piercings, implants etc. are not allowed and if present, students will be asked to remove the piercing/implant.

### **TECHNOLOGY**

#### **Mobile Phone Policy:**

- ✓ Mobile phones are not permitted on school grounds.
- ✓ Any student using a mobile phone in class, irrespective of the purpose, will have their phone confiscated. It will be held in the office and returned to the student's parent/guardian at the end of the school day.
- ✓ Refusal to hand over a phone may result in suspension.
- ✓ Should any student need to contact their parent/guardian, arrangements for same can be made through their Year Head, Deputy Principal or Principal.
- ✓ The school accepts no responsibility for the loss/damage of a student's mobile phone.
- ✓ Parents/Guardians must not come to the school on foot of text messages/emails from their child/children.

#### **Photographing/Recording/Devices:**

- ✓ The inappropriate use of mobile phones/devices and/or the camera/video/voice recording functions on a student's mobile phone or iPad e.g. unauthorised recording, infringement of privacy, bullying or threatening behaviour, will be dealt with very seriously. This may result in suspension of up to five days and/or referral to the BOM.

## **iPods, MP3 Players, Walkman:**

- ✓ Any devices used to listen to recreational music should not be brought into school.

## ***Preventative Measures***

### **In our school, students will be encouraged to uphold the Code of Behaviour through the following measures:**

The Code of Behaviour and the Respect and Responsibility Matrix [Appendix 2] is published in the student journal. Every September, students and parents are asked to read the Code and to sign the Code of Behaviour Acceptance Form. By doing so, they acknowledge their support of and co-operation with the Code.

Aspects of the Code are explained at the Information Meeting held each year for parents/guardians of incoming first years. Parents/Guardians are encouraged to contact their son/daughter's Year Head if they wish to raise a concern about any matter.

At the beginning of each year, as part of our induction process, the Code of Behaviour is explained to all students. This affords students the opportunity to think and talk about behaviour, learning and rules so that they can understand what the Code of Behaviour means for them.

The Code of Behaviour is also brought to the attention of staff members at the beginning of each school year. This is done to promote consistency of practice. Specific rules and aspects of the code are highlighted.

Carrigtwohill Community College recognises that effective teaching and learning are closely linked to good behaviour. When students are engaged and motivated to learn, it is more likely that their behaviour will be positive. Teachers are encouraged to participate in continuous professional development. Within school, staff development includes exploring different teaching methods e.g. Assessment for Learning, differentiation and team teaching. Regular Subject Department Meetings address curriculum needs and promote collegiality amongst staff.

The principles of Restorative Justice are also applied where possible. Students are encouraged to speak to their Class Tutor or Year Head if they wish to raise a concern about a behavioural matter. School rules are discussed as part of the College's pastoral care programme or as part of SPHE. The notion of tolerance for others, self-control, a sense of fairness and the principles of natural justice are also discussed as part of the Religious Education programme in the College. Aspects of this work also takes place in CSPE class as it is the foundation of good citizenship.

## ***Rewards and Affirmations***

Carrigtwohill Community College emphasises rewards more than sanctions. We aim to build a culture of growth and development through affirmation of talent and effort. We recognise that each student has different capabilities and talents. We offer support and guidance to students experiencing difficulties. Students are rewarded for consistent effort and participation, academic, creative, artistic and sporting achievement and any other co-curricular participation that highlights the spirit/ethos of the College.

### **Rewards and Affirmations include:**

- ✓ Positive Behaviours on VSWare Merit system
- ✓ Verbal praise from teacher
- ✓ Positive Postcards
- ✓ Text a parent
- ✓ School newsletter
- ✓ Award certificates
- ✓ Attendance Awards
- ✓ School Awards Night
- ✓ School outings
- ✓ Announcements at assembly, on school social media and by means of school intercom

### **Student Supports:**

The following systems are in place in the school to provide additional facilities and support to the students:

- ✓ Merit System
- ✓ Student Council
- ✓ Chaplain
- ✓ Homework Club (Assisted Study)
- ✓ Extra-Curricular Activities
- ✓ Year Head System
- ✓ Student Support Services
- ✓ Resource/Learning Support
- ✓ Voluntary religious visitors

### ***Ladder of Referral***

Responsibility for the implementation of school Code of Behaviour rests, in the first instance, with each individual Subject Teacher. Should cases of indiscipline be persistent or serious in nature, the Subject Teacher will initially seek the advice of the Class Tutor. The Class Tutor may, in turn, refer serious or persistent matters to the Year Head for more detailed consideration. In extreme cases, the Year Head will refer the matter to the Deputy Principal and/or Principal. The Principal will inform the BOM of any terms of suspension that she imposes and will also refer particularly serious instances of indiscipline to the Board. The BOM, in turn, shall defer to the laws of natural justice, fair procedure, the Trustees and the Education Welfare Officer in any instance where the sanction of permanent exclusion is being considered.

#### **Subject Teacher:**

Most instances of misbehaviour or indiscipline are dealt with immediately by the teacher through general classroom management. In instances where there is misbehaviour or indiscipline, homework is not presented, materials are not presented, or the journal is not signed a negative behaviour will be assigned on the student's VSWare account by subject teacher and the relevant number of points will be deducted from their total. Any student who receives -9 negative points in any one week will attend detention. Detention takes place during lunchtime on a designated day for a duration of 20 minutes, during which the students will be given exercises to complete. Persistent misbehaviour will be documented on the students VSWare account, and this will be flagged by the Class Tutor.

#### **Class Tutor:**

Each student in Carrigtwohill C.C. has been assigned a Class Tutor. Class Tutor will have contact with their respective students in their daily pastoral care period as well as SPHE class, once a week, affording support and guidance where needed. The Class Tutor will do check-ins with students and will monitor and discuss positive and negative behaviour with each individual. The Class Tutor will make any relevant announcements, check uniforms, collect absence notes and do a general check-in with students in the daily pastoral care period. They may need to discuss behaviour with individuals from time to time and a student's Tutor should be the first port-of-call should they have a query or question.

The Class Tutor will generate behaviour reports on a weekly basis to affirm those students who are behaving well and to address any poor behaviour issues that have arisen in subject classes. Class Tutors may be in contact with parents, if the need arises.

#### **Year Head:**

The Year Head role in Carrigtwohill C.C. is to offer support and guidance to the Class Teachers and to the students in his/her year group. The Year Head will deal with escalated issues/concerns that were not dealt with at Class Tutor level. He/she will monitor behaviour and the performance of students within his/her year group and may be in contact with parents, if the need arises. If the Class Tutor is unavailable, students should seek advice from their respective Year Head. All Year Heads will work closely with the Deputy Principal and Principal in supporting progress and ensuring issues are identified, noted and dealt with.

### ***Sanctions – Behaviour Tracking***

Behaviour tracking, which includes subject teacher notes (positive and negative), incidents etc. are documented on VSWare and no longer in the student journal. This is to ensure that parents have constant access to their son's/daughter's behaviour profile. Each student begins the academic year with 100 points and the system allows them to gain points for good behaviour and will deduct points for poor behaviour. We believe this teaches the valuable lesson of action and



consequence, both positive and negative. All notes, incidents, detention etc. are visible to students, parents, Class Tutors, Year Heads and school management.

Both positive and negative behaviours are points weighted, depending on the action/incident. E.g. 'incomplete homework' is -3 points whilst 'disrespectful towards others' is -7 points. We believe this to be a fairer system than receiving one note, regardless of the action or behaviour. Any student who accumulates of -9 negative points or more in any given week will be placed on detention the following week. Parents will be notified via VSWare (Behaviour tab) if their son/daughter has been placed on detention which will be held on Thursday from 1.00 p.m. – 1.20p.m. This will be supervised by the Deputy Principal.

On the rare occasion where a student accumulates a deduction of -30 points or more\*, they will be placed on a Report Card 1 (RC1) (see Appendix 3) by their Year Head. This card is given to the student to show that they are under observation and that their behaviour needs to improve. The student must present this card to their teacher for each class period, for the duration of one week, and will be awarded a 1, 2 or 3 based on their work, participation and behaviour in that class. Students will be placed on an RC1 card for a duration of 1 week. The RC1 must be signed by the parent/guardian each evening. When successfully completed the RC1 will be filed, and the student will be taken off Report. Good behaviour is then expected to continue. If not successfully completed, or if more serious issues arise the behaviours may be escalated to Year Head where a student may be placed on a Report Card 2. This will be assigned by the Year Head for a duration of two weeks (see Appendix 4)

Equally, any student who accumulates positive points will receive awards and affirmation depending on the number of points assigned. It is important that there is a healthy balance and that the lesson of positive action/positive consequence is copper fastened.

The Deputy Principal and Principal will also generate behaviour reports on a regular basis to identify those students who are behaving well, as well as those students who are displaying poor behaviour

We wish to stress that the monitoring of behaviour is not to be punitive in nature.

\*an accumulation of -30 points at any time results in a Report Card i.e. -30, -60, -90, etc.

#### **The Discipline Committee:**

- ✓ The Discipline Committee consists of the Year Head and Deputy Principal.
- ✓ In the case of incidents of serious misbehaviour and/or when placed on Report Card 2, a student will be required to meet with the Discipline Committee where sanctions may be issued, and notification will be sent home.
- ✓ It may also be necessary to refer cases of misbehaviour onto the Principal.

#### **Suspension:**

In certain cases of unacceptable behaviour, it may be in the best interests of the school community and/or the student involved to remove the student from the school or from class for a period of time. With authority granted from the Board of Management, the Principal, and in the absence of the Principal the Deputy Principal, has the authority to suspend a student for a period of up to and including 3 school days. With the approval of the Chairperson of the BoM, a suspension of 4 or 5 days may be imposed by the Principal. A suspension in excess of 5 days and not more than 10 days can only be imposed by the BoM. Students who seriously and/or persistently misbehave will be referred to the BoM. The school considers suspension to be a serious sanction and the Board of Management will be informed of all suspensions.

The Principal/Deputy Principal/Board of Management exercises this authority in a fair and non-discriminatory manner having regard to his/her/its responsibility to the whole school community and to the principles of natural justice. Procedures followed will include two essential parts:

- The right to be heard
- The right to impartiality

It is the intention of the school that suspension allows students the time, under the supervision of their parent/guardians, to reflect on their unacceptable behaviour, to accept responsibility for the behaviour that led to the suspension and to change their future behaviour to meet the expectations of the school.

Examples of circumstances under which suspension may be imposed include but are not limited to:

- Cases where the health and safety of the student or of others in the school community could be a risk; it may be necessary to suspend a student with immediate effect pending an investigation and the following of due procedures

- A serious breach of the Code of Behaviour that indicates that the student should be removed from the school
- Repeated less serious breaches of the Code of Behaviour that have not been rectified by other interventions and disciplinary measures short of suspension
- Abusive behaviour or language towards staff/students/others
- Persistent bullying as per school Anti-Bullying policy
- Smoking anywhere in school uniform and/or on school outings
- Leaving the school grounds at lunchtime without permission
- The possession of alcohol or any illegal substance on school premises or at school events.
- Possession, use of or supply of drugs or drug paraphernalia or misuse of any substance in the school grounds, on school trips or during any school related activity. This also applies to students coming and going to school and at any time in school uniform.
- Any interference with school security or fire alarm systems
- Being involved in a physical fight on the school premises or anywhere in uniform
- Truancy i.e. missing school or classes
- Damaging school property
- Threatening and/or abusive behaviour.
- Inappropriate use of camera phone

The circumstances under which suspensions may be imposed can be divided into four groups:

#### 1. Suspensions as a result of ongoing misbehaviour

See Ladder of Referral above. Incidents of a serious nature may be referred directly to the Principal or Deputy Principal.

Possible Interventions /Supports:

- Meeting with student and Year Head to explore the circumstances of the incident/s giving the student an opportunity to be heard.
- Contact with Class Tutor
- Phone contact with parents
- Progress report
- Detention
- Temporary removal from a class
- In school suspension
- Meeting with parents and student with a view to moving forward
- Student placed "On Report" for a period of time
- Positive Behaviour Plan
- Referral to appropriate support services in and/or out of school

The intervention/s used will be appropriate to each case. If the ongoing misbehaviour has not improved, then the option of suspension will be considered.

#### 2. Immediate Suspensions

In exceptional circumstances, the Principal may consider an immediate suspension to be necessary. This will include a situation where the continued presence of the student in the school at that time would represent a serious threat to the safety/wellbeing of either the student concerned or of others in the school community. Fair procedures will still be applied.

#### 3. Automatic suspensions

Suspensions will also be imposed for named behaviours as per the school's Code of Behaviour

#### 4. Suspension during State Exams

This sanction will normally be approved by the Board of Management and will be used where there is

- A threat to the good order in the conduct of the examination
- A threat to the safety of other students and personnel
- A threat to the right of other students to do their examination in a calm atmosphere

This sanction will be treated like any other suspension, and the principle of natural justice will apply.

## Suspension Procedure

In the event that the Principal exercises her authority to suspend a student for a fixed duration, the following procedure will be used

- The student will be informed of the precise grounds that gave rise to a potential suspension and will be given an opportunity to respond before a suspension decision is formalised
- The parents/guardians of the student will be informed of the situation and may be invited to come to the school for a meeting
- In cases where the suspension is to take effect immediately, such as in the interests of health and safety, parents/guardians will be informed by telephone, with written follow up

Students will not be sent home during a school day unless collected by a parent/guardian or some other suitable arrangement is made. All suspension decisions include a formal letter of notification that will include

- Notice of the suspension
- Effective date of the suspension
- Duration of the suspension
- Procedure on return to school
- Reasons for the suspension
- A statement that the student is under the care and responsibility of parent/guardians while suspended.

Where appropriate, this letter may also include some or all of the following

- Expectations of the student while on suspension
- Reference to the importance of parental assistance in resolving the matter causing suspension
- A statement that the Education Welfare Board has been informed of the suspension
- Information of the appeal rights and procedures regarding the suspension
- Requirements to be met for the student's return to school

## Suspension Removal

As the principles of natural justice demand that there must be a right of appeal, a student aged over 18 years or his/her parents/guardians may appeal the Principal's decision to suspend to the Board of Management. Such an appeal must be made in writing to the Chairperson of the Board of Management, stating the grounds on which the appeal is being made. However, the school may insist that the student remain at home while the appeal proceeds. If an appeal is successful, the suspension will be lifted and if the suspension has already been served, it will be expunged from the student's record.

Where the total number of days for which the student has been suspended in the current school year reaches 20 days, the parents/guardians, or a student aged over 18 years, may appeal the suspension under section 29 of the Education Act 1998, and will be given information on how to appeal.

Beyond success in such appeals, a suspension may be rescinded in the following circumstances:

- New circumstances come to light after the suspension has been applied that would have mitigated the sanction had they been known beforehand.
- Other mitigating factors consistent with the application of the principles of natural justice.

## Suspension Completion

Upon completion of a suspension the student will be met by the Principal / Deputy Principal on return to school, together with his/her parents. After suspension, the following procedures may also apply for the formal reintroduction of the student into the school.

- A written or verbal apology may be required from the student for his/her misbehaviour
- A student will be placed on a post-suspension report card
- The student may be required to enter into a contract of good behaviour or other conditions that may be specified before returning to school.

## Expulsion

Expulsion is the ultimate sanction imposed by the school on a student and as such, will only be exercised by the Board of Management in relation to cases of extreme indiscipline. In cases where the Principal judges that a student's actions are such that expulsion should be considered, the Principal will refer the matter to the Board of Management. Given the

severity of the potential sanction, the school, in accordance with the principles of natural justice, will investigate extreme indiscipline cases thoroughly in advance of any hearing that could result in expulsion.

Expulsion will be considered in cases where the indiscipline of a student is so pervasive that teaching and learning become extremely difficult and where school authorities have tried a series of other interventions and believe they have exhausted all possibilities of changing the student's behaviour. Such cases include but are not limited to

- The student being so disruptive that he/she is seriously preventing other students from learning
- The student being uncontrollable or grossly insubordinate to school management or other staff members and not amenable to any form of school discipline or authority
- Parents/Guardians being unable or refusing to exercise their responsibility for the student's behaviour
- The student's behaviour being a danger to herself or to others
- When guarantees of reasonable behaviour following repeated suspensions are not forthcoming or are not being met
- The student's conduct acting as a source of serious bad example and having an adverse influence on other students in the school

#### Expulsion for first offence

There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. The kinds of behaviour that will result in a proposal to expel based on a single breach of the Code of Behaviour include but are not limited to

- A serious threat of violence against another student or member of staff
- A serious act of violence or serious physical assault
- Supplying drugs to others in or out of school
- Sexual assault
- Sexual harassment

In the interest of ensuring a fair and even-handed system for the imposition of expulsion, the Board of Management will take account of the following factors in determining expulsion

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions tried to date
- Whether expulsion is a proportionate response
- The possible impact of the expulsion

#### Expulsion Procedure

The school will follow fair procedures as well as procedures prescribed under the Education (Welfare) Act 2000, when proposing to expel a student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the procedural steps will include

Step 1: A detailed investigation will be carried out under the direction of the Principal

In investigating an allegation, in line with fair procedures, the Principal will

- Inform the student and his/her parents/guardians about the details of the alleged misbehaviour and that it could result in expulsion.
- Give parents/guardians and the student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and before a sanction is imposed.

Step 2: A recommendation will be given to the Board of Management by the Principal

Where the Principal forms the view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal makes a recommendation to the Board of Management to consider expulsion. The Principal will

- Inform the parents/guardians and the student that the Board of Management is being asked to consider expulsion
- Ensure that parents/guardians have copies of records of the allegations against the student, copies of records of the investigation and written notice of the grounds on which the Board of Management is being asked to consider the expulsion

- Provide the Board of Management with copies of the same comprehensive records as are given to parents/guardians
- Notify the parents/guardians of the date of the hearing of the Board of Management and invite them to that hearing
- Advise the parents/guardians that they can make both a written and an oral presentation to the hearing.

Step 3: Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing

The Board will review the initial investigation and satisfy itself that the investigation was properly conducted and in line with fair procedures. The Board will undertake its own review of all the documentation and the circumstances of the case. It will ensure that any party who is involved in the case will not be party to any deliberations.

Where a Board of Management decides to consider expelling a student, it will hold a hearing where the Principal and the parents, or a student aged 18 years or over, will put their case to the Board in each other's presence. Each party will be allowed to question the evidence of the other party directly.

After both sides have been heard, the Board will ensure that the Principal, parents and student are not present for the Board's deliberations.

Step 4: Deliberations of the Board and actions to follow the hearing

Where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board will notify the Educational Welfare Officer in writing of its opinion, and the reasons for its decision. The student will remain suspended up to the time of the decision. The Board will inform the parents/guardians in writing about its conclusions, the next steps in the process, and that the Education Welfare Officer has been informed.

Step 5: Consultations arranged by the Educational Welfare Officer

The Principal will make all reasonable efforts to take part in consultations and meetings arranged by the Education Welfare Officer within the twenty days after notification of intention to expel.

Step 6: Confirmation of the decision to expel

Where the 20-day period following notification to the Education Welfare Officer has elapsed, and where the Board of Management remains of the opinion that the student should be expelled, the Board of Management will formally confirm the decision to expel. Parents/guardians will be notified immediately that the expulsion will now proceed. Parents/guardians will be told about their right to appeal and supplied with the standard form on which to lodge an appeal.

#### Expulsion Appeals

Parents/guardians have the right to appeal a decision of the Board of Management to expel a student to the Secretary General of the Department of Education and Science under Section 29 of the Education Act 1998. An appeal may also be brought by the National Educational Welfare Board on behalf of a student.

The full procedures to be followed by the BOM in the case of expulsion are set out in "Developing a Code of Behaviour: Guidelines for Schools", NEWB, May 2008.

#### Modification Clause

The BOM of this College reserves the right to modify the details of the Code of Behaviour at short notice in response to events or circumstances that were not foreseeable when the Code was being first drafted or subsequently reviewed. Written notification of such modification will be posted to families prior to it becoming operational.

#### Appeals Procedure

Under Section 28 of the Education Act, 1998:

- the parent of a student or, in the case of a student who has reached the age of 18 years, the student, may appeal to the BOM against a decision of a teacher or other member of staff of a school,
- grievances of students, or their parents, relating to the students' school (other than those which may be dealt with under paragraph (a) of Section 29), shall be heard
- appropriate remedial action shall, where necessary, be taken as a consequence of an appeal or in response to a grievance.

Under Section 29 of the Education Act, 1998, there are three contingencies in which the student (over 18) or the parent may appeal to the Secretary General of the DES, as follows:

- where the Board permanently excludes a student from the school,
- where a student is suspended for a period of 20 days or more in one school year,
- where the school refuses to enrol a student.

Such an appeal may only be made following the conclusion of any appeal procedures provided by the school in accordance with Section 28.

### **Concerns Complaints**

Any member of the school community who has a concern or complaint about any aspect of this code should contact the Principal in confidence.

## **COVID-19 –Addendum to Code of Behaviour (in light of COVID-19 procedures and protocol)**

Carrigtwohill Community College is committed to providing a safe and healthy workplace for all staff and a safe learning environment for all students. In line with the Roadmap for the Full Return to School document published by the Minister for Education, the public health advice issued by the Health Protection Surveillance Centre (HSPC) and in compliance with the Return to Work Safely Protocol developed by the Department of Business, Enterprise and Innovation, from the Department of Health and guidance documents provided by the Health and Safety Authority (HSA), a COVID-19 Response Plan has been developed by the college. This document focuses on the practical steps which can be taken to minimise the risk of infection.

Students are expected to abide by the processes and expectations outlined in the COVID-19 Response Plan along with instruction that may be given by a teacher/member of staff with the purpose of minimising risk. These instructions include, but are not limited to:

*Following College Layout* – designated access/exits points, one-way stairwell systems, walking on the left etc.

*Maintaining Social Distance* – all students are to maintain social distancing from fellow students and members of staff.

*PPE* – Each member of the school community has a personal responsibility to wear the required PPE and it is their responsibility to replace items, as necessary. Neither students nor staff members can attend the college without a mask, unless for medical reasons in which case a visor must be worn and college management must receive a letter from the GP.

*Sanitisation* – Students are required to sanitise their desk and chair, as well as other shared items, before use. There are sanitisers outside each classroom and on corridors as well as sanitising stations outside of the school building, ensuring ample opportunities to sanitise across the course of the day.

*Suspected Cases / Symptoms* – Students are required to abide by all procedures outlined in the COVID-19 Response Plan when the college is dealing with a suspected case of COVID-19 or if a student presents with symptoms.

*Information Technology* – All student expectations and responsibilities relating to the use of technology are outlined in our Acceptable Usage Policy and this Code of Behaviour. Synchronous learning, a response which will be utilised if cases/suspected cases of COVID-19 occur and students are unable to attend the college, will afford students the opportunity to continue their learning remotely. Unauthorised recording, streaming, infringement of privacy, breach of GDPR, bullying or threatening behaviour, or any inappropriate use of technology continues to be strictly forbidden. Sanctions will be applied to any students found to be in breach of the above or any other element of the college's Code of Behaviour and/or ICT Acceptable Usage Policy.

# Carrigwohill Community College



## **CODE OF BEHAVIOUR ACCEPTANCE FORM**

I/We have been supplied with the Carrigwohill Community College Code of Behaviour by the College Principal on: \_\_\_\_\_

The Code of Behaviour is acceptable to me/us.

I/We understand and accept that I/we are enrolling my/our child \_\_\_\_\_

in Carrigwohill Community College subject to this code and I/we undertake to make all reasonable efforts to ensure that he/she complies with the provisions of the code.

Students Name: \_\_\_\_\_ (PRINT NAME)

Students Signature: \_\_\_\_\_ Year: \_\_\_\_\_

Signature of Parents/Guardians:

\_\_\_\_\_

\_\_\_\_\_

These will be kept as sample signatures.





	<b><i>Respect</i></b>	<b><i>Responsibility</i></b>
<b><i>Yourself</i></b>	<ul style="list-style-type: none"> <li>• Wear your full school uniform</li> <li>• Be mannerly</li> <li>• Do the right thing - even if others don't</li> <li>• Take ownership of your own learning and do your best</li> <li>• Education is an opportunity- don't throw it away</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time for class and settle quietly</li> <li>• Stay focused on your work and do not disturb others</li> <li>• Use any free class to do study and/or prepare for upcoming assessments/examinations</li> <li>• Use lockers at the designated times only - get organised before assembly and at break times</li> <li>• Use the bathroom before school, after school and at break-times</li> <li>• If you are absent from class, you are responsible for catching up on any class work or homework assigned</li> <li>• Before entering school, make sure phones are turned off and headphones are put away.</li> </ul>
<b><i>Others</i></b>	<ul style="list-style-type: none"> <li>• Listen and speak politely to your teachers and to each other</li> <li>• Raise your hand and wait to speak – one voice at a time!</li> <li>• Treat your fellow students the way you would like to be treated</li> <li>• Be kind and mannerly to every person in the school</li> </ul>	<ul style="list-style-type: none"> <li>• Line up quietly outside your classroom</li> <li>• Allow your classmates access to learning by not disrupting class or stopping the learning of others</li> <li>• Follow instruction given by any member of staff</li> <li>• Bullying is everybody's business – together we can stop it</li> </ul>
<b><i>Your School Environment</i></b>	<ul style="list-style-type: none"> <li>• Enter the classroom quietly</li> <li>• Respect the property and equipment of the school</li> <li>• Keep your books and locker in good condition or if damaged, cover costs when they are returned</li> <li>• No chewing gum</li> <li>• Be proud of your school</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up litter</li> <li>• Keep your locker area tidy</li> <li>• Eat and drink in the Social Area only</li> <li>• Bring my lunch waste home</li> <li>• Keep noise levels to a minimum</li> <li>• Walk on the left</li> <li>• Think of safety for yourself and others; be aware of Health and Safety rules especially in your practical subjects.</li> </ul>



<b><i>I will</i></b>	<b><i>Because</i></b>
Respect my fellow students, school staff and visitors	<i>I would like to be treated with the same respect</i>
Be on time and prepared fully for class with my iPad, journal and classroom materials	<i>I am responsible for my own learning</i>
Follow the instructions given by the teacher, be attentive and enter all homework in my journal	<i>I am in school to learn</i>
Not have my mobile phone on the school campus	<i>It causes unnecessary disruption</i>
Not bring the name of Carrigtwohill Community College into disrepute and therefore conduct myself appropriately.	<i>I respect my school and its community</i>
Observe all health and safety regulations	<i>I have a right to a safe environment</i>
Only use my locker before & after school and at break times	<i>It is disruptive and time wasting</i>
Always wear my full school uniform - except during PE/games, when I will wear the school PE gear.	<i>It ensures equity among all students</i>
Confine eating and drinking to the Social Area & bring my litter home in my lunch box	<i>I would like to be taught in a clean environment</i>
Not possess or use prohibited substances including alcoholic drink, tobacco or other contraband substances within the school building, the school grounds or within the surrounding area of the College	<i>It is bad for my health and the health of others</i>

## Behaviour Expectations

This is not a complete list. It may be added to by teachers in class

*You will receive a 1 as a result of the following:*

- ◇ Being punctual for class
- ◇ Having all required materials for class
- ◇ Having all homework completed
- ◇ Participating well in class
- ◇ Paying attention and focusing in class
- ◇ Following instructions
- ◇ Respecting staff and/or peers
- ◇ Not interrupting or misbehaving in class

*You will receive a 2 as a result of the following:*

- ◇ Having incomplete homework
- ◇ Lacking materials for class
- ◇ Not having your journal in class (1<sup>st</sup> offence)
- ◇ Being unjustifiably late for class
- ◇ Not working to the best of your ability
- ◇ Chewing gum

*You will receive a 3 as a result of the following:*

- ◇ Having no homework in class
- ◇ Having no materials for class
- ◇ Not having your journal in class (2<sup>nd</sup> offence)
- ◇ Disrupting class / interrupting teaching and learning
- ◇ Disrespecting staff and/or peers
- ◇ Refusing to follow instruction
- ◇ Using inappropriate/foul language
- ◇ Damaging equipment/property
- ◇ Displaying unacceptable behaviour, e.g. bullying another student

Carriegtwhill  
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Behaviour Monitoring

### RC1 - Report Card 1

Student: \_\_\_\_\_  
 Class Teacher: \_\_\_\_\_  
 Class & Year: \_\_\_\_\_  
 Duration: 1 Week  
 Date: \_\_\_\_\_  
 Reason: \_\_\_\_\_  
 Completed: \_\_\_\_\_

**You are required to attend in school *detention* each day while on this Report Card**  
 Time: 1:00 p.m. – 1:20 p.m.  
 Room: F08



# Behaviour Expectations

This is not a complete list. It may be added to by teachers in class

**You will receive a 1 as a result of the following:**

- ◇ Being punctual for class
- ◇ Having all required materials for class
- ◇ Having all homework completed
- ◇ Participating well in class
- ◇ Paying attention and focusing in class
- ◇ Following instructions
- ◇ Respecting staff and/or peers
- ◇ Not interrupting or misbehaving in class

**You will receive a 2 as a result of the following:**

- ◇ Having incomplete homework
- ◇ Lacking materials for class
- ◇ Not having your journal in class (1<sup>st</sup> offence)
- ◇ Being unjustifiably late for class
- ◇ Not working to the best of your ability
- ◇ Chewing gum

**You will receive a 3 as a result of the following:**

- ◇ Having no homework in class
- ◇ Having no materials for class
- ◇ Not having your journal in class (2<sup>nd</sup> offence)
- ◇ Disrupting class / interrupting teaching and learning
- ◇ Disrespecting staff and/or peers
- ◇ Refusing to follow instruction
- ◇ Using inappropriate/foul language
- ◇ Damaging equipment/property
- ◇ Displaying unacceptable behaviour, e.g. bullying another student

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Behaviour Monitoring

## RC2 - Report Card 2

Student: \_\_\_\_\_  
 Year Head: \_\_\_\_\_  
 Class & Year: \_\_\_\_\_  
 Duration: **2 Weeks**  
 Date: \_\_\_\_\_  
 Reason: \_\_\_\_\_  
 Completed: \_\_\_\_\_

**You are required to attend in school *detention* each day while on this Report Card**  
 Time: 1:00 p.m. – 1:20 p.m.  
 Room: F08



# Behaviour Expectations

This is not a complete list. It may be added to by teachers in class

*You will receive a 1 as a result of the following:*

- ◇ Being punctual for class
- ◇ Having all required materials for class
- ◇ Having all homework completed
- ◇ Participating well in class
- ◇ Paying attention and focusing in class
- ◇ Following instructions
- ◇ Respecting staff and/or peers
- ◇ Not interrupting or misbehaving in class

*You will receive a 2 as a result of the following:*

- ◇ Having incomplete homework
- ◇ Lacking materials for class
- ◇ Not having your journal in class (1<sup>st</sup> offence)
- ◇ Being unjustifiably late for class
- ◇ Not working to the best of your ability
- ◇ Chewing gum

*You will receive a 3 as a result of the following:*

- ◇ Having no homework in class
- ◇ Having no materials for class
- ◇ Not having your journal in class (2<sup>nd</sup> offence)
- ◇ Disrupting class / interrupting teaching and learning
- ◇ Disrespecting staff and/or peers
- ◇ Refusing to follow instruction
- ◇ Using inappropriate/foul language
- ◇ Damaging equipment/property
- ◇ Displaying unacceptable behaviour, e.g. bullying another student

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Behaviour Monitoring

**Post Suspension  
Report Card**

Year Head: \_\_\_\_\_  
Student: \_\_\_\_\_  
Class & Year: \_\_\_\_\_  
Date: \_\_\_\_\_  
Reason: \_\_\_\_\_  
Completed: \_\_\_\_\_

