

CARRIGTWOHILL COMMUNITY COLLEGE

CODE OF BEHAVIOUR

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Introduction

This Code of Behaviour was ratified on 08th June 2016. It was prepared in accordance with “Developing a Code of Behaviour: Guidelines for Schools”, NEWB, May 2008.

Carrigtwohill Community College is a co-educational establishment under the patronage of Cork Education and Training Board and the trusteeship of 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 is available to Parents/Guardians (via website/school office) 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/Guardians accepting the Code of Behaviour on the Enrolment Acceptance Form, 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 are made familiar with the Code in the following ways:

- ✓ By daily interaction with subject teachers and other staff members
- ✓ At daily assemblies with Class Tutors
- ✓ In SPHE classes
- ✓ At assemblies with the Principal, Deputy Principal and Year Heads
- ✓ By regular intercom announcements
- ✓ By its inclusion in the student journal and references to same

Underpinning Values

The following are the values that are central to life in this College and apply to all members (where applicable) in the College community:

- ✓ 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 and teaching environment.
- ✓ Good behaviour and co-operation ensure effective learning and teaching and thus enable students to reach their full potential.
- ✓ It is our policy to encourage and acknowledge positive behaviour and to foster and develop qualities such as kindness, 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/Guardians.

- ✓ The Code aspires to ensure that the college's high expectations of behaviour are effectively communicated and understood [Appendix 1]
- ✓ Carrigtwohill Community College is grounded in a spirit of respect for all.

Mutual Expectations

The College undertakes to provide a service of education to its students that is broad and challenging in nature. Students will be prepared for Junior and Leaving Certificate/Leaving Certificate Applied examinations, and a comprehensive Transition Year Programme will be provided for students. The College 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 College 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/Guardians will be supportive of the Code of Behaviour and that their dealings with the college will also be of a high standard. Parents/Guardians have a vital role in promoting good behaviour in school. Thus, they are requested to:

- ✓ attend scheduled meetings organised by the College, Parent/Teacher/Student Meetings, Information Nights, etc.
- ✓ monitor behaviours documented on their son/daughter's VShare account
- ✓ sign the son/daughter's journal every week
- ✓ work with the College to ensure that their son/daughter achieves their full potential in all aspects of school life
- ✓ to inform the College, in a timely manner, of any trauma/incident(s) which may affect their child's performance or behaviour at school
- ✓ to provide the College 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/Guardians be away from home

To best support the student, Parents/Guardians are encouraged to keep the College informed of any behavioural challenges the student may be presenting with/experiencing at home.

Scope of the Code

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

The Code may also apply to student behaviour outside of school hours where the student is identifiable as a member of the College community, including when wearing the school uniform, and where such behaviour is considered by the College authorities to potentially damage the reputation of the College, to interfere with its workings, to be detrimental to other students or to undermine school discipline.

School Expectations

ATTENDANCE AND PUNCTUALITY

Consistent attendance and punctuality are essential. Parents/Guardians will receive an absence request form [ARF] by 9:15am via the school app. if their son/daughter has failed to register attendance in school that morning. Upon receipt of this request, the parent/guardian is expected to respond outlining the reason for the absence, or otherwise. An exception to this will be when the College has been informed in advance that a student will be absent on a given day. In this case, the parent/guardian submits an absentee form via the school app. VShare records are updated accordingly.

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

All students are required to arrive to school prior to the commencement of the first class and with adequate time to prepare for the school day. We suggest that students who wish to go to their locker arrive no later than 8:20am whilst remaining students must arrive no later than 8:25am. Students who present late to school in the morning must sign-in, via the digital

device, at the main office. A push notification is sent, via the school app., to the parent/guardian to inform them that their son/daughter has signed in late. The parent/guardian is expected to respond, outlining the reason for the lateness, or otherwise.

Late arrival of students for class is disruptive to the teaching and learning environment. Therefore, students must be punctual for all classes. Students who present late for class, without permission or a note from a teacher explaining same, may receive negative points on VShare. Ongoing concerns regarding punctuality will be reviewed at weekly Year Head/Deputy Principal meetings, and appropriate actions will be agreed as patterns emerge. Where lateness persists, a 40 minute after-school detention will be assigned after school on Friday afternoons from 3:20–4:00pm, supervised by Deputy Principal/Principal. Parents/Guardians will be advised of after-school detention no later than close of business, Wednesday.

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 parent/guardian must submit a permission to leave [PTL] request via the school app. in advance. The parent/guardian must present to the main office, and their son/daughter must sign out on the digital device prior to their departure. In the case of signing back into school, the parent/guardian must accompany their son/daughter to the main office where they will sign back in via the digital device. The Deputy Principal/admin. staff must also be present. VShare records are updated accordingly.

The Deputy Principal/admin. staff will contact the parent/guardian if a student gets sick/feels unwell in school and school personnel feel that the student needs to be collected. Students are not permitted to contact parents using a mobile phone or other device.

GENERAL CONDUCT

Respect:

The College as a community (students, management, teaching staff, Special Needs Assistants, admin. staff, 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 College community to be treated with respect and fairness.

Respect for College Property and Environment:

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

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

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

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

- ✓ be environmentally aware, keep our College 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 in classrooms or in bathrooms
- ✓ bring home packed lunch waste

College 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, kindness and consideration, and to respect 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

- ✓ Are motivated to learn and engage purposefully in lessons
- ✓ Are respectful of the contribution of others
- ✓ Raise your hand if you wish to ask a question
- ✓ Work to the best of your ability
- ✓ Regularly contribute
- ✓ Always bring your journal to class and fill it out correctly
- ✓ Do all your homework each night
- ✓ Interact with members of staff and other students in a respectful and positive way, conducive to wellbeing.

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

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 College buildings, fittings and equipment are maintained in proper order. This commitment is set out in more detail in the College'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 College 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 College 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 will be familiar with the fire evacuation procedures and will attend all organised fire drills.
- ✓ Each room displays safety / evacuation 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.
- ✓ The school entrance is to be kept clear at all times, and all are asked to take care and be mindful of the many pedestrians, cyclists and other road users when in the vicinity of the College
- ✓ Due to limited drop off space on campus, Parents/Guardians are not permitted to drop off or collect their child/children at the door of the College except for those authorised to do so i.e. students who use a wheelchair or who have long term

or short-term mobility issues. If a student has a short-term mobility issue that would require them to be dropped and collected (e.g. needs to use crutches), Parents/Guardians should make contact with the College.

- ✓ Parents/Guardians are asked to respect the use of the designated accessible parking spaces provided on the campus. These spaces are only to be used by students and parents/guardians or staff who possess the correct permits.
- ✓ Students are not permitted to park on campus.
- ✓ All visitors to the College are required to report to the main office where they will be asked to sign in.
- ✓ Parents/Guardians visiting the College 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, Vaping, Alcohol, Illegal Substances and Nicotine Containing Products (NCPs):

Vaping, the use and/or possession of vapes and vaping paraphernalia anywhere on the school campus is strictly forbidden and will result in immediate suspension, following due process and fair procedure. 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 use and/or possession of vapes, vaping paraphernalia or NCPs will result in immediate suspension, following due process and fair procedure.

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, on school outings/occasions and/or when in school uniform. 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 and equally every staff member has the right to a work environment free from same. Members of staff accept a collective responsibility, under the direction of management, to act in preventing bullying/aggressive behaviour by any member of the College community. The College 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 College's Bí Cineálta 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 may be 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 stored in school. The College must be made aware of the required medication. It is the responsibility of the parent/guardian to ensure that medication stored in school is in date/updated as required.

Students should respect the College'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. Under no circumstances may students share a cubicle. Negative points will be assigned on VShare should such an event occur.

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 each day.

School Uniform:

Crested school jacket, crested school jumper, white shirt, school tie, black straight legged school trousers or school skirt (worn to the knee), black socks/tights and all-black leather shoes. The PE uniform consists of the CCC crested school tracksuit/~~shorts~~, a white polo tee-shirt or a CCC crested sports t-shirt and trainers/runners. CCC crested shorts may be worn in place of the school tracksuit bottoms.

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 similar forms of head dress, scarves/snoods and gloves are to remain in the student's school bag or locker 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

Smart watches are not permitted in the College.

Mobile Phone Policy:

- ✓ Mobile phones are not permitted to be used anywhere on College grounds.
- ✓ Any student using a mobile phone in class or anywhere on College grounds from 08:15am until the end of school activities, 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. Issues of communication between a student and their parent/guardian will be facilitated through the College.
- ✓ The school accepts no responsibility for the loss/damage of a student's mobile phone.

Photographing/Recording/Devices:

- ✓ The inappropriate use of mobile phones/devices and/or the camera/video/voice recording functions on a student's mobile phone/iPad/other device e.g. unauthorised recording, infringement of privacy, bullying or threatening behaviour, the use of any visual representation of a person 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, Head/Ear phones etc.:

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

<i>Preventative Measures</i>

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

Key points from the Code of Behaviour and the Respect and Responsibility Matrix [Appendix 2] are published in the student journal. Acceptance of a place in Carrigtwohill Community College is subject to students and parents/guardians accepting the Code of Behaviour. 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.

It is the responsibility of all staff members to be familiar with the Code of Behaviour. This is done to promote consistency of practice.

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 and/or as part of SPHE. The notion of tolerance for others, kindness, 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 and maintain 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/notify 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
- ✓ Extra-Curricular Activities

- ✓ Class Tutor / Year Head System
- ✓ Student Support Services
- ✓ Resource/Learning Support
- ✓ Voluntary religious visitors
- ✓ Bród Student Support Team
- ✓ Cara Mentoring Programme
- ✓ Promotion of being an 'upstander' through our Bí Cineálta workshops

Ladder of Referral

Responsibility for the implementation of the College 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 are imposed 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, Cork ETB, 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 serious or persistent misbehaviour or indiscipline, homework is incomplete or 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 the subject teacher and the relevant number of points will be deducted from their total.

Class Tutor:

Each student in Carrigtwohill C.C. has been assigned a Class Tutor. Class Tutors 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, 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 Class 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. Serious or persistent misbehaviours will be flagged by the Class Tutor to the Year Head.

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 as behaviours on VSware. Thus, it is essential that parents/guardians access their son's/daughter's behaviour profile regularly. Each student begins the academic year with 100 points, and the system allows him/her to gain points for good behaviour and deducts points for poor behaviour. We believe this teaches the valuable lesson of action and consequence, both positive and negative. All notes, incidents, detentions, etc. are visible to, Parents/Guardians, 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 - 2 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 -9 negative points or more in any one week will attend supervised detention. Detention takes place during lunchtime on a designated day for a duration of 20 minutes, during which time the student will be given exercises to complete. Parents/Guardians will be informed via VShare [Behaviour tab] when their son/daughter has been assigned detention.

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 attend lunchtime detention each day while on RC1. RC1 must be signed by the Year Head before leaving school each day and also by a 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 more serious issues arise the behaviours may be escalated to the Deputy Principal where a student may be placed on a Report Card 2 (RC2) [see Appendix 4]. A Report Card 2 is two weeks in duration and students will attend lunchtime detention each day while on RC2. A student may not be permitted to participate in school activities while on RC2. RC2 must be signed by the Deputy Principal before leaving school each day and also by a parent/guardian each evening. When successfully completed the RC2 will be filed, and the student will be taken off report. Good behaviour is then expected to continue.

Where a report card is not successfully completed a student may be required by the Year Head or Deputy Principal [RC1 and RC2 respectively] to repeat the card and will follow the procedures as outlined above.

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.
- ✓ Parents/Guardians will be informed regarding any breaches of discipline through behaviour points on VShare. In the case of incidents of serious misbehaviour, a student may be required to meet with the Discipline Committee. This will be discussed with parents/guardians by the relevant teacher, Class Tutor, Year Head or Deputy 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 (BoM), 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. The College 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 College 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
- Bullying as per College BÍ Cineálta policy
- Smoking/possession or use of nicotine containing products [NCP] while on the school campus or while wearing school uniform and /or on school outings
- Vaping, the use and/or possession of vapes and vaping paraphernalia anywhere on the school campus or while wearing school uniform and /or on school outings
- Leaving the school grounds within school hours without permission
- Possession of alcohol or any illegal substance on the school campus or while wearing school uniform and /or on school outings
- Possession, use of or supply of drugs or drug paraphernalia or misuse of any substance on the school campus or while wearing school uniform and /or on school outings
- Interference with school security or fire alarm systems
- Interference with any school systems/equipment or on-site contractor systems or equipment
- Involvement in a physical fight on the school campus or while wearing school uniform and /or on school outings
- Truancy i.e. missing school or classes
- Damaging or defacing school property/equipment
- Threatening and/or abusive behaviour towards students or any staff member on the school campus or while wearing school uniform and /or on school outings
- Inappropriate use of electronic devices
- Interference with another person's belongings and/or food or drinks

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:

- Contact with Class Tutor
- Meeting with student and Year Head to explore the circumstances of the incident/s giving the student an opportunity to be heard.
- Progress report
- Phone contact with parents
- Meeting with parents and student with a view to moving forward
- Detention
- Temporary removal from a class
- In school suspension
- Student placed on a "Behaviour Tracker" for a period of time
- Positive Behaviour / Commitment to Improvement 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 College community. Due process and fair procedure will be followed.

3. Automatic suspensions

Suspensions will also be imposed for named behaviours as per the College's Code of Behaviour once due process and fair procedure are followed e.g. smoking and use/or possession of NCPs

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 their 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 College 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 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, the Parents/Guardians, or a student aged over 18 years 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 College 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. The student's parents/guardians may be requested to attend for a meeting. 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 may be placed on a post-suspension report card. This card is given to the student to assist them with reintegration. 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. The post-suspension card must be signed by the Year Head before leaving school each day and also by a parent/guardian each evening. When successfully completed the post-suspension card will be filed, and the student will be taken off report. Good behaviour is then expected to continue.
- 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 College 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 Principal will arrange, in accordance with the principles of natural justice, to 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 themselves 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 College

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 Youth 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/Guardian 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/Guardians, 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/Guardian 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.



	<i>Respect</i>	<i>Responsibility</i>
<i>Yourself</i>	<p>Wear your full school uniform Be mannerly Do the right thing - even if others don't Take ownership of your own learning and do your best Education is an opportunity- don't throw it away</p>	<p>Be on time for class and settle quietly Stay focused on your work and do not disturb others Use any free class to do study and/or prepare for upcoming assessments/examinations Use lockers at the designated times only - get organised before assembly and at break times Use the bathroom before school, after school and at break-times If you are absent from class, you are responsible for catching up on any class work or homework assigned Before entering school, make sure phones are turned off and headphones are put away.</p>
<i>Others</i>	<p>Listen and speak politely to your teachers and to each other Raise your hand and wait to speak – one voice at a time! Treat your fellow students the way you would like to be treated Be kind and mannerly to every person in the school</p>	<p>Line up quietly outside your classroom Allow your classmates access to learning by not disrupting class or stopping the learning of others Follow instruction given by any member of staff Bullying is everybody's business – together we can stop it</p>
<i>Your School Environment</i>	<p>Enter the classroom quietly Respect the property and equipment of the school Keep your books and locker in good condition or if damaged, cover costs when they are returned No chewing gum Be proud of your school</p>	<p>Pick up litter Keep your locker area tidy Eat and drink in the Social Area only Bring my lunch waste home Keep noise levels to a minimum Walk on the left Think of safety for yourself and others; be aware of Health and Safety rules especially in your practical subjects.</p>



<i>I will</i>	<i>Because</i>
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 use my mobile phone on the school campus/grounds	<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
Comments will be recorded on VSware

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 (1st 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 (2nd 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

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	Date: Teacher Initial	Score	Date: Teacher Initial	Score	Date: Teacher Initial	Score	Date: Teacher Initial	Score	Date: Teacher Initial	Score
										
1. 8.30										
2. 9.28										
3. Assembly Class Teacher										
4. 10.54										
5. 11.52										
DETENTION										
6. 13.20										
7. 14.18										
8. DP Signature										
9. Parent Signature										

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Communication of Policy

This policy is available to our school community on the school's website and in hard copy on request.

Signed: Andie Brace
Chairperson of the Board

Lonnajinder
Principal

This policy was reviewed and ratified by the Board of Management on: 13th January 2026,

Date of next review: January 2027