

Clonaslee College: Code of Behaviour

Our school strives to achieve our mission statement, which states that we aim to develop the full potential of every student in a learning environment where fairness, understanding, success and discipline will be pursued. A strong sense of community is fostered within the school, which encourages mutual respect and co-operation among students, staff and parents/guardians. Clonaslee College, as an ETB school, is underpinned by the core values of Excellence in Education, Care, Equality, Community and Respect.

The expectations for behaviour in this code apply to all students in the college during school time, on the school bus, in attendance at a school activity/extracurricular activity and on school tours both at home and abroad. The expectations of this Code of Behaviour have been reached in consultation with staff, students and parents.

Promoting positive behaviour is one of our goals while also implementing a fair and consistent discipline structure. Students should be able to enjoy both learning and leisure time in a safe environment. School should be regarded as a place where they can relate in a positive manner towards all members of the school community. Acknowledgement of positive behaviour may take the form of:

A quiet word of acknowledgement for a student by a teacher.

Verbal praise from a teacher, Yearhead or any member of staff – for progress as well as achievement.

Complimenting students for any positive action within the school community.

A positive note in the student's journal.

Display of student's work/achievement.

Recognition of students work in the school newsletter, on the school website or other online platform.

Acknowledgement of positive behaviour in the school's reporting system.

Student awards.

Class/year group treats.

However, for respect and fairness to be fostered an effective Code of Behaviour needs to be adhered to by all students. A copy of the Code of Behaviour is printed in the school journal. It is the responsibility of all students and their parents/guardians to familiarise themselves with this policy. The Code of Behaviour is circulated to the parents/guardians of all new entrants into the school, and they are asked to read it and to sign their agreement with the content and to offer their support and co-operation with it. Active and responsible participation by the whole school community fosters positive relationships within the school.

General School Rules

If the school is to deliver the highest quality of education for its students, it requires excellent attendance and punctuality.

Students must be on the school grounds by the first bell. Unexplained lateness will warrant a sanction.

The Community Centre is out of bounds before and after school (students are not permitted to be in the Playground at the Centre).

PDA's (Public Displays of affection) are not permitted.

When a student is absent from school, an explanation from the parent/guardian must be uploaded to VShare. If a student is absent and the school has not been informed, the school reserves the right to contact parents. Any excessive absences (over 20 days) will be reported to Tusla (this is a requirement).

Students are not permitted to leave the school during the day unless they present a written note or phone call of explanation from the parent/guardian. The parent/guardian must sign the student out in the Sign out Book at reception. Students are not permitted to leave the school grounds during any part of morning break.

Lack of respect for school staff or visitors to the school will not be tolerated (e.g. inappropriate language, gestures or actions). This applies equally to any members of the public during school excursions.

Any student that brings the good name of the school into disrepute may be subject to disciplinary action.

Products that are dangerous or potentially dangerous are not to be brought onto school grounds or on school excursions.

Fighting will result in suspension.

Students driving to school must park at the Community Centre and not in the staff carpark.

Classroom Behaviour

All students must show respect and co-operation to all school staff and fellow students.

Students are not permitted to enter a classroom or the community centre without a teacher/member of staff being present.

Students must sit in seats assigned to them by each class teacher and have the necessary books, materials and equipment.

Eating and drinking are not permitted in the classroom.

It is the student's responsibility to keep classrooms and social areas tidy at all times.

In the event of damage /vandalism to school or Community Centre property Parents/Guardians of the student(s), or adult student (over 18 years), responsible for the damage may be liable for resulting costs. This applies equally to school excursions. (i.e. damage to bus, etc.).

Each student has a responsibility for making the right choices regarding their personal behaviour and co-operation. Students are expected to be honest, courteous, respectful and helpful to each other and to all members of the school community and, therefore, disruption of classes cannot be tolerated.

Students must complete all homework assignments and projects in accordance with teacher guidance.

The student's journal is a means of communication between school and parents/guardians. Homework must be recorded in the homework journal. This is the student's responsibility. Journals are not to be defaced in any way and they remain the property of the school as part of the book scheme. Journals can be requested by a staff member for inspection at any time. Students who do not have a journal during school time may be subject to sanctions. If a journal is lost a new one must be purchased at a cost of €5. If parents wish to contact teachers/management, they may do so during school hours at info@clonasleecollege.ie

Schoolbooks/journals and resources issued to students under the Department's Junior Cycle Book Scheme and Stationery Provision or by the school are the property of the school. Parents/guardians are expected to cover the cost of replacing any lost or damaged books/resources. This includes damage caused by negligence or mishandling.

School Uniform (from approved stockists)

Boys Uniform	Girls Uniform
Light blue shirt Black jumper with School crest Dark grey trousers Black, yellow and green striped tie Black School/PE jacket Black shoes/all black (including soles) runners	Light blue shirt Black Jumper with School Crest Blue, green and black skirt with black socks/black tights while wearing the school skirt Black, yellow and green striped tie Black School Jacket/PE jacket Option: dark grey trousers

Students must wear their full school uniform daily. It is not to be altered/modified in any way and should be in good condition. The school uniform is a symbol of our school to all who see our students; hence it must be in good condition. When in uniform, the students are representing the school and giving a good example. Where correct uniform is not worn, the school reserves the right to send the student home unless a note of explanation or a VShare entry is received from a parent/guardian. School jackets with the school crest must be worn. These jackets are available from suppliers listed on the school website. Only the school jacket must be worn to and from school and on school excursions where the uniform is required, and any other jackets are not permitted and will be confiscated. Students in breach of the uniform code may be asked to wear items of uniform provided by the school. If a student comes to school (or attends a school function/game where the uniform is required) without the school uniform a note must be provided on their arrival.

Dress Code

Parents/guardians and students should note the following points which are necessary in relation to the school dress code. Some of these are on the grounds of health and safety and some are to encourage appropriate dress and appearance amongst the student body.

Earrings should be discreet, and students may be asked to remove them at school functions/events.

While it is preferable that any form of makeup (including 'fake' tan/tinted moisturiser) is not used, in cases where students 'require' subtle makeup it must be discreet. If students do not comply with this, they will be asked to remove makeup by teachers.

Facial jewellery is not allowed. Students will be asked to remove any items of jewellery and jewellery may be confiscated and collected at a later date.

Students must be in full uniform when representing the school on trips. Exceptions can only be made by senior management (senior management is Principal or Deputy Principal and senior post holders who will assume their responsibilities in the event of their absence). Students going to matches must wear their PE uniform to school. Students returning to school from a match must wear full PE uniform. In the event of the PE uniform being unavailable, the school uniform must be worn to and from the match (the student may not be permitted to go or must wear a uniform provided by the school).

The uniform/dress code applies during all State certificate examinations.

Scarves, hats, gloves are not to be worn in class.

Chewing Gum

Chewing Gum is not allowed on the school grounds at any time. Sanctions will apply in the event of a student caught chewing gum on school grounds.

Use of toilets

All toilets are available for student use prior to 8.55 a.m., at 11 a.m. break, at 1.15 p.m. lunch and after 3.55 p.m. Students should not be allowed out during class time unless in exceptional circumstances (medical certs may be requested) and this will be recorded in the homework journal by the class teacher.

Students are not permitted to use the toilets between classes without prior permission from a teacher.

Electronic Devices/mobile phones

The use or possession of mobile phones, MP3/4 players, ear buds/airpods and similar electronic devices is not permitted in the school unless there is a medical requirement, and this must be signed by a doctor. The restriction on the use of non-sanctioned technology is to support the positive development of the students' physical, emotional, social and mental wellbeing. Providing our students with 'digital downtime' allows them to engage fully in school life and gives them an opportunity to develop their communication skills. Students have access to the school phones if a parent/guardian needs to be contacted. Students who contact home via the mobile phone do so

without the school's knowledge and this may become a health and safety risk. It is important that all students feel at ease in a safe environment free from distraction or any potential incidences of bullying (texting, sharing of images, etc.).

If a student is found to be in the possession of a mobile phone/electronic device etc., it must be given to the teacher, and it will then be brought to the Principal's office, where it will be retained securely for the duration of the school day. A serious sanction will apply in the event of a phone/electronic device being confiscated. The parent/guardian will be informed that the device has been confiscated and the student is permitted to collect it at the end of the school day. If a student refuses to give their phone/electronic device to the teacher, the parent/guardian will be called to collect the student or, in the event of this not being an option, the student will be separated from their peers and supervised for the remainder of the day. For a subsequent offence, the student will face sanctions up to and including suspension. All offences will be recorded on the student's VSware account. While Clonaslee College recognises that mobile phones and personal digital devices are part of a young person's culture we also recognise that there are safety and privacy issues connected to the use of these phones /devices.

*It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve An Garda Síochána in such incidents.

Prohibited Substances/drinks

Smoking is illegal in public buildings, and this includes schools. Smoking or the possession of cigarettes or nicotine/tobacco derived products or being in the company of those smoking/ingesting such products in any part of the school building, its vicinity, representing the school or while in school uniform, is strictly prohibited. Those in breach of this rule will be suspended (this includes the smoking of e-cigarettes/vapes).

The possession, use or distribution of illegal/banned substances or alcohol will result in suspension and may lead to expulsion from the school.

Energy/caffeinated/carbonated drinks are not permitted.

School Trips

School trips will only be offered to students with excellent behaviour. Students may be excluded from school trips at the discretion of management. All relevant school rules apply. (cf School Tour Policy)

Bullying

Bullying can be defined as offensive, abusive, intimidating, malicious or insulting behaviour, or abuse of power conducted by an individual or group against others, which makes the recipient feel upset, threatened, humiliated or vulnerable which undermines their self - confidence and which may cause them to suffer stress. Bullying is behaviour which is generally persistent, systematic and ongoing.

Harassment takes place where a person subjects the victim to any unwelcome act, request or conduct including spoken words, gestures, or the production, display or circulation of written words, pictures or other material which in respect of the victim is based on any discriminatory ground and which could reasonably be regarded as offensive, humiliating or intimidating to him or her. Discrimination based on the following nine groups will not be tolerated: gender, marital status, family status, age, race, religion, disability, sexual orientation and membership of the travelling community.

In our school, everybody is respected and valued. We have the right to be ourselves, and we must remember that everybody else has that right also. Bullying is regarded as an extreme form of misbehaviour, and it will not be tolerated whether it is directed against students or staff and will be grounds for disciplinary action up to and including expulsion. Students fighting either in school, travelling to and from school, or on school trips/excursions will be suspended or excluded (Refer to Anti-Bullying Policy).

Internet

Inappropriate use of email or social media of students or staff will be grounds for disciplinary action up to and including expulsion. Students cannot impinge on the privacy of others through sharing of any other person's data without permission. Students are responsible for the appropriate use of technological devices.

Photographic images or videos of students or staff relating to school activities cannot be displayed on social media sites nor shared with the wider community via any other means without prior permission from management. Any infringement of this rule will be subject to sanction as deemed appropriate by management (Refer to Acceptable User Policy and Cyber-Bullying Policy).

Personal Belongings

Students are responsible for their own belongings in school or on school excursions.

Breakages/Damages

Any items of school property broken or damaged by a student must be paid for in full by the student and/or Parent Guardian as follows:

payment in full in one payment;

payment over an agreed period of time by instalment.

Positive Behaviour Discipline Structure

In our school we recognise 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.

In the case of low-level disruptions teachers will be expected to incorporate classroom management techniques into their classrooms to deal with these incidents/disruptions. Where the behaviour is consistently repeated the teacher will discuss the student's behaviour with the Yearhead or Senior management. (Subject teachers should record all incidents of failure to meet expectations in their own records or on the school's reporting system and in the student journal where necessary).

The principles of Restorative justice are also applied where possible. Students are encouraged to speak to a member of staff if they wish to raise a concern about a behavioural matter. School rules and the reason for them are discussed as part of the school'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 school, aspects of this work also take place in CSPE class as it is the foundation of good citizenship.

A Yearhead is assigned to particular student cohorts. The Yearhead has special responsibility for the year groups and has a pastoral and disciplinary role to play for the students in their year groups. Yearheads usually deal with more serious offences, or an accumulation of minor offences as reported to them by teachers. Yearheads should keep detailed records of student conduct and may enter them onto the school VShare system.

Teachers will document misbehaviours in the student's journal, and this will be communicated to the Yearhead or to Senior management.

Suspension (internal or external) : Senior management will endeavour to make contact with the parents/guardians prior to the suspension and a letter will be sent home with the student. The letter will also inform parents/guardians that the suspension will be reported to the BOM. In the event that a student is referred to the BOM for expulsion the guidelines will be followed from the NEWB Developing a Code of behaviour guidelines for schools, p 80 & p81 (https://www.tusla.ie/uploads/content/guidelines_school_codes_eng.pdf)Appendix 1.

A student will be proposed for expulsion if

- the student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process or the student's behaviour shows no sign of improvement despite the relevant sanctions being implemented/ and positive interventions being made such as meetings with the guidance counsellor or other members of staff or with outside agencies.
- the student's continued presence in the school constitutes a real and significant threat to safety.
- the student is responsible for serious damage to property.

A student will be expelled for a first offence should their behaviour constitute:

- a serious threat of violence against another student or any other member of the school community
- actual violence or physical assault resulting in a serious injury or harm

- supplying illegal/banned drugs to other students in the school or has consumed/used prohibited substances themselves whilst subject to the Code of Conduct. (i.e. whilst engaged in any school business)
- sexual assault

Attendance

Good attendance is promoted in the school by a culture of high expectations, encouraging students to take responsibility for their own learning, achieving their full potential through full attendance and participation in all aspects of school life. Absence notes/requests must be uploaded to VSware explaining an absence or impending absence if leaving school during the day. To avoid disruption to classes, all students are encouraged not to leave during class time. The parent/guardian of any student who is late for school must write a note at the time explaining the reason for the lateness.

Students over 18

All adult students must obey the Code of Behaviour. An adult student who has not consented to share access to their personal data must write a written note regarding any absences or lateness and report directly to senior management/Year Head. The school may seek evidence of absences, i.e. Doctor's cert. In the event of any serious sanctions, the adult student will be informed directly. All students on turning 18 are encouraged to submit a signed form consenting sharing of access with parents/guardians. In the event, the student does not consent; they must sign a form outlining their email and phone number to bill via Way2pay. Also details of a next of kin must be provided in the event of an emergency. Parents will be written to regarding this decision and their details will be removed from vs ware and 'not sharing data' selected. All staff will be informed and any further correspondence, i.e. attendance records, attainments, behaviour reports, sanctions imposed, correspondence with the BOM will be given directly to the adult student. Students over eighteen must not leave during the school day without first informing the relevant Year Head or Senior Management.

Sanctions

In the interest of fairness, the school has the following sanctions for misbehaviour:

A simple reprimand from the teacher involved.

Imposition of additional work.

Detention: If a student receives four notes in his/her journal in any one week then that student must do detention for one hour after school at the end of that week.

Removal of privileges (e.g. sports, trips)

Referral to Year Head/ Deputy Principal/ Principal.

Student is monitored on a Yearhead report card.

Parents/Guardians requested to attend a meeting with senior management.

In the case of persistent misbehaviour, the student may be suspended for a fixed period of time (up to 5 days). All suspensions are reported to the BOM.

Where a student's continued presence at school is seriously disruptive or impacting negatively on the learning or wellbeing of others, the ultimate sanction of expulsion may be recommended by the Principal to the Board of Management.

Interpretation of these rules is a matter for senior management and the Board of Management. Taking account of developments that could not have been anticipated in advance, it may be necessary to introduce or amend rules from time to time depending on changing circumstances, and your co-operation and understanding are appreciated.

The list of behaviours and sanctions above is not exhaustive, a behaviour incident not specified above may be dealt with by senior management as deemed appropriate at the time. The sanctions for such behaviour are also at the discretion of senior management. At each stage of these procedures, a full report will be recorded. A record will also be kept of improvements on the behaviour of a disruptive student.

CONSENT:

I understand fully and agree to abide by the Code of Conduct

Signed: _____ Student

Signed: _____ Parents/Guardians

Date: _____