



Coláiste na Carraige

Doiciméad Polasaí

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Mission Statement

Coláiste na Carraige welcomes all members of our community and strives to provide an excellent education service based on the principles of respect, partnership, hard work and kindness.

1. Rationale

The purpose of a Code of Behaviour is to provide a framework which promotes good behaviour in the school. School management and staff actively foster the school's ethos, policies and practices that help to promote positive behaviour and prevent inappropriate behaviour. It helps staff, students and parents to work together for a harmonious, educationally progressive and safe school. The success of the teaching and learning in the school is directly influenced by the effective implementation of the school Code of Behaviour. This policy seeks to balance the needs and rights of all students and staff in the school.

Coláiste na Carraige seeks to recognise that each student is unique and has different gifts and different needs. Coláiste na Carraige also seeks to develop positive relationships between students, parents and with the school's staff. The school will seek to adopt a Restorative Practice approach where practicable to resolve damaged relationships.

Our aim in developing this code is to provide all our students with the opportunity to reach their full academic, social and emotional potential so that they will develop into happy, caring and responsible citizens respecting themselves, others and their environment and who will contribute positively to the community.

This Code of Behaviour applies to staff and students, during all school related activities on or outside of the school campus. Coláiste na Carraige requires the full cooperation of the students, staff and parents in the implementation of this policy.

2. Roles and Responsibilities

2.1. The Patron (County Donegal ETB)

The patron carries out certain functions as specified in the Education Act 1998. The Board of Management manages the school on behalf of the Patron. The Board must:

- Uphold the characteristic spirit of the school and be accountable to the Patron in this respect
- Consult with and keep the Patron informed of decisions and proposals
- Publish its policies on admissions, participation, suspension and expulsion in a manner that has been agreed with the Patron.

In order to comply with these provisions, the Board of Management will submit the Code of Behaviour to the Patron for approval.



2.2. The Board of Management

The overall responsibility for ensuring that a code of behaviour is developed for the school rests with the Board of Management. The Board should play an active role in exploring the kinds of relationships and behaviours that will reflect the school's ethos and responsibilities.

The Board should make sure that all the members of the school community have the opportunity to be involved in the work on the Code of Behaviour. It should also formally record the adoption of the Code of Behaviour, the commencement date and decisions about when the code will be reviewed.

The Board of Management has devolved authority to the Principal for suspension of students for up to 3 (three) days only as per recommended best practice. However, in exceptional circumstances only, the Board of Management has extended the duration of this delegation: up to 5 (five) days in circumstances where a meeting of the Board of Management cannot be convened in a timely fashion, subject to the guidance concerning such suspensions.

2.3. The Principal

It is the responsibility of the Principal, under the direction of the board, to lead the work of auditing, reviewing and implementing the Code of Behaviour.

2.4. School Staff

The staff play an important role in the review, updating and implementation of the Code of Behaviour. They bring to this work their professional expertise in understanding the links between behaviour and learning; their experience of what works to help students to behave well and their knowledge of the school and of the school community.

2.5. Parents

Parents play a crucial role in the development of the Code of Behaviour. Their involvement will draw on their expectations, insights and experience. It helps underline their responsibilities for their children's behaviour. Their involvement helps to reinforce at home the messages about learning and behaviour that are conducive to a happy school.

2.6. Students

By being involved in the development of the Code of Behaviour, students play a very important role in ensuring that the school is a good place in which to learn and teach.

3. Standards and Expectations

3.1. Restorative Practices

In all circumstances, the school will seek to use Restorative Practice where appropriate to resolve behavioural issues. Where this is not feasible, a range of other measures will be at the school's disposal.



3.2. Partners

Students: Students are more likely to be happy, safe and achieve in a structured, caring environment where high standards of behaviour are expected and adhered to. The standards of behaviour that are expected include the following:

- Respect for yourself and others
- Respect for personal property, the property of others and school property
- Respect for Learning and Teaching
- Completing classwork and homework to the best of your ability
- Full attendance
- Punctuality
- Present in full uniform

Staff: It is expected that all staff, under the leadership of the Principal and senior management of the school would, by their actions, support and uphold the Code of Behaviour at all times. In doing so, they maintain a high standard of behaviour in the school. Staff should model good behaviour for the students. All staff are expected to appropriately manage any unacceptable behaviour they encounter during the school day.

Class Teacher: Teachers are responsible for fairness and consistency regarding the application of the rules as set out in the code of behaviour.

Class Tutor: Each class has its own class tutor. The class tutor is scheduled for a brief tutor lesson every morning. This provides an opportunity for the tutor to get to know the students in the class and assists the tutor in developing a pastoral relationship with the students in their class group. It also provides a forum for the students to discuss any issues or concerns that they may have.

Year Head: Each year group has its own Year Head. This person is responsible for the management of behaviour and student support matters regarding their own year group. They implement any behaviour measures that they deem are required for the students in their year in line with the Code of Behaviour. Should a student have a concern that they feel might not be best dealt with by the Class Tutor, they should bring it to the attention of the Year Head.

Principal and Deputy Principal: The Principal and Deputy Principal are responsible for the coordination of the code of behaviour in the school. If there are issues of grave concern to any student/parent they should contact the Principal or Deputy Principal.

Guidance Counsellor: The Guidance Counsellor plays a crucial role in the school. This person is a member of the Student Support Team. Students/parents may contact the Guidance Counsellor to make an appointment for both advice and guidance.

Parents/Guardians¹: The school recognises and values the vital role that parents have as the primary educators of their children. Positive attitudes towards education encourage and assist

¹ For the purposes of this policy, 'Parent' refers to 'Parents/Guardians'.



learning which results in self-motivated, determined students. Parents have contributed to the development of the Code of Behaviour and are expected to help maintain the standards therein. Reading through the Code of Behaviour with your child/children is a constructive way to support the implementation and familiarisation of the policy.

3.3. A Learning Community

Coláiste na Carraige seeks to establish behavioural procedures that realise the students' right to learn and also ensure that the values of mutual respect, self-discipline and social responsibility permeate the life of the school community. The school recognises the need to protect the rights of students and staff to ensure an atmosphere and environment where effective learning and teaching can take place.

3.4. Safe School for Students – Anti-Bullying Policy

Staff and students attending Coláiste na Carraige have the right to enjoy school life free of bullying, as outlined in the schools Anti-Bullying Policy. The school must be safe and secure for everyone. Abusive behaviour of any nature or level is strictly forbidden. Coláiste na Carraige seeks to promote and encourage positive attitudes and behaviour of mutual respect, discipline and responsibility among everyone in our school community.

3.5. Health Promoting School

Parents, students and staff of Coláiste na Carraige are entitled to have a school free of all forms of substance abuse. Consequently, smoking², consumption of alcohol and substance abuse are prohibited. Students are advised to eat healthily and are expected to actively engage in exercise and sporting activities in Coláiste na Carraige. Staff encourage students to make these healthy lifestyle choices. It is envisaged that Parents support the school in this regard.

3.6. Discipline and Penalties

Self-discipline is required of all members of the school community. Actions to be taken as a result of breaches of this policy are detailed in [section 6](#) of this policy.

3.7. Attendance

Poor attendance disrupts the academic progress and overall development of students and prevents them reaching their full potential. Students who fail to have a satisfactory attendance record will be reported to the relevant state authorities. Recognition is given to students with positive attendance records.

² The term 'smoking' refers to vaping, or any inhaling of any intoxicant.



4. Positive Reinforcement of the Code of Behaviour

Coláiste na Carraige is committed to a policy of recognition, encouragement and reward of positive behaviour. Coláiste na Carraige will endeavour to recognise and encourage the following positive behaviour/achievements.

- Outstanding success & performance
- Sporting accomplishments
- Curricular and extracurricular success
- Acts of kindness
- Attendance

Acknowledgement for positive behaviour may take the form of any of the following:

- Praise from staff members
- Student work displayed in classrooms
- An affirmative note in student journal and/or on VShare
- Highlighting of achievement(s) on school social media accounts & school web-site
- A positive letter or phone call home
- Announcement made on the intercom
- Photos/newspaper articles displayed on notice boards, photos on display in corridors
- Awards at school prize-giving events
- End of year class trips (non-exam classes).

5. Rules and Guidelines for Students

5.1. Respect and Order

- Students should show respect for themselves, other students and staff
- Positive behaviour is expected when travelling to and from school and when representing the school at extracurricular activities.
- Students must respect personal property, the property of others and school property
- Respectful language must be used at all times
- Students must be responsible in their use of [mobile devices](#) and in their online behaviour.
- Chewing gum and 'Tippex' (*or any type of correction fluid*) are not permitted in the school building or grounds.
- Students may not possess, use, distribute or sell cigarettes/vaping devices, alcohol, illicit drugs and solvents .
- Students may not carry or use any weapons/objects such as catapults, knives, stink bombs, bangers, fireworks, laser pens or any other objects that are not required for their learning.



5.2. Attendance, Truancy and Punctuality

Full attendance at school is expected. A student absent from school for a day/days must bring a signed explanation by a parent, in his/her school journal, on their return to school.

Truancy

Truancy means being absent from school without the permission of parents or the school. Students are not allowed to leave school during the course of the school day without written permission from a parent. When collecting a student, parents must go to the school office and sign the student out. If they are unable to do so, then they may send written permission to the school but this must be verified by personally contacting the school also.

Students are not allowed outside the school grounds during the morning break without permission. Transition year, 5th year and 6th year students may leave the school grounds at lunchtime if the appropriate indemnity form is signed by a parent. Students who leave the school grounds throughout the school day must continue to adhere to the rules of this code of behaviour.

Truancy from school or class is regarded as a serious breach of the Code of Behaviour. Consequences of truancy are detailed in [section 6](#). Sanctions up to and including suspension may be utilised.

Punctuality

Students must be punctual for all classes. This includes online/remote learning events.

Visits to toilets and lockers are confined to specific times as instructed. Students must ask the class teacher for permission to make such visits outside of these specified times. Students must note this absence from a lesson in their student journal and must show this note to their teachers prior to exiting the room. Teachers may/may not sign this note. This is dependent on the current public health advice. Incidents of lates will be reviewed by the Deputy Principal and Year Head.

Multiple incidents of lateness will be brought to the attention and reviewed by Year Head and Deputy Principal and will result in a support meeting which will review the cause of the lateness. Students will be supported in any challenges they might have in regard to punctuality. Students who present for school late in the mornings or on returning to class after lunch must sign in at the office. On the third and subsequent late report in the same term, the student will receive a lunchtime reflection. Failure to turn up for reflection will result in a report in the behaviour folder. Further incidents of lateness following this intervention will result in further sanctions as detailed in [section 6](#).

5.3. Application to Studies

Students must have textbooks and equipment as prescribed by the various subject departments and are expected to bring materials to class as instructed by their subject teacher. The school journal must be available in class for teachers or inspectors to examine at all times. Communications from parents regarding absences should be written into the area in the journal designed for this purpose.



Academic success is founded in consistent study and homework. It is essential that students engage actively and positively in all lessons. This includes online/remote learning events. Students will be supported in any challenges they have with their homework, however, a genuine effort is expected on behalf of the student to complete the assigned work in the time given. Parental support is required with homework - children ought to be encouraged to attempt their homework.

5.4. Appearance and Dress Code

The Coláiste na Carraige school uniform and crest is a valued part of school life. As a school community students are encouraged to wear their uniform with pride. Students must present the school uniform as outlined below.

5.4.1. Uniform

Our school uniform must be worn at all times including during school trips and state examinations. In exceptional circumstances, teachers supervising trips may advise students that they may wear casual clothing. This decision will be made in consultation with the Principal/Deputy Principal and the coordinating teacher(s). Students will be advised of any exceptions in advance of the trip.

Girls	Boys
Navy school jacket with crest	Navy school jacket with crest
Navy school fleece with crest (optional)	Navy school fleece with crest (optional)
Navy school jumper with crest	Navy school jumper with crest
Navy trousers or skirt	Navy trousers
Black shoes and socks or tights	Black shoes and socks
First to Third year: Red polo shirt with crest	First to Third year: Red polo shirt with crest
TY to Sixth year: White polo shirt with crest	TY to Sixth year: White polo shirt with crest

Please note:

- School fleece is an optional addition to the school uniform and is not acceptable as a replacement for the school jumper.
- Tracksuit bottoms, jeans, chinos or cords are not acceptable.
- Tops bought for sports teams may only be worn to competitions.
- **Shoes** must be **all black**. Shoes with coloured or white soles or markings are not acceptable.



- A school tracksuit has been chosen for use in PE class and for teams/individuals representing the school in competitions (Compulsory for all incoming students from 2018 onwards.)
- **Coláiste na Carraige Hats & Scarves:** Optional hats and scarves are available to buy from uniform suppliers. These may be worn as part of the school uniform.
- **Hygiene:** For practical and hygienic reasons, it is recommended that every student should have at least two complete school uniforms and one jacket.

5.4.2. Piercings: For reasons of health and safety, ONLY stud piercings are permitted (*with the exception of sleeper style earrings permitted. This type of hoop is small, thin and worn close to the earlobe*)

Any failure to follow the dress code must be explained through correspondence with the Year Head/Deputy Principal/Principal. Students will be supported in any challenges they might have in regard to the school uniform. Repeated disregard following intervention will result in further sanctions as detailed in [section 6](#).

5.5. School Property

Staff and students must respect school property. Any damage incurred must be paid for or replaced by those responsible. The school cannot be held responsible for personal property lost or stolen. Money and valuables should not be left unattended or in school bags, lockers. It is the responsibility of all staff and students to assist in keeping the school free from litter, chewing gum and graffiti. All students are expected to actively participate in any 'Combat Litter and Recycling' programmes that occasionally take place in Coláiste na Carraige.

Students will be supported in any challenges they might have in regard to managing personal property and in respecting the property of others and of the school. Repeated disregard following intervention will result in further sanctions as detailed in [section 6](#).

5.6. Mobile Phones & other Personal Electronic Devices

Personal electronic devices can be used to support learning and teaching in Coláiste na Carraige in in-school and in remote learning situations. Devices can only be used in in-school lessons under the supervision of the subject teacher and must support the learning of the students. It is recognised that electronic devices are an essential part of supporting remote learning, however, students must follow teachers instructions when in remote/distance learning environments. Further detail is available in the [Addendum to School Code of Behaviour - Covid 19](#).

The use of mobile phones, outside of a classroom setting, by students is forbidden in the school building or grounds during school hours. This includes the period before/after school and any events that the student may be involved in after school. Contact can be made with students and their parents, or vice-versa, through the school landline number, 0749739071. Students excusing themselves from lessons, with the permission of the teachers, must leave their phone on display in the classroom prior to exiting the classroom.



Students may use their phones on school outings if prior permission has been granted by the teacher. Students may use their phones while attending extra curricular activities that are taking place on school grounds out of school hours if permission has been granted by the supervising adult.

Students who are discovered to be using mobile phones in the school building or grounds during school hours will have their phone confiscated by the supervising teacher. The phone may be collected by a parent upon payment of a €10 fine. Students will be supported in any challenges they might have in regard to mobile phones. Further incidents of mobile phone usage may result in further sanctions as follows.

5.7. Eating and Drinking in Class

Students are encouraged to keep themselves hydrated throughout the school day. Students are permitted to drink water, fruit juice or diluted drinks. All energy drinks/fizzy drinks are prohibited in school at all times. Students are not permitted to eat in class, unless express permission has been granted by the supervising teacher.

Students will be supported in any challenges they might have in regard to their diet as necessary. Issues with regard to eating/drinking in class following intervention will result in sanctions as detailed in [section 6](#).

5.8. Use of the Toilets

Students may use the toilets before and after school, and during morning and lunch breaks. Students must ask the class teacher/supervisor for permission to make such visits outside of these specified times, ie. during timetabled lessons. Students must note this absence from a lesson in their student journal and must show this note to their teachers prior to exiting the room. Teachers may/may not sign this note - depending on the current public health advice at the time. For health and safety reasons students are not allowed to loiter or eat food in the toilets. School bags must not be left on the floor outside the toilets or brought into the toilets. Students must wait outside the toilets should cubicles/urinals be all in use.

Continued repeated incidence of absence from lessons or negative behaviour in regard to the above rules, will be reviewed by the class teacher, Year Head and Deputy Principal/Principal as required. This review may result in a support meeting which will review the repeated absences from lessons. Students will be supported in any challenges they have with regard to toilets. Further incidents following this intervention will result in further sanctions as detailed in [section 6](#).

5.9. Use of CCTV

Coláiste na Carraige utilises a CCTV system in line with Donegal ETB CCTV and GDPR policies.



6. Behaviour Management

In all circumstances the school will seek to use Restorative Practice where appropriate to resolve behavioural difficulties. Where this is not feasible, a range of other measures will be at the school's disposal.

6.1. Special Education Needs

Coláiste na Carraige is mindful of catering for all members of our school community. The following list of sanctions will be applied when and if they are deemed appropriate in the context of the students ability to understand the breach of the code of behaviour. Where there is a doubt as to the students' understanding or their ability to alter their behaviour due to a diagnosed condition then the care team in consultation with the Principal/Deputy Principal and Year Head will be consulted regarding suitable sanctions.

6.2. Categories of Misbehaviour

6.2.1. *Misdemeanours*

Misdemeanours include the following,

- Isolated minor breaches of school rules
- Isolated infringements related to school work, homework, discipline, and litter

6.2.2. *Isolated breaches of good order*

Isolated breaches of good order include the following:

- Use of abusive or inappropriate language
- Misbehaviour in class of an isolated nature
- A fight between students in the school
- An unnecessary outburst in class
- Harassment of staff

6.2.3. *Continuous misconduct*

Continuous misconduct includes repeated misdemeanours or repeated breaches of good order. Examples of this type of behaviour include the following.

- Continuous disruption of classes
- Continuous failure to present homework or bring necessary books or equipment to class
- Continuous use of offensive or inappropriate language to staff or fellow students
- Bullying of other students

6.2.4. *Serious Misbehaviour*

The following is a list of some of the offences which will be regarded as serious.

- Assault, threat or abuse of a member of staff or fellow student
- Damaging school property or the property of staff or other students
- Interference with any part of the school's fire alarm system.



- Putting the health and/or safety of yourself or another at risk e.g. climbing on school property or buildings
- Possession, consumption including vaping, distribution or sale of cigarettes, e-cigarettes, alcohol or other drugs/intoxicants
- Possession of knife(s), other dangerous weapons or fireworks
- Theft within the school
- Serious misbehaviour on school-related activities or trips
- Truancy from class or school
- Misuse of ICT equipment (see Acceptable Usage Policy)
- Refusal to follow current health guidelines

6.3. Procedure for dealing with misbehaviour

Students will be supported in any challenges they have in regard to abiding by the Code of Behaviour. Restorative and preventative interventions to teach and encourage students to take responsibility for their actions will be utilised. The approach is solution focused. Coláiste na Carraige endeavours to meet the positive health needs of its students. This includes the social, emotional and physical needs of our students. Well-being, behavioural and academic needs are all considered so students can achieve and succeed in school.

Repeated disregard following intervention may result in a number of further sanctions as follows.

Misdemeanour

- Separation within the classroom
- Additional work
- Note in homework journal/behaviour tab to be signed by a parent
- Restorative actions, e.g. lifting litter, cleaning desks
- Supervised reflection during break or lunch

Isolated breaches of good order

- Separation within the classroom
- Additional work
- Note in homework journal/behaviour tab to be signed by a parent
- Restorative actions, e.g. lifting litter, cleaning desks
- Being placed on report (a period of observation of the behaviour of the student)
- Supervised reflection during break or lunch
- Suspension
- Expulsion

Continuous Misconduct

- Lunchtime reflection
- Community service
- Being placed on report (a period of observation of the behaviour of the student)
- Suspension



Serious Misbehaviour

The following procedure may apply in the case of serious misbehaviour.

1. Incident recorded and assigned to the Year Head on VSware

Student will also receive a verbal warning from their Year Head.

Note: A student cannot continue as a class leader/student councillor if they have a serious misbehaviour recorded on VSware. The class will elect a new Class Leader.

2. If a second incident is recorded and assigned to the Year Head, the student will receive a one-day lunchtime reflection and their Year Head will inform the parent(s) by letter/email.
3. If a third incident is recorded and assigned to the Year Head, the student will receive a three-day lunchtime reflection and their Year Head will inform the parent(s) by letter/email.
4. If a fourth incident is recorded and assigned to the Year Head, the Year Head will place the student on a behaviour report card for 5 days and inform the parent(s) by letter/email.
5. If the report card is not satisfactory or another incident is recorded on VSware and assigned to the Year Head, the Principal/Deputy Principal will inform the parent(s) that the student will be suspended.

The student will be given school work to do during the suspension. On returning to school the student must be accompanied by a parent and will be put on a Behaviour Report Card for 5 further days.

Parents have the right to appeal a suspension.

Further incidences of misbehaviour will result in the student following the same procedure.

Following an enquiry by the Principal or a staff member(s) (delegated by the Principal), suspension or possible expulsion may be applied.

Note:

If a student reaches point 2 or 3 in the above procedure [one day/three day lunchtime reflection], they will be given the opportunity to participate in “community service” within the school to allow consideration to be given to the student to attend school trips. Community Service will be an activity and duration deemed appropriate by school management.

If a student reaches point 4 in the above procedure [behaviour report card], they may be prohibited from attending school trips.

(This decision will be made by the Principal/Deputy Principal in consultation with the relevant year head by reviewing the students behaviour record from the date of the incident to the date of the trip)



6.4. Sanctions

6.4.1. *Lunchtime Reflection*

Lunchtime reflection starts at 1.30pm and finishes at 1.55pm. Students will be assigned classwork to do. Reflection will be deemed to be completed when the supervisor is satisfied with the work carried out. Failure to turn up for reflection or complete the work assigned to a satisfactory standard will result in another report on VSware.

6.4.2. *Suspension*

The authority to suspend a student for three days has been delegated to the Principal by the Board of Management. In exceptional circumstances where health & safety is a consideration, the authority to suspend for up to five days has been delegated to the Principal by the board. Any suspension exceeding five days will be determined by the Board of Management. Suspension is viewed as a serious sanction and will only be imposed by the Principal/Deputy Principal/Board of Management in cases:

- Where previous efforts have failed to resolve the problem
- Where there has been serious disrespect shown towards a person(s) or their property
- Where the incident is so serious that suspension is the most appropriate sanction

Parents will receive a phone call from the Principal/Deputy Principal notifying them of the reason for and duration of suspension. This will be followed up with a letter. The parent(s) may discuss the decision with the Principal by meeting him/her or his/her representative. At this meeting the case may be reviewed. A parent(s) may appeal the decision of the Principal to the Board of Management where they may present a case to the board. If the Board of Management upholds the decision of the Principal, the parent(s) may appeal the case to a sub-committee of County Donegal Education and Training Board within seven days of the board of management meeting at which the case had been heard. Parent(s), together with the suspended student must meet with the Principal or his/her representative before the student is readmitted to the school. Any work in preparation for state examinations missed through suspension is the responsibility of the student.

Note:

Students suspended from school will not be allowed to represent the school for a period of **20 school days** from the date of suspension. This applies to sporting events, concerts, competitions and extracurricular trips away. Students who acquire multiple suspensions will not be allowed to represent the school for a period of **30 school days** from the date of suspension. These students may not be allowed to go on class trips throughout the year. (This decision will be made by the Principal/Deputy Principal in consultation with the relevant year head by reviewing the student's behaviour record from the date of the incident to the date of the trip).



Students suspended at any time during the school year may not be permitted to attend Awards Night - this will be at the discretion of the Principal.

6.4.3. *Expulsion*

The student will be suspended immediately pending a decision on expulsion.

- Parent(s) will be notified in writing, informing them of the reason for and advising them of the Principal's recommendation for expulsion.
- Parent(s) may present a case to the Principal by meeting him/her. Following such a meeting the Principal will inform them of his/her decision.
- If an expulsion is recommended by the Principal, the board of management will meet to make a decision on the matter.
- Parent(s) will be advised in writing of their rights to appeal a case to the board of management of the school before a decision is reached.
- Parent(s) may appeal the decision of the board of management to a sub-committee of County Donegal Education and Training Board within twenty days of the date of the board of management meeting at which the case had been heard.

6.4.4. *Section 29 Appeal*

An Appeals process (Section 29 Appeals) is available to parents (or a student who has reached the age of 18) where a student has been suspended for more than 20 days (including cumulatively) in the year or where a student is to be permanently excluded from the school. This appeals process will be conducted in accordance with the procedures set down by the Department of Education.

A letter informs parents (or a student who has reached the age of 18) that expulsion will take effect 20 school days after the Education Welfare Officer receives notification of the intention to expel the student. Parent(s) (or a student who has reached the age of 18) will be advised in writing that they have the right of appeal. A copy of the procedures relating to an appeal as well as an appeal form will be provided to the parents.

The Section 29 Appeal is made directly to the Department of Education.

In lodging an Appeal parent(s) (or students who are over 18 years of age) will be required to submit the following information:

- Name and date of birth of the student
- Date on which the appeal is being submitted
- The type of decision being appealed
- The grounds on which the appeal is being made
- Any extra information directly relevant to the case - the relevance of the information will be determined by the Appeals Committee.

The school Principal will support any parent (or student who has reached the age of 18) in the Appeals process.



7. Supporting Policies

The following is a list of other policies which support and complement the Code of Behaviour:

- Acceptable Usage Policy
- Admission and Enrolment Policy
- Anti-bullying Policy
- Child Protection Policy
- Data Protection Policy
- Extra-Curricular Activities Policy
- Health and Safety Policy
- Homework Policy
- Mobile Phone Policy
- Pastoral Care Policy
- Relationship and Sexuality Education Policy
- Special Educational Needs Policy
- Substance Misuse Policy

All policies are available on the school website www.colaistenacarraige.ie

8. Monitoring and Reviewing the Code

The success of the Code of Behaviour depends on it being adaptable and able to respond to changes in the school and classroom environment. It must therefore be monitored and reviewed on a regular basis. This will be done through the following mechanisms:

- The weekly management meetings
- Staff meetings
- Student Council meetings
- Board of management meetings
- Parents association meetings

While the monitoring would take place on an ongoing basis, it is planned that if there are suggested changes during the school year that these would be discussed among the education partners, in time for implementation for the following academic year. This means that the Code of Behaviour will be reviewed on an annual basis.

Signed: _____
Chairperson of BOM

Signed: _____
Príomhoide

Date: _____

Date: _____

Date of next review: _____



9. Addendum to School Code of Behaviour - Covid 19

Rationale

In light of the need for students to be more mindful of attending school during the current Covid-19 climate, this amendment to the Code of Behaviour Policy is required so that students will be aware of specific rules on their return to school. Our guiding principle when making any changes or adjustments to this policy is to be able to keep all of our students, families and staff safe.

These amendments will be communicated to students, parents and staff.

Note to Parents/Guardians:

Parents are required to observe and respect all social distancing protocols in relation to any contact with the school. This includes maintaining a two metre distance to other families when dropping off or collecting their children from the school and any contact with the school. All visits to the school are required to be made in advance through the school office.

Behaviour Expectations

Our school requires every member of the school community to observe and respect the principles of social distancing, cough and sneeze etiquette and to make every effort to minimise risk to oneself and others.

This requires us to modify some of our behaviours which include;

- amended expectations about breaks or play times, including where students may or may not congregate
- clear rules about coughing or spitting at or towards any other person
- clear rules for students at home about conduct in relation to remote education
- identify any reasonable adjustments that need to be made for students with more challenging behaviour.

School Routines and Procedures

All members of the school community have to be mindful of the following;

- following any altered routines for arrival or departure
- following instructions on who students can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- rules about sharing any equipment or other items including drinking bottles
- use of toilets

Hygiene and Health Expectations

- following school instructions on hygiene, such as handwashing and sanitising



- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- tell/inform an adult if you are experiencing symptoms of coronavirus

Wellbeing and Social and Emotional Learning

Our school will provide a safe and pleasant environment and spend a considerable amount of time liaising with students on promoting their wellbeing. This will include;

- Curriculum changes to support students during SPHE, PE and CSPE classes
- Additional time devoted to in-class discussions on general wellbeing and development
- Additional supports that students can access outside of classroom, if required

Students must:

- Arrive to and depart from school premises at the agreed time
- Proceed to their designated classroom without delay
- Follow instructions from staff members on movement throughout the school campus
- Ask for permission to go to the toilet
- Wash or sanitise hands thoroughly before entering school premises and while in school, wash their hands for at least 20 seconds more often than usual with soap and water or hand sanitiser
- Remain in their designated seating within the classroom during classes
- Wear a face covering in class and in any area when a physical distance of 2m cannot be maintained. The face mask must be compliant with the guidelines of the school and must not have any slogans or logos that may be deemed offensive or not showing a positive regard for the school community
- Keep a safe distance from other students and refrain from physical contact with their peers
- Maintain healthy practice when coughing or sneezing, cover any cough or sneeze with a tissue, then throw the tissue in a bin
- Wash hands often with soap and water for at least 20 seconds and avoid touching the mouth, nose and eyes with hands
- Adhere to rules in relation to toilet visits and pre-arranged playtime activities.
- Refrain from spitting or coughing at or towards other students and members of staff
- Maintain responsibility for their own equipment e.g. stationery and water bottles and ensure that these are not shared with other students
- Tell a member of staff if they are unwell and are exhibiting signs of Coronavirus.

The school will explain these rules clearly to students at the start of the year and remind them periodically. Class teachers will ensure that the rules are displayed in classrooms and that they are explained to Students.

Sanctions for unsafe behaviour during the Covid-19 pandemic

Incidents which involve students who deliberately fail to comply with instructions on the following list, will be addressed in line with sanctions of our current Codes of Behaviour policy. These include;



- failure to comply with requests from staff to practice social distancing
- failure to comply with COVID-19 related protocols inclusive of hygiene, one way systems, restricted entry etc
- refusing to wear a face covering (except in cases as follows: any person with difficulty breathing; any person who is unconscious or incapacitated; any person who is unable to remove the face-covering without assistance; any person who has special needs and who may feel upset or very uncomfortable)
- behaving inappropriately which causes offence or concern to other students and members of staff through pranks or fake coughs/sneezes
- spitting or coughing at other student/s or member/s of staff
- spreading unfounded rumours or stories that a student / students or member/s of staff have tested positive for COVID-19

Signed: _____
Chairperson of BOM

Signed: _____
Príomhoide

Date: _____

Date: _____

Date of next review: _____