Coláiste Pobail Bhun Clóidí
Bunclody Community College

Code of Behaviour

wwetb
Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board

Introduction

Bunclody Community College is a state, co-educational, multidenominational school schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.

Bunclody Community College strives to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school community are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveler community, sexual orientation, ability or socio-economic status.

Bunclody Community College provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Bunclody Community College promotes a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In Bunclody Community College, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Scope of this Policy:

Bunclody Community College strives to provide a safe, secure learning environment for the development of all our students. This policy applies to all school activities both during and outside of normal school hours. This Code of Behaviour has been drawn up in consultation with all the school partners, including the Board of Management, Staff, Parents/guardians and Students.

Relationship to Mission Statement:

The Code of Behaviour has been developed in line with the mission statement and core values of our school. Our ethos and philosophy place the care of all students at its core. It is also based on the safety and welfare of students, on personal responsibility, on the

development of good relationships, mutual respect and co-operation between all members of the school community. Central to the code of behaviour is the equal and fair treatment of all concerned.

Rationale:

A high level of courtesy and consideration for others is necessary in our school. Behaviour that is ill mannered, annoying, dangerous or disruptive cannot be allowed. Our code is one that is based on the recognition of the student as an individual and creates an environment in which the welfare of all is protected.

Roles and Responsibilities

Our school acknowledges the contribution of all members of the school community. Each member has responsibility for the promotion of good behaviour, dealing with and minimising negative behaviour.

Students:
The school expects that students will do their best at all times to uphold the Code of Behaviour of our school.

Parents/Guardians:
The school acknowledges the role of parents/guardians in the development and operation of the Code of Behaviour and expects them to support the code and encourage those in their care to uphold it.

Teachers:
The school acknowledges the role of teachers in the development and operation of the Code of Behaviour. The school recognises that a teacher's main focus is in the area of teaching and learning, but that they also have a pivotal role to play in behaviour management.

Assistant Principals
The Assistant Principals support best practice as set out in Looking at Our Schools 2022, the leadership and management structure in the school. The Assistant Principals support and promote the school ethos, high quality in student care, learning and teaching and the development of student voice, participation and leadership. The Assistant Principals play an important leadership role in relation to the implementation of Code of behaviour.

Year heads:
Yearheads are assigned to each Year Group to assist with behaviour management and development. The Guidance Counsellor, Home School Liaison Officer, Learning Support

Teachers, Behaviour for Learning teacher, Assistant Principals, Deputy Principal and Principal all have specific roles to play in upholding the Code of behaviour.

Class Tutors:
Class Tutors are assigned to each class in a pastoral care role.

Student Support Team
The Principal, Deputy Principal Assistant Principals, Guidance Counsellor, Home School Liaison Officer, Moderator of Behaviour, Learning Support Teachers, Behaviour for Learning teacher, all have specific roles to play in pastoral care and student support.

Ancillary Staff:
The school acknowledges the contribution of ancillary staff in the day-to-day running of the school. They too have a part to play in the successful operation of our Code of Behaviour. In particular, they have a responsibility to report incidents of misbehaviour as well as any examples of positive behaviour they may encounter.

Board of Management:
The Board of Management is the decision-making body of the school. The school acknowledges its role in the development and operation of our Code of Behaviour. All policies are developed with the authority of the Board of Management and must be approved by its members before becoming official school policy. While members of the Board of Management are not directly involved in the day-to-day procedures, they are the body to whom parents/guardians and students over 18 can appeal cases of suspension and expulsion (see suspension and expulsion policy for full details.)

In this school we promote and reward students for positive behaviour. A points system is now in place. While points are deducted for negative behaviours it is also important that teachers reward students for positive behaviours. The following points system has been developed with staff and students (see next page).

Implementation of our Positive Behaviour Strategy.

Positive Behaviour Points	Points	Negative Behaviour Points	Points
Improved Effort	5	Incomplete/No HW	-5
Showed Leadership in class	10	Late for Class	-5
Improvement in Quality of work/HW	5	Consistently late	-10
Excellent HW/Project Work	10	Eating and/or drinking without permission	-5
Positive attitude to learning	10	No Journal (class teacher)	-5
Excellent participation in class	5	Consistently no journal	-10
Improvement in Organisation	10	No books/copies/hardback	-5
Improving the School Environment (picking up litter, reaching out to an upset student or somebody alone in the yard etc)	20	Consistently no books/copies/hardback	-10
School Awards	10	No materials/equipment/ingredients	-5
Kind, Helpful & Respectful to others	20	Consistently no materials/equipment/ingredients	-10
Excellent School Spirit (1 a term) (volunteers in school clubs, mentor programmes etc)	20	Interrupting the class	-5
Community Awards (garda youth awards, GAA success, Community involvement etc)	30	Constantly interrupting/disrupting class	-10
		Copying/cheating	-5
		Consistently copying/cheating	-10
		Inappropriate/foul language	-15
		Dangerous Behaviour	-25
		Vandalism	-20
		Littering	-15
		Using Phones without permission (and confiscated)	-10
		Refusing to follow instruction	-10
		Being Rude or Hurtful to other students	-20
		Confrontational Behaviour	-20
		Non-uniform (Class Tutor)	-10
		Smoking/vaping	-30
		Suspension Day 1 Suspension Day 2	-30 -40

In Bunclody Community College we expect:

1. **Respect and Consideration**

   This means that-

   - Students show respect and courtesy towards all members of staff, fellow students and visitors to our school.
   - Student appointments (e.g. Dental) should be made outside of school time.
   - Students always try to understand other people's point of view.
   - Students are responsible for being prepared for each lesson, including, being on time, having homework complete, materials and books require with them in their school bag
   - Students are mannerly, cooperative and respectful at all times.
   - Students respect school property and other people's property.
   - Students help create a safe, positive environment.
   - Any form of bullying, physical aggression, violence (threatened or actual) or verbal abuse is unacceptable. Any threat to the safety of staff, visitors or other students is regarded as a serious breach of discipline and will result in immediate suspension.
   - Study sessions are included in exam timetables and are part of the schools support for students learning and are compulsory.

2. **Attendance and Punctuality**

   This means that-

   - Students attend school every day and remain for the full school day. Students who are persistently absent will be ducted points and may not be permitted to go on school trips.
   - Students are on time for Class Tutor time (8.50 am), all classes and school related activities including matches, talks involving visitors to the school, trips out of the school and all other school activities.

- Students must present a written note from a parent/guardian or a doctor's/dentist's cert explaining any absences from school. Written notes **must** be presented to the school secretary the morning students return to school after the absence. Absences can also be notified via the school App or by email. Absence explanation slips are available at the back of the student journal. A written permission slip must also be presented to a school secretary if by the student if they need to leave school at any stage during the course of the day. The parent/guardian or a person appointed by them must also sign the student out in the main office before the student is allowed to leave. Students who persistently fail to provide the school with a valid explanation for absences may not be allowed to go on school trips until the issue has been addressed satisfactorily. In the case of students who are over 16 years old they may also be reported to the Department of Social Protection.

- If a student is late for school, they must report to school office to sign in and get their journal stamped. The journal must be presented to the teacher whose class the student is arriving late to. If students have a valid reason for the lateness, then students should present a note from their parent/guardian outlining the reason. Any student who is late for school twice in one week are assigned a detention by an assistant principal. He/she will also be deducted points, and this may mean that they miss out on school trips. He/she may have to forfeit fees paid for such trips.

- Students who are late for class will be sanctioned by their teacher. Persistent offenders will be referred to the Year Head.

- Any student who accumulates an unacceptable number of absences where the school has serious concerns will be reported to the Education Welfare Board. Where there is a concern about attendance parents will receive a regular notification by text message.

3. Uniform

Our school uniform symbolises commitment to high expectations, learning, shared standards, and the collective identity of Bunclody Community College. Our school uniform

plays an important role in fostering a positive school culture. By wearing the school uniform, students develop a strong sense of belonging and pride, as they visibly identify as part of a shared community with common values and goals. Our uniform promotes equity, helping students feel equal. Putting on the school uniform each morning plays an important psychological role in preparing for the school day, helping students begin each day with a sense of accomplishment, the positive impact of this on student learning should not be underestimated. When students and Parents/Guardians select our school, they do so with the understanding students wear a school uniform when enrolled in the school, and wearing of the uniform is a fundamental part of the education and culture of the school.

- The school uniform is as follows: French Navy Round-Necked Jumper with Crest. Standard Navy Trousers/straight navy skirt. Skirts must be knee length. Plain Blue Shirt. All black or navy footwear, (black or navy Dubarry School Shoes must be all black or all navy), no logos are permitted on footwear. The two official school crested jackets are the only jackets permitted to be worn by students, this includes going to and from school. Only navy socks are permitted to be worn with the school uniform.

- Students must have the official school P.E. uniform. Student are permitted to wear the P.E. uniform for the full day on the day of the week when they are timetabled for a PE lesson. In the case of students studying Leaving Certificate Physical Education (LCPE), they may only wear the PE uniform on days when they are doing a physical activity lessons as part of their course as advised by their teacher. When students are wearing the school PE uniform their runners must be either black or white. Non-uniform Jerseys or hoodies of are not part of the school uniform and are not permitted at any time.

- Students must wear the full school uniform on the days of matches/games, they are not permitted to wear the PE uniform on these days. Students will change into their gear at the match venue.

- Students may be required to wear the college blazers and ties when involved in school activities/events and when representing the college. The school supplies the college blazers.

- A neat and tidy school uniform must be worn at all times during the school day. This also applies to out of school trips unless otherwise instructed. Students must also wear their uniform during the State examinations. Non-uniform jackets may be confiscated and will be returned at the end of the school day. Hats/caps, scarves

and gloves are not allowed once inside school buildings. Skirts must be worn at knee length. Hoodies and jerseys are not permitted.

- If a student arrives to school out of uniform students, students may be assigned a detention and may be asked to wait in reception and parents/guardians may be asked to bring in the item(s) of uniform that the student requires. Points may also be deducted on Tyro.
  If a student continually presents to school without wearing full school uniform his/her parents/guardians will be asked to attend a meeting with the Year Head. Parents/Guardians may be required to collect their son/daughter from school if they repeatedly fail to attend school in full school uniform.

- As above, when students and Parents/Guardians select our school, they do so with the understanding students wear a school uniform when enrolled in the school, and wearing of the uniform is a fundamental part of the education and culture of the school. Only a cert from a medical doctor is acceptable for not wearing the full school uniform, and this can only be for a specified length of time. This medical certificate should specify the duration for which the student is expected to suffer from the condition which prevents him/her from wearing part of their uniform. A note from a parent/guardian is not an acceptable as an excuse for not wearing the full school uniform.

- Jewellery worn must not be a source of risk in terms of Health and Safety. Students are only allowed to wear discreet items of jewellery. All jewellery worn must be in keeping with the school uniform. No nose rings allowed. In all subject areas students must cooperate with teachers' instructions and may be required to remove items of jewellery for Health and Safety reasons. Nose rings or eyebrow bars are not allowed.

4. **Books/Equipment for class**
   This means that –

   - Students come to class fully prepared with the necessary books, pens, copies, journal etc. Students must also bring any specialist equipment for other classes including drawing instruments, PE gear etc. Students must collect all the books and required materials for the classes up to lunchtime before 8.50 am. Books and materials required for afternoon classes must be collected before the end of lunch time.

- Students must bring their journal with them to all classes; students must record their homework in their journal in each lesson. The journal must be left on their desk and readily available to any teacher on request.

- Students must respect any books that they have. Students will be expected to pay the full cost of any books lost or damaged by them.

- Students do not damage or deface their school journal or allow others to do so. The cost of a replacement journal is €10.

- All textbooks must be returned to the school if requested at the end of the school year.

- The use of correction fluids e.g., Tippex, or other solvents is not permitted.

5. **Participation in class and homework**

This means that-

- Students respect other students and their learning.

- Students must follow their teachers' instructions, listen in class and work to the best of their ability in class in order to achieve their full potential.

- Students record their homework in their journal at the end of every class each day and attempt it to the best of their ability in accordance with the school's homework policy. Homework will also be posted on Microsoft Teams.

- Students devise a home study plan and incorporate time for home revision and exam preparation to enhance their learning.

- Students present their journal signed by their parents/guardians on a weekly basis or as requested by their teachers.

- Students ask their teachers for help if they do not understand something in class.

- Parents/guardians should work in partnership with the school to ensure that homework is completed.

6. **Respect for school property and the general school environment.**

This means that-

- Students are encouraged to take pride in the school and its environment. The throwing of litter is prohibited, and graffiti will not be tolerated.
- Students do not damage or deface school property such as tables, chairs, walls, ceilings, windows, doors, lockers, toilets, fire extinguishers, heaters, the fire alarm etc.
- Chewing gum is strictly prohibited in the school at all times.
- Students are not allowed to eat or drink in any class unless Students have permission from their teacher. Fizzy drinks and Energy drinks are not permitted on the school grounds, students will be required to empty the drink and place the bottle/can in the bins.
- Pupils found defacing or damaging school property may be required to pay for the costs incurred by the school and their parents/ guardians will be contacted.

7. **Conduct**

This means that-

- The school's reputation depends on how Students behave. Students should therefore act in an appropriate manner at all times while in school, while on school outings and at any other times when Students are easily identifiable with the school e.g. on their way to and from school.
- Students move quietly around the school between classes and during break times. Students must also take additional care when crossing the road between campuses. Students must refrain from running, barging or shouting while on the school premises and when travelling between campuses. At all times students should act in a courteous manner towards staff and visitors. This means opening doors for them and allowing them to pass in the corridors.
- Students are expected to use respectful language at all times and language that is appropriate for the school environment.
- Students are expected to submit work which is original and represents their own efforts. Students will derive maximum benefit from school and education by making an honest effort to achieve the course objectives. Plagiarism is a serious offence at all levels of academia. It is unacceptable and may to subject to sanction.

- For health and safety reasons bags must always be placed safely alongside the walls in the corridors. Bags that have been abandoned unsafely in the corridors will be removed.

- Students must not possess, consume or sell cigarettes, vapes, drugs, alcohol, or illegal substances while in school, on school related outings/trips, going to and from school, or any time when under the care of the school.

- Junior Cycle Students (First Year to Third Year) must place their phone in the "Phone Away Box" in their locker before 8.50 am and not take their phone out of the phone lock box before 4.00 pm (1.20pm on Wednesdays) unless directed to by a teacher.

- Senior Cycle Student (Transition Year to Sixth Year) must switch off their phones at 8.45am and place them face down on their desk during class. This ensures phones are fully silenced and not a source of distraction. If a student leaves the classroom to go to the toilet, their phone must be left on the teacher's desk.

- Outside of class time, phones must remain switched off and out of sight at all times, "*Unseen and Unheard*".

- If a student wishes to contact a parent/guardian at any time during the school day they must do this through the school office.

- If a student records or takes a photo with a phone or any other electronic device of any member of the school community (with their consent) while on the school premises or on a school trip without a teacher's permission this will result in a one day suspension.

- If a student records or takes photographs of students, teachers or visitors to the school with a phone or any other electronic device without their consent he/she will be suspended for five days. This is a rule of our school because recording individuals or taking photographs of individuals without their consent is an `infringement on their right to privacy'.

    - Any student who receives or shares explicit images electronically will be reported to TUSLA and/or the Gardai.

- Students must not possess any dangerous weapons.

- Students travelling to and from school are expected to use transport that is safe, appropriate and compliant with relevant legislation. The use of e-scooters by students for travel to and from school is not permitted. This requirement forms part of the school's commitment to student safety and welfare.

- Students must not possess or bring any offensive print material to school.

The purpose of these measures is to promote a culture of positive behaviour and/or to bring about a positive change in behaviour.

Sanctions

In Bunclody Community College all students and staff have the right to learn in an orderly and caring environment. All students, teachers and other members of the College community have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination.

The sanctions imposed for breaches of the Code of Behaviour will be dependent the circumstance of each individual situation. When a student's behaviour is unacceptable disciplinary sanctions will be imposed. These measures will be a proportionate response to the behaviour causing concern and will be applied in a fair and just manner.

Teachers and school management will make every effort to bring about changes in student behaviour through positive means including praise and encouragement and positive dialogue with students and their parents/guardians. Students who behave will be rewarded with positive behaviour points each week. The following measures however may also be utilised as the situation demands:

- Verbal reprimand. This may include advising the offending student as to what is acceptable behaviour and also what he/she needs to do to improve their behaviour.
- Repositioning in class
- Referral to Class Tutor, Year Head, Moderator of Behaviour, Deputy Principal, Principal.
- Referral to Student Support Team/BFL teacher.
- Prescribed additional work given by the subject teacher.
- Lunchtime/break time/afterschool detention.
- Communication from subject teacher to parent/guardian via journal.
- Communication from Class Tutor/Year Head/Deputy Principal/Principal to parent/guardian via text, phone or letter.
- Meeting with parents/guardians.
- On report system. If on report, it is the responsibility to present the report book to their teacher at the start of each lesson.

- Loss of privileges e.g., students who have accumulated an unacceptable number of suspensions, may not be allowed go on school trips or to matches etc. Students may also forfeit any money paid towards such trips.
- Exclusion from school tours and school events.
- Confiscation of prohibited items.
- Students who persistently fail to follow their teachers instructions will be sent to the principal/deputy principal's office.
- Temporary suspension – internal or external.
- Expulsion.

Support Structures and strategies for dealing with breaches of the Code of Behaviour

- The staff of Bunclody Community College adopts a whole school proactive approach to encourage positive behaviour and personal responsibility in all students.
- Any breach of the Code of Behaviour will be recorded on Tyro. Each student has an electronic file which is kept on Tyro. This system is used to record attendance, student progress and behaviour as well as personal information.
- Tyro reports should be recorded no later than 9am on the day following the incident. Tyro reports are monitored by the Year Head/Moderator of Behaviour. Parents/Guardians receive text messages daily outlining Tyro reports of concern.
- The Year Head/Moderator of behaviour will assist the student in reflecting on their behaviour with a view to modifying it. The student will also be made aware of the adverse affects of poor behaviour both in school and in society in general.
- Parents/guardians are informed daily, or as soon as is feasible if for any reason this is not possible, of any breaches of the code of behaviour. Such early intervention aims to develop close links with parents/guardians and also aims to identify, as early as is possible, students who may be at risk of further misbehaviour.
- Parents/guardians are encouraged to cooperate with the school in resolving the issues surrounding breaches of the Code of Behaviour.
- Praise, encouragement and reward will be used where possible to bring about a positive change in the student's behaviour. Initiatives are constantly evaluated with a view to maintaining an atmosphere of positive behaviour in the school. Points can be deducted for poor behaviour but rewarded for good behaviour or when students participate in competitions from our competitions notice board.
- Bunclody Community College also displays student work as a means of promoting student self-esteem. Other initiatives include awarding points for positive behaviour, placing positive remarks in the students' journal, sending postcards home to

parents/guardians, reward trip for best behaved students, as well as devising leadership roles for students within the school.

- The school operates a pastoral care structure whereby each year group is assigned a Class Tutor. The Class Tutor meets his/her class each day at 8.50am and engages with his/her students on all aspects of school life. The Class Tutor is a vital link between school management, students, and their parents/guardians. The Class Tutor also liaises with other subject teachers regarding the social and academic welfare of all children in their class. If concerns about a particular student arise he/she will be spoken to by their Class Tutor. The offending student may also have to engage in a behaviour programme with our Behaviour for Learning teacher.

- Students who disrupt teaching and learning, to the extent that is preventing others from learning, may be referred to the Yearhead/Moderator of behaviour/Deputy Principal/Principal. The student will be spoken to by the Year Head/Moderator of behaviour/Deputy Principal or Principal. Parents/Guardians may be asked to collect the student from the school immediately.

Student Support Team

The school also operates a "Student Support Team". The Student Support Team meet on a weekly basis to discuss student welfare and devise supportive strategies. School discipline is also regularly evaluated at staff meetings.

Detention

Detention is an important part of the College's Code of Behaviour and reflects our commitment to respect, responsibility, and high expectations. It provides students with an opportunity to reflect on their behaviour and uphold the standards of our school community.

- Detention may take place at breaktime, lunchtime, or after school.
- After-school detention is held on Wednesdays from 1.30 p.m. to 3.30 p.m. Parent(s)/Guardian(s) are responsible for arranging transport home following after-school detention.
- Lunchtime detention takes place from 1.30pm –1.55pm
- Failure to attend detention on time or without prior permission will result in further disciplinary action. Repeated failure to attend will lead to more serious sanctions, such as suspension, in line with the College's Code of Behaviour.
- If a student misses a lunchtime detention because they (i) were not in school or were at a match/event it is their own responsibility to ensure they attend the next day (e.g. Friday or the following Thursday)

- If student fails to attend detention and they are present in school or they failed to attend as outlined in point (i) above, students will have two days detention the following Monday and Tuesday which is supervised by the deputy principal. The detention on Mondays and Tuesdays is only for students who did not attend a detention without a valid reason, i.e. as per (i) above.
- In exceptional circumstances, a request to defer detention must be made in advance to the Year Head. If approved, the detention will be rescheduled at the discretion of the Year Head.
- Students must attend punctually, in full school uniform, and prepared to complete assigned work. Respectful behaviour is expected at all times.
- Failure to fulfil a detention properly e.g., not wearing full school uniform, being late, lack of work, misbehaviour will not be accepted. At a minimum, this will result in the detention being fulfilled properly at a future date.

Suspension

Suspension is defined as requiring a student to absent himself/herself from classes for a specified period of school days. The decision to suspend a student requires serious grounds such as that:

- The student's behaviour has had a serious detrimental effect on the education of other students.
- The student's continued presence in the school at this time constitutes a threat to safety.
- The student is responsible for serious damage to property or theft.
- The student has been found guilty of abusive or bullying behaviour towards staff or other students.

During the period of suspension, the student retains their place in the school and may be given work to do, in addition to their homework, which will be posted on Teams.

Appealing a suspension: Parents/guardians have a right to appeal a suspension when the period, or periods of suspension, total 20 school days in a school year. (see the Suspension and Expulsion Policy for full details)

A summary of the grounds for suspension are detailed below. Please refer to the schools *Suspension and Expulsion Policy* for further detail.

Reporting to the Board of Management
The number of students who are suspended will be reported at each Board of Management meeting.

Grounds for Suspension

A single incident of serious misconduct may be grounds for suspension. Where the purpose of a proposed suspension is clearly identified, and that purpose cannot be achieved in any other way, suspension can have value. Suspensions can provide a respite for staff and the students give the student time to reflect on the link between their action(s) and its consequences. Suspension also gives staff time to plan ways of helping the student to change unacceptable behaviour.

Students attending the school will be suspended or expelled as appropriate for the following breaches of the Code of Behaviour.

- For serious misbehaviour (as outlined in the Code of Behaviour)
- For an unacceptable level of repeated misdemeanours and referrals to the Year Head/Moderator of Behaviour.
- For leaving the school without permission.
- For truancy.
- For bullying, insulting, abusive, threatening, aggressive, dangerous, or violent behaviour towards staff, students or visitors to the school, or towards others when identifiable with the school.
- For theft.
- For seriously disrespecting any member of the school community.
- For failure to follow the instructions of a teacher/supervisor.
- For failure to attend detention.
- For vandalism.
- For racist behaviour.
- For the possession, supply, or use of illegal drugs or alcohol including vapes/cigarettes.
- For bringing the name of the school into disrepute.
- For behaviour that may be considered a danger to themselves or others.
- For the supply/possession/use of items that may be considered as a dangerous weapon.
- For behaviour that is contrary to the terms of the Equal Status Act 2000.

- For sexual harassment and/or the possession/supply of inappropriate print material.

Procedures for return to College after a suspension:

The College may request agreed conditions for the formal reintroduction of the student into the College. e.g.

- Attendance at counselling.
- Undertakings of good behaviour.
- Other pastoral supports.
- On report for a defined period of time.

All students returning from suspension will be required to attend at least one appointment at the Guidance/Counselling Office.

Expulsion

Expulsion will be considered only in the gravest of circumstances and only after every other reasonable effort of rehabilitation has failed and every other sanction has been exhausted. When an act of gross misconduct occurs however expulsion may be necessary to protect the safety, welfare and rights of others in the school. The principles of natural justice and fair procedure will however continue to apply.

Please refer to the schools *Suspension and Expulsion Policy* for further details regarding expulsions.

Classroom Expectations

1. **Circulation in the Corridor and between campuses**
    - Walk quietly and in an orderly fashion when moving from class to class.
    - Keep to the right hand side of the corridor at all times.
    - Take due care when crossing the road and when meeting other pedestrians on the footpath.
2. **Start of Lessons**
    - Students enter rooms only when instructed by their teacher.
    - Students who are on report must hand their report book to the teacher.
    - Pupils should enter the classroom quietly and go directly to their designated seat.

- Remove non uniform items such as hats and scarves.
- Take out the relevant books and equipment for the relevant class. The teacher may insert a stamp or write a note in the journal if the student does not have the relevant materials.
- The student should place his/her journal on the desk.
- Senior students place his/her mobile phone on their desk. Phone to be switched off or on airplane mode.

3. During the lesson

- Remain quiet and concentrate while the teacher is speaking to the whole class.
- When the class is asked a question students put their hand up if they wish to answer. Do not call out the answer.
- Students focus on work and try not to distract others.
- If a student arrives late without a valid reason the teacher may record this with a stamp or a note in the students journal. The student may also be sanctioned by the teacher.
- Eating and drinking in class are not allowed without permission.
- Chewing gum is not permitted at any time on school grounds
- Do not throw litter around the room or cause deliberate damage to school property.
- If a student misses classes due to matches or school activities, it is his/her responsibility to complete homework that has been given during the cass they missed.

4. End of Lesson

- Do not begin to put away books and materials until instructed to do so.
- Record homework given in the journal.
- At the end of the last class of the day put chairs up on the tables and leave the room when instructed by their teacher.
- Leave the room in a neat and tidy condition. Close all windows and turn off lights and computers.

Key Issues for Consistency

The consistent implementation of the school code of behaviour is central to the effective running of our school. It ensures that an environment conducive to teaching and learning is present throughout the school year.

1. **Classroom disruption**
   No student has the right to disrupt any class. This is a rule of our school as disruption impedes teaching and learning and affects the progress of all students in the class. Any student who disrupts class to the point that the teacher cannot teach will be referred to the Year Head/Moderator of Behaviour/Deputy Principal/Principal. Parents/Guardians may be asked to collect the student from the school immediately.

2. **Bullying**
   Bullying is not tolerated in our school. This is a rule of our school because everyone has a right to a bully free environment where individuality is respected. A student being bullied should report the matter to any member of staff, who with the Principal/Deputy Principal will interview the parties concerned. All bullying allegations are recorded.

   Students who repeatedly bully or intimidate other students may be suspended or expelled from the school (See Bí Cineálta/ Anti-Bullying Policy for further details).

3. **Books/Journal**
   Students must have their books and/or all other relevant materials and equipment for class. This is a rule of our school because failure to bring the relevant materials to class will affect the student's progress and possibly that of their fellow students. If a book is lost or damaged the student must pay the full cost of a replacement book. This is due to the enormous cost of textbooks. If a student comes to class without appropriate class materials (textbooks, journal, copies, pens, exam papers etc.), then he/she will be given a sanction by the teacher in question e.g., points deduction.

4. **Toilets**
   Students are allowed to go to the toilet at official break times only. In cases of emergency, students must request permission from their teacher whose class they will be absent from. A student must have permission from the relevant teacher to be out of their class. The teacher should record this toilet break in the student journal. Students who are out of class without permission should be marked absent for the class or late for the next class as applicable. Points may be deducted for being late for class. Students must place their phone on the teacher's desk when going to the toilet during class time.

This is a rule of the school in order to minimise classroom disruption.

5. **Late for class**

Students are expected to be on time for all classes. This is a rule of our school because being late causes disruption for the teacher and for all other students in the class. We also see the importance of encouraging students to develop good punctuality as this will be expected of them in the workplace. Books and equipment for all classes up to lunchtime must be collected at 8.50am. Books must be collected 5 minutes before the end of lunchtime for the afternoon lessons.

Students who are late for class will be given a sanction by the teacher e.g., points deduction, given additional work, kept back after class etc.

6. **Mobile Phones**

Junior Cycle Students (First Year to Third Year)

Students place their phone in the "Phone Away Box" in their locker before 8.50 am and not take their phone out of the phone lock box before 4.00 pm (1.20pm on Wednesdays) unless directed to by a teacher.

If a student removes their phone from the "Phone Away Box" or use their phone during the day (between 08.50 - 4.00) without permission and this will result in a one-day suspension.

Students remain responsible for their phones at all times. If a Junior Cycle student wishes to contact a parent/guardian at any time during the school day they can do this through the school office.

Senior Cycle Student (Transition Year to Sixth Year)

During Class

Students must switch off their phones at 8.45am and place them face down on their desk during class. This ensures phones are fully silenced and not a source of distraction. Phones may only be used when directed by the teacher for learning activities. If a student leaves the classroom to go to the toilet, their phone must be left on the teacher's desk.

Outside of Class Time

Phones must remain switched off and out of sight at all times, "Unseen and Unheard". Any phone seen or used (including for music) will be confiscated, left in the school office, and can be collected at 4pm. Repeat incidents will require a parent/guardian to collect the phone. Persistent misuse will result in students handing in their phone each morning for collection at the end of the day. Refusal to

hand over a phone will result in a parent/guardian having to collect the student from the college reception and a subsequent one-day suspension.

Students remain responsible for their phones at all times. If a Senior Cycle student wishes to contact a parent/guardian at any time during the school day they can do this through the school office.

Any student who records or takes pictures of students, teachers, visitors to the school etc. with a mobile phone or any other device without consent will be suspended for 5 days with work. Any student who receives, stores or shares explicit images will be reported to TUSLA and/or the Gardai.

7. Electronic devices

Students are not allowed to use electronic music devices or any devices capable of recording images or videos in school. If such a device is seen or heard it will be confiscated and returned to the student at the end of the school day. If a student refuses to give up the device, he/she will be suspended for one day.
Lasers are confiscated and are not returned.
These are rules of our school because such devices can interrupt class and disrupt teaching and learning.

8. Homework

Students should record all homework in their journals at the end of each class; this is the students responsibility. Homework may be posted on Microsoft Teams Homework should be attempted by all students to the best of their ability. This is a rule of our school because homework is central to student progress. If a student does not make a reasonable attempt at their homework, they will be given an appropriate sanction by the subject teacher e.g., points deduction, lunchtime detention.

9. Computer Usage

School computers are for educational purposes only. Internet games are not allowed. Students are not allowed to use the internet until parent/guardians have agreed to uphold the schools Acceptable Use Policy. Students must always be supervised by a teacher. Under no circumstances are unsupervised students allowed to turn on the internet. Anyone using a computer other than for school intended purposes will be sanctioned as per our Acceptable Use Policy. Computers must be turned off after every use to save energy.

10. Smoking/Vaping

Smoking/Vaping on the school grounds or within the school vicinity is prohibited. Anyone smoking/vaping in school will be suspended for one day, the vape will be confiscated and the student will be deducted 60 points. If the student refuses to hand up the vape he/she will be suspended for 3 days, will be deducted 90 points.

11. Eating, Drinking and Chewing gum in class

Students should not eat or drink in class and chewing gum is strictly prohibited at any time. Students who persistently break this rule will be given an appropriate sanction. E.g., 15-point deduction on VS ware, litter duty. This is a school rule of our school because such behaviour defaces school property and also presents a health and safety issue. Energy drinks and fizzy drinks are also banned as per our Healthy Eating Policy.

12. Attendance

Students should attend school regularly and remain in school for the full day. This is a rule of our school because missing school has a negative effect on student's progress. If a student is absent from school, they must bring in an 'absence explanation slip' the next day and hand it to their Class Tutor during assembly. The parent can also use the school App to notify the school of the absence. If a student accumulates an unacceptable level of unexplained absences, their parent(s)/guardian(s) will be contacted by the Year Head/class tutor/moderator of behaviour and the student may not be permitted to travel on any out of school activities (excluding mandatory trips).

13. Respect for school property

Students must show respect for all school property. Any damaged or defaced school property such as tables, chairs, walls, ceilings, windows, doors, lockers, toilets, fire extinguishers, lockers, heaters, the fire alarm etc. will have to be paid for by the offending student. Pupils should also take pride in their school and not throw litter around the school. Vandalism and littering will result in a points deduction on VS ware. The student will have to pay for the item that was vandalised.

This is a rule of our school because defacing/damaging school property is destructive and shows a lack of respect for the school community of which the student is a member.

14. Out of bounds

Students are only allowed on the basketball court if they are actively involved in sport. The bank adjacent to the courts, the car park, and the bank behind the goals is

also out of bounds. There should also be no loitering in the corridors, in the lobby areas or at the entrances to toilets. Students are not allowed to loiter in the lobbies unless the weather is wet. All bags must be stored carefully along by the walls during break times. Bags abandoned elsewhere, including at the front gates, will be confiscated. Repeat offenders may be given a copy of the school rules to complete. Anyone found out of bounds may also be given the school rules to write out.

15. Leaving School Premises/leaving class without permission.

Students are not allowed to go downtown and may not leave the school grounds at any time during the day unless they have permission from the Deputy Principal or the Principal. Students must present a signed permission slip from their parent/guardian to their Year head before consideration will be given to leave the school. Permission slips are available in the student journal.

Any student who leaves the school without permission will be suspended for a day with work to complete. If a student leaves class without permission his/her parent will have to come into the school for a meeting with the Year Head/Moderator of behaviour/Deputy Principal. A register of students who are late or leave school early is keep on the school management system

16. Lockers and Personal Property

Money or other valuables should not be placed in lockers or left in classrooms. Valuables should always be kept in the student's possession. Lockers are assigned to students by class tutors. Students are not permitted to use lockers between classes.

17. School Trips/Matches

Students who accumulate an unacceptable number of negative points, uncertified absences, may not be permitted to travel on school trips/matches (with the exception of mandatory trips). The student(s) may also forfeit any money already paid towards the school trip.

Students going to matches and any other trips out of school must return to class at the designated time. It is the student's responsibility to find out what homework was given while they were at the match or on the trip. Any student who returns late to class from a match/trip will have to copy out the school rules for the next day. This work will be given to the teacher who organised trip/match.

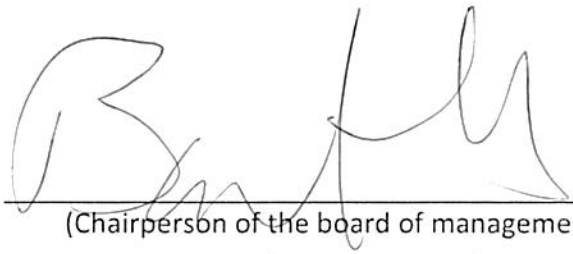
18. Serious Misbehaviour

In the event of serious misbehaviour e.g. verbal abuse towards fellow students or teachers, assault, bullying etc., the following will be implemented:

- Student sent directly to the School Office.
- Parents will be contacted to collect the student.
- In the event that the parents are unable to collect the student he/she will be sent to the Deputy Principal/Principal.
- The student will be suspended for three days.
- Parents will have to come into the school before the student is allowed to return to school.

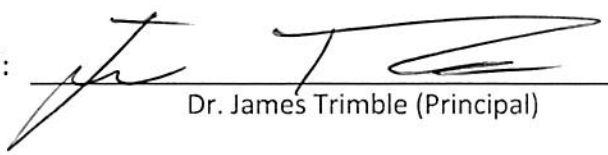
Failure to complete homework.

- Teachers set regular homework, as per our Homework Policy. The teachers provide regular and appropriate feedback that will help each student to move his/her learning forward.
- Where a student has failed to produce homework, the teacher in question will record this on Tyro. He/she may also impose an appropriate additional sanction e.g., additional work, points deduction.
- The teacher may bring the student in at lunch time to complete the homework. If the student does not turn up, he/she should be referred to the Year Head. The student will be expected to complete the outstanding homework before he/she is allowed to return to class.
- If a student does not complete the homework for a third time then he/she may have a meeting with the year head and a detention assigned. This information will be used by the Year Head when discussing the issue of homework with the student and the Parent/Guardian.
- Parents/Guardians receive a text daily from the moderator of behaviour if their son/daughter was late with their homework or failed to produce their homework.

Signed:  Date: 8/9/26

(Chairperson of the board of management)

Ms. Barbara Anne Murphy

Signed:  Date: 08/09/2026

Dr. James Trimble (Principal)