CALASANCTIUS COLLEGE

Code of Behaviour

INTRODUCTION

The Board of Management of Calasanctius College, in co-operation with all staff, both teaching and non-teaching, wish to actively promote an ethos which encourages respect, trust, care, consideration and support for others. It also endeavours at all times to provide students with opportunities to develop a positive sense of worth. This Code of Behaviour operates on the basis of individual rights being acknowledged in the context of the rights of others.

High standards of work and co-operation together with a positive atmosphere are distinctive features of Calasanctius College. In order to maintain these high standards, students are expected to be well-mannered, courteous and hardworking at all times.

CORE PRINCIPLES

The core principles of **RESPECT, INTEGRITY, FAIRNESS, MAKING ONE'S BEST EFFORT,** and **ACTING RESPONSIBLY** guide all work in the college. Students are accountable for their behaviour not only during school hours but also on any activities organised by the school. The aim of the code of behaviour is to guide as to what is expected of them and to ensure that high standards pervade the school and all school-related events. Students must adhere to the principles stated above and their behaviour must reflect the positive application of these principles to their actions and interactions when in school or representing the school.

This code has been informed by two important documents, our School Mission Statement and the Values and Principles of the CEIST charter.

This code applies to all persons who are students of Calasanctius College and encompasses and describes the roles and expectations of their parent(s)/guardian(s).

MISSION STATEMENT

Calasanctius College is a Catholic, co-educational, voluntary secondary school under the trusteeship of CEIST. Our aim is to work with parents and guardians in promoting the full and balanced development of our students, in a safe, caring and inclusive community. Calasanctius College recognises that each student who enrols is unique and has different gifts as well as diverse needs. We strive to nurture appropriate academic excellence in a 21st century learning environment and endeavour to develop the skills, knowledge and resilience needed to contribute in a meaningful way to Calasanctius and the wider community.

CHILD PROTECTION

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Túsla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Calasanctius College has agreed a Child Safeguarding Statement and this is available on the school's website www.calasanctius.ie and in the school. All school policies are framed with the protection of children as fundamental.

AIMS OF THE CODE OF BEHAVIOUR

- To foster in students a sense of respect for themselves and others in the interest of positive relationships.
- To encourage a sense of personal responsibility among students.
- To encourage students to make their best effort at all times.
- To set the clear expectation that students must act with integrity and fairness.
- To promote good behaviour by setting high expectations and clear boundaries for all students and by affirming positive behaviour.
- To prevent inappropriate behaviour.
- To create a school environment that supports effective teaching and learning.
- To support the health, safety, wellbeing and welfare of staff and students.
- To prepare students for life.

PROMOTION OF GOOD BEHAVIOUR

Parental support is fundamental to the successful implementation of the Code of Behaviour. Parents undertake to support the implementation of the Code of Behaviour.

Acceptance of the Code of Behaviour and submission of the Student/Parent Contract and Parental Permission Form(s) are requirements on enrolment in the school and continued enrolment in the school. While the Code of Behaviour and parental permission forms are subject to periodic review, continued acceptance of the Code of Behaviour is a requirement for continued attendance in school.

Through the Code of Behaviour, Calasanctius College affirms the right of all students to a positive learning environment which is free from disruption. We require that for all students/intending students that one of their parents/guardians makes the student aware of the provisions within the Code of Behaviour. This is necessary to support the linkage between the work of the school and the role of parents/guardians in the education of their child. Promoting good behaviour and

preventing inappropriate behaviour are the main aims of the Code of Behaviour. We seek to recognise and encourage positive behaviour, progress and effort within the classroom and the wider school environment. This is achieved on both a formal and informal basis through:

- Fostering and encouraging positive relationships within the whole-school community.
- The quality of relationships between students and teachers.
- Treating all students equally and fairly.
- Valuing and acknowledging each student.
- Promoting excellence in teaching and learning.
- Verbally praising students' work and conduct in class.
- Positive comments in the School Journal, Compass and/or on homework.
- Positive teacher/student interactions both inside and outside the classroom.
- School Website/Twitter/Facebook and other media where relevant.
- Promoting positive behaviour and relationships during well-being time.
- Year heads working with students.
- Providing a wide variety of extra-curricular activities.
- The support of the school Guidance, Counselling and Student Care teams.
- Principal's report to the board of management.

Student involvement in school life is encouraged and promoted through activities such as:

- Extra-curricular activities.
- 1st / Transition Year buddy system.
- Prefects.
- Head Boy & Head Girl.
- Student Council.
- Headstrong group.
- Recognising student achievement through the school intercom system.
- Promotion of student achievements on the school website and Twitter, Facebook and other media where relevant.
- 'Spirit of Calasanctius' awards.
- 'Noblesse Oblige' medal.
- Year group assemblies throughout the year.

Parental involvement in school life is promoted through activities such as:

- Use of the school journal/Compass.
- Formal and informal contact.
- Parents/Guardians/Teacher meetings.

- Parents/Guardians information evenings.
- Formal assessment reports e.g. Christmas and summer/mock exams.
- The Parents' Association.

Meetings and/or contact with the principal, deputy principals or teaching staff are by appointment only and should be arranged through the school office. Where government health advice is in place then the school will follow that advice and meetings may take place by means other than face-to-face meeting.

AREAS COVERED BY THE CODE OF BEHAVIOUR

The code applies to actions and interactions that a student has when in school, on school property, representing the school or any other occasion where the student's behaviour could reasonably be construed as reflecting on the school, including, but not limited to, the areas listed below:

- Attendance and punctuality.
- Permission to leave school.
- Canteen and break times.
- Day-to-day school discipline demonstrated through adherence to the core principles of this code: respect, integrity, fairness, making one's best effort, acting responsibly.
- Health and safety.
- Homework and school journal.
- Lockers.
- Mobile phone / ICT devices e.g. ear buds.
- School environment.
- Uniform and appearance.

1. Attendance and Punctuality

- Students are expected to be present on every school day and to be on time for school and classes.
- Attendance at school is a legal requirement in accordance with the Education Welfare Act 2000. Students must attend school each day between 9am and 4pm on Monday – Thursday, and between 9am – 1.15pm on Fridays.
- If any student is absent for 20 days or more in any school year, the school must make a report to Túsla The Child and Family Agency, outlining the reasons for their absence.
- Students who arrive late to school must enter through the main door and sign in at school reception. Please note that if a valid explanation for lateness is not submitted by a parent or

guardian via the Compass system at this time a white card will be issued by the teacher upon arrival to first class in accordance with the school's Code of Behaviour. Students who arrive **after 9.40am** must be signed in at school reception **accompanied by parent/guardian**.

- If a student is absent from school, an Attendance Note must be submitted on Compass by a parent/guardian.
- Parents/guardians are requested to enter Attendance Notes in relation to absences where a student does not present for/attend school or in instances of signing in/out. Attendance Notes are **not** to be submitted by parents/guardians on a student's behalf to excuse internal attendance issues; these will be dealt with under the school's Code Behaviour.
- No student may absent themselves from class for any reason without their class teacher's permission. If a student is feeling unwell, they should report to the school office with their class teacher's permission. The school secretary may contact parents/guardians to arrange for collection of the student.
- All communication from students and parents/guardians must be made through the school office where students will be facilitated to call their parents/guardians from the office phone. This is in keeping with the school rules regarding prohibition on use of mobile phones by students when on the school grounds.

2. Permission to Leave School

- Leaving school grounds without permission is a serious breach of the code of behaviour and subject to sanction from the school, as deemed appropriate. The school shall accept no responsibility where a student leaves school grounds without permission or otherwise absents themselves without permission.
- Appointments (e.g. medical, dental, optical, etc.) should be arranged outside of school hours in so far as possible. However, if in exceptional circumstances, a student needs to leave the school to attend an appointment, parents/guardians must present themselves to the school reception to collect the student. Parents/guardians must pre-arrange the collection time with their child and enter an Attendance Note in Compass to account for the absence. The school office will advise on/complete the appropriate procedure in place at the time for recording the details of the student leaving the school. Upon return, students and parents/guardians must present themselves at the school office to sign back in.

3. Canteen and breaktimes

- When using the canteen students are expected to queue in an orderly fashion, and at all times treat the staff and environment with respect.
- Tampering/damage to any canteen or school property will not be tolerated.

- Failure to abide by these rules and any other discipline issues related to the canteen are regarded as a serious breach of the school's code of behaviour and may result in sanctions being applied.
- Sale or purchase of food/drink or other items on the school grounds is confined strictly to the school canteen only unless permitted by a teacher e.g., cake sale.
- During breaks and lunchtimes, food should be consumed at the seated areas provided (in canteen and/or outside sheltered areas) and not on the school corridors.
- All students, except for 6th years, must remain on the school grounds during breaks. 6th year students may leave the school grounds during break times ONLY if one of their parents/guardians has completed and submitted the requisite form. This form is available online on the school's website www.calasanctius.ie. If a 6th year student leaves the school grounds during break/lunch time and the form has not been submitted by their parent/guardian then they will be deemed to have left the school without permission and this will incur a sanction under this code.

4. Day-to-Day School Discipline

- Students are expected to respect and obey all instructions given by school staff. Students are required to understand that authority within the classroom rests with the teacher in charge of the classroom.
- Use of inappropriate language is strictly forbidden.
- Each student has the right to a safe and positive learning environment. Any disruption to the teaching and learning environment will result in sanction(s) being applied.
- Each teacher has the professional right to conduct his/her classes with an orderly and co-operative atmosphere.
- Each teacher has the right to use classroom management strategies such as, but not limited to, correcting students, allocating desks and giving special homework.
- Each member of staff has the right to supervise, discipline and report students as necessary in all areas of the school premises and in its vicinity, and on all school-related activities both inside and outside of school grounds, applying, as appropriate, the sanctions referred to in this code

5. Health and Safety

- All members of the school community have the right to a safe and healthy environment.
- Any injury sustained by a student should be reported to a staff member/school office. The school does not have the medical competence to assess injuries. In the event of a medical emergency the school staff will act in the best interests of the patient (student) and will take whatever actions are reasonable to safeguard the health and welfare of the patient. Where it is not possible to make contact with parents/guardians the staff member dealing with the student will take such action as he/she deems appropriate and reasonable.

- The use of / possession of any illegal substance is strictly forbidden, and students found with any such substances or where there are grounds to suspect possession then the school will inform the Gardaí.
- Smoking (including e-cigarettes/vaporisers etc.) and alcohol are forbidden in school at all times, during all school-related activities and when the student is in uniform or representing the school in any way.
- Chewing gum is not allowed in the school or on the school grounds.
- Safety equipment pertaining to school activities must be worn by students at all times (e.g., helmets for hurling/camogie, shin guards for soccer etc.)
- Students may not leave the school grounds under any circumstances to retrieve any mislaid/lost items or school equipment (e.g., footballs, sliotars, basketballs etc.)
- Interfering with safety equipment or notices is a serious offence and will be dealt with in accordance with the sanctions in this code.
- Unruly behaviour is unacceptable.
- Students may only enter practical rooms or the sports hall, gym or courts, when their teacher is present or with a teacher's permission.
- Should an area be deemed out of bounds, students must not enter this area.
- During term time, for insurance reasons the school is open from 8.30am – 4.15pm (Mon-Thurs) and from 8.30am – 1.30pm (Fri only). Students should leave the school premises at the end of the school day, except for those students engaged in activities authorised by the school. Students waiting to be collected must wait in the main corridor (across from the school office). During weekends and holidays access to the school grounds and premises is by arrangement with the school principal.
- Parking facilities are reserved for the school staff and visitors. Students are not permitted to park on school grounds.
- Where necessary CCTV will be used in the prevention/detection of vandalism, bullying and to assist the general implementation of the COB in accordance with the school's CCTV policy.

6. Homework and School Journal

Any references to school journal outlined below may be taken to refer to or include the use of any other means that the school determines for use by students to:

- Record homework
- Communicate with parents/guardians
- Preparation for formative assessment
- Assessment target setting and self-evaluation

- Organise homework
- Record information about the student

- Homework provides opportunities to build on students' learning to ensure that students make the most of their opportunities to get a good education by, for example, reinforcing the work done in class.
- Daily recording of set homework in the journal is essential to aid the organisation of students' learning. All homework (oral and written) must be done to the required standard and must be completed in time to meet the specified deadlines set by the teacher.
- All students are required to have the Calasanctius College school journal and record their homework and examination results in it.
- It is the responsibility of all students to have their school journal in their possession during all class periods. Failure to present it on request will result in the appropriate sanction being applied.
- Students are required to maintain the journal in good condition. If the journal is defaced or lost, it is the responsibility of the student to replace it, incurring a cost to a student.
- Students are not allowed to write in another student's school journal or amend/remove any comment by a teacher.
- Where a student receives a written note from a teacher(s) then it is the student's responsibility to show that note to their parent(s)/guardian(s) at the earliest opportunity.
- It is expected that parents/guardians will review their child's Compass Chronicle weekly so that you are aware of your child's progress.

7. Lockers / Student Property / Equipment

At the school's discretion the following apply:

- Lockers are provided for the student's convenience. Each student has a responsibility to look after their locker so that this service can continue to be operated into the future.
- Lockers are school property. No student may use a locker without permission from school authorities. Students may not share lockers or use a locker assigned to another student.
- Students are allowed to go to their lockers before and after school, at morning break and at lunchtime. They may only go to their lockers at other times with permission from the class teacher.
- Lockers must be well maintained throughout the school year. Any damage will be regarded as an act of vandalism unless otherwise reported and the appropriate sanction will be applied. Any other locker issues that may arise must be reported immediately to Reception.
- It is the responsibility of all students to ensure that their locker is locked at all times. In the event that a locker is not locked the student's parents/guardians may be contacted and the

contents of the locker removed for safekeeping and collection from the school's reception to ensure that the property in the locker is safe.

- Students are responsible for their own property/equipment. All items of uniforms and books should be marked with the owner's name. Money or valuables should not be left in coat pockets, bags or lockers and personal items of value should not be brought to school.
- The school does not accept responsibility for articles lost, stolen or damaged on school property.
- It should be noted that theft or damage of another person's property are serious infringements of this code of behaviour.
- Locker areas must be kept in a clean and tidy condition at all times. All books must be stored in the lockers provided and all sports gear/equipment must be placed on the shelves and in storage areas provided. Any item, including books and food, not stored in accordance with these requirements will be designated as discarded and dealt with as described above.

8. Mobile Phones / Electronic Devices / ICT

- Students must ensure that mobile phones are switched off at all times when on the school grounds or inside the school. This includes the period of time each student is on the school grounds during the school day.

NOTE: Switched off does not include 'Silent', 'Meeting' or any other similar mode. The mobile phone must be powered off at all times.

- Earbuds, earphones and any other means by which students can listen to or otherwise interact with a phone or other device are prohibited unless permission is granted by a teacher for educational purposes.
- Students attending after-school study, detention or other school-related activities may use their phone to call or text parents/guardians, if necessary, between the end of the school day and the start of the activity. They may not use their phone during the after-school activity.
- The only exception to this rule is if a staff member gives you permission to use your phone for a specific reason. The mobile phone or device must be switched off immediately after the specific task has been completed.
- While off the school grounds but on school business (e.g., travelling to/from another school campus, games, tours, field trips etc.) mobile phones must be switched off unless the supervising staff member or person in charge states otherwise.
- Students who breach this policy and use a mobile phone or other device e.g. ear buds without permission will be required to immediately hand over the phone and SIM card/ device they are using to a member of staff on request. Any staff member has the right to confiscate a personal electronic device; this includes a mobile phone. In the event that the student claims that the

phone/device is not their property they must still surrender the phone/device to the staff member to allow the staff member to investigate the claim. Failure to adhere to these stipulations may lead to sanctions being applied.

- A description of the procedures/sanctions used when a student uses their phone/device in breach of this code may be found in the student's school journal.
- Parents/guardians are asked not to contact students by mobile phone during the school day or to make any arrangement which would result in the student breaking the school rules in relation to mobile phones. Any necessary contact between students and parents/guardians can be made with a student by phoning the school office at 091-794564.
- To protect the privacy of all members of the school community, the use of phones / cameras / videos / voice recorders to record is strictly prohibited on the school premises / grounds at all times, or on any school-related activity. The school authorities reserve the right, if deemed necessary, for staff members to examine the device in the presence of the student and school management. Any individual recorded or filmed without permission is advised that they are entitled to seek legal counsel. Breach of this rule is regarded as a very serious infringement of this code and the sanction applied will be in keeping with this.
- Recording includes posting images/sounds of other students/staff members on any social media platform. In addition to dealing with this according to the code of behaviour and applying a school-derived sanction, the school reserves the right to pursue redress and to deal with the matter e.g., by contacting Gardaí, legal advice, etc. It should be noted that criminal or civil action may be taken if a member of staff or student has been photographed or recorded without their permission.
- The school reserves the right to report any illegal activities to the appropriate authorities.

9. School Environment

- In order to maintain a healthy and safe working environment, good conduct outside the classroom is just as important as good conduct inside.
- Students must go directly to class. The appropriate sanction will be applied to students found to be loitering or arriving late for class.
- It is extremely important that people should be able to move easily around the school. Students must not cause any obstruction, either by standing in the way of other people / entrances / exits.
- Bags must not obstruct walkways.
- Running, shouting or causing any disturbance in the corridors or on stairwells is prohibited. Students at all times should move through the school as directed by school notices / staff. When moving through the corridors / stairwells, students should **keep to the left at all times**. Leaning over the stairs / balconies is forbidden.

- For safety reasons, congregating on stairs/stairs landings is prohibited.
- Students are not permitted to enter classrooms outside of class times without the teacher's permission; to avoid obstructing movement on corridors they should queue up in single file in an orderly fashion outside the door until permitted access.
- Students must report damage to school property to a staff member or the school office immediately. Any student who is responsible for damage, accidental or otherwise, to school property will be charged the cost of repair / replacement, as appropriate.
- Calasanctius College is a Green School. All members of the school community are expected to help maintain a clean school environment, both inside and outside the classroom. Students must not drop litter at any time, or the appropriate sanction will be applied.
- Graffiti is forbidden.
- Students may not interfere with any safety equipment such as fire extinguishers, sanitising units, fire alarms etc.

10. Uniform and Appearance

The school uniform symbolises the proud tradition, identity, equality and respect that exists in Calasanctius College. As representatives of the school, students are expected to continue this tradition by wearing the full uniform correctly, and to take pride in their personal appearance, which should be appropriate at all times.

Full uniform, as stipulated by the school authorities, is compulsory in the school. All uniform items should be neat, tidy and in good condition. Parents/guardians are responsible for ensuring that their son/daughter arrives to school in full uniform everyday as stipulated below. The school trousers, skirt and jumper must be obtained from the official suppliers which is The National Schoolwear Centre, Tuam Road, Galway. School PE tracksuit pants can be purchased online from www.oreillysofficial.com

BOYS	GIRLS
Green crested Calasanctius Jumper. White shirt or polo shirt. Grey uniform trousers (Banner brand) Plain black footwear Calasanctius P.E. tracksuit pants*.	Green crested Calasanctius Jumper. White shirt or polo shirt. Calasanctius Green/black check knee-length skirt. Grey uniform trousers (Hunter brand) Black opaque tights or black knee-high socks. Plain black low-heeled footwear Calasanctius P.E. tracksuit pants*.

The items stipulated above and the requirements relating to uniform may be altered at the discretion of the school management.

Notes:

1. **Plain black footwear** is compulsory for all students. Boots/alternative footwear are strictly forbidden. Footwear must be all black and have no coloured logos/soles /laces etc.
2. Please note that leggings may not be worn under the school skirt as a replacement for tights/socks.
3. Any t-shirts worn inside shirts/polo shirts must be plain white.
4. Please check with the official suppliers for the correct colour and design of the boys and girls' uniform trousers. Only school uniform trousers may be worn.

Uniform trousers must be below the ankle in length. No item of school uniform (e.g. skirts, trousers, jumpers) may be altered, unless given permission by the principal.

*to be worn only on days when PE is timetabled for the student. The principle that applies here is that PE pants may only be worn on the day when the student has timetabled double period for PE that involves physical activity, and this excludes the Senior Cycle PE subject.

- Failure to comply with the stated uniform will result in the appropriate sanction being applied. Wearing non-uniform items, such as jackets or hoodies, inside the school building is strictly prohibited and will result in a white card being issued in accordance with the school's Code of Behaviour. Temporary replacement uniform items may be supplied to those with incorrect uniform but must be returned to school office at the end of the school day.
- Students are permitted to wear the school P.E. uniform ONLY on the day when they have timetabled P.E. This does not include LC PE.
- Hair styles must be neat and tidy at all times.
- The wearing of facial and tongue piercings is prohibited. In the event of pre-existing piercings, they must be concealed during school hours using a clear retainer.
- Where a student is unwilling to comply with the use of a retainer appropriate sanctions will be applied and their parent/guardian will be contacted to request their child to abide by the school rules.

OPERATION OF THE CODE OF BEHAVIOUR

Calasanctius College expects that all students accept and embody the code of behaviour both in spirit and in law.

Measures/Sanctions

In instances where there is a breach of the principles that underpin this code or, specifically, where an element of the code has been breached, the school will apply measures and/or sanctions such as those described hereunder:

- Verbal warning
- Note home via school journal or Compass
- Assignment of additional schoolwork
- Assigning a different seat in the class
- Engagement with the class tutor or relevant school support
- Engagement with parents/guardians
- Assignment to civic duties around the school
- Behaviour monitoring and reporting systems
- White report card or equivalent
- Yellow report card or equivalent
- Red report card or equivalent
- Withdrawal from activities (ECA)/loss of school privileges e.g., sixth-year students going downtown at lunchtime/ participation in school tours
- Lunchtime detention
- Evening detention of one hour
- Friday after-school detention of two hours
- Suspension
- Expulsion

This list is a list of measures/sanctions and where the order of the list should not be taken to imply relative severity of the sanction. Where appropriate sanctions other than those specified above may be applied. Where matters concerning behaviour arise in one school year and the matters are not resolved in that school year, the school may address the matters in the subsequent school year, with regard to the principles of natural justice, in accordance with the provisions of this code of behaviour.

Any staff member may apply, with immediate effect, a sanction from the above list with the exception of any form of detention, suspension or expulsion. A year head, deputy principal or principal may, in general, apply with immediate effect any sanction from the list except for suspension and expulsion. However, where there is an immediate threat to the safety of a member of the school community or where in the view of the principal, or person acting in that role at the time, the situation is of a sufficiently serious nature then suspension may be applied with immediate

effect. See the later section that deals with suspension for further details. Details relating to suspension and expulsion may be found in the school's suspension and expulsion policy.

Report Card System

The details below regarding the report card system are also applicable to any future system that may be introduced by the school, such system having the same objectives as the report card system. Accordingly, the details below should be read to mean any system whether paper-based or electronic.

- The white report card system exists to deal with low-level breaches of the code of behaviour.
- The yellow and red report card systems deal with more serious incidents.

The issuing and acknowledgement of a card is a formal record of unacceptable behaviour that is formally accepted by the student. The issuing of a sanction follows the principles of fairness and justice.

Students are required to discuss any card issued to them with their parents/guardians. Cards are recorded on Compass (the school's information management system).

In deciding on the sanction or measure to be used the staff member will consider the actions of the student and the factors that led to the situation. The staff member will afford the student an opportunity to be heard. The staff member will select the measure/sanction that, in their professional judgement, is the most suitable having considered the relevant factors. Therefore, the following descriptions are to be read as indicative and as guidance because each situation is judged on its own merits. The guiding principles for students are that they must:

- Act in a manner that is respectful,
- Cooperate with school staff, all who assist with school activities and each other,
- Use words and actions without malice,
- Accept the school's discipline and be amenable to improving their behaviour when required.

Green Card System

The Green card system is a positive behaviour initiative which acknowledges the positive contribution that students make to school life.

Students are presented with Green cards when they:

- Demonstrate kindness, empathy, and inclusivity towards others.
- Make a positive contribution to the classroom and wider school environment through their actions and behaviour.
- Give their time generously for the benefit of others.
- Strive to achieve.
- Demonstrate significant and sustained improvements in behaviour, active engagement in learning, and/or other areas that were previously challenging. This progress reflects a commitment to personal development and a positive contribution to the school community

These criteria serve as a guide and are not exhaustive.

White Report Card System

White report cards are recorded on Compass. An individual staff member may issue a white report card.

Behaviours that warrant a white card include, but are not limited to:

- Chewing gum.
- Copying homework.
- Failing to comply with school uniform.
- Going to lockers without teacher permission.
- Littering on school premises/grounds.
- Not having the school journal in class time.
- Not cleaning up after yourself.
- Eating/drinking in class.
- Late to class.
- No evidence of homework being attempted.
- Not having required copies/books/equipment in the same class.

In dealing with students' behaviour staff engage with students to offer the opportunity for them to take responsibility for and rectify their behaviour. A white report card may be issued where a student does not take responsibility for and/or rectify their behaviour. For example, where a student, without valid reason/excuse, does not attempt their homework the staff member may first choose to issue a verbal reprimand and note the issue in their staff journal/Compass and/or issue an additional exercise. Issuing a white card is a clear statement that the student has not complied with the rules/requirements for either their lessons or the school.

Sanctions

- 3 white cards result in a lunchtime detention.
- 5 lunchtime detentions result in a one-day suspension.

Note: Failure to attend / lateness / misbehaviour in a lunchtime detention will result in a one-hour detention **and** both detentions will be recorded for suspension purposes.

Parents/Guardians will be informed of detention via Compass by the relevant year head/deputy principal/principal as appropriate.

Yellow Report Card System

Yellow report cards attract one point. They are recorded on Compass. An individual staff member may issue a yellow report card for serious breaches of the Code of Behaviour, including but not limited to**:**

- Copying / Forgery / Plagiarism.
- Disruption in class.
- Inappropriate language.
- Prevention of teaching and learning.
- Refusal to do homework.
- Persistent uniform issues.
- Disrespectful behaviour.
- Unacceptable behaviour.
- Uncooperative behaviour.
- Eating/drinking in the school oratory.

Note: Many of the above listed yellow report card offences could be classified as a red report card depending on the severity of the offence.

Red Report Card System

Red report cards attract two points. They are recorded on Compass. An individual staff member may issue a red report card for more serious breaches of the Code of Behaviour, including but not limited to**:**

- Continual refusal to follow instructions from staff.
- Extreme rudeness / defiance to staff.
- Graffiti/vandalism of property on school grounds.

- Inappropriate language.
- Students using toilet facilities other than those assigned to them.
- Persistent prevention of teaching and learning.
- Persistent uncooperative behaviour.
- Persistent uniform issues.
- Refusal to accept and acknowledge responsibility of one's behaviour.
- Repeated / extreme disruption in class.
- Serious behaviour issues in the canteen.

The issuing of a yellow/red report card may involve immediate intervention by the principal / deputy principal in conjunction with the year head and parents/guardians.

FRIDAY DETENTION

A two-hour Friday detention will be imposed as a sanction where appropriate for serious infringement of the code. Some examples of where such a Friday detention will be imposed are:

- Leaving the school grounds without permission.
- Failure to attend school without parent/guardian's permission.
- Smoking on school grounds – including e-cigarettes/vaporisers etc.
- Failure to adhere to expectations/conditions of Wednesday Detention.
- On receipt of 12 points and again when the cumulative point total reaches 18 points (When the relevant stages of the Report Card System are reached)

BEHAVIOUR IN FRIDAY DETENTION

We expect that:

- Students will arrive at designated room in full school uniform.
- Students will attend for the full duration of detention, which is of two hours' duration (1.30pm – 3.30pm).
- Students will arrive on time and complete work assigned by the supervisor.
- Students will behave in a respectful manner during detention and will act appropriately and respectfully.

Information about non-attendance

- Students may only be exempt if they have a doctor's cert or in exceptional circumstances, which MUST be discussed with the principal, or deputy principal or year head beforehand.

- A one-day suspension will apply if a student does not attend Friday detention without prior arrangement with the year head/deputy principal/ principal or does not adhere to any of the above expectations.
- Parents/guardians will be informed as soon as practicable if their daughter/son does not report to Friday detention.

WITHDRAWAL OF PRIVILEGES

Should a student reach 6 points, or if a student's behaviour is deemed unacceptable by the year-head/senior management over a period of time, the privilege of attending optional school trips/activities will be withdrawn. This will not affect trips/activities that have a bona fide educational purpose connected to the curriculum.

STAGES OF THE REPORT CARD SYSTEM

- 3 points: 1st after-school detention (One hour Wednesday 4.10pm – 5.10pm)
- **Intervention meeting/communication with parents/guardians and/or student will generally take place.**
- 6 points: 2nd after-school detention (One hour Wednesday 4.10pm – 5.10pm)
- **Student will generally begin behaviour improvement programme/on report.**
- 9 points: 1st suspension (1 day)
- **Student is on report on return to school**
- 12 points: 3rd after-school detention – Friday (1.30pm – 3.30pm)
- 15 points: 2nd suspension (2 days)
- **Intervention meeting with parents/guardians, student on report upon return.**
- 18 points: 4th after-school detention – Friday (1.30pm – 3.30pm)
- 21 points: 3rd suspension (3 days)
- **Intervention meeting with parents, student on report upon return.**
- 24+ points: 4th Suspension – The matter is referred to the board of management for consideration.

The year-head/senior management member will, use their discretion, to initiate contact with parents/guardians where they have potential concerns about a student's behaviour. Where necessary a student may be placed on a behaviour tracking/on-report/behaviour improvement programme.

AUTOMATIC DETENTION

- Unauthorised absence from class(es).

Unacceptable breaches of the code of behaviour may result in automatic detention. The type of detention i.e., lunchtime, Wednesday after school or Friday after school will be at the discretion of the year head, deputy principal or principal.

BEHAVIOUR IN DETENTION

- Students must arrive on time at the location specified – late arrivals will be excluded and treated as if Absent.
- Full school uniform is required.
- Absence/lateness to Lunchtime Detention will result in Wednesday after-school Detention.
- Absence/lateness to Wednesday Detention will result in Friday after-school Detention.
- Absence/lateness to Friday Detention will result in a one-day Suspension.
- Misbehaviour/failure to complete assigned work in Lunchtime Detention will result in a Wednesday Detention.
- Misbehaviour/failure to complete assigned work in Wednesday Detention will result in a Friday Detention from 1.30pm – 3.30pm.
- Misbehaviour/failure to complete assigned work in Friday Detention will result in a one-day Suspension.

AUTOMATIC SUSPENSIONS

Serious breaches of the code of behaviour may result in automatic suspension. These include, but are not limited to:

- Bullying.
- Inappropriate use of mobile phones/electronic devices/ICT.
- Significant disrespect.
- Aggressive or threatening behaviour.
- Fighting or endeavouring to arrange a fight on school grounds. Inciting others to become involved in a fight.
- Possession or consumption of alcohol or any illegal substance.
- Setting off a fire alarm, interfering with a fire extinguisher or other safety equipment
- Behaving in a manner that caused/causes or is likely to give rise to significant offence to others
- Theft.
- Using inappropriate language towards a member of staff or school visitor.
- Assault of any member of the school community.
- Carrying offensive weapon(s).

- Possession, supply and/or use of all types of drugs, including alcohol, cigarettes and e-cigarettes/vapes are prohibited in the school, except in such cases where there is a necessity for medically prescribed drugs, which, following a request from parents/guardians of the student, has been permitted by the school principal.
- Malicious damage to property on school grounds.
- Failure to report to or comply with the conditions of Friday Detention.
- Engaging in/being involved in any actions that may bring the school's name into disrepute.

Notes:
The above behaviours may lead to expulsion, depending on the severity of the offence(s).

Should an instance arise where health and safety could be a risk, it may be necessary to require parents/guardians to remove the student with immediate effect (or if the student is aged eighteen years or more, they will be required to absent themselves and their parents/guardians notified accordingly), pending an investigation and the following of due procedures.

The board of management authorises the principal, and in the principal's absence the person acting in that role, to require a student be removed from the school where there are grounds to believe that allowing the student to remain on school grounds may constitute a risk to any other member of the school community. Parents/guardians must comply with such a request when given in accordance with this section of the code.

In the case of after-school detention, parents/guardians will be informed prior to the detention via Compass by the relevant year head or staff member acting in that capacity at the time.

In the case of automatic suspension, parents/guardians will be informed by the principal or person duly authorised by the principal to act in their place. In accordance with the school's practice, the suspension of a student involves a meeting with the student's parent(s)/guardian(s). Where the parent(s)/guardian(s) refuse or are unreasonably unable to attend such a meeting, this will not be an impediment to the school processing and imposing a suspension. Where a parent/guardian is unable or unwilling to attend the requested meeting then they are hereby informed that they have the right to submit their observations for consideration at the time when the decision is being made in relation to the principal's decision on the sanction to be applied. The date, time and format for receipt of observations shall be made known to the parent/guardian once the principal becomes aware that they will not be attending the requested meeting. The co-operation of parent(s)/guardian(s) in relation to upholding the code of behaviour is a requisite element of the

continued enrolment and attendance of their child(ren) in the school. A withdrawal of co-operation by a parent/guardian may be deemed notice that they are withdrawing their child(ren) from the school with immediate effect. In such circumstances, the school may write to the parent(s)/guardian(s) to outline the matter and may provide a period of 5 school days for the parent(s)/guardian(s) to give a written undertaking to co-operate in relation to upholding of the code of behaviour. Failure by the parent(s)/guardian(s) to provide such an undertaking may result in the matter being referred to Túsla, or the matter being brought to the Board of Management for their decision, or the student(s) being removed from the school's roll and their place being offered to the next person on the waiting list, should a waiting list be in place.

On Report

It is available to the school to place a student "on report". A year head, deputy principal, or principal may place a student on report either in situations where the student has engaged in behaviours that require remediation or in situations where it is desired to record instances of positive behaviour/engagement by the student. The means by which "on report" operates involves recording aspects of the student's behaviour/attendance/engagement/academic performance or other areas of the student's schooling. The manner by which this may be recorded is at the discretion of the school. A student who has been placed on report is required to comply with the instructions given by the staff member who has placed the student on report. Failure to comply with the instructions given will result in the application of further sanctions. In the event that the "on report" system shows that the aspect(s) of the student's schooling remain unsatisfactory then further interventions/sanctions may be employed.

RE-INTEGRATION OF A STUDENT FOLLOWING SUSPENSION

Before a student may return to school at the end of a suspension period, he/she will report with his/her parent(s)/guardian(s) to the nominated staff member to discuss re-integration to the school.

The student will be asked to complete a reflection exercise and schoolwork while on suspension, and to bring their work to the post-suspension meeting e.g., a record of schoolwork completed while on suspension; a student reflection sheet; a contract of good behaviour, a letter of apology. Each case will be judged on its own individual merits. The school expects students to engage with any additional supports that are recommended while the student is on suspension or upon the student's return from suspension. The school aims to assist the student learn positively from the experience and help prevent the negative behaviour re-occurring.

We expect and require that the student will accept responsibility for their actions and that they will improve their behaviour. Where it is determined that the student has not accepted responsibility for their actions and/or does not intend to improve their behaviour then their parent(s)/guardian(s) will be required to discuss the matter with their child and help them to understand that continuing to have a place in the school is dependent on accepting the school's code of behaviour, demonstrating respect and improving their behaviour. Continued failure by the student to accept the conditions laid down in this code will be understood as meaning that the student no longer wishes to be amenable to the school's discipline code and the matter may be referred to Túsla, or the matter may be brought to the Board of Management for their decision, and the school may inform the parent(s)/guardian(s) of the services available to assist in locating a new school.

In instances where suspension or expulsion are to be applied as sanctions, these will be applied in accordance with the appropriate school suspensions and expulsions policy in force at that time. A copy of that policy may be obtained on request from the school or online at www.calasanctius.ie.

SUPPORT FOR STUDENTS

The school endeavours to support students to improve their behaviour. Strategies and support may be put in place as appropriate to the individual circumstances. In line with the expectation that students be amenable to improving their behaviour, where strategies, supports or referrals for supports are put in place or made, students must cooperate and engage with these activities.

REVIEW AND EVALUATION

The implementation, monitoring, review and evaluation of this policy are a matter for the board of management. This policy is reviewed annually by the board of management. Amendments will be made in consultation with the staff, parents/guardians through the parents' association and students.

This policy was adopted by the Board of Management of Calasanctius College on 04 June 2026.

E&OE