



St. Leo's College, Carlow

Code of Behaviour



MISSION STATEMENT OF ST. LEO'S COLLEGE

Inspired by the vision of Catherine McAuley, St. Leo's College is committed to the holistic development of each student. As a Catholic school, we pursue excellence in an inclusive, caring and respectful environment.

INTRODUCTION

St. Leo's College is all girls' Catholic School under CEIST Trusteeship. The Code of Behaviour has been drawn up in consultation with all the partners in the school community and in line with our Mission Statement. St. Leo's College is a voluntary secondary school and as such the financial and teaching resources of the school are provided by a combination of Department of Education and Skills grants and fundraising. School Policy is implemented with due regard to the resources and funding available.

- St. Leo's College operates within the regulations laid down from time to time by the Department of Education and Skills. The College follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with sections 9 and 30 of the Education Act 1998.
- In keeping with our Mission Statement, which is committed to the achievement of the full potential of each student, we affirm the critical importance of positive behaviour in the realisation of this goal.

Preamble

Under section 23 of the Education (Welfare) Act 2000, the Board of Management of each school must prepare and make available a Code of Behaviour for its students. The Act requires that the school Code of Behaviour is prepared in accordance with Guidelines issued by the National Educational Welfare Board.

The Code of Behaviour

The Code of Behaviour is the set of programmes, practices and procedures that together form the school's plan for helping students in the school to behave well and learn well. The Code of Behaviour assists the school community to promote the school ethos, positive relationships, policies, procedures and practices that encourage good behaviour and prevent unacceptable behaviour. The Code of Behaviour assists teachers, other members of staff, students and parents to work together for a happy, effective and safe school.



St. Leo's College, Carlow ***Code of Behaviour***



The Code of Behaviour expresses the vision, mission and values of St. Leo's College and translates the expectations of staff, parents and students into practical arrangements that will help to ensure continuity of instruction to all students. It helps to foster an orderly, harmonious school where high standards of behaviour are expected and supported.

The Code of Behaviour enables school authorities to strike an appropriate balance between our duty to maintain an effective learning environment for all and our responsibility to students whose behaviour presents a challenge to the teaching and learning process. The Code of Behaviour is a key tool in enabling the school authorities to support the learning of every student in the school.

Maintaining a harmonious environment can present a challenge to schools, given competing needs, time pressures and varying capacities or readiness to learn. A Code of Behaviour that has the support of the school community can go a long way to helping schools to meet this challenge successfully.

St. Leo's College is an all-girls' Catholic voluntary secondary school under the Trusteeship of CEIST (Catholic Education – An Irish Schools Trust). St. Leo's College is wholly committed to the five core principles of CEIST within which our Code of Behaviour is firmly embedded.

- 1. Promoting Spiritual and Human Development**
- 2. Achieving Quality in Teaching and Learning**
- 3. Showing respect for Every Person**
- 4. Creating Community**
- 5. Being Just and Responsible**

Coupled with these core principles, the Mission Statement of St. Leo's College serves to underpin the school's Code of Behaviour.

Our primary aim in St. Leo's College is to educate our pupils holistically in the Catholic tradition. We wish to prepare them for a fulfilling life in a spirit of care, love, truth, respect, justice and forgiveness. We expect, encourage and support students to participate fully in all activities which constitute the life of the school and through which our whole educational aims may be realised. This signifies participation in school organised & supported events, both academic and non-academic, such as retreats, educational outings, competitions, sporting activities, career guidance opportunities, music, drama, charity work and fundraising activities.



St. Leo's College, Carlow

Code of Behaviour



Preface

This policy has been developed in accordance with the mission of our founding congregation, the Sisters of Mercy and that of our Trustee Body, CEIST, whose ethos and philosophy has at its core, care of the students. Our school Code of Behaviour is based on respect for oneself, for others and for our environment, so that a positive and co-operative school atmosphere prevails. The Code of Behaviour has been developed by drawing on the content of the existing behavioural framework for St. Leo's College and has sought to draw together the relevant aspects, which exist currently as self-contained policies and protocols. Staff, pupils, Board of Management and parents of the school have been involved throughout this process.

Rationale

Many people work together in our school each day and therefore a high level of courtesy and consideration for others is necessary. Behaviour which is ill-mannered, disrespectful, dangerous, vexatious or disruptive cannot be allowed. Our code is one that is based on the recognition of the student as an individual and yet creates an environment in which the welfare of all is protected.

The aims of our Code of Behaviour are:

- To create a safe, secure teaching and learning environment for all by promoting a sense of mutual respect amongst all members of the school community.
- To ensure that effective procedures are in place which will allow for the day to day running of the school whilst complying with all relevant legislation as well as Department of Education and Skills requirements.
- To facilitate the appropriate involvement of all school personnel.
- To ensure understanding by the parents, students, staff and management of St. Leo's College of the Code of Behaviour, the reasons for it, as well as each person's responsibilities in relation to its implementation.
- To emphasise the promotion and acknowledgement of positive behaviour.
- To outline the strategies to be used to prevent poor behaviour and the ways in which positive behaviour is acknowledged and supported.
- To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour.
- To outline the interventions to be used when a student misbehaves.



St. Leo's College, Carlow

Code of Behaviour



Roles and Responsibilities

St. Leo's College acknowledges the contribution of all members of our school community. Each member has responsibility for the promotion of good behaviour and a role in minimising and dealing with negative behaviour.

Students

Our school, St. Leo's College, expects that students will at all times do their utmost to uphold the Code of Behaviour of our school.

Parents

St. Leo's College acknowledges the pivotal role of parents and guardians in the development and operation of the Code of Behaviour. It is an expectation that all parents and guardians support the Code of Behaviour and actively encourage their daughters to uphold it.

Staff

St. Leo's College acknowledges the contribution of all staff (Teaching, Administrative, Nursing, SNAs, Caretaking and Cleaning) in the day to day running of the school. Each member of staff has a part to play in the successful operation of our Code of Behaviour. In particular, staff have a responsibility to respond to and report incidents of misbehaviour and affirm examples of positive behaviour, which they witness.

Board of Management

The Board of Management is the decision-making body of St. Leo's College. 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 involved in day to day procedures, they are the body to whom parents and students over 18 may appeal in cases of suspension or expulsion.



St. Leo's College, Carlow

Code of Behaviour

There are two fundamental principles in St. Leo's College

1. Respect for myself.
2. Respect for others.

Respecting others includes:

- (a) Recognising the rights of others, including:
 - The right each member of the class has to learn.
 - The right the teacher has to do his/her work.
- (b) Politeness and courtesy in my dealings with others.

Observing my RESPONSIBILITIES asserts that:

- I have a responsibility to be punctual.
- I have a responsibility to wear my school uniform and be neat in my appearance.
- I have a responsibility to comply with school rules, which are in place for my benefit and that of others.
- I have a responsibility to do my very best with my abilities: to co-operate in class, to listen attentively and to carefully complete required homework and tasks.

Supporting the Code of Behaviour of St. Leo's College

The College aims to foster a positive learning environment where individuals feel safe and valued. We aim to have a discipline code which is positive, unbiased, consistent, fair and tempered with a pastoral dimension which encourages students to correct unacceptable behaviour. Where behaviour is unacceptable the teachers seek, where appropriate, to encourage the student to correct this without recourse to the formal sanctions.

Students are supported to understand, adhere to and uphold the Code of Behaviour in numerous ways including the following:

- Positive relationships amongst and between students and staff as well as between school and home are prioritised.
- The Code of Behaviour is presented and explained to Parents and Guardians and all incoming students of St. Leo's College. This takes place formally in an information morning with enrolled students facilitated by the Principal and Deputy Principals prior to commencement. The Code is re-introduced on the first day of term by the Principal & Deputy Principals, included in the school journal and is constantly reinforced by all staff and in particular by Class Tutors, Year Heads and Senior Management.
- At the beginning of each school year, all students are formally re-introduced to the Code of Behaviour. This is repeated periodically at Assemblies, during tutor time and throughout the school year, formally and informally.
- The caring ethos of our school is embodied in our daily practice and interaction with one another.



St. Leo's College, Carlow

Code of Behaviour

In addition to day-to-day routines, our caring ethos is evident in the provision and support of supplementary activities such as the Breakfast Club, Assisted Study, extra-curricular & co-curricular activities, Meitheal, Learning Support, Pastoral Care time etc. all which endeavour to foster a sense of belonging to all and encourage positive behaviour from students.

Various classroom management strategies, such as designated seating arrangements are employed. These serve to pre-empt and reduce/alleviate negative behaviour. Teachers prepare class materials well and lessons are differentiated to suit pupils' abilities and interests.

- Consistent use of the school journal as a means of communicating between home and school.
- Various media such as our website, communication screens, VSmile, VShare text service, Instagram, weekly newsletters, annual report, email as well as personal contact are employed to enhance communication with students and home.
- The broad and varied curriculum on offer in St. Leo's College offers substantial choice and seeks to accommodate student preferences.
- The core tenets of tolerance for others, self-control, a sense of fairness and the principles of natural justice are formally explored as part of the Religious Education programme in our school. These are continually consolidated in all other subject areas and in our daily interaction with each other.
- Students of St. Leo's College are continually and consistently encouraged to behave in a positive, respectful and responsible manner. This is achieved in no small part through adult modelling as well as the various programmes on offer in the school such as our Wellbeing programme (including SPHE, CSPE, R.E.) and through the intervention of specialist supports such as Class Tutors, Year Heads, Guidance Counsellors etc.
- Issues such as bullying, racism, sexism, harassment, violence, substance misuse etc. are openly discussed with the students during their time in our school, through a variety of fora such as subject work, extra-curricular activities, projects such as Young Social Innovators, KAS, Gaisce, Clubs & Societies, visiting speakers, drama, Cycle Against Suicide etc.
- Positive contributions to the school are encouraged, acknowledged and rewarded in numerous ways such as through school representation and student leadership - the Prefect System, Student Representative Council, Cairdeas & Meitheal, formal recognition at Awards Day, Scholarships, display of student work, verbal and written affirmation by Class Tutors, Year Heads and Senior management, individual and class awards, participation in internal and external competitions, school reference and so on.
- Adult supervision at breaktimes and lunchtimes assists in detecting, sanctioning and reducing inappropriate behaviour. The presence of CCTV acts as a deterrent. There is an extensive selection of extra-curricular activities, clubs and societies available each lunchtime as well as timetabled PE. A shop and canteen offer a variety of foods and soft drinks. No student is permitted to leave the school at breaktime. Junior students are not permitted to leave the school at lunchtime.



St. Leo's College, Carlow

Code of Behaviour

- Students are aware of the systems in place to deal with inappropriate behaviour e.g. ladder of referral.

Rewards & Incentives

The following are some examples of rewards and positive reinforcements employed in St. Leo's College.

- Acknowledgement in formal reports at Christmas, Summer and throughout the year.
- Appointment to leadership role – Prefect, Vice-Prefect, Meitheal, Cairdeas, SRC, Head Girl.
- Commendation at Annual Awards Ceremony.
- Commendation at Assembly.
- Commendation over the intercom/on screens/website/newsletter/directly to parents
- Commendation in reference.
- Display of student work.
- Entry/stamp in student journal.
- Opportunity to participate fully in quality teaching and learning experiences.
- Participation in a broad range of activities.
- Positive note home to parents/guardians.
- Positive recognition by Deputy Principals/Principal/Senior Management.
- Positive recognition by staff - subject teacher, Class Tutor, Year Head etc.
- Retention of privileges.

Strategies & Sanctions

Ordinary misdemeanours in class and routine lack of co-operation will be dealt with by the teacher who may issue a reprimand/impose additional or penalty work at home. While every effort is made to address issues of behaviour in a positive and supportive manner, it is important for the overall effectiveness of the school that there are clear consequences to behaviour that is deemed unacceptable. Sanctions may include those listed below. All sanctions are designed to minimise the disruption to teaching and learning and framed within the Mission Statement of St. Leo's College. Moreover, the emphasis is on remediation rather than being strictly punitive.

- Verbal reprimands from teacher/staff member.
- Teacher entry/stamp in student journal.
- School community tasks.



St. Leo's College, Carlow

Code of Behaviour

- Formal referral to Year Head: The teacher, having exhausted the normal sanctions open to him/her, may complete a referral to the Year Head.
- Student placed 'On Report'.
- Loss of privileges.
- Formal detention on Friday afternoons.
- Referral to appropriate personnel including Class Tutor, Guidance Counsellors, Year Head, Deputy Principals and Principal. External expertise may be sought/accessed if required.
- Communication may be initiated with home. A formal meeting may be convened.
- An Acceptable Behaviour Contract may be introduced.
- A Behaviour Plan may be introduced.
- A student may be formally met by Year Head, where behaviour is discussed, documentation examined and recommendations made. Recommendations might include an adapted/modified timetable to assist in developing positive behaviour.
- In-house suspension.
- A case may be referred to Student Support Team meetings
- A case may be referred to the Board of Management where it becomes evident that a student is refusing to accept the College's Code of Behaviour. The offender may be suspended, pending a meeting of the Board of Management. She and her parents will be required to attend that meeting and give an undertaking for her future conduct, which, if broken, could result in further suspensions or her exclusion from the College.
- In the case of serious recurring behaviour or an incident of gross misbehaviour, a student may be expelled in accordance with the College Policy on Suspension and Expulsion.
- The record of behaviour of any student does have a bearing on whether she is selected for a trip or not. Persistent misbehaviour or disruption of class is a factor which will be considered in the selection of students for trips, tours or pilgrimages. Students with a poor record of behaviour and/or attendance will not be given preference over students who engage in all the College has to offer and who make a serious effort to achieve their potential. Misbehaviour on any College trip is considered to be very serious and will be subject to sanction, up to and including expulsion, and will also have a bearing on selection for any future trips organised by the College. Students may be excluded from activities organised by the school for breach of the Code of Behaviour.
- The Principal and the Board of Management reserve the right to have the final say in all matters relating to Discipline.



St. Leo's College, Carlow

Code of Behaviour

ST. LEO'S COLLEGE RULES

Alcohol/Illegal/Harmful Substances:

- Possessing and/or consuming alcohol on the school premises, in school uniform or at any occasion or event organised by the school is strictly forbidden. Any breach of the school's Policy on Substance Use may lead to referral to the Board of Management and sanctions may include expulsion. The use of drugs by students of the College is absolutely forbidden. Disregard of this regulation, particularly in the form of selling or spreading drugs to others, will make the offender liable to expulsion. Referral to the Juvenile Liaison Officer may also be made. A policy on Substance Use and Misuse is available on the College website and on request. As part of the Substance Use and Misuse Policy, the College may require a student to submit to a programme of drug testing where there are grounds to suspect drug use.

Attendance & Punctuality:

Regular and punctual attendance is crucial for effective progress and for academic achievement in school. It should also be noted that under the Education (Welfare) Act 2000 there is a statutory obligation to attend school and the Principal is legally required to inform the National Educational Welfare Board when absences of more than 20 days in a school year occur.

- School hours are from 8.50am to 4pm Monday - Thursday, 8.50am - 1.05pm Friday
- Students are expected to attend school every day and to be punctual and regular in attendance.
- Casual absences are not acceptable. All students are expected to be in their designated classroom at 8.45am each morning and 1.55pm each afternoon.
- Absences must be requested by parents/guardians via the VShare app and sanctioned by the Principal/Deputy Principal or authorised admin personnel. Parents are requested to inform the Principal if a student is going to be absent for a prolonged period. Under the Education Welfare Act, non-attendance at school may lead to prosecution. Parents will be formally notified if a student's attendance is causing concern.
- Junior Students may not leave the school during the day.
- Senior Students may leave the college between 1.10pm and 2.00pm and are reminded that their behaviour is in the public view.
- Students who become ill during the day should report to the nurse's office/main office where if necessary, contact will be made with a parent or guardian by telephone. For this reason, parents/guardians should ensure that the school has up-to-date daytime contact numbers. The school nurse will assess the situation and decide on an appropriate course of action.



St. Leo's College, Carlow

Code of Behaviour

Leaving the College:

A student may **never** leave the college without firstly being granted permission by the Deputy Principals/Principal/authorised personnel and must have a written request from home. The student journal must be signed by the Deputy Principals/Principal/designee and the student must sign out to confirm her leaving the school. There are grave Health and Safety implications where students absent themselves from school or class without permission. Because of this, the school must view all such absences as serious breaches of the Code of Behaviour.

Mobile Phones:

- Students are permitted to bring a mobile phone to school. However, it must be placed in their locker immediately upon entry into the school and must remain there until 4pm. Students are not permitted to access phones at any point during the school day. Lockers must remain locked at all times when not in use.
- In the event that a student is found in breach of this rule, the mobile phone (+SIM card) will be confiscated and may only be reclaimed by a Parent/Guardian after a maximum of three days, at the discretion of the Principal. In serious cases, the phone will only be returned to a Parent/Guardian in attendance at a meeting arranged by the school. In the interests of Health & Safety, prudent use of mobile phones is advised and parents are requested to support the College in this regard by setting reasonable limits on their daughter's 'screen time'. Access to the internet should be monitored carefully. The prevalence of mobile phones and associated devices in the lives of young people has continued to increase in recent years. St. Leo's College is committed to educating students in the safe, ethical and responsible use of mobile devices while remaining mindful of the implications that devices can have on student wellbeing. While the benefits of technology in the educational process are acknowledged, in many instances this has been accompanied by negative consequences in terms of cyberbullying, social interaction and screen exposure. Parents will not be able to contact students on their mobile phone during the school day. Parents who need to contact students urgently/in the event of an emergency may do so by telephoning School Reception at 059-9143660.
- Mobile phones must never be used to take, obtain or transmit photographic images either in school or on school-related outings or activities. This will be viewed as a serious breach of the



St. Leo's College, Carlow

Code of Behaviour

Code of Behaviour because of the potential violation of privacy involved. Bullying/harassment of any form using mobile phones will be viewed as a serious breach of the Code of Behaviour and may necessitate contact with the Gardaí. The Harassment, Harmful Communications and Related Offences Act 2020 (also referred to as Coco's Law) was commenced on 9th February 2021. It prohibits the distributing, publishing or sending of threatening or grossly offensive communication and the recording, distributing or threatening to distribute or publish intimate images without consent.

Participation in Class and Studies

To ensure fairness, maximise teaching and learning outcomes and to ensure the effectiveness of classes it is important that all students are aware of some key responsibilities in this regard.

- Students must have all the necessary books and materials for every class. If books are lost or damaged they must be replaced. All books and equipment must be maintained in good condition and free of all unnecessary markings. This is particularly important in respect of Book Rental books. Homework should be completed conscientiously and neatly.
- Students are expected to actively participate in class and not to cause any interruption or distract any other pupil. When class ends, students should move to their next class as quickly and quietly as possible.
- Permission to leave class for any reason must be obtained from the subject teacher. The student is given a Staff Green Card, which must be retained to indicate permission has been granted.
- Students should not interrupt class to make announcements etc. unless acting with the permission of a member of staff and having asked the permission of the teacher present in the classroom.
- Eating during class is prohibited. Only water may be taken to ensure hydration during the day.
- Students are requested to keep classrooms, corridors, Ref and bathrooms clean and tidy at all times.

Prohibited Items

Students may not use chewing gum. The use of tippex and spray deodorants, spray perfumes and hair sprays is also forbidden. Due to the presence of students who have serious allergies, nuts should not be brought to school.

Relationships with others

It is essential that students show respect and courtesy for every person – staff, fellow students and visitors – both within and outside the school. Respect is shown through actions, attitudes, behaviour and language. The agreed courtesy protocols are published in every classroom. Every student is expected:



St. Leo's College, Carlow

Code of Behaviour

- (i) To treat other people (fellow students, staff and visitors to the school) with dignity, respect and courtesy at all times.
- (ii) To greet teachers and other staff on corridors and on entering their classroom.
- (iii) To walk, not run on corridors and stairs.
- (iv) To queue in an orderly fashion at the shop/canteen
- (v) To board school buses/trains in an orderly manner and to avoid loud and rough behaviour while travelling to and from school by foot or bus/train.
- (vi) Never to use abusive or threatening language in verbal or written communications or in their use of IT or phone text media.
- (vii) Never to interfere with others' property or belongings. Theft will be viewed as a serious breach of the Code of Behaviour and may necessitate referral to the Gardaí.
- (viii) Never to use physical aggression. Fighting/physical aggression or any form of threatening behaviour is viewed as extremely serious and is subject to immediate sanctions including suspension.
- (ix) Not to engage in, or be complicit in, any form of bullying.

School Journal

Every student is required to have a School Journal. It is an ideal method of communication between home and school and vice versa. Parents are encouraged to regularly examine their daughter's journal. Each student is required to have her journal with her at all times during the school day. Journals should be on the desk for every class. School journals must be kept neat and free from graffiti. A student may have to replace her journal at additional cost if it is deemed unsightly or contains inappropriate/offensive material.

School Uniform

St. Leo's College **insists** on high standards with regard to dress and appearance. When students wear the school uniform they are ambassadors for the school in the community. As such, they should take pride in their appearance and be aware of upholding the traditions and continuity that they represent.

- Full correct uniform **must** be worn by every student coming to and going from school. Full school uniform must also be worn by students on School Outings or when representing the school or supporting School Teams.
- The uniform consists of :
 - Green V-necked jumper with crest.
 - White blouse with reverse collar.
 - Green skirt worn to the knee for Junior students/green school uniform trousers*.



St. Leo's College, Carlow

Code of Behaviour

- Plaid skirt worn to the knee for Senior students/green school uniform trousers*.
- Green/black opaque tights/green knee-high socks.
- Only low-heeled black/navy/brown shoes may be worn. This is important for reasons of health and safety.
- Full PE uniform is required during PE classes. PE uniform consists of red St. Leo's College sweatshirt, white polo shirt/red T Shirt, plain navy/plain black tracksuit bottoms & runners.
- Students are expected to be always neat and tidy and school authorities are the judges of acceptable standards of appearance, including the wearing of jewellery.
- All facial piercings, including tongue piercings, nose piercings, septum piercings are forbidden.
- In the interests of Health and Safety, students are permitted to wear one pair of studs in the ear. One ring, chain, necklace, watch and bracelet are permitted. Other items of jewellery and incorrect items of apparel may be confiscated.
- All personal belongings, uniforms etc. should be clearly marked with the owner's name as no responsibility can be taken by the school authorities for the loss of belongings or money.

** Tailored green school uniform trousers are only available from our uniform suppliers.*

Smoking

In view of the clear and convincing evidence that smoking is injurious to one's own health and that of others, the College urges all students not to smoke. Smoking/vaping or use of e-cigarettes is also forbidden in the vicinity of the College, on school premises or on school grounds. Parents will be immediately informed if a student is found in breach of this rule and a suspension may be imposed. Pupils must not smoke when in school uniform or at any occasion or event organised by the school.

Student & School Property

Students are expected to respect school property. Any damage will have to be made good by the person concerned. This includes textbooks covered under the Book Rental Scheme. The Book Rental Scheme is greatly appreciated by families and is dependent on students respecting all textbooks, which will in turn be passed on to other students. Fines ranging from €20 to the full cost of repair/renewal will be imposed. Malicious damage, including graffiti, will be subject to severe sanctions, up to and including expulsion. The stealing of books, clothing or other items is a serious matter, and will be subject to disciplinary procedures up to and including expulsion. **Theft is a crime and will normally be reported to the Gardaí.** It is in the interests of all that suspicious behaviour is reported at once.

- All books rented to students remain the property of the college and students will be required to pay for any loss or damage.
- Students are reminded to look after all their equipment carefully. Do not bring valuable items into school. School uniform and personal possessions should be clearly labelled. The school



St. Leo's College, Carlow

Code of Behaviour

cannot accept responsibility for students' property/possessions.

- Lockers are available for student use and assist students in remaining organised throughout the school day as well as minimising the need to carry home excessive books & materials. Students supply their own locks and are responsible for ensuring belongings are safely stored (Lockerfix supply and maintain first- and second-year locks). Lockers should be kept clean, free of graffiti and used only for the purpose of holding school materials. The school authorities reserve the right to inspect any or all lockers at its discretion.

Travelling to/from St. Leo's College

- When travelling to or from school at any time during the school day it is imperative that students show due consideration for people and property in the surrounding community.
- Students who travel to or from school by bus or train are expected to always behave in a courteous and respectful manner towards each other and all transport users.
- Students and parents/guardians cannot drive into, or park cars in the school grounds.
- Electronic scooters must not be driven onto school grounds. Students must dismount at the school gate and proceed to the bike rack located behind the Solas building.
- Students are reminded that their behaviour en route to and from school is in the public view. Appropriate behaviour is expected from students in this regard.
- Fighting or any form of threatening behaviour is viewed as extremely serious and is subject to immediate sanctions including suspension.

BULLYING

In accordance with the Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools, bullying is defined as follows:

"Bullying is targeted behaviour, online or offline that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. "

To determine whether the behaviour reported is bullying behaviour you should consider the following questions:

1. **Is the behaviour targeted at a specific student or group of students?**
2. **Is the behaviour intended to cause physical, social or emotional harm?**
3. **Is the behaviour repeated?**

If the answer **to each of the above questions** is **Yes**, then the behaviour is bullying behaviour and must be addressed using the Bí Cineálta Procedures (see St. Leo's College Bí Cineálta Policy)

Monitoring and Reviewing the Code of Behaviour

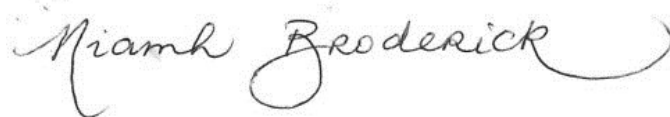
- Monitoring: Class Tutors meet students daily and monitor implementation. The Senior Management Team meets formally once a week and monitor implementation.
- Reporting: The Principal reports to the Board of Management on relevant aspects of the Code at each Board meeting.
- Reviewing: The Code of Behaviour will formally be reviewed in 2023-2024.
- Relevant policies to be read in conjunction with the Code of Behaviour are:-
 - Bí Cineálta Policy
 - Acceptable Use Policy
 - Substance Use and Misuse Policy
 - Attendance Policy
 - Attendance Strategy

Please note that further St. Leo's College Policies may be accessed on our website at:
www.stleoscarlow.ie



Signed:

Chairperson of the Board of Management



Signed:

Principal

Date: 07/01/2026