

# 1 COLÁISTE NA HINSE CODE OF BEHAVIOUR

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Coláiste na hInse is a school of Excellence where students are happy and secure in a learning atmosphere characterised by **Dearfachas**(positivity) and belonging. There is a unique emphasis on **ár dteanga Gaeilge** (our Irish language) agus **ár gcultúr** (our culture). We focus on the whole young person and aspire to develop each as an intellectual, emotional and spiritual individual. The cornerstones of our philosophy are **Bród** (Pride) agus **Uaillmhian**(Ambition). We encourage the highest standards in **ár daltaí** (our students) ensuring that they reach their full potential through strong relationships and positive reinforcement. Our school motto is: **Aimsigh do Réalt Eolais** (Reach for Your Star)

Coláiste na hInse aspires to be a school of excellence. This will be possible where respect, courtesy, ambition and pride in The Coláiste are the cornerstones of the relationship between all members. To support this culture of excellence and mutual respect a Code of Behaviour has been drawn up and is set out below. This is to ensure no doubt exists as to the behaviours which are expected from all of us.

## 1.1 INTRODUCTION

This policy applies to the Students of Coláiste na hInse and relates to all school activities both during and outside of school hours. Once a student is recognizable as a student of Coláiste na hInse (i.e. wearing school uniform) then the school reserves its right to safeguard its good name.

## 1.2 OUR GOALS:

1. To create a safe learning environment for all students
2. To promote good behaviour and self-discipline and pride in Coláiste na hInse
3. To outline fair and agreed sanctions that will be used in response to misbehaviour.
4. To outline the interventions to be used when a student repeatedly misbehaves

## 1.3 OUR BEHAVIOUR STATEMENT

Everybody in the Coláiste na hInse is entitled to an education in a safe and healthy environment and in an atmosphere of **Dearfachas**(positivity), **Bród** (Pride), **Uaillmhian**(Ambition) and mutual respect. The highest standard of behaviour including courtesy and co-operation is expected as a norm for The Coláiste. Disruption of class or inappropriate behaviour is not tolerated. It is the responsibility of all members of our school community to create this environment.

## 1.4 RESPONSIBILITIES

### 1.4.1 To have Respect for yourself and others

1. All members of the school community are expected to show mutual respect, courtesy, good manners and co-operation to each other.
2. Bullying and bad language are not tolerated.

#### 1.4.2 To have Respect for our school environment

1. The Coláiste expects all to ensure the building and its grounds are kept tidy, litter free and in pristine condition.
2. Students must not damage, deface or interfere with school property/safety equipment.
3. Students must not break, steal or hide another person's property
  - a. *Students are requested to have their own padlock for their taiscedán (locker) and ensure that it is locked at all times.*
  - b. *Students must give their Caomhnóir a spare locker key with a key ring clearly labelled with student's name.*
4. Students are welcome to cycle to and from school. We recommend that students follow all safety procedures in relation to cycling. Students are responsible for their bikes and must bring their own bicycle locks.
5. Graffiti is not tolerated.
6. The school and its environs should be kept litter-free. The Coláiste is a part of the Green School's programme and as such all students will be involved in regular litter pick-up.
7. Chewing gum is forbidden.
8. The possession of any weapon is forbidden.
9. For safety reasons aerosols, tippex bottles, permanent markers and lasers are banned from the school.
10. Smoking is forbidden. It is unhealthy and illegal.
11. Use of or possession of Drugs or Alcohol is forbidden.

#### 1.4.3 To attend and to be punctual

1. Students must attend school and adhere to the school timetable every day.
2. Students should be on school premises at 8.30a.m.
  - a. Coláiste officially opens each morning to receive daltaí (students) at 8:30am with formal supervision by Coláiste staff in operation from 8:30am. Prior to 8:30am the school door is left open to facilitate staff entry.
  - b. It is important to note that Coláiste na hInse does not offer supervision until 8:30am and parents cannot have any 'expectation of supervised care' of their children until 8:30am. In real terms this means that from 8:00am-8:30am your children are not under any supervised care while on the premises of Coláiste na hInse (LMETB)
3. If for any reason you cannot attend school your parents should contact the school office by 9.30am each day.
4. On returning from absence all students must by law have a note from a parent explaining their absence. This note should be in the appropriate area of the Cinn Lae.
5. It is the student's responsibility to catch up on work missed through absence. If a student is attending an extra-curricular activity e.g. sports then they must ask their class teachers for work in advance and have all work completed.
6. If the school is concerned about a student's attendance or if the absences exceed 20 days in one year the Principal will contact the Education Welfare Officer.
7. Coláiste na hInse insists that Students do not take holidays during school terms due to the impact on their academic and general socio-educational progress.
8. Students must be on time for all classes during the day.
9. Exemption from P.E. is only on receipt of a doctor's note.
10. Students must be on time in the mornings for bus pick-up. A note of explanation is required in the Cinn Lae from a parent if a student is unavoidably delayed. Late students must sign-in in the main office and discuss the situation with their Caomhnóir at the earliest opportunity.

11. A student cannot enter the halla tionóil after 8.50 a.m. (doras dúnta)
12. No student may leave the school without permission. Students leaving early must present a note from their parents to their Caomhnóir and sign out in the book in the main office. On return they must sign-in and must be collected by parent/ guardian at the school office.
13. It is The Coláiste's' policy that all pupils remain on campus during break/lunch.

#### 1.4.4 To strive for Excellence in the Classroom

1. Students must be prepared for class and must bring all books, copies, PE gear and equipment that are needed for school on a particular day.
2. Classroom behaviour which interferes with the teaching and learning of others is not tolerated as all The Coláiste students have the right to a positive learning environment.
3. Students are expected to actively participate in class.

#### 1.4.5 To comply with all School Policies and School Regulations

1. Upon enrolment, student (Students (and their parents/guardians) are also accepting and 'buying into' the rules, routines and polices of the Coláiste. The policies are available on the website. We encourage you to join the parent's association and become an active advocate for your child's education in this community of learners.

## 1.5 CONSEQUENCES OF GOOD AND BAD BEHAVIOUR

### 1.5.1 REWARDS

- Verbal praise for student in private/in class/at assembly
- Positive note in the Cinn Lae
- Stamps/Stickers in the Cinn Lae
- Certificate of Merit in the Cinn Lae
- Phone call home to parents
- Positive Postcard posted to parents
- Small prizes throughout the year
- Realta na Míosa Awards (Student of the Month Awards)
- Inter-Rang Comortas
- Prize giving ceremony during the year
- Display of students work in classrooms and on corridors
- Leadership Roles given to pupils
- Gradam an Choláiste -Prize giving ceremony in May every year. Awards for attendance, good behaviour, hard work, citizenship, sporting and cultural activities will be presented
- Plaques on walls of school naming the Award Winning Students

### 1.5.2 SANCTIONS AND INTERVENTIONS

Please note that Coláiste na hInse has a "ladder of referral" system and for the most part all misbehaviours will be dealt with by this system. However should an incident occur such as serious verbal or physical abuse of any person in the school community, theft, alcohol or drug abuse or possession of offensive weapons then these behaviours will automatically be reported to the Deputy Principal/Principal

#### 1.5.2.1 *The subject teacher may use any or all of the following sanctions/interventions*

- Reasoning with the pupil

- A firm reprimand
- A note to parents in the Cinn Lae
- Extra work given to the pupil
- Penalty sheet
- Bad note in the Cinn Lae
- Letter of apology required for poor behaviour
- Learning opportunity before, during or after school
- A phone call to the parents
- Referral to Caomhnóir

**1.5.2.2** *The Caomhnóir may use any of the above sanctions/interventions plus those listed below:*

- Withdrawal of privileges
- Caomhnóir Report Form (in Cinn Lae)
- Student required to complete an incident report form
- Agree an improvement plan
- Referral to school Counsellor, school chaplain or the resource department
- Arrange meeting with Parents
- Recommend In-house/external suspension to Deputy Principal/Principal
- Obair Pobail – Community work e.g. hoovering, cleaning
- Rang Feabhais before or after school and on Saturday morning in full school uniform
- Parents will be given 24 hour notice

**1.5.2.3** *The Deputy Principal/Principal may use any of the above sanctions/interventions plus those listed below:*

- Arrange meeting with student, parents and caomhnóir.
- In-House Suspension from particular subject(s) for a limited time.
- Seek cost of repair of damaged property from the student or impose fines.
- Develop an Individual Behaviour Plan (IBP) in consultation with the caomhnóir, student and parent/guardian.
- External Suspension (in consultation with the Principal).
- Referral to Principal.

**1.5.2.4** *The Principal may use any of the above sanctions/interventions plus those listed below:*

- In all cases of external suspension the Principal will inform the Board of Management. Parents have a right to appeal the decision to suspend their son/daughter to the Board of Management.
- The Principal will inform the National Education Welfare Board (NEWB) if a student had been suspended for more than 6 days in any school year.
- The Principal may refer the student to an out centre for assistance in behaviour modification.
- The Principal may refer the student to the school counsellor/psychologist.
- The Principal may refer the pupil to relevant authorities, including the Gardaí.
- The Principal may refer the behaviour of the pupil to the Board of Management.

### 1.5.3 EXCLUSION

In order to maintain good order and discipline and ensure the safety of all the students in the school it may be necessary to permanently exclude a student from the school.

Where the Principal considers that the safety of other members of the school community is at risk or where the teaching and learning of other students is being seriously disrupted by another student then he/she will refer this matter to the Board of Management.

The rules of natural justice shall be adhered to and pupils (over 18) and parents will be given an opportunity to respond in their own defence prior to any decision being made.

Where the Board is of the opinion that the student should be excluded it shall notify the NEWB, in writing, of its opinions and reasons.

Parents may appeal the decision of the Board to Louth Meath Education & Training Board (LMETB).

Should the LMETB uphold the decision of the Board to exclude a pupil then parents may appeal this decision to the Secretary General of the Department of Education and Science.

If you wish to speak to a member of staff please make an appointment via the Cinn Lae or by telephone. We will not be able to facilitate appointments without prior arrangement.

## 1.6 STUDENT CONTRACT

As a student I will be respectful of myself and all members of the school community at all times, I will adhere to all school rules and work to the best of my ability in the classroom. I will take responsibility for all I say and do. I understand and agree to abide by the Code of Behaviour of Coláiste na hInse.

## 1.7 PARENT CONTRACT

As Parents/Guardians We/I have fully accept the Code of Behaviour of Coláiste na hInse.

*We/I will do our/my best to*

- Ensure excellent attendance and punctuality
- To encourage and actively support our child in regard to school work, homework and extra-curricular activities.
- Support school policies
- Attend Parent-Teacher Meetings and special appointments if requested
- Check/sign the Cinn Lae every night
- Sign the Cinn Lae at the end of each week
- Sign all notes sent home through the Cinn Lae
- Provide him/her with required books/uniform
- Provide him/her with an appropriate and distraction free area for study/homework at home

**Ratification date: Meath VEC 2008**