

## Code of Behaviour



Coláiste Cois Life  
Gleann an Ghrifín  
Leamhcán  
Co. Bhaile Átha Cliath  
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# **Code of Behaviour**

## **Included in this code are:**

- The responsibilities of students.
- The acceptable standard of behaviour in the Coláiste and during activities of the Coláiste.
- The process to be followed to encourage and promote good behaviour.
- Awards/Sanctions which may be used.

## **Aims of the Coláiste**

1. To provide Education, in its broadest sense, through the medium of Gaeilge.
2. To facilitate the development of the individual, taking into account the following aspects: Personality; Spirituality; Morality; Intelligence; Agility and Sensitivity.
3. To assist all those involved with the Coláiste to participate in the life of the Coláiste and to benefit from their involvement.
4. To empower those involved with the Coláiste to recognize and develop their abilities/talents; to accept responsibility for themselves so as to enable them to lead complete, satisfactory lives while fulfilling their obligations to society.
5. To arrive at the understanding that the process is a partnership between students, parents/guardians, staff of the Coláiste and the community.
6. To develop effective co-operation between students, parents/guardians and the staff of the Coláiste.
7. To create an appropriate learning environment.
8. To ensure and protect the learning and working environment of all.
9. To develop and foster good behaviour and learning patterns.
10. To protect and ensure the safety of all as far as possible.

## Values

The ETB Ethos is underpinned by the core values of Excellence in Education, Care, Respect, Equality and Community.



### Respect for People

- It is the right of every student and staff member to do their work in a comfortable and happy environment in the Coláiste. Accordingly, respect for oneself and for one another is a basic requirement in all aspects of the life of the Coláiste.

### Respect for Property

- Everyone should have respect for their own property and for that of others including the building and the property of the Coláiste. We should be careful of other people's property and ensure that we are not involved in any malicious damage or theft.

## **Responsibilities**

All students shall:

1. Speak Gaeilge at all times during all school activities. Respect for the language should be shown by speaking it correctly and by using any, and every, opportunity to improve any weaknesses. Coláiste Cois Life is an all-Irish school. Accordingly, Irish is the language of communication in all activities of the Coláiste except in other language classes/activities. We ask all students of Coláiste Cois Life to use their Irish name within the school and in dealings with the school.
2. Behave in an acceptable manner while involved in any school activity or when representing the school. This includes occasions during which the uniform is worn i.e. travelling to/from school.
3. Attend school every day except in case of illness or other exceptional circumstances. Be ontime for all classes and activities.
4. Wear full school/sports uniform always and be neat and tidy.
5. Always have journal, books, copies and any necessary equipment.
6. Do any class/home work to the best of the student's ability, with neat and tidy presentation.
7. Keep rooms and the environment of the Coláiste clean.
8. Have a note in the journal from parent/guardian regarding:
  - Being late/leaving early
  - Being absent
  - Homework not done/incomplete
  - Not wearing full uniform or not having necessary equipment including Sports gear
  - Any other exceptional circumstance
9. Ensure that all notes from home/school are signed by parent/guardian/relevant teacher.
10. Sign in/out in the Main Office if arriving late/leaving early.

## **Encouragement/Awards**

- A word of encouragement
- A note of praise in the journal/ VSware/ copy/ report
- Public praise
- A regular prize or prizes for the student/class based on the VSware points system
- An organized trip for a group/class
- Student of the Class Award
- Sport's Award
- Attendance Award
- STEM Award
- Student of the Coláiste Award
- Student Profile of Achievement

## **Behaviour in Class**

**In order to create an appropriate, learning environment, students should follow the following guidelines:**

- Be on time for class and move quickly and in a mannerly way from one class to the other.
- Take care of your own safety and that of others as you move from room to room.
- Be ready for class! Go directly to your place and take out whatever books/equipment needed.
- Co-operate with the teacher and with other students. Respect yourself and others.
- Make sure you have your journal in every class and that you write your daily homework in it.
- Have all homework and study done for class.
- Do not eat, drink or chew in class.
- Pay attention to the teacher's instructions always but, particularly, in practical classes when using equipment.
- Do not leave the room without the teacher's permission.
- Leave the room tidy after you and do not leave your belongings in the room.

## **Behaviour in School Environment**

- Respect yourself and others always.
- Respect your own property, other people's property and that of the Coláiste.
- Do not leave the Coláiste, a class or the grounds of the Coláiste without permission. If this happens the student must make up double the time, before or after school.
- Keep all areas clean and put any rubbish in the bins provided.
- Chewing gum is not allowed in or around the Coláiste.
- Headphones or airpods of any kind are not permitted during school hours.
- The drinking fountains are only to be used before class in the morning, at break time, at lunchtime and at the end of the school day.

## **Behaviour outside the Coláiste**

- Students must follow the Behaviour Code of the Coláiste when participating in school activities outside the Coláiste.
- Do not forget that when wearing the uniform, even when not participating in a school activity, that you are representing the Coláiste. Do not say or do anything that will give the Coláiste a bad name or bring it into disrepute.

## **Health and Safety**

- Jewellery / hair: If any student is asked to remove jewellery / or tie back their hair due to health and safety reasons e.g in a practical class, in PE class etc there will be no choice but to adhere to that.
- Due to health reasons bottles of Tippex, permanent markers and glue are not allowed.

THERE IS A COMPLETE BAN ON THE USE OF TOBACCO, VAPES, ALCOHOL AND ANY ILLEGAL SUBSTANCE IN THE COLÁISTE AND ITS ENVIRONS OR DURING ANY ACTIVITY OF THE COLÁISTE. THERE IS ALSO A COMPLETE BAN ON THE SUPPLY OR POSSESSION OF ANY ILLEGAL SUBSTANCE.

If a student infringes these regulations, there is no choice but to suspend the student until such time as the matter is discussed with a parent/guardian.

## **Healty Eating**

Tthere is a total ban on the following:

- Chewing gum
- Energy drinks of any kind
- Nuts and food containing nut traces

## Human Nature

From time to time incidents will occur which are not in-keeping with the philosophy of the Coláiste. It is hoped that, following discussion, agreement can be reached on positive recompense and that an effort will be made to ensure that the incident will not happen again.

## Graded Sanctions

When any of the rules in relation to behaviour/work is broken, the teacher may follow the following steps and impose the appropriate sanction:

- Note in the journal / VShare
- Refer the student to the class tutor
- Make up missing time
- Removed from extracurricular activities
- Detention at lunch time

**Juniors** – Detention of two hours on Friday (after school finishes) if there are 3 notes in the journal within one week.

**Seniors** – Detention of two hours on Friday (after school finishes) if there are 2 notes within 1 week.

During this time, students will be given extra work to complete and students without the proper reasonable accommodations will not be allowed use an iPad. Homework and study are not permitted.

### The Steps:

1. If the student doesn't attend detention, they will have to attend detention on the Monday and on the Tuesday. The student will then start with a clean slate. If the student fails to attend the designated detentions, they will be on internal suspension.
2. If a student is detained 3 times within 2 months the class tutor will put the student on a report card for a week/fortnight or any period of time at the discretion of the class tutor. The parent/guardian and the Year Head will be informed.
3. Having been on a report card and if there is no significant improvement the student will be referred to the Year Head and, at the discretion of the Year Head, parents/guardians will be sent for and the student will be put on a yellow report card for a week/fortnight or any period of time at the discretion of the Year Head. A Behaviour Improvement Plan will also be implemented.
4. Having been on a yellow card twice in one year and if there is no continuous, significant improvement the student will be referred to the Deputy Principal who will meet with the student and a parent/guardian and the student will be put on a red report card.
5. Following this if there is still no continuous, significant improvement the student will be referred to the Principal who will meet with the student and a parent/guardian and the student will be put on a second red report card. The student's name and record could be brought before the Board of Management for consideration at this stage.

## Graded Sanctions (Juniors)

### 3 Notes within one week

Detention on Friday (2 hours).

### Absent from Detention

The student must attend detention on Monday.

### Present for Monday's detention

Student has detention again Tuesday & starts with a clean slate.

### Detention x3 within two months

Class Tutor puts student on a report card.

### No Significant Improvement

Year Head puts student on a Yellow Card & a Behavior Improvement Plan

### Yellow Card x2 within a Year

The Deputy Principal puts student on a Red Card.

### No Significant Improvement

The Principal will put the student on a second Red Card. The student's name could be brought before the Board Of Management for consideration at this stage.

### Serious Infringements & Exceptional Circumstances

Normal process need not be followed for any serious infringements or in any other exceptional circumstances.

## Graded Sanctions (Seniors)

### 2 Notes within one week

Detention on Friday (2 hours).

### Absent from Detention

The student must attend detention on Monday.

### Present for Monday's detention

Student has detention again Tuesday & starts with a clean slate.

### Detention x3 within two months

Class Tutor puts student on a report card.

### No Significant Improvement

Year Head puts student on a Yellow Card & a Behavior Improvement Plan

### Yellow Card x2 within a Year

The Deputy Principal puts student on a Red Card.

### No Significant Improvement

The Principal will put the student on a second Red Card. The student's name could be brought before the Board Of Management for consideration at this stage.

### Serious Infringements & Exceptional Circumstances

Normal process need not be followed for any serious infringements or in any other exceptional circumstances.



## **Mobile Phones**

There is no good reason that mobile phones should be switched on, in use during school activities or in use in any place on the school grounds except in exceptional circumstances with the permission of a member of staff. In an emergency situation, if a student and parent/guardian need to communicate with each other, during school time or during any school activity, permission will be given to use the office phone. However, this only applies in emergency situations.

**If a mobile phone is seen, heard or in use during any school activity the following sanctions will apply:**

**The phone will be confiscated immediately and will be returned at the end of the school day. A note will be written in the dialann / VSware regarding this and the student will be given Detention.**

## Serious infringements of the Behaviour Code

- A student who reaches céim 5 of Riail na Gaeilge – see Polasaí na Gaeilge.
- Physical assault or threat of physical assault on a person.
- Verbal attack or threat on a person.
- Bullying a person.
- Theft from a person or from the Coláiste.
- Serious damage to another's property or to school property.
- Taking equipment from any room in the school which does not belong to the student.
- Complete refusal to follow instruction.
- Endangering a person's safety.
- Use of tobacco, vape, alcohol, any illegal substance during any activity of the Coláiste.
- Supply/Possession of any illegal substance.
- Giving the Coláiste a bad name by poor/unreasonable behaviour.
- Any game/activity which puts the life of anyone in danger is a cause for expulsion.
- If a student uses another student's attendance card he/she will be on internal suspension on that day.

In the above cases and in other exceptional circumstances the normal process need not be followed. The student will be sent directly to the Year Head / Deputy Principal /Principal.

- Parents/guardians may be sent for immediately and the student put on internal suspension until the meeting takes place.
- The student may be told to stay at home until the meeting with the parent/guardian takes place. The student may be suspended for a period and the parent/guardian has the right of appeal.
- The student's record may be brought to the attention of the Board of Management for consideration.
- The student may be suspended for a period and the parent/guardian and student requested to attend a Board meeting before the student is re-admitted.
- The parent/guardian may be asked to remove the student from the school or the school may refuse to re-admit the student.

## College Uniform

The uniform is available from Bernard Owens Menswear, Leixlip.

<b>1<sup>st</sup> – 3<sup>rd</sup> Years (Juniors)</b>	<b>(4<sup>th</sup> – 6<sup>th</sup> Years (Seniors)</b>
Geansaí Sóisearach an Choláiste (Junior College Jumper)	Geansaí Sinsearach an Choláiste (Senior College Jumper)
Carbhat an Choláiste (College Tie)	Carbhat an Choláiste (College Tie)
Sciorta nó Brístí an Choláiste (College Kilt or College Trousers)	Sciorta nó Brístí an Choláiste (College Kilt or College Trousers)
Léine bhán (White shirt)	Léine bhán (White shirt)
Bróga leathair dubha foirmeálta scoile (Formal black leather school shoes)	Bróga leathair dubha foirmeálta scoile (Formal black leather school shoes)
Stocaí dubha fada (Long Black Socks)	Stocaí dubha (Long Black Socks)
Seaicéad dubhghorm an Choláiste (Navy reversible College jacket)	Seaicéad dubhghorm an Choláiste (Navy reversible College jacket)

## P.E. Gear – All Years

Éide Spóirt an Choláiste (Culaith Spóirt agus Léine Polo)	College Sports Wear (Track Suit and Polo Shirt)
Bróga Reatha	Runners

## Declaration agus Signiature

It is advised that this Code of Behavior should be reviewed every 3 years or whenever School Management deem it necessary.

Coláiste Cois Life's Bord of Management accepted this policy on the \_\_\_\_\_.

Sínithe: \_\_\_\_\_

Dáta: \_\_\_\_\_

Cathaoirleach an Bhoird Bainistíochta

Sínithe: \_\_\_\_\_

Dáta: \_\_\_\_\_

Rúnaí an Bhoird Bainistíochta

