
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. The core value of **RESPECT** remains a guiding principle in all our 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 give students a guide as to what is expected of them and to ensure that these high standards pervade the school and all school-related events at all times.

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

MISSION STATEMENT

Our college exists to co-operate with Parents/Guardians in promoting the full and balanced development of children in a safe and caring environment, recognising that each student who enrolls is unique and has different gifts as well as different needs.

Aims

- To allow each student develop a good self-image
- To give students a good academic grounding in an ordered learning environment which fosters self-discipline and respect for authority, and is conducive to high standards of achievement and behaviour
- To allow all students to experience success by having a broad and balanced curriculum, with a variety of extra-curricular activities
- To show special concern for those who are emotionally, materially and intellectually disadvantaged
- To give our students a good knowledge and understanding of their faith, and a tolerance and respect for the religion and culture of others
- To foster in our students a sense of respect for themselves and others, and that they be aware of their responsibilities as well as their rights
- To give students life skills and attitudes which may enhance the prospect of admission to third level studies and/or employment
- To encourage students to make learning a lifetime activity by making it an enjoyable experience. This will help them lead satisfying lives, and contribute to the betterment of society.

CEIST CHARTER.

- Spiritual and Human Development
- Quality in Teaching and Learning
- Respect for every person
- Creation of Community
- Justice and Responsibility

RELEVANT LEGISLATION

This policy is informed by and compliant with the following legislation:

- Education Act 1998
- Education Welfare Act 2000
- Equal Status Act 2000
- Education for Persons with Special Education Needs 2004
- Education (Miscellaneous) Provisions Act 2007

It is also guided by ‘Developing a Code of Behaviour: Guidelines for Schools’ published by the NEWB.

In accordance with section 23 of the Education (Welfare) Act 2000, responsibility for this Behaviour Code rests with the Board of Management. The Board has prepared the policy in consultation with the, the staff, the parents of students registered at the school (through the Parents’ Council), the students (through the Student Council).

AIMS OF THE CODE OF BEHAVIOUR

- To encourage a sense of personal responsibility among students.
- To promote good behaviour by setting high expectations for all students and by affirming positive behaviour.
- To foster in students a sense of respect for themselves and others in the interest of positive relationships.
- To create a school environment that supports effective teaching and learning.
- To support the health, safety and welfare of staff and students.
- To prepare students for life after secondary school.

PROMOTION OF GOOD BEHAVIOUR

Through our Code of Behaviour, Calasantius College affirms the right of all students to a positive learning environment which is free from disruption. Promoting good behaviour and preventing inappropriate behaviour are the main aims of the Code of Behaviour. We continually 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:

- Fostering and encouraging positive relationships within the whole school community.
- 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 and/or on homework.
- Positive teacher/student interactions both inside and outside the classroom.
- School Newsletter.
- Promoting positive behaviour and relationships during Tutor time.
- Tutors and 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:

- Extra-curricular activities.
- 1st / 5th Year Buddy System.
- Student Council.
- Participation in the Tutor group system.
- Recognising student achievement through the School Intercom System.
- Promotion of student achievements on the School Website and School Newsletters.
- ‘Spirit of Calasanctius’ Awards.
- ‘Noblesse Oblige’ Medal.
- Year Group Assemblies throughout the year.
- Media Screen on main corridor.

Parental involvement is promoted through:

- Formal and informal contact.
- Parents/Guardians/Teacher meetings.
- Parents/Guardians Information evenings.
- Christmas and Summer reports.
- Use of the School Journal.
- The Parents’ Association.

In all aspects of school life and policy implementation, the Board of Management endeavours to support the school community and their families as it strives to maintain the high standards expected from all students at Calasanctius College.

AREAS COVERED BY THE CODE OF BEHAVIOUR (alphabetical order)

1. Attendance and Punctuality.
2. Canteen and Break times.
3. Day-to-Day School Discipline.
4. Health and Safety.
5. Homework and School Journal.
6. Lockers.
7. Mobile Phone / ICT devices.
8. School Environment.
9. Uniform and Appearance.

1. Attendance and Punctuality

- Students are expected to be present on every school day and 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 9 a.m. and 4 p.m. on Mondays, Tuesdays and Thursdays, and between 9 a.m. – 3.20 p.m. on Wednesdays & Fridays.
- If any student is absent for 20 days or more in any school year, a report must be made to the National Educational Welfare Board (NEWB), outlining the reasons for their absence.
- If a student is absent from school, the yellow ‘Explanation for Absence’ slip at the back of the School Journal **must be completed and signed by a Parent/Guardian. The student must show this slip to their Teachers, Tutor and Year Head on their return to school.**

- **Appointments** (e.g. medical, dental, optical, etc.) **should be arranged outside of school hours.** However, if in exceptional circumstances, a student needs to leave the school grounds to attend an appointment, *Parents/Guardians must present themselves to the school Reception to collect the student and accompany the student back to the school, if returning. The student and the Parent/Guardian must also sign the ‘Sign Out’ and/or ‘Sign In’ Book as appropriate.*
- **No student may absent themselves from class for any reason without class teacher’s permission.** If a student is feeling unwell, they should report to the School Office with teacher permission. The School Secretary may telephone Parent/Guardian to arrange for collection of the student.
- **Late for school.** Any student who arrives late for **first** class must go to class immediately and the teacher will mark as ‘late’. If a student arrives late **after first** class, they must have their School Journal stamped in the School Office and must sign the ‘Late Book’. **Notes regarding lateness are requested and will not excuse students from sanctions, unless they relate to medical appointments / exceptional circumstances.**
- It is essential that all students arrive to class on time as lateness disrupts the teaching and learning environment.

2. Canteen and Breaktimes

Calasanctius College is a Green School. To maintain this high standard throughout the school environment, every effort must be made to keep the school as litter free as possible. Students are expected to avoid littering the school premises / grounds and to use bins provided at all times. Canteen facilities are provided for **students before school commences, at 11 a.m. break, at lunchtime and before after-school study.** To maximise safety and smooth running of Canteen:

- No hot food / drink can be taken from the Canteen area.
- All students must clean up after themselves when finished in the Canteen area and return all used dishes / utensils to the designated areas.
- Students must put all litter in the appropriate bins to promote a litter free school.
- When using the Canteen students are expected to queue in an orderly fashion, and at all times treat the staff and environment with the utmost respect.
- Tampering / damage to any Canteen property will not be tolerated.
- Discipline issues related to the Canteen are regarded as a serious breach of the School Code of Behaviour and will result in the appropriate sanction being applied.
- Eating / Drinking is forbidden in classrooms and during class time unless permission is given.
- Students, with the exception of 6th Years, must remain on the school grounds during breaks. Parents/Guardians of students, other than 6th Years, who live in Oranmore, **must apply in writing** to the Principal for permission for their child to go home for lunch. This permission may be granted on an exceptional basis.

3. Day-to-Day School Discipline

- Each teacher has the professional right to conduct his/her classes in an orderly and co-operative atmosphere.
- The teacher has a right and duty to use normal 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, correct and report students as necessary in all areas of the school premises and in its vicinity.

4. Health and Safety

- All members of the school community have the right to work in a safe and healthy environment.
- The use of / possession of any illegal substance is strictly forbidden.
- Smoking and alcohol are forbidden in school at all times, in the vicinity of the school gates and during all school-related activities.
- Chewing gum is not allowed on the school premises.
- Interfering with safety equipment or notices is a serious offence.
- Unruly behaviour will not be tolerated.
- Students may only enter practical rooms or the Sports Hall or Gym **with** their teacher.
- Should an area be deemed out of bounds, students should not enter this area.

5. Homework and School Journal

- Homework reinforces work done in class.
- Daily recording of set homework in the Calasanctius Homework Journal is essential *to aid the organisation of student learning. It is our expectation that all homework (oral and written) be done to the required standard and must be completed in time to meet the specified deadlines as set by the teacher.*
- *All students are obliged to have the Calasanctius Homework Journal and record their homework in it.*
- Homework should be completed to ensure that students make the most of their opportunities to get a good education.
- It is expected that Parents/Guardians will review this Homework Journal regularly.
- The School Journal is an essential home / school link providing regular communication between the school and home.
- It is the responsibility of all students to have their School Journal in their possession during all class periods and Tutor time. Failure to present it on request will result in the appropriate sanction being applied.

The School Journal should be read and signed each week by a Parent/Guardian.

- The School Journal is school property and students are required to maintain it in good condition. In the event that the School Journal is defaced or lost, it is the responsibility of the student to replace it.
- The Principal/ Deputy Principal/ Year Head may request the student to replace the School Journal incurring a cost to the student.
- Students are not allowed to write in another student's School Journal.

6. Lockers / Student Property / Equipment

- 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 use a locker assigned to another student.
- Students are allowed to go to their lockers before and after school, at 11 a.m. break and at lunchtime. They may **only** go to their lockers at other times with a note of permission from their 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 the school authorities.

- Students are responsible for their own property / equipment and must ensure that their locker is locked at all times. 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.**
- The school does not accept responsibility for articles lost, stolen or damaged on school property.

7. Mobile Phones / Electronic Devices / ICT

- Mobile phones and all other electronic devices must be turned off *and their use is strictly prohibited* at all times except before and after school, at morning break and at lunchtime.
- These items will be confiscated if they are switched on or used during class, study or detention, or if they are used inappropriately for recording or photographing purposes. The school authorities reserve the right, if deemed necessary, to examine the device in the presence of the student and school management. Parents/Guardians will be required to collect such items from the School Office.
- 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.
- Misuse of this equipment will result in the appropriate disciplinary action being taken; leading to, in the most extreme cases, suspension and expulsion. The individual recorded or filmed without permission may also choose to take legal action.
- School internet / ICT equipment is a valuable school resource. Students must observe good 'netiquette'; i.e. proper etiquette on the internet at all times, and should not undertake any actions that will bring the school into disrepute. Misuse of the equipment or the internet will result in the appropriate sanction being applied.
- The school reserves the right to report any illegal activities to the appropriate authorities.

8. School Environment

In order to maintain a healthy 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. Please take care not to cause any obstruction, either by standing in the way of other people / entrances / exits, or leaving bags in inappropriate places.
- 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.
- Students are not permitted to enter classrooms outside of class times.
- 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.
- Students must not drop litter at any time or the appropriate sanction will be applied.
- Graffiti is forbidden.

9. Uniform and Appearance

The school uniform symbolises the proud tradition, identity and equality 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.

BOYS	GIRLS
Green crested Calasanctius Jumper. Grey uniform pants. White shirt or polo shirt. Plain black footwear (NO boots).	Green crested Calasanctius Jumper. Grey uniform pin-striped Calasanctius pants or Calasanctius skirt MUST be at least knee length. White shirt or polo shirt. Plain black low heeled footwear (NO boots).
Calasanctius P.E. tracksuit pants.	Calasanctius P.E. tracksuit pants.

The full uniform for Calasanctius College is available in Anthony Ryans, Galway; The National Schoolwear Centre, Tuam Road, Galway & Galvia School Wear, Claregalway.

Notes:

- 1. Plain black footwear is compulsory for all students. Boots 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*
- 3. Any T- Shirts worn inside shirts/polo shirts must be white and cannot be visible below the uniform jumper.*
- 4. Please check with the official suppliers for the correct colour and design of the boy's uniform pants.*

- Failure to comply with the stated uniform will result in the appropriate sanction being applied.
- Any garments extraneous to the uniform, e.g. jackets, hoodies, scarves, neck warmers, hats etc. must not be worn in class or on the corridors. If a student is found wearing non-uniform items, it will result in the appropriate sanction being applied.
- Students are permitted to wear the school P.E. uniform for P.E. only. Students should change into P.E. uniform at the start of P.E. class and back into school uniform at the end of P.E. class unless otherwise instructed. Students may wear P.E. uniform to and from school **only if P.E. is timetabled for the first or last class of the day in question.**
- Hair styles must be neat and tidy at all times.
- The wearing of facial and tongue piercings are prohibited.

OPERATION OF THE CODE OF BEHAVIOUR

Calasactius College expects that all students accept and embody our Code of Behaviour both in spirit and in law. Breaches of this Code of Behaviour may occur. However, in most circumstances a verbal correction or a stern warning will suffice. In certain instances, sanctions will need to be applied if breaches occur. The Calasactius College Code of Behaviour operates as below:

- The School Journal creates a link between school and home.
- The Tutor monitors the School Journal and supports the student in conjunction with Parents/ Guardians. This is facilitated by Tutor meetings which take place regularly.
- The Year Head manages the Tutor system.
- The Deputy Principal and Principal support the system with the Principal acting as the representative of the Board of Management.

Sanctions will be imposed by way of a **Report Card System**.

- The **White Report Card System** exists to deal with **lower level** breaches of the Code of Behaviour.
- The **Yellow and Red Report Card Systems** deal with **more serious** incidents.

The issuing and signing of a Card is a formal record of unacceptable behaviour and is formally acknowledged by the student. **Refusal by a student to countersign a card does not invalidate the card.**

Students are requested to discuss any card issued to them with their Parents/Guardians.

White Report Card System

An individual teacher will issue a **White Report Card** for breaches of the Code of Behaviour, including **but 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 or at Tutor time.
- Unauthorised jewellery.
- Eating/drinking in same class on three occasions in a school term.
- Late to same class or school on three occasions in a school term.
- Not having homework attempted in same subject on three occasions in a school term.
- Not having required copies/books/equipment in same class on three occasions in a school term.

Sanctions

- ❖ 5 **White Cards** result in a lunchtime detention (1.25 p.m. to 1.55 p.m.)
- ❖ 5 lunchtime detentions result in a one day suspension.

Note: Failure to attend / lateness or misbehaviour in a lunchtime detention will result in a further lunchtime detention **BUT** both detentions will be recorded for suspension purposes. Parents/Guardians will be informed of detention by a letter from the relevant Year Head.

Yellow Report Card System

An individual teacher will 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 accept and acknowledge responsibility of one's behaviour.
- Refusal to do homework.
- Persistent uniform issues
- Refusal to follow instructions from staff.
- Rudeness / defiance to staff.
- Unacceptable behaviour in the canteen.
- Uncooperative behaviour.

Note: Many of the above listed **Yellow Card** offences could be classified as a **Red Card** depending on the severity of the offence.

Red Report Card System

An individual teacher will 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.
- 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.
- Setting off fire alarms.

Sanctions

- ❖ 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.
- ❖ The **Yellow / Red Report Card System** operates on a points basis; with a **Yellow Report Card** meriting 1 point and a **Red Report Card** meriting 2 points.

FRIDAY DETENTION

Friday Detention will be imposed as a sanction in the following instances

- Leaving the School Grounds without permission.
- Smoking on School Grounds – including e cigarettes.
- Failure to report to / misbehaviour in Wednesday After-School Detention.
- On receipt of 12/18 points (When the relevant stages of the Report Card System are reached).

CONDITIONS OF FRIDAY DETENTION

- Students arrive at designated room in full school uniform.
- Two hours' duration – 3.45 – 5.45pm.
- Students **MUST** arrive on time and complete work assigned by the supervisor.
- Students may only be exempt if they have a doctor's cert or in exceptional circumstances, which **MUST** be discussed with the Principal, Deputy Principal or Year Head beforehand.
- Failure to adhere to any of the above will result in a one-day suspension.
- Parents/Guardians will be informed if their daughter/son fails to report to Friday Detention.

STAGES OF THE REPORT CARD SYSTEM

- 3 points: 1st After-School Detention (Wednesday 3.30 p.m. to 4.30 p.m.)
- 6 points: 2nd After-School Detention
- 9 points: 1st Suspension (1 day)
- 12 points: 3rd Detention – FRIDAY (3.45 - 5.45pm)
- 15 points: 2nd Suspension (2 days)
- 18 points: 4th Detention – FRIDAY (3.45 – 5.45pm)
- 21 points: 3rd Suspension (3 days)
- 24+ points: 4th Suspension – The matter is referred to the Board of Management for consideration.

AUTOMATIC AFTER-SCHOOL DETENTION

Unacceptable breaches of the Code of Behaviour may result in Automatic After-School Detention.

These include, **but are not limited to:**

- Unauthorised absence from class.

AUTOMATIC SUSPENSIONS

Extreme breaches of the Code of Behaviour may result in Automatic Suspension. These include,

but are not limited to:

- Assault of any member of the school community.
- Carrying offensive weapon(s).
- Possession, supply and/or use of illegal drugs.
- Aggressive or threatening behaviour.
- Fighting.
- Bullying.
- Inappropriate use of mobile phones/electronic devices/ICT.
- Persistent uniform issues.

- Possession or consumption of alcohol.
- Significant disrespect.
- Theft.
- Malicious damage to property on school grounds.
- Failure to report to, or comply with the conditions of Friday Detention.

Note: The above misbehaviours may lead to expulsion, depending on the severity of the offence

In cases where health and safety could be a risk, it may be necessary to suspend a student with immediate effect, pending an investigation and the following of due procedures.

Note: In the case of After-School Detention, Parents/Guardians will be informed prior to the detention by a letter from the relevant Year Head.

In the case of Automatic Suspension, Parents/Guardians will be informed by the Principal / Deputy Principal.

RE-INTEGRATION OF A STUDENT FOLLOWING SUSPENSION

Before a student may return to school at the end of a suspension period, he/she must report with his/her Parents/Guardians to the Principal/Deputy Principal/Year Head to discuss re-integration to the school.

The student will be asked to complete exercises 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.

The Student may be referred for counselling or other support services.

CONCLUSION

Students are accountable for their behaviour, not only during school hours, but also on all outings organised by the school, and this Code of Behaviour applies on all such events. Students must comply with all directions of those in charge on such occasions at all times. Students should not undertake any behaviour that will bring the school into disrepute. It is not possible to cover every eventuality in a Code of Behaviour. However, what is most important is that the spirit of the Code of Behaviour of Calasanctius College is upheld. Ultimately, each individual case is taken on its own merits and judged accordingly. The implementation, monitoring, review and evaluation of this policy are a matter for the Board of Management.

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 through the Students' Council.

This policy was adopted by the Board of Management of Calasanctius College on 11th May 2015.

E&OE