

CCC Code of Behaviour



Clonakilty Community College

CODE OF BEHAVIOUR

As a College, we wish to empower our pupils with the skills to be confident and independent young adults enabling them to reach their full potential. Structure and self-discipline are vital parts of a young person's education and training for life. In a college community like ours it is important to establish fair and transparent guidelines for all to follow. We call this our Code of Behaviour.

The responsibility of implementing our Code of Behaviour rests with the management, staff, parents/guardians and pupils. The Code has been drafted in consultation with all stakeholders of our college community. The Education (Welfare) Act 2000, NEWB guidelines and DES circulars have guided it.

Expectations for students, staff and parents:

Our Code of Behaviour intends to safeguard pupils' right to learn and teachers' right to teach in a mutually caring, safe and respectful environment. To this end each member of our school community has a responsibility for the promotion of good behaviour and a role in developing relationships in a spirit of mutual respect. The standards of behaviour that we expect from all stakeholders include;

- Respect for self and others
- Kindness and willingness to help others
- Courtesy and good manners
- Fairness
- Readiness to use respectful ways of resolving difficulties and conflict
- Forgiveness

Our College Rules

These rules are intended to safeguard students' right to learn and teachers' right to teach in a mutually caring, safe and respectful environment. Parents/Guardians are asked to support teachers in their implementation to maximise the child's full potential – our overall aim. All pupils and parents/guardians will be asked to sign our Code of Behaviour/School Rules at registration and annually in their school journal. We expect each pupil to work with us and:

Attend on all 167 days of our college year: in order for a pupil to maximise their learning potential it is really important that they attend and be punctual.

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CCC Code of Behaviour

- We ask that each **absence** to be explained by a phone call to the main office 023-8833877 where you know your child is going to be absent. Alternatively, a signed and dated note by parent/guardians can be written into the Student Journal. The note is to be presented to the Year Head prior to absence where possible – if not immediately upon return.
- **Punctuality** is important to us. Pupils are asked to be present in the allocated year group assembly area at 8.55 am and at 1.55 pm daily. Pupils are required to be on time for all classes/activities during the day.
- Any **Lateness** requires a note in the Explained Late section of the journal, to be presented to main office on arrival. The College is legally obliged to notify the NEWB where pupils are absent for 20 days or more. Attendance and Punctuality can be checked by pupils, and Parents, on Vsware for every period in the college day.
- Parents/Guardians are asked to provide a phone call to main office or note in pupil journal in the event of a need for a **pupil to leave school during the school day**. This note should be signed by the Year Head/Deputy Principal/Principal before leaving who will mark the pupils as an Explained absence on Vsware.
- The Code of Behaviour will be applied in full to any pupil who **leaves college grounds/events/activities without prior discussion**.

The Code of Behaviour will be implemented for any breach of the above rules.

Present in full School Uniform: We ask all pupils to wear their college uniform with pride. We do not encourage the wearing of outer garments whilst under the College roof – particularly in class. Full school uniform is worn during all examinations, including state examinations. The school uniform is as follows: School Jumper, Navy School trousers/skirt, Striped College shirt and appropriate black footwear. A crested half zip can be worn as an additional outer garment for warmth. Students will be requested to remove jewellery, which is considered a risk to their and their peers, health and safety. In order to maintain a safe environment, we do not allow pupils to wear facial piercings and wearing stud type earrings **only** during the college day/college activities.

The Code of Behaviour will be implemented for any breach of the above rules.

Show Respect: As a college, we carry out our daily activities in a spirit of mutual respect. We have high expectations of our pupils both within and outside of the college environment as they represent themselves, their families and our college. To that end, we require all our pupils to show respect for themselves, their peers and our Staff community by abstaining from:

- Smoking or Vaping in, on, or near college premises
- Possession, consumption or supply of any illicit substances

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CCC Code of Behaviour

- Bullying behaviour, which we **do not tolerate** in any circumstances. This type of bullying behaviour will be attended to under our Bullying Policy.

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Maximise their Learning potential by having appropriate Classroom etiquette: The maintenance of an environment conducive to Teaching & Learning is priority in our college. We require our pupils to engage meaningfully in the Learning process in a spirit of mutual respect.

- We require all pupils' mobile phones to be **SWITCHED OFF** in class unless a teacher directs appropriate usage. The use of the internet and mobile phones to intrude on the privacy of our students, their families and our staff is unacceptable. Activated phones will be confiscated **during the college day** as follows for:
 - First time: 1-week confiscation **during the college day**
 - Second time: 2 weeks' confiscation **during the college day**
 - Third time: To the end of term (Parents will be requested to collect phone from Deputy Principal)
- **Homework:** is vital to ensure embedding of Learning. To that end we expect all pupils to follow and complete the homework guidelines set by teachers. We also encourage all parents/guardians to sign the homework journal weekly as it is a two way method of communication.
- **Class materials:** are necessary for every class ie books, copies, pens, stationery, pupil journal, PE gear etc. Pupils access their lockers **only**, before /after school and during their breaks.
- **Respect for college property:** This applies to furniture, equipment, buildings and school grounds. Compensation will be sought for intentional damage to school property. We expect every pupil to place his or her own litter in the appropriate bin.

The Code of Behaviour will be implemented for any breach of the above rules.

Our systems for acknowledging good behaviour, progress and effort:

It is the responsibility of everyone in the College to model, encourage and reinforce good behaviour. Our College promotes and encourages good behaviour through a number of ways, which include;

- Positive daily interactions between teachers and students (positive notes in journal/verbal praise)
- Good school and class routines
- Helping students to recognise and affirm good learning behaviour i.e use of restorative justice approach to discipline

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CCC Code of Behaviour

- Recognising and giving positive feedback about behaviour, acknowledging progress and achievement
- Involving students in the preparation of the College and classroom rules
- Displays of work in classrooms and around the school
- Acknowledging Pupil attainment at an Awards Evening
- Our College Wide Wellbeing Programme
- Our System of Care

Procedures for dealing with unacceptable behaviour:

Sanctions are a form of constructive intervention. They are applied in a respectful way and are intended to empower pupils to understand the consequences of their behaviour and take responsibility for changing it. The approach to a pupil's inappropriate behaviour will be a problem solving approach with sanction(s) applied in a fair and consistent manner.

The type and range of sanctions that are used for breaches of our Code of Behaviour include:

- Verbal reprimand
- Reasoning with the student (including advice on how to improve)
- Assigning of additional work
- Relocation within classroom
- Note to parent in School Journal
- Removal of privileges
- Detention with 24-hour notice in pupil Journal
- Referral to Year Head
- Phone call/written communication to parent/guardian

Procedures for detention:

- Subject teachers may issue and supervise detention of their own.
- Year heads issue formal supervised from 1.20pm to 1.55 pm when necessary. Students are given 24-hour notice of detention.
- Students are expected to complete meaningful work while on detention.

The sanction(s) imposed take into account the nature of the incident, the reasons for the incident/poor behaviour and are implemented by the staff of the school in accordance with our Ladder of Referral:

Clonakilty Community College Ladder of Referral:

STEP 1: When the initial misbehaviour occurs:

- The subject teacher points out the misbehaviour by verbal reprimand.
- The subject teacher then advises on how to improve the behaviour.
- The subject teacher supports the pupils in carrying out the instructions on how to correct the misbehaviour.

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CCC Code of Behaviour

- The subject teacher gives a sanction, if necessary, e.g. verbal reprimand, Assigning of additional work, relocation within classroom, note to parent in School Journal, removal of privileges and/or detention.
- Prior notice is given of detention via the pupil journal which the subject teacher concerned supervises.
- The subject teacher concerned records the nature of the misbehaviour, where relevant, for his/her own records.
- The student journal is used to inform parents via notes section, when relevant.
- Parents are required to sign the note given.

STEP 2: Where the misbehaviour continues:

- The student is referred to their Year Head with a written Incident Report.
- The Year Head tries to reason with the student and points out the misbehaviour. He/she advises on how to improve the behaviour. The Year Head may give detention at this stage.
- The Year Head uploads a record of the misbehaviour on Vsware.
- The student journal is used to inform parents via notes section.
- Parents are required to sign the note given.

STEP 3: Where there is a need for further intervention:

- The Year Head may place student on **Monitoring Card** to monitor and hopefully correct Behaviour/Homework/Effort/Punctuality
- The Year Head may decide to involve the Guidance Counsellor and/or Chaplain.

The procedure while a student is **On Monitoring Card** is as follows:

The Year Head:

- Informs parents in writing and may in certain cases ring home.
- places a notice on notifications in Vsware
- a copy of letter is placed on Vsware

The Monitoring Card:

- Is presented to the subject teacher at the beginning of each class period by student on report.
- Is filled in and signed by the subject teacher at end of each class.
- Is presented to the Year Head daily at an agreed time.
- Is checked by the Year Head for daily parent/guardian signature.

If the reason the pupil was put on the Monitoring card has been satisfactorily addressed the card is uploaded by Year Head to Vsware. If the Year Head/Deputy Principal deems the Monitoring Card behaviour unsatisfactory, the term of the Monitoring Card may be extended.

When the pupil is still not responding to Code of Behaviour intervention:

- The student is referred to the Deputy Principal by the Year Head with a full record on Vsware of the procedure to date.

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CCC Code of Behaviour

- A meeting with pupil, parents/guardians, relevant year head and Deputy Principal is called.
- The student may be put on Report Card at this point.
- A specific intervention may be recommended depending on the pupil.
- Suspension may be recommended

Suspension of a pupil:

A pupil may be suspended for serious misconduct or where all steps in the Code of Behaviour have been followed. The decision to suspend a student is based on the following grounds;

- The student's behaviour has a seriously detrimental effect on the education of other students.
- The student has continued presence in the school at this time constitutes a threat to safety.
- The student is responsible for serious damage to property
- A single incident of serious misconduct may be grounds for suspension.

Procedures for suspension:

Student and parent/guardian are informed about the complaint, how it will be investigated and that it could result in suspension. Parents will be informed in writing and may also receive a phone call.

- Parents and students **are given an opportunity to respond** before a decision is made and before sanction is imposed. A meeting with the student and their parents/guardians provides an opportunity for them to discuss the serious misbehaviour and to explore with parents how best to address the student's behaviour.

Forms of suspension

Immediate suspension: The Principal may consider an immediate suspension to be necessary where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school.

Automatic Suspension: is imposed for named behaviours. An Automatic Suspension may be for a period of one to three/five school days depending on the severity of the specific behaviour. The following named behaviours will incur 'Automatic Suspension' as a sanction;

- Physical assault/violence to a student or member of staff
- Smoking on/near school campus
- Malicious damage/intent to damage school property
- Possession, consumption or supply of illicit substance

Parent/Guardian will be informed of an Immediate or Automatic Suspension by telephone, and arrangements will be made with them for the student to be collected. Formal written notification of the suspension will issue on the day of suspension. Such a notification will detail:

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CCC Code of Behaviour

- the duration of the suspension and the dates on which the suspension will begin and end
- the reasons for the suspension
- any study programme to be followed
- the arrangements for returning to school, including any commitments to be entered into by the pupil and the parent(s)/guardian(s).
- The provision for an appeal to the Board of Management

Suspension during a State examination: will be used where there is;

- A threat to good order in the conduct of the examination
- A threat to the safety of other students and personnel
- A threat to the right of other students to do their examination in a calm atmosphere.

The Board of Management acknowledges that the decision to impose a suspension does not remove the duty to follow due process and fair procedures.

After the suspension ends: Clonakilty Community College endeavours to successfully reintegrate the suspended student into school life following a suspension. The procedure includes;

- Parents may be requested to attend a meeting with the student on the day of his/her return to school.
- Undertakings of good behaviour may be requested in writing.
- Agreed supports e.g. counselling, referral to NEPS, other pastoral supports may form part of the student's reintegration into the College.
- The student will be placed on a monitoring card for a period of one week on return to school.

Appeals

- For suspension of three days or more, the Principal's decision to suspend may be appealed to the Board of Management. Furthermore, a decision of the Board to suspend may be appealed CETB and thereafter to the DES.
- Where the total number of days for which the student has been suspended in one school year reaches 20 days, the parents/guardians will be informed of their right to appeal the suspension under Section 29 of the Education Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007.

Expulsion of a Pupil: In the unfortunate event of extreme cases of poor behaviour and where every effort will be made to rehabilitate the student and where all other sanctions have been applied, the Board of Management can impose an expulsion. The decision to expel a student requires serious grounds such as that:

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.

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CCC Code of Behaviour

- The student's continued presence in the school constitutes a real and significant threat to safety.
- The student is responsible for serious damage to property.

A single incident of serious misconduct may be grounds for expulsion. The kinds of behaviour that might result in a proposal to expel based on a single breach of the code could include;

- A serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Supplying illegal drugs to other students in the school
- Sexual assault.

Procedures for Expulsion

1. A detailed investigation carried out under the direction of the Principal
2. The Principal for expulsion based on the investigation makes a recommendation to the Board of Management.
3. The Board of Management holds a hearing where the Principal's recommendation is considered.
4. The Board of Management decides whether or not the allegation is substantiated and, if so, whether or not expulsion is the appropriate sanction.
5. The Educational Welfare Officer arranges a meeting with the Principal, the parents and the student, and anyone else who may be of assistance to ensure that arrangements are made for the student to continue in education.
6. Confirmation of the decision to expel.

Full details of the Procedure for expulsion are available in Appendix 1.

Appeals: A parent, or a student aged over eighteen years, may appeal a decision to expel to

- Cork ETB
- Secretary General of the Department of Education and Science appeal
- National Educational Welfare Board on behalf of a student.

Support Available: We make every effort to aid pupils in the understanding the consequences of their behaviour and indeed the potential consequences of their actions. This system we call our System of Care which is outlined in our Pastoral Care Policy. Our internal supports include:

- Mentor
- Subject Teacher / SNA where relevant
- Year Head
- Guidance Counsellor
- Chaplain
- Deputy Principal/Principal

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CCC Code of Behaviour

We also use the relevant External supports which include;

- NEPS (National Educational Psychological Service)
- Child and Family Agency (TUSLA)
- National Council for Special Education
- HSE
- National Behavioural Support Service
- Gardaí including the Juvenile Liaison Officer
- Adolescent Mental Health Services
- Other relevant local services

Parents are asked to contact the subject teacher in the first instance if there is a specific concern re their child's behaviour. Where it is a broader concern the Year Head will be happy to help. Where issues persist, are unresolved or are of a serious nature, the Deputy Principal/Principal can be contacted.

Bullying and Harassment: The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of students or staff and is therefore fully committed to following key principles of best practice in preventing and tackling bullying behaviour. The **College's Anti bullying Policy** will be implemented for any pupils affected by Bullying and harassment. Support is given to both the pupil being bullied and the student(s) involved in bullying.

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Appendix 1

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Procedures for Expulsion:

A detailed investigation will be carried out under the direction of the Principal In investigating an allegation, in line with fair procedures, the Principal will:

- inform the student and their parents about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion
- Give parents and the student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and before a sanction is imposed.
- Parents will be informed in writing of the alleged misbehaviour and the proposed investigation in order to have a permanent record of having let them know.

A recommendation to the Board of Management by the Principal Where the Principal forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal makes a recommendation to the Board of Management to consider expulsion.

The Principal will:

- inform the parents and the student that the Board of Management is being asked to consider expulsion
- ensure that parents have records of: the allegations against the student; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider expulsion
- provide the Board of Management with the same comprehensive records as are given to parents
- notify the parents of the date of the hearing by the Board of Management and invite them to that hearing
- advise the parents that they can make a written and oral submission to the Board of Management
- Ensure that parents have enough notice to allow them to prepare for the hearing.

Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing:

- It is the responsibility of the Board to review the initial investigation and satisfy itself that the investigation is properly conducted in line with fair procedures.
- The Board should undertake its own review of all documentation and the circumstances of the case.
- Where a Board of Management decides to consider expelling a student, it must hold a hearing.
- At the hearing, the Principal and the parents, or a student aged eighteen years or over, put their case to the Board in each other's presence.

CCC Code of Behaviour

- After both sides have been heard, the Board should ensure that the Principal and parents are not present for the Board's deliberations.

Board of Management deliberations and actions following the hearing:

- Having heard from all the parties, it is the responsibility of the Board to decide whether or not the allegation is substantiated and, if so, whether or not expulsion is the appropriate sanction.
- Where the Board of Management is of the opinion that the student should be expelled, the Board must notify the Educational Welfare Officer in writing of its opinion, and the reasons for this opinion.
- The Board of Management should refer to National Educational Welfare Board reporting procedures for proposed expulsions. The student cannot be expelled before the passage of twenty school days from the date on which the EWO receives this written notification
- The Board should inform the parents in writing about its conclusions and the next steps in the process.
- Where expulsion is proposed, the parents should be told that the Board of Management will now inform the Educational Welfare Officer.

Consultations arranged by the Educational Welfare Officer

Within twenty days of receipt of a notification from a Board of Management of its opinion that a student should be expelled, the Educational Welfare Officer must:

- Make all reasonable efforts to hold individual consultations with the Principal, the parents and the student, and anyone else who may be of assistance
- Convene a meeting of those parties who agree to attend. The purpose of the consultations and the meeting is to ensure that arrangements are made for the student to continue in education. These consultations may result in an agreement about an alternative intervention that would avoid expulsion. However, where the possibility of continuing in the school is not an option, at least in the short term, the consultation should focus on alternative educational possibilities. In the interests of the educational welfare of the student, those concerned should come together with the Educational Welfare Officer to plan for the student's future education. Pending these consultations about the student's continued education, a Board of Management may take steps to ensure that good order is maintained and that the safety of students is secured.
- A Board may consider it appropriate to suspend a student during this time. Suspension should only be considered where there is likelihood that the continued presence of the student during this time will seriously disrupt the learning of others, or represent a threat to the safety of other students or staff.

Confirmation of the decision to expel Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and

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CCC Code of Behaviour

where the Board of Management remains of the view that the student should be expelled, the Board of Management should formally confirm the decision to expel. Parents will be notified immediately that the expulsion will now proceed. Parents and the student will be told about the right to appeal and supplied with the standard form on which to lodge an appeal. A formal record should be made of the decision to expel.

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