



# **Code of Behaviour**

**Version 2.1**

**March 2017**

<b>Version</b>	<b>Date</b>	<b>Description</b>
1.0	Sept 2002	Code of Behaviour
1.1	October 2009	Revised and amended.
2.0	August 2015	revision
2.1	March 2017	Revised and Amended



### **Preamble**

**Teaching & Learning and a positive school experience for all can only happen with a shared determination to operate in a climate and culture of respect.**

**If we are to achieve our Mission Statement and create the best school in which to teach, learn, work and play, all of the school community - Pupils, Teaching Staff, Care Staff, Parents, Board of Management, Clerical and Ancillary staff must accept their responsibilities as well as their rights. Respect is at the core of all relationships and this is highlighted in the Pupils' School Journal for day to day activities.**

**Carndonagh Community School is an inclusive school. It is a school that encourages a positive school atmosphere between pupils and staff, pupils and pupils, parents and staff and we promote positive behaviour. At the heart of every school climate is the relationship between pupils and teachers. Classroom management and teaching methods are expected to motivate pupils to learn and to learn to behave. As pupils spend the majority of each school day in class, the success of teaching and learning is central to the classroom and school experience for all.**

**All pupils should expect to be treated with respect by all the teaching staff. Similarly all teaching staff whether a pupil's subject teacher or not should be able to expect to be treated with respect and to have his /her authority accepted when acting on behalf of the school management.**

### **Respect**

**Every member of the school community has the right to a happy, fulfilling life while in the school. The relaxed nature of the school must be cherished and students must learn how to combine friendliness with respect in their relations with those around them.**

**Students have a right to:**

- Be treated with courtesy, kindness and respect.
- Live and learn in a safe, supportive environment, free from emotional, physical and sexual abuse.
- Be valued for their denominational, cultural, physical or intellectual diversity.
- Expect that school rules are fair, consistently implemented and respect the rights of all.
- Express feelings and opinions openly and honestly in a respectful manner.
- Expect that the school will strive to help them as they grow physically, emotionally, and mentally.

### **Responsibility**

If students are expected to show and be shown reverence and respect then it follows that they have responsibilities in return.

Students shall ensure that they:

- Value others and respect individual differences.
- Recognise that they have a responsibility to learn and work to achieve their personal best whilst allowing others to do the same.
- Be responsible for their actions.
- Maintain a safe and secure school environment by modelling and supporting the school rules.
- Value their physical and spiritual environment.

The reputation of the school rests on our respect for those within and outside the school. Students are expected at all times to uphold the good name of the school. A very high standard of behaviour is expected on school outings, on public transport and in the environs of the school. A student, while enrolled in Carndonagh Community School, shall behave at all times in a manner and way, that shall neither endanger physically or otherwise any other person whether another school student, staff member, or person associated with the school. A student who brings the name of Carndonagh Community School into disrepute at any time during the year may be subject to the sanctions of the school.

## **Child Protection Policy**

The school is committed to preventing the abuse of any student. Abuse may occur in four ways:

- Physically
- Emotionally
- Sexually, or
- Due to neglect.

Should a student feel that he has been the object of any of these forms of abuse, he must bring it to the attention of any member of staff or another student. This person must bring it to the attention of the Designated Liaison Person, who will deal with the matter immediately.

No member of staff can promise absolute confidentiality on hearing such matters.

The school will deal with such matters in a way that will respect the rights of all parties. The guiding principle in these procedures shall be to vindicate and protect the welfare of the student.

## **Anti-Bullying Code**

The question of bullying is of particular importance in the promotion of a mutually supportive and beneficial school environment.

- Every student in Carndonagh Community School has the right to enjoy his/ her learning and leisure free from intimidation.
- Any hurt caused by words or actions is inconsistent with the school's culture and ethos.
- Complaints about bullying will be listened to attentively.
- Students who intimidate others can expect serious consequences to discourage such behaviour.
- The whole school community shall work to promote an atmosphere where positive behaviour is the norm.
- Bullying is aggression, verbal, psychological or physical conducted by an individual or group against others.
- Examples of bullying (but not limited to) are:

Physical Aggression

Damage to property

Exclusion

Extortion

Intimidation, including use of phones, tablets, computers and internet

Slagging/Mocking

Bullying of School Personnel.

### **Treatment of property**

Everyone has a right to have their property respected, but should take reasonable precautions to protect it. The school does not provide insurance for the loss of students' belongings and therefore the student is solely responsible for his/ her own property. Unauthorised borrowing is stealing. Stealing and damage to property are serious offences and the consequence of such actions may include restitution and/or suspension.

Vandalism to the fabric of the school will be charged for. In the interests of protection, security cameras are used to monitor access to the grounds and other vulnerable areas.

All litter is to be placed in bins; this applies also on the playing pitches the circulation areas outside and the carpark at the front of the school. A litter free school is the responsibility of all, even if one has not been directly guilty of dropping it. We are a green flag school and it is everyone's responsibility to ensure that the school and its environs remain litter free.

### **Uniform, personal hygiene and health**

**The school has an official uniform and each student is responsible for ensuring that when they are in school and on official school outings that they are dressed in the official school uniform.**

In the interest of good health:

- The laws of the State and the school's policy make clear that substance abuse has no place in Carndonagh Community School. ( See Alcohol, Tobacco, Drug Use Policy )
- Physical exercise is strongly encouraged for all.
- Smoking including electronic cigarettes is forbidden on the school grounds and outside the access gates. ( Smoke Free Workplace Policy )
- Unauthorised consumption or possession of alcohol will lead to suspension or expulsion. Students in the company of another consuming alcohol will be dealt with in accordance with the school's

substance abuse policy.

- Students are not permitted to wear facial jewellery.

### **Code of conduct in the classroom**

The classroom is a place of learning. The classroom occupies a central part of the students' life in Carndonagh. A very high level of respect and responsibility is expected of the student so as to create a space in which each student can achieve his/her academic potential and develop in a positive, secure and happy environment.

Respect is evidenced by:

- Arriving in the classroom on time at 9.00 AM, 11.20 AM & 2.00 PM (Mon & Tue), 9.00 AM 10.40 AM & 1.20 PM (Wed, Thur & Fri) and as promptly as possible at other times.
- Bringing all the books and equipment required for all of the classes up to the next break in the timetable.
- Respecting and not defacing the fabric of the classroom, e.g. furniture, equipment, charts etc.
- Walking and not running indoors.
- Addressing each teacher appropriately as Mr/ Mrs /Ms.

Students show responsibility in the classroom by:

- Attending all the classes for which they are scheduled. Students aware that they will be absent should inform their Year Head and teacher of their absence in advance.
- In the event of an absence, making every effort to get the missed material and complete any missed study work.
- Keeping text books and study copies neatly.
- Paying positive and active attention to the teacher and by responding promptly to any instructions from the teacher.
- Comply with all instructions and completing all learning tasks requested of by the teacher, especially home work.
- Sitting in the seat allocated by the teacher when asked.
- Not hindering the learning of others by disruptive, physical or verbal behaviour.
- Having their school journal available to the teacher in every class.

Each individual teacher may establish rules in the classroom - such as

appropriate behaviour in laboratories, practical rooms and PE areas set places, acceptable noise levels etc., these must be abided by so as to facilitate good order and learning.

**Rules for School examinations will be posted at examination times.**

### **Mobile phone**

The student use of Mobile phones is prohibited in the school during the school day. Any pupil found in visible possession of a mobile phone on the campus will be asked to surrender the phone. Failure to comply with any aspect of this rule may lead to confiscation for a period of up to 7 days for a first offence. Mobile phones, may not be used in an inappropriate manner to bully or abuse any other student or member of the school community. ( See full text of Mobile Phone Policy on [www.carndonaghcs.ie](http://www.carndonaghcs.ie) at Policies icon )

### **'SEXTING'**

**Sexting is the sharing of sexual text, video, and photographic content using mobile phones, apps, social networking services and other internet technologies. The sharing of explicit text, images and/or video, is an unacceptable and absolutely prohibited behavior and will have serious consequences and sanctions for those involved in accordance with the school's Code of Behaviour.**

**Please note that:**

**All incidents involving creating, storing, or sharing of explicit text, images and/or video of children under the age of 17 years will be reported as an incident to the Gardai and Tusla and the State Claims Agency ( to the latter as there is a potential to cause injury/harm to the individual ).**

**Sharing of Explicit text, images and/or videos of pupils in the school will incur serious sanctions including suspension and up to expulsion as determined by the Board of Management.**

### **Library**

The school library is a asset for the enjoyment of all. A working atmosphere is essential to the effective functioning of a library. Rules for borrowing books, responsibility for damage to books, and conduct in the Library is regulated by the Rules posted in the Library.

## **Lockers**

It is the responsibility of the student to secure his/ her belongings in their locker. The school authorities reserve the right to search all lockers without notice or without a stated cause.

## **The consequences of actions that break this Code**

The consequences for lack of respect shown to others are serious. Bullying or aggression will be dealt with at the highest level and will involve some/all of the following consequences: expression of apology to the offended person, restitution, set tasks that are considered to be corrective, internal suspension, appearing before the Disciplinary Committee (Principal and or Deputy principal Year Head and a student advocate), temporary exclusion, which will be recorded permanently in the student's record. All of these are at the discretion of the Principal and appeals should be lodged by parent/guardian in writing with the Principal within seven days of the date upon which the parent/guardian is notified of the decision. A student may be excluded permanently if the safety of others is endangered or behaviour is such as to seriously hinder the progress of others. Permanent exclusion can only be at the order of the Board of Management. Parents/guardians may attend the discussion. The decision, given in writing, may be appealed by parents/guardians, or the student if over 18 years old, to the Secretary General of the Department of Education and Science within 42 days of the parent/guardian being notified.

The Teachers, Class Teacher, Year Head, Deputy Principal and Principal may:

- Issue verbal warnings.
- Increase sanctions in line with the Ladder of Behavior in Appendix 1.
- Request an interview with the Principal /Deputy Principal, and may lead to Parents/Guardians being contacted.
- Impose a period of detention.
- Impose a period of afterschool detention.
- Require of the student that additional homework be done.
- Inform the Deputy Principal.
- Internally suspend a student.
- Any other system devised by the Principal to improve behavior.

**This document was adopted by the Board on 16<sup>th</sup> March 2017**

**Signed: Mr. Martin Farren**

**Chairperson  
Board of Management**

**Date: 16<sup>th</sup> March 2017**



### Appendix 1: Ladder of Behaviour



Red background section containing the following items:

- Repeated/Persistent Uniform
- Persistent Low level disruption
- Persistent Late
- Persistent Class Materials
- Abuse/Foul Language towards Staff
- Persistent Smoking
- Damage to Property
- Persistent Mobile Phone
- Persistent Student Journal
- Fighting
- Persistent Homework
- Persistent Unacceptable Language
- Repeated or Serious Disrespectful Behaviour
- Persistent Classroom Instruction

Orange background section containing the following items:

- 2<sup>nd</sup> Uniform
- 2<sup>nd</sup> Low level disruption
- 2<sup>nd</sup> and 3<sup>rd</sup> Late
- 2<sup>nd</sup> Class Materials
- 2<sup>nd</sup> Mobile Phone
- 2<sup>nd</sup> Student Journal
- 2<sup>nd</sup> Smoking
- 2<sup>nd</sup> Homework
- 2<sup>nd</sup> Seat Allocation
- 2<sup>nd</sup> Disrespectful Behaviour
- 2<sup>nd</sup> Classroom Instruction
- 2<sup>nd</sup> Unacceptable Language

Green background section containing the following items:

- Uniform
- Low level disruption
- Late
- Class Materials
- Mobile Phone
- Seat Allocation
- Student Journal
- Smoking
- Homework
- Unacceptable Language
- Classroom Instruction
- Disrespectful Behaviour