

Code of Behaviour of Coláiste Íde

Preamble

It was decided to examine the college's Code of Behaviour in 2016/7 to ensure that it was effective, fair and to ensure that it meets the demands of current legislation.

Scope

This policy applies to the attitudes and behaviour of students of Coláiste Íde while wearing the college uniform. It relates to all school activities and when students are representing the college.

We expect an excellent standard of behaviour that will enhance the colleges' reputation

Relationship to the college's mission and ethos

This policy has been developed in line with the ethos of the Trustees of Coláiste Íde as stated in our mission statement. Coláiste Íde provides a safe and structured learning environment to promote a sense of mutual respect among all members of the college community.

The main aim of the college is the development of the "whole person". This means the development of all aspects of life – social, spiritual, intellectual, aesthetic, physical, creative and moral. It is our aim to prepare our girls to take their place in society as responsible citizens by helping them to:

Loyalty to the college motto "Glaine ár gcroí" (purity of heart) is expected from all girls and staff.

- Develop themselves fully, physically, spiritually, mentally and emotionally according to each girl's talents.
- Respect themselves, others and God.
- Respect our Irish heritage – our country, our language and our traditions.
- Have proper values to guide them for life.

- Acquire a love of learning.
- It is the policy of the college to follow the vision and educational philosophy handed down to us by the sisters of Mercy. Every effort will be made to adhere to their ideals, standards and values.
- No girl will be refused admission on the grounds of background, family or academic ability except when there is a threat to the welfare of other girls.
- Coláiste Íde is an all-Irish college. Therefore, in all areas of college life priority is given to the Irish language and to our Irish culture both within and outside the classroom. Paragraph 9(b) of The Education Act 1998 will be adhered to in so far as be possible.
- Emphasis will be on the value of work done well and every effort will be made to develop a spirit of cooperation, enthusiasm, self-discipline and positive attitudes in our girls.
- It is our aim to cater for the needs of all girls in our care.

Rationale

A high level of courtesy and consideration for others is necessary among the college community. Strategies will be put in place to recognize good behavior and interventions and sanctions will be put in place regarding behaviour, which is ill mannered, disruptive or dangerous.

Aims/Objectives

The main aims of the code of behaviour are:

- To provide a safe learning environment for the girls by promoting a sense of mutual respect among all members of the college community.
- To have effective procedures in place which will ensure the day to day running of the college and which meet the demands of current legislation.
- To promote good behaviour and self-reflection.
- To allow for the active, effective, appropriate involvement of all college personnel.

- To discuss the policy with the whole college community including parents/guardians at the start of the school year, girls, teaching staff at staff meetings, college staff and management and outline the advantages of it
- To emphasize and promote good behaviour and to acknowledge it
- To outline the strategies used to acknowledge good behaviour and how to reduce bad behaviour and avoid it
- To outline the interventions to be used when a girl misbehaves repeatedly.

College Rules and Guidelines

The rules are considered acceptable and fair and are supported by parents, the Board of Management and the Board of Directors/Trustees

We expect each girl

- To give due regard to the college motto “**Glaine ár gcroí**”.
- To respect the use of Irish as the language of communication and learning both inside and outside the college at all times.
- To show courtesy, be well behaved and well mannered at all times.
- To be responsible for your own personal property – including money.

Each student is asked to show respect for herself, teachers, college staff and her fellow students by:

- Following the instructions of teachers, supervisors and prefects at all times.
- To be kind, honest and positive
- Having the necessary books and equipment for class and study.
- Following the college timetable.
- Doing homework and study in the proper manner as outlined in the homework policy
- Wearing full, clean, neat uniform, suitable shoes and college sports gear. We expect that it will be worn with pride and it will be monitored regularly
 1. College skirt which reaches/goes the knees, with neat and tidy hem and lining
 2. College jumper in good condition

3. Neat school shirt
 4. Black nylon tights
 5. Good/Strong/safe black shoes with a low heel and black laces(*runners are only allowed in physical education classes. Canvas and 'pumps' are not allowed during school time*)
 6. Make-up, fake tan and nail varnish are not allowed
 7. Jewelry is not allowed except a watch and a simple ring
 8. Pierced jewelry is only allowed on the lobe of the ear. A small discreet pair of studs is allowed on the ear lobe
 9. Hair should be neat for classes and study
- Practising punctuality i.e. being on time for classes, study, meals etc. by answering bells immediately
 - To walk on the right in corridors at all times.
 - Not to bring food to the classroom or study hall.
 - Chewing gum is forbidden in all areas of the college
 - To ensure that your place is kept clean, neat and tidy at all times. Each girl is responsible for keeping her own place in order.
 - To follow staff instructions regarding the use of college equipment e.g. PE equipment, at all times.
 - To be aware that aerosol cans are never permitted on the premises.
 - To adhere to the mobile phone and social media policies
 - To be aware that drugs, alcohol and smoking are strictly forbidden inside or outside the college during the school year.
 - ***We expect excellent school attendance—from Monday to Friday between 8:45am until 4:00p.m. A note and/ or a phone call is necessary from parents/guardians if a student is absent. If a student needs to leave school early written permission from parents/guardians is necessary.***

Roles and Responsibilities

The Board of Management and Board of Directors/Trustees is responsible for ratifying the policy and all staff of the college community are responsible for implementing the policy

Girls

All girls are expected to observe and apply the Code of Behaviour. Girls will sign the code at the beginning of each school year

Parents/Guardians

Our college acknowledges the important role of parents/guardians in the development and operation of the code of behaviour and expects them to support the code and encourage their daughters to uphold it. Parents/guardians will sign the code with their daughters at the beginning of each school year.

We would expect the parents to share all relevant and important information with college authorities in the interview, and keep the college informed on an ongoing basis

Teachers/College Staff

Our school acknowledges the important role of teachers in the development and operation of the code of behaviour. The school recognises that the teacher's main focus is on teaching and learning. The teachers and the supervisors have a pivotal role in managing the girl's behaviour and in the positive reinforcing of the benefits of good behaviour

Ancillary Staff

Our college acknowledges the contribution of all ancillary staff. They too have an important part to play in the successful operation of the code of behaviour. They are obliged to report both incidents of good behaviour and misbehaviour they witness.

Board of Management

- The Board of Management is the decision - making body of the school. The school acknowledges the role of the Board of Management in the development and operation of the code of behaviour.
- All policies are developed with the authority of the Board of Management and must be approved by its members before becoming official school policy.

Board of Directors/Trustees

- The Board of Directors is the decision making body of Cairde Coláiste Íde Teo. The college acknowledges the role of the Board of Directors in the development and operation of the code of behaviour.
- All policies are developed with the authority of the Board of Directors and must be approved by its members before becoming official college policy.

*While members of the Board of Management/ Board of Directors are not involved in the day to day procedures, they are the body to whom parents/guardians and girls over 18 may appeal in cases of suspension or expulsion from the college

Measures to promote good behaviour

In our college girls are encouraged in their endeavours to uphold the code of behaviour by the use of the following measures:

- A) The code of behaviour is circulated to parents/guardians of all new entrants into the college. They are asked to read it and sign their agreement with the content. By doing so they acknowledge their support and cooperation with its implementation. This is to ensure that parents/guardians and girls understand what the rules and guidelines are, why they must be adhered to and the procedures, which will be followed if the rules are not upheld.
- B) At the start of the school year, as part of our induction process, the code is explained to the girls and they are informed of any amendments. This is to done to remind them of the content, taking into account that they have been out of our college's environment for three months.
- C) All behaviour reports are monitored on a monthly/3 weekly basis. Where a girl has three reports or more the behaviour will be discussed with the class teacher/head supervisor, and the girl will have to reflect on the behaviour and

methods to improve it. This is done to improve understanding of the behaviour and to ensure the behaviour improves

- D) College rules and guidelines and the reasons for them are discussed as part of the college's pastoral care programme, in Religion class or as part of SPHE, assembly, class meetings etc. Understanding and tolerance for others, self-management, independent thinking and a sense of fairness and the principles of natural justice are also discussed. Some of this work also takes place in the CSPE class.
- E) Issues such as Bullying, Racism, Sexism, Harassment, Violence and Substance Abuse are discussed with the girls during their stay at our college through supplying them with information and /or the use of outside speakers. This is to help them to reach a better understanding of these issues so that they can base their thinking, understanding and their actions on factual information and in line with the ethos of our college.

Rewards

In our college the following methods are used to reward students for upholding the code of conduct:

- Verbal praise of student by subject teacher or from college staff
 - Verbal praise by class teacher and head supervisor once a month/3 weeks
 - Name of student on a notice board in the dining area and a good behaviour certificate if the girl has earned a privilege
 - Verbal praise of the girl at assembly and a good behaviour letter if she attains 3 good behaviour certs in the term
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- Any student who has no behaviour report over 3 weeks/ a month in the college will be entitled to a privilege and be given a cert
 - There will be 2 terms in code of behaviour system, one from the start of the school year until Christmas, the other from January until the Summer.
 - Privileges will be rescinded in the case of a serious breach of the code of behaviour

Interventions/ Sanctions

The following interventions will be used to improve behaviour

- Step 1 Verbal correction and discussion with the girl to explain her misbehaviour and to advise her on how she can improve her behaviour.
- Step 2 Task given to student if required
- Step 3 The class teacher/head supervisor will speak to the girl after 3 reports and assist her in reflecting on her behaviour and its implications. They will outline methods to improve and to ensure good behaviour in the future
- Step 4 If the pupil has 5 reports the Deputy Principal and Deputy Manager(Discipline Committee 1), will speak to the girl and detention will be imposed. The girl will be asked to write a reflective note e.g a)on the inappropriate behaviour, b)the effect of it on the college community and c)how the girl intends to improve going forward
- Step 5 If a girl has 8 reports she will be required to appear before the Principal and Manager(Discipline Committee 2). Parents/guardians are informed of the behaviour which will be discussed in detail. A period of detention will be imposed again.
- Step 6 If the behaviour does not improve and after 10 reports, a formal letter will be sent to the parents/guardians informing them of the girl's continuing misbehaviour and informing them that she will receive a Behaviour Contract (Yellow) for a three week period
- Step 7 If, despite the college's best efforts, the behaviour of the girl does not improve she will be issued with another Behaviour Contract (Red) and parents/guardians will be asked to attend a meeting in the college where the girl's behaviour will be discussed in detail
- Step 8 The Board of Management/Board of Directors is informed of the misbehaviour.
- Step 9 The girl is suspended by Principal/Manager
- Step 10 The girl is expelled by the Board of Management/Board of Directors
- There is a right to appeal according to the principles of natural justice

- Before the girl returns to the college the girl and her parents/guardians must re-sign the college rule book and must affirm in writing that the misbehaviour will not continue. They will have to attend a meeting in the college with the Principal and Manager to re-sign the code of behaviour
- Before the girl returns to the college the girl and her parents/guardians must re-sign the school's college's code of behaviour and must affirm in writing that the misbehaviour will not continue.

More Serious Transgressions of the Code of Behaviour

This Code of Behaviour is implemented to take into account the rights of all members of our college community, in the case that a serious incident occurs and when suspension or expulsion is involved.

The following are examples of serious unacceptable behaviour, this list is not exhaustive: vandalism, theft, substance abuse, deliberate damage, fighting, inappropriate sexual behaviour, or very serious misbehaviour e.g. physical assault on another person, continuous use of inappropriate language towards a member of staff or refusal to accept his/her instructions, continuous bullying, absent without permission, alcohol/cigarettes in their possession in the college, illegal substances/paraphernalia, interference with the fire alarm/security systems, inappropriate use of mobile phones/social media

Distinction is always made between misdemeanours and more serious incidents which impact on all members of our college community.

Note

In our college the stages outlined in the sanctions will be used to deal with misbehaviour. The Code of Behaviour is based on steps to be taken to encourage and develop good behaviour as well as the management of misbehaviour.

The implementation of these stages depends on the gravity of the incident.

The principle involved is that a distinction can be made between misdemeanours and more serious incidents of continuous misbehaviour.

Records

Behaviour Reports will be used to acknowledge good behaviour and to assist girls in developing good behaviour. When a girl's behavior is not satisfactory they will not be allowed take part in extracurricular activities or college trips within/during a certain/specified time. All reports will be filed and monitored by the class teacher and head supervisor on a 3 weekly/ monthly basis. The deputy principal and Manager/Deputy Manager will co-ordinate all reports