

# Code of Behaviour

## 1. Introduction

*St Kieran's College, Kilkenny is an educational establishment catering for approximately 770 boys and has a total staff of approximately 55 people.*

**1.1** The school undertakes to provide a service of education to its students that will be broad and challenging in nature. Students will be prepared for Junior and Leaving Certificate examinations and a comprehensive Transition Year Programme will be provided for all students. The school also undertakes to provide a wide range of extra-curricular activities in an attempt to enhance the social, personal, sporting and aesthetic development of students.

**1.2** St Kieran's College is committed to educating the whole person to his full potential in a caring, supportive and happy environment. In accordance with the Mission and Values Statement of the school, each student is directed and helped to become the best person he is capable of becoming.

**1.3** In order to undertake this task, the Board of Management has set out this Code of Behaviour to present students, staff and parents/guardians with the norms of behaviour and relationships that are necessary to meet the aspirations of our Mission Statement.

**1.4** This Code of Behaviour was developed in collaboration with students, staff, parents/guardians and the trustees and seeks to translate the expectations of these groups into practical arrangements that will help to ensure effective learning and teaching.

**1.5** To ensure that all members of the school community can work in an orderly and safe environment it is essential that this Code of Behaviour be implemented in full and evaluated from time to time by the BOM following consultation with staff, students, parents and any other interested parties.

**1.6** A copy of the code will be provided to parents on registration of their son in the school in compliance with Section 23(4) of the Education (Welfare) Act 2000. Registration and admission of students into the school is conditional on parents' giving a written undertaking that they find this Code of Behaviour acceptable and that they will make all reasonable efforts to ensure compliance by their son. The Code of Behaviour applies to all students up to the completion of senior cycle education.

**1.7** In accordance with the Age of Majority Act, 1985 the school recognises that a student aged 18 or over is an adult and has capacity to enter contracts and make decisions affecting his legal and other rights.

**1.8** The Code of Behaviour is posted on the school's website with other policies. A hard copy is also available on request from the Principal.

**1.9** Students will be made familiar with the code in the following ways:

- By daily interaction with subject and form teachers
- In well-being classes
- In SPHE classes
- At assemblies with the Principal, Deputy Principals and the Year Head
- By reference to our visual noticeboards
- By reference to it in the student journal

## 2. Mission and Values Statement

*St Kieran's College, as Ireland's oldest all-boys Catholic Secondary School, continues its founding aim of the pursuit of real excellence in education and formation, in the light of the Gospel, so as to allow all our students to realise the fullness of their potential.*

**2.1** Our mission is to provide an atmosphere of Christian care and concern in which the student can grow to maturity.

**2.2** Academically, spiritually, physically and emotionally our students are encouraged to strive for all that is possible in the relentless pursuit of perfecting their individual gifts and talents.

**2.3** In so doing they bring to life the joy intended by our motto, "Hiems Transiit", for themselves, those they love and the community where they will live, serve and lead.

## 3. Rationale

*The purpose of the school's Code of Behaviour is to give positive and practical guidelines to promote good behaviour and practice. It applies to all school-linked activities (in and out of the school) and guides the implementation of the school's Mission Statement in the daily school activities.*

**3.1** The Code encourages the development of self-discipline, respect for all and a positive attitude to the school community.

**3.2** The Code will facilitate the creation of a safe, happy, caring and respectful environment within the College, where students and staff can expect to be treated with respect at all times and which allows effective learning and teaching to take place.

**3.3** The Code will provide a mechanism for encouraging and rewarding high standards of behaviour, which will facilitate students achieving their potential.

**3.4** The Code aims to ensure that all stakeholders are clear about their expectations and responsibilities and that students, parents and staff are aware of the consequences of inappropriate behavior.

**3.5** The Code aims to ensure that the good reputation of the school is maintained and enhanced.

**3.6** The Code aims to establish a balance between the interests of the individual student and the general welfare of the wider school community.

## 4. Legal Framework

*This Policy has been developed in compliance with the **Developing a Code of Behaviour: Guidelines for Schools** document produced by the NEWB (May 2008).*

**4.1** This Code of Behaviour is effective on and from January 2014 and supersedes all previous Codes.

**4.2** The Code has been approved by the St Kieran's College trustees.

## 5. Mutual Expectations

*This Code of Behaviour presents students, staff and parents/guardians with the norms of behaviour and relationships that are necessary to meet the aspirations of our Mission Statement and translates the expectations of these groups into practical arrangements that will help to ensure effective teaching and learning.*

**5.1** All members of staff, teaching and non-teaching, are expected to adopt the highest professional standards in their work and their dealings with each other and with all members of the school community i.e. students and parents.

**5.2** Our expectation is that each student displays a positive attitude to learning, attends frequently and punctually, adheres to uniform and dress code requirements, observes all aspects of the Code of Behaviour and is cooperative and courteous in his dealings with other members of the school community at all times.

**5.3** Parents/guardians have a vital role to play in the promotion of good behaviour in school. It is expected that parents/guardians give their full support to the management and staff of the College in the implementation of this Code of Behaviour and that their dealings with the school and all involved in the school community will be of a high standard.

## **6. Vision for Relationships**

*St Kieran's College aims to promote high standards of honesty, courtesy and mutual respect at all times and these values form the basis of all relationships in the school.*

**6.1** The following are the values that are central to life in this school:

- People feel valued
- Everyone is courteous
- Self-esteem is fostered
- There is respect, tolerance and fairness
- People in difficulty are supported
- There is open and honest communication
- Effort is recognised
- Difference is valued
- Conflict is handled constructively
- Social, moral and civic values are promoted
- Initiative and creativity are stressed
- Everyone works to the best of their ability
- Everyone is respectful of individual and school property

## **7. Support Structures**

*St Kieran's College affirms Pastoral Care structures, which will ensure a caring and positive approach to the diverse needs of students, will be put in place in order to provide students and parents, as far as possible, with the supports and information needed to facilitate their good behaviour in school.*

**7.1** Subject teachers are best positioned to provide advice and direction to students when minor misbehaviour needs to be addressed.

**7.2** Students who might need additional help or specialised support in adhering to the Code of Behaviour are advised to seek help from the Pastoral Care Team in the school. Students are made aware of these contact people (The Chaplain, Pastoral Care Team, Subject and Form Teachers, the Year Head, Deputy Principals and Principal) at their induction day and throughout their time in the school.

**7.3** Parents will be kept informed of a pupil's progress by means of regular Examination results and a Parent-Teacher Meeting.

**7.4** Parents and teachers may meet at any time during the school year on an appointment basis. Parents who wish to make an appointment should contact the school office. On occasion, parents may be contacted by phone.

7.5 The school has a text messaging system in place and a website ([www.stkieranscollege.ie/school](http://www.stkieranscollege.ie/school)) to keep parents informed.

7.6 The school will use the opportunity presented by information meetings e.g. induction meetings, subject choice meetings to keep parents informed about the code.

7.7 When necessary, support services may be offered to parents/guardians as deemed appropriate.

7.8 Support services outside the school may be contacted to provide more specialised assistance to students in managing their behaviour.

7.9 The Principal will ensure that students joining the school after First Year are made familiar with all aspects of this Code.

## 8. Promoting Good Behaviour

*The school recognises and appreciates the fact that most students behave appropriately and it is the policy of St Kieran's College to encourage and promote positive behaviour.*

8.1 Positive behaviour, genuine effort and achievements are recognised in the following ways:

- Verbal and non-verbal praise
- Personal recognition from the Principal, Deputy Principals, Year Heads, Form and subject teachers
- Positive comments on school reports
- Positive comments in the student's homework journal
- Positive comments in students copies
- Where appropriate, letters and phone calls to parents/guardians
- Special awards during the year
- Special awards on Awards Night
- Acknowledgement of good behaviour, effort or achievement at school assemblies
- Class Trips
- Recognition on TV Screens and Noticeboards
- Recognition in College Record
- Recognition in school's Pictorial Archive and Achievements display

## 9. Anti-Bullying Code

*The bullying of fellow students is regarded as being particularly offensive to the spirit of St Kieran's College and will not be tolerated under any circumstances.*

9.1 All reported incidents of Bullying will be fully investigated (See St Kieran's College Anti-Bullying Policy).

## 10. Classroom Code

*Our classroom code as posted in our classrooms and in our student journal is based on the concepts of Rights, Responsibility and Respect. The classroom is a place where students have a right to learn and teachers have a right to teach. The quality of the teaching/learning dynamic and the fostering of productive relationships is integral to our mission and it is incumbent on staff to:*

- a) *Demand honest effort and high standards in terms of work and behaviour*
- b) *Have positive expectations of students*
- c) *Employ varied and effective teaching methodologies*
- d) *Seek to create an attractive classroom environment.*

*Every class period represents a valuable educational opportunity and students are required to attend each class armed with a determination to work quietly and diligently and make the most of the learning opportunity provided.*

**10.1** Students should come to each class on time and fully prepared with the necessary books/copies/Student Journal and equipment (including the appropriate gym gear for the Physical Education Class).

**10.2** All books and equipment should be maintained in good condition, which are free from all unnecessary markings. Books lost or abused must be replaced at the student's own expense.

**10.3** Upon entering a classroom students should immediately sit at the desk appointed by the Subject Teacher, take out the required books and/or copies and open them at the page appropriate to that day's work.

**10.4** Students should ensure that the classroom is left clean and tidy at the end of class. Students should use the appropriate bin(s) provided.

**10.5** Students are required to pay attention in class and always work to the best of their ability.

**10.6** Students are expected to have all their written exercises completed and oral/learned work properly prepared. If this is not possible a note from a parent will be required.

**10.7** Students are expected to submit work which is their own and not copied from other students or other sources.

**10.8** Students must not move around or leave the classroom without specific permission from the Subject Teacher.

**10.9** Students should not tamper with or mark any furniture (desks and chairs), fittings, wall posters/hangings or any other equipment in the classroom. Graffiti is strictly forbidden.

**10.10** Students are not permitted to eat, chew gum or drink (water is at the discretion of the teacher) during class.

**10.11** Students must observe fully the rules of conduct set down for their own safety in specialist classrooms e.g. the library, the laboratories, woodwork rooms, art rooms, music room etc.

**10.12** Disruption of the classroom-learning environment will not be tolerated.

**10.13** Students should not interrupt a class to make announcements etc. unless acting with the permission of, or at the request of, a member of staff.

**10.14** No student may change subject or Subject Teacher without first obtaining permission from the Year Head concerned.

*Students who are in breach of the Classroom Code may face sanctions up to and including Suspension.*

## **11. Homework Code**

*Homework is a valuable aspect of the learning process. It contributes to the development of sound study skills, reinforces class work and promotes independent learning and creativity.*

**11.1** Homework usually takes the form of written work but it may also involve learning, studying and revision.

**11.2** Homework given by each Subject Teacher, whether written or otherwise, must be recorded by the student in his Student/Homework Journal.

**11.3** Students have homework in one form or another every night so students must ensure that all the books/copies necessary to fulfill their homework requirements are brought home with them at the end of the school day.

**11.4** All homework assignments must be completed or at least attempted. Where they are not, an explanatory note from a parent/guardian must be included in the Student/Homework Journal and presented to the Subject Teacher prior to the commencement of the class.

11.5 All homework assignments presented must be the original work of that student.

11.6 In the event of no written explanation being offered students who fail to present homework in class or who fail to make an acceptable effort at an assigned exercise may face sanctions from the Subject Teacher involved. Students who fail to present homework or who fail to make an acceptable effort on a regular basis will be reported to the Year Head who will determine the level of sanctions to be imposed.

11.7 Students who miss all or part of a class due to extra-curricular events e.g. sport, tours etc. must make arrangements to find out what homework assignments they missed and have that homework completed for the next class in that subject.

11.8 Homework/Revision requirements vary from subject to subject and from Year grouping to Year grouping and should involve six sessions of study/revision each week. The following times may be a useful guideline to students and parents.

- First Year – 1 to 1 and a ½ hours.
- Second Year – 1 and a ½ to 2 hours.
- Junior Cert – 2 to 2 and a ½ hours increasing as mock and state exams approach.
- Fifth Year – 2 and a ½ hours.
- Leaving Cert – 3 hours + increasing as mock and state exams approach.

*Students who are in breach of the Homework Code may face sanctions up to and including Suspension.*

## 12. House/Public Examinations Code

*House examinations are an integral part of the academic programme offered in St Kieran's College. They help reinforce learning and are of vital importance in the revision process. St Kieran's College students are expected to sit all timetabled House Exams.*

12.1 Students must cooperate in every way with the running of the examinations.

12.2 Cheating or copying is a serious offence.

12.3 Students must be on time for exams.

12.4 Mobile phones/Smart Devices, electronic equipment etc. must be switched off.

12.5 All students must have their own pens, materials, calculators etc.

12.6 No eating during the exams.

12.7 Students are not allowed to communicate in any way with other students for the duration of each exam.

12.8 Students must bring the relevant books/copies to study for their next exam.

12.9 The Junior and Leaving Certificate Examinations are governed both by the school's Code of Behaviour and by the Rules and Regulations of the Department of Education and Science and students should familiarise themselves with these separate requirements.

## 13. Mobile phones/Smart Device

*The school wishes to strike a fair balance between the convenience/safety advantages of Mobile Phones/Smart devices and the need to maintain an orderly classroom environment that is conducive to learning. The School's Mobile Phone/Smart Device Policy (see school website) to complement the use of technology in the classroom for teaching and was developed in an open and inclusive way involving all members of the school community including teachers, students and parents.*

*The use of Mobile Phones/Smart devices during class time compromises the school's entire learning environment. Children and young people need to be guided and supported to become good digital citizens. In a school setting, using digital technologies mediated by the teacher with the skills to exploit the potential of the technologies can be invaluable in equipping children with the skills to navigate the online world safely. During class students must give teaching and learning their full attention and participate, without distraction, in all class activities.*

*The use of Mobile Phones/Smart devices during class is an infringement of the rights of other students (unless guided by the teacher) and teachers to a peaceful and totally private learning environment. Students must also be in a position to give their full and undivided attention to any emergency health and safety instructions, which might be issued by the Subject Teacher.*

**13.1** Accordingly, mobile phones may not be used during the school day. Senior students (fifth and sixth year) may use their phones during Lunch break outside the school campus.

**13.2** In class, examination centres, guest speakers etc – *Mobile Phones/Smart devices* must be switched off and placed in the students locked locker. For non-classroom based activities, (e.g. Evening Study, School related activities and programmes, Extra-Curricular Activities, School Trips and Tours etc.) students may be permitted to access their mobile phone/smart device under the guidance of the teacher.

**13.3** In the event of an emergency e.g. illness, a student may use his mobile phone with the permission of a member of staff.

**13.4** Under no circumstances are *Mobile Phones/Smart devices* equipment to be brought into examination centres during state examinations.

**13.5** Failure to comply with these rules regarding *Mobile Phones/Smart devices* will lead to its confiscation by any member of the teaching staff (see Mobile Phone Policy).

**13.6** In the case of a mobile phone being confiscated, the teacher should ensure that the student has the capacity to contact home if necessary. The teacher should then give the mobile phone/smart device to the Deputy Principals with a report and details.

**13.7** The Deputy Principals may keep the mobile phone/smart device for a period of up to seven days or may be in contact with the parents/guardians. In the case of family emergencies parents can contact a student at any time during the school day by ringing the Office.

**13.8** The use of cameras/videos in the school without permission is prohibited. The photographing/videoing of staff and other students without permission is prohibited.

**13.9** The inappropriate use of the camera/video/voice recording functions on a student's mobile phone/smart device e.g. unauthorised recording, infringement of privacy, bullying or threatening behaviour, will result in the confiscation of the phone/device as outlined above as well as the possible imposition of more serious sanctions.

**13.10** The inappropriate use of an e-reader/iPad type device may result in the confiscation of the device as outlined above and/or the possible imposition of more serious sanctions.

## **14. Behaviour Outside School Code**

*The school expects the highest standards of its pupils in any dealings with and activities in the vicinity of the school and in the local community.*

**14.1** There should be attention to litter and appropriate conduct at all times.

**14.2** The school will cooperate with all local authorities and the Gardai in ensuring that the highest of standards are maintained.

**14.2** Any specific behaviour outside school which is considered by the school authorities to negatively impact on the school, to interfere with its workings, to be detrimental to other members of the school community or to

undermine school discipline is subject to the school's sanction.

## 15. Health and Safety Code

*St Kieran's College makes every possible effort to provide a safe and healthy environment for all students. This commitment is set out in more detail in the school's **Health and Safety Statement** that is available upon request from the Principal.*

**15.1** Students must observe fully school rules/regulations/codes designed for their safety. Students must also take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their actions.

**15.2** Students must always behave in an orderly manner on the school premises.

**15.3** Students should walk, not run, in and around the school buildings. During a change of classroom students should proceed without undue delay, in as orderly and quiet a manner as possible in corridors as they make their way to their next classroom.

**15.4** Where congestion occurs students are expected to wait in a patient and mannerly way until it is safe to proceed. Precedence at such times should always be given to visitors, members of staff and younger students.

**15.5** Students waiting to enter classrooms must do their best not to cause congestion or to interfere with students making their way to other classrooms.

**15.6** Students must take full part in fire drills and familiarise themselves with the position of emergency exits and the locations of fire extinguishers. Failure to co-operate with a fire-drill will be treated as a serious breach of the Health and Safety Code.

**15.7** Students must not tamper with or interfere in any way with safety equipment i.e. alarms, fire extinguishers etc.

**15.8** All safety rules applicable to Specialist Rooms eg. Science Labs, Materials Technology Rooms, Music Room, Sports facilities etc. must be observed at all times.

**15.9** No student may enter an area where building or reconstruction work is in progress.

**15.10** Any accidental damage must be reported immediately to the Principal or Deputy Principals. The student/parents may be required to make good any loss or damage.

**15.11** Students should not bring large sums of money or other valuable items to school. Money for school tours etc. should be given to the appropriate person as early as possible in the school day.

**15.12** All student property should be clearly marked or labelled.

**15.13** Litter represents a very obvious threat to Health and Safety and so students are expected to keep classrooms, corridors and the school grounds free from any form of litter (wrappings/bottles/cans/food), which might endanger the health and/or safety of other students, members of staff or visitors.

**15.14** If required students must fulfill assigned litter duties or whatever litter picking or cleaning duties they are asked to carry out by a member of staff.

**15.15** While on their way to and from school students must observe the rules of the road at all times, showing due care for other students, for property, for traffic and for pedestrians.



**15.16** Students who cycle to and/or from school are strongly recommended to wear cycling helmets. At times of poor visibility, lights and reflectors should be used. Students should not cycle on the school grounds. When not in use bicycles should be padlocked.

**15.17** Students are required to behave sensibly when travelling to or from school on school buses or on any form of public transport.

**15.18** Students are not permitted to park cars/vans/motorcycles on the school grounds.

**15.19** Students who are dropped off or collected in or near the school grounds should impress upon parents/drivers the need for particular care in driving/ stopping/ dropping off passengers in the vicinity of the school grounds.

**15.20** The Rules relating to alcohol, illegal drugs, flammable substances, weapons etc are contained in the *Forbidden/Illegal Substances Code and the Banned Objects/Materials Code*.

**15.21** Students must not involve themselves in activities likely to injure others or damage property.

**15.22** All students have a responsibility towards public hygiene in the school.

**15.23** Students must avoid placing themselves or others at risk in relationship to the Physical Education class or sport in general e.g. in the weights area of the gym etc.

**15.24** Students injured during PE/training should report the injury to the PE Teacher/team trainer during or immediately after the class/session. If injuries flare up sometime after class/training students should with the permission of another teacher then report in person to the PE Teacher/team trainer for further direction in the matter. If the PE Teacher/ team trainer is unavailable the student should report the injury to the Office or a member of staff. An injured student should not go home until there has been communication between the school and parents.

**15.25** Students feeling unwell are not permitted to go home unless with the consent of a member of staff who has been in touch with the student's parent(s). (See procedures for leaving school)

**15.26** The sale (hawking) or exchange (bartering) of goods such as sweets, drinks, CD's, DVD's, electronic games, games consoles etc. is not permitted, at any time during the school day, on or near the school premises.

**15.27** Students must be aware that their actions should not compromise the safety, health and welfare of themselves or others in the community when outside the school grounds.

*These regulations are required in order to protect the health and safety of the full school community.*

*Any student in breach of the Health and Safety Code will face disciplinary measures deemed appropriate by management and may result in sanctions up to and including Suspension from school, referral to the BOM and to the Gardai.*

## **16. Forbidden/Illegal Substances Code**

*Substance abuse hinders the achievement of positive goals and invariably leads to a decline in academic performance, to a higher level of truancy and to increased levels of misconduct.*

**16.1** St Kierans College is committed to the health, safety and well-being of the school community as a whole and as a result the school management will not tolerate any form of substance abuse by any student.

**16.2** Students are strictly forbidden to possess, consume, offer for sale or be under the influence of alcohol or illegal substances e.g. non-prescription drugs, inhalants etc. while they are in the care of the school authorities, on or off school property.

**16.3** Smoking is not allowed in the school buildings, school grounds or on any outside activity organised by the school. Students are also prohibited from smoking on the way to or from school and during the morning or lunch breaks even if outside the school grounds.

**16.4** Students should note that a violation of this code may also be a violation of the law. Under Section 47 (2) of the Public Health (Tobacco) Acts a person who smokes in contravention of subsection (1) of that section i.e. on school grounds, is guilty of an offence. Under Section 5 (2A) of the said Acts, a person found guilty of an offence under Section 47 is liable on summary conviction of a fine of up to €3,000.

**16.5** The School Management reserves the right to search bags lockers etc. belonging to students if there is a suspicion that alcohol, drugs, illegal substances, cigarettes etc. are being concealed. Such searches will only be carried out in exceptional circumstances.

## **17. Banned Objects/Materials Code**

*St Kieran's College aims to maintain a safe and healthy environment for students, members of staff and visitors and every student has a responsibility to take the greatest care in not putting others at risk.*

**17.1** Students are strictly forbidden to bring weapons, or objects of any kind which could be used as weapons, into the school e.g. knives, pen-knives, pellet guns, catapults etc.

**17.2** Students are also forbidden to possess/use/throw stink bombs or other Joke Shop materials, matches, fireworks, cigarette lighters or other flammable liquids, correctional fluids such as Tippex, conkers, aerosol sprays/deodorants or any other substances or objects deemed by the School Management to pose a threat to the Health and Safety of students and/or staff.

**17.3** The possession or display of offensive or unsuitable materials or publications, as determined by the School Management, is strictly forbidden.

**17.4** The careless disposal of chewing gum causes damage to clothes and property resulting in a great deal of inconvenience and often expense to students and staff and for that reason chewing gum/bubble gum etc. is banned from the school premises.

**17.5** The School Management reserves the right to search bags, lockers, jackets etc. belonging to students if there is a suspicion that weapons etc. are being concealed. Such searches will only be carried out in exceptional circumstances.

## **18. Punctuality Code**

*By being punctual students show respect and consideration for others. Punctuality also reflects a student's reliability, self-discipline and organisational ability.*

**18.1** Students are expected to be in attendance by 8.45 a.m. on each school day and to be punctual for every class throughout the day.

**18.2** Students who arrive late to school will be recorded as late on the roll. Students arriving after the rolls have been returned at 9.30 a.m. should report to the office of the Deputy Principal to sign the late book.

**18.3** The Roll Taker, Year Head, Deputy Principals and Principal will monitor punctuality on a daily basis and may impose sanctions up to and including detention for repeat breaches of this regulation.

## **19. Attendance Code**

*Only full or near-full attendance can guarantee a complete knowledge and understanding of all course material and homework requirements and for that reason students of St. Kieran's College are expected to be in attendance every school day (see School Attendance Strategy on school website).*

**19.1** The National Educational Welfare Board (NEWB) is the national agency established to ensure that every child attends school regularly or otherwise receives an appropriate minimum education. In accordance with the

Education (Welfare) Act 2000 the school is obliged to keep a register of all students and inform the area Educational Welfare Officer in writing of certain student absences of more than 20 days during the school year.

**19.2** Rolls are taken by each teacher at the start of every class. Morning and afternoon rolls are collected and returned to the school office and/or Deputy Principal.

**19.3** As indicated by Section 18 of the Education (Welfare) Act, 2000 any student absent for a day or part of a day must bring in a dated letter or student journal entry of explanation signed by a parent or guardian. The letter or journal entry must specify the reason for the absence e.g. illness, urgent family reasons, other. A written explanation must always be provided. A phone call to the Office should always be followed up by a written note.

**19.4** The letter or journal entry must be placed in the relevant year-group Roll Box immediately on return to school for collection by the roll taker and/or Deputy Principal for that year group.

**19.5** All absences and explanations are recorded, details of which are available to the Department of Education and Skills.

**19.6** When in school students must attend all their timetabled classes.

**19.7** No student is permitted to absent himself from any class without prior consent. A note from a parent/guardian is required if a student wishes to leave the school premises during school hours e.g. for a medical or dental appointment (although such appointments should be made outside school hours if at all possible).

**19.8** The following procedures must be followed by students leaving the school during the school day:

- The student should report to their Year Head/Deputy Principals/Principal for permission to sign out.
- A student leaving the school at any time during the school day, having presented a note signed by a parent to their Year Head/Deputy Principals/Principal, must then sign out from the Deputy Principals office. The note should then be placed in the relevant Roll box.
- If a student is not in a position to return to school after lunch without having signed out appropriately the onus is on the student to ensure that his parent/guardian contacts the school office immediately and the usual letter of explanation must be provided the following day.
- Any breach of these procedures is considered a serious offence.

**19.9** The school accepts no responsibility for students who leave the school premises without proper permission.

**19.10** In the case of any pre-planned absences e.g. family holidays, attendance at sports events etc. parents should inform the school authorities in advance. Notification of such pre-planned absences must be given in writing and the usual letter of explanation provided on return.

**19.11** In the event of a student contracting a contagious disease/illness, parents/guardians should immediately inform the school authorities of the nature of the illness and under no circumstances should the student be sent to school until the risk of contagion has completely passed.

**19.12** It is the duty of students who miss a day or part of a day to catch up on work/notes/homework missed during the time of their absence.

## **20. Uniform/Dress and Appearance Code**

*St Kieran's College demands high standards in dress and appearance. An important aspect of education is learning to present oneself properly and students are therefore encouraged to take pride in their personal appearance.*

**20.1** The full School Uniform as stipulated by the school authorities in consultation with the Parents' Association must be worn at all times i.e. in School, travelling to and from School, on School outings, at all functions where the student is representing the school and during State Examinations.

**20.2** The official uniform is available from Paul's and The Monster House, High Street, Kilkenny and consists of the following:

- Grey long sleeve shirt
- Black tie with white diagonal stripe
- Black v-neck jumper with school crest and white stripe at "v"
- Grey trousers
- Black outdoor jacket with school crest
- Plain black or brown shoes – the make/brand is a matter of personal choice for students/parents.

**20.3** All items of the uniform should be marked/labelled clearly with the student's name written in indelible ink.

**20.4** Students should wear the regulation School Jackets only.

**20.5** If hats are necessary during cold weather they should be conventional and of plain colour. Badges or slogans must not be worn on clothing.

**20.6** The school provides a set of blazers that are made available to students for official school events. The school encourages the wearing of blazers on such occasions.

**20.7** Unless medically required, runners may only be worn for sport.

**20.8** The Physical Education class has a very specific dress code. Students are required to bring to class whatever sports gear they are instructed to by their P.E. teacher e.g. an appropriate sports bag, runners (with non-marking soles), football boots, shorts, sports shirt, gum shields etc. Health and safety considerations mean that students are prohibited from wearing ordinary uniform shoes in the main hall of the gymnasium. Runners are the only acceptable type of footwear to be worn in those areas.

**20.9** The wearing of jewellery (ear studs, eye bars, tongue bars, chains, rings and anything else of that nature) on the school premises or at school activities is forbidden. Students are not permitted to cover piercings/conceal items of jewellery with plasters/band aids or to wear inserts. Parents/guardians are asked to support the School Management in ensuring that their son/s do not wear such items of jewellery to school. It is advisable therefore for students not to get a piercing done during the months August to June.

**20.10** Students who breach this rule regarding jewellery may have the offending item confiscated, placed in the care of the Deputy Principals and returned at a later date.

**20.11** Hair must be kept clean, neat and tidy, of a conventional style, unadorned, of a natural colour and of minimum length grade 2. Long hair must be tied back and off the face at all times. Fringes must not conceal the student's eyes or interfere with his sight.

**20.12** Students should be clean-shaven at all times.

## **21. Personal Property Code**

*Students are responsible for the safe-keeping of their personal property.*

**21.1** The school will assist by renting a locker to each student who wishes to avail of one. Students must ensure that lockers are secure at all times.

**21.2** Lockers remain the property of the school and may be inspected by school authorities at any time.

**21.3** The school accepts no responsibility for the loss of, damage to or theft of students' personal property.

**21.4** The theft of another student's or a member of staff's property is viewed as a serious offence.

## **Procedures for Dealing with Misbehaviour**

### **22. Levels of Responsibility**

**22.1** Responsibility for the implementation of school behaviour policy rests, in the first instance, with each individual Subject Teacher.

**22.2** Should cases of indiscipline be persistent or serious in nature, the Subject Teacher will seek the advice of the Year Head.

**22.3** The Year Head may, in turn, refer serious or persistent matters to the Deputy Principals/Principal for more detailed consideration.

**22.4** The Principal will inform the BOM of any terms of suspension that he imposes and will also refer particularly serious instances of indiscipline to the Board.

**22.5** The BOM, in turn, shall have reference to natural justice, fair procedure, the Trustees and the Education Welfare Officer in any instance where the sanction of permanent exclusion is being considered.

**23.6** In all situations where an investigation is warranted it will be carried out in accordance with the NEWB Guidelines.

## **23. Sanctions**

**23.1** The following sanctions may be applied by teachers in accordance with the seriousness of the offence, the student's previous history and any other factors deemed to be relevant:

- Verbal warning
- Written entry in the Student's Diary
- Written disciplinary exercise
- Contact with parent/guardian
- Written report to the Year Head on the Report Sheet
- Informal detention

**23.2** The following sanctions may be applied by Year Heads in accordance with the seriousness of the offence, the student's previous record and any other factors deemed to be relevant:

- Contact with parent/guardian
- Informal detention
- Separation from peers
- Student/Class report
- Formal Friday detention (parents will be informed by Principal)
- Referral to Deputy Principals/Principal

**23.3** In addition to the above sanctions, the Principal is empowered to impose suspension from school.

**23.4** The BOM, in turn, shall invoke principles of natural justice and fair procedure while informing the Education Welfare Officer of any instance where the sanction of permanent exclusion is being considered.

**23.5** Sanctions must be used in the school as a form of positive intervention in the management of behaviour. In particular, a sanction should:

- Defuse and not escalate a situation
- Preserve the dignity of all parties
- Be applied in a fair and consistent way
- Be timely

## **24. Written records**

**24.1** Written records of students' behaviour and school performance are kept as a matter of policy.

**24.2** All records will be kept in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

## **25. On Report**

**25.1** In cases where a student is consistently disruptive in a particular class/classes, he may be placed on Class Report or Student Report by the Year Head for a period of time.

**25.2** If on Class Report the Year Head will provide the student with a sheet to be signed at the end of each class by his subject teacher to state that classroom behaviour, homework and general attitude were of a satisfactory standard.

**25.3** Failure by the student to submit a fully-signed sheet to the year head will lead to the consideration of more serious sanctions.

## **26. Detention**

**26.1** Informal Detention can be imposed as a sanction by subject teachers, Year Heads, Principal/Deputy Principals at free times between the hours of 8.50am and 4pm. If this involves students having to make alternative arrangements for lunch, they will be given due notice.

**26.2** Formal detention for an hour after school is considered to be a serious sanction that can be imposed for behavioural reasons. It is deemed to be an appropriate sanction for repeated lateness for school, unauthorised absence from class, disruption of class and insolence towards school staff, to give but four examples.

**26.3** Formal detentions usually take place on Friday are usually of one hour duration but may be extended to two hours in some cases.

**26.4** Formal Detention is imposed by the Principal, Deputy Principals or Year Head.

**26.5** Parents will receive written notification of a formal detention from the Principal prior to the date of the detention.

## **27. Suspension**

**27.1** Suspension is defined as a sanction requiring the student to absent himself from the school for a specified, limited period of school days. The NEWB Guidelines will be followed in situations of possible suspension.

**27.2** The decision to suspend a student requires serious grounds such as that:

- An accumulation of infractions has occurred
- The student's behaviour has had a seriously detrimental effect on the education of other students
- The student's 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 has occurred e.g. assault, gross defiance, vandalism, drug or alcohol offences.

**27.2** In considering a term of suspension, the following factors will be relevant:

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions tried to date
- Whether suspension is a proportionate response
- The possible impact of suspension

**27.3** The BOM has delegated the power to suspend for a maximum of 3 days to the Principal. With the approval of the BOM, a suspension of 4 or 5 days may be imposed by the Principal.

**27.4** A suspension in excess of 5 days and normally for not more than 10 days can only be imposed by the BOM.

**27.5** Additionally, any suspension that would bring the total number of days for which the student has been suspended in the current school year to 20 days or more must be formally reviewed by the BOM.

**27.6** Fair procedures based on the principles of natural justice will be followed by the school when proposing to suspend a student, as follows:

1. **The right to be heard:** The Principal will inform the student and his parents of the complaint, how and by whom it will be investigated and that it could result in suspension. The student and his parents will be given an opportunity to respond before a decision is made and before any sanction is imposed.
2. **The right to impartiality:** This requires that the investigation of a complaint is separated from the process of making a decision with regard to sanctions. Accordingly, the Principal will usually arrange for another member or members of staff to conduct the investigation and to present a full report on the facts of the case, as well as any other relevant information, to the Principal. The Principal will then decide whether to impose suspension on a student.

**27.7** The Principal will notify the student and her parents in writing of a decision to suspend. Such a letter will confirm the period of suspension and reason/s for it as well as the right of appeal to the BOM or to the DES as relevant.

## 28. Expulsion

**28.1** Expulsion will only be resorted to by the BOM in the most extreme cases of indiscipline and normally only after every effort at rehabilitation has failed and every other sanction has been exhausted. The NEWB Guidelines will be followed in situations of possible expulsion.

**28.2** Any decision of the BOM to expel a student may be appealed under Section 29 of the Education Act, 1998, as explained below.

**28.3** The following behaviours, however, may be grounds for automatic expulsion, even if for a first offence, and after the following of due process and fair procedures:

- 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
- Extreme cases of vandalism

**28.4** In considering the expulsion of a student, the following factors will be relevant:

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions tried to date
- Whether expulsion is a proportionate response
- The possible impact of expulsion

**28.5** Summary of procedures in respect of expulsion:

1. A detailed investigation will be carried out under the direction of the Principal that will allow for the student and his parents to be given every opportunity to respond to the alleged misbehaviour
2. A recommendation to the BOM by the Principal and the allowing of the parents to attend the relevant part of that BOM meeting and/or to make a written and/or oral submission to the BOM

3. If expulsion is being recommended by the BOM following the meeting, parents/guardians and the Educational Welfare Officer must be informed
4. Consultations arranged by the Educational Welfare Officer – 20 days must be allowed for this stage
5. Confirmation of the decision to expel

**28.6** The full procedures to be followed by the BOM in the case of expulsion are set out in *Developing a Code of Behaviour: Guidelines for Schools*, (NEWB, May 2008).

## **29. Modification Clause**

**29.1** The BOM of this school reserves the right to modify the details of the Code of Behaviour at short notice in response to events or circumstances that were not foreseeable when the Code was being first drafted or subsequently reviewed.

**29.2** Written notification of such modification will be posted to families prior to its becoming operational.

## **30. Appeals Procedure**

**30.1** Under Section 28 of the Education Act, 1998:

- a) The parent of a student or, in the case of a student who has reached the age of 18 years, the student, may appeal to the BOM against a decision of a teacher or other member of staff of a school.
- b) Grievances of students, or their parents, relating to the students' school (other than those which may be dealt with under paragraph (a) of Section 29 of the Education Act, 1998), shall be heard by the BOM.
- c) Appropriate remedial action shall, where necessary, be taken as a consequence of an appeal or in response to a grievance.

**30.2** Under Section 29 of the Education Act, 1998, there are three contingencies in which the student (over 18) or the parent may appeal to the Secretary General of the DES. These are as follows:

- a) Where the Board permanently excludes a student from the school.
- b) Where a student is suspended for a period of 20 days or more in one school year.
- c) Where the school refuses to enrol a student.

**30.3** Such an appeal may only be made following the conclusion of any appeal procedures provided by the school in accordance with Section 28.

## **31. Concerns/complaints**

**31.1** Any member of the school community who has a concern about any aspect of this code or a complaint should contact the Principal.



