



CASTLETROY COLLEGE



Code Of Behaviour

Castletroy College Code of Behaviour

The aim of the Code of Behaviour is to promote good behaviour and respect for all members of the school community. This can only be achieved when the whole school community works in partnership to promote good behaviour, which will involve regular planning and reviewing of the behaviour policy.

Principles of Managing Behaviour

- To create a climate where learning can flourish
- To protect the basic rights of safety, learning and respect
- To set the boundaries in which students can feel successful and achieve
- To encourage students to behave in a socially appropriate manner and to make acceptable choices

Scope

This Code applies to all pupils while attending the school and while involved in school related activities. The responsibility for dealing with disciplinary activities which occur outside school time rests with the parents/guardians/civil authorities depending on the circumstances. Notwithstanding, circumstances may arise where the pupil is outside of school or school related activities and may be subject to the School Code of Behaviour.

These may include activities such as:

- Travelling on school buses
- School tours or organised out of school activities
- Behaviour of pupils in local areas during breaks
- Behaviour of pupils outside of school while wearing school uniform or crested clothing (or part of the school uniform or crested clothing)
- Behaviour of pupils while traveling to and from school
- Conflict in school which arises from out of school activities or events or incidents
- Issues that may reasonably cause other students and/or staff to feel unsafe, threatened or concerned in school or on school related activities

Fair Procedures and Natural Justice

- Schools are required by law to follow fair procedures in respect of proposals to suspend or expel a student. Any failure on the part of the school Board of Management to ensure that these procedures are observed would breach the school's legal obligations.
- Any investigation should be free of bias. A principal, class or subject teacher, or other staff member involved in the behaviour matter in the first instance, should not be involved in conducting the investigation of the alleged misbehaviour or making a decision to impose a sanction.
- The **absence of bias in the decision maker** would mean for example:
 - The right of reply and to appeal are central to fair decision making
 - Both the parent/guardian and the student should be facilitated in presenting their views on the allegations made

- o The Board should take steps to ensure that the procedures and the proceedings are understood by the parent/guardian
- o It is also preferable that, if at all possible, in terms of the principle of **impartiality in decision making** different people or groups carry out the task of investigating misbehaviour and that of deciding whether a serious sanction is warranted. This may not always be possible in a small school where the principal may have to carry out the investigation and make the decision, he/she must act justly, and be seen to act justly

The School's Plan for Promoting Positive Behaviour

The key features of a positive approach are:

- An emphasis on positive rather than negative statements
- Regular and sustained use of praise and rewards
- Teaching students the social skills they need to be successful
- Redirecting students towards success rather than highlighting their mistakes

Rules

Rules provide a framework for reasonable and responsible behaviour.

Expectations

1. That you come to school every day and arrive on time

This means

- That you attend every day unless it is absolutely unavoidable
- That you arrive before 8.45 am; be punctual for all remaining classes and do not delay on the way
- That absences be explained by note in journal from parents or guardians to year head
- That if you must leave school during the day, parents/guardians complete VSware to request permission to leave and sign out at the office on departure
- That requests to sign out are kept to a minimum and that no requests to sign out on a regular basis will not be facilitated except for exceptional reasons (eg medical appointments)

Because

- Time missed is hard to make up
- Attendance at assembly is essential for school communication
- Good attendance and good timekeeping helps everyone to do well
- The school must be given a written explanation for absence
- The school is responsible for you during school time
- Punctuality displays courtesy to your teachers and fellow students

2. That you come to school in full uniform, clean and tidy

This means

- That you wear the school shirt tucked in and the school tie properly tied (details are on the school website)
- That you do not wear jewellery except for stud earrings
- That you do not display visible piercings or visible tattoos (piercing cannot be covered with a plaster or other similar material)
- That you do not wear non uniform tops, scarves and accessories

Because

- The school uniform is agreed to by parent/guardians, students and the school authorities
- We all have a responsibility to maintain the image of the school
- We must all contribute to and maintain high standards of Health and Safety in the school

3. That you come in properly prepared for your subjects

This means

- That you have correct books, completed homework, pens, copies and exercises
- That you bring any special equipment needed e.g. school p.e. gear, drawing equipment

Because

- You waste class time if you have not got them
- You cannot participate fully without them

4. That you cooperate in the classroom and have a positive attitude to classwork, homework and all extra-curricular activities

This means

- That you listen to your teachers
- That you do not disturb the class
- That you always carry your journal and take down homework in it
- That you do your homework each night and hand in assignments on time

Because

- The teacher has a right to teach
- The other students have a right to learn
- It helps you to organise your homework so that you will succeed in school
- It builds on the work done in class

5. That you have respect and consideration for other students

This means

- That you are fair and honest with everyone
- That you help other students if they need support e.g. younger students finding a classroom
- That you do not pick on, victimise or bully others and that you report any incidents of bullying to the Year Head. [Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against others. Victimisation is the singling out of a person for cruel or unjust treatment.]
- That you do not make offensive remarks
- That you do not fight or threaten to fight in or out of school
- That you respect the property of others and that of the school

Because

- Mutual respect and support helps to make a positive school experience for everyone
- You would like to be shown respect and consideration by others
- Bullying and victimisation can cause fear, hurt and misery. We want our school to be a safe space
- Aggressive behaviour could cause serious injury or accidents
- Damaging school property is destructive and shows a lack of respect for the school community of which you are a member

6. That you have respect, consideration and good manners in your dealings with teachers, other staff members, visitors and local residents

This means

- That you cooperate fully and willingly in the classroom
- That you are not aggressive in behaviour or language
- That you carry out instructions in a co-operative manner
- That you show courtesy, consideration and good manners in your behaviour and language

Because

- Mutual respect is important
- Positive behaviour contributes to a positive school experience for everyone
- Aggressive behaviour or language has no place in the wider school community

7. That you respect the school environment

This means

- That you contribute to keeping the school clean and free of litter
- That you place litter in appropriate bins
- That you do not chew gum or eat crisps or popcorn while in school
- That you do not return to the school grounds outside of school hours without the school's explicit permission
- That cans of drink are not allowed
- That lunch is eaten in designated locations only

Because

- Everyone benefits from working in a safe, pleasant and clean environment
- We are all responsible for maintaining a clean school
- Disposal of gum can be unhygienic
- The school is private property

8. That you abide by the school's mobile phone/technology policy

This means:

- That you keep phone/non-school approved electronic devices turned off and stored in your locker (or school provided pouch if your locker is unavailable for any reason) at all times on the school campus. When on an out of school activity where access to your locker is not possible either before or after the activity to store your phone in a school provided pouch for the full duration of the activity.

Because:

- The school must fulfil its obligations as outlined in Department of Education & Youth circulars.
- The Office phone is available if you need to make an essential call or if your parent/guardians/guardians need to contact you during school hours
- Students who contact home via mobile do so without office knowledge and this may become a health and safety risk
- It is important that students are in a safe environment free from distraction, bullying (through texting)
- Teachers are entitled to teach without interruptions
- The use of digital video/photos and other recording devices can lead to an invasion of privacy
- Use of electronic devices during break time can lead to isolation and limit the opportunity for socialisation
- Use of electronic devices can increase peer pressure to have the latest model

9. That you do not use addictive/intoxicating substances

This means:

- That you do not use distribute or sell or have in your possession alcohol, stimulating or illegal drinks/substances/solvents or cigarettes/vapes/tobacco related products at any time on school campus or during school related activities or while wearing the school uniform or any part of the school uniform (included school crested clothing such as sports tops).

Because:

- The use and sale of addictive substances is a Health and Safety issue
- The school is responsible for the protection and safety of all the school community
- It is illegal and is strictly forbidden - If anyone is found in possession of illegal substances, parent/guardians/guardians and Gardaí will be contacted immediately

10. That you do not bring into the school or have on your person objects likely to cause injury or harm

This means:

- That you do not bring, or facilitate the bringing into the school campus, or on any school related activity, any object likely to cause injury such as knives. This also includes jewellery likely to pose a threat to safety

Because

- Such objects can present a serious threat to the Health and Safety of the School community

Rewards

Promoting good behaviour is the main goal of this policy. Rewards have the ability to change behaviour. Examples of rewards are:

- Signal/sign e.g. thumbs up
- Smile/nod of approval
- Verbal praise - one to one
- Explain why a compliment is given- "Good, you have waited your turn to speak"
- Acknowledge/praise outside the classroom
- Class competition
- Positive comments on written work
- The use of merit stickers
- Written praise to tutor/year head/parent/guardian

- Record in homework journal
- Display of students work throughout school
- Award of a commendation e.g. improved result
- Public recognition at class/school assemblies when its more than one student
- Referral of praise to principal/deputy principal
- Use of school newsletters to give congratulations
- Certificates for attendance, punctuality and other areas of achievement
- Prizes
- Watching a video
- Participation in extra-curricular and social occasions

Sanctions

Good practice in the use of sanctions, ensures that:

- They are a part of a plan to change behaviour
- They are used consistently
- Students and parent/guardians know what sanctions are used in the school
- Sanctions are proportionate
- Sanctions are appropriate

Thresholds for unacceptable behaviour are:

- Rights being disrespected
- Somebody being or threat of being hurt (including bullying, harassment, discrimination and victimisation)
- Property threatened or damaged
- Inability to take responsibility
- Use of illegal substances

Please see substance misuse and bullying and harassment policy

The approach to student's inappropriate behaviour is a problem approach where the teacher and school respond. The following lists of sanctions can be used (this list is not exhaustive):

- Students will be reminded of the class rule
- Students may be directed to work elsewhere in the room
- Students may be directed to take cool-off time or five minutes to sit quietly and calm down in a quiet area of the room
- Students may be asked to stay back and work out a solution with their teacher, or fix things up or put things right
- Parents/guardians are notified
- Implementation of procedures as outlined in the schools strategy for attendance
- Referral to care team or student support team or counsellor or chaplain
- Student Behaviour Plan implemented
- Restorative practice and peer mediation
- School community tasks or detention

- Suspension from school or certain school activities
- If the behaviour escalates further it may require board of management involvement
- Expulsion

Policies and Procedures for Suspension

Suspension is defined as:

Requiring the student to absent himself/herself from the school for a specified, limited period of school days.

The School will follow fair procedures when proposing to suspend a student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension, the following procedure will be observed:

- The student and their parents/guardians will be informed about the complaint
- Parents/guardians and student will be given an opportunity to respond
- The student and parents/guardians have the right to be heard
- The student and parents/guardians have the right to impartiality
- In the school, fair procedures apply to:

The **investigation** of alleged misbehaviour that may lead to suspension or expulsion.

The process of **decision-making** as to (a) whether the student did engage in the misbehaviour and (b) what sanction to impose.

Schools or Colleges established or maintained by an ETB

The ETB holds the authority to suspend a student. LCETB has devolved this authority under Section 31 of the *Vocational Education (Amendment) Act 2001* to the Board of Management of a school.

The Board of Management has the authority to suspend a student. Where this authority is delegated to the principal, the delegation should be done formally and in writing. **Suspension will be a proportionate response to the behaviour that is causing concern.**

Parents/guardians will be notified by phone and in writing (of the decision to suspend). The letter will contain the following:

- The period of the suspension and the dates on which the suspension will begin and end
- The reason for the suspension

Students should not be suspended for more than three days, except in exceptional circumstances where the principal considers that a period of suspension longer than three days is needed in order to achieve a particular objective. If a longer suspension is being proposed by the principal, the matter will be referred to the Board of Management for consideration and approval.

However, the Board of Management can authorise the principal with the approval of the chairperson of the board, to impose a suspension of up to five days in circumstances where a meeting of the Board cannot be convened.

Immediate Suspension

Where an immediate suspension is considered by the principal to be warranted for reasons of the safety of the student, other students, staff and others, a preliminary investigation should be conducted to establish the case for the imposition of the suspension. The formal investigation should immediately follow up the imposition of the suspension. No suspension, including an immediate suspension, should be open-ended.

Appeals

The Board of Management should offer an opportunity to appeal a principal's decision to suspend a student.

Where the total number of days for which a student has been suspended in the current school year reaches twenty days, the parents, or a student aged over eighteen years, may appeal the suspension under section 29 of the Education Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007. The appeal may be made to the Secretary General of the Department of Education.

Clean Slate

When any sanction, including suspension, is completed, a student should be given the opportunity and support for a fresh start. Although a record is kept of the behaviour and any sanction imposed, once the sanction has been completed the school should expect the same behaviour of this student as of all other students.

Policies and Procedures for Expulsion

A student is expelled from a school when a Board of Management makes a decision to permanently exclude him or her from the school, having complied with Section 24 of the Education (*Welfare*) Act 2000.

A proposal 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
- 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
- The grounds for expulsion may be similar to the grounds for suspension. In addition to factors such as the degree of seriousness and the persistence of the behaviour, a key difference is that, where expulsion is considered, school authorities have applied interventions according to the Code of Behaviour, and believe they have exhausted all possibilities for changing the student's behaviour

The procedural steps leading to consideration of expulsion are:

1. A detailed investigation carried out under the direction of the principal
2. A recommendation to the Board of Management by the principal
3. Consideration by the Board of Management of the principal's recommendations and the holding of a hearing
4. Parent/guardians are invited to attend with a minimum of ten days and fair and reasonable time to prepare for the hearing
5. Board of Management deliberation and actions following the hearing

Section 29 Appeal

If the total number of days for which the student has been suspended in the current school year reaches twenty days or if the Board of Management has decided to expel a student, the parents/guardians, or a student aged over eighteen years of age, may appeal the suspension under Section 29 of the *Education Act 1998*, as amended by the *Education (Miscellaneous Provisions) Act 2007*. (when commenced)

At the time when parent/guardians are being formally notified of such a suspension or expulsion, they and the student should be told about the right to appeal.

Addendum 1 - Images

1. The taking and/or sharing of explicit images is an unacceptable and absolutely prohibited behaviour with serious consequences for those involved.
2. Non-consensual taking and/or sharing of explicit images of pupils while in the school automatically incurs suspension as a sanction.
3. All incidents involving creating, storing or sharing of explicit images of children under the age of 18 will be reported to the Gardaí and Tusla.
4. The Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law) also includes image-based abuse. It is an offence to:
 - a. Distribute, publish, or threaten to distribute or publish, intimate images of somebody else without consent*, intending to cause harm to that person, or being reckless as to whether harm would be caused.
 - b. Take, distribute or publish intimate images of someone without consent* without a requirement that the person intended to, or was reckless whether, s/he would cause harm to that other person.

*it should be noted that it is always an offence to possess or distribute such images of a person under the age of 18.

This policy was adopted by the Board of Management on: 22/09/2025

Signed: *Dr Angela Canny*

Signed: *Brian O Donoghue*

Chairperson of Board of Management
Date: 22/09/2025

Principal
Date: 22/09/2025

Date of next review: September 2026