



CLONAKILTÝ COMMUNITY COLLEGE

COLAISTE PHOBAIL CHLOCH NA GCOILLTE

CODE OF BEHAVIOUR

In our College affirmation, encouragement and reinforcement of good behaviour are given by example, gesture, and verbal feedback and written communication to both pupil and parents. As a College we aim to:

- Create a positive and safe environment for teaching and learning
- Encourage students to take personal responsibility for their learning and behaviour
- Help young people to mature into responsible participating citizens
- Promote positive relationships of mutual respect and mutual support among students, staff and parents
- Ensure that the college's high expectations for the behaviour of the school community are known and understood.
- Create a climate that encourages, affirms and reinforces good behaviour

However despite the best efforts of the college, inappropriate behaviour happens. When it does we use the following problem solving approach:

STEP 1: WHEN THE INITIAL MISBEHAVIOUR OCCURS:

- The class teacher tries to direct the student to behave in a proper manner.
- The class teacher addresses the student during or after class.
- The class teacher gives a sanction, if necessary, e.g. written work and/or detention during lunchtime. Prior notice must be given of detention.
- The teacher concerned supervises the detention.
- The teacher concerned records the nature of the misbehaviour for reference.
- Giving of lines and standing pupils outside the classroom door are not recommended as appropriate sanctions.
- The student journal is used to inform parents.

STEP 2: WHERE THERE IS FURTHER MISBEHAVIOUR

- The student is referred to their Class Tutor/ Year Head with a written report.
- The Class Tutor/ Year Head try to direct the student to behave in a proper manner.
- The Class Tutor/ Year Head keep a record of the misbehaviour.
- The student journal is used to inform parents.

STEP 3: WHERE MISBEHAVIOUR CONTINUES:

- The student is referred to the Year Head.

- The Year Head may place student on **Report No 1** having consulted with Subject Teacher/Class Tutor and informs parents in writing. All teachers are notified. A copy of the letter is placed in student's file.
- The Year Head may decide to involve the Guidance Counsellor and/or Chaplain at this stage.
- The procedure while a student is **On Report** is as follows :

The Year Head

- informs parents in writing
- places a notice on notice board and in weekly staff newsletter
- a copy of letter is placed in student file

The Report Card:

- is presented to the subject teacher at the beginning of each class period by student on report.
- is to be filled in and signed by the subject teacher at end of each class period.
- to be presented to the Year Head at an agreed time. The Year Head will check that the report card is signed each day by parent/guardian.

On completion of a positive report, the report is filed by Year Head.

If the Report be deemed unsatisfactory by the Year Head/Deputy Principal the term of the Report may be extended.

- Further intervention is necessary where a student has been On Report on three occasions or where behaviour continues to be unsatisfactory.

WHEN THERE IS NO IMPROVEMENT:

- The student is referred to the Deputy Principal by the Year Head with a written report of the procedure to date and Suspension may be recommended.

WHERE A TOTAL LACK OF CO-OPERATION EXISTS:

- The Principal is notified.
- Parents are notified and termination of registration may be recommended.

Details of pupil misbehaviour, Report Cards and correspondence will be placed in the student's file by the Year Head.

SUSPENSIONS AND EXPULSIONS

A pupil may be suspended for serious misconduct or where all steps in the Code of Behaviour have been followed. Expulsion can be implemented when a student is considered either a danger to him/herself or to other members of the College or is seriously hindering the teaching and learning process.

Parents/guardians have the right of appeal to the Board of Management with respect to suspensions and expulsions. Parents/Guardians will be advised of this right of Appeal and associated timeframe when informed of Suspensions and Expulsions.

RATIFIED BY B.O.M.	Aug 2008	Apr 2014	
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