## Cistercian College

## Code of Behaviour

**Introduction**

As a Catholic boarding school for boys Cistercian College Roscrea seeks to reflect a distinctive vision of life and a corresponding philosophy of education. The ethos of the school is rooted in the Cistercian tradition of work, study and prayer. As such this Code of Behaviour is designed to enable this vision to be lived in the reality of daily life in the school.

**Rationale**

This code makes a positive statement about the kinds of behaviour that the College wishes to promote among its pupils. Clear rules and procedures, consistently and fairly applied, are necessary in order to ensure that the College is a place where all the students will be happy and feel secure. All members of the College community, staff and students alike, have the right to be treated with respect, and to live and work in a clean, calm and safe environment. Likewise the commitment of all members is required to bring this about. The support of the parents/guardians for this Code is crucial. Accordingly each parent/guardian is required to sign the accompanying Acceptance Sheet.

**Aim of the Code of Behaviour**

The aim of this code is to provide students with a guide to what is expected of them and to ensure that high standards pervade teaching, learning and the interactions between students and between students and staff.

**Objectives of the Code of Behaviour**

1. To support the moral and social development of each pupil in all aspects of school life and that this leads to behaviour appropriate to all situations.
2. To foster an environment in the College where there is respect for the rights, opinions, needs cultural background and property of others.
3. To create a safe and secure learning environment throughout the College, resulting in effective teaching and learning in both the classrooms and study halls.
4. To enable the student to acquire and develop the necessary skills and attitudes for them to play their part as responsible members of society.

**Promoting Positive Behaviour**

The College affirms the right of all students to live and learn in a positive environment free from disruption. The promotion of good behaviour will foster good relationships within the College and minimise inappropriate behaviour and the need for punishment and negative consequences.

The recognition and affirmation of positive behaviour throughout the College is done on a formal and informal basis by:

* Treating all students fairly.
* Promoting excellence in teaching and learning.
* Staff modeling values that inspire students and that result in an atmosphere of care and respect within the College.
* Verbal praising of a student’s work, conduct and behaviour in all aspects of College life.
* Progress reports and examination reports containing comments on academic and behavioural achievements.
* The promotion of healthy eating by the College.
* Encouragement of students to participate in a broad range of sports and extra-curricular activities with an emphasis on sportsmanship and team spirit.
* Students’ achievements being displayed in the local press, ‘Eagle’ newsletter, the College Website and/or on notice boards in the school.
* Achievements being announced during Morning Prayer or on the school PA system.
* Students’ art work, activities, projects etc. being displayed in the classrooms and corridors.
* The organisation of specialised events such as Health Eating week, charity events etc throughout the school year.
* The holding of an annual awards ceremony. Awards are presented to students in a wide variety of areas.
* The holding of an induction day for first year students to help them to adapt to the change in school and to become comfortable with the school building, timetable, use of lockers etc.

Additionally:

* Each year group has an associated Care Team consisting of both teaching and residential staff. The Care Team acts in a mentoring role to encourage students in a positive way and to promote positive engagement with all aspects of College life.
* Support from the Care Team, Guidance Counsellor or Chaplain is available to students who may be experiencing difficulties.
* Cistercian College has an active student’s council which meets on a regular basis to discuss various issues, which are then discussed with school management.
* A merit system exists for Junior House. The school diary allows staff to record positive behaviour in the form of a merit. If a student receives four merits in a month their parent/guardian is notified. Merits may also be recorded on Eportal, the College recording system.

**Expected standards of Behaviour in the College**

1. Respect for all is a requirement from all students. Given that this is a boarding school respect is a crucial element in the creation of a positive learning environment in the College.
   1. We recognise that holistic education is best served when the partnership of parents/guardians is developed through mutual respect, integrity and communication.
   2. The ideal would be that each student would behave well and achieve self-discipline at an early age. There are many ways in which we can minimise the number of students who will require ongoing discipline measures i.e. good lesson preparation, good teaching methods, providing a calm and caring climate in the classroom.
   3. Each teacher must insist that demands are met, that pupils are respectful at all times, that they carry out instructions properly, and that they show a sense of responsibility towards all property and persons. We as a staff adopt a positive approach to the question of behavior in school.
   4. It is accepted that young people have many valid points of view that ought to be considered. Opportunity must therefore be provided so that they can be heard.
   5. The support and co-operation of parents is essential in achieving good overall discipline in the school. The importance of communication with parents in relation to disciplinary problems and motivation of students cannot be over emphasised.
   6. Cistercian College expects all students to behave in a way that is polite, courteous, well-mannered and respectful to fellow students and staff. Cistercian College will not condone inappropriate behaviour or behaviour that is offensive or embarrassing to fellow students or staff.
2. The College is committed to providing an environment that respects the rights of all. Therefore it views any cases of bullying - be they physical, verbal, psychological or involving damage to property or theft or cyber bullying - in a most serious light. Parents are actively encouraged to report any suspicions they may have of bullying within the College. The College has in place a separate anti-bullying policy entitled *Cistercian College Roscrea Anti-Bullying Policy*.
3. Each student has the right to expect respect for his personal property and possessions. Therefore, it follows that the Code of Behaviour requires of students that they, at all times, respect the property of other students and the property of Cistercian College Roscrea. Vandalism, which is understood to mean the breakage or defacing of any piece of College or Abbey property, is a serious breach of the Code of Behaviour. Theft of College property or the property of others constitutes an equally serious breach.
4. Students are expected to familiarise themselves with the daily timetable and to co-operate with its implementation. The efficiency of the College as a learning environment is largely dependent on attendance & punctuality. The College therefore demands of each student the following:
   1. All students must be present for morning-prayer for 8.30am in the College Chapel and proceed directly from morning-prayer to first class.
   2. All students must have all the necessary books and equipment for all the timetabled classes which commence at 8.40am.
   3. A record of attendance is carried out each day and by all subject teachers for each class.
   4. Any student who has been absent from school must have an explanation from his parent/guardian/school nurse for such absence. Parents/guardians are required to phone College reception and outline a student’s absence, indicating the likely timeframe of such an absence. Parents/guardians are required to sign the student back in at reception upon their return in line with the standard protocol.
   5. If a student is absent for a total of 20 days from school, the Education Welfare Board will be notified by the school.
   6. Dental and medical appointments should be made outside school time where possible
   7. The school cannot approve of students being withdrawn from school for holidays or non-medical reasons during the school year.
   8. The safety and welfare of our students is a primary concern. Cistercian College considers unauthorised absence from school as a significant breach of school discipline. Parents/Guardians will be notified and sanctions may be applied.
5. The College boundaries are clearly defined and each student is made aware of the restrictions that apply. 'Boundaries' is taken to mean interior and exterior limits of access for students. The College boundaries are there for the safety and protection of the student body. The College has a responsibility for the students in its care, and so must be aware of where students are at all times. A regular breach of the College boundaries will be deemed as a breach of the College Code of Behaviour.

**Standards of expected behaviour in specific situations**

1. **Chapel:** The College Chapel is open to the students for prayer and meditation throughout the day. The day starts with communal prayers in the College Chapel and students gather there for worship at other times. This requires an atmosphere of silence and reverence from all, and respect for the sacredness of the place and for each student's personal prayer.
2. **Class:** Students are expected to have a positive attitude to classwork and study.
   1. **Preparation for class**
      * Students must have all necessary books, pens, copy books etc for class.
      * During exams students should ensure that they have paper, pens, calculators etc.
      * School Journal must be kept neat and tidy, no graffiti is allowed. Journals must be brought to all classes. Lost or damaged journals will need to be replaced.
      * Students must complete coursework and projects by the specified deadlines and hand up work to the subject teacher.
      * Students should endeavour to reach their full potential in all areas.
   2. **Lockers**
      * Lockers are only allowed to be used in the morning, at break, lunchtime or after school and are primarily used for sports gear/equipment.
      * Students should have a lock on their lockers.
      * The school will not accept responsibility for lost or stolen items: no valuables should be placed in lockers.
      * Students are expected to keep their lockers clean and tidy.
3. **Homework & Study** 
   1. Cistercian College regards homework/study as an essential part of a student’s education.
   2. Cistercian College’s Homework Policy lays out the process for dealing with issues in this area. A copy of the policy is available on request.
   3. The loss of a locker key, leaving books in the Study Hall or forgetting to bring homework in to class is considered as non-presentation of homework.
   4. Homework must not be completed during class time. If a teacher is absent work in the subject area will be set by the supervising teacher.
4. **Class Conduct & Expectations** 
   1. A student attending class is expected to:
      * Be on time.
      * Students must proceed directly from Morning Prayer to first class.
      * Have all necessary books, pens, copies, etc.
      * Walk on the left hand side of the corridor.
      * Go directly from one class to another.
      * Queue outside the classroom.
      * Enter and leave the room in an orderly manner.
      * Have his school journal and record all homework given.
      * Have homework completed and presented in a neat and organised manner.
      * Conduct himself in a manner that does not disrupt the work of the teacher or the rights of other students to their education.
      * Present the teacher, at the start of class, with any note he may have.
      * Sit at his designated bench/desk.
      * Refrain from consuming any food or drink items in class.
      * Mobile technology should not be visible during class.
      * Be courteous and respectful to the teacher and fellow students in class.
      * Communicate with others politely.
      * Refrain from interfering with or damaging school property.
      * Ensure that the classroom is neat and tidy.
      * Remove jackets/coats when in school.
      * Follow the lawful instructions of the teacher.
      * Strictly obey rules pertaining to specialist classrooms.
      * Abusive language directed at other students, staff, parents/guardians or visitors is regarded as a very serious offence.
   2. In order to prevent disruption of class students should ensure that they go directly from one class to another.
   3. Students should use toilet facilities before and after school and during break and lunch time. Requests to go to the toilet during class can disrupt the learning environment in the class.
   4. All practical project or task work should be completed during timetabled classes or as arranged at lunchtime or after school with the subject teacher.
   5. Students are not permitted to be absent from another timetabled subject in order to complete project work.
5. **Behaviour in the Refectory** 
   1. Students must not remove crockery, cutlery or food items from the Refectory
   2. Students should queue in an orderly manner.
   3. Students should sit at the tables provided when eating their food.
   4. All litter, left-over food items and recyclables must be put in the appropriate bins and any spillages created should be cleaned up.
   5. Students are expected to be respectful and polite to canteen staff.
   6. Instructions given by supervising staff should be followed at all times.
6. **Behaviour in corridor**
   1. Running, messing or roughness in the corridor can lead to accidents and injury to students. Sanctions will be applied to students who misbehave in the corridor.
   2. Students should be aware of each other; these may include those with a disability who may have reduced mobility.
7. **School Outings/Games**
   1. Students of Cistercian College undertake many school outings during the year. Cistercian College will ensure that safe methods of transport are used.
   2. Any student who has an outstanding detention may not be allowed on such outings. The College President’s decision is final in this matter with respect to a student’s travel and attendance at a College event.
   3. Students must conduct themselves in accordance with the school’s Code of Behaviour and refrain from any anti-social behaviour.
   4. All instructions issued by teachers/supervisors/organisers etc. must be followed.
8. **Study:**

Study is a key element in the school day. It is the lynch pin of the academic objectives of the College. Each student must work diligently, and respect the rights of others. Mobile technology should not be visible during study sessions. Students who deliberately miss study, disrupt study, through persistent talking or poor behaviour, or regularly fail attending study on time, will be subject to an appropriate disciplinary sanction in line with the College Code of Behaviour. Students must present themselves to study at the designated times. Study times may change and are a matter for the President in line with the normal day-to-day activities of the College.

1. **Infirmary:**
   1. Students should only attend the infirmary during breaks in either school or study.
   2. If there is an emergency the teacher/study supervisor can send the student to the infirmary with a note giving permission.
   3. If the Nurse is not present students are not permitted to wait in the physio room and instead should go the front office where the College Secretary will contact the Nurse.
2. **Dormitory:**

The efficient operation of the dormitories is entirely dependent on the co-operation and good behaviour of all involved. Students are expected to support the requests of staff.

* 1. Silence after “lights out” is a requirement of all. The College will not allow a minority of students to disrupt the sleeping patterns of the general student body.
  2. Each student is expected and required to maintain high standards in his individual section and with his personal belongings.
  3. Students must adhere to the opening and closing times of the Dormitories as set out in this Code as prescribed by the Head of Boarding under the direction of President/Principal.
  4. It is essential that every student behaves in a manner that does not disrupt the patterns and rhythms of Cistercian College. All members of the Cistercian College community are obliged to behave in a reasonable manner so as not to impinge on the dignity and rights of other community members.
  5. The College President may form the professional judgement that a student may not be suitable for boarding based on written evidence submitted by staff. Cistercian College as a boarding school requires that a student’s behaviour is appropriate in all areas of College life.

1. **Sport**
2. **Participating**: Participation in sport is a pivotal aspect of boarding school life. Students are required to be punctual for games, both home and away. Students must wear the College sports attire when playing competitive matches and must wear the College uniform when attending away matches.
3. **Supporting:** Students supporting teams must behave in a manner that reflects positively on the College. Offensive songs, chants and provocative actions do not form part of providing vocal support for the College's teams, and will not be tolerated.

The College President/Principal has the jurisdiction to decide if a student has the right and permission to represent the College by their participation and/or attendance at such games. The President/Principal’s decision will be final on such matters.

1. **Language – Deportment – Litter**
   1. **Language:** The College is a community where the use of crude, coarse and abusive language is unacceptable in the context of staff, coaches and students living to in a Christian community.
   2. **Deportment** 
      1. **Jewellery:** Body jewellery is strictly forbidden.
      2. **Hairstyles:** Hair should be neat, clean and of acceptable length. Hair may not be coloured or streaked. All students are to be clean shaven.
      3. **Uniform:** Students should wear their correct uniform each day, following regulations on make-up and jewelry as appropriate.
         * Uniform:

* Black school shoes, runners, including black runners are not acceptable
* School Tie
* 2 Grey Trousers, White Shirts x 3
* School Jumpers x 2 with college crest
* During cold weather, students may wear a Uniform Fleece Jacket. Hoodies are not allowed and will be confiscated if worn in the Classroom Block.
  + - * The school uniform is central to our identity therefore we expect the full co-operation of parents in ensuring that students are correctly dressed in full school uniform. Failure to adhere to the College uniform is a breach of the College Code of Behaviour resulting in an appropriate sanction being issued.
      * Parents may be contacted to bring the school uniform to school if a student arrives out of uniform. The school has a number of spare, clean items of uniform which students may be requested to wear if they arrive to school out of school uniform.
  1. **Tidiness:** Tidiness is of benefit to all. This extends to supporting the regulations regarding the College uniform and to respect for the general environment of the College. Each student has responsibility for his area in the dormitory, for his study and class desks, for his personal locker, and place at the table.
  2. **Litter:** Litter should neither be caused nor tolerated. Students should use litter bins for the disposal of newspapers and litter. Rooms are to be kept tidy and clean. Correction fluid, chewing gum etc must not be brought into the classroom block or study halls as they cause serious cleaning difficulties.

1. **Mobile Technology:** If specific permission is given, the use of mobile technology is allowed for educational activities in the classroom. The use of mobile devices in the dormitory after lights are out is not allowed.
   1. Inappropriate use of technology may result in confiscation by a member of staff. If this is the case the item will be kept securely for not less than three school days.
   2. Students are only entitled to be in possession of one mobile phone. If a second device is found, it will be confiscated until the end of the school year.
   3. The dormitory areas are not an acceptable environment for the use of mobile phones because they are intrusive on the rights of fellow students. Usage of technology in these areas should be kept to a minimum and strictly not allowed after lights are out.
2. **Inappropriate Behaviours**
   1. **Pornography:** Students must not access or have possession of pornographic material. The possession and/or disseminating of pornographic material constitutes a serious breach of the College’s Code of Behaviour. All students are required to adhere to and sign the College's “Acceptable Use Policy”. A breach of this Policy is subject to immediate suspension and possible expulsion from the College.
   2. **Fighting:** Physical fighting is regarded by the College community as unacceptable behaviour and, as such, will at all times be viewed as a serious breach of the Code of Behaviour, and is subject to immediate suspension and possible expulsion from the College.
   3. **Alcohol:** The College views with concern consumption and abuse of alcohol among people of all ages, including the young. The consumption of alcohol while the student is under the care of the College is strictly prohibited. On no account may students bring alcoholic drinks onto College property. Students who return to the College under the influence of alcohol will have breached the Code of Behaviour and may be subject to immediate suspension and possible expulsion from the College.
   4. **Drugs:** The use by a student of prohibited drugs while he is in the care of the College is strictly prohibited – see Drugs Policy. Any student who uses banned substances, or provides them for another student, will be liable to immediate suspension or possible expulsion from the College. A random drug test is compulsory at regular intervals for all students of the College. Students who return to the College under the influence of drugs will have breached the Code of Behaviour and may be subject to immediate suspension and possible expulsion from the College.
   5. **Gambling:** The College does not condone or facilitate any form of gambling. As such any participation in gambling activity is considered a breach of the Code of Behaviour.
   6. **Cigarettes:** All forms of smoking are prohibited within the College boundaries, this includes e-cigarettes. Any student found smoking will be subject to possible suspension.

**Awareness of The Code of Behaviour and the role of Parents/Guardians**

1. Students will be made familiar with the Code in the following ways:
   * Inclusion of rules in the school journal.
   * Induction at the beginning of the school year.
   * By daily interaction with subject teachers and Year Heads.
   * In classes.
   * Display of classroom rules in classes.
   * Posters in corridors encouraging positive behavior.
2. Registration and admission to Cistercian College is conditional on parents’/guardians’ 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.
3. Expectations for Parents/Guardians
   * Provide the school with a contact number where a responsible adult designated by the parent/guardian, may be contacted in case of illness or emergency.
   * Inform the school of any changes of address or phone numbers.
   * Inform the school of any trauma/difficulty, which may affect the child’s performance or behaviour in the College.
   * Inform the College if their child is ill or absent for any reason.
   * Inform the Year Head/Year Master or College Nurse if a student has to take prescribed medication during school hours. (Students are not allowed to give fellow students any form of medication).
   * Explain the Code of Behaviour to their son.
   * Support the discipline structures within the College in order to maintain a good learning environment for all.
   * Ensure that their son complies with sanctions that may be imposed for breaches of school rules.
   * Ensure that deadlines for coursework and project work are met and work is submitted.
   * Check school journals on a regular basis for correspondence/notes from teachers.
   * Check students’ results and encourage your son to achieve to their full potential.
   * Contact the office and make an appointment if they wish to meet a member of the staff.
   * Attend Parent/Teacher meetings as organised with their son.
4. Home/School Links
   * The school journal, letters, emails and telephone are the first line of contact between subject teachers and parents.
   * Parents/Guardians are encouraged to contact the school if they are worried about any aspect of their child’s progress in school.
   * Constructive feedback regarding their child’s progress and behaviour is made through progress reports and parent/teacher meetings.
   * Parents/guardians are informed at an early stage, of any discipline problems that may arise with their child.
   * Parents/guardians are informed about school activities by letter, text messages, newsletter, Parents Association meetings etc.

**Disciplinary Procedures**

1. **Implementing the Code of Behaviour**

**Guiding Principles**

Cistercian College will impose sanctions on students who are in breach of the College’s Code of Behaviour. In responding to each instance of inappropriate behaviour and in applying sanctions the College will be guided by the following:

* + - The prevention of serious disruption to teaching and learning.
    - The goal of achieving a positive change in the student’s conduct.
    - Helping the student to understand that their behaviour is unacceptable, has a detrimental effect on others and that he needs to take responsibility for his actions.
    - The need to balance the educational need of a student whose behaviour is unacceptable with the educational needs of the other students.
    - A duty of care to the student and all other members of the school community.
    - The need for fairness, consistency and timelines.
    - Ensuring that sanctions will be proportionate and appropriate to the age and developmental stage of the student.
    - A referral to the School Counsellor for support where appropriate.
    - Where a student has Special Educational Needs (SEN), close attention is paid to his condition when determining a response or sanction.
    - Where necessary the cultural background of the student will be taken into account.
    - No sanction will be discriminatory against particular students or groups of students.
    - If a student diary is not signed or is lost, parents to be notified.

1. **Responding to unacceptable behaviour**
2. **In the classroom**

Each classroom teacher aims to conduct their classes in an orderly and co-operative atmosphere and achieves this by taking responsibility for the management of conduct within their own classroom. In so far as is practicable, unacceptable behaviour in the classroom will be dealt with by the class teacher.

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| **Examples of unacceptable behaviour in the classroom** |
| * Interference with teaching and the right of other students to learn. * Showing disrespect to the teacher. * Failure to present homework. * Late for class. * Use of mobile technology. * Vandalism of school property. * This list is not exhaustive. |

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| **Response to unacceptable behaviour in the classroom** | |
| 1 | Issue of a verbal warning, accompanied by a note in the journal and/or extra work where appropriate. |
| 2 | Confiscation of mobile technology. |
| 3 | Removal of the student from class and placed in another teacher’s class where persistent interference occurs with teaching and learning. |
| 4 | A **referral** may be made to the Year Head in the following situations:   1. Persistent unacceptable behaviour over a period of time. 2. Occurrence of a serious incident where the teacher was threatened or other students were at risk. |

All incidences must be recorded on ePortal and retained by the classroom teacher. The teacher may also record poor behaviour as a demerit in the student’s Journal.

1. **Outside of the classroom during school hours**

Each staff member has the right to supervise and correct students in all areas of the College grounds.

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| **Examples of unacceptable behaviour outside of the classroom** |
| * Failure to proceed to class in a timely manner. * Unruly behaviour in the lunch queue and other common areas. * Failure to comply with a request from a member of staff. * This list is not exhaustive. |

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| **Response to unacceptable behaviours outside of the classroom** | |
| 1 | Request by staff to cease unacceptable behaviour. |
| 2 | If a student refuses to comply with the request a **referral** may be made to the year head. |

1. **Study**

Students need to be able to do homework and revise in a quiet, meaningful and constructive manner. The study supervisor takes responsibility for the management of the study environment in order to promote an orderly and co-operative atmosphere, with minimal disruption. In so far as is practicable, unacceptable behaviour in the study hall will be dealt with by the study supervisor.

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| **Examples of unacceptable behaviours in Study** |
| * Presenting late for study. * Disturbing the study environment. * Being disrespectful to others. * Sleeping / not working. * Use of mobile technology. * Vandalism of school property. * This list is not exhaustive. |

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| **Response to unacceptable behaviours in Study** | |
| 1 | Advise the student to continue with their work in an appropriate manner. |
| 2 | Issue of a verbal warning, if required. |
| 3 | Confiscation of mobile technology. |
| 4 | Study Report – Signed at start of each Study. |
| 5 | Remove the student to another study hall if persistent interference occurs. |
| 6 | A **referral** may be made to the Year Head in the following situations:   1. Persistent unacceptable behaviour over a period of time. 2. Occurrence of a more serious incident. |

All incidences must be recorded on e-Portal. If technology is confiscated communication with home will be facilitated by arrangement with a staff member.

1. **Dormitories**

Each staff member has the right to supervise and correct students in all areas of the College and grounds. At all times students are expected to comply with the College Code of Behaviour. Care, Courtesy and Respect for oneself, fellow students, all staff members and college property / facilities is expected at all times.

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| **Examples of unacceptable behaviours in the Dormitories** |
| * Failure to adhere to Dormitory times. * Failure to adhere to Dormitory rules.   “Neither Visit nor be Visited”   * Technology use after lights out. * Unruly behaviour, running, loud noise, robust games / general “messing”. * Failure to comply with a request from a member of staff. |

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| **Response to unacceptable behaviours in the Dormitories** | |
| 1 | Request by staff to cease unacceptable behaviour. |
| 2 | Confiscation of mobile technology. |
| 3 | Student on Report–Signed by Staff at regular times. |
| 4 | Remove the student to the infirmary area. Refer this matter to the Year Head & Head of Boarding. |
| 5 | If a student refuses to comply with the request a **referral** may be made to the year head. |

All incidences must be recorded on e-Portal. If technology is confiscated communication with home will be facilitated by arrangement with a staff member.

1. **College outings**

All trips are organised by College staff for the enjoyment and educational experience of the students. As such the College’s Code of Behaviour applies on all trips. All students are obliged to co-operate with the teacher(s) who accompany the students on such trips.

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| **Response to unacceptable behaviour on College organised outings** | |
| 1 | Request by staff to cease unacceptable behaviour. |
| 2 | If a student refuses to comply with the request a **referral** may be made to the year head. |

1. **The Referral System**

The College at all times seeks to implement The Code of Behaviour in a fair and consistent manner. However, in cases of persistent breaches of The Code or where a serious incident occurs a member of staff may make **a referral** to the relevant Year Head. Guidelines as to when a referral may be necessary are given in the previous section. A decision to discipline a student for any reason outlined in this code does not remove the duty to follow due process and fair procedures in the administration of natural justice.

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|  | **Where a referral is necessary:** |
| Class Teacher/ Member of Staff | * A summary of the incident is recorded on a referral docket and this is given to the student. * A full description of the incident is recorded on the e-portal system. |
| Student | * On receipt of a docket the student must present it to his Year Head at 3.30pm on that day. * Participate in any sanction imposed. * May be issued with a report card. * Following a third referral meet with the Dean of Studies and/or Head of Boarding * Following the fourth referral meet with the College President to discuss reasons for a possible suspension. * Meet the College President with parents after period of suspension has been completed. |
| Year Head | * Meet with the student at 3.30pm to discuss the incident where a referral has been issued. * Apply the appropriate sanction. * Inspect journals and notify parent/guardian is a student has four or more demerits in a given month. * Email parent/guardian details of the incident and the sanction applied. * May issue a report card to the student. * Inform the parent/guardian if a report card has been issued and send them a completed copy of the report card. * Record the referral and take further action if required in respect of multiple referrals. * On the third referral organise a meeting between the Dean of Studies and/or The Head of Boarding and the student. * On the fourth referral refer the student to the College President. |
| Dean of Studies | * Meet with student as soon as possible after the third referral. * Email to parent / guardian informing them of third referral. * Student placed on internal sanction. * Inform staff that this student is on their third referral. * Deal with any serious incidents that needs immediate attention and as such will bypass the referral system. |
| Head of Boarding | * Place a student on study report if necessary. * Meet with student as soon as possible after a third referral. * Email to parent / guardian informing them of third referral. * Student placed on internal sanction. * Inform staff that this student is on their third referral. * Deal with any serious incidents that needs immediate attention and as such will bypass the referral system. |
| College President | * Meet with student as soon as possible after the fourth referral. * At this stage suspension may be imposed. * A report will be issued to the Board of Management. * A meeting will take place between the parent/guardian, student and College President. * Deal with any serious incidents that needs immediate attention and as such will bypass the referral system. * The College President may deem it necessary in the case of serious incident to impose immediate suspension. * See separate policy on Suspensions and Expulsions. |
| Parents/Guardians | * Will be informed of all referrals by email. * On their sons receipt of a third referral they will be contacted by either The Dean of Studies or The Head of Boarding * On their sons receipt of a fourth referral they will be informed of his automatic suspension. * Attend a meeting with their son and the College President before their son is readmitted to the school. |

1. **Implementation of Sanctions**
2. The following sanctions are available to staff in respect of unacceptable behaviour:

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|  | **Sanction** |
| **Classroom teacher** | Verbal warning. |
| Extra Work. |
| Removal of a disruptive student to another classroom. |
| Referral to Year Head. |
| Confiscation of mobile phone for 3 days. |
| **Residential Staff** | Verbal warning |
| Extra work |
| Removal of a disruptive student to another classroom. |
| Removal of a disruptive student from the dormitory to the infirmary |
| Confiscation of technology for 3 days |
| Referral to year head |
| **Year Head** | Place student on detention. |
| Student not allowed on College outing. |
| Email parents if a student’s phone has been confiscated and hold the phone for 3 days. |
| Place student on report. |
| Student referred to Dean of Studies on the third referral. |
| Student referred to the College President on the fourth referral. |

1. **Detention:**

This is held once per week and occurs between 3.30pm and 4.30pm. Only a Year Head may place a student on detention which is the available sanction after receipt of a referral.

1. **Report Card:**

The Year Head, Dean of Studies and/or College President may decide to issue a report card as part of the referral process. This card is given to the student and must be given to the teacher at the end of each class. The teacher signs the card and comments on behaviour and application during the class. At the end of the week the Year Head, Dean of Studies and/or College President will inspect the report card and decide if further action is necessary. The Year Head informs the parents by letter that the student was placed on report and posts a copy of the completed report card to the parents.

1. **Serious Incidents:**

A serious breach of behaviour can bypass the Referral System and be referred directly to the Senior Management Team which consists of the President, Dean of Studies and Head of Boarding.

**Policies on related areas**

Policies on the following related areas are also part of this Code of Behaviour:

* Suspension and Expulsion
* Anti-Bullying
* Substance Abuse
* Homework and Study Policy
* Attendance and Participation
* Acceptable Use Policy
* Drugs Policy

**Origin of this Code**

This Code of Behaviour has been developed following consultation with students, parents and staff and in accordance with Section 23 of the Education (Welfare) Act 2000 and also in accordance with the publication of the National Welfare Board – Developing a Code of Behaviour: Guidelines for Schools (2008).

**Review of the Code**

The code will be reviewed within 2 years of it being adopted by the Board of Management.