



Code of Behaviour

Coláiste Chillíain

A student's continued participation in the school is dependent on their acceptance of, and adherence to, the rules outlined below, as well as any additional rules deemed necessary by the school.

1. Irish Language – Gaeilge

A full sentence of English at school or at a school event is in breach of Riail na Gaeilge.

Sanctions

If this rule is broken, the school's Irish Language Policy will be applied as follows:

- i. **First Offence:** Student is sent to the Principal or Deputy Principal.
Parents/guardians are contacted.
A note is added to VS Ware and a letter is sent home.
The student must come into school at 8:00 a.m. for detention.
- ii. **Second Offence in the same school year:**
The student is given internal suspension the following day and will meet with a representative from the Irish Committee.
The school will contact parents/guardians.
- iii. **Third Offence in the same school year:**
The student is suspended from school for one day.
A parent/guardian and student must meet with the Principal/Deputy Principal.
- iv. **Fourth Offence in the same school year:**
The student is again suspended from school for one day.
A parent/guardian and student must meet with a representative of the Board of Management.
- v. **Further Offences in the same school year:**
A parent/guardian and student must meet with the Board of Management to discuss the student's future at the school.

NB: A letter home and note on VS Ware will be issued at each stage.

I confirm that I agree to this rule.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

2. School Uniform

- i. Students must wear the full school uniform every day, including the appropriate sportswear for PE.
- ii. Each student is responsible for their own uniform.
- iii. Excessive hairstyles or make-up will not be accepted. The Year Head/Class Teacher will decide on what is appropriate.
- iv. Only small earrings are permitted – this is for safety reasons.

Sanctions:

- Incorrect coats or prohibited jewellery will be confiscated until the end of term.
- Students may be sent home to change or until they wear the full uniform.

3. Attendance

- i. Students should attend school every day.
- ii. Doctor/dentist appointments and holidays should be arranged
- iii. Absence notes can be submitted via the school app.
- iv. Students must inform their subject teachers if they will be absent from class.

4. Punctuality

- i. Students must be on time **for school and for classes**.
- ii. Students who miss four or more days in a month may be given detention.

Sanctions:

Students may be given a **one-hour detention** on the next school day.

5. Safety

- i. All students have the right to learn and work in a safe environment. Bullying of any kind will not be tolerated. Students must not interfere with other students or their property.
- ii. Fighting is strictly prohibited.
- iii. Students are not permitted to park on school grounds
- iv. Students must enter/exit the school through the student entrance.
- v. Students may not leave the school grounds during the day without permission from their class teacher or Year Head.
- vi. Damaging any school property or equipment is prohibited.
- vii. Students may not access lockers or toilets during or between classes.
- viii. Knives, laser pens, and other dangerous items are strictly prohibited.
- ix. Students must not enter out-of-bounds areas.
- x. Tampering with health and safety materials is strictly forbidden.

6. Cleanliness

- i. Graffiti is completely banned.
- ii. Chewing gum is not allowed in school.
- iii. The school must be kept clean and tidy; students must use bins, refrain from littering, and avoid walking through rubbish.
- iv. Tippex is not allowed.

7. Substance Abuse

- i. Alcohol, tobacco, vapes, drugs, and other dangerous substances are strictly prohibited at school or during any school-related events.

8. Responsibility & Behaviour

- i. Good behaviour and manners are expected from all students when dealing with staff and fellow students.
- ii. Students must complete their homework accurately and fully at all times.
- iii. Students are expected to participate in school activities – sports teams, debating, etc.
- iv. The School Journal must be used at all times and must be kept free from damage.
- v. Students are responsible for bringing school communications home.
- vi. Personal music players and similar devices are banned.
- vii. Mobile phones must be kept in phone pouches during school hours.
- viii. Recording (image or sound) is strictly prohibited. *
- ix. Students are expected to be honest at all times.
- x. Queue-jumping in the school shop is not allowed.
- xi. Students must not interfere with prefects.

******No photos may be taken of others without their knowledge. No photos or images of others may be posted online without their consent.

9. Mobile Phones & Recording Devices

- i. Coláiste Chilliain acknowledges that mobile phones are useful when used appropriately. They are not necessary during school time and the school has a clear policy to decrease interference with teaching and learning and also to protect each person's privacy. This policy refers to every type of recording device.
- ii. Students may bring phones to school, but they must be switched off, placed in phone pouches, and kept out of sight once inside the school gates. If a phone is seen or heard, or used, it will be confiscated (including SIM card) until the end of the next school day.
- iii. Second offence or rudeness during a first offence: the phone (and SIM) will be confiscated for one week.
- iv. The school management will not negotiate with students or parents regarding this policy.
- v. Recording (image or audio) is strictly prohibited. If a staff member is recorded or if the content is uploaded publicly (including online), the student will be immediately suspended, the case will be brought before the Board of Management, and the student may face expulsion and legal action. The recording device will be confiscated until the end of the term (or longer if necessary).

Sanctions

When school rules are broken, sanctions will be applied fairly, consistently, and proportionately. The seriousness and frequency of rule-breaking will determine the appropriate sanction. Students will be informed of the reason for the sanction and will be given an opportunity to respond.

Types of sanctions include:

- Reasoning with the student
- Correction and advice on improvement
- Sending the student to another classroom
- Extra written work
- Detention (before school/lunchtime)
- Detention (after school)*
- Contacting parents
- Report card
- Cleaning duties
- Confiscation of mobile phones**
- Internal/external suspension
- Removal of privileges
- Loss of locker
- Confiscation of banned items (e.g. coats, jewellery, cameras)
- Referral to the Board of Management
- Expulsion

* Parents will be notified 24 hours in advance

** Phones are confiscated until end of next school day.

Stages of Sanctions

Stage 1 - Subject Teacher

Sanctions may include:

- i. Warning
- ii. Extra work/punishment exercises
- iii. Cleaning classroom or fixing equipment
- iv. Note on VS Ware
- v. Contact with parents
- vi. Referral to Class Teacher
- vii. Referral to Year Head
- viii. Detention

Stage 2 - Class Teacher

- i. As above, plus:
- ii. Placement on Report Card
- iii. Written reports from subject teachers

Stage 3 - Year Head

- i. As above, plus:
- ii. Detention
- iii. Parental contact
- iv. Recommending suspension
- v. Parent meeting

Misbehaviour of any type should be followed up with advice and guidance for improvement as well as imposing a sanction

Records should be kept of rule breaches, sanctions imposed, and support given to the student for improvement.

Role of Parents

Parents play a central role in their child's education. Cooperation between school and home is essential. It is for everyone's benefit that parents accept and agree with this Code of Behaviour and the sanctions imposed.

Parents are asked to:

- Be aware of the Code of Behaviour and school policies
- Encourage their child to follow the rules
- Ensure their child attends school regularly and on time except when ill
- Check homework journals regularly and that homework is completed
- Ensure full uniform is worn
- Attend parent-teacher meetings

Suspension Procedure (Refer to Suspension Policy)

A student may be suspended from school for regular or serious breaches of the rules.

This decision is at the discretion of the Principal/Deputy Principal.

Parents will be notified in writing, and the student informed of the reason.

Parents or students over 18 may appeal the Principal's decision to the Board of Management, but the suspension remains in effect during the appeal.

A meeting with the Year Head or Principal/Deputy Principal may be required before the student returns.

Expulsion Procedure (Refer to Expulsion Policy)

A student may be expelled if it is deemed unsafe for them to remain in school, or if their behaviour is unsatisfactory and seriously interferes with the rights of others or the functioning of the school.

Only the Board of Management can approve an expulsion, on the recommendation of the Principal. Parents (or students over 18) will be invited to the Board meeting. They can present their case to the Board.

Board decisions are communicated promptly after the meeting, it is explained that parents (or students over 18) may appeal the decision to the Education & Training Board (ETB) Section 29 **Committee**, with 30 days to appeal.

The exclusion comes into effect 20 days after the Board's decision is delivered to parents. In the case that the parents/students appeal to the Education & Training Board (ETB) Section 29 Committee fails, a further appeal may be made to the Section 29 committee in the Department of Education & Skills.