

GALLEN COMMUNITY SCHOOL

CODE OF BEHAVIOUR- JUNE 2017

Gallen Community School is required by the Education Act 1998 and by the Education (Welfare) Act 2000, to draw up and make available a Code of Behaviour to all its students and their parents/guardians. It also recognises the provisions of the EPSEN ACT, the Equal Status Act and the Safety, Health and Welfare at Work Act. It was agreed by the Board of Management in partnership with the principal, staff, parents association and students. The students, parent's council and the board of management were consulted and their views were taken on board in completing this document.

This Code is prepared in accordance with the Guidelines issued by the National Educational Welfare Board. It is based on the view that we believe by fostering a school ethos and policies towards promoting positive behaviour, we are enabling each student to take responsibility for their learning and their behaviour which will enable them to develop to their full potential as a learner and a citizen.

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MISSION STATEMENT

Gallen Community School is a caring and Christian Community, committed to quality and excellence in education and central to this is our motto “Creideamh agus Cultur”. In this environment of faith and nurturing we aim to share with parents the spiritual, moral and intellectual formation of their children. We pursue an educational programme, which is broad, balanced and challenging. We pursue a pastoral care system, which encourages self- esteem and promotes a sense of personal and social responsibility. Our goal is the informed student who prizes truth, appreciates the value of learning and is mature and honourable.

SCOPE

This policy applies to all of our students during the school day and while on all school related activities.

RATIONALE OF CODE OF BEHAVIOUR

The Code of Behaviour was formulated in accordance with Section 23 of Education (Welfare) Act 2000 which requires our Board of Management to draw up and make available a Code of Behaviour to all its students and their parents/guardians. It also recognises the provisions of the EPSEN ACT, the Equal Status Act and the Safety, Health and Welfare at Work Act.

Gallen Community School’s Code of Behaviour is firmly rooted in our Mission statement which espouses Christian values and endeavours to create an atmosphere of care and respect for all members of the school community. It aspires to achieve excellence in education in partnership with the parental role; it enables the students to appreciate the value of learning and promotes a strong pastoral care system within our school. As part of the schools duty of care to all the students a Code of Behaviour is needed.

Our school is a community of people with shared interests and goals. We aim to promote good behaviour through encouraging our pupils to have due regard for their fellow pupils, teachers and the school environment. The school’s Code of Behaviour is therefore primarily preventive and secondarily corrective. An essential element in our school is good, open communication between the partners (students, teachers, management, parents/guardians and the board of management). We believe such an approach is beneficial.

PRINCIPLES UNDERLYING OUR CODE OF BEHAVIOUR:

- The school climate and atmosphere are created by the actions and behaviour of everybody in the school community.
- Good discipline is everyone’s concern. It contributes to order and is an integral part of the educational and socialisation process. Our school rules are necessary to protect the general good and the rights of all the school community.
- Learning, achievement, relationships and behaviour are linked. Good behaviour can influence how students learn and is an outcome of good relationships and effective learning. Our Code of Behaviour is an important tool in achieving these goals.
- Personal responsibility for learning and behaviour is important.
- Fostering good relationships between staff and students can influence behaviour in a positive manner.
- The code is informed by the principle of fairness.
- It is based on a commitment to the educational welfare of every student.
- It promotes a positive and safe working environment for all staff.
- It promotes conditions for learning and teaching, freedom from threat of violence or abuse for both staff and students.
- In developing this Code of Behaviour we have endeavoured to be as inclusive as possible.

OBJECTIVES OF CODE OF BEHAVIOUR

1. To create a positive, safe and orderly environment in which teaching and learning can take place without disruption.
2. To ensure positive behaviour is considered to be a form of training which empowers students to make appropriate choices in a supportive environment.
3. To ensure praise and the resulting positive consequences are seen as more important by the teachers in maintaining a good relationship with students than punishment and negative consequences.
4. To ensure each teacher is responsible for maintaining a positive teaching and learning environment in his/her class room.
5. To clarify the standards of behaviour we expect from our students.
6. To outline school rules.
7. To clarify roles, rights and responsibilities of members of the school community.
8. To assist students with special education needs to understand this Code an appropriate version of this Code will be formulated.
9. To make students, parents and teachers aware of procedures for dealing with misconduct and infringement of school rules.

EXPECTED STANDARDS OF BEHAVIOUR

.Gallen Community School is a community of people with shared interests and goals. We aim to promote good behaviour through encouraging our pupils to have due regard for their fellow pupils, teachers and the school environment. Care, courtesy and consideration of self and others should characterise the behaviour of all members of the school community. The school's Code of Behaviour is primarily preventive and secondarily corrective. All areas of school are learning and teaching environments for our students.

To assist all members of the school to understand and facilitate positive behaviour in themselves and others we have identified three values which we believe teach and promote a high standard of responsible behaviour. In essence these encapsulate all that is in our Code of Behaviour. These are:

- **Be Safe**
- **Be Engaged**
- **Be respectful.**

The Positive Behaviour Framework outlines what staffs has agreed over the years as specific behavioural expectations in these different school settings. We will use this chart in addition to the school charters (see appendix) to teach the students our expectations for them at the beginning of the year and will be reinforced at year assemblies. All staff will use this framework and the charters to model and reinforce these expectations with the students. In dealing with students who misbehave we will first remind them of expected school behaviour using this matrix and ask them to change their behaviour so it is in line with our schools values and standards of behaviour.

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STANDARDS OF POSITIVE BEHAVIOUR**

The first step in facilitating standards of positive behaviour is communicating those standards to **all** students. We emphasise the importance of directly teaching students the behaviours we want them to demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support – a strategy directed towards all students designed to prevent inappropriate behaviour and provide a framework for responding to unacceptable behaviour.

POSITIVE BEHAVIOUR – EXPECTATIONS MATRIX		
ALL SCHOOL SETTINGS		CLASSROOMS
Be Safe	Conduct yourself well Follow staff instructions Use facilities appropriately Communicate any concerns to a teacher	Enter and exit in an orderly manner Maintain personal space Leave room in a neat and tidy manner
Be engaged	Be prepared Be on task Be on time Be solution driven Carry out instructions	Have books/copies/ materials ready Use student Journal well Do your best in every class Make good choices Put away personal devices before class.
Be Respectful	Be in full school uniform Speak in an appropriate tone Respect yourself Respect others Respect property Respect all visitors to the school Respect the rules of our school	Be kind to everybody in your class Be respectful of your teachers Be considerate of other's opinions and feelings Be honest
CORRIDOR /STAIRS		GP AREA / CANTEEN
Be safe	Walk calmly and keep to the left Allow others to pass Leave bags on bag racks or in by the wall	Walk calmly and wait patiently Place rubbish in the bins Hot food and drink to be only eaten in the canteen
Be engaged	Watch where you are walking Walk quickly and quietly between classes Demonstrate fair play	Know what you want Leave after being served to allow others queue

Be Respectful	Speak politely to others Use good manners Keep corridors and stairs clean Do not block exits or wheelchair access points with bags	Say please and thanks Speak politely to all staff in the canteen and in the GP area Put all your rubbish in the bins provided Clear your table after eating Push in your chairs when leaving.
TOILETS/CHANGING ROOMS		LIBRARY AND ASSEMBLY AREAS
Be safe	Observe hygienic practices Maintain personal space Wait your turn Report any damage promptly Communicate any concerns to a teacher.	Enter and exit the library and your assembly room/area in an orderly manner Sit or stand in in designated area
Be engaged	Get teachers permission during class time & get journal signed Return to class promptly Avoid wasting time.	Listen attentively when a staff member /Year Head is speaking. Put up your hand if you wish to speak Participate when required
Be respectful	Consider the privacy of others Respect other student's personal space. Maintain a clean environment	Follow the rules of Library use Comment appropriately Enter and leave the room in an orderly manner
GROUND'S OUTSIDE		OUT OF SCHOOL ACTIVITIES
Be safe	Play safely and fairly Be careful of others and the surroundings	Follow teachers instructions Follow safe travel and transport procedures Be aware of others and surroundings
Be engaged	Demonstrate fair play Play according to the rules of the game Rubbish to be put into bins after games.	Return consent forms/money by the required date Have required materials/information Follow school rules Follow rules of the place you visit Be actively involved
Be respectful	Follow teacher/coach directions Value school equipment Encourage fair play Maintain a clean area Be tolerant Use appropriate language When the first bell rings come in immediately	Represent the school with pride Wear full school uniform Respect others Respect yourself Respect the values and rules of your host e.g., school or amenity. Use good manners

All forms of bullying and harassment are strictly forbidden by this code. Please refer to our Anti Bullying Policy for details and procedures relating to same.

This means:

- Being respectful and treating others with good manners and respect.
- Not picking on, or bullying others but looking out for each other.
- Not fighting, either within the school environs, or arranging fights outside of the school property.
- Not excluding and /or isolating students from others or school activities.
- Not using any forms of media or technology to bully others.
- No threats of violence or abuse towards any student.
- No pushing or shoving your way around.
- Respect other students' property.

Because:

Like you, all students are entitled to respect

- Being respectful makes people feel good about themselves.
- Lack of respect causes fear, misery and hurt and makes school an unhappy place for some.
- Lack of respect can cause injury, serious trouble as well as causing accidents and unnecessary incidents.

WAYS WE PROMOTE POSITIVE BEHAVIOUR IN GALLEN COMMUNITY

SCHOOL:

- Use the Positive Framework matrix and Student Charter to teach students about our expectations of behaviour.
- Verbal praise from teacher / class tutor/ other member of staff.
- Complimenting good behaviour, initiative, courtesy, neat appearance, etc.
- Positive written merit comments in school journal as part of Junior Cycle Merit system.
- Positive written comments in school journal for senior students.
- Praise for progress as well as achievement.
- "Catching" people doing something good or helping someone else.
- Classroom Posters on Responsible Classroom Behaviour.
- Assessment Reports in autumn and spring terms which highlights progress as well as high grades.
- Recognition of effort and achievement at school assembly.
- Extra responsibility given within their area of ability.
- We encourage involvement in extracurricular activities, on offer in our school.
- Recognition of effort and achievement on our Good News Board, School Website, school newsletters and in local press.
- School Academic Awards each autumn.
- School Endeavour and Attendance Awards at the end of the school year for Junior students

MERIT SYSTEM FOR JUNIOR CLASSES

The Merit system is explained to students and administered by class tutors and Year Heads. Merits can be attained in each term to recognise excellent work, effort, improvements in class work, homework, consistent good homework, volunteering or helping recognition of positive behaviour and kindness and a caring attitude towards others. We reward and acknowledge students annual academic achievements and endeavours at a whole school celebration in October..

RULES OF BEHAVIOUR

. Attendance and Punctuality

- School will start each morning with class at 9.00a.m.sharp and students are expected to be at class when first bell rings at 5 minutes to 9 (8:55am). School buses arrive to school earlier than this. Parents/Guardians will be contacted for a school meeting if a pattern of lateness develops with their son/daughter being dropped to school.
- Students who arrive in class late must provide a brief note from parents/guardians to explain lateness or they will get LATE STAMP from class teacher in their journal.
- Attendance at all classes must be regular and punctual and a class roll will be taken. Students who are late for classes during the day may also get a LATE STAMP.
- All attendance records including punctuality issues are recorded on the school's attendance database and LATES are recorded in the student's journal.
- We respectfully request that all non-urgent medical and dental appointments will be made for outside school hours so as not to erode on student's class time. Any student leaving the school during the school day must sign out at the secretary's office and on return sign in.

Parents/Guardians cannot choose to allow their son/daughter attend school matches/challenge games played locally. The school management decide when it is appropriate to allow students leave lessons to support a school-team.

Students may not leave school for appointments or any reasons unless they have a signed note by parent/guardian in their journal stating

1. the reason for leaving (which must be clearly stated and justifiable)
2. date and time and time of expected return if applicable.

It is not the responsibility of the secretary or school principal to ring parents/guardians seeking clarification for non-specific notes and/or no notes.

- No student may leave the school premises during the morning break.
- Students from first to fifth year may not leave the school grounds at lunchtime with the exception of those who have written permission to go home from parents, which must be given to their Year Head in September. Students must go directly home for lunch and return directly to school by 1.55pm. A list of these students will be placed in the staffroom in September. Those who breach this rule will automatically be put on Lunchtime Detention and parents will be notified. Students in 6th Year may go up town at lunch time. (This is a privilege for sixth year students only and which may be lost by a student in line with school sanctions).
- Students will be supervised on the school grounds from 8.15 a.m.in the morning and after school until 4.20p.m. Supervision between 8:15 and 9:00 a.m. is for students who choose to remain on the school premises after being dropped to school. A classroom is available for morning study from 8:15 a.m. and the school canteen is open for breakfast should students wish to avail of these facilities.

• Procedures for recording and notification of student absences

As part of our positive behaviour policy and to encourage full attendance and awareness of day (days) missed, students must fill in their attendance record in the designated section of their Journal.

At the beginning of each class, every teacher will take and record the roll for the class.

In the event of a student being absent for a full day or days parents must sign the reason for absence in designated section of student's journal when the student is returning to school.

A member of staff monitors attendance and reports to the school principal. We communicate with parents/guardians via phone calls, letters and /or meetings if we are concerned about a students' absence. The National Education Welfare Board will be notified of absences accumulating twenty or more days for students under 16 years of age. This is a legal requirement as outlined in the Education Welfare Act 2000.

Full attendance will be acknowledged at the end of the school year as part of the school Endeavour Awards.

Appearance and Uniform

All students must wear full uniform every day including shoes and when representing the school on out of school activities Students are encouraged to take pride in their personal appearance. The wearing of a school uniform ensures balance and equity among all students as well as providing students with a sense of school identity. Non-compliance of our uniform rule is recorded in the student's journal and students will be put on lunchtime detention. Lunchtime detention is a sanction imposed on a day to day basis (Monday, Tuesday, Thursday and Friday inclusive.)

Girls Uniform The girl's uniform consists of: School green jumper, cream blouse, school knee-length skirt or navy uniform trousers. Polo shirts are not acceptable. Navy or skin colour tights and/or navy socks only when wearing school skirt. The end of the uniform trousers must not be torn or split in any way. Students who do not comply with this will be deemed not in full uniform.

Boys Uniform: School green jumper, cream shirt and navy uniform trousers. Polo shirts are not acceptable. The end of the uniform trousers must not be torn or split in any way. Students who do not comply with this will be deemed not to be in full uniform.

The following is not acceptable as part Gallen CS Uniform:

- Tracksuit bottoms
- Leggings/Jeggings
- Other coloured trousers
- Tight Fitting trousers

Footwear:

- Only plain Black, Brown or Navy flat shoes must be worn in school.
- Runners and canvas shoes are not allowed.
- White, stripped, sports branded /coloured footwear is not allowed.
- A letter from doctor /orthotics specialist is required if a student cannot wear a black, brown or navy shoe.

We appreciate full co-operation from parents in helping us maintain a high standard with our uniform.

P.E Uniform:

Suitable clothing is also required for PE classes. The PE uniform consists of plain navy tracksuit, white polo shirt and laced runners. Normal school uniform cannot be worn. Pumps are forbidden. The school rule on jewellery applies and long hair must be tied up. Students must change into/out of P E gear in the changing rooms.

Physical Education is central to the programme offered in the school. In promoting a healthy lifestyle and the qualities of teamwork all students are expected to participate in the programme unless excused on health grounds by a doctor. In exceptional circumstances where students cannot participate in physical education class, a note from the parent/guardian must be written in the relevant section of student's journal and shown to the PE teacher before the beginning of class.

On Health and Safety grounds the practical rooms may have additional uniform regulations that must be adhered to and students will be informed of this at the beginning of the school year.

Jewellery: Students may wear one pair of small earrings and two finger rings in total. In the interests of health and safety all other visible piercings are forbidden in school and on all school related activities.

Makeup and Hairstyles: While it is management's preference that makeup is not used, in cases where students "require" subtle makeup, it must be discreet. If students do not comply with this rule they will be asked to remove makeup by teachers. Hairstyles must be neat and tidy and use of hair colours discreet. Hairspray and aerosols are not to be brought to school or used in school.

Students who become ill: In the event of students feeling ill during the school day, they must tell their class teacher and then report to the secretary's office. Arrangements will be made for students to be seen to, so they can return to class or go home if absolutely necessary. All injuries must be reported immediately to staff on duty or any teacher. First aid will be administered if possible and parents will be contacted. Parents are asked to notify the school every September of any medical complaint a student may have. If medication is required during the school day it can be left in the secretary's office. School staff will not administer any medication to any students. Parents/Guardians of students who need an epi-pen to be stored on the premises must arrange training for administration of same and must ensure that the device is in order and in date.

Tobacco: Since March 29th 2004 the Irish Government has implemented a ban on smoking in school. All students are forbidden from smoking (including e-cigarettes) anywhere on the school premises or any school related activity. Any product will be confiscated. Repeated offence may incur other sanctions.

Alcohol and other mood altering substances: As stated in our SPHE policy the school aims to promote the physical, mental health and wellbeing of the whole school community. Alcohol and other mood altering substances are absolutely forbidden anywhere on the school premises or any school related activity. Breach of this rule will result in suspension. Our Substance Use and Misuse Policy details procedures regarding possession or use of alcohol and illegal substances. A copy of this document is available on request from the school authorities.

Health Promotion and Wellbeing

The well-being of all our students and staff is complementary to the academic work that goes on in our school. To complement the work done in SPHE, Home Economics, Physical Education and other classes we take part in a range of activities that promote the physical, emotional and mental health of our students e.g.s students attending youth conferences, speakers coming to our school, being involved in the Ambassadors School Programme, mental health week, Comhairle na nÓg, the promotion of health eating and exercise which are all part of being a Health Promoting school.

Books and Equipment for classes: It is essential students are prepared and have all necessary equipment and books for their class. Students who persistently do not have books, pens, equipment, etc. will be reported to their year head and subject to a sanction. Books and copies must be kept neat and clean and all books must be suitably covered. It is a student's responsibility to look after and maintain their books. Teachers have the right to inspect books and journals at any time. School bags are not to be left in school or on grounds after school, at weekends or over holidays. School bags, books and journals lost, and/or damaged must be made good at the pupil's own expense. School bags left at the entrance to the school and public areas may be moved.

Book Rental: All students are encouraged to avail of the Book Rental Scheme. If a family does not wish to be part of this scheme we will provide a book list for them. The BOM request that the book rental must be paid before students receive their books in August/September. In exceptional circumstances of hardship an agreement can be put in place between the principal and parent(s)/guardians to assist parents but an agreed down payment must be made at the beginning of the school year. If families do not support this scheme with payments, the BOM may ask parents/guardians to withdraw from the scheme.

Homework: Homework is the basis for academic progress and therefore all homework must be completed to the best ability of the student. Each teacher will explain their rules and expectations for completion of homework. When checking on your child's work please note there is no such thing as "no homework". Homework includes written and learning work, reviewing of material taught and discussed in class, making and learning notes on new material. A comment will be written in student's journal by the class teacher if homework is not done.

Use of School Journal: All students must have a school journal and if they lose it they have to purchase another one. The journal must be kept neat and tidy and free from defacement. Year heads may request a replacement journal if it is defaced at the cost of €10.00. Teachers of the first class will check that students have their school journal. Students must hand up their journal when requested to do so by a teacher. If students have no journal or refuse to hand it up they will be placed on lunchtime detention by their class teacher.

The journal is an important means of communication between home and school and parents are asked to check their sons/daughters journal frequently, sign it every weekend and note any comments from teachers including the positive ones on the Merit page.

The journal plays a pivotal role in the function of the school and is used for the following:

- Recording of all homework and/ or class work – both written and otherwise.
- Recording of all absences from school, signed by parent/guardian.
- Recording of late arrival after 9.00am with parent/guardian note or else student gets a Late Stamp.
- Recording of permission to leave school for an appointment, signed by parent/guardian.
- Recording of medical condition to absent them from a PE class, signed by parent/guardian.
- Recording of merit system to encourage positive behaviour and acknowledge excellence and positive attributes of students.
- Recording of comments by teachers if students misbehave.
- Recording permission given by a teacher for a student to leave class.
- Recording of comments from home.

Any student receiving three negative comments, including late stamps, in one week will be placed on evening detention and/or daily report.

Order and Movement

Students are required to move from one classroom to another in a safe, prompt, expedient and dignified manner. Where possible walk on the left, this is especially important on the stairs. To access a room when a class is in progress, knock and await permission to enter room. Students may not enter the staffroom, if assistance is required from the staffroom, pupils should knock and wait for reply. It is in the best interest of all students and the smooth running of a class that students should not ask to leave class for any reason. Only students who have a notified medical reason and need to use the toilets are exempted from this. Students must get their journals signed by teacher if leaving any class and bring their journals with them.

Toilets

Toilets are available to all students at normal school break times. Toilet facilities are maintained by Sodexo and must be respected so all students can use them. If allowed out of class to go to the bathroom the students must get their journals signed by their teacher. We

remind parents to notify your son's/daughter's Year Head, in writing, of any medical complaints which necessitate frequent use of toilet facilities.

Mobile Phones/other devices: Use of mobile devices is forbidden during class time and may not be used for time keeping or as a calculator. Breach of this rule will result in confiscation of the phone, which will be redeemable by the student at the end of the school day. If a student wishes to contact home, they must go to the secretary's office and they will contact home. If a student uses a phone to record, take a photo or any other image during the entire school day, the phone will be confiscated and returned only to student's parent/guardian after content is disclosed. Sharing of explicit images is an unacceptable and absolutely prohibited behaviour with serious consequences and sanctions for those involved.

Lockers: Lockers are available for all students. In Sep 2015 all students were provided with a secure lock. Thereafter only first years will be provided with a lock and other students will continue to use the secure lock or buy one from the school. Only students who request use of a locker at the start of the year will be assigned one. Students must keep their lockers locked. Students may use their lockers to organise books during breaks, never during class time unless they have permission from a teacher. At the end of each year all lockers have to be emptied to allow for cleaning. During the year lockers may be inspected by the Principal/Deputy Principal.

Respect for school rooms, property and grounds: Pupils must treat all school property with care and respect. Interference with the property of another student is forbidden. Writing on desks, walls, etc. is strictly forbidden. Students may be asked to clean/remove such writing. Any damage to property on school grounds must be made good at the expense of the pupil or his/her parent(s)/guardian(s) and the pupil will face sanctions as deemed appropriate by school management.

We ask our students to use appropriate litter bins provided in the classrooms and all around the school grounds. If students litter they may be put on clean up duties at lunch time.

Interference with or damage to any school safety equipment, e.g. alarm panels, CCTV cameras, fire extinguishers etc., is strictly forbidden and may result in suspension from school. Behaviour in the school oratory as a place of worship must be reverential and respectful of others.

Chewing Gum: Chewing gum anywhere in the school or on school precincts is forbidden at all times. Students will be put on clean-up duty at lunch time if found chewing gum.

Eating in classrooms/ break and lunch time: Eating in classrooms is not allowed in order to comply with good hygiene practice and to prevent the occurrence of rodents. All food ordered and/or served at the kitchenette must be consumed in General Purpose Area downstairs which will be supervised and students may be on a rota for clean-up duty in this area.

Valuables: Students are responsible for their own property. Any valuables/property found should be handed into the secretary's office. Students are asked **not** to bring any items of value to school. School authorities are not liable for the loss or damage to such items. Occasions may arise, where in the interest of the general student body, it may be necessary to search a student's property while investigating a breach of the Code of Behaviour, in this case a year head, the deputy principal or principal may instruct a student to empty his/her schoolbag, pockets or search a student's schoolbag, sports bags or locker.

Student Cars: Students may not park cars on school grounds. Under no circumstance is a student allowed to carry other students in their car during the school day.

Visitors to the school: All visitors to the school, including parents, must report to the Reception office. If possible please telephone the school in advance for appointment.

Fire: Please observe notices in classrooms about fire regulations. In event of a fire and evacuation, strictly obey all instructions given by teachers in accordance with practiced fire drills.

Security Cameras: Our new school building is equipped with CCTV cameras located in a variety of common areas in and outside the environs of the school grounds. The purpose of these cameras is:

1. To assist school management in their duty of care to all students and staff in Gallen Community School.
2. To assist management in the care and upkeep of school property and personal property.
3. To act as a deterrent in the prevention of vandalism or any other form of criminal action/intent against the school building or persons located on/in the school grounds.
4. To aid school management in general security within the school and on school grounds

The purpose and use of these cameras is explained in a separate CCTV policy adopted by the Board of Management. The management of Gallen C.S reserves the right to use information gathered by these cameras in the administration of our Code of Behaviour. The school will make this information available to the Gardaí, if requested by them. The right of access for students and staff to images captured by CCTV cameras shall be in accordance with the Data Protection Acts 1998 & 2003. The Data Controller of our school is the Principal and information will only be made available following consultation with the Principal and the Chairperson of the Board of Management.

INTERVENTIONS, SANCTIONS AND DISCIPLINE PROCEDURES

Intervention/Support

In Gallen CS. we recognise the need for intervention and support for pupils experiencing difficulties for whatever reason. Any of the following may be involved

- Principal /Deputy Principal
- Year Head
- Class Tutor
- Subject teacher
- Guidance Counsellor
- Chaplain
- Pastoral Care Team
- Learning Support Team
- Outside agencies e.g., NEWB, NEPS, TUSLA- Intervention may take place with the support/knowledge of parents/guardians/carers.

The school's approach to discipline is positive in focus with correction as its secondary aim. In dealing with students who misbehave we will first remind them of expected school behaviour using the Positive Behaviour Framework and Student Charter and ask them to change their behaviour so it is in line with our schools values and standards of behaviour. There are times when sanctions and deterrents must be imposed. The school employs the following system, endeavouring at all times to be fair and just to all concerned. While the vast majority of students are well behaved, if incidents arise in relation to misbehaving they will be dealt with. Students will be made aware that it is the misconduct which is being punished and not the individuals themselves.

The following are examples (not an exhaustive list) of inappropriate behaviour which will lead to sanctions being implemented:

Late for roll calls and/or class
Persistently talking in class
Constantly hindering other students learning in class
Not having required books, materials or equipment for class
Homework not done/attempted
Refusal to hand up Journal
Disobeying or back answering teacher
Leaving room before class is dismissed
Missing class/leaving school without permission.
Defacing of books, equipment and /or school property with graffiti
Use of crude and inappropriate language towards anybody in school
Unruly behaviour in the buildings or grounds
Eating and drinking in classrooms.
Smoking in school premises
Chewing gum in school.
Theft, Vandalism

Range of Sanctions used in Gallen Community School:

- Remind students of expected school behaviour using the Positive Behaviour Framework and Student Charter and ask them to change their behaviour so it is in line with our schools values and standards of behaviour.
- Correction by the teacher followed by a comment in the student journal if the behaviour continues
- Assignment of additional relevant work to be signed by a parent
- Teacher asks Principal/deputy to remove a student from class
- A student may be placed on Internal Suspension during the day in another class or in an office with relevant work to be completed.
- Report to Class Tutor
- Report to Year Head.
- Student put on Daily Report
- Lunchtime Detention
- Evening Detention with at least one day's notice.
- Withdrawal of permission for seniors to go down town at lunchtime.
- Withdrawal of privileges, i.e., going on school trips and representing the school on teams etc.
- Phone call and/or letter to parent/guardian informing them of a persistent problem
- Be asked to meet with the Guidance counsellor/chaplain/academic monitor
- Student to meet with the School Behaviour Committee.
- Two or more late stamps in one week may result in a student being placed on Lunchtime detention.
- Any student receiving three negative comments, in one week will be placed on evening detention and/or daily report.
- Report to Deputy Principal/ Principal
- Sanctions imposed on students with special education needs shall be imposed with care, on an individual basis and taken in conjunction with advice from resource teachers and school management.
- Repeated breach of school rules or a once off serious incident may result in suspension.
- Where the law is deemed to have being breeched, the local Gardaí will be informed.
- Expulsion may be considered when there is a serious breach of school rules or when a student's behaviour endangers the well-being of others or interferes in a serious way with their education

REMINDERS FOR STUDENT

The Code of Behaviour has explained in detail sanctions that may be used by school personnel if school rules are broken. The following list is not exhaustive but it is important to remind you that for these rules breached, the corresponding sanction will apply.

BREACH OF SCHOOL RULE	SANCTION
Not wearing full school uniform.	Non- compliance recorded in school journal. Parents may be phoned to bring in uniform. Student is placed on lunchtime detention 1.30-1.55p.m
Student arrives any time after 9:00 a.m.	Go directly to class. Brief note from parent = Acknowledged. No note = Late stamp recorded.
Student has no journal in class or refuses to hand up their journal	Recorded on vsware by the teacher of first class and student is placed on Lunchtime detention.
Disrupting the teaching and learning in class.	A range of sanctions will be used from our Code of Behaviour depending on the disruption, frequency and manner of the student.
Homework not done	Work completed that night acknowledged by parent signature. Persistent non homework will be further subject to sanctions from our Code of Behaviour.
Mitching one class within the school facility	Lunchtime Detention.
Leaving school premises without permission / Mitching school	Parent notified and sanctions imposed including evening detention and if more than once the student may be suspended.
Use of mobile phone during class.	Confiscate and return at end of school day.
Facial jewellery (apart from wearing small discreet earrings)	Confiscate and return at end of school day
Littering, chewing gum, eating in class	Clean- up duty at Lunch Time.
Smoking including e-cigarettes in school	Product confiscated and letter sent home regarding same.

Behaviour Committee The schools' behaviour committee will comprise of the deputy principal, the students year head and at least one of the students class teachers. The aim of the Behaviour Committee is to work with a student whose behaviour has not improved, despite the application of appropriate school sanctions. This is a corrective and positive form of intervention. This Committee will aim to work with the student, their parent/guardian and teachers to assist a student examine his/her behaviour and get their co-operation and agreement in setting targets for improvement in behaviour and work using the resources

recommended by the NBSS. A contract of behaviour will be written up and put in place for this student who will be monitored by a member of this committee. Records will be kept on the students file.

Dealing with Complaints

Complaints made by parents, guardians or students over 18 years against a teacher in Gallen Community School Ferbane, will be processed in accordance with the “Code of Practice” for processing such complaints as agreed by PACCS (Parents Association of Community and Comprehensive schools), ACCS (Association of Community and Comprehensive schools), TUI (Teachers Union of Ireland) and the ASTI (Association of Secondary Teachers Ireland).

Suspension

Suspension is the withdrawal of permission of a pupil to attend school **for a specified period of time** for the welfare of the student and the whole school body.

Should an incident arise in the school that the Principal feels warrants suspension from school, the policies and procedures as laid down by the Education Welfare Act 2000 and adopted by our Board of Management will be followed

The parents / guardians of the student will be informed of the decision to suspend the student. A letter will be sent from the Principal to the parents/guardians which will include reference to the Right of Appeal. The student will then be suspended. In the event of a student being suspended from school they must meet with the Principal before returning to class. Gallen Community School Policy on Suspension is an appendix to our Code of Behaviour and is available on request from the school authorities.

Expulsion

Expulsion is the **permanent exclusion** of a student from school for the welfare of the student and the whole school body.

A student is expelled from school when the Board of Management makes a decision to permanently exclude him/her from the school, having complied with the provisions of Section 24 of the Education Welfare Act 2000. Should an incident arise in the school that in the informed opinion of the Principal, warrants an expulsion from school, the policies and procedures as laid down by the Education Welfare Act 2000 and adopted by our Board of Management will be followed. Gallen Community School Expulsion policy is an appendix to our Code of Behaviour and is available on request from the school authorities.

DUTIES AND RESPONSIBILITIES OF MEMBERS OF THE SCHOOL COMMUNITY IN IMPLEMENTATION OF THIS CODE.

Role of Principal

The Deed of Trust specifies that,

“subject to the direction of the Board, the principal shall control the internal organisation, management and discipline of the school, shall exercise supervision over the teaching and non-teaching staff and shall have power, for any cause which he or she judges adequate, subject to the approval of the Board, to suspend pupils from attendance, but on the dismissal or suspension of any pupil the parent shall be informed that he or she has the right to appeal to the Board”. (Article 10 (ii))

Role of Deputy Principal

The Deputy Principal will assist the Principal in this role as stated above and assume the responsibilities of the Principal in his or her absence. The Deputy Principal will have special

responsibility for ensuring the day-to-day implementation of the Code of Behaviour and the means by which the Code is regularly reviewed.

In the absence of the Principal and Deputy Principal, an Assistant Principal will be in charge of the school.

Role of Year Head

The Year Head's primary responsibility is to oversee the welfare of a year group and to assist in the implementation of the schools code of behaviour with particular reference to their year group. The Year Head monitors behaviour, use of school journal and academic performance. They will check attendance, monitor uniform and check notes in students' journal. They will monitor student journals weekly and link in with the school's academic monitor to ensure students are working hard. They can impose sanctions of students in accordance with the Code of Behaviour. They may need to contact parents for a number of reasons during the year. The Year Head works closely with all teachers, academic monitor and pastoral care team and attend a weekly meeting the Principal and Deputy Principal.

Role of Class Tutor

The Class Tutor is a teacher who takes a special interest in the activities and progress of a particular class group. Their role is primarily pastoral: to encourage students to be positive regarding school and their class work, encouraging them to become fully involved in all aspects of school life and avail of the opportunities for them with the school. Form Tutors will liaise with members of staff regarding students in their class grouping and will liaise in particular with the year head and academic monitor to ensure the care and academic needs of the student are being met. .

Role of Subject Teacher

The Subject Teacher has responsibility for each class group they teach. The Subject teacher is the key to achieving high standards .Subject teachers will outline their expectations of students regarding the curriculum, class work and homework and place demands on the students that are reasonable and fair and which are carefully explained to pupils. Each teacher is responsible for maintaining a positive teaching and learning environment in his/her class room and is expected to encourage and reward positive behaviour through verbal praise, positive comment in student journals, giving Merits and commenting on students' good work practices.

Role of Parents/Guardians

Co-operation of parents/guardians is an integral part of the Code of Behaviour and disciplinary procedure of the school. Effective implementation of the Code of Behaviour and Disciplinary Policy requires that all parent(s)/guardian(s):

1. Accept and support the Code of Behaviour of Gallen Community School.
2. Recognize the right of the school to impose sanctions for breach of school rules.
3. Exercise their responsibility in the matter of their son's/daughter's behaviour at school.
4. Co-operate fully with the school in the enforcement of its discipline.
5. Ensure that there is a good environment for homework.
6. Check your son/daughter's journal frequently and sign it every weekend.
7. Support for your son/daughter is his/her social development by providing boundaries around activities that would interfere with successful application to study and homework.
8. Regular contact with school (attend scheduled meetings) concerning the development of your child .This school welcomes and encourages the involvement of parents to meet with class teachers , form tutors, year heads , deputy principal or the principal.
9. Any parent/guardian wishing to make an appointment with any of the above should telephone 090 6453600 between 9.30am and 4.00pm and the secretary will arrange an appointment for you.

IMPLEMENTATION OF THE CODE OF BEHAVIOUR

- This Code of Behaviour will be sent to every student's home. Thereafter it will be circulated to all incoming students and parents prior to enrolment.
- When a review takes place parents will be notified in the June correspondence and the updated policy will be available on our website for all to consult.
- In meetings with parents of particular groups in September each year, school management will discuss with parents their role in assisting and supporting their child in school and in relation to the Code of Behaviour, the schools expectations for students and parents and the help parents can expect from the school if they need it.
- At year assemblies at the beginning of the year, the Principal will highlight the importance of the Code of Behaviour.
- In September, students will be made aware that teachers will implement class and school rules on a continual and consistent basis and misbehaviour will be sanctioned as laid down in our Code.
- To ensure consistency all class tutors at the beginning of the year will read and discuss the School Rules as written in their school journals to provide students with understanding and clarity.
- SPHE class in September will cover aspects of the schools Code of Behaviour. It is included as part of the Transition to Second Level SPHE classes with our first year students.
- Students with special education needs will use appropriate resources to understand cause and effects of behaviour in their classes.
- Standardised records are kept in school.

REVIEW OF THE CODE OF BEHAVIOUR

Regular monitoring will take place of the Code of Behaviour, at weekly year head meetings with principal and deputy and staff meetings during the year.

A Review of this code took place in April 2011, May 2013, and May 2016. A more thorough review took place in May 2017 with input from student council, parents association, staff and BOM. This resulted in a new section, the Positive Behaviour Framework to be inserted and used in conjunction with the charters to teach students our expectation for behaviour.

The next review of this Code takes place in conjunction with the Board of Management in May 2019 unless it is seen as necessary to amend some section before then.

Code of Behaviour	Adopted by BOM Nov 2006
Reviewed / Amended	Nov 2009, April 2011, May 2013, 2016
Major review /amendments	May 2017
Passed by Board of Management	22 nd June 2017
Date for next Review	May 2019

APPENDICES

Appendix 1	Student, Staff and Parents Charter of Rights and Responsibilities
Appendix 2	Gallen C.S Policy on Suspension
Appendix 3	Gallen C.S Policy on Expulsion
Appendix 4	Gallen C.S CCTV Policy
Appendix 5	Gallen C.S Anti Bullying Policy
Appendix 6	Gallen C.S Policy on Substance use and Misuse
Appendix 7	Gallen C.S Homework Policy

GALLEN COMMUNITY SCHOOL

STUDENT CHARTER – RIGHTS

Each student has a right to:

- Be safe and secure in a non-bullying environment
- The highest standard of education to meet their individual needs.
- Access to all areas of the curriculum subject to available resources.
- Have classes that start punctually and have lessons that are well prepared.
- Be taught in a clean and orderly environment.
- Be assessed regularly (homework-testing).
- Have access to extra curricular activities.
- Be treated with respect.
- Have their property treated with respect.

STUDENT CHARTER – RESPONSIBILITIES

Each student is expected to:

- Be respectful and well behaved both inside and outside the school.
- Be engaged in all classes
- To obey school rules.
- Wear the school uniform in full every day.
- Arrive punctually; be prepared for class and do nothing to interrupt the teaching of the lesson.
- Work hard in class and co-operate with the teacher.
- Work to the best of their ability at all homework and assignments.
- Aim to take part in extra curricular activities.
- Be responsible for your own books equipment and property.
- Not engage in bullying through any means: physically, verbal, emotional, text, internet and/or exclusion.
- Use language and materials that are appropriate and inoffensive.

GALLEN COMMUNITY SCHOOL

STAFF CHARTER – RIGHTS

Each staff member has a right to:

- Be safe and work in a clean, attractive and safe environment free from verbal, physical abuse/intimidation.
- Be allowed teach without interruption or disruption.
- Be kept up to date about changes and developments as they occur.
- Have fair and equal access to staff development.
- Be treated in a professional manner by all colleagues.
- Be supported by management whilst carrying out our duties.
- Be supported in the delivery of the curriculum.
- Have adequate resources to deliver curriculum effectively.
- Have adequate time to carry out professional duties.
- Have personal welfare issues dealt with in a sensitive and confidential manner.

STAFF CHARTER – RESPONSIBILITIES

Each member of staff will be expected to:

- Be respectful and professional to all students, other staff members and parents
- Be engaged and maintain a positive teaching and learning environment in the classroom.
- Prepare effective teaching resources for all classes.
- Be punctual and attend in accordance with the school timetable.
- Keep up to date with changes and developments.
- Incorporate learning opportunities into the curriculum.
- To uphold the staff “Dignity in the Workplace Policy”.
- Refrain from passing comments/causing student embarrassment in the classroom in response to negative comments from student’s parents or guardians, irrespective of the validity of comment.
- Support management in the implementation of the Code of Behaviour and other decisions.
- Help maintain a clean, safe and attractive work environment.

GALLEN COMMUNITY SCHOOL

PARENTS CHARTER – RIGHTS

Each parent has a right to:

- Be Safe and feel secure when they come into the school
- Have access to the schools policies and guidelines.
- Know your child will have access to all areas of the curriculum, subject to available resources.
- Have access to information about their child.
- Feel confident in sharing issues or concerns.
- Believe his/her child will be spoken to in a professional and controlled manner.
- Know your child is under the duty and care of the school authorities while in school or on school related activities.
- Participate in the Parents Association.

PARENTS CHARTER – RESPONSIBILITIES

Each parent will be expected to:

- Be respectful to all staff members.
- Be engaged and encouraging to your child and their progress in school.
- Ensure your child attends school every day and is punctual.
- Support the wearing of full school uniform every day.
- Support school policies.
- Contribute fully to the Book Rental scheme if you sign up to it.
- Assist child in covering and maintaining school books.
- Write notes in relevant part of journal to explain non-attendance/medical appointments/lateness etc.
- Arrange for all non-urgent dental/medical appointments outside of school hours.
- Monitor your sons/ daughter journal frequently and sign journal every weekend.
- To provide space and time for your child to do their homework.
- Attend meetings organised by the school.
- Listen to both school and child when a problem occurs.

