

# Intermediate School Killorglin

## CODE OF BEHAVIOUR

### RATIONALE

This code is designed to reflect the general ethos of the Intermediate School, as set out in the Mission Statement. The school wishes to educate its students in a pleasant environment where all students will be happy and feel secure. It seeks to help them to achieve the full potential of their talents and to strive for excellence in all areas.

Students, parents and school personnel have a duty to co-operate with each other in upholding the code if we are to create a respectful and cooperative atmosphere in which every individual is given the best possible opportunity to grow and develop academically, socially and personally within an ordered and safe school community. The school recognises the importance of partnership between students, parents and staff in the process of generating, implementing and reviewing the Code of Behaviour. As such collaboration will be facilitated to allow all partners participate in this process. Account has also been taken of the requirements as set down by the Constitution, the Education Acts and other relevant legislation.

### Affirmation of Good Behaviour

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Praise and positive consequences are seen as more desirable and important to staff in motivating students than punishment and negative consequences. In the Intermediate School we employ a number of mechanisms to achieve this.

- We endeavour to affirm students' self-worth and self-esteem with praise for progress and effort as well as for high grades and achievements.
- Acknowledgement of sporting or academic success is highlighted on the school website, on social media or on notice boards.
- Special mention of an achievement during Assembly or through use of the intercom.
- An Awards event is held annually where students may be presented with academic and sporting achievement awards as well as 'school spirit' awards.

### Role of the Student

Students are encouraged to develop a sense of ownership in relation to the Code of Behaviour.

Students will be familiar with the standards of behaviour and rules set out in the code. All students will be required to read, accept and sign the code.

#### Role of the Parent/Guardian

As the primary educators of their children, the support of parents/guardians is of great value to the school and is important for the implementation of the code.

Parents/guardians are encouraged to see the positive benefits of the code for all.

They are asked to be aware of the rules and standards set out in the code and to encourage their child to follow the regulations.

Parents/guardians are asked to consult their child's diary daily with regard to homework, communications from teachers, etc.

#### Role of the Teacher

All teachers will be thoroughly familiar with the Code of Behaviour.

Teachers will implement the policy through a range of strategies for the benefit of all partners.

When implementing the code, teachers will endeavour to do so in a fair and consistent manner.

#### Role of the Year Head

The Year Head will familiarise students with the school rules, sanctions and general thrust of the Code of Behaviour.

#### Role of Management

The management of the school will oversee its implementation.

### GENERAL REGULATIONS

All partners in the school community deserve to be treated with respect. Students are expected to show courtesy, thoughtfulness and respect in their dealings with others.

- Students are expected to show respect for their peers, teachers, other staff members and visitors to the school.
- In moving through the school at times of congestion, all should move in a purposeful and courteous manner. At the change of classes, students should proceed in an orderly and considerate fashion.
- Students are required to speak in a polite manner.
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### HEALTH AND SAFETY

- Students will at all times respect the safety and well-being of others.
- Students are required to behave in a socially acceptable manner. Aggressive and boisterous behaviour is not tolerated.
- In the event of the Fire Alarm sounding students should leave immediately in class groups and make their way to the designated assembly areas in accordance with fire drill regulations.  
Smoking is harmful to health and highly addictive. It is forbidden.
- Vaping is forbidden
- Chewing gum is unhygienic. It is forbidden. Students can incur a €6 fine and cleaning duties.

- The possession or use of alcohol, illegal drugs or offensive weapons is strictly forbidden and will lead to most serious sanctions being taken. It is emphasised that this regulation also applies to out of school activities.
- Tampering with safety equipment is a serious offence.

## ATTENDANCE

Regular attendance is essential for progress in learning. In addition, any student who exceeds 20 days absence in one school year will be reported to the Welfare Board, in accordance with legislation.

- All student absences must be recorded on the school app & students must also have a note in their journal to show their teacher
  - When signing out students must go to the office and their "sign out" note on the app must be approved before they can leave the school grounds.
  - If a student must leave school during the day unexpectedly, their parents/guardians will be contacted
  - If a student returns to the school during the day, the student must sign in digitally.
- Leaving school without permission is a serious offence. Any student who fails to follow the correct procedure may warrant a sanction.
- Students must attend all designated classes unless otherwise advised by the school authorities.
  - If students are likely to be absent for more than two consecutive days, parents/guardians are asked to notify the school.
- Students may not leave school during school hours without:
  - i) Note from parents/guardians which must be recorded on the school app or handed into the office.
  - ii) Permission from the school authorities.
- Leaving school without permission is a serious offence. Any student who fails to follow the correct procedure may warrant a sanction.
- Students must attend all designated classes unless otherwise advised by the school authorities.

## PUNCTUALITY

It is the responsibility of each student to be on time for school and all classes. Sanctions will apply.

- As students must be on time for class, they may only visit lockers before 8.55am, at 11am and from 12.30 to 1.15pm.
- A standard letter will be sent to parents/guardians of frequent offenders.

## SCHOOL UNIFORM AND APPEARANCE

- The school uniform identifies its wearer as a student of the Intermediate School and it should be worn correctly and with pride.
  - Students must be of neat appearance.
  - Only the specified school uniform is permitted in the school building.
  - Jackets must not be worn in the school building during school hours.
  - If practicalities warrant the wearing of tracksuits during school hours, only the school tracksuit is allowed, with the permission of the games teacher.
  - In addition the following are not allowed:
    - i)Extreme hair colour or haircut
    - ii)Jewellery
    - iii)Make-up/fake tan
    - iv)Nail varnish
    - v)False Lashes
    - vi)Beards /Moustaches /Facial Hair
  - All items of uniform must be clearly marked with the student's name.
- Full details of the School Uniform are available on the “parents” section of [www.isk.ie](http://www.isk.ie)
- The Principal, Deputy Principal and teachers define acceptable standards of dress in the school.

## ENVIRONMENT

Everyone prefers to work in a pleasant environment and therefore it is fair that everyone contributes to keeping the school clean and free from litter.

- All students will regularly be required to do their share of picking up any litter, removing tarnishes, etc, on a rota basis or as part of a general clean-up of the school.
- Litter must be placed in bins. Students who infringe this regulation will be expected to do extra litter duty.
- Eating and drinking in class and in non-designated areas is forbidden. There are rooms specially designated for this purpose. Students must clear their own rubbish when they have finished in these rooms. Students eating in classrooms and other non-designated areas may incur a fine of €3.
- Tippex is not permitted in school.
- Students who are provided with lockers are responsible for those lockers.
- If a student damages school property, through breakage or graffiti, they will be expected to clean, repair or replace it, as is deemed appropriate.
- Interference with or theft of any other person's property is a serious offence.

Mobile phones may only be used in the school for educational reasons under the supervision of school staff

- Students will be asked to lock their phone in a pouch by teachers at the beginning of the school day
- Students can only unlock their pouches under teacher direction, at the end of the school day or when they are going home
- If a student breaches rules about phones the following sanctions will apply: On the first occasion, the student will be given a lunchtime detention and their phone can be collected by the student at the end of the day from the Principal or Deputy Principal

If the student breaches mobile phone rules again the student will be given a lunchtime detention and their parent / guardian will be called to come to the school and collect the phone.

- Students may leave their phone at home or if they do bring the phone in to school, the phone must be stored with the Principal or Deputy Principal
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## IN CLASS

In the interests of academic progress and students' preparation for the future, high standards of work and behaviour are expected of all students at all times.

Students must arrive on time to all classes with the necessary books and materials.

Students are required to play their part in keeping their classroom free from litter and graffiti.

All students must have a student diary, in which they record homework. Parents should check that all homework has been completed to a high standard.

Students who miss class due to involvement in extra-curricular activities, or for any other reason, will be expected to complete all homework.

Students will not interfere with teaching or learning through inappropriate behaviour. Persistent offenders will receive suitable sanctions. If there is no improvement parents/guardians may be asked to visit the school to discuss the pupil's behaviour. This may lead to suspension from school.

## STATE EXAMINATIONS

It is the policy of this school that students remain in their examination centres until the end of each examination. This allows students to gain the maximum benefit from the years of preparation. It also prevents unnecessary disruption to other candidates.

## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an integral part of each student's development and school life. Such activities include:

School tours	Sports activities	School Concerts
Project work	Theatre visits	Debating
Student exchanges	Choir	Charity work
Work experience	Quiz competitions.	

In the course of these activities school rules apply. Teachers give generously of their personal time. The goodwill and support of both parents and students are essential. Courtesy and good manners are expected.

## STUDENT USE OF CARS

A student bringing a car onto the school grounds must co-operate with all guidelines issued by the school Management. It is the responsibility of students/parents to familiarise themselves with these guidelines.

## SANCTIONS

### Rationale for Sanctions

The purpose of a sanction is to bring about a change in behaviour by

- helping the student realise that their behaviour is unacceptable
- encouraging them to recognise the effect of their actions and behaviour on others
- helping them understand that they have choices about their behaviour and that all choices have consequences
- allowing them to take responsibility for their behaviour.
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The existence of sanctions may also

- reinforce the boundaries set out in the Code of Behaviour
- signal to students and staff that their wellbeing is being protected
- prevent disruption of teaching and learning.

### Sanctions for Serious Misbehaviour

Some offences are regarded as extremely serious and will incur sanction as follows:

Violation	<del>Procedure</del>
Use of bad language, back answering, threatening behaviour, bad language to teacher	Student will be sent to the Deputy Principal/ Principal and an incident report form will be filled out by the teacher for the Year Head
Fighting	Student will be sent to the Deputy Principal/ Principal and an incident report form will be filled out by the teacher for the Year Head
Bullying	See Bullying Policy
Possession of, use of or distribution of illegal substances and alcohol	Student will be sent to Deputy Principal/ Principal
	<ul style="list-style-type: none"><li><input type="checkbox"/> When a student is sent straight to the Deputy Principal/ Principal, an incident report form will always be filled out by the teacher and given to the Year Head.</li><li><input type="checkbox"/> The teacher will meet with the Deputy Principal/Principal regarding the student's behaviour at the earliest possible opportunity.</li></ul>

Apart from the specific sanctions already mentioned, a student may incur any of the following sanctions as deemed appropriate:

- Reprimand and advice on behaviour
- Assignment of extra work
- Detention—lunchtime or evening

- Completion of Incident Sheet
  - Report Card
  - Suspension
  - Expulsion
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## Guidelines on Detention

### Morning Detention

Takes place between 8am and 9am in the school

Parents /guardians will be notified 24 hours in advance so that necessary transport arrangements can be made.

### Lunchtime Detention

- A detention slip is completed by the subject teacher, which is then submitted by the student to the teacher supervising detention who signs it. The student subsequently shows the signed slip to his/her subject teacher.
- A failure to attend lunchtime detention incurs 2 detentions. A repeat failure incurs an evening detention.
- The Year Head will check the log book regarding the number of detentions incurred by each student.
- When a student has completed 5 lunchtime detentions, the Year Head uses discretion to decide whether
  - i)the student should be put on report
  - ii)the student should incur an evening detention
  - iii)the student's parents/guardians should be requested to attend a meeting

### 4 to 5 Detention in the school.

- The teacher who imposes an evening detention enters the student's name in the record book and enters the same on the detention log.
  - Parents/guardians will be notified 24 hours in advance so that arrangements can be made to collect the student after completion of the detention.
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## Report Cards

As a result of persistent misbehaviour in class, a Year Head may decide to put a student on report. This means that a report card will be given to the student who must present it to each teacher at the beginning of class. The teacher will write a comment and sign the report card at the end of the class. There are sanctions for students who fail to complete the card.

A copy of the report card is sent home to parents/guardians. If there is no improvement in the student's behaviour, the parents/guardians will be invited to visit the school to discuss the situation.



SUSPENSION            See Appendix 1

EXPULSION            See Appendix 2

## SUMMARY

The school Code of Behaviour is primarily designed to create a pleasant congenial atmosphere where all students can achieve their full potential and enable staff to carry out their professional duties. Students are members of the school community and as such, they should not bring the good name of their school into disrepute.

Students who commit serious offences or who repeatedly show they are unable to accept the regulations are a concern to us all. The parents/guardians of students experiencing difficulty will be invited to discuss their child's future at the Intermediate School.

This code will be subject to regular review. The school reserves the right to modify the details of this code at short notice. The views of parents are always welcome about any aspect of the code and its operation.

## SUSPENSION

There are times when students do not observe the school's Code of Behaviour. On some occasions misbehavior is deemed to be sufficiently serious to warrant suspension. The following procedure is followed.

Procedure for Suspension.

The Principal will be fully aware of the facts of the case. Evidence /Statement will have been received from the appropriate parties-the student, teacher(s), other student(s), other staff etc. When the Principal is satisfied that the situation may merit suspension, the following procedures are followed.

- The parents (guardians) are contacted and invited to the school.
- The Principal outlines the situation and explains that suspension is the appropriate sanction.
- The length of the suspension is dependent on seriousness and whether it is a repeated misdemeanor.
- The parents/Guardians are advised that they may appeal this decision to the Manager.
- The parents are provided with a letter outlining the length of suspension, the reason for suspension and stating right of appeal to the Manager.
- The Manager is informed.
- On return to school, the student submits a letter confirming good future behaviour and providing an apology where appropriate.
- If deemed necessary, the student may be offered support in re-integrating to school life.
- If a student is suspended for a period of 6 days or more, the Principal shall inform the Educational Welfare Office
- If a student is suspended for a cumulative total of 20 days or more, in one year, the Principal shall inform the Educational Welfare Officer.
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## EXPULSION

- Expulsion should be resorted to only in the most extreme cases of misbehaviour and indiscipline and in most cases after every effort at rehabilitation has failed and every other sanction has been exhausted (Department of Education and Science Circular M33/91)
- If in the judgement of the Principal a student may merit expulsion, the Principal shall refer the matter to the Manager for decision.  
Only the Manager may finally decide to expel a student.
- It is difficult to be exhaustive when listing the circumstances that would justify
- the expulsion of a student. The following are some examples;
  1. The student is so disruptive he/she is seriously preventing other students from learning and/or the teacher from teaching.
  2. The student is uncontrollable and is not amenable to any form of school authority.
  3. The student's conduct is a source of serious bad example and is having an adverse influence on other students in the school.
  4. The student's behaviour towards a staff member or Management is of a very serious nature.
  5. If the student's behaviour is in contravention of the Health and Safety Act.
  6. Supplying illegal drugs to the other students in the school.
  
- In accordance with the principles of natural justice, the Parents/Guardians of the student whose expulsion is being considered should be given the opportunity of attending a meeting with the Manager and presenting their case. They can also present their case in writing
- Where the Manager is of the opinion that a student should be expelled he shall before so expelling the student notify the Educational Welfare Officer (EWO) assigned to the school in writing "of his opinion and reasons therefore".  
The EWO concerned shall "Make all reasonable efforts to ensure that provision is made for the continued education of the student".
- The EWO shall "Make all reasonable efforts to consult with the Principal, the student concerned and his/her Parents/Guardians and other such persons as the EWO considers appropriate"
- A student shall not be expelled before the passing of 20 school days following the receipt of a notification by the EWO.
- This is without prejudice to the right of the Manager to take such other reasonable measures considered appropriate to ensure the good order and discipline are maintained in the school and that the safety of the students is secured. The Manager might decide that the student should be suspended until the expulsion procedures have been completed and/or a place found for him/her in another school.

### Appeals

A decision to expel may be appealed to the Secretary General of the Department Education and of Skills (Education Act 1998 section 29)