



# Coachford College

## Appropriate Behaviour Policy

### 1. General

#### 1.1 Scope

This policy applies to students of Coachford College and relates to all school activities, including those taking place outside school hours. The Policy was drawn up in consultation with all school partners.

#### 1.2 Context

This Policy has been developed in line with the ethos and mission statement of Coachford College, which has at its core, the care of every student. It is based on respect for oneself, for others, and for our environment, so that a positive and co-operative school atmosphere prevails and each student is content in Coachford College and is able to reach their full potential. The Policy has been devised in consultation with all members of the school community in keeping with the school's characteristic spirit. It is informed by the requirements of the Education Act (1998) Education (Welfare) Act (2000) and guided by Developing a Code of Behaviour: Guidelines for Schools (NEWB). The Policy should be read in conjunction with the school's Safety Statement, Wellbeing Plan, Discipline Policy, School Outings Policy, Anti-Bullying Policy, Child Safeguarding Statement/Risk Assessment, Special Educational Needs Policy, Attendance Policy, School Uniform Policy, Smoke-Free Policy, Substance Abuse Policy, Acceptable Use of Technology Policy, Digital Learning Plan, Homework Policy, Data Protection Policy (CETB), Dignity in the Workplace Charter, Digital Learning Plan, Social Media Policy (CETB), Suspensions and Expulsions Policy and Covid-19 Response Plan. The Policy serves to support the school's vision for excellence in teaching and learning as set out in Looking at our School: A Quality Framework 2016- 2020, in the vision for Junior Cycle and in the NCCA's Guidelines for Wellbeing at Junior Cycle. The school's mission statement sets out the school's vision for the encouragement of the pursuit of excellence and the creation of an environment conducive to the highest standards of achievement in a community in which mutual respect is shared in a positive environment, with student wellbeing at its core. In order to achieve such goals, appropriate and respectful behaviour is expected at all times.

### **1.3 Aims and Objectives**

Coachford College seeks to provide a pleasant learning experience for its students and a caring, safe and secure environment for all the school community. Central to this is the recognition of each person's human dignity through practising respect for ourselves and others.

### **1.4 Rationale**

Many people work together in our school and courtesy and consideration is **always** necessary. Behaviour which is ill-mannered, annoying, dangerous or disruptive cannot be allowed or tolerated. Our policy is one which is based on the recognition that each student is an individual and it creates an environment in which the welfare of all is protected.

## **2. Roles and Responsibilities**

Our school acknowledges the contribution of all members of the school community. Each member has responsibility for the promotion of good behaviour and a role in dealing with and minimizing inappropriate behaviour.

### **2.1 Students**

Students will adhere to the school's Appropriate Behaviour Policy at all times. This is a vital life lesson in co-operating and adhering to a developed set of guidelines in school and ultimately other situations in later life.

### **2.2 Parents and Guardians**

The school appreciates the role of parents and guardians in the development and operation of this Policy and expects them to support the code and encourage their students to uphold it.

### **2.3 Teachers**

The school appreciates the role of teachers in the development and operation of the Appropriate Behaviour Policy. The school recognizes that a teacher's main focus is in the area of teaching and learning, but that they also have a pivotal role to play in behaviour management. This role forms a core element of this Policy. Class Teachers, Tutors, Year Heads, Guidance Counsellor, Chaplain, Deputy Principals and Principal all have roles to play in upholding this Policy.

## **2.4 Ancillary Staff**

The school appreciates the contribution of ancillary staff in the day to day running of the school and therefore in the successful operation of the Appropriate Behaviour Policy. In particular, they have a responsibility to report examples of positive behaviour and incidents of inappropriate behaviour that they witness.

## **2.5 Board of Management**

The school acknowledges the role of the Board of Management in the development, operation and oversight of our Appropriate Behaviour Policy.

## **2. Norms of Behaviour**

### **2.1 Positive Discipline**

In keeping with the school's ethos, every effort is made to provide a secure and caring environment for all. Students are welcome to discuss issues of concern to them with members of the Student Support Team or with any member of staff.

Students' appropriate behaviour is acknowledged and encouraged. **2.2**

**Students will adhere to the following norms of behaviour:**

#### **a) Respect**

Students will show respect for all members of the school community and for the general public at all times. Students will respect school property and the property of others.

#### **b) Authority**

Students will respect the authority of the staff member in charge at all times in the school environs and during out-of-school activities.

#### **c) Uniform**

Students' uniforms must be as per the Coachford College Uniform Guidelines-

#### **d) Punctuality & Attendance**

Students will abide by the school's Attendance Policy.

- An email should be sent by the parent/guardian/adult student as appropriate on the day that a student is absent, outlining the reason for absence.
- On arrival on school grounds, or having been dropped to school, students must proceed directly to the area designated to them.
- Students travelling on Special School Buses must arrive in school and leave school on their designated school bus. They do not have permission to leave the grounds at any time. Students may only travel on the Special School Bus for which they have a pass.
- Students who arrive late must have had a prior email sent to the school as per the requirements set out in the school's attendance procedures, and must sign in at reception. Failure to have prior notification sent may result in a sanction being imposed.
- Students who leave school early will follow the arrangements set out in the school's attendance procedures.

#### **e) Movement between classes**

Students are expected to move to class in a purposeful and orderly manner.

#### **f) Class Work**

Students will cooperate fully in class, have all necessary materials and will complete the work assigned to them. Students will keep journals in a presentable condition and will have them available at all times. All homework will be written in the journal.

Communication between teachers and parents/guardians should take place via the school's approved platforms.

#### **g) Out of Bounds**

Students must remain within areas assigned as inbounds by the school authorities.

#### **h) Health & Safety**

Students will avoid engaging in any activity which may pose a Health and Safety risk to themselves and/or others.

#### **i) Banned Items**

Banned items, as defined by the school authorities, are not allowed.

#### **j) Mobile Phones**

Mobile Phones must be switched off and stored away for the full duration of the school day including break times, unless their use is authorised by a teacher. This is to ensure minimal distractions whilst also counteracting possibilities of cyber bullying. Any student whose phone is seen or heard, will have their phone and SIM card confiscated and returned after five full school days. Further sanctions may be imposed if it is a repeat offence or should a discipline matter accompany the confiscation.

#### **k) Lunchtime Activities**

Students shall remain within the assigned areas.

Students are generally allowed on the assigned grass areas during lunch time only.

At certain times of the year, the grass areas will be unusable. In the interests of student safety coupled with cleanliness of uniform and the school, supervisors may deem it necessary to make the grass area and/or other areas out of bounds for particular periods.

#### **l) Student Parking**

Students may park in the assigned area of the school grounds if they have returned the appropriate form to the school authorities. Failure to comply with the parking protocols may result in a disciplinary sanction and withdrawal of privilege of onsite parking either temporarily or permanently.

### **3. Structures and Interventions**

In keeping with the school mission statement, every effort is made to provide a secure and caring environment for all. Students are welcome to discuss issues of concern to them with members of the student support team or any member of staff.

The student support structure facilitates early intervention in cases of inappropriate behaviour, and therefore has a fundamental role in minimising it. Students may be referred to any member of the Student Support Team to discuss underlying reasons for their behaviour.

There is a structure of referral in Coachford College which deals with inappropriate behaviour:

- Class Teacher;
- Year Head;
- Deputy Principal;
- Disciplinary Committee (consisting of a Deputy Principal and two other teachers);
- Principal & Deputy Principals;
- Board of Management.

### **4. Sanctions**

Sanctions are implemented to help our students appreciate that misbehaviour has taken place and the consequences of inappropriate behaviour. Sanctions imposed take account of the nature of the incident and the situation leading up to the incident.

Sanctions may include:

- Verbal reprimand;
- Note to parents/guardians in journal;
- Contact with parents;
- Educationally directed extra work;
- Teacher detention/year head detention (within the normal school day);
- Withdrawal of classroom privileges some subjects;
- Withdrawal of lunchtime privileges;
- Withdrawal from extra/co-curricular activities;
- Placement on a Homework/Classwork/Attendance Card;
- Placement on a Probation Card/Interim Review/Disciplinary Committee Card, etc.;
- Other measures which the teacher deems appropriate;
- Referral to Year Head/Deputy Principal/Disciplinary Committee/Principal;
- Suspension;
- Expulsion.
- Other measures which the class teacher/Year Head/ Deputy Principal/Principal/Disciplinary Committee may deem appropriate. This list is not exhaustive and is not necessarily in a particular order.

## **5. Roles and Responsibilities**

Our school acknowledges the contribution of all members of the school community. Each member has responsibility for the promotion of good behaviour and a role in dealing with and minimizing inappropriate behaviour.

### **5.1 Students**

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## **6. Record-Keeping**

Records student indiscipline, and related sanctions and interventions will be kept by Year Heads and/or Deputy Principal, in accordance with the requirements of the school's Records Retention Schedule.

## **7. Appeals**

The principles of Natural Justice demand that there should be a right to appeal to a higher authority.

A suspension of up to 5 days may be appealed to the Principal.

An appeal may be made to the Board of Management/Cork ETB as relevant, in the case of

- a suspension of six or more consecutive days;
- a suspension which brings the cumulative suspension to twenty or more days;
- an expulsion, in keeping with the requirements of Section 29 of the Education Act (1998).

## **8. Implementation**

All registered students of the school will be given access to a copy of this Policy, and parents/guardians are required to sign an agreement to uphold this Policy on enrolling their student in the school.

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This Policy was reviewed by the Board of Management of Coachford College on October 20th 2020, having been signed by the Chairperson of the Board of Management and the Principal.

It is available to all members of the school community, and will be reviewed on an annual basis, and/or as deemed necessary.

Signed by:

*Niamh Lehane*

Chairperson of the Board

Date: *October 20th 2020*

*Aine-Maire Ni Fhaoláin*

Principal

Date: *October 20th 2020*

