

Gael-Choláiste Chill Dara

Seanbhóthar Luimnigh

Nás na Ríogh

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Cód Iompair GCCD

Leasaithe de réir BNLO seicliosta

1. Mission

Is Meánscoil lán-Ghaeilge, chaitliceach, saor ó tháillí í Gael-Choláiste Chill Dara atá mar pháirt lárnach de Phobal na Gaeilge. Soláthraíonn ár scoil oideachas den scoth chun cabhrú le daltaí a mbuanna indibhidiúla a aithint is a bhláthú i gcomhpháirt lena dtuismitheoirí. Is scoil í a chuireann fáilte roimh dhaltaí ó chreidimh is ó chúlraí difriúla a dhéanann comhbhá lenár bhfís, lenár spiorad agus lenár bhfealsúnacht.

2. Spirit

The Spirit of Gael-Choláiste Cill Dara encompasses Christianity, use of the Irish language and culture, care and mindfulness, supportiveness, respect for individuals and willingness to participate.

3. Aims

The main aims of this policy are;

- a) To create an atmosphere of 'Respect for one another' in every aspect of school life.
- b) To provide clear guidelines on how transgressions of the rules are handled from the student and the teachers perspective.
- c) To have clear procedures on the steps taken where a student is creating problems in the school.
- d) Along with the School's Anti-Bullying Code it is hoped to have a safe protected environment for everybody in the school and thereby contribute to the school spirit.
- e) With a strong behaviour code in place, our students will have the very best opportunity to receive the highest quality education.

4. Background

This school's Code of Behaviour was founded on Section 23, The Education Act (Revised), 2000. This Code of Behaviour takes its criteria from the school's ethos and from the various Government acts.

The Board of Management is charged with protecting and sustaining the ethos according to section 15 (2) (b) of The Education Act 1998. This ethos stems from the vision of the founders of Gael-Choláiste Chill Dara: Séamus Ó Ceanainn, Tomás Ó Póil, Tomás Ó Riain, Conor Ó Mathúna and Dónal Ó Laoire.

In short, the essence of this Spirit is to create young adults who are steeped in the Irish language and Culture and who are good Christians and upright citizens. The aim of Gael-Choláiste Chill Dara Education is to create an environment which is warm and hospitable within which young people can experience a fully human, spiritual and educational formation. This environment requires all stake holders - that is Parents/Guardians, Teachers, Students, the Minister for Education and An Foras Pátrúnachta in the school community to respect others, be responsible and cultivate a caring community.

The various legislative acts lay down criteria which should be met to ensure that the different stake holders can work in a dignified environment which is caring and respectful of their rights. Everybody has a right to work, study and relax in an atmosphere free from bullying, abuse and harassment of any kind. All stake holders have a responsibility to ensure that the rights of others are fully respected.

Given that the culture we live in puts much emphasis on rights without being equally emphatic concerning responsibilities, the Board of Management asks all members of the school community to fully inform themselves with regard to their responsibilities.

In recent years, various legislative acts set out with particularity, the rights and responsibilities of all citizens in the work place, including those who are part of a school community.

The vast majority of students accept the guidelines laid down for the proper managing of the school. Those who do not accept such guidelines are initially counselled, but if they continue to disregard the Code of Behaviour, they will be obliged to face the consequences of their actions. On very rare occasions, the Board of Management is required to adjudicate upon and effect the proper balance between the rights of the student to an education and the rights of other students to study in an appropriate environment and the rights of teachers to work in a context which gives dignity and respect to their work.

5. Philosophy

It is the philosophy in Gael-Choláiste Chill Dara to teach by bringing out and fostering each student's own personal resources, not only by imparting knowledge but by encouraging students who will be honest, dependable and cultured so as to succeed in this diverse world. We recognise that we are all individuals and have different needs or requirements. In order to promote and achieve this philosophy Gael-Choláiste Chill Dara develops links with a range of educational, language, cultural, religious and support organisations

6. Good Behaviour

The quality of relationships between teachers and students is one of the most powerful influences on student behaviour. At Gael-Choláiste Chill Dara we aim to foster mutually respectful relationships, balancing warmth and empathy with objectivity, professionalism and fairness. The quality of daily interactions both inside and outside the classroom is central to our efforts to promote good behaviour. GCCD through its Code of Behaviour affirms the rights of all students to a positive learning environment which is free from disruption. Promoting good behaviour, the personal and holistic development of the student and preventing inappropriate behaviour are the main goals of the Code of Behaviour.

We acknowledge and support

- Students who support the mission and ethos of GCCD
- Appropriate behaviour both in class and outside classroom
- Good work ethic
- Students being considerate and respectful to all those around them
- Displaying good citizenship and showing initiative to promote a better school
- Students who make meaningful effort to reach their potential.
- Students who perform well academically in State and school examinations
- Students who win recognition in their hobbies or chosen sport

We recognise and affirm positive behaviour, progress and effort within the classroom and the wider school. This is done on a formal and informal basis by:

- fostering and encouraging positive relationships within the whole school community
- treating all pupils equally and fairly
- valuing and acknowledging each pupil.
- promoting excellence in teaching and learning
- teachers modelling values that inspire students and pupil/teacher interaction both inside and outside the classroom
- verbally praising students' work and conduct in class
- display of student work in class and or on the school corridors
- positive comments in the Journal and/or on homework

- recognising achievement through the school web-site and the weekly Newsletter
- promoting positive relationships and behaviour at Roll Call and at Assembly
- commendation at assemblies and yearly award ceremonies
- the support of our Pastoral Care Team including Tutors and Year Heads, Guidance and Counselling Team
- providing a wide range of extra-curricular activities
- promoting the involvement of parents including:
 - formal and informal contact
 - Parent- Teacher meetings
 - Christmas, Midterm and Summer Reports
 - Use of the Journal
 - the Parents' Council
- encouraging student involvement through:
 - Extra-curricular activities
 - Gaelbhreach
 - Cinnirí
 - Student Council
- the school's Awards system

7. Standards

Gael-Choláiste Chill Dara expects all members of the school community to behave in ways that show respect for others.

Standards signal positive values. Standards of behaviour should reflect values such as:

- The promotion of the Irish language
- respect for the school mission and ethos
- respect for self and others
- kindness and willingness to help others
- courtesy and good manners
- fairness
- readiness to use respectful ways of resolving difficulties and conflict
- forgiveness.

The standards should describe the commitment that the school expects from students to their own learning and to that of their peers. This commitment might include:

- attending school regularly and punctually
- doing one's best in class
- taking responsibility for one's work
- keeping the rules
- helping to create a safe, positive environment
- respecting staff
- respecting other students and their learning
- participating in school activities.

Standards signal unacceptable behaviour Standards are also a way of signalling to members of the school community the kinds of behaviours that are not acceptable in the school, for example:

- behaviour that is hurtful (including bullying, harassment, discrimination and victimisation)
- behaviour that interferes with teaching and learning
- threats or physical hurt to another person
- damage to property
- theft.

The objective of a sanction is to help the student to learn. The purpose of a sanction is to bring about a change in behaviour by:

- helping students to learn that their behaviour is unacceptable

- helping them to recognise the effect of their actions and behaviour on others
 - helping students (in ways appropriate to their age and development) to understand that they have choices about their own behaviour and that all choices have consequences
- helping them to learn to take responsibility for their behaviour.

A sanction may also:

- reinforce the boundaries set out in the code of behaviour
- signal to other students and to staff that their wellbeing is being protected. In instances of more serious breaches of school standards, sanctions may be needed to:
 - prevent serious disruption of teaching and learning
 - keep the student, or other students or adults, safe.

8. (a) The Irish Language Rule

Irish is the working language and the everyday language of the school and school community, in every class apart from English and it is spoken on all school trips and at all school events and activities. Any infringement of this rule will be taken very seriously.

(b) An Coiste Gaeilge

Where the Irish Language rule is broken the Coiste Gaeilge enforce the following sanctions with input from management if necessary. Based on the steps used by the Coiste Gaeilge a student can be placed on suspension or exclusion in the case of persistent offenders.

STEP 1 A Meeting with the Coiste Gaeilge

Meeting/advice/record/note in diary and the note to be signed by parent/guardian and shown to a member of the Coiste the following morning.

STEP 2 Lunchtime Detention

Meeting/advice/record/note in diary and the note to be signed by parent/guardian and a letter of reflection to be written by student.

STEP 3 Two Hour Detention

Meeting and two hour detention on Friday, record and note in diary and a letter or call home.

STEP 4 Suspension

Meeting with parents/guardians/student/principal. A follow up letter regarding suspension and stating that the Board of Management have been informed.

STEP 5 Letter from the Board of Management, Suspension

Contact from the Board of Management; suspension from principal.

(c) Irish Language and Culture

Since we are an all-Irish School there is a strong emphasis on our language and culture. It is the students themselves who will take these valuable things on to the next generation. As a result every student is required to always speak in Irish in order to improve their Irish and students are challenged to take part in Cultural activities. Students are expected at all times to show respect for their language and culture.

9. (a) Respect for People

Every student and staff member has the right to do their work in a safe, comfortable and happy environment. Gael-Choláiste Chill expects people in school to respect every other person in the school and in the community. Therefore, respect for one another is fundamental in every aspect of Gael-Choláiste Chill Dara. A lack of respect will not be accepted and will result in a punishment.

(b) Respect for Property

Everyone connected with the Gael-Choláiste should show respect for their own and other people's property. People should be careful and mindful of other people's property and not steal or do any malicious damage

10. Comhairle na nDaltaí

As members of the Students' Council (Comhairle na nDaltaí), students get a chance to influence policies and activities within Gael- Choláiste Chill Dara. Some of the meetings take place during class times and others are held in your own time.

11. School Journal

Class teachers and parents/guardians sign the journal every week. It should be present in all classes and must be handed over to teachers or other authorised persons on request. Teachers may use it to record marks or comments. It should be kept neat and tidy, up-to-date and should not be defaced. The journal should be brought home every day.

The journal is the most important book you have

- It helps you to organize yourself as regards your timetable, homework and other activities.
- It acts as a link between home and school.
- It is a diary of your school business, not personal business, which is used by the staff.
- Everyone connected with your education uses it; yourself, parents/guardians and teachers. You should always have it with you and it should always be clean, tidy and organized
- If you are asked by a teacher during class to hand over a diary you must always comply. If you find this unfair you should talk to an appropriate person.
- Any note from a subject teacher should be signed by your class teacher or parent/guardian.
- Any note from a class teacher, from a teacher, vice-principal or principal should be signed by your parent/guardian if requested.
- You should never refuse to give it to a teacher, parent or guardian who requests it.

12. Student behaviour in class

In order to sustain a good learning environment, you should observe the following instructions:

- Be in time for class and go directly and in a well-behaved manner from one class to another.
- Watch out for your own safety and the safety of others as you move from room to room.
- Be prepared for class. Go directly to your place and take out your book or copy or any equipment required
- Cooperate with the teachers and your fellow students in class and show self-respect and respect for others
- Always have the school journal with you and write in your daily homework.
- Have your homework and study completed for each class.
- Noise should be kept to a minimum.
- When a student needs to talk he / she should raise their hand and wait for permission
- Do not say or do anything which might upset anyone else in the class.
- No eating, drinking or chewing during class.
- Pay close attention to teacher instructions especially when using equipment or machinery.
- You should use the toilets at break and lunch time. Students going to the toilets during class time should have a hall pass. Students are not permitted to go to the toilets during the last 5 minutes or the first 5 minutes of class.
- Leave the room tidy after you and be careful not to leave anything behind you.
- Students may not leave the class without the teacher's permission. The teacher is in charge of the class and directions must always be followed. It is school policy that a high level of courtesy and respect is always shown to teachers.

13. Equipment for Class

All students are responsible for having the right books and equipment for class and for exams – pens, pencils, mathematical instrument sets, calculators and maths tables etc.

14. (a) Behaviour in Gael-Choláiste

- Always show respect for yourself and for others.
- Respect your own property and the property of others and of Gael-Choláiste Chill Dara.
- Do not leave Gael-Choláiste Chill Dara or the school area without written permission from parent / guardian.
- Keep the environment tidy and take any rubbish home or recycle.

(b) Behaviour outside the school

- The school Code of Behaviour still operates when students are involved in Gael-Choláiste activities outside of the school.
- Do not forget to wear the school uniform even if you yourself are not personally participating in the school activity; you are still a representative of the school. Do not say or do anything to give the school a bad name.

15. (a) School Uniform

Students should present themselves clean and tidy and wearing the full school uniform. Hats, scarfs, hoodies, gloves are not permitted to be worn around the school. Body piercing, jewelry other than one stud in each ear and a watch are not allowed for safety reasons. Makeup is not permitted.

The Gael-Choláiste Chill Dara school uniform consists of the following:

- school skirt/ navy trousers,
- blue jumper,
- white blouse/shirt
- black/navy leather shoes without any coloured pattern,
- socks/ tights in plain navy or grey

The following will not be permitted to wear in class; the school sports top, a fleece jacket or any coat unless with the teacher's permission. Coats must be kept in lockers during class-time.

The school uniform is available in Richie Whelans Menswear, Nás na Ríogh and The Back To School Store, Droichead Nua.

A label with the owners name should be displayed clearly on every piece of the school uniform and sports gear etc.

Suitable rain gear should be worn when required so that students do not come to school in wet clothes.

Students should take extra shoes and socks to school for lunchtime sports.

If a student comes to school without full school uniform or is unwilling to wear missing items of uniform from the school's extra stock, the school office will call parents/guardians to bring in correct school uniform or to collect their child from school.

(b) Physical Education

Normal school uniform must always be worn to and from school. Students must take any sports gear with them to the PE class and change their clothes before and after PE class. No student is permitted to wear a tracksuit except during PE or when asked by a teacher. Every student should take part in PE classes. If a student does not have the appropriate clothing or if they are unable to take part in the class as they have a note from a parent/guardian a student may be left to study with another class.

16. Punctuality, Attendance and Participation

Regular and punctual attendance is crucial for effective progress and for academic achievement in school. It should also be noted that under the Education (Welfare) Act 2000 there is a statutory obligation to attend school and it is an offence to be absent from school for more than 20 days, without valid reason. Where a student accrues a cumulative total of twenty days absence, the school will immediately inform the TUSLA. Where the school has concerns regarding the attendance of a student, who has not been absent for a cumulative total of twenty days, it may also inform TUSLA of these concerns.

- Students are expected to be punctual and regular in attendance.
- School hours are from 8.55am to 3.50pm (Friday 8.55am to 1.15pm). No pupil may leave the school premises during these hours without permission.

- Parents/guardians of pupils who do not appear for school will be informed by text message of that fact.
- Students who have been absent from school must bring a written excuse to their tutor. This note must be given to their tutor the day they arrive back to school following the illness.
- Students who arrive to school late (after 8.55am) must sign in at Reception and produce a written note.
- Students who become ill during the day must report to Reception. Where necessary, contact will then be made by a staff member with a parent or guardian by telephone. For this reason, parents/guardians should ensure that the school has up-to-date daytime contact numbers. Students should not contact parents/guardians by mobile phone to inform them of any illness and to arrange for collection without informing the office.
- In order to protect the integrity of the school day we would ask that all appointments with dentists and doctors etc. be arranged, as far as possible, during a suitable time after school hours. In the event of the student having to leave school during the day, a written note must be shown to the tutor in the morning and also shown at reception when signing out.
- Students, when in school, must attend all their scheduled classes.

There are grave health and safety implications where students absent themselves from school or class without permission. **Leaving school without permission is a serious breach of the Code of Behaviour and subject to sanction from the school, as deemed appropriate. The school shall accept no responsibility where a student leaves school without permission or slips away from the care of a teacher.**

17. Contact Student/Home or Home/Student

If a student needs to contact a parent or guardian, they should consult the class teacher and they must use the office phone. Students will not be permitted to use their mobile phones to ring home. Also, if a parent/guardian wishes to contact a student they should ring the office as the students phone will be off during the school day in accordance with the school rules.

18. School Tours

School tours are organized by staff members in their free time. Normal school rules apply at all times. The school reserves the right within its discretion to refuse a student permission to travel on a tour. The School Tour Policy is available on the school website www.gccd.ie.

19. Antibullying

Bullying is understood to mean ‘unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.

The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of pupils. The school’s Antibullying policy fully complies with the requirements of the Anti-Bullying Procedures for Primary and Post-Primary Schools which were published in September 2013.

The following key principles of best practice are adhered to in preventing and tackling bullying behaviour

A positive school culture and climate which

- is welcoming of difference and diversity and is based on inclusivity;
- encourages pupils to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
- promotes respectful relationships across the school community

A school-wide Approach;

- A shared understanding of what bullying is and its impact.
- Implementation of education and prevention strategies including awareness raising measures
- that builds empathy, respect and resilience in pupils and explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying.
- Effective supervision and monitoring of pupils;

- Supports for Staff;
- Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies) and on-going evaluation of the effectiveness of the anti-bullying policy.

20. General Rules

Bad language will not be tolerated and will be penalised.

No messing or horseplay is allowed at school.

Students are not permitted to leave the school at lunchtime.

Students stay inside the school building at 11 o'clock break and at lunchtime when it is very wet.

For Health and Safety reasons certain places will be prohibited or out of bounds.

Students are reminded not to write anything insulting, rude or obscene about anyone in Gael-Choláiste Chill Dara in the form of text or on the social media.

21. Physical Contact

No student should be in any physical contact with any other member of the school community, fellow student or staff.

22. Lunch and Rules to avoid Littering

We wish to keep the school environment clean and we operate best practice regarding rubbish collection.

Lunch is eaten in permitted areas only. Food or drink is not permitted in other places in the school. Students are encouraged to use a lunch box to take food and drink to school and to take their own rubbish home with them. Lunches which requiring boiling water are not permitted.

23. Mobile phones

A mobile phone is not necessary in school. A student can make a call from the office if required. Parents can call the office if they need to contact their child. The school is not responsible for a mobile phone which a student takes to school. If a phone is taken to school, there is a complete ban on mobile phones in the classroom unless under the teacher's direction. If a teacher asks a student, phones may be left switched off on the desk during classes. There will be a complete ban on using a mobile phone in any place inside the school limits. If a student is caught using a phone the phone will be taken until the end of the school day.

- **Taking pictures is not permitted.**
- **Any recording on the phone is not permitted. Since this is a serious matter there will be a heavy sanction including confiscation of the phone depending on the seriousness.**
- **Social media (snapchat, facebook, instagram) are not permitted during the school day.**

24. Lockers

Students are not permitted to use the lockers between classes except at morning break and lunch and before and after school. Students must have their correct books for the blocks of three classes; if not they can be penalised by the teacher. Teachers are not required to allow students to go to lockers to retrieve forgotten books.

The lockers should be kept locked, with only the school's lock for reasons of safety. Any locker which is left open will be locked. If these rules are not followed; lockers will be taken back from students.

25. Study and Homework

The school's policy on Self-directed Learning, Study and Homework is available on the GCCD website.

Every student should read it and follow the instructions there. Students should take great care in completing homework to a high standard, ensuring it is neatly presented and handed in on time.

26. School Environment / Litter

Students are encouraged to have a positive attitude towards the environment. To this end great care should be taken of furniture and fittings and all school equipment. A student caught damaging school property will have to repair or repay the damage done. If the damage is exceptionally serious and malicious he or she will face suspension. In addition the whole school community should feel a responsibility for keeping the school litter free.

There is a ban on energy drinks and cans in the school and teachers are allowed to confiscate them. There is a total ban on chewing gum anywhere within Gael-Choláiste Chill Dara.

27. Cars, Motorbikes / Mopeds & Bicycles

The school is not responsible for any vehicles left in the school. A lock must be put on any bike left in the school. Any student wishing to take a moped, motorbike or car into school must seek permission from the principal as well as signing a letter assuring responsible behaviour. A parking spot will be assigned at the beginning of the school year and the vehicle must not leave that parking spot from 8.55am until end of school day as a result of safety issues.

28. Safety

Everyone must be very conscious of safety precautions and procedures. With a little foresight accidents can be avoided. Students who cycle to and from school should be especially careful. We urge students who cycle to and from school to use a helmet. The observance of the normal rules of politeness and courtesy to others, especially when large numbers of people are moving in a restricted space, creates a pleasant and safe environment.

29. Use of IT equipment, computers and internet

Students must at all times follow the school's policies regarding acceptable IT and Internet Use and also the teachers' directives with regard to the use of IT equipment and access to the Internet. Students who fail to comply with these procedures may have access to IT equipment and the Internet removed and face sanctions up to and including suspension and expulsion.

30. Smoking

The Public Health (Tobacco) Act 2002 prohibits smoking within the school boundary. Section 47 (3) of the Public Health (Tobacco) Act 2002 states that "any person" (including an employee) found to be in contravention of the new Regulations will be guilty of an offence". Section 47 (4) states that "the occupier, manager and any other person for the time being in charge of the place" will be held accountable". Offences can incur fines of up to €3,000 for persons who infringe these new regulations by smoking in a prohibited area. If a student is found to be smoking on the school premises, parents/guardians will be informed and a suspension given.

31. Substance Misuse

The school has a strict Substance Misuse policy regarding. Students caught in possession or under the influence of controlled substances (alcohol, cannabis, ecstasy, heroin, etc.) face suspension or expulsion.

32. (a) Sanctions

Sanctions for disruption and bad behaviour may include, extra work penalty sheets, notes in journal, lunchtime or after school detentions, letters home, meeting with parents/guardians, suspension and expulsion from school. Inappropriate comments, gestures or intimidatory behaviour may attract a sanction. Now and then, the school helps students by putting together a behaviour plan with them where bad behaviours are identified and strategies to deal with those behaviours.

(b) Report System

When a student's behaviour in class is not satisfactory he may be put on a disciplinary Report. Over a week period, his behaviour and performance in class is monitored by the Class Tutor and by parents/guardians. If there are further disciplinary problems after two reports a student may be suspended. Parents/guardians are always notified when a student is put on Report and generally are invited to come to the school to meet the Class Tutor/Principal.

(c) Detention

Certain breaches of discipline are punishable by detention. Detention of students is an approved sanction in this school. Parents/Guardians will have due notice of any detentions taking place outside of school hours. Students who do not attend after-school detention on the specified day will incur a further detention.

(d) Suspension

Suspension is a serious sanction and will be imposed by the Principal in cases where other efforts to resolve a disciplinary situation have failed or where the nature of the incident dictates that a student be removed from the school. Before suspending a student the Principal/Deputy Principal will inform the parents/guardians in writing of the reason for the suspension, the length of the suspension and the requirements that must be met to gain re-instatement. In all cases the Board of Management will be informed of the decision.

(e) Expulsion

Expulsion is the most severe sanction by a school. It will only be imposed for very serious breaches of school discipline or in cases where the rights of a greater number of students are being denied because of the continual disruptive behaviour of a student. Should the Board of Management decide to expel a student the Board shall inform the parents/guardians in writing and will inform the Welfare Board (TUSLA). The parents/guardians shall be informed of their right to appeal and meet the Board. Should the Board of Management stand by its decision to expel the student, his parents/guardians will be informed of their right to appeal to the Department of Education. At all times due regard will be given to section 29 of the Education Act 1998 and Section 24 of the Education (Welfare) Act, 2000.

Conclusion

The Code of Behavior is a live document and as a result it may be changed at any time. Any change will be communicated to the school community. All information regarding the discipline code/school rules are made available in the following ways;

- a) Copy of the policy available from the office.
- b) Copy of the latest policy in the student diary to be signed by parents at the start of each year.
- c) The school rules are taught as part of induction for first years.
- d) If there are any small changes or clarifications; they will be disseminated through the class teacher.
- e) Students on detention are taught good behaviour skills.
- f) The latest policy is updated on the school site www.gccd.ie

This code of behaviour is updated regularly at staff/planning meetings and at senior management meetings. At the beginning of the school year, these rules should be read, discussed and agreed by parents, guardians and students. The class teacher will ensure that the code of behaviour is signed.