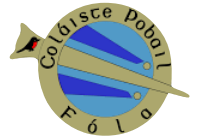
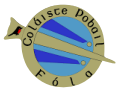


Code of Behaviour



1. All students of Coláiste Pobail Fóla are expected to be respectful and mannerly at all times.

This means..	Because...	Sanctions...
<ul style="list-style-type: none">● Greeting people in a polite and friendly way.● Saying thank-you to one another, to staff and to guests● Using polite language when dealing with each other and all staff members - bad language is not to be used at any time● Allowing everyone to contribute in class● Respecting the opinions of others● Never using physical violence or making threats of violence - Creating safe space	<ul style="list-style-type: none">● Coláiste Pobail Fóla is a friendly, caring, happy place to be● This creates a positive, productive environment for all to work in● Respecting others is part of community living and is part of our ETB Core Values	<ul style="list-style-type: none">● Any student involved in a physical altercation will be sent home immediately and an investigation will take place. This may result in suspension.● Senior Students that disrupt Teaching and Learning will be sent home as part of Foghlaim Ar d'Túis. Ratified 13/5/24



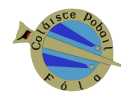
2. All students of Coláiste Pobail Fóla are expected to wear the full school

Uniform in a clean, neat and tidy manner.

This means..	Because...	Sanctions...
<ul style="list-style-type: none">• Students must wear the school jumper, white shirt, school tie, school skirt/trousers, plain black shoes/runners (no white soles/stripes), 1st & 2nd years must wear the school jacket, 3rd, 4th, 5th must wear a plain navy jacket.• School skirt must be below the knee• PE gear consists of school navy tracksuit bottoms, school t-shirt, navy tracksuit top and plain black footwear. The PE uniform should only be worn on PE days or sports events.• No pyjamas or leggings are permitted at any time - black tights may be worn under socks• All items of uniform should be clearly and discreetly labelled• Make-up, nail extensions and false eyelashes, if worn, should be discreet.• Hair should be tied back while doing practical subjects such as Home Economics and Science.• Hats are not permitted in the school building	<ul style="list-style-type: none">• The uniform represents the students respect for themselves, the school and others• The uniform promotes the equality of all students• The uniform promotes a sense of pride in the school community• Tied back hair is a health & safety requirement for practical subjects.	<ul style="list-style-type: none">• Students breaches to uniform policy will be sanctioned according to detention policy (see below)• Students are only permitted to wear their PE uniform on PE days. After consultation with the parents/guardians, students will be sent home to change into their uniform.• Incorrect jackets may be confiscated and students will be offered a school jacket for the remainder of the day. If students refuse to comply, they will be sent home.• Students are required to wear full uniform on school trips. Students who do not wear the full school uniform will not be allowed to attend. If PE uniform is required students will be told in advance.

3. All students of Coláiste Pobail Fóla are expected to attend all classes and to remain on the school premises throughout the school day.

This means..	Because...	Sanctions...
<ul style="list-style-type: none"> • For student absences one of the following is required in advance; <ul style="list-style-type: none"> - Email to info@cpfola.ie - phone call to office - Notification via VsWare • Where a student is required to leave school early for reasons of illness or urgent family reason, communication must go through the office. • Truancy (mitching) from school or class is unacceptable • Leaving the school premises during lunchtime without permission is unacceptable • It is not permitted to leave the school premises at any time without permission 	<ul style="list-style-type: none"> • Regular class attendance is essential for learning and progress • The school has a duty of care for the students during the school day • For accurate record keeping, the school needs to be aware of any student leaving the premises before end of day. • Students are not permitted to use personal devices to ring home as per our AUP policy. 	<ul style="list-style-type: none"> • Any student who leaves the school premises at any time without permission will be issued with a detention and, in certain circumstances, could face suspension.



4. Students of Coláiste Pobail Fóla are expected to have their Journal with them at all times and to get it signed by a parent or guardian each week.

This means..	Because...
<ul style="list-style-type: none">• Having your Journal on the desk during each class• Recording all homework assignments in it• Ensuring it is signed by a parent/guardian• Presenting it to your Teacher or Mentor when requested• Producing it when requested by any member of staff• Keeping it safe, clean and graffiti free	<ul style="list-style-type: none">• It is a record of home and school communications• It is record of all homework assignments• It is a reminder of equipment needed for class• It contains valuable information necessary for student life

5. All students of Coláiste Pobail Fóla are expected to be organised and prepared for class

This means..	Because...
<ul style="list-style-type: none">• Knowing your timetable• Organising relevant items for class the night before (e.g. PE gear, ingredients, etc)	<ul style="list-style-type: none">• Lessons can start on time and achieve maximum learning• Being organised will prevent you from being late for class and avoids disruption• Learning cannot take place without the relevant equipment• Labelling prevents loss of belongings

6. Students of Coláiste Pobail Fóla are expected to fulfil all responsibilities with regard to homework and classwork.

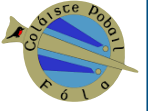


This means..	Because...	Sanctions...
<ul style="list-style-type: none">• Recording all homework in school Journal - written, oral, aural, project and practical work• Completing homework neatly and in full• Presenting homework to the teacher on time• Being willing to comply with all instructions and participate fully in tasks given by the teacher• Finding out and completing homework missed through absence• Homework must be your own work• Organising and following a study plan of revision for class, mid-term, Mock and Summer exams and meeting the deadlines for Examination Project work	<ul style="list-style-type: none">• Homework is an integral part of school life• Homework reinforces classwork• Homework allows students to work to deadlines and also to practice independent learning• Homework helps students to focus on areas requiring further work• Revision is essential for maximum performance in exams• It is a means of communication between home and school• It contains essential information for all students	<ul style="list-style-type: none">• Classroom teacher may give lunchtime detention• Multiple incidences may result in Year Head detention• Persistent no homework will be escalated as per ladder of referral



7. All students of Coláiste Pobail Fóla are expected to be punctual and to account for absence, lateness or appointments through email info@cpfola.ie and logged on VSware.

This means..	Because...	Sanctions...
<ul style="list-style-type: none">• Being in at 8:30 for first class.• Being in class at 12:36 after lunch.• Going promptly to each lesson.• Toilets are not to be used during class changeover. Permission must be sought from classroom teacher.• Parent/guardian notifying the school of extended absences by phone or e-mail• Students are expected to follow proper procedures for going home sick or leaving school early. Failure to do so will result in detention.	<ul style="list-style-type: none">• Every day counts• Being punctual allows class to start on time• Punctuality promotes personal responsibility and respect• The school has a legal responsibility to keep accurate records	<ul style="list-style-type: none">• Students who accumulate three lates to school/class (unexplained) will be required to do a lunch time detention. If a student fails to complete detention it will only be rescheduled to the next available lunchtime. If a student misses detention, it will incur a one day internal suspension. <p>Sanctions: For lates up to one month the following sanctions will apply.</p> <p>3 lates = Lunchtime detention 6 lates = Year Head After school detention 9 lates = Internal suspension 12 lates = External Suspension ** after external suspension, parents must meet with Year Head/Deputy Principal/Principal.</p> <ul style="list-style-type: none">• Persistent latecomers who interrupt teaching and learning may be withdrawn from classes or refused admission until such time as the Parent/Guardian meets with the Year Head/Deputy Principal/Principal.



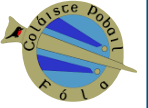
8. All students of Coláiste Pobail Fóla are expected to turn off any personal electronic devices during school hours and at school-related events.

This means..	Because...	Sanctions...
<ul style="list-style-type: none">• Turning off your mobile phone before you enter the school premises• Electronic devices should remain switched off at all times• Students are not allowed to use electronic devices during substitution classes, break, lunch or after-school study. This includes earphones/Airpods.• The safety of electronic devices are a student's own responsibility• Electronic devices can be switched on again when off the school premises• Parents should not attempt to communicate with students on their mobile phones during the school day.	<ul style="list-style-type: none">• Personal devices switched on cause distraction and disruption to a productive learning environment• Recording people on undisclosed electronic devices is an invasion of personal privacy and can cause major upset and embarrassment• The use of mobile phones on school property and during school hours can facilitate bullying• Messaging students during the day can be a distraction. Urgent messages should be relayed through the office via phone call or email.	<ul style="list-style-type: none">• Any student seen using a mobile phone will be asked to hand over the phone to the staff member. When the student co-operates, it may be returned at the end of the school day.• Phones will not be returned during lunchtime.• Failure to hand over the phone/mobile device to the staff member will result in a suspension.• Subsequent breaches of rules will result in Parent/Guardian being asked to collect the device.• Persistent breaches may result in further sanctions



9. All students of Coláiste Pobail Fóla are expected to comply with school rules, as well as the law of the land. This includes the law in relation to illegal substances (drugs, alcohol, cigarettes, vapes etc).

This means..	Because...	Sanctions...
<ul style="list-style-type: none">• No student should use or be in possession of illegal substances/ items• No student is allowed consume alcohol or use illegal substances on the school premises, in school uniform or during school related activities• Smoking and vaping are illegal in or on the school premises, which includes the school grounds, or while wearing the school uniform	<ul style="list-style-type: none">• These substances are illegal• These substances are addictive• These substances have serious health implications	<ul style="list-style-type: none">• Any student is seen in the possession of, or using an illegal substance will be externally suspended.



10. All students of Coláiste Pobail F6la are expected to behave appropriately and to respect the privacy of others.

This means..	Because...
<ul style="list-style-type: none">• Behaving appropriately both in school and in public• Not repeating, discussing or ridiculing sensitive information revealed within the school community• Not posting photographs of people online/in text messages without their permission• Not videoing, recording or photographing people without their permission	<ul style="list-style-type: none">• Everyone is entitled to privacy• Revealing private information about another person could lead to hurt and upset• Revealing private information about another person could lead to spreading of rumours and bullying• Recording someone without their permission is illegal

11. All students of Coláiste Pobail F6la are expected to respect the school property and that of others.

This means..	Because...
<ul style="list-style-type: none">• Stealing is totally prohibited• Being careful with all school property and equipment• Vandalism is totally prohibited• Following instructions on the safe use of equipment• Not using/taking equipment without permission• Not writing or drawing on or defacing any school property/property of others• Keeping classrooms, toilets and communal areas clean	<ul style="list-style-type: none">• Stealing is a crime• Damage to school property causes cost and distress• Misuse of school equipment can lead to injury• Defacing school property damages the appearance of the school• Littering is unacceptable



Detention Appendix

There are 3 types of detention;

1. Class Teacher Detentions:

- This detention is held during lunch time on any given day from 11:36-12:06. This can be awarded by the class teacher for any breaches of the code of behaviour.

2. Accountability Detention:

- This is held every Tuesday and Wednesday for 1 hour during lunch time from 11:36-12:36. This may be awarded by Mentors for lates, and other policy breaches..

3. Year Head Detention:

- This will be for any student for persistent or significant breaches of the code of behaviour.

On occasion, Year Head detentions may be held on Fridays after school from 12:50-13:50.

Students who consistently find themselves on detention may be contacted by their mentor and/or year head to devise strategies to address this. This may include alternative sanctions or behaviour reports.

3. Failure to attend a detention will incur further sanctions up to and including an external suspension.

4. If a student is consistently on detention, they may be excluded from extra-curricular trips, school tours and/or activities e.g. attending matches, competitions as spectator/player throughout the year.

5. If a student is scheduled for Year Head detention as a result of negative behaviour, they will not be allowed to attend matches that week.

6. If a student receives 10 or more negative notes within a week, parents/guardians will be contacted to arrange a meeting with the Year Head.

7. Students must sit detention. In exceptional circumstances, a detention may be rescheduled. In senior cycle, detentions will not be rescheduled for work purposes. Parent/Guardian must contact in advance for exceptional circumstance.

8. Parents/guardians are reminded that students who fail to attend for re-scheduled detention will be suspended unless their absence is supported by a medical certificate.



The Ladder of Referral:

The ladder of referral highlights the role of the teacher, Year Head, Deputy Principal and Principal when managing student behaviour.

Role of Teacher

1. Verbal/non-verbal warning stating that the behaviour is inappropriate
2. Class teacher records the incident in his/her/their teacher journal
3. Teacher may ask student to move seating position in class
4. Following 3 warnings, the behaviour will be recorded on SatchelOne
5. Teacher may assign extra work
6. Class teacher may request a verbal apology and/or extra work
7. Class teacher may assign lunch time detention
8. Persistent low level behaviour may result in a phone call home from the subject teacher.
9. Class teacher may remove student to another classroom if teaching and learning cannot continue, in case of Senior Cycle, Foghlaim ar dtús will be invoked. Class teacher may refer the student to their mentor or may escalate to class mentor if a serious incident occurs.

If behaviour persists, the issue will be escalated to the next stage of the ladder of referral

Role of Mentor

1. Mentor should monitor Satchel One on a weekly basis
2. Mentors should schedule detentions the day before the detention.
3. Mentor should speak to student regarding behaviour / attendance / organisation.
4. Mentor may issue a restorative practice sheet to student
5. Mentor may phone home to discuss issue with Parent / Guardian.
6. Mentor may refer the issue to Year Head and inform student that they're being written into the Year Head book.



If behaviour persists, the issue will be escalated to the next stage of the ladder of referral

Role of Year Head

1. Student will be interviewed by the Year Head
2. Year Head may give student detention
3. Year Head may ask class teachers to fill out a Student Profile Form
4. Year Head may phone home/arrange meeting to discuss behaviour
5. Year Head may place student on Orange Report Card (Specific targets based on profile forms)
6. Year Head may refer student to Care Team
7. Year Head will review student progress/behaviour after one week
8. Year Head will follow up with parents/guardians

If behaviour persists, the issue will be escalated to the next stage of the ladder of referral

Role of Deputy Principal

1. Deputy Principal will phone home/issue a letter to arrange a meeting
2. Deputy Principal will issue a Red Report Card to monitor behaviour
3. Deputy Principal may issue internal suspension
4. Deputy Principal may ask parents/guardians to take student home immediately

If behaviour persists, the issue will be escalated to the next stage of the ladder of referral

1. Principal may externally suspend student
2. Re-integration plan for student on return from suspension
3. Individual improvement Behaviour Plan may be set up for the student.



Role of the Principal

1. Principal may externally suspend student
2. Re-integration plan for student on return from suspension
3. Individual improvement Behaviour Plan may be set up for the student.

If behaviour persists, the issue will be escalated to the next stage of the ladder of referral

Behaviour Sub Committee:

Students with their Parent/Guardians may be referred to a sub committee prior to appearing before the board of management.

Role of Board of Management

1. Matter is referred to the Board of Management
2. Board of Management may meet with Parents/Guardians
3. All options up to and including suspension/expulsion may be considered
4. Re-integration plan for student on return from suspension
5. Individual Improvement Behaviour Plan may be set up for student
6. Referral to Care Team/Counsellors
7. Matter may be referred to Supporting Agencies.
8. Expulsion is a very serious step and one that is only taken by the Board of Management in extreme cases of unacceptable behaviour.
9. A parent or student aged over eighteen years, may appeal a decision to expel to the DDLETB

