Scoil Chonglais
Post-Primary School

Code of Behaviour

BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARA AGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

Mission Statement

Scoil Chonglais is a warm, caring, and welcoming school in which all students are valued and respected. We provide a positive, supportive, and inclusive learning environment, where each student and their unique contribution is celebrated. We are committed to excellence in education and to empowering each student to reach their full potential.

School Motto

"Empowering Minds, Shaping Futures and Celebrating Success"

KWETB Core Values

Scoil Chonglais is a coeducational, multidenominational post primary school, under the patronage of KWETB. Our school community is committed to our ETB core values of Excellence in Education, Care, Respect, Equality and Community.



Rationale

In our school, we value every student's right to a quality education in a caring, safe and respectful environment. We strive to encourage personal excellence and aim to help our students to reach their full potential. We have high and realistic expectations of our students.

The Code of Behaviour of Scoil Chonglais helps to develop a hard-working, disciplined, secure, and caring atmosphere where high standards of behaviour and a good work ethic are expected. It is intended that students feel safe, happy and supported in our school. At all times, we seek to encourage self-discipline, respect and responsibility.

Our policy recognises that many of our students are well behaved. It works to actively clarify and reenforce good behaviour. However, inevitably schools, like society, will encounter unacceptable behaviour from time to time but it is hoped that by outlining our expectations and standards of behaviour clearly, interruption to teaching and learning will be kept to a minimum.

Aims of our Code of Behaviour:

In accordance with the terms of the Education (Welfare) Act 2000 and the guidance provided in the NEWB Guidelines for Developing a Code of Behaviour, this policy aims to outline

- The standards of behaviour expected in the school
- The plan for promoting good behaviour
- The ways in which the school responds to unacceptable behaviour
- The plan for implementing the Code of Behaviour
- School procedures for the use of Suspension and Expulsion

Application of our Code of Behaviour:

The Code of Behaviour will apply:

- Within school grounds during the school day and any after-hours activities. •
- On all school and school related activities.
- Where a student outside the school is clearly identifiable as a student of Scoil Chonglais and their conduct brings the school into disrepute.
- Where a student fails to respect another member of the school community outside of the school and it impacts on school life.

The Standards of Behaviour expected in our school:

The central value around which our Code of Behaviour is based is RESPECT: Respect for self and respect for others. If students show respect for themselves, they will behave in a way that is right, dignified and proper and in a way that they can be proud of. They will always give of their best and will not interfere with the right of the teacher to teach and of their fellow students to learn. They will also show respect for their environment.

In our school, we expect the following:

- That students will arrive on time each day.
- That they will be in full correct uniform each day.

- That they will have their homework and assigned tasks completed to the best of their ability and that they will have their class materials with them each day. We expect our students to be organised and ready to always learn.
- That they will be attentive and engaged in class each day.
- That they will follow the instruction of their teacher and/ or other school personnel or school management.
- That they will not interfere with the right of the teacher to teach and each student to learn.
- That they will give of their best always.

Scoil Chonglais acknowledges, promotes and rewards good behaviour in a variety of ways.

- Verbal comment.
- Positive recognition by teaching staff.
- Positive recognition by year head, deputy principal, principal.
- Positive award.
- Involvement in extracurricular and co-curricular activities.
- Appointment to leadership position and/ or position of responsibility where appropriate - Senior Student Liaison Team, Student Council, Meitheal Leader.
- Receipt of positive reference on leaving school.
- Individual expression of encouragement, thanks and appreciation.
- Positive feedback entered into the student's journal.
- Regular contact with parent/guardians, especially when there is a concern about a student's work or behaviour.
- Student postcards
- Term year group assemblies
- Student Awards Ceremony
- Student Care Team
- Parents meetings
- Student Mentoring Programme for 1st years.
- Parents Council Meetings.
- School Assessments.
- Wellbeing related activities and events

The Plan for promoting good behaviour:

- We have a strong structure of Pastoral Care in our school. Tutor groups meet with their tutor weekly in their SPHE class and in addition to that students have the support of their class teachers, year head, deputy principal and principal together with our guidance counsellors. Through these supports, positive behaviour will be promoted and encouraged.
- The Code of Behaviour outlines clearly the standard of behaviour expected in the school and it is expected that clarity around the Code will promote positive behaviour.

The Plan for implementing the Code of Behaviour

The best way to implement the Code is for each parent, teacher and student to familiarise themselves with it and to outline the importance of the various roles of all the partners in its implementation.

The Code of Behaviour defines the responsibilities that all members of the school community are expected to uphold, and it recognises the significance of appropriate and positive relationships.

The role of Parents/Guardians

Parents /Guardians play a crucial role in shaping attitudes in their children which produce good behaviour in school. By enrolling their children in the school, parents/ guardians indicate an agreement with and support for the aims, ethos and characteristic spirit of the school's Code of Behaviour Policy. It is important that parents echo the school's message that the best teaching and learning can only take place in a well-structured and caring environment, where teachers are permitted to teach, and students are positively engaged in their own learning. We would ask parents to familiarise themselves with our Code of Behaviour and ensure that their child is fully aware of its contents and its implications. The school expects cooperation in supporting and upholding this policy and all school policies.

The school believes the full support of parents/guardians for the Code is essential. Parental attitudes and values make a positive contribution to student's learning and behaviour.

- Parents/guardians are expected to model the standards that students are asked to respect.
- The school provides many opportunities for parents/guardians to be familiar with the standards and to understand the importance of expecting students to behave in accordance with these standards.
- Parents/Guardians have a responsibility to support the school in implementing a fair and just code of behaviour. Acceptance of the Code of Behaviour by parents/guardians is required on enrolment of a student in the school.
- Parents/guardians are encouraged to help ensure the Code of Behaviour in Scoil Chonglasi is effectively implemented by:
    - Ensuring that students attend school regularly, punctually and dressed in full school uniform.
    - Encouraging their children to achieve their full potential and to achieve maturity, self-discipline and self-control.
    - Keeping in regular contact with the school.
    - Attending scheduled meetings.
    - Checking the school journal on a regular basis
    - Creating a positive learning environment at home.

Parents/guardians are welcome, by appointment, to discuss their concerns, relating to any aspect of their children's educational and pastoral development.

When there is a persistent failure to achieve the necessary standards of behaviour or work rate, contact is made with a view to seeking parents' assistance and co-operation in dealing with the matter.

The role of the student:

Students of Scoil Chonglais are expected to always engage positively in their own learning and work to the best of their ability. They are expected to be organised and on time for each class, listen attentively, engage positively with their teacher and their peers, complete assigned work on time and follow the rules always laid out in the Code of Behaviour. Bullying behaviour will not be tolerated. (See - Scoil Chonglais anti-Bullying Policy)

Students are reminded that their behaviour to and from school is expected to always be appropriate. Students are expected to show due consideration for people and property in the surrounding community. Students travelling on school buses must wear their seat belt and must not put their own lives or the lives of others at risk. Fighting or threatening behaviour will be viewed extremely seriously and will be subject to appropriate sanctions.

Students are reminded that when they leave the school on organised school trips either for a day or for a longer period, they are expected to always abide by the School Code of Behaviour.

The role of the subject teacher:

Each teacher is primarily responsible for managing the behaviour of students in his/her classroom. Students are expected to engage positively with their teacher and to always work to the best of their ability. Teachers for their part, will seek to create an attractive classroom environment, have positive expectations of their students and assist students in reaching their potential.

Each teacher directs the learning taking place in his/ her classroom and has the right to teach in a respectful and positive environment. Poor student behaviour impacts negatively on the teaching and learning environment and is therefore unacceptable.

The role of staff:

We, in Scoil Chonglais, recognise the contribution of all staff (teaching, administrative, SNA's, caretaking and cleaning) in the successful running of our school. Each member of staff has a role to play in the successful implementation of our Code of Behaviour. Staff have a responsibility to respond to and report incidents of negative behaviour and affirm examples of positive behaviour, which they witness throughout the school day.

The role of the Year Head

The Year Head monitors the educational progress and behaviour of each student. He/she intervenes on disciplinary matters when requested to do so by subject teachers. The Year Head may meet parents/guardians and files reports of such meetings. Written records will be maintained by the Year Head regarding student behaviour/ misbehaviour. The Year Head becomes involved where -

- Subject Teacher believes student has not responded positively to his/her intervention.
- Student's conduct has consequences beyond the class of an individual teacher
- Breaches of school rules outside of the classroom

The role of the Deputy Principal

The Deputy Principal becomes involved when

- There are serious breaches of school rules.
- Persistent failure over lengthy period to achieve standard of work or behaviour expected.
- Possible suspension, when the matter is reported to the Principal.

The role of the Principal

The overall responsibility for discipline within the school rests with the Principal, subject to the authority of the Board of Management and the KWETB.

- The Principal shall ensure that the Code of Behaviour is administered in a fair and consistent manner.
- Encourage a sense of collective responsibility among staff and a sense of commitment to the school among staff, students and parents.
- Provide guidance, leadership and support to staff, students and parents in the application of the Code of Behaviour and in disciplinary matters in general.
- Delegate duties regarding behaviour to other professionals working in the school.

The Principal becomes involved where

- There are very serious breaches of school rules.
- The sanction is suspension up to and including 5 days
- At other times, as deemed appropriate, in response to events

The role of the Board of Management

The Board of Management gives formal approval to the Code of Behaviour and supports the Principal and teaching staff in the just implementation of the Code. The Board of Management becomes involved where -

- There is an appeal by parents/guardians against the decision of the Principal to suspend a student.
- The Board of Management decides on a recommendation from the Principal to expel a student following a hearing at which the Principal gives the reasons for his/her recommendation and the parents/guardians of the student may give reasons why the recommendation should not be approved.
- Where there is a recommendation by the Principal that the proposed sanction is a suspension of greater than 5 days.
- Where there is a recommendation by the Principal that the proposed sanction is Expulsion.

The ways in which the school responds to unacceptable behaviour:

Scoil Chonglais values the positive, good behaviour of the majority of students and the respectful spirit that exists among all those who work and study here. However, at times some students do not reach the high standards expected.

- Any behaviour that is hurtful.
- Any form of bullying, harassment, sexual harassment, discrimination and victimisation by word, deed or act, including improper use of any form of technology or media.
- Any form of behaviour that discriminates or reflects negatively on a person's race, ethnic background, nationality, religion, disability, culture or sexual orientation.
- Disruption to teaching and learning.
- Threats or actual physical hurt to another person.
- Damage to school property.
- Theft.
- Possession, use, or being under the influence of alcohol, drugs, un-prescribed drugs or any other harmful, dangerous or illegal substance.

Scoil Chonglais recognises that certain kinds of behaviour are not acceptable and will incur sanctions.

- Verbal reprimand.
- Additional homework.
- Note in journal.
- Referral to appropriate personnel.
- Phone call home.
- Meeting with parent and/ or student.
- Referral to the year head, deputy principal, principal.
- Withdrawal of privileges.
- Going 'On Report'.
- Year Head Detention.
- Removal of school privileges
- Suspension.
- Expulsion for extreme misbehaviour.

This list is not exhaustive and other responses deemed appropriate may be used from time to time to respond to unacceptable behaviour. The Principal and Board of Management reserve the right to have the final say in all matters relating to discipline.

Serious Breach of the School Rules

Where there has been a serious breach of the school rules, the following principles apply:

- The matter will be investigated applying the principles of natural justice.
- All parties will have a full opportunity to state their case.
- Parents/guardians will be involved as soon as possible.

Dealing with Bullying or Harassment:

Bullying:

In accordance with the Scoil Chonglais Anti- Bullying Policy, Scoil Chonglais management and staff are committed to endeavouring to provide all members of the school community with an environment which is free from bullying. Bullying is defined by the DES as repeated aggression - verbal, psychological or physical - conducted by an individual or groups against others.

Examples of Bullying Behaviour Include:

- Verbal Bullying: Persistent unwanted name calling or slagging which is hurtful insulting and or intimidating.
- Physical Bullying: Aggression or unwanted physical behaviour towards another.
- Homophobic Bullying.
- Racial Bullying.
- Gender based bullying.
- Spreading unwanted false rumours or gossip.
- Intimidation.
- Abusive text messages, e-mails or graffiti.
- Extortion.
- Exclusion or isolation.
- Gesture Bullying.

Isolated incidents of aggressive or negative behaviour while they should not be condoned, do not fall within the definition of bullying and will be dealt with in accordance with the school's Code of Behaviour.

Where a student becomes the victim of bullying behaviour or witnesses bullying behaviour against another member of the school community, they are requested to report in immediately to a member of staff who will inform the relevant class tutor and year head and/or the deputy principal and/or principal as necessary. The management of Scoil Chonglais does not accept such negative behaviour and it will take all allegations of alleged bullying seriously.

Harassment

We, in Scoil Chonglais, do not tolerate harassment. In accordance with our obligations under Equality Legislation we will endeavour to take all steps that are reasonably practicable to prevent the harassment of pupils or staff on any of the nine grounds specified (See DES Anti Bullying Procedures for Primary and Post Primary Schools September 2013 Page 19-20). More details will also be provided in the Scoil Chonglais Anti- Bullying Policy

Grounds for Suspension or Expulsion

Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated a serious level of unacceptable behaviour, such as:

- Conduct which threatens the health and/or safety of students
- Assaulting another person and/ or fighting
- Where the behaviour has a seriously detrimental effect on the education of other students.
- The use, consumption or possession of alcohol, drugs or any such substance including but not limited to un-prescribed medication on the College Campus.
- Sexual harassment and /or the possession /supply /use of pornographic material
- For bullying, insulting, aggressive, threatening or violent behaviour towards others in the school, or when identifiable with the school
- Vaping/smoking
- Theft
- Serious defiance/disobedience and/or open opposition to authority
- Use or display of improper or profane language
- Damage to school/staff property

Suspension procedure

Before considering suspension, the school will investigate the complaint thoroughly and be guided by the principles of fairness and natural justice. These include the right of the student and his/her parents/guardians to be heard and to respond to the complaint, and the right to impartiality. This need not happen in a formal setting. Normally involved would be the Deputy Principal and the Year Head. They may seek assistance from other members of staff not involved in the incident. The investigation will include meeting all those concerned and giving them every opportunity to present their case. On completion of the investigation the results and evidence are presented to the principal.

Decision to suspend

Only the Principal and the Board of Management have the legal authority to suspend a student. The Principal of Scoil Chonglais has written authority from the Board of Management to suspend a student for up to five days, without immediate reference to the Board. Only in exceptional circumstances will there be consideration of a suspension longer than three days. The Board will be notified of all suspensions.

Implementing suspension

Parents/guardians and the student will be notified of the suspension. Provision for an appeal to the Board of Management and to the Secretary General of the Department of Education. This appeal is “to be made within a reasonable time from the date the student/parent/guardian was informed of the decision” (Education Act 1998 Section 29). There will be a return to school meeting scheduled with the Year Head after all suspension.

Expulsion Process

The Board of Management alone has the authority to expel a student. Only serious cases of unacceptable behaviour will warrant consideration of expulsion.

- Behaviour that is a persistent cause of significant disruption to the learning of others or the teaching process.
- The student's continued presence in the school constitutes a real and significant threat to the safety of himself/herself, other students and/or staff members. • Serious damage to property.
- Misconduct that might lead to a proposal to expel would be very serious examples of those that could lead to suspension. In cases of persistent misconduct, expulsion would be considered only as a last resort and will only occur where all other interventions and attempts at addressing the misconduct have been exhausted.

A single act of serious misconduct might form the basis of a proposal to expel. Such misconduct could include:

- A serious threat of violence against another person.
- Actual violence or physical assault.
- Possession of a weapon.
- Sexual assault.
- Possession of, or dealing in, drugs or illegal substances.

Procedures in respect of expulsion

The school is required by law to follow fair procedures and the principles of natural justice. To that end, the school will follow the procedures in Developing a Code of Behaviour: Guidelines for Schools (2008), as may be amended or updated by the Tusla Education Welfare Service (EWS) – formerly NEWB.

In extreme cases, the principal may recommend the expulsion of a student to the Board of Management. The Board is the only authority that can impose an expulsion. In the event of a decision being made to expel a student, the student and his or her parents will be informed of their rights pursuant to the provisions of the Education Act 1998 by the Principal/ Board of Management

Records/Files

A record of all serious breaches of the school rules is kept, along with Incident Reports, Report Cards, detention records etc. in the student's file. All files are kept in a secure place and may only be accessed by the Principal/Deputy Principal/Year Head.

Policy Review

Ratification by Board of Management

This policy was adopted and ratified by the Board of Management on **09/11/2026**

Board of Management Next Review

This policy will be reviewed by the Board of Management in **November 2027**

Appendix 1: Scoil Chonglais Post Primary School Rules

Attendance & Punctuality

i. School starts at 8.50am each day and it is the responsibility of parents/guardians to ensure that their child attends school regularly and on time to achieve maximum results in our school.

ii. A note on the school app from a parent(s)/guardian(s) is required to explain absences/lateness.

iii. Students must be on time for every class. Students who are late will be subject to interventions, supports or sanctions as appropriate.

iv. Students must remain in the school in accordance with the school timetable each day, or as otherwise directed by the school authority. Unauthorised absence will be regarded as a serious matter.

v. Authorisation to leave school during school hours must be given in advance by the parent (s)/guardian (s) through the school app and must be approved by the school before the student leaves.

vi. First and Second year students may not leave the school grounds at lunch time. All other students may leave the school grounds at lunch time only.

Respect for one another & Interaction with staff

i. Scoil Chonglais is a safe school and any form of bullying will not be tolerated.

ii. Students are expected to be honest, courteous, respectful to one another and to the staff at all times.

iii. Students must not bully or intimidate fellow students.

iv. Cheating, bad language, dishonesty or unruly behaviour will never be tolerated.

v. Aggression, verbal or physical, is absolutely forbidden.

vi. Any form of harassment, verbal, non-verbal, physical or sexual, will always be severely sanctioned.

vii. Students are required to show respect and always abide by staff instructions in class, on the school premises, on outings and at functions.

viii. Bringing our school into disrepute will always be considered a serious breach of the Code of Behaviour.

ix. Students should be organised are requested to have their books, equipment and materials for class.

x. Students are asked not to disrupt teaching and learning in class and any form of disruptive behaviour in class will never be tolerated.

xi. Students are requested to complete homework and classwork to the best of their ability.

xii. Schoolwork and homework should be completed, as directed by each teacher. A written explanation from home is expected if homework is not done.

xiii. Inside the school - students should walk and never run.

xiv. Students must assemble quietly, in a line outside the classroom door until the teacher allows them to enter.

xv. Students are to remain in designated, supervised areas during break and lunchtime.

Health and Safety

i. Students must avoid any action which could cause physical, emotional or psychological injury to any other person in the school.

ii. Students must never smoke/vape or have cigarettes, e-cigarettes, lighters or matches in the school or on the school grounds or when participating in any extra-curricular activity or at any time while wearing the school uniform.

iii. Aerosols (especially spray deodorants) laser pens, and other such items can be dangerous and therefore, students must never use or have these in school or on the school grounds.

iv. Drinking alcohol or being in unlawful possession of alcohol in school or on the school grounds or when participating in any extra-curricular activity is forbidden and is liable to serious disciplinary action, up to and including expulsion.

v. The possession, use, promotion for sale, or sale of solvents or controlled drugs is forbidden and liable to serious disciplinary action.

vi. Being in possession of a weapon, or using any potentially dangerous object as a weapon, will be treated with the utmost severity and will be reported to the relevant authorities.

School Property

i. Students must not damage or interfere with property belonging to the school, the staff, other students or visitors to the school.

ii. It is expected that all students will always contribute to the maintenance of a clean environment. Disposal of food or litter must be placed in bins provided.

iii. Chewing gum is not allowed in school.

iv. Mobile phones, music players, ear pods and other electronic devices are not allowed to be used on the school premises unless given school permission. If a mobile phone goes off or a student is caught texting/phoning without permission, the phone will be confiscated by their teacher who will then give it to the student's Year Head.

v. All student's property, coats, bags, books, etc., should carry his/her name. The Management of the school cannot accept any responsibility for lost or stolen property.

vi. School books/materials/devices should be kept in good order.

vii. Lockers are compulsory for all students and must always be kept clean and tidy.

viii. Classrooms must be always maintained and left in good order. At the end of each school day students, under the direction of their class teacher, are to assist in cleaning and tidying the classroom.

ix. Students are expected to pick up litter and always keep the school and the school grounds clean and tidy.

x. Any vandalism, graffiti or damage done in the school building or on the school campus will not be tolerated.

Uniform & Jewellery

i. Students must wear the full school uniform, unless given school permission.

ii. The school expects that students take pride in their appearance and that they promote the good image of the school by wearing their uniform correctly.

iii. Students are permitted to wear their P.E. uniform to and in school, during the days in which they have P.E. class

iv. Piercings – Students may only wear a small stud/earring in the ear lobe and a small discreet nose stud piercing. No other piercings are accepted. (Health and Safety)

Appendix 2: Scoil Chonglais Post Primary School Levels of Intervention

Scoil Chonglais – Levels of Intervention

LOW (Teacher)	
Types of Unacceptable Behaviour	**School Response**
• Homework not completed • Minor classroom disruption • Late for class • Failure to comply with teacher instructions/classroom procedures • Unacceptable use of mobile phone	• Verbal reprimand • Contact with home (note in journal to get signed/phone call) • Teacher supervised detention • Additional work • Referral to the Year Head (only if required)
MEDIUM (Year Head)	
Types of Unacceptable Behaviour	**School Response**
• Unexplained absence from class • Toilet misuse • Any form of unacceptable behaviour/ continuous non-compliance with teacher instructions/classroom procedures • Unexplained absence from class/leaving school without permission. • Not wearing correct school/ PE uniform • Bullying	• Contact with home (phone call/meeting) • After school supervised Year Head detention • Withdrawal of privileges • On report • Referral to the Principal/Deputy Principal (only if required)
HIGH (Principal & Deputy Principal)	
Types of Unacceptable Behaviour	**School Response**
• Continuous refusal or defiant behaviour • Any form of serious/dangerous misbehaving • Damaging school property • Consumption of an illegal substance on school grounds or during a school related activity	• Suspension • Referral to the BOM (only if required)

Appendix 3: Official School Uniform of Scoil Chonglais Post Primary School

Regular Uniform

GIRLS

- Navy blue V neck jumper with school crest.
- Navy and green tartan kilt **Or** Clerical grey trousers
- Pale blue polyester/cotton shirt/blouse
- Black shoes/runners
- College crested navy jacket (**NO** other jacket may be worn)

BOYS

- Navy blue V neck jumper with school crest.
- Clerical grey trousers
- Pale blue polyester/cotton shirt
- Black shoes/runners
- College crested navy jacket (**NO** other jacket may be worn)

PE Uniform

- The PE Uniform may only be worn on the day that the student has PE.
- Plain navy track suit bottoms / navy crested track suit bottoms
- No logo/stripes, hoodies leggings, jeggings or treggings may be worn.
- Crested school PE t-shirt
- Crested sports half zip top
- Crested navy school fleece.

Jewellery

- Jewellery must be kept to a minimum.
- Facial jewellery must always be covered for Health and Safety.

Please Note: Students who arrive in school without the correct uniform may not be allowed to attend classes for that day.

All uniform is available from **Kaideen Knitwear**

Website: https://www.schooluniformsdirect.ie/secondary/scoil-chonglais-baltinglass

Appendix 4: Scoil Chonglais Post Primary School Incident Referral Form

Year Head – Incident Report/Referral Form

Student Name	
Class/Year Group	
Date of Incident	
Details of Incident	
Teacher Intervention/Engagement (if any)	

Teacher Signature: _____ Date: _____