



etb
Bord Oideachais agus
Oiliúna Dhún na nGall
Donegal Education and
Training Board

Errigal College Letterkenny Code of Positive Behaviour

This Policy has been reviewed and approved by the Board of Management of Errigal College at their meeting on Wednesday 12th May, 2020.

Proposer:	Mr Jimmy Kavanagh
Seconder:	Mr Éamonn Collum
Chairperson of the Board of Management:	Mr Donal Coyle
Principal:	Danny McFadden
Date of Approval:	12th May, 2021

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1. Scope of Policy

This policy has been drawn up in consultation with the Board of Management, staff, parents and students of Errigal College and has been approved and ratified by the Board of Management on 24th March, 2021. The policy applies to all pupils and their parents/guardians who are enrolled in Errigal College as a student:

1. in Junior Cycle.
2. in Transition Year (TY).
3. in Senior Cycle – Leaving Certificate, Leaving Certificate Vocational Programme (LCVP) or Leaving Certificate Applied Programme (LCA).

This policy should be read in conjunction with all other Errigal College policies, which are available on request from the school principal or administration office. The Code of Positive Behaviour must be read and signed as a prerequisite to enrolment or transfer.

In devising this policy, Errigal College aspires to establish and promote a positive teaching and learning environment within all our curricular and extracurricular activities.

The behaviour of PLC students is covered under a separate policy and contract (Post Leaving Certificate Policy)

2. Mission Statement

“To enable each student to achieve his/her potential, in partnership with parents, guardians and staff, based on the principles of caring, dignity, mutual respect and equality.”

The Board of Management, through the Principal, Mr. Danny Mc Fadden, has drawn up the Code of Positive Behaviour Policy as one element of the school’s policies and plans.

3. Operating Context

3.1 Relevant Legislation

In the Operating Context, the Code of Positive Behaviour Policy is being set out in accordance with the provisions of:

- The Education Act 1998, The Education (Welfare) Act 2000, The Equal Status Act 2000, The E.P.S.E.N. Act 2004, The Education & Training Board (ETB) Act 2013.

Subject to:

- The context and parameters of the Department of Education & Skills (DES) Regulations and Programmes;
- The rights of the Patron, i.e. ETB as set out in the Education Act;
- The Mission Statement as set out above;
- The funding and resources available.

The school supports the principles of:

- Inclusiveness in enrolment policies.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment.
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.
- The enrolment of students who have a disability or other special educational needs.

3.2 Funding Bodies

The financial, physical and teaching resources of the school are provided by;

- Grants received from the Department of Education & Skills via Donegal ETB.
- The teacher allocations from the Department of Education & Skills.
- Additional facilities for school and community use.
- The implementation of the School Plan and School Policy, having due regard to resources and funding available.

The school operates within the guidelines and regulations laid down from time to time by the Department of Education & Skills and Donegal ETB.

The school follows the curricular programmes detailed in the prospectus for the school year as prescribed by the Department of Education and Skills, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

4. School Details

4.1 Type of School

- Multi-Denominational, co-educational school.
- Under the trusteeship of Donegal ETB.
- Grant aided and publicly funded.

4.2 Management Structures

- Under Donegal ETB, as patron of the school.
- The Errigal College Board of Management (2019-2022):

Status	Name
Donegal ETB Nominee	Mr. Donal Coyle
Donegal ETB Nominee	Ms Gina Grant
Donegal ETB Nominee	Ms Joanne Donaghy
Donegal ETB Nominee	Mr Jimmy Kavanagh
Parent Nominee	Mr Stephen McLaughlin
Parent Nominee	Ms Tatiana Ciubuc
Teacher Nominee	Éamonn Collum
Teacher Nominee	Leanne Wray
Secretary to the Board/Principal	Mr Danny McFadden

4.3 Organisations

A Parents' Association and Student Council are established and active in the school.

4.4 Curriculum Provision

- The following programmes are offered at Junior Cycle:
- Junior Cycle
- The Junior Certificate School Programme (JCSP)
- Level Two Learning Programme (L2LP's)

The following programmes are offered at Senior Cycle:

- Transition Year
- Leaving Certificate Programme
- Leaving Certificate Vocational Programme (LCVP)
- Leaving Certificate Applied Programme (LCA)

We also offer a variety of QQI Level 5 PLC courses, which are revised from time to time.

4.5 Extra-Curricular Activities/Parallel Curriculum

The Code of Positive Behaviour applies to all students while they are in the care of or representing Errigal College in locations other than the school, such as at curricular or extracurricular activities, field trips, tours etc.

These activities complement the formal curriculum in contributing to the all-round holistic development of students. Such activities offered in the school include: drama/music, Gaisce, lunch-time club, GAA, soccer, basketball, athletics, swimming, coding, strength & conditioning and educational tours.

Participation in extracurricular activities is promoted through intra-school and inter-school activities. All students are encouraged to participate in extracurricular activities.

4.6 Other Relevant Information

- Full details of the school calendar for the school academic year will be published at the commencement of each year.
- The school is committed to continued delivery of a School Book Rental/Loan Scheme.

4.7 A Learning Community

It will be the function of Errigal College to establish positive behavioural procedures so that the right to learn is realised and the need to ensure that the values of mutual respect, self-discipline and social responsibility permeate the life of the Errigal College community. The school recognises the need to protect the rights of students and to ensure the creation and maintenance of an atmosphere where effective teaching, learning, assessment and feedback can take place.

4.8 Safe School for Students

Every student attending Errigal College has the right to enjoy school life, free of bullying (refer to the Anti-Bullying Policy). The school environment must be safe and secure for all of its members. Consequently, any form of emotional, verbal, physical or sexual abuse will not be tolerated and any form of anti-social activities is prohibited.

An Anti-Bullying Charter exists in Errigal College and is on display in all classrooms. Discrimination on any grounds of ethnicity, special educational needs, disability, family status, marital status, language/accent, gender, sexual orientation, membership of the travelling community, religious/political beliefs and values will not be tolerated (as stated in the Anti-Bullying Policy).

Where conflict between students occurs outside of school time but affects relationships in school and may pose a threat to the welfare of students, the school will take appropriate steps to resolve the conflict and the students involved in this negative behaviour may be subject to a sanction. Any behaviour outside school which brings the school into disrepute or undermines the values of the school will be treated as a breach of this policy.

4.9 Substance Abuse

Parents/guardians, students and staff of Errigal College are entitled to have a school which is free of all forms of substance abuse. Consequently, smoking, vaping, consumption of alcohol and substance abuse are prohibited. Students engaging in incidents of sale, supply or consumption of illegal substances within the school community or campus will face mandatory expulsion. (See the Substance Policy).

4.10 Discipline and Sanctions

Self-discipline is required of all members of the school community. If and when required, sanctions will be applied by the school in a fair and transparent manner. In the application of sanctions, the school will make a clear distinction between misdemeanours, minor and serious breaches of the Code of Positive Behaviour.

In the event of a breach of the Code of Positive Behaviour involving a student with Special Educational Needs (SEN), the relevant coordinator may be consulted before any decisions are made or sanctions imposed.

To avoid conflict and to better understand their students, teachers must be familiar with the needs of the students in their class and implement the recommendations of the SEN department.

4.11 Attendance

Students who fail to have a satisfactory attendance record will be reported to the relevant State authorities, namely Tusla Education Support Service (TESS).

Errigal College is obliged by law to forward details of all students with absences totalling **20 days** or more in one school year to the Educational Welfare Office (EWO). Parents/guardians of students reported will be informed when a report has been made.

4.12 Supports for parents/guardians and students

If a parent or student has any concerns they may contact:

- The relevant subject teacher;
- The student's Form Teacher;
- The student's Year Head;
- The Guidance Counsellors;
- The Special Education Needs (SEN) Coordinator;
- The Home School Community Liaison teacher (HSCL);
- The Behaviour for Learning Teacher (BfL);
- The Deputy Principal;
- The Principal.

4.13 Teaching and non-teaching staff

Teaching staff, SNAs and non-teaching staff will endeavour to uphold a fair and consistent approach to supporting good behaviour by;

- Nurturing respectful interactions and relationships with students, parents/guardians and all school staff by acknowledging and accepting the diversity of all persons in the school community.
- Recognising and rewarding positive behaviour that enhances academic achievement through maximum effort.
- Implementing differentiated teaching strategies and methodologies to stimulate and facilitate learning.
- Following clearly defined sanctions in a fair and consistent way.
- Supporting students through the Social, Personal and Health Education (SPHE) programme and psychological support services.
- Monitoring the students' school diaries.
- Fostering a climate of self-discipline and encouraging students to take personal responsibility for their learning.

4.14 Parents/Guardians

We welcome the participation and involvement of parents/guardians in the education of their children. Through mutual respect and cooperation, we can ensure that all students achieve their potential while attending Errigal College. We request that all parents/guardians of students in our school;

- Ensure that students observe the Code of Positive Behaviour.
- Familiarise themselves with our policies on the school website www.errigalcollege.ie
- Ensure that students attend school on a daily basis, on time and in full uniform.
- Ensure that classwork and homework are completed on time and to the best of the student's ability.
- Check the student's diary on a weekly basis to ensure that all homework is done, check for notes from teachers and monitor the student's progress.
- Provide a written note in the diary to explain all absences or to advise when a student needs to leave school early or is late for school.
- Attend Parent-Teacher meetings and school events.

5. Positive Behaviour (Restorative Practices)

5.1 Restorative Practices

Restorative practices concentrate on restoring or repairing relationships when infractions of the Code of Positive Behaviour occur. This approach encourages individuals to take responsibility for their actions. It involves listening to the views of others, taking responsibility, repairing relationships and moving on. Restorative practices support and strengthens the Code of Positive Behaviour by managing conflict, hurt and tensions and by repairing compromised relationships.

In schools, restorative techniques have been shown to improve the attitudes of students towards learning, boost their morale, encourage them to take responsibility for their actions, improve relationships between teachers and students, enhance school culture, and improve pupils' grades (Wearmouth et al, 2007; Gellin, 2011).

All teachers have been trained in Restorative Practices and at all times the school endeavours to employ a restorative approach to promote positive behaviour. Restorative practices are at the core of our school's policy and aim to develop a positive influence on behaviour and strengthen the social capital within our school community and throughout society as a whole. This has considerable implications for all aspects of our lives, including for families, schools, workplaces, associations and statutory agencies. Restorative practices can improve relationships and develop more effective teaching and learning practices. They create an ethos of respect and inclusion, by affording individuals the opportunity to be accountable and take responsibility for their behaviour.

5.2 Promoting Good Behaviour

We, at Errigal College, are committed to recognising, encouraging and rewarding positive and improved behaviour in our school community. A positive school environment and atmosphere will be enhanced by the actions and behaviour of the members.

Parents/guardians wishing to meet with members of school staff should do so by means of a pre-arranged appointment at a mutually convenient time.

The behaviour of the adults in a student's life, including parents/guardians and teachers, is a significant influence on how students conduct themselves. Parents/guardians are encouraged to set a positive example and to communicate, listen and engage in respectful actions and conversations with other members of the school community. Errigal College requests that all parents/guardians appreciate that a standard of behaviour is expected and when these standards are not realised, any meetings or interactions will be concluded and the parents/guardians will be requested to leave the school grounds.

Errigal College reserves the right to take any action which may be necessary to prevent any disruption, by any persons, at the Errigal College campus and by entering upon the campus, all visitors accept the Code of Positive Behaviour in order to protect students, parents/guardians, staff and other visitors.

5.3 Pupils will be given recognition for:

1. Creating a climate that encourages and reinforces positive behaviour.
2. Creating a positive and safe environment for teaching and learning.
3. Full attendance.
4. Achieving positive points on the Behavioural Management System.
5. Outstanding curricular achievements.
6. Outstanding extracurricular or sporting achievements.
7. Outstanding contribution to school life or contribution to the greater community.
8. Random acts of kindness towards a fellow student, staff member or the greater community.
9. Good manners and demeanour.
10. Good or improved punctuality.
11. Good or improved organisational skills.

5.4 Acknowledgement may take the form of:

1. A positive comment on the Behavioural Management System.
2. A positive comment or praise from a member of staff, privately or publicly.
3. An affirmative note in a student's diary.
4. A positive email, letter, phone call or text message home.
5. An announcement made over the intercom or recognition on the school's electronic noticeboards.
6. An individual reward e.g. a voucher, a class reward or a school reward e.g. an outing or a trip.
7. An acknowledgement by the Year Head at year group assembly
8. A place on the senior leadership or prefect team.
9. An award at the Errigal College annual prize-giving ceremony for achievements across all aspects of school life.

5.5 Respect and Courtesy

All students must demonstrate:

1. Respect for oneself.
2. Respect for fellow students.
3. Respectful behaviour towards all members of staff and visitors to the school.
4. Respectful behaviour towards all members of the local community.
5. Good behaviour when travelling to and from the school.
6. Good behaviour while on college based curricular or extra-curricular activities.
7. Respect for the property of fellow students, staff and the school.
8. Respectful language at all times.
9. Respect for the school's facilities, amenities and the school environment.

5.6 Attendance - *"Every school day counts and every class counts"*

Students are required to attend all classes throughout the academic year. Class contact time in Errigal College is from 9.00am to 3.55pm from Monday to Thursday and from 9.00am to 1.15pm on Friday.

- Parents/guardians are encouraged to support their children in arriving at school, on time, every day and to refrain from taking a student from the school, to attend an appointment, unless it is absolutely unavoidable during the school day.
- Where possible, medical/dental appointments should be arranged outside school hours and students will be asked for proof of appointments.
- Truancy, mitching or scheming from the school or from class is regarded as a serious breach of the school's Code of Positive Behaviour, examples include being in the toilets without permission during class time or leaving the school grounds without following the correct signing out procedures.

Senior students are not allowed outside the school grounds during the morning or lunchtime break without permission.

Junior Cycle students are not permitted to leave the school grounds at any time other than on a school related activity or when they are officially signed out by their parents/guardians.

5.7 Absent Students

If a student is absent from the school, the parent/guardian should phone or email the school's office to notify the school of the student's absence.

On the student's return to school the parent/guardian must complete the **Absence Note** in the student diary. The note should be given to the Year Head or attendance tracker secretary on the student's return to school. Medical notes are also accepted where appropriate.

5.8 Unexplained Absence

1. The attendance tracker secretary will contact the parents/guardians by telephone and/or text when an unexplained absence occurs.
2. After any five days of absence, an email/letter will be sent home alerting parents/guardians.
3. After any ten days of absence, a further email/letter will be sent home informing parents/guardians of the student's record of attendance.
4. The Education Welfare Officer (EWO) liaises with the Principal in relation to absences and contact will be made with the family when absences exceed twenty school days.
5. Parents will be required to attend a meeting with the EWO to explain the student's absences. If the poor attendance continues the student and the parents/ guardians will be referred to TUSLA. Court proceedings may follow if the absences continue.

5.9 Students leaving school during the school day

- Students are not allowed to leave the school during the course of the school day without written permission from a parent/guardian.

- If a student needs to leave the school during the school day, the parent/guardian must complete a permission slip in the student's diary, **Permission to Leave** slip.
- The student must bring this permission slip to the Principal, Deputy Principal or Year Head to be signed.
- Parents/guardians must come to the school's administration office to collect their son or daughter at the prescribed time. If parents/guardians are unable to collect their son or daughter from the school, the permission slip can be verified by contacting the administration office on 074-9121047. A nominated adult must be present to sign out the said student at the outlined time.
- The student will only be released from their respective class by the subject teacher at the time outlined on the signed permission slip. Students will not be called out of class on the intercom system.
- It is the student's responsibility to sign out at the school's administration office before leaving the school with their parents/guardians.
- A one-day automatic suspension will be applied for truancy on leaving the school grounds without following the correct procedures. Further truancy will result in a two-day suspension.

5.10 Punctuality

- Students are required to be on time for school each day and to be punctual for every class.
- A student arriving late to the school must, on arrival, go to the administration office with a **Late Note** signed by a parent/guardian explaining the reason for being late.
- Students arriving late for school in the morning without a written explanation will have their diary stamped, the date and time will be recorded, and the student will be entered as being late on the Behavioural Management System. Parents will receive a text stating that the student is absent from school. Three unexplained lates will result in the student receiving one evening detention.
- If a student REPEATEDLY arrives late to class without an explanation, the subject teacher will record the lateness on the Behavioural Management System.
- Visits to toilets, lockers, etc., must be confined to specified break times or at the teacher's discretion. If students require more frequent visits to the toilet, they must present a medical doctor's note to their Year Head who will record this in the student's diary, inform the subject teachers and place the doctor's note in the student's file.
- Any student found outside of class who is not in possession of a hall pass will be asked to return to their respective class.

Bell

- Two bells ring before class in the morning and before the end of both breaks. On hearing the 1st bell students must move to their respective classrooms.

5.11 Application to schoolwork

Students should be on time for class and should do their work without interfering with the right of other students to learn or the right of teachers to teach.

5.12 Before class

- Students should go directly to class when the bell rings. They should walk on the right-hand side of the corridors, without running, pushing or shouting.
- Students should wait quietly outside the door of their classroom.
- Students should not enter the classroom if the teacher is not present.

5.13 In class

- Students should enter the room quietly, sit in their allocated seat (according to the teacher's seating plan) and get prepared for class.
- Students must bring all prescribed textbooks, copies, equipment, their student diary and other material required for each class.
- If a student arrives to class without the correct materials, the subject teacher will record this in their teacher diary. If the teacher records eight incidents (three chances and then a further five incidents) of a student reporting to class without the correct materials, the student will receive an evening detention from the Year Head. Each subsequent five incidents will incur another evening detention.
- The subject teacher will take a roll call on the Behavioural Management System for every class and record each student's attendance or non-attendance.
- Students are expected to work to the best of their ability at all times and endeavour to enhance a positive and respectful teaching and learning environment.

5.14 School Diary

- Students must ensure that they take their school diary to each class. Subject teachers.
- It is the responsibility of the parents/guardians to sign the school diary weekly. Signing the school diary ensures that the parents have an understanding of the student's progress on a weekly basis.
- Defacing a school diary in any way or the removal of pages from the diary is not permitted. The school diary is the property of Errigal College. Students will be required to replace their school diary if it is damaged, at a cost of €10.
- Students are not permitted to leave the classroom without the permission of the teacher. Teachers will issue students with a hall pass and if necessary, permission to leave the classroom will be recorded in the student's diary.
- It is the student's responsibility to record all homework in their school diary. Homework can take many forms, for example; written, oral, reading, research, project work, practical etc. A genuine effort to complete the prescribed homework is expected in compliance with the school's Homework Policy.
- If the class teacher records eight incidents (three chances and then a further five incidents) of a student failing to complete their homework, the student will receive

an evening detention from the Year Head. Each subsequent five incidents will incur another evening detention.

- Subject teachers, Form Teachers and Year Heads will monitor the correct use of the student's diary.

5.15 School Property

- Damage to school property, equipment or buildings is forbidden. Students who damage school property will be required to pay for the repair or replacement of the damaged property.
- Students are obliged to report any graffiti or damage to school property to any staff member.
- Students must report accidental damage caused during any school activity.
- The school cannot be held responsible for property lost or stolen. Money or valuables should not be left in school bags, lockers or left unattended.
- Students must ensure that their locker is locked correctly. Every student is responsible for their own individual locker. Any damage caused to the locker must be reported immediately to the subject teacher, Form Teacher or Year Head.
- Keeping the school environment pleasant and litter free is the responsibility of all members of the school community.
- Dropping litter and chewing gum are forbidden on the school campus.
- All students may be requested, on occasion, to participate in the school's "Combat Litter Programme" inside and within the school campus as part of our Green School's Initiative.

5.16 Uniform

- Students are expected to wear the correct school uniform at all times throughout the academic year.
 - Royal blue crew neck jumper with school crest.
 - Grey shirt/blouse
 - Grey skirt
 - Grey trousers
 - Plain flat black shoes
 - School jacket with school crest.
- If required, hats and scarves are to remain in the student's school bag during class contact time.
- Students are expected to wear their school uniform for the duration of the State Examinations.

The school jacket embellished with the school crest is the only jacket allowed to be worn during the school day in the school building.

5.17 Physical Education

It is compulsory for all students to participate fully in Physical Education (PE) class. If you are ill or injured you must produce a note from a parent/guardian explaining the situation or produce a short term/long term medical doctor's certificate which clearly explains exactly what the student can or cannot do during the PE class.

Students are required to wear complete and correct PE kit, consisting of the following:

- Appropriate footwear, i.e. laced runners/trainers.
- Appropriate clothing, i.e. t-shirt (sleeved), sweatshirt/tracksuit top, tracksuit bottoms/shorts.

Please refer to the school's Physical Education policy for more information.

5.18 Mobile Phone, Recording Devices and Internet Policy

The current legislative framework in conjunction with recommendations from the Department of Education and Skills supports the principle of the Errigal College Mobile phone/Device Policy.

- **The use of mobile phones and the visibility of personal electronic devices are prohibited in school. All mobile phones are to be switched off and out of sight on the Errigal College campus during school hours.**

If a device is brought to school, it should be switched off and stored in a student's bag/secured in a student's locker. "Switched off" implies that the phone or device is powered off at all times and should not be visible during the school day.

Students are not permitted to carry their mobile devices in uniform pockets. Ear-phones/ear-buds/speakers are not to be used nor are they to be visible during the school day. The school does not permit the streaming of music through mobile devices at any time.

While off the school campus, both on curricular or extracurricular activities, mobile phones must be switched off. However, if it is necessary for the student to contact his/her parents/guardians, then permission to turn on a mobile phone must be sought from the supervising teacher. The mobile phone must be turned off again at the conclusion of the conversation. The supervising teacher will ensure that this has happened.

Errigal College accepts no liability in relation to devices brought to school. The school accepts no responsibility for damage to or loss of a mobile phone that has been confiscated.

Parents/Guardians wishing to contact a student are required to do so by making contact with the school office on 074 91 21047

Taking photos/videos/audio recordings of someone without their knowledge and consent is a very serious matter. Any attempt to take photos/videos or recordings of staff/students without their permission will be treated as a serious infringement of the school's Code of Behaviour and will be dealt with by management.

Errigal College is grateful for the ongoing support of our parents/guardians in our efforts to maintain and foster the positive use of technology in a caring and safe learning environment.

Sanctions

- Students found to be in breach of this mobile phone rule will have their phone confiscated. Errigal College will contact the parents/guardians to inform them that the student's mobile phone has been confiscated and the phone will be returned after **2 days**.
- A student should ensure that his/her phone is powered off before surrendering the phone to the class teacher, Year Head, Deputy Principal or Principal.
- The phone will be placed in an envelope and the name of the student and other relevant details will be recorded on the envelope. The mobile phone will be kept locked in the school safe until such time as it is collected by a parent or guardian.
- Mobile phones will only be returned by the Principal, Deputy Principal or a Year Head
- A student who refuses to surrender his/her mobile phone will be considered to have committed a serious breach of the Code of Positive Behaviour.

Misuse of mobile phones, social media or the internet

(see Internet Acceptable Use Policy)

- An incident where mobile phones, social media or the internet are used to insult, offend, slander, defame, harass or bully a member of the school community is regarded as a serious breach of Errigal College's Code of Positive Behaviour.
- It should be noted that it is an offence to use mobile phones, social media or the internet to harass or offend another person. The school may consider it appropriate to involve the Garda Síochána in such incidents.
- The Principal or Deputy Principal may invoke Errigal College's Code of Positive Behaviour and impose sanctions up to and including suspension and confiscation of the electronic device while investigating such an incident.
- Photographs cannot be taken, nor can recordings (audio or visual) be made, of any member of the school community without his/her expressed permission and the permission of the Principal or Deputy Principal. Using phones or any other recording devices to record a person without appropriate authorisation, will be considered a serious breach of the school's Code of Positive Behaviour.
- All members of the school community must observe good etiquette on the internet and on social media sites, in their representation of and in comments made about any member of the school community and about the school itself.
- Members of the school community will not upload, download, send or forward any material on mobile phones, social media or the internet that is obscene, defamatory or intended to annoy or harass another member of the school community.
- The use of mobile phones in State Examinations or in-school examinations is prohibited. Candidates using mobile phones as calculators etc., are liable to have their examinations cancelled and can possibly be barred from all public examinations in this state.

6. Misbehaviour and Appropriate Sanctions

A sanction should be used in a respectful way that helps students to understand the consequences of their behaviour and to assist the student to take responsibility for changing that behaviour.

In particular, a sanction should:

- Be applied in a fair and consistent manner.
- Preserve the dignity of all parties.
- Be timely.
- Defuse and not escalate a situation.

6.1 Minor Breaches of the Code of Positive Behaviour

include the following, however this list is not exhaustive:

1. Refusal to follow general classroom instruction given by the teacher or staff member.
2. Failure to attempt general classwork, to the best of their ability.
3. Failure to present a satisfactory attempt at their homework.
4. Failure to produce the student diary during timetabled classes.
5. Failure to bring necessary books, equipment and resources to class.
6. Wearing a non-uniform jacket or item of non-uniform clothing in the school building.
7. Talking to a fellow student without permission, causing a distraction to teaching and learning.
8. Arriving late to class.
9. Going to the locker outside the specified permitted times and without the class teacher's approval.
10. Chewing gum on the school campus.
11. Dropping litter or chewing gum in any part of the school grounds.
12. Consuming soft drinks, energy drinks or sports drinks in classrooms.

*All misdemeanours and minor breaches of the Code of Positive Behaviour shall be recorded on the Behavioural Management System (VShare) by the subject teacher or the teacher in charge of the student at the time of the incident. **The teacher will inform the student verbally that they are recording the incident.***

6.2 Ladder of Referral

Teachers will use the ladder of referral to help students reflect on and improve their behaviour when a breach of the Code of Positive Behaviour occurs. The higher up the ladder of referral the student moves, the more serious the misbehaviour and hence the sanction.

The emphasis at all stages in the ladder of referral is to support and help the student to improve his/her behaviour and avoid re-offending. Extra support will be put in place for students who find it difficult to abide by the Code of Positive Behaviour.

Step One - Subject Teacher

Subject teachers are responsible for discipline in their own classroom and should implement suitable classroom management strategies.

They may use some of the following approaches to deal with unacceptable behaviour which interferes with teaching and learning in the class:

Classroom Management and Restorative Practice
1. Request good behaviour.
2. Take the student aside and discuss his/her inappropriate behaviour.
3. Move the student to a different seat.
4. Advise (verbally instruct) the student on how to improve their behaviour.
5. Write a note in the student diary to be signed by the parent or guardian.
6. Give a short classroom detention, up to 15 minutes, with a meaningful purpose.
7. Assign non-academic duties, during lunch time e.g. collecting litter.
8. Make a referral to the Form Teacher.
9. Insist that the student is required to complete work, missed through his/her non participation due to misbehaviour.
10. Request a meeting with the parent or guardian (This meeting must be arranged by the Year Head and the Year Head must attend the meeting)
11. Request the Deputy Principal or the Principal to come to your room to remove a student, if there has been a very serious incident and you believe that the student cannot remain in your class until the end of the class. Do not ask a student to leave the room without following this procedure.

Step Two - Form Teacher

The Form Teacher will monitor the Behavioural Management System (VShare) for misdemeanours and minor breaches of the Code of Positive Behaviour for their class and will issue the first Yellow Card when a student has accumulated an agreed number of points.

The Form Teacher will record this Yellow Card on VShare. The number of points will be reviewed each term and is therefore subject to change to facilitate the management of the Behavioural Management System. The Form Teacher will inform the student and the Year Head of the Yellow Card.

Step Three - Year Head

The Year Head supports the Form Teacher in implementing disciplinary procedures. The Year Head is responsible for contacting parents/guardians and issuing appropriate sanctions.

The Year Head may consult with the Home School Community Liaison (HSCL) teacher, the Behaviour for Learning (BfL) teacher, the Student Support Team (SST), the Donegal ETB Educational Psychologist and other support agencies to access further support for the student.

6.3 Yellow Card Sanctions

- **1st Yellow Card:** A verbal warning by the Form Teacher or Year Head.
- **2nd Yellow Card:** The Year Head will contact home and the student will be placed on Daily Report for one week and assigned one Evening Detention from 4.00pm to 5.00pm.
- **3rd Yellow Card:** The Year Head will contact home and the student will be placed on Daily Report for two weeks and will be assigned two Evening Detentions from 4.00pm to 5.00pm.

The BfL teacher will monitor the Behavioural Management System for minor breaches of the Code of Positive Behaviour and may provide support for the student once they have been given three Yellow Cards. The BfL teacher will inform the student and their parent/guardian of the intervention.

The BfL teacher will inform the Student Support Team of any student involved in their support structure and liaise with the relevant subject teachers, Form Teacher and the Year Head.

- **4th Yellow Card:** The Year Head will arrange a meeting with the student's parent/guardian and the student will be placed on Daily Report for three weeks and will be assigned four Evening Detentions from 4.00pm to 5.00pm.

Students who receive four or more Yellow Cards may not be permitted to participate in all curricular or extracurricular activities. The Year Head, Deputy Principal or Principal will be responsible for giving the student permission to participate in such activities.

If a student's behaviour has improved and this is reflected in their Daily Report booklet over a two-week period, the student may be allowed to participate in curricular and extracurricular activities again, subject to the improvement in behaviour continuing. The Year Head will record a positive comment on the Behavioural Management System following the two-week period.

If a student's behaviour has improved and this is reflected in their general classwork over a four-week period, the Year Head will make a positive comment on the Behavioural Management System to acknowledge the improvement.

The overall responsibility for the disciplinary process in Errigal College rests with the Principal and Deputy Principal. All emails/letters sent home regarding serious discipline matters must carry the signature of the Principal or Deputy Principal.

- **5th Yellow Card:** The parents/guardians will be asked to attend a meeting with the Principal or Deputy Principal. The student will be suspended for one day. Following the suspension, the student will be on Daily Report for four weeks by the Year Head.
- **6 + Yellow Cards:** The parents/guardians will be asked to attend a meeting with the Principal or Deputy Principal, the Year Head and the BfL teacher to discuss the issues involved in the student's behaviour. The student will be suspended for two days.

Following the suspension, the student will be placed on in-school suspension for up to one week and placed on Daily Report for four weeks by the Year Head. The student may be asked to follow a programme of reintegration designed by the school or supporting agencies that will assist the student in developing a positive pattern of behaviour.

6.4 Discipline Committee

The Discipline Committee comprises the Principal, Deputy Principal, Year Head and the BfL teacher. This committee will meet when a pattern of negative behaviour persists and the student fails to show signs of improving their behaviour upon their return from suspension for receiving 6 yellow cards.

The Discipline Committee will discuss the seriousness of the situation with the student and the parent/guardian. Any remaining supports that have not been implemented will be discussed and a plan will be developed for the student.

If a student's behaviour has not improved and is negatively reflected in their Daily Report booklet over the four-week period following their meeting with the Discipline Committee, the student will be referred to the Errigal College Board of Management.

6.5 Serious Breaches of the Code of Positive Behaviour

include the following, however this list is not exhaustive:

1. Continuous disruption of teaching and learning.
2. Uncooperative attitude or refusing to follow the teacher's instruction or guidance.
3. Consistent interference with the learning opportunities of fellow students.
4. Use of inappropriate, abusive, offensive or vulgar language towards fellow students, a staff member, a teacher or a member of the local community during school activities.
5. Making inappropriate gestures to a fellow student or staff member.
6. Failure to show respectful behaviour towards all members of our local community and local amenities while representing the school.
7. Behaviour which seriously damages the reputation of the school.
8. Causing disruption during house examinations.
9. Serious misbehaviour during curricular or extracurricular activities.
10. Scheming class/classes or leaving school without following the proper signing-out policy.

11. Failure to attend lunch-time or evening detention.
12. Non-compliance with the policies of Errigal College.
13. Forging the signature of a parent/guardian or a member of staff.
14. Having a temper tantrum in class or while participating in a curricular or extracurricular activity.
15. Using physical aggression or fighting with a fellow student or a member of staff during curricular or extracurricular activities.
16. Bullying, threatening or abusive behaviour or harassment of a fellow student or a member of staff.
17. Throwing items that may endanger the health and safety of any member of the school community or the local community.
18. Putting the health and safety of a fellow student or a member of staff at risk.
19. Interfering with the fire alarm system, emergency apparatus or interfering with the school lift in any way.
20. Deliberate or malicious damage to school property or the property of staff or fellow students.
21. Using a mobile phone, iPod, smart watch, speaker, ear-phones or any other electronic device during timetabled class.
22. Defamation of the character of any student or member of staff on social media, on websites or any inappropriate use of social media causing hurt or offence.
23. Failure to surrender a mobile phone and SIM card in breach of the Errigal College Code of Positive Behaviour.
24. Engaging in any form of unlawful or illegal behaviours.
25. The possession of, or the sale and supply of catapults, knives, stink bombs, fireworks, bangers, laser pens or any other offensive or dangerous weapons.
26. The possession, consumption or sale and supply of alcohol, drugs or any other illegal substance.
27. Smoking or using an e-cigarette on the school campus.
28. Theft of any item belonging to a fellow student, staff member or school property.

*All serious breaches of the Code of Positive Behaviour shall be recorded on the Behavioural Management System as a Red Card incident by the subject teacher or the teacher in charge of the student at the time of the incident. **The teacher will inform the student verbally that they are recording the incident.***

- The Principal, Deputy Principal, an Assistant Principal or the Year Head should be informed immediately about any serious breach of the Code of Positive Behaviour.
- The incident **must** be recorded on the Behavioural Management System. An investigation by the Principal, Deputy Principal, an Assistant Principal or the Year Head will take place prior to a suitable sanction being imposed on the student. Sanctions may vary from school detention, instant suspension or possible expulsion.
- While students are serving a sanction for a serious breach of the Code of Positive Behaviour they may not be permitted to attend curricular or extracurricular activities.
- If a student's record of behaviour has improved over a period of time, the Principal, Deputy Principal or Year Head may give permission to the student to attend curricular or extracurricular activities.

- The Year Head and BfL teacher will monitor the Behavioural Management System for any serious breaches of the Code of Positive Behaviour and may provide support for the student. The BfL teacher will inform the student and their parent/guardian of the intervention.
- The BfL teacher will inform the Student Support Team of any student involved in their support structure and liaise with the relevant subject teachers, Form Teacher and the Year Head.
- The parent/guardian will be asked to attend a meeting with the Principal or Deputy Principal, the Year Head and the BfL teacher to discuss the issues involved in the student's behaviour. The student will be suspended for a number of days. Following the suspension, the student will be placed on Daily Report for two weeks by the Year Head.
- If a student's behaviour has not improved and is negatively reflected in their Daily Report, over the period following their meeting with the Discipline Committee, the student will be referred to the Errigal College Board of Management.

7. Policies and Procedures for Suspension and Expulsion

In Errigal College, suspension is defined as requiring the student to absent himself/herself from the school for a specified number of school days.

In Errigal College, a student is considered to be expelled when the Board of Management makes a decision to permanently exclude him/her from the school, having complied with the provisions of Section 24 of the Education Welfare Act 2000.

7.1 Suspension

The Board of Management of Errigal College has formally delegated the authority to suspend a pupil to the Principal who will use this authority should the need arise. Normally other interventions, through the student support system, will have been utilised before such a sanction is taken. The suspension will be a proportionate response to the behaviour causing concern. The school is required by law to follow fair procedures and will comply with all legislation relating to the suspension of a student.

- The student will not normally be suspended for more than three school days except in exceptional circumstances where the Principal considers that a period in excess of three days is essential in order to achieve a particular objective. The student will be suspended immediately.
- Parents/guardians will be informed by phone, letter and/or email of the incident(s) which led to the suspension.
- Parents/guardians may discuss the decision by meeting with the Principal or his representative.
- Parents/guardians may appeal the decision of the Principal, to suspend a student, to the Board of Management. If the decision is upheld by the Board of Management, the parents/guardians may appeal the case to a sub-committee of the Donegal ETB within 14 calendar days of the Board of Management meeting at which the case was heard.
- Prior to returning to school after a period of suspension, the student and their parents/guardians must attend a meeting with the Principal, Deputy Principal or the Year Head. ***The student will only be readmitted to Errigal College following this meeting.***
- The suspended student is the responsibility of the parents/guardians until the student has formally been readmitted under the school guidelines.
- When a period of suspension is completed, the student will be given the support of their subject teachers, Form Teacher, Year Head, BfL teacher and/or HSCL teacher, to ensure a successful re-integration is achieved.
- A student who has served a suspension may not be permitted to represent the school in curricular and/or extracurricular activities.
- Any work or preparation for state examinations missed through suspension is the responsibility of the parents/guardians. If the student is over eighteen years of age, it is their own responsibility.

7.2 Expulsion

The Board of Management of Errigal College has the authority to permanently exclude a pupil under the authority devolved to it under Section 44(1)(a) of the Education and Training Boards, Act 2013. The following procedures will be followed:

1. The student will be suspended pending a decision on expulsion.
2. Parents/guardians will be informed by phone, letter and/or email of the suspension and possible expulsion.
3. The parents/guardians will be given the opportunity to respond.
4. In line with fair procedures, an investigation of the incident that led to the possibility of expulsion will be held under the direction of the Principal.
5. Following the investigation, the Principal may recommend to the Board of Management to consider the possibility of expelling the student.
6. The Board of Management will hold a hearing at which the Principal and the parents/guardians or the student, if aged 18 years or over, can put forward their case in each other's presence.
7. It is then the duty of the Board of Management to decide whether or not expulsion is the appropriate sanction.
8. Should the Board of Management decide on expulsion it must notify the Educational Welfare Officer (EWO), in writing, of its decision and the reasons for arriving at this decision.
9. The Board of Management will inform the parents/guardians, in writing, of its decision.
10. The Board of Management's decision may be appealed by the parents/guardians in the first instance to Donegal ETB and when this has been concluded, to the Secretary General of the Department of Education and Skills

8. Student and Parent/Guardian Declaration

Attendance at Errigal College, indicates that the parents/guardians and the student have been provided with a copy of the Code of Positive Behaviour.

The parents/guardians and the student have confirmed, in writing, that the Errigal College Code of Positive Behaviour is acceptable to them and that they will make every effort to guarantee compliance with the school's Code of Positive Behaviour by the enrolled student.

This written confirmation is included in the Application Form for Admission to School and is the contract between the parents/guardians, the student and Errigal College:

Section 3 – Student Code of Positive Behaviour

Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian and that you shall make all reasonable efforts to ensure compliance with same by the student if s/he secures a place in the school. Please note that the Code of Positive Behaviour can be found at www.errigalcollege.ie or from the school office.

I _____ confirm that the Code of Positive Behaviour for the school is acceptable to me as the student's parent/guardian and I shall make all reasonable efforts to ensure compliance by the student if s/he secures a place in the school.

9. Addendum to Code of Positive Behaviour (Sept 2020)

Rationale

In light of the need for students to be more mindful of attending school during the current Covid-19 climate, this amendment to the Errigal College Code of Positive Behaviour Policy is required so that students will be aware of specific rules on their return to school. Our guiding principle when making any changes or adjustments to this policy is to be able to keep all of our students, school community, families and staff safe.

These amendments will be communicated to students, parents and staff.

Note to Parents/Guardians:

Parents/guardians are required to observe and respect all social distancing protocols in relation to any contact with the school. This includes maintaining a two metre distance to other families when dropping off or collecting their children from the school and any contact with the school. All visits to the school are required to be scheduled in advance through the school office. When attending school for an appointment please wear a mask and report to reception at the main entrance to the school. There you will be required to sign the visitors book. Sanitising facilities are available at reception.

Behaviour Expectations

Our school requires every member of the school community to observe and respect the principles of social distancing, cough and sneeze etiquette and make every effort to minimise risk to oneself and others. Signage and posters are displayed to support these expectations.

This requires us to modify some of our behaviours which include;

- Amended expectations about breaks or play times, including where students may or may not congregate
- Clear rules about coughing or spitting at or towards any other person
- Clear rules for students at home about conduct in relation to remote education
- Identify any reasonable adjustments that need to be made for students with more challenging behaviour.

School Routines and Procedures

All members of the school community have to be mindful of the following;

- Following any altered routines for arrival or departure
- Following instructions on who students can socialise with at school
- Moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- Rules about sharing any equipment or other items including drinking bottles
- Use of toilets
- Use of lockers

Hygiene and Health Expectations

- Following school instructions on hygiene, such as handwashing and sanitising
- Expectations about sneezing, coughing, tissues and disposal of tissues ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- Tell an adult if you are experiencing symptoms of coronavirus

Wellbeing and Social and Emotional Learning

Errigal College will provide a safe and pleasant environment and spend a considerable amount of time liaising with students on promoting their wellbeing. This will include;

- Curriculum changes to support students during SPHE, PE and CSPE classes.
- Additional time devoted to in-class discussions on general wellbeing and development.
- Additional supports that students can access outside of classroom if required

Students must:

- Arrive to and depart from school premises at the agreed time.
- Proceed to the designated classroom without delay.
- Follow instructions from staff members on movement throughout the school campus.
- Attend class on time and go to class prepared with books, textbooks and pens and pencils.
- Ask for permission to go to the toilet.
- Wash their hands thoroughly before entering the school premises and while in school, wash their hands for at least 20 seconds and more often than usual with soap and water or hand sanitiser.
- Remain in their designated seating within the classroom during classes.
- Wear a face covering in class and in any area when a physical distance of 2m cannot be maintained. The face mask/visor must be compliant with the guidelines of the school and must not have any slogans or logos that may be deemed offensive or not showing a positive regard for the school community.
- Wear a face covering when accessing their own locker and ensure the locker is not shared with other students.
- Keep a safe distance from other students and refrain from physical contact with their peers.
- Follow proper etiquette when coughing or sneezing, cover any cough or sneeze with a tissue, then put the tissue in a bin.
- Wash hands often with soap and water for at least 20 seconds and avoid touching the mouth, nose and eyes with hands.
- Adhere to rules in relation to toilet visits and pre-arranged lunchtime activities.
- Refrain from spitting or coughing at or towards other students and members of staff.
- Maintain responsibility for their own equipment e.g. stationery and water bottles and ensure that these are not shared with other students.
- Tell a member of staff if they are unwell and are exhibiting signs of Coronavirus.
- Students of all year groups (1st to 6th year) are not permitted to leave the school campus at any time.

- Students who have to attend an external appointment must present a signed note in their journal and will be permitted to sign out. On return to school they must report to the main office and sign back in to school.

The school will explain these rules clearly to students at the start of the year and remind them periodically. Class teachers will ensure that the rules are displayed in classrooms and that they are explained to Students.

Sanctions for unsafe behaviour during the Covid-19 pandemic

Incidents which involve students who deliberately fail to comply with instructions on the following list, will be addressed in line with sanctions of our current Code of Positive Behaviour policy. These include;

- Failure to comply with requests from staff to practice social distancing
- Failure to comply with COVID-19 related protocols inclusive of hygiene, one way systems, restricted entry etc.
- Refusing to wear a face covering - except in cases as follows:
 - any person with difficulty breathing;
 - any person who is unconscious or incapacitated;
 - any person who is unable to remove the face-covering without assistance;
 - any person who has special needs and who may feel upset or very uncomfortable
 - any persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.
- Behaving inappropriately which causes offence or concern to other students and members of staff through pranks or fake coughs/sneezes
- Spitting or coughing at other student/s or member/s of staff
- Spreading rumours or stories that a student / students or member/s of staff have tested positive for COVID-19

This document will be reviewed and updated on an ongoing basis when DES/DETB/Public Health publishes guidelines that are relevant to the safe openings of schools. This current version was approved and published by Errigal College Board of Management on August 28th 2020

Chairperson








Principal

DES Department of Education and Skills

DETB Donegal Education Board

Appendices

Appendix 1: Yellow and Red Cards

	Incident	Sanction	Issued by
	1st Yellow Card (85 points)	Formal warning	Form Teacher who records it on VShare
	2nd Yellow Card (70 points)	1 After school detention Phone call home Report Booklet for 1 week	Year Head who records it on VShare
	3rd Yellow Card (55 points)	2 After school detentions Letter sent home Report Booklet for 2 weeks	Year Head who records it on VShare
	4th Yellow Card (40 points)	3 After school detentions Letter sent home Report Booklet for 3 weeks	Year Head who records it on VShare
	5th Yellow Card (25 points)	1 Day Suspension Letter sent home Report Booklet for 4 weeks	Deputy Principal Year Head records it on VShare
	6th Yellow Card (10 points)	2 Day Suspension Letter sent home In school Suspension on return to school for 2 days Report Booklet for 4 weeks	Principal Year Head records it on VShare
	Red card (Serious breach of Code)	Suspension	Principal