



## Code of Behaviour

Coláiste Nano Nagle is a Catholic School under the trusteeship of CEIST, which has had a tradition in education in Limerick for more than 150 years.

As a community, all members, students, staff and parents are encouraged to support each other in building a caring community where justice, courtesy and respect permeates the life of the whole school.

This code of behaviour has been developed in conjunction with management, teaching staff, parents and students.

## Mission Statement

Our school is a Christian community under the trusteeship of CEIST, which welcomes students in the tradition of Nano Nagle, foundress of the Presentation Order. A primary aim of our school is the pursuit of academic excellence. We seek to develop the full potential of each person; intellectual, spiritual, emotional, social, physical and creative. To achieve this, the school strives to provide an educational environment suited to the needs of each individual, within the demands of a changing world.



## Definition of Code of Behaviour

Under Section 23 of Education (Welfare) Act 2000, the Board of Management of Coláiste Nano Nagle legally requires a Code of Behaviour in respect of students registered in the school. The Code is defined as a set of behaviours, acceptable standards of conduct and principles of best practice which have been prepared and are fundamental to positive and inclusive interaction between students and school personnel.



## Scope of the Code

The Code of Coláiste Nano Nagle applies to all students who are admitted to our school in line with our Admissions Policy.

### Aims:

1. This Code promotes positive behaviour aiming to enhance the learning environment.
2. Good behaviour and co-operation ensure effective teaching and learning and thus enables students to reach their full potential.
3. It is our policy to encourage and acknowledge positive behaviour and to foster and develop qualities such as responsibility and leadership.
4. We strive for reasonableness and consistency at all times in the implementation of rules and sanctions.
5. Coláiste Nano Nagle is characterised by high standards in all areas of the school. The school is grounded in a spirit of respect for all.
6. We aim to maintain the Catholic Ethos, in the spirit of Nano Nagle, optimising the holistic development of our students.



## 1. Attendance & Punctuality

Regular attendance and punctuality at all times is essential. A note from your parent/guardian on the Coláiste Nano Nagle Phone App or in your journal explaining the absence should be provided to the school in advance of the absence if possible, and otherwise should be given to the school immediately on returning to school.

Once a student has missed 20+ days a formal referral is made to the Education Welfare Services Child and Family Agency as required by the Education Welfare Act 2000. Other actions are taken at 5, 10, 15 days as part of a system for addressing absenteeism which is detailed on the school's Attendance Policy.

Late arrival of students for class is disruptive to the teaching and learning environment therefore all students are expected to be on time for every class. Students coming late to school in the morning must sign in with the Deputy Principal or designated staff member. It is expected the student will have a note on the school App or in the school journal from their parent/guardian explaining the lateness. Persistent lateness will result in detention. If a student is late for school/class it will be recorded by the school and appropriate sanctions will apply in accordance with our Attendance policy.

In the course of the school day students are under the care of school authorities and may only leave the school grounds with the permission of the Principal or the Deputy Principal. Students must be signed-out before leaving and signed-in on their return to school.

There is an expectation that students will follow this important rule. Leaving school without permission is considered a serious offence and treated as such. If a student leaves school without permission and we are unable to contact a parent/guardian the Gardaí will be contacted. If a parent/guardian requests that their child leave the school during the course of the day a note on the school App or in the school journal from the parent/guardian explaining



the reason for the student leaving must be given to the school in advance if possible, and otherwise must be given to the school at the time the student is leaving the school. Only a parent/guardian can sign a student out. Students are not permitted to leave unaccompanied unless the student is 18 and over. A student who has reached the age of 18 can leave unaccompanied once a note from a parent/guardian is placed on the App or in the journal. The school will ring home to confirm the note and the student must sign out at reception. The school management requests that a student only be signed out for exceptional circumstances. Where possible, all student appointments should be scheduled outside the school day.

## 2. General Conduct

### (a) Respect

The school as a community (students, management, teaching staff, Special Needs Assistants, secretaries, caretakers, cleaning staff and visitors) places a strong emphasis on respecting the rights of others. Enshrined in this is the right to grow as a responsible person, the right of students to work to their full potential and achieve success at school, the right of the teacher to be able to do her/his work without constant interruption and the right of all members of the school community to be treated with respect and fairness.



### (b) Respect for School Property and Environment

Students are expected to keep the school clean and tidy and not to interfere with school property or the property of others.

The school will not accept responsibility for loss or theft of a student's property which must be kept in their own secure locker or with the student at all times. All personal belongings must be marked with the student's full name.

Students must show care for school property and make good any damage done to school property. Students must keep their locker clean and tidy and must not have anything on the outside of the locker.

Chewing gum, tippex and graffiti are not allowed as they potentially destroy furniture, carpet, clothes, shoes, etc. Fines and sanctions will be imposed for any damage to school property.

### (c) Religious Functions

Students are expected to attend all school events including liturgies, celebrations, and festivals, extra-curricular and inter-school events.

Students are expected to respect the Catholic characteristic spirit of Coláiste Nano Nagle in which they are enrolled as a student.

### (d) School Reputation

Each student is expected to uphold the good reputation of Coláiste Nano Nagle at all times in and outside school. Students are directed to behave with courtesy and consideration respecting the rights of others. If a student acts in a manner that is damaging to the reputation of Coláiste Nano Nagle while outside of school, whether in uniform or not, appropriate sanctions may apply.

### 3. Teaching and Learning Environment

We all expect that you do your best in class and at your homework.

#### (a) This means that you

- Listen to your teachers and follow instructions given
- Do not disturb the class
- Raise your hand if you wish to ask a question
- Do all your homework each night - written and learning. Homework should be your own work and not that of others.
- Work to the best of your ability
- Always bring your journal to class and write in the homework given. Journals should be kept neat and tidy at all times. Students must have the journal with them every day and present it to teachers when it is requested.
- Ensure that the journal is signed each week by a parent\guardian.
- Appreciate that the classroom is for teaching and learning therefore eating or drinking must be restricted to break times and the designated eating areas.
- Only enter the Central College Limerick building when accompanied by your teacher
- Speak appropriately and with respect to all individuals in the classroom, both the teacher and other students.



#### (b) Because

- The teacher has a right to teach
- Other students have a right to learn
- Parents\guardians have the right to expect that you do your best at all times.
- Homework helps revise work already done
- The journal helps you to organise your homework so that you will succeed in school

We expect that you come properly prepared for your subjects.



#### (c) This means that

- You manage your locker carefully and ensure that it is secured at all times
- You have the books, pens, copies, etc. needed in each class
- You bring any specialist equipment needed e.g. drawing equipment, cooking ingredients, etc.
- If you are absent from class throughout the day, you are responsible for catching up on any class work or homework assigned.



#### (d) Because

- Your belongings are your own personal responsibility
- You waste time if you do not have your materials needed for each class
- You cannot do your subjects without materials
- You fall behind if you don't take responsibility for your own learning

### 4. Rewards and Affirmations

Coláiste Nano Nagle emphasises rewards more than sanctions. We aim to build a culture of growth and development through affirmation of talent and effort. We recognise that each student has different capabilities and talents. We try to offer support and guidance to students experiencing difficulties.

Students are rewarded for consistent effort and participation, academic, creative, artistic and sporting achievement and any other co-curricular participation.

#### (a) Rewards and affirmation includes:

- Commendations on VSWARE
- Verbal Praise from staff members is regularly used to reward and encourage good work and behaviour
- Certificates of achievement
- Announcements at assemblies and by means of school intercom.
- Students may be rewarded with additional outside school activities.
- Student Excellence Awards
- School Newsletter
- School Social Media sites



### 5. Safety, Health and Welfare

The safety health and welfare of all students and staff is given a high level of importance in this school. Consequently the school will deal severely with any student who endangers the safety of others. Students must not take part in activities which are likely to injure others.

#### (a) Fire

Fire can have fatal consequences. A high standard of fire precaution is vital to ensure the safety of all. In the interests of security and health & safety CCTV cameras have been installed both externally and internally in the school.

- Everyone shall be familiar with the fire evacuation procedures of the school and shall attend all organised fire drills.
- Fire fighting equipment, alarm systems and emergency glass are installed to protect us all thus cannot be interfered with.
- Possession of flammable substances, e.g. lighter fluid, matches, fireworks and bangers can potentially endanger life and therefore must not be brought onto the school grounds.



## (b) Vaping/Smoking

Vaping/smoking in school is not permitted and a breach of this rule will incur sanctions. Vaping/smoking outside the school grounds while in school uniform damages the reputation of the school and will therefore be dealt with as a breach of our Code of Behaviour and sanctions will apply.

## (c) Use of Alcohol/Illegal Substances

Smoking, the possession/consumption of alcohol, solvent abuse, the use/supply of illegal drugs/substances or the use of any substance that alters behaviour are prohibited, within school grounds or on school outings/occasions, which may result in immediate suspension or more serious sanctions up to and including exclusion from school in accordance with our Drugs Policy.

## (d) Bullying

Every student and staff member in the Coláiste Nano Nagle has a right to learn and work in a safe environment. Each student has the right to an education free from fear and intimidation.

Members of staff accept a collective responsibility, under the direction of management, to act in preventing bullying/aggressive behaviour by any member of the school. The school also recognises the important role of the parent/guardian in monitoring their child's social & moral development. Through an increased awareness of the potential damaging effects of bullying, Coláiste Nano Nagle has developed supportive strategies for the prevention of such behaviour.

### (i) Definition of Bullying

Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against others.

### (ii) Examples of Bullying

- Physical – hitting, kicking, taking or damaging someone's property
- Verbal – name-calling, mocking, making offensive remarks
- Indirect – spreading rumours about someone, exclusion from social group,



sending malicious e-mails or text messages on mobile phones or through social networking sites on the Internet

- Excluding or insulting others because of individual characteristics such as unconventionality, ethnic origin, nationality, sexual orientation or disability

### **(iii) Reporting Bullying**

A victim's silence is the greatest weapon of the person engaged in bullying behaviour. Any student who is witness to bullying should confide in her guidance counsellor, class teacher, year head or any subject teacher.

Any report or account of an incident will be investigated thoroughly.

Confidentiality is paramount. If any degree of bullying is identified it will be considered a breach of the Code of Behaviour and prompt action will be taken by school management. Parents/guardians will be notified and action will be taken according to the school's Anti-bullying policy.

### **(e) Visitors to the School**

Parents and guardians or close family members are welcome to visit the secondary school but must report to the school reception.

Should a parent/guardian wish to meet the Principal, Deputy Principal or any member of staff an appointment must be made through the school office only.

Parents are asked to respect the integrity of the school day and ensure that their child remains in school every day for the full school day. Parents are advised not to arrive to the school unannounced to remove their child from the premises. In the case of a family emergency, contact must be made through the school office only.

### **(f) Student Personal Safety**

- (i) The Board of Management and Staff are not responsible for items/property lost, damaged or stolen in the school. Nor are they responsible for injury to students caused by the student's own negligence or disobedience of instruction, or when withdrawn by parents during school hours.
- (ii) Students are required to participate in all formal curricular and recreational activities. Students who, for health or other reasons are prevented from so doing must provide a note signed by her parent/guardian to that effect. In the event that a student is unable to participate on an ongoing basis a medical certificate is required.
- (iii) Parents/Guardians must inform School Management, i.e., Principal, Deputy Principal, in the event of a student suffering from any medical condition that may require emergency medical treatment, and stipulate the requirement and course of action. Parents/Guardians, must ensure that a student suffering an ongoing illness has the correct medication with them at all times.
- (iv) In the interest of health, safety and hygiene, students shall only be allowed to eat in specific designated areas.
- (v) Students should respect the school's toilet facilities and the right of all to avail of and use a clean and hygienic environment. Students must not delay in the toilet area.



- (vi) Students must exercise due care and attention to traffic on both entering and leaving through the school pedestrian gates. It is essential in the interest of safety that students only cross the road with the use of the traffic signal system.
- (vii) For personal safety reasons, the only jewellery that students are allowed to wear is that which is outlined under section 6 of this code. Student footwear should be flat and appropriately fastened.
- (viii) To ensure the safety and security of all on Presentation Campus, CCTV Cameras are in operation in the school.

### **(g) Healthy Eating**

Coláiste Nano Nagle promotes healthy eating as part of student wellbeing. We are a water only school. All unhealthy fizzy/energy drinks brought on to the school grounds will be confiscated and discarded.

## **6. Dress and Appearance**

We expect that you come to school in full uniform.

### **(a) This means that**

- Only the official uniform and permitted jewellery may be worn
- Hair must be kept clean, neat and tidy. Extreme styles and colours of hair are not to be worn
- Nails must be kept at an appropriate length under health and safety grounds and extreme styles and colours are not to be worn. Artificial nails (e.g. gel and acrylic) nails are not to be worn under educational and health and safety grounds.
- Students must take pride in their appearance and present themselves neatly and tidily in school each day.

### **(b) Because**

- The wearing of the school uniform gives a sense of school identity and is a visible sign that the student intends to keep all the school rules.
- We all have a responsibility to maintain a positive image of the school.



### (c) School Uniform

- School Jumper
- White Shirt
- School Tie
- Plain dark navy/maroon Hijab (school shirt, tie and crest must be seen and the scarf must not fall loose over the jumper)
- School Skirt
- Maroon Socks
- All navy/black low heeled shoes (no runners and white sole permitted on a deck shoe only)
- School Jacket for First and Second Years or Plain Navy Jacket (no large logos) for other school years



### d) P.E. Uniform

First and Second Year	Fifth-Sixth Year
<p>New Navy school crested tracksuit pants</p> <p>New Navy school crested t-shirt</p> <p>New Navy school crested half zip is optional</p> <p><b>Note:</b> If a student, in any year group, does not have the new half zip they are to wear their navy school jumper to school over the school PE pants and t-shirt. Students are not allowed wear their own personal clothes to school.</p>	<p>New Navy school crested tracksuit pants</p> <p>Existing yellow school crested polo shirt</p> <p>Existing maroon school crested half zip is optional.</p> <p><b>Note:</b> When replacing pieces of old PE uniform it must be replaced with the new PE uniform.</p>

**Note 1:** Students are only permitted to wear the official school crested PE gear for the full school day on the day of PE only. If students are wearing their own PE gear for PE students must change before PE and change back in to their uniform after PE.

**Note 2:** Students are not permitted to wear their skirt over the PE uniform. The school uniform does not look correct or smart when worn in this way.



### (e) Jewellery

- Students may wear only one ring, sleeper or plain stud earrings (one in each ear) and watch.
- Large earrings, chains, septum piercings etc. are not to be worn at school.
- The only nose/tongue piercings allowed are very tiny transparent studs. The final decision on what is considered a 'very tiny transparent stud' rests with management.
- Students wearing jewellery that is not permitted will be asked to remove the jewellery and it will be confiscated for the day if it is a repeated offence.



### (f) Uniform Sanctions

- Students must report to the Deputy Principal's office if they arrive to school and are not in full uniform. Spare items of school uniform are generally available for students should the need arise and offered to the students in order for them to attend class.
- Students not wearing the correct school uniform will not be allowed to attend class, and will be sent to the Halla an tSolais. A parent/guardian will be contacted to bring in the student's uniform.
- Students who have unacceptable jewellery which they refuse to remove may be sent to Halla an tSolais for the day and parent/guardian contacted to address the matter. Repeated incidences will result in detention and/or suspension.

## 7. P.E. Classes

All students are expected to come with their gear and participate fully in P.E. class on PE day. Physical activity is important for student wellbeing and is part of the school curriculum. If, as a result of illness or injury, a student is unable to participate then the student must have a relevant signed note in their journal from their parent/guardian that must be signed by either the Principal or Deputy Principal. Persistent or ongoing illness will require a doctor's certificate. Students who do not participate in PE class:

**First incident:** Recorded on VSWARE

**Second incident:** Recorded on VSWARE & one-hour Friday Detention

**Third incident:** Recorded on VSWARE & two hour Friday Detention



## 8. Technology

### (a) Coláiste Nano Nagle – Mobile Phone Policy

- Student mobile phones must be powered off for the full school day.
- Students are not permitted to use mobile phones during field trips, excursions or other off campus supervised activities e.g. Sports Day, unless permission has been given by school management.
- Mobile phones are brought to and kept at school, entirely at their owner's risk. The school cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting. Students and parents/guardians should recognise, however, that mobile phones are a highly prized target for theft and, accordingly, phones should always be stored in a safe and secure place.
- Parents/guardians and students should ensure that such phones are properly and adequately insured as personal property.
- **Students cannot use their phone to check the time. Students should have a wrist watch. Smart watches are not permitted in school.**
- Mobile phones should not be visible on the student's person.
- Any students using a mobile phone in class or on the school grounds during the school day will have the phone confiscated. The only exception is if it is being done under teacher supervision for a teaching and learning purpose. A confiscated powered off phone will be retained by the school for two days and returned at the end of the second day upon payment of €5 (donated to charity). If a phone is confiscated on a Friday it will be retained over the weekend and returned to the student before the commencement of the first day of the next school week.
- Refusal to hand up a mobile phone to school management will result in a suspension.

### (b) Photographing/Recording

In the interest of personal privacy, any student photographing, recording or live streaming either another student or member(s) of staff on any technological/digital device will be dealt with very seriously by means of suspension of up to five school days and/or referral to the Board of Management.

Recording or photographing within the school or any out of school activity/trip is only allowed with the permission of school management or a member of the teaching staff.

### (c) Portable Music Devices and Head Phones/Ear buds

As school is for learning, any devices used to listen to recreational music must not be used in, or brought to school.



## 9. Sanctions (see Appendix 2)

### (a) Teacher

Persistent misbehaviour is recorded on VSWARE by the subject teacher and reported to the relevant Year Head. In certain cases students may be referred to the Year Head Team, Behaviour Support Classroom, Guidance Counsellor, Deputy Principal, Principal or Board of Management.

### (b) The Year Head

Each year group has a teacher assigned as Year Head who will deal with any serious breaches of discipline. The Year Head is responsible for investigating any alleged misbehaviour and will report on same. The Year Head is a member of the Year Head Team.

### (c) Year Head Team

The Year Head Team consists of the five year heads. On incidents of serious or continuous misbehaviour, a student will be required to meet with members of the Year Head Team, sanctions may be issued and notification will be sent home. It may also be necessary to refer cases of misbehaviour onto the Principal or the Board of Management. It is the role of the Year Head Team to apply and implement the Discipline Structure.

In the interest of Natural Justice every effort is made to encourage and assist students to reflect on and change their behaviour, guiding them to adopt a more positive and productive role within the school community. This is done through interventions such as individual educational planning, counselling and other general supports as made available from the DES.

The way in which fair procedures are applied will take account of the seriousness of the alleged misbehaviour and will have regard to what is reasonable in the context of our school. See Appendix 2 for a list of supports provided.



# Discipline Structure

Low Level Disruption

**First Low Level VSWARE Behaviour Complaint**

➔ A verbal warning by Year Head (Pastoral approach)

**Second Low Level VSWARE Behaviour Complaint**

➔ A verbal warning by Year Head (Pastoral approach)

**Third Low Level VSWARE Behaviour Complaint**

OR

**1st High Level VSWARE Behaviour Complaint**

➔ Meeting with members of the YHT  
Student placed on **D1**  
Letter sent home and sanction given

D1

**No Further Improvement**

➔ Meeting with members of the YHT  
Student placed on **D2**  
Letter sent home and sanction given

**No Further Improvement**

➔ Meeting with members of the YHT  
Student placed on **second D2**  
Letter sent home and sanction given

D2

**No Further Improvement**

➔ Meeting with members of the YHT  
Student placed on **third D2**  
Letter sent home and sanction given

**No Further Improvement**

➔ Meeting with YHT  
Student suspended  
Placed on **first D3**  
Parent/Guardian and student requested to meet Principal/Deputy Principal.

**No Further Improvement**

➔ Meeting with YHT  
Student suspended  
Placed on **second D3**  
Parent/Guardian and student requested to meet Principal/Deputy Principal.

D3

**No Further Improvement**

➔ Meeting with YHT  
Student suspended  
Placed on **third D3**  
Parent/Guardian and student requested to meet Principal/Deputy Principal.

**No Further Improvement**

➔ Meeting with YHT  
Student suspended  
Placed on **D4**  
Parent/Guardian and student requested to meet Principal/Deputy Principal.

D4

**No Further Improvement**

➔ Student Referred to BOM  
Parent/Guardian and student are invited to meet with the BOM

D5

Medium Level Disruption

High Level Disruption

**Note 1:** Entry can occur at any level of the discipline structure depending on the severity of the incident.  
**Note 2:** A core group will meet with students keeping the student's wellbeing central in the process.  
**Note 3:** Progression through the stages of the discipline structure is at the discretion of the Year Head, Year Head Team, Deputy Principal and Principal.  
**Note 4:** Student wellbeing and welfare is central in the Discipline Structure and supports will be offered to students at the discretion of the Year Head, Discipline Committee, Deputy Principal and Principal. See Appendix 1 for a list of these supports.  
**Note 5:** See Appendix 2 for a list of school sanctions.



## **Sanction for the Non-Completion of Homework**

Students who persistently fail to complete homework assignments may be given after school detention on a Friday.

### **(d) Suspension and Exclusion**

Through its Code of Behaviour Coláiste Nano Nagle aims to create a calm, ordered, and work-oriented atmosphere in a caring and supportive environment based on respect for self and respect for others. In cases where students fail to observe the Code of Behaviour it is necessary, for the good of the school community as a whole to impose sanctions on such students, including suspension or exclusion where warranted.

Please see the schools Suspension and Exclusion Policy for further information.

This Code has been ratified by the Board of Management. Reviewing the code of behaviour is part of a continuous cycle arising from the use of the code in the school.



## ACCEPTANCE OF CODE OF BEHAVIOUR

I/We have been supplied with the Coláiste Nano Nagle Code of Behaviour, by the School Principal on \_\_\_\_\_.

This Code of Behaviour is acceptable to me/us.

I/We understand and accept that I/we are enrolling my/our child \_\_\_\_\_ in Coláiste Nano Nagle subject to this code and I/we undertake to make all reasonable efforts, as long as she is a student at Coláiste Nano Nagle to ensure that she complies with the provisions of the code.

**Signed:**

**Signed:** \_\_\_\_\_  
Parent/Guardian

**Signed:** \_\_\_\_\_  
Parent/Guardian

**Signed:** \_\_\_\_\_  
Student

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_



## Appendix 1 – Supports

- Year Head Report
- Referral to HSCL
- Referral to the Guidance Counsellor
- Referral to the Learning Support Department
- Referral to the Behaviour Support Classroom
- Placement in an appropriate school programme
- Referral to a School Completion Programme
- Placed on temporary shortened days
- Referrals to external agencies

## Appendix 2 – Sanctions

### Subject Teacher Sanctions

- Change seating arrangement
- Verbal Warning
- Spoken to after class
- Note in journal
- Disciplinary Incident sheet completed
- Referral of student to Year Head, Deputy Principal or Principal
- Assignment of extra homework
- Assignment to lunch time detention for lateness to class or persistent failure to bring journal to class.

### Year Head Sanctions

- Verbal Warning
- Letter home to parent/guardian
- Misbehaviour recorded in the student's discipline file
- Referral to Year Head Team, Deputy Principal, Principal
- Referral to behaviour support classroom
- Exclusion from certain school based co-curricular activities

### Year Head Team Sanctions

- Meeting of student with the Year Head Team
- Student placed on report which must be presented to and completed by the subject teacher and reviewed by the Year Head Team
- Student assigned a level according to

disciplinary structure as outlined in the code of behaviour.

- Communication to and meeting with the parents/guardians in relation to students behaviour
- Referral of student to Principal or Deputy Principal
- Recommendation to suspend in certain cases
- Recommendation that, in certain cases, a sixth year student may not be allowed to attend the Leaving Certificate Graduation Ceremony
- Recommendation to refer student to the Board of Management

### Principal/Deputy Principal Sanctions

- Meet with student to discuss behaviour
- Student placed on Principal's report form which must be presented and completed by each subject teacher and reviewed by the Principal
- Meet with student and/or parents to discuss students behaviour
- Meet with the student, parent/guardian and Year Head Team
- Suspension
- Sixth year student not permitted to attend the Leaving Certificate Graduation Ceremony
- Recommendation of exclusion of a student to the Board of Management

### Board of Management Sanctions

- Ultimate sanction is the exclusion of a student from school

### Other Sanctions

- After School Detention takes place on a stated school day for one hour after school. Parents will be contacted beforehand and informed of the reason for detention which will enable them to make suitable arrangements for getting students home.
- Lunchtime Detention.
- Loss or defacement of school journal will result in the student replacing the journal at her own expense.