

Coláiste Ailigh

Doiciméad Polasaí

Ainm an Polasaí Cód Iompair Dearfach	<i>Policy Name</i> <i>Code of Positive Behaviour</i>
Dáta Daingnithe 29/06/2024	<i>Date Ratified</i> <i>29/06/2024</i>
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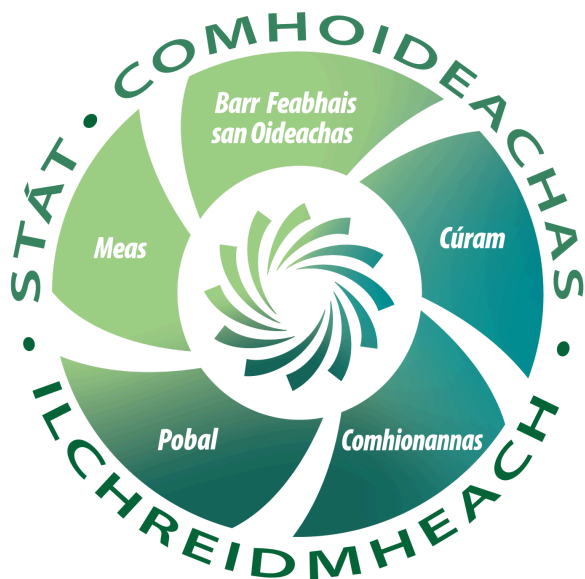
Misean

Cuireann an scoil oideachas d'ardchaighdeán ar fáil trí mheán na Gaeilge. Cuireann sí roimpi meas don chultúr Gaelach a chothú i bpobal na scoile agus creideann sí sa chothromaíocht, i luach an duine agus i spiorad an náisiúin. Cuireann sí roimpi carachtar an duine, pearsantacht, spioradáltacht, moráltacht agus sibhialtacht a fhorbairt agus a spreagadh.

Éiteas

Is scoileanna stáit, comhoideachais, ilchreidmheacha iad scoileanna an Bhoird Oideachais agus Oiliúna. Is iad seo na bunluachanna:

- Sármhaitheas san Oideachas
- Cúram
- Comhionannas
- Pobal
- Meas



Tá na bunluachanna seo mar bhonn agus mar thaca ag polasaithe, cleachtais agus caidrimh Choláiste Ailigh.

Mission Statement

Coláiste Ailigh offers a high standard of education through the medium of Irish. We strive to foster respect for Irish culture in the school community and believe in balance, the value of the person and the spirit of the nation. We seek to develop and encourage human character, personality, spirituality, morality and civility.

Ethos

ETB schools are state, co-educational, multi denominational schools underpinned by the core values of:

- Excellence in Education
- Care
- Equality
- Community
- Respect



These core values underpin the policies, practices and relationships in Coláiste Ailigh.



1. Réasúnaíocht

Is é an aidhm atá le Cód Iompair Dearfach ná creatlach a chur ar fáil a chothaíonn dea-iompar sa scoil. Cothaíonn bainistíocht agus foireann na scoile go gníomhach éiteas, polasaithe agus cleachtais na scoile a chuidíonn le hiompar dearfach a chur chun cinn agus cosc a chur le hiompar míchuí. Cuidítear leis an fhoireann, le scoláirí agus le tuismitheoirí oibriú le chéile ar mhaithe le scoil shábháilte atá comhchuí, atá forásach ó thaobh oideachais de. Bíonn tionchar díreach ag cur i bhfeidhm éifeachtach Chód Iompar na scoile ar rath an teagaisc agus na foghlama sa scoil. Féachann an polasaí seo le cothromaíocht a bhaint amach idir riachtanais agus cearta gach scoláire agus foirne sa scoil.

Féachann Coláiste Ailigh le haithint go bhfuil gach scoláire uathúil agus go bhfuil bronntanais dhifriúla agus riachtanais éagsúla acu. Féachann Coláiste Ailigh fosta le caidrimh dhearfacha a fhorbairt idir scoláirí, tuismitheoirí agus le foireann na scoile. Féachfaidh an scoil le cur chuige Cleachtais Aisiríoch a ghlacadh nuair is indéanta sin chun caidreamh millte a réiteach.

Is é an aidhm atá againn agus an cód seo á fhorbairt ná deis a thabhairt dár scoláirí go léir a n-acmhainneacht iomlán acadúil, sóisialta agus mothúchánach a bhaint amach ionas go bhforbróidh siad ina saoránaigh sásta, comhbhách agus freagracha a bhfuil meas acu orthu féin, ar dhaoine eile agus ar a dtimpeallacht agus a rannchuideoidh go dearfach leis an phobal.

Baineann an Cód Iompair seo le baill fhoirne agus scoláirí, le linn gach gníomhaíocht a bhaineann leis an scoil ar champas na scoile nó lasmuigh de. Teastaíonn comhoibriú iomlán na scoláirí, na foirne agus na dtuismitheoirí i gcur i bhfeidhm an pholasaí seo ó Choláiste Ailigh.

1. Rationale

The purpose of a Code of Behaviour is to provide a framework which promotes good behaviour in the school. School management and staff actively foster the school's ethos, policies and practices that help to promote positive behaviour and prevent inappropriate behaviour. It helps staff, students and parents to work together for a harmonious, educationally progressive and safe school. The success of the teaching and learning in the school is directly influenced by the effective implementation of the school Code of Behaviour. This policy seeks to balance the needs and rights of all students and staff in the school.

Coláiste Ailigh seeks to recognise that each student is unique and has different gifts and different needs. Coláiste Ailigh also seeks to develop positive relationships between students, parents and with the school's staff. The school will seek to adopt a Restorative Practice approach where practical to resolve damaged relationships.

Our aim in developing this code is to provide all our students with the opportunity to reach their full academic, social and emotional potential so that they will develop into happy, caring and responsible citizens respecting themselves, others and their environment and who will contribute positively to the community.

This Code of Behaviour applies to staff and students, during all school related activities on or outside of the school campus. Coláiste Ailigh requires the full cooperation of the students, staff and parents in the implementation of this policy.



2. Róil agus Freagrachtaí

2.1. An Pátrún (BOO Dhún na nGall)

Faoi fhorálacha an Achta Oideachais 1998, tá Pátrún ag Coláiste Ailigh, is é sin, Bord Oideachais agus Oiliúna Dhún na nGall, a chomhlíonann feidhmeanna áirithe atá sonraithe san Acht.

- Bainistíonn an Bord Bainistíochta an scoil ar son an Phátrúin agus chun leas na mac léinn agus a dtuismitheoirí/caomhnóirí. Ní foláir don Bhord:
- seasamh le sainspiorad na scoile agus bheith cuntasach don Phátrún ina leith sin
- dul i gcomhairle leis an Phátrún agus é nó í a choinneáil ar an eolas faoi chinntí agus faoi thograí
- a chuid polasaithe maidir le hiontráil, rannpháirtíocht, fionraí agus díbirt a fhoilsiú ar bhealach comhaontaithe leis an Phátrún (alt 15(d), An tAcht Oideachais, 1998).

Ba chóir don Bhord Bainistíochta an cód iompair dearfach scoile a chur faoi bhráid an Phátrúin lena fhaomhadh d'fhonn na forálacha seo a chomhlíonadh.

2.2. An Bord Bainistíochta

Is é ról foriomlán an Bhoird Bhainistíochta a chinntiú go bhforbraítear cód iompair dearfach sa scoil. Mar scoil lán-Ghaeilge, tá féiniúlacht, éiteas, luachanna agus cultúr ar leith againn.

Tá freagracht ar leith ar an Bhord as éiteas na scoile agus an phátrúin, chomh maith le freagracht iomlán as polasaithe na scoile.

Bíonn ról gníomhach ag an mBord in iniúchadh a dhéanamh ar na cineálacha caidrimh agus iompair a léireoidh éiteas agus freagrachtaí na scoile.

2. Roles and Responsibilities

2.1.

2.2. The Patron (Donegal ETB)

Under the provisions of the Education Act 1998, Coláiste Ailigh has a Patron, namely, Donegal ETB, who carries out certain functions specified in the Act.

- The Board of Management manages the school on behalf of the Patron and for the benefit of the students and their parents/guardians/guardians. The Board must:
- Uphold the characteristic spirit of the school and be accountable to the Patron in this respect
- Consult with and keep the Patron informed of decisions and proposals
- Publish its policies on admissions, participation, suspension and expulsion in a manner that has been agreed with the Patron

In order to comply with these provisions, the Board of management will submit this code of behaviour to the Patron for approval following this review.

2.3. The Board of Management

The overall responsibility for ensuring that a code of behaviour is prepared in the school rests with the Board of management. As an All Irish school, we have a unique identity, ethos, values and culture. The Board has particular responsibility for the ethos of the school and also patron, as well as having overall responsibility for school policies. The Board plays an active role in exploring the kinds of relationships and behaviours that will reflect the school's ethos and responsibilities.

The Board makes sure that all the members of the school community have the opportunity to be involved in work on the code of behaviour. The



Tógann an Bord baill uile na scoile isteach le bheith páirteach san obair ar an chód iompair. Beidh taifead foirmiúil déanta ag an Bhord de ghlacadh leis an chód iompair, maille leis an dáta tosaithe agus cinntí athbhreithnithe maidir le cathain a dhéanfaí athbhreithniú ar an chód.

Féadfaidh an Bord Bainistíochta cinneadh a dhéanamh ar údarás a chineadh don Phríomhoide chun scoláirí a chur ar fionraí ar feadh suas le 3 lá amháin de réir an dea-chleachtais a mholtar. I gcúinsí eisceachtúla amháin, áfach, tá síneadh curtha ag an mBord Bainistíochta le ré an tarmligin seo: suas go 5 lá, i gcomhairle le Cathaoirleach an Bhoird Bainistíochta, i gcúinsí nach féidir cruinniú den Bhord Bainistíochta a thionól go tráthúil, faoi réir na treorach maidir le fionraí den sórt sin.

2.3. An Príomhoide

Tascanna tábhachtacha ceannaireachta is ea forbairt nó athbhreithniú, agus cur i ngníomh an chóid iompair scoile a phleanáil. Beidh an fhreagracht ar an Príomhoide as obair ar an chód iompair a stiúradh, faoi threoir an Bhoird.

2.4. Foireann

Tá ról ríthábhachtach ag an fhoireann in athbhreithniú nó nuashonrú an chóid iompair scoile. Tugann siad a saineolas gairmiúil ar na naisc idir iompar agus an fhoghlaim a thuiscint isteach leo sa phróiseas seo; chomh maith lena dtaithe ar na nithe a chuidíonn le scoláirí iad féin a iompar go maith; agus tugann siad eolas ar an scoil agus ar phobal na scoile leo.

2.5. Tuismitheoirí/Caomhnóirí

Tá ról ríthábhachtach ag tuismitheoirí i bhforbairt an Chóid Iompair. Éireoidh níos fearr le Cód Iompair má thugtar an deis do thuismitheoirí cur le próiseas forbartha athbhreithnithe an chóid ar bhealaí cuiditheacha. Bainfidh a rannpháirtíocht leas as a n-ionchais, a léargais agus a dtaithe. Cuideoidh sé fosta béim a leagan ar a

Board of Management will formally record the adoption of the code of behaviour, the commencement date and decisions about when the code will be reviewed again.

The Board of Management may decide to devolve authority to the Principal for suspension of students for up to 3 days only as per recommended best practice. However, in exceptional circumstances only, the Board of Management has extended the duration of this delegation: up to 5 days, in consultation with the Chairperson of the Board of Management, in circumstances where a meeting of the Board of Management cannot be convened in a timely fashion, subject to the guidance concerning such suspensions.

2.4. The Principal

Leading the audit and review of the code of behaviour, and ensuring that it is implemented in the school, are important leadership tasks. It is the responsibility of the Principal, under the direction of the Board, to lead the work on the code of behaviour.

2.5. Staff

Staff members play important roles in the work in the review and updating of the code. They bring to this work their professional expertise in understanding the links between behaviour and learning; their experience of what works to help students to behave well; and their knowledge of the school and of the school community.

2.6. Parents/Guardians

Parents play a crucial role in the development of the Code of Behaviour. It will be more likely to work well where parents/guardians/ have meaningful ways of contributing to the development of review of the code. Their involvement drew on their expectations, insights and experiences. It will help to underline their responsibilities for their children's behaviour. Joint work between parents/guardians/guardians



bhfreagrachtaí as iompar a leanaí. Is féidir le comhoibriú idir tuismitheoirí/caomhnóirí agus baill fhoirne i bhforbairt an chóid iompair:

- léargas a thabhairt do thuismitheoirí ar a bhfuil ag teastáil ó mhúinteoirí chun go mbeidís in ann teagasc go héifeachtach
- an t-ábhar a thabhairt do thuismitheoirí chun go bhféadfaidís na teachtaireachtaí faoin bhfoghlaim agus iompar a chuideoidh le scoil shona a chruthú a atreisiú sa bhaile
- cuidiú le tuismitheoirí/caomhnóirí braistint láidir bhróid a bheith acu as an scoil chomh maith le braistint na húinéireachta ar a hobair
- cabhrú lena chinntiú go dtugann tuismitheoirí/caomhnóirí teachtaireachtaí comhleanúnacha do mhic léinn maidir leis an bhealach le caitheamh le daoine eile.

2.6. Scoláirí

Bhí páirt ag na scoláirí i bhforbairt an cód iompair dearfach. Is é is dóichí go dtacóidh scoláirí le cód iompair dearfach sa chás gur chabhraigh siad lena fhorbairt. Is féidir le caidreamh muiníne idir múinteoirí agus scoláirí neartú de bharr an phróisis. Trína rannpháirtíocht san obair seo is féidir le scoláirí:

- Cloistear díreach ó na múinteoirí faoina bhfuil ag teastáil le haghaidh an teagaisc agus na foghlama
- Faightear taithí ar a bheith páirteach i gcomhiarracht lena chinntiú go mbeidh an scoil ina háit mhaith le teagasc agus le foghlaim
- Foghlaimítear faoi fhreagracht phearsanta a ghlacadh as a n-iompar agus as folláine a chéile agus folláine na múinteoirí
- Foghlaimítear scileanna buntábhachtacha a bhaineann le héisteacht, le hidirbheartaíocht agus le difríochtaí a bhainistiú
- Faightear aitheantas as a dtaithe, a léargais agus a n-ionchais agus úsáid a bhaint astu sin.

and staff in the development of the code of behaviour can:

- Give parents/guardians insight into what teachers need in order to be able to teach effectively
- Equip parents/guardians to reinforce at home the messages about learning and behaviour that are conducive to a happy school
- Help parents/guardians to have a strong sense of pride in the school and ownership of its work.
- Help ensure that parents/guardians give students consistent messages about how to treat others

2.7. Students

Our students played a role in putting the code of behaviour together. They are more likely to support a code of behaviour when they have helped to develop it. Relationships of trust between teachers and students can grow stronger through the process. Through their involvement, students:

- Hear directly from teachers about what is needed for teaching and learning
- Experience being part of a collective effort to make sure the school is a good place to teach and learn
- Learn about taking personal responsibility for their behaviour and for each other's wellbeing and the wellbeing of the teachers
- Learn essential skills of listening, negotiating and managing differences
- Have their experience, insights and expectations recognised and used



3. Caighdeáin agus Ionchais

Cuirtear in iúl i gcaighdeáin Coláiste Ailigh na cineálacha iompair agus caidreamh a chruthóidh timpeallacht dhearfach don teagasc agus don fhoghlaim. Cuireann siad síos ar an iompar a bhfuiltear ag súil leis ó gach ball de phobal na scoile.

Léiríonn caighdeáin iompair Choláiste Ailigh luachanna amhail:

- meas ort féin agus ar dhaoine eile
- cineáltas agus toilteanas cuidiú le daoine eile
- cúirtéis agus dea-bhéasaíocht
- cothroime
- a bheith ullamh bealaí urramacha a úsáid chun deacrachtaí agus coimhlint a réiteach
- Maithiúnas.

Léiríonn na caighdeáin an tiomantas dá bhfoghlaim féin agus d'fhoghlaim a gcomhpháirtithe a bhfuil an scoil ag súil leis ó scoláirí a chur in iúl. Is féidir na gnéithe seo a leanas a bheith mar chuid den tiomantas:

- meas dár dteanga agus dár gcultúr a léiri tríd labhairt Gaeilge
- freastal ar scoil go rialta agus a bheith poncúil
- do dhícheall a dhéanamh sa rang
- freagracht a ghlacadh as do chuid oibre agus cuma pearsanta
- cloí leis na rialacha
- cabhrú le timpeallacht dhearfach shábháilte a chruthú
- meas a bheith agat ar an fhoireann
- meas a bheith agat ar scoláirí eile agus ar a gcuid foghlama
- larracht a dhéanamh páirt a ghlacadh i ngníomhaíochtaí scoile

3. Standards and Expectations

Coláiste Ailigh's standards of behaviour express the kinds of behaviour and relationships that will create a positive environment for teaching and learning. They describe the behaviour expected of all members of the school community.

Coláiste Ailigh's standards of behaviour reflect values such as:

- respect for self and others
- kindness and willingness to help others
- courtesy and good manners
- fairness
- readiness to use respectful ways of resolving difficulties and conflict
- forgiveness

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

- Showing respect for our language and culture through speaking the Irish language
- Attending school regularly and punctually
- Doing one's best in class
- Taking responsibility for one's work and appearance
- Keeping the rules
- Helping to create a safe, positive environment
- Respecting staff
- Respecting other students and their learning
- Participating in school activities



3.1. Cleachtais Aisiríoch

I ngach cás, féachfaidh an scoil le Cleachtas Aisiríoch a úsáid nuair is cuí chun saincheisteanna iompair a réiteach. Nuair nach bhfuil sé seo indéanta, beidh raon beart eile ar fáil don scoil.

Ciallaítear Cleachtas Aisiríoch go ndéantar a dhícheall caidrimh a chothabháil agus a dheisiú agus freagracht roinnte a chothú i gcás eachtra mí-iompair.

3.2. Comhpháirtithe

Scoláirí: Is dóichí go mbeidh scoláirí sásta, sábháilte agus go mbainfidh siad amach i dtimpeallacht struchtúrtha chomhbhách ina bhfuiltear ag súil le caighdeán arda iompair agus ina gcloítear leo. I measc na gcaighdeán iompair a bhfuiltear ag súil leo tá:

- Meas ort féin agus ar dhaoine eile
- Meas ar mhaoin phearsanta, ar mhaoin daoine eile agus ar mhaoin na scoile
- Meas ar Fhoghlaim agus ar Theagasc
- Obair ranga agus obair bhaile a chríochnú chomh fada agus is féidir leat
- Freastal iomlán
- Poncúlacht
- I láthair in éide scoile iomlán

Tuismitheoirí/Caomhnóirí¹: Aithníonn agus is mór ag an scoil an ról ríthábhachtach atá ag tuismitheoirí mar phríomhoideachasóirí a bpáistí. Spreagann agus cabhraíonn dearcthaí dearfacha i leith an oideachais le foghlaim as a dtagann scoláirí féinspreagtha, diongbháilte. Chuir tuismitheoirí le forbairt an Chóid Iompair agus táthar ag súil go gcabhróidh siad leis na caighdeán atá ann a choinneáil. Is bealach cuiditheach é léamh tríd an Chód Iompair Dearfach le do leanbh/leanaí chun

3.1. Restorative Practices

In all circumstances, the school will seek to use Restorative Practice where appropriate to resolve behavioural issues. Where this is not feasible, a range of other measures will be at the school's disposal.

Restorative Practice endeavours to maintain and repair relationships and foster shared responsibility and accountability in the event of an incident of misbehaviour.

3.2. Partners

Students: Students are more likely to be happy, safe and achieve in a structured, caring environment where high standards of behaviour are expected and adhered to. The standards of behaviour that are expected include the following:

- Respect for yourself and others
- Respect for personal property, the property of others and school property
- Respect for Learning and Teaching
- Completing classwork and homework to the best of your ability
- Full attendance
- Punctuality
- Present in full school uniform

Parents/Guardians: The school recognises and values the vital role that parents have as the primary educators of their children. Positive attitudes towards education encourage and assist learning which results in self-motivated, determined students. Parents have contributed to the development of the Code of Positive

¹De réir an polasaí seo, ciallaíonn 'Tuismitheoir' - 'Tuismitheoirí/Caomhnóirí'.



tacú le cur i bhfeidhm agus eolas a chur ar an pholasaí.

Foireann: Táthar ag súil go dtacódh agus go seasfadh an fhoireann ar fad, faoi cheannaireacht an Phríomhoide agus bhainistíocht shinsearach na scoile, leis an gCód Iompair i gcónaí trína ngníomhartha. Agus é seo á dhéanamh acu, coimeádann siad caighdeán ard iompair sa scoil. Ba chóir don fhoireann eiseamláiriú a dhéanamh ar dhea-iompraíocht na scoláirí. Bítear ag súil go ndéanfaidh gach ball foirne bainistíocht chuí ar aon iompar do-ghlactha a thagann orthu i rith an lae scoile.

Múinteoir Ábhair: Tá múinteoirí freagrach as cothroime agus comhsheasmhacht maidir le cur i bhfeidhm na rialacha mar atá leagtha amach sa chód iompair.

Oide Ranga: Tá Oide ranga ag gach rang. Tá sé mar aidhm ag an oide ranga caidreamh tréadach a fhorbairt leis na scoláirí ina ghrúpa. Is bealach breise tacaíochta é an caidreamh seo do na scoláirí chun ceisteanna nó inní ar bith a d'fhéadfadh a bheith acu a fhiosrú.

Ceann Bliana: Tá Ceann Bliana dá chuid féin ag gach bliainghrúpa. Tá an duine seo freagrach as bainistiú iompair agus cúrsaí tacaíochta na scoláirí ina mbliainghrúpa féin. Cuireann siad i bhfeidhm aon bhearta iompair a mheasann siad a theastaíonn do na scoláirí ina mbliain ag teacht leis an gCód Iompair. Más rud é go bhfuil inní ar dhalta a bhraitheann gurbh'fhéidir nárbh fhearr leis an Teagascóir Ranga déileáil leis, ba chóir dóibh é a chur faoi bhráid an Chinn Bliana.

Behaviour and are expected to help maintain the standards therein. Reading through the Code of Behaviour with your child/children is a constructive way to support the implementation and familiarisation of the policy.

Staff: It is expected that all staff, under the leadership of the Principal and senior management of the school would, by their actions, support and uphold the Code of Behaviour at all times. In doing so, they maintain a high standard of behaviour in the school. Staff should model good behaviour for the students. All staff are expected to appropriately manage any unacceptable behaviour they encounter during the school day.

Subject Teacher: Teachers are responsible for fairness and consistency regarding the application of the rules as set out in the code of behaviour.

Class Teacher: Each class has its own class teacher. The class teacher aims to develop a pastoral relationship with the students in their class group. This relationship is an additional avenue of support for the students to query any issues or concerns that they may have.

Year Head: Each year group has its own Year Head. This person is responsible for the management of behaviour and student support matters regarding their own year group. They implement any behaviour measures that they deem are required for the students in their year in line with the Code of Behaviour. Should a student have a concern that they feel might not be best dealt with by the Class Teacher, they



Príomhoide agus Príomhoide Tánaisteach: Tá an Príomhoide agus an Príomhoide Tánaisteach freagrach as comhordú an chóid iompair sa scoil. Má tá inní an-mhór ar dhalta/tuismitheoir ar bith ba chóir dóibh dul i dteagmháil leis an Phríomhoide nó leis an Phríomhoide Tánaisteach.

Múinteoir Gairmthreorach: Tá ról ríthábhachtach ag an mhúinteoir gairmthreorach sa scoil. Tá an duine seo ina bhall den Fhoireann Thacaíocht Daltaí. Féadfaidh scoláirí/tuismitheoirí dul i dteagmháil leis an Treoirchomhairleoir chun coinne a dhéanamh le haghaidh comhairle agus treoir.

3.3. Pobal Foghlama

Féachann Coláiste Ailigh le nósanna imeachta iompraíochta a bhunú a fhíoraíonn ceart na scoláirí chun foghlama agus a chinntíonn freisin go bhfuil luachanna an chomhmheasa, na féinsmachta agus na freagrachta sóisialta ar fud shaol phobal na scoile. Aithníonn an scoil an gá atá le cearta na mac léinn agus na foirne a chosaint chun atmaisféar agus timpeallacht a chinntiú inar féidir foghlaim agus teagasc éifeachtach a dhéanamh.

3.4. Scoil Sábháilte do Dhaltaí – Polasaí Frithbhulaíochta

Tá sé de dheis ag baill fhoirne agus scoláirí atá ag freastal ar Choláiste Ailigh taitneamh a bhaint as saol na scoile saor ó bhulaíocht, mar atá leagtha amach i bPolasaí Frithbhulaíochta na scoile. Caithfidh an scoil a bheith sábháilte agus slán do chách. Tá cosc iomlán ar iompar maslach d'aon chineál nó leibhéal. Cuireann Coláiste Ailigh le dearcthaí dearfacha agus iompar comhmheasa, smachta agus freagrachta a chothú agus a spreagadh i measc gach duine inár bpobal scoile chun tosaigh.

should bring it to the attention of the Year Head.

Principal and Deputy Principal: The Principal and Deputy Principal are responsible for the coordination of the code of behaviour in the school. If there are issues of grave concern to any student/parent they should contact the Principal or Deputy Principal.

Guidance Counsellor: The Guidance Counsellor plays a crucial role in the school. This person is a member of the Student Support Team. Students/parents may contact the Guidance Counsellor to make an appointment for both advice and guidance.

3.3. A Learning Community

Coláiste Ailigh seeks to establish behavioural procedures that realise the students' right to learn and also ensure that the values of mutual respect, self-discipline and social responsibility permeate the life of the school community. The school recognises the need to protect the rights of students and staff to ensure an atmosphere and environment where effective learning and teaching can take place.

3.4. Safe School for Students – Anti-Bullying Policy

Staff and students attending Coláiste Ailigh have the right to enjoy school life free of bullying, as outlined in the schools Anti-Bullying Policy. The school must be safe and secure for everyone. Abusive behaviour of any nature or level is strictly forbidden. Coláiste Ailigh seeks to promote and encourage positive attitudes and behaviour of mutual respect, discipline and



3.5. Scoil Chothaithe Sláinte

Tá tuismitheoirí, scoláirí agus foireann Choláiste Ailigh i dteideal scoil a bheith saor ó gach cineál míúsáide substaintí. Dá bhrí sin, tá cosc ar chaitheamh tobac, (*Ciallaíonn an téarma 'caitheamh tobac' do vápáil, nó aon ionanálú aon mheiscigh*), alcól a ól agus mí-úsáid substaintí. Moltar do scoláirí ithe go sláintiúil agus bítear ag súil go nglacfaidh siad go gníomhach le haclaíocht agus gníomhaíochtaí spóirt i gColáiste Ailigh. Spreagann an fhoireann na mic léinn chun na roghanna stíl maireachtála sláintiúla seo a dhéanamh. Samhlaítear go dtugann Tuismitheoirí tacaíocht don scoil ina leith seo.

3.6. Smacht agus Pionóis

Teastaíonn féinsmacht ó gach ball de phobal na scoile. Tá mionsonraí ar na gníomhartha atá le déanamh mar thoradh ar shárúithe ar an pholasaí seo i gcuid 6 den bheartas seo.

3.7. Tinreamh

Cuireann tinreamh lag isteach ar dhul chun cinn acadúil agus ar fhorbairt iomlán na mac léinn agus cuireann sé cosc orthu a lánacmhainneacht a bhaint amach. Nuair atá daltaí as lathair, tá sé molta go ndéanfar gach iarracht bheith ullmhaithe don chéad rang eile. Tabharfar tuairisc do na húdaráis stáit ábhartha maidir le mic léinn nach bhfuil taifead sásúil tinrimh acu. Tugtar aitheantas do scoláirí a bhfuil taifid tinrimh dearfacha acu.

4. Atreisiú Dearfach ar an Chód Iompair Dhearfach

Tá Coláiste Ailigh tiomanta do pholasaí aitheantais, spreagtha agus luach saothair d'iompar dearfach. Déanfaidh Coláiste Ailigh gach iarracht na hiompraíochtaí/éachtaí

responsibility among everyone in our school community.

3.5. Health Promoting School

Parents, students and staff of Coláiste Ailigh are entitled to have a school free of all forms of substance abuse. Consequently, smoking (The term 'smoking' refers to vaping, or any inhalation of any intoxicant), consumption of alcohol and substance abuse are prohibited. Students are advised to eat healthily and are expected to actively engage in exercise and sporting activities in Coláiste Ailigh. Staff encourage students to make these healthy lifestyle choices. It is envisaged that Parents support the school in this regard.

3.6. Discipline and Sanctions

Self-discipline is required of all members of the school community. Actions to be taken as a result of breaches of this policy are detailed in section 6 of this policy.

3.7. Attendance

Poor attendance disrupts the academic progress and overall development of students and prevents them reaching their full potential. It is the responsibility of students to attempt to be prepared for class on their return to school. Students who fail to have a satisfactory attendance record will be reported to the relevant state authorities. Recognition is given to students with positive attendance records.

4. Positive Reinforcement of the Code of Positive Behaviour

Coláiste Ailigh is committed to a policy of recognition, encouragement and reward of



dearfacha seo a leanas a aithint agus a spreagadh.

- Rath agus feidhmíocht den scoth
- Éachtaí spóirt
- Rath curaclaim agus seach-churaclaim
- Gníomhartha cineálta
- Tinreamh

Féadfaidh admháil as iompar dearfach a bheith i bhfoirm aon cheann díobh seo a leanas:

- Moladh ó bhaill fhoirne
- Obair na scoláirí ar taispeáint sna seomraí ranga
- Béim ar ghnóthachtáil(i) ar chuntais meán sóisialta na scoile & ar shuíomh Gréasáin na scoile
- Fógra déanta ag tionóil nó ar an idirchum
- Grianghraif/ailt nuachtáin ar taispeáint ar chlár fógraí, grianghraif ar taispeáint sna pasáistí.
- Gradaim ag imeachtaí bronnta duaiseanna scoile
- Turais ranga dheireadh na bliana

5. Rialacha agus Treoirínte do Dhaltaí

5.1. Treoirínte Ginearálta

- 5.1.1. Tá Coláiste Ailigh tiomanta do sheirbhís oideachais ardchaighdeán a sholáthar trí mheán na Gaeilge i gcomhpháirtíocht le pearsanra na scoile, le daltaí agus le tuismitheoirí.
- 5.1.2. Is í fealsúnacht Choláiste Ailigh ná oideachas an duine iomláin le béim faoi leith ar chur chun cinn na Gaeilge agus an chultúir Ghaelaigh.
- 5.1.3. Aithníonn, tacaíonn agus féachann an Coláiste le freastal ar an cheart atá ag gach scoláire aonair ar fhoghlaim i dtimpeallacht atá fabhrach don oideachas agus déanann sé a dhícheall a chinntiú go ndéantar soláthar do leas oideachasúil,

positive behaviour. Coláiste Ailigh will endeavour to recognise and encourage the following positive behaviour/achievements.

- Outstanding success & performance
- Sporting accomplishments
- Curricular and extracurricular success
- Acts of kindness
- Attendance

Acknowledgement for positive behaviour may take the form of any of the following:

- Praise from staff members
- Student work displayed in classrooms
- An affirmative note in VShare
- Highlighting of achievement(s) on school social media accounts & school web-site
- Announcement made in assemblies or on the intercom
- Photos/newspaper articles displayed on notice boards, photos on display in corridors
- Awards at school prize-giving events
- End of year class trips

5. Rules and Guidelines for Students

5.1. General guidelines

- 5.1.1. Coláiste Ailigh is committed to providing a quality educational service through the medium of Irish in partnership with school personnel, students and parents.
- 5.1.2. The philosophy of Coláiste Ailigh is the education of the whole person with a special emphasis on the promotion of the Irish language and culture.
- 5.1.3. The Coláiste recognises, supports and endeavours to accommodate the right to each individual student to learn in an educationally conducive environment and endeavours to ensure that the



mothúchánach, spioradálta, síceolaíoch agus morálta gach scoláire aonair i gcónaí.

- 5.1.4. Chun an t-atmaisféar seo a choinneáil ní mór do thuismitheoirí a bheith ar an eolas go bhfuiltear ag súil leis na caighdeáin is airde iompair agus comhoibríthe ónár gcuid mac léinn i gcónaí. Chuige seo, spreagann Coláiste Ailigh comhoibriú agus cuidiú ó thuismitheoirí/chaomhnóirí an scoláire.
- 5.1.5. Úsáidtear dámhachtainí fiúntais agus nótaí dearfacha ar VSware chun luach saothair a thabhairt agus chun dea-iompar a spreagadh agus chun gnóthachtaí shuntasach a aithint.
- 5.1.6. Ní mór do scoláirí bheith múinte i gcónaí le foireann na scoile, lena chéile agus le cuairteoirí.
- 5.1.7. Ní mór do scoláirí treoir an mhúinteora a ghlacadh i gcónaí. Má iarrtar ort rud éigin réasúnta a dhéanamh, ní mór é a dhéanamh.

5.2. Gaeilge

- 5.2.1. Is í an Ghaeilge teanga na scoile. Ní mór do scoláirí an Ghaeilge a úsáid sa scoil i gcónaí.

5.3. Tinreamh agus Poncúlacht

- 5.3.1. Táthar ag súil le tinreamh iomlán ar scoil. Ní mór do thuismitheoirí cúiseanna leis an neamhláithreach a thabhairt faoi deara ar thairseach na dtuismitheoirí ar VSware.
- 5.3.2. Níl cead ag scoláirí an scoil a fhágáil i rith an lae scoile gan cead scríofa a fháil ó thuismitheoir. Agus dalta á bhailiú, caithfidh thuismitheoirí dul chuig oifig na scoile agus an dalta a shíniú amach. Mura bhfuil siad in ann é sin a dhéanamh, is féidir leo cead scríofa a chur chuig an scoil ach ní mór é seo a fhíorú trí theagmháil phearsanta a dhéanamh leis an scoil fosta.

educational, emotional, spiritual, psychological and moral welfare of each individual student is provided for at all times.

- 5.1.4. To maintain such an atmosphere parents need to be aware that the highest standards of behaviour and cooperation are always expected from our students. To this end, Coláiste Ailigh encourages the cooperation and assistance of parents/guardians of the student.
- 5.1.5. Merit awards and positive notes on VSware are used to reward and encourage good behaviour and recognise significant achievement.
- 5.1.6. Good manners, courtesy and respect towards each other, towards other members of the school community, and towards visitors to the school is a central requirement
- 5.1.7. Students are expected to respect and cooperate fully with teachers and other school staff. Students may not refuse to carry out reasonable requests made to them by a teacher or other members of staff.

5.2. Gaeilge

- 5.2.1. Irish is the working language of the school. Students are expected to speak Irish at all times.

5.3. Attendance and Punctuality

- 5.3.1. Full attendance at school is expected. Parents must note reasons for absence on the parental portal on VSware.
- 5.3.2. Students are not allowed to leave school during the course of the school day without written permission from a parent. When collecting a student, parents must go to the school office and sign the student out. If they are unable to do so, then they may send written permission to the school but this must be verified by personally contacting the



- 5.3.3. Ciallaíonn neamhfhreasta scoile a bheith as láthair ón scoil gan cead na dtuismitheoirí nó na scoile. Breathnaítear ar thriantacht ón scoil nó ón rang mar shárú tromchúiseach ar an Chód Iompair Dhearfach. Tá sonraí maidir le hiarmhairtí an triúchais i rannán 6. Féadfar smachtbhannaí suas go dtí fionraí agus lena n-áirítear smachtbhannaí a úsáid.
- 5.3.4. Caithfidh na scoláirí a bheith poncúil do na ranganna ar fad. Tá dualgais ar daltaí dul chuig a gceachtanna ar an chéad chlog. Áirítear leis seo imeachtaí ar líne/cianfhoghlama.
- 5.3.5. Ní thugtar cuairteanna ar leithris agus taisceadáin ach roimh 08.55, am sos, am lón agus i ndiaidh 16.00. Ní mór do dhaltá cead a iarraidh ar an rang múinteoir chun cuairteanna dá leithéid a dhéanamh lasmuigh de na hamanna sonraithe seo.

5.4. Sláinte agus Folláine an scoláire

- 5.4.1. Níl cead timpeallacht na scoile a fhágáil ar aon chúis ach le cead roimh ré ó thuismitheoirí/chaomhnóirí, ón Phríomhoide nó baill eile d'fhoireann teagaisc na scoile a bhfuil an t-údarás seo acu. Féadfaidh scolairí sinsearacha suíomh na scoile a fhágáil le linn am lóin AMHÁIN.
- 5.4.2. Ní mór do scolairí a bhíonn ag tiomáint chun na scoile cloí leis na nósanna imeachta atá leagtha síos in [Aquisín 4 - Daltaí ag tabhairt Feithiclí chun na Scoile](#)
- 5.4.3. Níl cead bheith ag rith i bhfoirgneamh na scoile.
- 5.4.4. Níl cead fanacht i bhfoirgneamh/áitreabh na scoile tar éis am scoile ach amháin nuair atá scoláire ag glacadh páirt i ngníomhaíocht scoile ar a bhfuil feitheoireacht á dhéanamh nó cead ar leith faighte.
- 5.4.5. Fág gach seomra agus clós na scoile néata agus glan i do dhiaidh.
- 5.4.6. Tá cosc iomlán ar chaitheamh tobac, vápáil, aon mheisciúil a ionanálú, ar alcól a ól agus ar shubstaintí mídhleathacha

school also.

- 5.3.3. Truancy means being absent from school without the permission of parents or the school. Truancy from school or class is regarded as a serious breach of the Code of Positive Behaviour. Consequences of truancy are detailed in section 6. Sanctions up to and including suspension may be utilised.
- 5.3.4. Students must be punctual for all classes. Students have a responsibility to make their way to class after the first bell. This includes online/remote learning events.
- 5.3.5. Visits to toilets and lockers are confined to before 08:55, breaktime, lunchtime and after 16:00. Students must ask the class teacher for permission to make such visits outside of these specified times.
- #### 5.4. Student Health and Well-being
- 5.4.1. Students must remain within the school grounds during school hours and may only leave with the prior permission of parents/guardians, of the Principal or other designated persons. Senior students may leave the school grounds during lunchtime ONLY.
- 5.4.2. Students driving to school must abide by the procedures laid down in [Appendix 4 - Students Bringing Vehicles to School](#)
- 5.4.3. Running is not permitted in the school building.
- 5.4.4. Students are not permitted to remain on school premises after school hours except when attending school activities or another supervised school based activity or if specific permission is received.
- 5.4.5. Students must cooperate in keeping classrooms and school grounds neat and litter free.



eile a shealbhú san fhoirgneamh scoile, ar thimpeallacht na scoile, ag teacht nó ag imeacht ón scoil nó ag glacadh páirte i ngníomhaíocht scoile d'aon tsórt.

5.4.7. Tá cosc iomlán ar ghuma coganta.

5.5. Cuma fhisiciúil

5.5.1. Caithfidh gach scoláire éide scoile ceart a bheith orthu gach lá.

<p>Cóta Liath le suaitheantas scoile air Is cuid lárnach den éide scoile é an seaicéad scoile. Ní féidir cótaí/seaicéid eile a chaitheamh. (Seán cóta dearg inghlactha)</p>
<p>Geansaí na scoile le suaitheantas na scoile air (séadghlas)</p>
<p>Léine gheal ghorm</p>
<p>Carbhat na scoile</p>
<p>Bríste liath/sciorta liath glúine</p>
<p>Bróga dubha ísle</p>
<p>*Déan cinnte, le do thoil go bhfuil ainm an scoláire le feiceáil ar lipéad ar gach píosa éide scoile.*</p>

5.5.2. Caithfidh culaith spóirt oiriúnach a bheith ag scoláire aon lá a bhfuil corpoideachais acu.

Cinnfidh bainistíocht na scoile 'oiriúnach' agus is léirmhíniú deiridh a bheidh sa léiriú sin.

Rachfar i gcomhairle leis an fhoireann tacaíochta daltaí do dhalta de réir mar is cuí.

5.5.3. Seodra/smidiú

Tá caitheamh seodra teoranta do stoda cluaise/stoda sróine amháin. Coimeádann an scoil an ceart treoir a thabhairt do dhaltaí an iomarca seodra agus smidiú a

5.4.6. Smoking, vaping, inhaling of any intoxicant, the consumption of alcohol and the possession of other illegal substances are all strictly forbidden within the school building, while on the school grounds, while travelling to and from school or while participating in any school activity.

5.4.7. Chewing gum is strictly forbidden.

5.5. Appearance

5.5.1. All students attending the school are to wear the designated school uniform as follows.

Grey Crested Coláiste Ailigh Jacket
The school jacket is an integral part of the school uniform. Other coats/jackets may not be worn. (Old red coat acceptable)

Crested Pullover (Jade in Colour)

Light blue shirt

Coláiste Ailigh tie

Grey trousers/grey **knee length skirt**

Low-heels black shoes

Please ensure your child's name is clearly written on the label on all items of uniform.

5.5.2. Students must bring appropriate physical education gear with them on days when it is required.

'Appropriate' shall be determined by the school management and that interpretation is final.

Student support team shall be consulted in any concern as appropriate.

5.5.3. Jewellery/make-up

The wearing of jewellery is confined to stud earrings/nose stud only. The



bhaint. Cinnfidh bainistíocht na scoile 'iomarcach' agus is léirmhíniú deiridh a bheidh sa léiriú sin. Tá péire amháin de cluaise beaga inghlactha. Ní cheadaítear polladh aghaidhe. Caithfidh smidiú a bheith discréideach agus íosta.

Rachfar i gcomhairle leis an fhoireann tacaíochta daltaí maidir le haon imní a bhaineann de réir mar is cuí.

5.6. Maoin na Scoile agus Maoin Phearsanta

5.6.1. Má dhéantar aon damáiste sa scoil tá sé de dhualgas ar an scoláire é seo a chur in iúl do mhúinteoirí láithreach. Ba chóir do scoláirí meas a bheith acu ar mhaoin na scoile, laistigh agus lasmuigh den seomra ranga i gcónaí, agus damáiste ar bith déanta de bharr faillí nó mí-iompar a cheartú.

5.6.2. Ní féidir leis an scoil freagracht a ghlacadh as cailteanas nó damáiste do mhaoin na ndaltaí. Dá bhrí sin iarrtar ar thuismitheoirí na lipéid cóir a chur ar mhaoin phearsanta an scoláire.

5.6.3. Tá cosc iomlán ar fón póca nó fón cliste sa scoil. Glacfar aon fhón a bhíonn istigh i rith an lae scoile ar shiúl ón scoláire. Coinnítear sa scoil ar feadh dhá oíche é.

Tá eisceacht amháin ar an riail seo, agus is é sin má tá an fón in úsáid istigh sa seomra ranga le haghaidh teagasc agus foghlaim, faoi stiúradh mhúinteora. (Féach ar Auguisín 1, Úsáid agus Mí-Úsáid fón Póca ar scoil)

Nuair nach bhfuil an gúthan in úsáid sna ranganna, le cead múinteora, caithfear é a choinneáil sa mhála scoile agus múchta.

5.7. Iompar Ranga

5.7.1. Níl cead - ach i gcás eisceachtúil - an seomra ranga a fhágáil i rith ranga.

5.7.2. Caithfear tabhairt faoin obair bhaile gach oíche de réir Polasaí Obair Bhaile Choláiste Ailigh. (iarracht mhaith)

school reserves the right to instruct students to remove excessive jewellery and make-up. 'Excessive' shall be determined by the school management and that interpretation is final. One pair of small earrings is acceptable. Facial piercings are not permitted. Make-up must be discreet and minimal.

Student support team shall be consulted in any concerns as appropriate.

5.6. School and Personal Property

5.6.1. If damage is caused to school property accidentally, a teacher must be informed immediately. Students must show respect for school property both in the classrooms and outside and make good any damage to such property caused by neglect or misbehaviour.

5.6.2. The school cannot accept responsibility for the loss or damage to students' property. Parents are advised to ensure that each student's property be labelled accordingly.

5.6.3. Mobile/smart phones are prohibited during school hours. Students who breach this rule will have their phone confiscated for two nights.

The one exception to this rule is where the phone is to be used in a particular class in the context of teaching and learning, under the teacher's direction. (Please see Appendix 1, Use and Mis-Use of Mobile Phones in school.)

When the phone is not in use in classes, it must be kept in the school bag and switched off.



- 5.7.3. Ní mór do scoláirí cloí leis na rialacha aontaithe leis an mhúinteoir.
- 5.7.4. Ba chóir do scoláirí fanacht go ciúin lasmuigh den seomra ranga go dtí go ligtear isteach iad.
- 5.7.5. Níl cead úsáid a bhaint as ríomhairí scoile nó an t-idirlíon ach faoi threoir ball den fhoireann teagaisc, de réir Pholasáí Úsáide Inghlactha.

5.8. Dialann Scoile agus Seomra Ranga Google

- 5.8.1. Caithfidh scoláirí an dialann scoile a bheith leo in achan rang.
- 5.8.2. Caithfidh scoláirí an dialann a choimeád oscailte ar an bhord agus é a thabhairt don mhúinteoir má iarrtar orthu é seo a dhéanamh.
- 5.8.3. Caithfidh scoláirí an dialann a choimeád glan agus néata i gcónaí.
- 5.8.4. Níl cead aon rud a stróiceadh amach as an dialann scoile, ag aon am, ar aon chúis.
- 5.8.5. Déanfaidh an ceann bliana scrúdú ar an dialann scoile go rialta chun scrúdú a dhéanamh uirthi.
- 5.8.6. Caithfear obair bhaile a scríobh sa dialann scoile, obair tugtha ar Seomra Rang Google san áireamh.
- 5.8.7. Caithfear an dialann scoile, daltaí sóisearach, a bheith sínithe ag tuismitheoir/caomhnóir go rialta.
- 5.8.8. Táthar ag súil go nglacfaidh daltaí páirt a ghlacadh i ngrúpaí Seomra Ranga Google Choláiste Ailigh agus dul i ngleic le cumarsáid ó mhúinteoirí de réir mar is gá.

5.9. Obair Bhaile

- 5.9.1. Caithfidh obair bhaile a bheith déanta go críochnúil gach oíche agus nóta a bheith istigh muna bhfuil.

5.7. Classroom Behaviour

- 5.7.1. It is not permitted – except under exceptional circumstances - to leave the classroom during class.
- 5.7.2. Homework must be attempted each evening in line with the Coláiste Ailigh Homework Policy. (Good effort).
- 5.7.3. Students are expected to cooperate fully with all rules Previously agreed upon by the subject teacher.
- 5.7.4. Students should assemble quietly outside the classroom until the subject teacher allows them to enter.
- 5.7.5. Access to ICT resources is allowed only with direct supervision of teaching staff, per Acceptable Usage Policy.

5.8. School Diary agus Google Classroom

- 5.8.1. Students must bring the student diary to every class.
- 5.8.2. The diary must be kept open on the desk and given to the subject teacher at his/her request.
- 5.8.3. Students must keep the school diary neat at all times.
- 5.8.4. No pages are to be torn from the school diary at any stage, for any reason.
- 5.8.5. The Year Head will examine the school diary on a regular basis.
- 5.8.6. All homework must be recorded in the school diary including homework assigned on Google Classroom.
- 5.8.7. The school diary must be signed weekly by a parent/guardian for students in first, second and third year.
- 5.8.8. Students are expected to accept to join Coláiste Ailigh Google Classroom groups and to engage with communications from teachers as required.



5.9.2. Caithfear iarracht a bheith déanta de réir Pholasaí Obair Bhaile Choláiste Ailigh.

5.10. Imeachtaí Scoile

5.10.1. Baineann Cód Iompair Dearfach Choláiste Ailigh le gach scoláire agus iad ar ghníomhaíochtaí seach-churaclaim.

5.10.2. **Caithfidh scoláirí Gaeilge a labhairt agus iad ag glacadh páirt in imeachtaí seach-churaclaim.** (An t-aon eisceacht ar seo ná nuair a bhíonn scoláirí ag glacadh páirte i ngníomhaíocht le scoláirí/daoine fásta lasmuigh de phobal Choláiste Ailigh nach bhfuil líofa sa Ghaeilge.)

5.10.3. Teastaíonn éide scoile iomlán agus daltaí ag glacadh páirte i ngníomhaíochtaí seach-churaclaim, mura gcuireann an múinteoir/na múinteoirí i gceannas a mhalairt in iúl go soiléir.

5.10.4. Nuair a bhíonn scoláire ag glacadh páirt in imeachtaí scoile, turasanna scoile nó gníomhaíochtaí d'aon sórt lasmuigh den churaclam scoile táthar ag súil le hiompar den chéad scoth agus comhoibriú iomlán leis na baill foirne atá mar stiúrthóirí ar an imeacht.

5.11. Scrúduithe

5.11.1. Baineann na gnáth rialacha scoile le linn scrúduithe tí.

5.11.2. Táthar ag súil leis go mbeadh achan scoláire i láthair in am agus ullmhaithe d'achan scrúdú.

5.11.3. Táthar ag súil le hiompar den chéad scoth ó gach scoláire le linn na tréimhse scrúduithe.

6. Bainistíocht Iompair

Déanfar iarracht Cleachtas Aisiríoch a úsáid nuair is cúí chun deacrachtaí iompair a réiteach.

5.9. Homework

5.9.1. Homework must be completed each evening and a note of explanation must be brought to school if this is not the case.

5.9.2. Homework must be attempted in line with the Coláiste Ailigh Homework Policy.

5.10. School Outings

5.10.1. Coláiste Ailigh Code of Positive Behaviour applies to all students while on extracurricular activities.

5.10.2. **Students must speak Irish while taking part in extracurricular activities.** (The only exception to this is when on trips that involve students interacting with students/adults outside of the Coláiste Ailigh community who are not fluent in the Irish language.)

5.10.3. Full school uniform is required when taking part in extracurricular activities, unless explicitly advised otherwise by the supervising teacher(s).

5.10.4. When away on school outings or engaged in extracurricular activities each student is expected to behave in an exemplary manner, complying with all the directions of the supervising staff.

5.11. Examinations

5.11.1. School rules apply during house examinations and state examinations.

5.11.2. Each student is expected to attend punctually for each examination.

5.11.3. Exemplary behaviour is always expected for the duration of the examination period.



Iarrtar ar thuismitheoirí an dialann agus VSware a sheiceáil ar bhonn leanúnach.

Úsáidtear an Dréimire Atreoraithe mar dhoiciméad tacaíochta don pholasaí seo. ([see Appendix 2](#))

6.1. Riachtanais Breise Oideachais

Tá Coláiste Ailigh aireach ar fhreastal a dhéanamh ar gach ball dár bpobal scoile. Cuirfear an liosta smachtbhannaí seo a leanas i bhfeidhm nuair atá siad cuí i gcomhthéacs chumas an scoláire sárú ar an chód iompair dearfach a thuiscint. Má bhíonn amhras ann faoi thuiscint scoláirí nó faoina gcumas a n-iompraíocht a athrú de bharr riachtanais oideachaisiúil sa bhreis, rachfar i gcomhairle leis an fhoireann cúraim i gcomhairle leis an Phríomhoide/Príomhoide Tánaisteach agus an Ceann Bliana maidir le smachtbhannaí oiriúnacha.

6.2. Catagóirí droch-iompair

6.2.1. Mí-iompair

- Áirítear na nithe seo a leanas i mí-iompar,
- Teip ar úsáid na Gaeilge agus iad i mbun cumarsáide
 - Sáruithe scoite ar rialacha na scoile
 - Sáruithe leithleacha a bhaineann le hobair scoile, obair bhaile, smacht agus bruscar

6.2.2. Sáruithe leithlis ar dhea-ord

- Áirítear iad seo a leanas le sáruithe scoite ar dhea-ord:
- Úsáid teanga mhaslach nó míchuí
 - Mí-iompar aonraithe i rang
 - Troid idir daltaí sa scoil
 - Ráig neamhriachtanach sa rang
 - Ciapadh ar bhaill den fhoireann

6.2.3. Mí-iompar leanúnach

Áirítear le mí-iompar leanúnach mí-iompar arís agus arís eile nó sáruithe rialta ar dhea-ord. I measc samplaí den chineál seo iompair tá na nithe seo a leanas.

6. Behaviour Management

In all circumstances the school will seek to use Restorative Practice where practical to resolve behavioural difficulties.

Parents/guardians are asked to check the diary and VSware on an ongoing basis.

Staff of Coláiste Ailigh will use the Ladder of Referral as a supporting document to this policy. ([see Appendix 2](#))

6.1. Additional Education Needs

Coláiste Ailigh is mindful of catering for all members of our school community. The following list of sanctions will be applied when and if they are deemed appropriate in the context of the students ability to understand the breach of the code of positive behaviour. Where there is a doubt as to the students' understanding or their ability to alter their behaviour due to additional learning needs then the care team in consultation with the Principal/Deputy Principal and Year Head will be consulted regarding suitable sanctions.

6.2. Categories of Misbehaviour

6.2.1. Misdemeanours

Misdemeanours include the following,

- Failure to use the Irish language when communicating
- Isolated minor breaches of school rules
- Isolated infringements related to school work, homework, discipline, and litter

6.2.2. Isolated breaches of good order

Isolated breaches of good order include the following:

- Use of abusive or inappropriate language
- Misbehaviour in class of an isolated nature
- A fight between students in the school
- An unnecessary outburst in class



- Eachtraí leanúnacha gan an Ghaeilge a úsáid
- Cur isteach leanúnach ar ranganna
- Teip leanúnach obair bhaile a chur i láthair nó leabhair nó trealamh riachtanach a thabhairt chuig an rang
- Úsáid leanúnach teanga mhaslach nó míchuí don fhoireann nó do chomhscoláirí
- Bulaíocht ar scoláirí eile

6.2.4. *Mí-iompar Tromchúiseach*

Seo a leanas liosta de chuid de na cionta a measfar a bheith tromchúiseach.

- Diúltú an Ghaeilge a úsáid agus tú i mbun cumarsáide
- Diúltú treoir múinteora a ghlacadh
- Ionsaí, bagairt nó drochíde ar bhall foirne nó ar chomhscoláire
- Dochar a dhéanamh do mhaoín na scoile nó do mhaoín na foirne nó scoláire eile
- Cur isteach ar aon chuid de chóras aláraim dóiteáin na scoile.
- Sláinte agus/nó sábháilteacht tú féin nó duine eile a chur i mbaol m.sh. dreapadóireacht ar mhaoín nó ar fhoirgnimh na scoile
- Seilbh, tomhaltas lena n-áirítear galtán, dáileadh nó díol toitíní, toitíní leictreonacha, alcól nó drugaí/meisceacha eile
- Scian(i), airm chontúirteacha eile nó tinte ealaíne a bheith agat
- Goid laistigh den scoil
- Mí-iompar tromchúiseach ar ghníomhaíochtaí nó ar thurais seach-curaclaim scoile (de réir Polasaí seach-churaclaim)
- Neamhfhreastal ón rang nó ón scoil
- Mí-úsáid trealamh TFC (féach Beartas um Úsáid Inghlactha)
- Diúltú na treoirínte sláinte reatha a leanúint

- Harassment of staff

6.2.3. *Continuous misconduct*

Continuous misconduct includes repeated misdemeanours or repeated breaches of good order. Examples of this type of behaviour include the following.

- Continued incidents of not using the Irish language
- Continuous disruption of classes
- Continuous failure to present homework or bring necessary books or equipment to class
- Continuous use of offensive or inappropriate language to staff or fellow students
- Bullying of other students

6.2.4. *Serious Misbehaviour*

The following is a list of some of the offences which will be regarded as serious.

- Refusal to use the Irish language when communicating
- Refusal to follow teacher instructions
- Assault, threat or abuse of a member of staff or fellow student
- Damaging school property or the property of staff or other students
- Interference with any part of the school's fire alarm system.
- Putting the health and/or safety of yourself or another at risk e.g. climbing on school property or buildings
- Possession, consumption including vaping, distribution or sale of cigarettes, e-cigarettes/vapes, alcohol or other drugs/intoxicants
- Possession of knife(s), other dangerous weapons or fireworks
- Theft within the school
- Serious misbehaviour on school-related activities or extracurricular trips (in accordance with Extracurricular Policy)
- Truancy from class or school
- Misuse of ICT equipment (see Acceptable Usage Policy)
- Refusal to follow current health guidelines



6.3. Nós imeachta chun déileáil le drochiompar

Tabharfar tacaíocht do scoláirí in aon dúshlán atá acu maidir le cloí leis an Chód Iompair Dearfach. Bainfear úsáid as Cleachtais Aisiríocha agus idirghabhálacha coisctheacha chun scoláirí a mhúineadh agus a spreagadh chun freagracht a ghlacadh as a gcuid gníomhartha chomh fada is a féidir. Tá an cur chuige dírithe ar réiteach. Déanann Coláiste Ailigh a dhícheall freastal ar riachtanais dhearfacha sláinte a scoláirí. Áiríonn sé seo riachtanais shóisialta, mhothúchánacha agus fisiciúla ár gcuid scoáirí. Déantar riachtanais fholláine, iompraíochta agus acadúla go léir a mheas ionas gur féidir le scoláirí gnóthú agus rath a bhaint amach ar scoil.

D'fhéadfadh roinnt smachtbhannaí breise a bheith mar thoradh ar neamhaird arís agus arís eile tar éis idirghabhála.

A. Mí-iompar

- Scaradh laistigh den seomra ranga
- Bileoga oibre machnaimh
- Nóta sa dialann obair bhaile/cluaisín iompair in VShare
- Gníomhartha aisiríocha, e.g. bruscar a thógáil, deasca a ghlanadh
- Maoirseacht machnaimh le linn sosa nó lóin

B. Sáruithe leithlis ar dhea-ord

- Scaradh laistigh den seomra ranga
- Bileoga oibre machnaimh
- Nóta sa dialann obair bhaile/cluaisín iompair in VShare
- Gníomhartha aisiríocha, e.g. bruscar a ardú, deasca a ghlanadh
- Á chur ar thuairisc (tréimhse bhreathnaithe ar iompar an dalta)
- Maoirseacht machnaimh le linn sosa nó lóin
- Fionraí inmheánach
- Fionraí
- Díbirt

C. Mí-iompar Leanúnach

6.3. Procedure for dealing with misbehaviour

Students will be supported in any challenges they have in regard to abiding by the Code of Positive Behaviour. Restorative and preventative interventions to teach and encourage students to take responsibility for their actions will be utilised where possible. The approach is solution focused. Coláiste Ailigh endeavours to meet the positive health needs of its students. This includes the social, emotional and physical needs of our students. Well-being, behavioural and academic needs are all considered so students can achieve and succeed in school.

Repeated disregard following intervention may result in a number of further sanctions as follows.

A. Misdemeanour

- Separation within the classroom
- Reflection worksheets
- Note in homework journal/behaviour tab in VShare.
- Restorative actions, e.g. lifting litter, cleaning desks
- Supervised reflection during break or lunch

B. Isolated breaches of good order

- Separation within the classroom
- Reflection worksheets
- Note in homework journal/behaviour tab (VShare)
- Restorative actions, e.g. lifting litter, cleaning desks
- Being placed on report (a period of observation of the behaviour of the student)
- Supervised reflection during break or lunch
- Internal Suspension
- Suspension
- Expulsion



- Machnamh ag am lóin
- Á chur ar thuairisc (tréimhse bhreathnaithe ar iompar an scoláire)
- Fionraí inmheánach
- Fionraí
- Díbirt

D. Mí-iompar Tromchúiseach

Cuirfear i bhfeidhm na nósanna imeachta seo a leanas i gcás mí-iompair thromchúisigh.

- Eachtra a thaifead ar VSware
- Gheobhaidh an scoláire rabhadh ó bhéal ón gCeann Bliana.
Nóta: Seans nach féidir le scoláire leanúint ar aghaidh mar bhall de chomhairle na ndaltaí má tá drochiompar taifeadta aige/aici ar VSware. Toghfaidh an rang ionadaí ranga nua, más gá.
- Ag brath ar nádúr na heachtra féadfaidh an dalta machnamh a dhéanamh ag am lóin.
- Cuirtear comhairle ar thuismitheoirí trí VSware.
- Áireoidh smachtbhannaí breise tuilleadh machnaimh ag am lóin, fionraíocht inmheánach/seachtrach, gan cead páirt a ghlacadh i ngníomhaíochtaí scoile agus díbirt fhéideartha.
- Tabharfar obair scoile don scoláire le linn na fionraíochta. Nuair a fhilleann an dalta ar scoil caithfidh tuismitheoir a bheith in éineacht leis. Déanfar monatóireacht ar iompar an scoláire ar feadh tamall laethanta tar éis fillidh.

Má tharlaíonn mí-iompar eile, leanfaidh an dalta an nós imeachta céanna. Bainfear úsáid as [Dréimire Atreoraithe](#) mar threoir do phobal na scoile. Beidh idirghabhálacha dearfacha agus tacaíocht scoláirí mar fhócas gníomhaíochta a dhéanfaidh Coláiste Ailigh chun déileáil le cásanna droch-iompraíochta.

6.4. Smachtbhannaí

6.4.1. Cuspóir smachtbhannaí

Is é cuspóir smachtbhannaí athrú iompair a bhaint amach ach:

C. Continuous Misconduct

- Lunchtime reflection
- Being placed on report (a period of observation of the behaviour of the student)
- Internal Suspension
- Suspension
- Expulsion

D. Serious Misbehaviour

The following procedure will apply in the case of serious misbehaviour.

- Incident recorded on VSware
- Student will receive a verbal warning from their Year Head.

Note: A student may not continue as a student council member if they have a serious misbehaviour recorded on VSware. The class will elect a new class representative, if required.

- Depending on the nature of the incident, the student may receive lunchtime reflection. Parents are advised through VSware.
- Additional sanctions will include further lunchtime reflection, internal/external suspension, exclusion from school related activities and possible expulsion.
- The student will be given school work to do during the suspension. On returning to school the student must be accompanied by a parent. Behaviour will be monitored for a period of time on return. Further incidences of misbehaviour will result in the student following the same procedure.

[Ladder of Referral](#) will be used as a guide for the school community. Positive interventions and student support will be the focus of action taken by Coláiste Ailigh in dealing with instances of poor behaviour.

6.4. Sanctions

6.4.1. The purpose of sanctions

The purpose of a sanction is to bring about a change in behaviour by:



- cuidiú le mic léinn a fhoghlaim go bhfuil a n-iompar do-ghlactha
- cuidiú le mic léinn an tionchar a bhíonn ag a gcuid gníomhartha agus ag a n-iompar ar dhaoine eile a aithint
- cuidiú le mic léinn (i ndóigheanna ábhartha de réir a n-aoise agus a bhforbartha) a thuiscint go bhfuil roghanna acu faoina n-iompar féin agus go mbíonn iarmhairtí ag gabháil le gach rogha
- cuidiú leo foghlaim bheith freagrach as a n-iompar.

Ina theannta sin, is féidir le smachtbhanna:

- teorainn a threisiú mar atá leagtha amach sa chód iompair
- fógairt do mhic léinn eile agus d'fhoireann go bhfuil a leas á chosaint.

I gcás níos tromchúisí ina sáraítear caighdeán na scoile, is féidir go bhfuil smachtbhannaí de dhíth chun:

- cur isteach tromchúiseach ar theagasc agus ar fhoghlaim a sheachaint
- an mac léinn, nó mic léinn eile nó daoine fásta, a choinneáil slán.

6.4.2. Machnamh Am Lóin

Tosaíonn machnamh am lóin ag 1.30pm agus críochnaíonn sé ag 1.55pm. Tabharfar obair ranga le déanamh do scoláirí. Measfar an machnamh a bheith críochnaithe nuair a bhíonn an maoirseoir sásta leis an obair a rinneadh. Mura dtagann scoláire isteach le haghaidh machnaimh nó mura gcríochnaítear an obair a shanntar go caighdeán sásúil, cuirfear tuairisc bhreise ar VShare.

6.4.3. Fionraí

Tá an t-údarás chun scoláire a chur ar fionraí ar feadh trí lá tarmligthe don Phríomhoide ag an Bhord Bainistíochta. I gcúinsí eisceachtúla, tá an t-údarás chun fionraí ar feadh suas le cúig lá a tharmligean chuig an Phríomhoide agus an Cathaoirleach ag an Bhord. Cinnfidh an Bord Bainistíochta aon fionraí níos faide ná cúig lá. Breathnaítear ar fhionraí mar smachtbhanna tromchúiseach agus ní ghearrfaidh an

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

A sanction may also:

- reinforce the boundaries set out in the code of behaviour
- signal to other students and to staff that their wellbeing is being protected.

In instances of more serious breaches of school standards, sanctions may be needed to

- prevent serious disruption of teaching and learning
- keep the student, or other students or adults, safe.

6.4.2. Lunchtime Reflection

Lunchtime reflection starts at 1.30pm and finishes at 1.55pm. Students will be assigned classwork to do. Reflection will be deemed to be completed when the supervisor is satisfied with the work carried out. Failure to turn up for reflection or complete the work assigned to a satisfactory standard will result in a further report on VShare.

6.4.3. Suspension

The authority to suspend a student for three days has been delegated to the Principal by the Board of Management. In exceptional circumstances, the authority to suspend for up to five days has been delegated to the Principal and Chairperson by the board. Any suspension exceeding five days will be determined by the Board of Management. Suspension is viewed as a serious sanction and will only be imposed by the Principal/Deputy Principal/Board of



Príomhoide/Príomhoide Tanaisteach /Bord Bainistíochta é ach amháin:

- Sa chás gur theip ar iarrachtaí roimhe seo an fhadhb a réiteach
- Sa chás gur léiríodh drochmheas ar dhuine nó ar a maoin
- I gcás ina bhfuil an eachtra chomh tromchúiseach sin is é fionraí an smachtbhanna is iomchuí.

Gheobhaidh tuismitheoirí scairt ghutháin ón Phríomhoide/Príomhoide Tanáisteach ag cur in iúl dóibh cén fáth agus fad na fionraíochta. Leanfar litir leis seo.

Is féidir le tuismitheoir(i) achomharc a dhéanamh chuig an Bnord Bainistíochta in aghaidh chinneadh fionraí **thar 3 lá as a chéile** nuair is féidir leo cás a chur i láthair an bhoird.

Ní mór don scoláire atá ar fionraí, bualadh leis an Phríomhoide, nó a ionadaí, sula nglactar leis/léi isteach sa scoil arís. Is féidir iarraidh ar thuismitheoirí freastal ar an chruinniú seo. Is ar an scoláire atá an fhreagracht maidir le haon obair ullmhúcháin do scrúduithe stáit a chailítear trí fhionraí.

Nóta:

Ní cheadaítear do dhaltaí atá ar fionraí dul ar thurais scoile um iompar dearfach.

Ní cheadmhach do dhaltaí a cuireadh ar fionraí ag am ar bith i rith na scoilbhliana freastal ar Oíche na nGradam - beidh sé seo faoi rogha an Phríomhoide.

6.4.4.Fionraí inmheánach

Más iomchuí, féadfar fionraíocht inmheánach a chur i bhfeidhm in aith fionraí. Ní féidir é seo a chur i bhfeidhm ach amháin faoi stiúir bhainistíochta na scoile mar mhalairt ar fionraí a úsáid.

Nós imeachta maidir le fionraí inmheánach,

- Caithfidh an scoláire dul chuig oifig na scoile ar theacht chun na scoile dóibh
- Tabharfar obair don scoláire le críochnú i rith an lae.
- Beidh sosanna ar siúl ag 10.40-11.00 agus 12.40-13.20.
- Níl cead ag an scoláire páirt a ghlacadh in imeachtaí seach-churaclaim.

Management in cases:

- Where previous efforts have failed to resolve the problem
- Where there has been serious disrespect shown towards a person(s) or their property
- Where the incident is so serious that suspension is the most appropriate sanction.

Parents will receive a phone call from the Principal/Deputy Principal notifying them of the reason for and duration of suspension. This will be followed up with a letter.

A parent(s) may appeal the decision to suspend **in excess of 3 consecutive days** to the Board of Management where they may present a case to the board.

Following a period of suspension, the suspended student must meet with the Principal or his/her representative before the student is readmitted to the school. Parents may be requested to attend this meeting. Any work in preparation for state examinations missed through suspension is the responsibility of the student.

Note:

Students who are suspended may not be allowed to go on positive behaviour school trips. Students suspended at any time during the school year may not be permitted to attend Awards Night - this will be at the discretion of the Principal.

6.4.4.Internal Suspension

Where appropriate an internal suspension may be applied in place of an external suspension. This may only be applied under the direction of school management as an alternative to the application of an external suspension.

The procedure for internal suspension is as follows,

- Student must report to school office on their arrival to school
- Students will be assigned classwork to be completed during the day.
- Breaks will take place at 10.40-11.00 and 12.40-13.20.
- Students will not take part in



- Tabharfaidh an scoláire obair atá chríochnaithe do bhall de bhainistíocht ag deireadh an lae.
- Beidh an cruinniú ar siúl an lá dar gcionn mar a thuairiscítear i gcuid 6.4.2.

Ní chuirfear fionraí inmheánach i bhfeidhm ach amháin nuair a cheadaíonn acmhainní, i.e. spás nó acmhainní daonna.

6.4.5. Díbirt

A. Díbirt

Díbrítear mac léinn as scoil nuair a dhéanann Bord Bainistíochta cinneadh an mac léinn sin a eisiamh go buan ón scoil, tar éis don Bhord forálacha alt 24 den Acht Oideachais (Leas), 2000 a chomhlíonadh.

B. An t-údarás scoláire a dhíbirt

Tá an t-údarás ag Bord Bainistíochta Choláiste Ailigh dalta a dhíbirt. Tá an t-údarás seo forchoimeáda don Bhord Bainistíochta agus ní tharmligfear é.

C. Na cúiseanna maidir le Díbirt

Aithnítear díbirt scoláire mar chéim an-tromchúiseach agus ní dhéanfaidh an Bord Bainistíochta é ach amháin i gcásanna tromchúiseacha d'iompar do-ghlactha.

Déanfar iarracht meascán idirghabhálacha eile chun dul i ngleic leis an mí-iompar a thriail sula ndéanfar cinneadh dhíbirt a úsáid:

- Bualadh le tuismitheoirí agus leis an dalta chun bealaí a aimsiú a chuideoidh leis an dalta a (h)iompraíocht a athrú.
- Cinntiú go dtuigeann an dalta agus/nó tuismitheoirí/caomhnóir an dalta na hiarmhairtí a d'fhéadfadh a bheith ag iompar an dalta, má leanann sé ar aghaidh.
- Cinntiú gur baineadh triail as gach rogha féideartha eile.
- Tacaíocht á lorg ó ghníomhaireachtaí seachtracha ar nós NEPS, NBSS, NCSE srl..

Éilíonn cinneadh Díbirt cúiseanna thromchúiseacha mar,

extracurricular activities.

- Student will present the completed work to management at the end of the day.
- Meeting will take place the following day as described in section 6.4.2.

Internal suspension will only be applied where resources permit, i.e. space or human resources.

6.4.5. Expulsion

A. Expulsion

A student is expelled from a school when a Board of Management makes a decision to permanently exclude a student from the school, having complied with the provisions of section 24 of the Education (Welfare) Act 2000.

B. Authority to expel

The Board of Management of Coláiste Ailigh has the authority to expel a student. This authority is reserved to the Board of Management and will not be delegated.

C. The grounds for Expulsion

Expulsion of a student is recognised as a very serious step and will only be taken by the Board of Management in extreme cases of unacceptable behaviour. The school may try a range of other interventions to address the misbehaviour before a decision to expel is made:

- Meeting with parents and the student to try to find ways to help the student to change his/her behaviour.
- Ensuring that the student and/or the student's parents/guardian understand the possible consequences of the student's behaviour, should it persist.
- Ensuring all other possible options had been tried.
- Seeking the support of outside agencies such as NEPS, NBSS, NCSE and others.

A decision to Expel requires serious grounds such as,

- A student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process



- Is cúis leanúnach le cur isteach suntasach ar fhoghlaim daoine eile nó ar an phróiseas teagaisc é iompar an scoláire
 - Is bagairt fhíor shuntasach do shábháilteacht daoine eile é láithreach leanúnach an scoláire sa scoil
 - Tá an scoláire freagrach as damáiste tromchúiseach do mhaoin
 - Seilbh ar alcól / drugaí
 - Tomhaltas alcóil / drugaí
 - Drugaí mídhleathacha a sholáthar do scoláirí eile sa scoil
 - Bagairt thromchúiseach foréigin i gcoinne scoláirí eile nó ball foirne
 - Foréigean iarbhír nó ionsaí fisiceach
 - Ionsaí gnéasach
 - Ionsaí fisiciúil
- The student's continued presence in the school constitutes a real and significant threat to the safety of others
 - The student is responsible for serious damage to property
 - Possession of alcohol / drugs
 - Consumption of alcohol / drugs
 - Supplying illegal drugs to other students in the school
 - A serious threat of violence against another student or member of staff
 - Actual violence or physical assault
 - Sexual assault
 - Physical assault

D. Na cúiseanna leis an Díbirt

Féadfaidh na cúiseanna le díbirt a bheith cosúil leis na cúiseanna le fionraí ach is iad tromchúis agus tromchúis agus marthanacht an iompair an phríomhdhifriocht. Tá gach féidearthacht chun iompar an dalta a athrú caite.

E. Díbirt Uathoibríoch

Is féidir leis an Bhord Bainistíochta a chinneadh, mar chuid de pholasaí na scoile ar smachtbhannaí, agus tar éis an phróisis chomhairliúcháin leis an Phríomhoide, tuismitheoirí, múinteoirí agus scoláirí, go ndéanfaí díbirt uathoibríoch mar smachtbhanna ar iompraíochtaí ainmnithe áirithe. I measc na gcineálacha iompair a bhféadfadh moladh díbirt a bheith mar thoradh orthu ar bhonn sárú amháin ar an Chód, d'fhéadfadh na nithe seo a leanas a áireamh:

- Bagairt thromchúiseach foréigin i gcoinne scoil eile nó ball foirne
- Foréigean iarbhír nó ionsaí fisiceach
- Sealbhú nó soláthar drugaí mídhleathacha do dhaltaí eile sa scoil
- Ionsaí gnéasach

I gcás díbirt uathoibríoch, leanfaidh an Bord Bainistíochta an próiseas cuí agus nósanna imeachta cothroma.

D. The reasons for Expulsion

The grounds for expulsion may be similar to the grounds for suspension but the seriousness and the persistence of the behaviour are the key differences. All possibilities for changing the student's behaviour have been exhausted.

E. Automatic Expulsion

The Board of Management may decide, as part of the school's policy on sanctions, and following the consultation process with the principal, parents, teachers and students, that particular named behaviours incur automatic expulsion as a sanction. The kinds of behaviour that might result in a proposal to expel on the basis of a single breach of the Code could include:

- A serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Possession of or supplying illegal drugs to other students in the school
- Sexual assault

In the case of automatic expulsion, due process and fair procedures will be followed by the Board of Management.



F. Níosanna imeachta i ndáil le díbirt

Leanfar na céimeanna seo a leanas:

1. Imscrúdú sonrach faoi stiúir an Phríomhoide.
2. Moladh ón Phríomhoide chuig an Bord Bainistíochta.
3. Breithniú an Bhoird Bhainistíochta ar mholadh an Phríomhoide, agus éisteacht a reáchtáil.
4. Breithniúcháin an Bhoird Bhainistíochta agus bearta i ndiaidh na héisteachta.
5. Comhairliúcháin arna n-eagrú ag an Oifigeach Leasa Oideachais.
6. Dearbhú ar an chinneadh an mac léinn a dhíbirt.

Is faoi gach Bord Bainistíochta atá sé a chinneadh cé acu de na tascanna a bhaineann leis na céimeanna níos imeachta seo a dteastaíonn cruinnithe ar leith uathu agus cé na tascanna is féidir a chur i gcrích le chéile in aon chruinniú amháin, ag teacht le fógra cuí a thabhairt do thuismitheoirí/chaomhnóirí faoi chruinnithe agus atá cothrom agus réasúnta. am chun ullmhú le haghaidh éisteacht Boid.

Céim 1: Imscrúdú mionsonraithe déanta faoi stiúir an Phríomhoide

Agus imscrúdú á dhéanamh ar líomhain, de réir gnáthamh cóir, ba chóir don Phríomhoide:

- a. *an scoláire agus na thuismitheoirí/chaomhnóirí a chur ar an eolas faoin mhí-iompar líomhnaithe, an dóigh a ndéanfar imscrúdú air agus go bhféadfadh díbirt a bheith mar thoradh air sin*
- b. *gach deis a thabhairt do na thuismitheoirí/chaomhnóirí agus don mhac léinn freagairt don ghearán go raibh mí-iompar tromchúiseach ann sula nglacfaí cinneadh smachtbhanna a ghearradh.*

Má theipeann ar mhac léinn agus a dtuismitheoirí/chaomhnóirí freastal ar chruinniú, ba chóir don Phríomhoide scríobh chucu ag cur in iúl dóibh go bhfuil an scéal tromchúiseach, go bhfuil tábhacht ar leith ag baint le freastal ar chruinniú

F. Procedures in respect of expulsion

The following procedural steps will be taken:

1. A detailed investigation carried out under the direction of the Principal.
2. A recommendation to the Board of Management by the Principal.
3. Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing.
4. Board of Management deliberations and actions following the hearing.
5. Consultations arranged by the Educational Welfare Officer.
6. Confirmation of the decision to expel.

It is a matter for each Board of Management to decide which of the tasks involved in these procedural steps requires separate meetings and which tasks can be accomplished together in a single meeting, consistent with giving parents/guardians due notice of meetings and a fair and reasonable time to prepare for a Board hearing.

Step 1: A detailed investigation carried out under the direction of the Principal

In investigating an allegation, in line with fair procedures, the Principal should:

- inform the student and their parents/guardians about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion
- give parents/guardians and the student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and before a sanction is imposed.

If a student and their parents/guardians fail to attend the meeting, the Principal shall write to them informing them of the seriousness of the situation, that attending a rescheduled meeting is of particular importance and, if they fail to attend



athsceidealaithe agus, má theipeann orthu sin a dhéanamh, go mbeidh dualgas ar údaráis na scoile cinneadh a ghlacadh freagairt don iompar diúltach. Ba chóir don scoil taifead a choinneáil de na cuirí a seoladh chuig na tuismitheoirí/caomhnóirí agus na freagraí a fuarthas uathu.

Céim 2: Moladh ón Phríomhoide chuig an Bhord Bainistíochta

I gcás go bhfuil an Príomhoide den tuairim, bunaithe ar an imscrúdú ar an mí-iompar líomhnaithe, go bhfuil díbirt tuillte ag an mac léinn, cuireann an Príomhoide moladh faoi bhráid an Bhoird Bhainistíochta díbirt a bhreithniú. Dualgais an Phríomhoide:

- a. *a chur in iúl do na tuismitheoirí/caomhnóirí agus don mhac léinn go bhfuil iarrtha ar an Bhord Bainistíochta díbirt a bhreithniú*
- b. *a chinntiú go bhfuil taifid ag na tuismitheoirí/caomhnóirí: ar na líomhaintí in aghaidh an mhac léinn; ar an imscrúdú; agus ar fhógra scríofa de na forais ar a bhfuiltear ag iarraidh ar an Bhord Bainistíochta díbirt a bhreithniú.*
- c. *na taifid chuimsitheacha chéanna a sholáthar don Bhord Bainistíochta a tugadh do na tuismitheoirí/caomhnóirí*
- d. *na tuismitheoirí/caomhnóirí a chur ar an eolas maidir le dáta na héisteachta a bheidh á reáchtáil ag an Bhord Bainistíochta agus cuireadh a thabhairt dóibh freastal ar an éisteacht sin*
- e. *comhairle a chur ar na tuismitheoirí/caomhnóirí gur féidir leo aighneachtaí scríofa agus ó bhéal a chur faoi bhráid an Bhoird Bhainistíochta*
- f. *a chinntiú gur tugadh dóthain fógra do na tuismitheoirí/caomhnóirí ionas go bhféadfaidís ullmhú don éisteacht.*

Céim 3: Breithniú an Bhoird Bhainistíochta ar mholadh an Phríomhoide agus éisteacht a reáchtáil

Tá sé mar fhreagracht ar an Bhord athbhreithniú a dhéanamh ar an réamh-imscrúdú agus a bheith

a further meeting, the school authorities will be obliged to take a decision to respond to the negative behaviour. The school will maintain a record of the invitations sent to the parents/guardians and the responses received from them.

Step 2: A recommendation to the Board of Management by the Principal

Where the Principal forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal makes a recommendation to the Board of Management to consider expulsion. The Principal's duties:

- a. inform the parents/guardians and the student that the Board of Management is being asked to consider expulsion
- b. ensure that parents/guardians have records of: the allegations against the student; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider expulsion
- c. provide the Board of Management with the same comprehensive records as are given to parents/guardians
- d. notify the parents/guardians of the date of the hearing by the Board of Management and invite them to that hearing
- e. advise the parents/guardians that they can make a written and oral submission to the Board of Management
- f. ensure that parents/guardians have enough notice to allow them to prepare for the hearing.

Step 3: Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing

It is the responsibility of the Board to review the



deimhin de gur réachtáladh an t-imscrúdú i gceart de réir gnáthaimh chóra. Déanfaidh an Bord a athbhreithniú féin ar an doiciméadú go léir agus ar chúinsí uile an cháis. Cinntíodh an bord nach bhfuil aon duine a raibh aon pháirt aige/aici sa chás mar chuid de bhreithniúcháin an Bhoird (mar shampla, ball den Bhord a bheadh tar éis rud a líomhain in aghaidh scoláirí).

I gcás go gcinneann an Bord Bainistíochta mac léinn a dhíbirt, reachtófaí éisteacht. Ag an éisteacht, cuireann an Príomhoide agus na tuismitheoirí/caomhnóirí, nó an mac léinn atá ocht mbliana déag d'aois, nó níos sine, a gcás os comhair an Bhoird i láthair a chéile. Beidh deis tugtha do gach páirtí a gcás a dhéanamh agus cead a bheith acu fianaise an pháirtí eile a cheistiú. Féadfaidh an cruinniú deis a thabhairt fosta do thuismitheoirí a gcás a dhéanamh le go maolófaí an smachtbhanna. Agus an éisteacht á reachtáil, beidh an Bord cúramach a chinntiú go bhfuil siad neamhchlaonta agus go bhfuil an chuma air go bhfuil siad neamhchlaonta, amhail idir an Príomhoide agus an mac léinn. D'fhéadfadh gur mhian leis na tuismitheoirí/caomhnóirí duine a bheith leo ag an éisteacht agus beidh an Bord ábalta é seo a éascú, ag teacht leis an deachleachtas agus de réir nósanna imeachta an Bhoird. Tar éis don Bhord an dá thaobh den scéal a chloisteáil ní bheidh an Príomhoide agus na tuismitheoirí/caomhnóirí i láthair i rith bhreithniúcháin an Bhoird.

Céim 4: Breithniúcháin an Bhoird Bhainistíochta agus bearta i ndiaidh na héisteachta

Tar éis don Bhord clos ó na páirtithe uile, tá sé mar fhreagracht ar an mBord a chinneadh cibé acu an bhfuil bunús leis an líomhain agus, má tá, cibé acu an cóir an mac léinn a dhíbirt nó nach cóir. I gcás go bhfuil fíricí uile an cháis breithnithe ag an Bhord Bainistíochta, agus go bhfuil an Bord den tuairim gur chóir an mac léinn a dhíbirt tabharfaidh an Bord fógra don Oifigeach Leasa Oideachais i scríbhinn, agus na cúiseanna atá

initial investigation and satisfy itself that the investigation was properly conducted in line with fair procedures. The Board will undertake its own review of all documentation and the circumstances of the case. It will ensure that no party who has had any involvement with the circumstances of the case is part of the Board's deliberations (for example, a member of the Board who may have made an allegation about the student).

Where a Board of Management decides to consider expelling a student, it will hold a hearing. At the hearing, the Principal and the parents/guardians, or a student aged eighteen years or over, put their case to the Board in each other's presence. Each party will be allowed to question the evidence of the other party directly. The meeting may also be an opportunity for parents/guardians to make their case for lessening the sanction. In the conduct of the hearing, the Board must take care to ensure that they are, and are seen to be, impartial as between the Principal and the student. Parents/guardians may wish to be accompanied at hearings and the Board will facilitate this, in line with good practice and Board procedures. After both sides have been heard, the Board will ensure that the Principal and parents/guardians are not present for the Board's deliberations.

Step 4: Board of Management deliberations and actions following the hearing

Having heard from all the parties, it is the responsibility of the Board to decide whether or not the allegation is substantiated and, if so, whether or not expulsion is the appropriate sanction. Where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board must notify the Educational Welfare Officer in writing of its opinion, and the reasons for this opinion. (Education (Welfare) Act 2000, s24(1)). The student cannot be expelled before



leis an tuairim seo (An tAcht Oideachais (Leas), 2000, a24(1)). Ní féidir an mac léinn a dhíbirt go dtí go bhfuil fiche lá caite ón lá ar a bhfaigheann an OLO an fógra i scríbhinn (An tAcht Oideachais (Leas), 2000, a24(1)).

Nóta:

Éireoidh le hachomharc in aghaidh díbeartha, go huathoibríoch faoi alt 29 den Acht Oideachais, 1998 más féidir a léiriú nár cuireadh an tOifigeach Leasa Oideachais ar an eolas de réir alt 24(1) nó nach bhfuil fiche lá caite ón dáta a fuair an tOifigeach Leasa Oideachais fógra go dtí cur i ngníomh na díbeartha (An tAcht Oideachais (Forálacha Ilghnéitheacha), 2007, a4A). Cuirfidh an Bord in iúl do thuismitheoirí i scríbhinn faoina thátail agus na chéad chéimeanna eile sa phróiseas. Nuair atá sé beartaithe mac léinn a dhíbirt dearfaidh leis na thuismitheoirí/caomhnóirí go bhfuiltear anois chun é a chur in iúl don Oifigeach Leasa Oideachais.

Céim 5. Comhairliúcháin arna n-eagrú ag an Oifigeach Leasa Oideachais

Laistigh de thréimhse fiche lá ón dáta ar a bhfaigheann Oifigeach Leasa Oideachais fógra ó Bhord Bainistíochta go bhfuil sé beartaithe acu mac léinn a dhíbirt, ní foláir don Oifigeach Leasa Oideachais:

- a. gach iarracht réasúnta a dhéanamh comhairliúcháin aonair a bheith ann leis an Phríomhoide, leis na thuismitheoirí/caomhnóirí agus leis an mac léinn, agus le haon duine eile a d'fhéadfadh cabhair a thabhairt*
- b. cruinniú a thionól leis na páirtithe a aontaíonn a bheith i láthair (An tAcht Oideachais (Leas), 2000, alt 24).*

An cuspóir atá leis na comhairliúcháin agus leis an chruinniú ná a chinntiú go ndéantar socruithe le go leanfadh an mac léinn lena n-oideachas. D'fhéadfadh comhaontú a bheith mar thoradh ar na comhairliúcháin seo maidir le hidirghabháil mhalartach a sheachnódh díbirt. I gcás nach

the passage of twenty school days from the date on which the EWO receives this written notification (Education (Welfare) Act 2000, s24(1)).

Note:

An appeal against an expulsion under section 29 of the Education Act 1998 will automatically succeed if it is shown that the Educational Welfare Officer was not notified in accordance with section 24(1) or that twenty days did not elapse from the time of notification to the Educational Welfare Officer to the implementation of the expulsion (Education (Miscellaneous Provisions) Act 2007, s4A). The Board will inform the parents/guardians in writing about its conclusions and the next steps in the process. Where expulsion is proposed, the parents/guardians will be told that the Board of Management will now inform the Educational Welfare Officer.

Step 5: Consultations arranged by the Educational Welfare Officer

Within twenty days of receipt of a notification from a Board of Management of its opinion that a student should be expelled, the Educational Welfare Officer must:

- make all reasonable efforts to hold individual consultations with the Principal, the parents/guardians and the student, and anyone else who may be of assistance
- convene a meeting of those parties who agree to attend (Education (Welfare) Act 2000, section 24).

The purpose of the consultations and the meeting is to ensure that arrangements are made for the student to continue in education. These consultations may result in an agreement about an alternative intervention that would avoid expulsion. However, where the possibility of continuing in the school is not an option, at least



bhfuil sé de rogha leanúint ar aghaidh sa scoil, ámh, sa ghearrthearma ar aon chuma, ba chóir don chomhairliúchán díriú ar fhéidearthachtaí oideachais eile.

Ar mhaithe le leas oideachais an mhic léinn, ba chóir dóibh siúd atá páirteach sa chás teacht le chéile leis an Oifigeach Leasa Oideachais agus pleanáil le haghaidh todhchaí oideachais an mhic léinn. Go dtí go gcríochnófar na comhairliúcháin seo faoi leanúnachas an mhic léinn san oideachas, féadfaidh an Bord Bainistíochta céimeanna a ghlacadh chun a chinntiú go gcoinnítear smacht agus go gcinntítear sábháilteacht na mac léinn (An tAcht Oideachais (Leas), 2000, a45(5)). Féadfaidh an Bord a bheith den tuairim go bhfuil sé oiriúnach an mac léinn a chur ar fionraí ag an am seo. Ní dhéanfar fionraíocht a mheas ach amháin nuair is dóchúil go gcuirfidh láithreach leanúnach an dalta le linn an ama seo isteach go mór ar fhoghlaim daoine eile, nó go mbeidh sé ina bhgairt do shábháilteacht na mac léinn eile nó na foirne..

Céim 6. Dearbhú ar an chinneadh an mac léinn a dhíbirt

Tar éis na tréimhse fiche lá tar éis don Oifigeach Leasa Oideachais fógra a fháil, agus i gcás go bhfuil an Bord Bainistíochta fós den tuairim gur chóir an mac léinn a dhíbirt, dearbhóidh an Bord Bainistíochta i scríbhinn go bhfuil sé cinnte acu an mac léinn a dhíbirt (d'fhéadfaí an tasc seo a tharmligean ar an Chathaoirleach nó ar an Phríomhoide). Beidh na tuismitheoirí/caomhnóirí curtha ar an eolas láithreach go bhfuiltear chun dul ar aghaidh leis an díbirt. Ba chóir go n-inseofaí do thuismitheoirí/chaomhnóirí agus don mhac léinn faoin gceart chun achomharc a dhéanamh agus ba chóir an fhoirm chaighdeánach le hachomharc a chur isteach a sholáthar dóibh. Beidh taifead foirmiúil á choinneáil den chinneadh mac léinn a dhíbirt.

Achomhairc

Is féidir le tuismitheoir, nó le mac léinn atá níos sine ná ocht mbliana déag d'aois, achomharc a dhéanamh ar an chinneadh díbeartha

in the short term, the consultation should focus on alternative educational possibilities. In the interests of the educational welfare of the student, those concerned should come together with the Educational Welfare Officer to plan for the student's future education.

Pending these consultations about the student's continued education, a Board of Management will take steps to ensure that good order is maintained and that the safety of students is secured (Education (Welfare) Act 2000, s24(5)). A Board may consider it appropriate to suspend a student during this time. Suspension will only be considered where there is a likelihood that the continued presence of the student during this time will seriously disrupt the learning of others, or represent a threat to the safety of other students or staff.

Step 6: Confirmation of the decision to expel

Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be expelled, the Board of Management will formally confirm the decision to expel (this task might be delegated to the Chairperson and the Principal). Parents/guardians should be notified immediately that the expulsion will now proceed. Parents/guardians and the student should be told about the right to appeal and supplied with the standard form on which to lodge an appeal. A formal record will be made of the decision to expel the student.

Appeals

A parent, or a student over the age of 18 years, may appeal a decision to expel to the General Secretary of the Department of Education and Skills (under section 29 of the Education Act, 1998).



d'Ard-Rúnaí na Roinne Oideachais agus Scileanna, (faoín Acht Oideachais, 1998, alt 29).

An próiseas achomhairc

Tosaíonn an próiseas faoi alt 29 den Acht Oideachais, 1998 le hidirghabháil á soláthar ag idirghabhálaí ceaptha ag an gCoiste Achomhairc (An Roinn Oideachais agus Scileanna). Le tuilleadh eolais a fháil faoin bPróiseas Achomhairc, agus riachtanais le haghaidh doiciméadúcháin agus na céimeanna sa phróiseas, féach treorú reatha na Roinne Oideachais agus Scileanna.

6.4.6. Alt 29 Achomhairc

Tá Próiseas Achomhairc (Achomhairc Alt 29) ar fáil do thuismitheoirí (nó scoláire a bhfuil 18 mbliana d'aois) i gcás go bhfuil scoláire curtha ar fionraí ar feadh níos mó ná 20 lá (lena n-áirítear go carnach) sa bhliain nó i gcás ina bhfuil scoláire le bheith buan eisiamh ón scoil. Déanfar an próiseas achomhairc seo de réir na nósanna imeachta atá leagtha síos ag an Roinn Oideachais.

Cuireann litir in iúl do thuismitheoirí (nó scoláire a bhfuil 18 mbliana d'aois) go dtógfaidh sé/sí díbirt éifeacht 20 lá scoile tar éis don Oifigeach Leasa Oideachais fógra a fháil go bhfuil sé ar intinn an dalta a dhíbirt. Cuirfear in iúl i scríbhinn do thuismitheoir(i) (nó scoláire atá 18 mbliana d'aois) go bhfuil ceart achomhairc acu. Cuirfear cóip de na nósanna imeachta a bhaineann le hachomhairc chomh maith le foirm achomhairc ar fáil do na thuismitheoirí.

Déantar an tAchomhairc Alt 29 go díreach chuig an Roinn Oideachais.

Agus achomhairc á dhéanamh ag thuismitheoir(i) (nó scoláire atá os cionn 18 mbliana d'aois).

riachtanach an t-eolas seo a leanas a chur isteach:

- Ainm agus dáta breithe an dalta
- An dáta a bhfuil an t-achomhairc á chur isteach
- An cineál cinnidh atá á achomhairc
- Na forais ar a bhfuil an t-achomhairc á dhéanamh

The appeals process

For further details about the Appeals process, including requirements for documentation, and the steps in the process, refer to current DES guidance.

6.4.6. Section 29 Appeal

An Appeals process (Section 29 Appeals) is available to parents (or a student who has reached the age of 18) where a student has been suspended for more than 20 days (including cumulatively) in the year or where a student is to be permanently excluded from the school. This appeals process will be conducted in accordance with the procedures set down by the Department of Education.

A letter informs parents (or a student who has reached the age of 18) that expulsion will take effect 20 school days after the Education Welfare Officer receives notification of the intention to expel the student. Parent(s) (or a student who has reached the age of 18) will be advised in writing that they have the right of appeal. A copy of the procedures relating to an appeal as well as an appeal form will be provided to the parents.

The Section 29 Appeal is made directly to the Department of Education.

In lodging an Appeal parent(s) (or students who are over 18 years of age) will be required to submit the following information:

- Name and date of birth of the student
- Date on which the appeal is being submitted
- The type of decision being appealed
- The grounds on which the appeal is being made

Any extra information directly relevant to the case - the relevance of the information will be determined by the Appeals Committee.



Aon fhaisnéis bhreise a bhaineann go díreach leis an gcás - is é an Coiste Achomhairc a chinnfidh ábharthacht na faisnéise.

Tabharfaidh Príomhoide na scoile tacaíocht d'aon tuismitheoir (nó scoláire atá 18 mbliana d'aois) sa phróiseas Achomhairc.

7. Polaisaí Tacaíochta

Tacaíonn agus comhlánaíonn na polaisaí seo leis an Cód Iompair:

- Polasaí Úsáide Inghlactha
- Polasaí Iontrála
- Polasaí na Gaeilge
- An raiteas maidir le Cúram Leanáí
- Polasaí Curaclam Breise
- Polasaí Staidéir
- Polasaí Frithbhulaíochta
- Polasaí Tinrimh
- Ráiteas Sláinte agus Sábháilteachta

Tá gach polasaí ar fáil ar shuíomh ghréasáin na scoile www.colaiستهailigh.ie/

Dheimhnigh an Bord Bainistíochta an Cód Iompair Dearfach ar **29/05/2024**.

Dáta athbhreithnithe sceidealta **Meán Fómhair 2025**.

The school Principal will support any parent (or student who has reached the age of 18) in the Appeals process.

7. Supporting Policies

The following is a list of other policies which support and complement the Code of Behaviour:

- Acceptable Usage Policy
- Admissions Policy
- Gaeilge Policy
- Child Protection Statement
- Extracurricular Policy
- Study Policy
- Anti-bullying Policy
- Attendance Policy
- Health and Safety Statement

All policies are available on the school website www.colaiستهailigh.ie

This Code of Positive Behaviour was approved by the Board of Management on **29/05/2024**.

Scheduled review date **September 2024**.

Cathaoirleach

Dáta _____

Príomhoide

Dáta _____



Aguisín 1 - Úsáid agus Mí-Úsáid Fón Póca ar scoil

TÁ cead ag scoláirí fón póca a úsáid sna cásanna seo:

- Insíonn múinteoir duit é a ghlacadh amach chun tasc foghlama a dhéanamh;
- Cuireadh ceist ar an mhúinteoir agus fuarthas cead ón mhúinteoir chun tasc a dhéanamh atá ceangailte le do chuid obair scoile

NÍL cead agat fón póca a úsáid sna cásanna seo:

- Ag am sosa nó am lóin nó taobh amuigh de sheomra ranga ar bith in am ar bith
- Chun scairt nó teachtaireacht a chur abhaile i rith am scoile
- Chun scairt a ghlacadh nó teachtaireacht a léamh i rith am scoile
- Chun grianghraf a ghlacadh d'aon bhall de phobal na scoile - múinteoirí agus daltaí san áireamh
- Chun fíis a ghlacadh d'aon bhall de phobal na scoile - múinteoirí agus daltaí san áireamh
- Chun amharc ar nó úsáid a bhaint as meáin shóisialta in áit ar bith, in am ar bith

Má tá mí-úsáid i gceist leis an fhón póca, leantar cód iompair na scoile:

Tá cosc iomlán ar úsáid fón póca nó fón ceamara sa scoil seachas na cásanna thuas luaite. Glacfar aon fhón a bhíonn istigh i rith an lae scoile ar shiúl ón scoláire nuair atá mí-úsáid nó úsáid i gceist.

Appendix 1 - Use and Misuse of Mobile Phones at school

Students **ARE** allowed to use a mobile phone in these situations:

- A teacher gives permission to support a learning task;
- Permission was sought by a student and granted by the teacher to carry out a task that is connected to school work.

You are **NOT** allowed to use a mobile phone in these situations:

- At break or lunchtime or outside any classroom at any time
- To call or send a message home during school time
- To receive a call or read a message during school time
- To record a photograph of any member of the school community - including teachers and students.
- To record a video of any member of the school community - including teachers and students
- To view or access social media anywhere or anytime in the school.

If the mobile phone is misused, the school's code of conduct is followed:

Use of mobile phones or camera phones are completely prohibited in the school apart from the above circumstances.

Phones that are being misused during the school day will be confiscated. The phone will be kept for a period of 2 school nights. **If a student uses a camera phone to take a**





Coinnítear sa scoil ar feadh dhá oíche scoile é. I gcás go n-úsáideann scoláire fón ceamara le grianghraf nó taifead ar bith eile de scoláire eile nó aon bhall de phobal na scoile a ghlacadh i rith an lae scoile, cuirfear an scoláire ar fionraí.

photo or any other record a video of another student or any member of the school community during the school day, the student will be suspended.



Aguisín 2 - Dréimire Atreoraithe

Ladder of Referral

	Rangnú Droch Iompar Ard	Freagrachtaí Bainistíochta		LEIBHÉAL
	<p>***Riail na Gaeilge*** <i>fadhb leanúnach</i> Seilbh ar scian / arm Toitíní, alcól / drugaí a bheith agat Toitíní, alcól / drugaí a chaitheamh Tobac / vápáil ar thalamh na scoile nó in éide scoile Mí-úsáid chorpartha i leith daoine eile Neamhaird thromchúiseach ar chearta daoine eile a bheith ag mothú sábháilte Damáiste a dhéanamh de trealamh/ loitiméireacht. Bulaíocht leanúnach Aighneas fisiciúil Neamhaird leanúnach ar pholasaí úsáide inghlactha (AUP) & fón póca lompar gnéasach Diúltú fón a thabhairt suas</p> <p>Gan aon fheabhsú nó dul chun donais ar shaincheisteanna meánleibhéil</p>	<p>Príomhoide Díbirt Fionraí Fionraí inmheánach (<i>taobh istigh den scoil</i>) Athbhreithniú ar gach clár tacaíochta (Laistigh agus lasmuigh den scoil) Cruinnithe le tuismitheoirí/caomhnóirí Cleachtas aisiríoch</p>	9	ARD
		<p>Príomhoide Tánaisteach Conradh lompraíochta Coinneál istigh um Tráthnóna Socraigh smachtbhanna cuí (fionraí) Déan tagairt do thacaíochtaí breise (laistigh agus lasmuigh den scoil) Cruinnithe le tuismitheoirí/caomhnóirí Cleachtas aisiríoch</p>	8	
	Meán	Freagrachtaí na Cinn Bliana		
	<p>***Riail na Gaeilge*** <i>fadhb leanúnach</i> Easpa measa ar fhoireann na scoile Timpeallacht na scoile a fhágáil gan chead As láthair ón rang gan chead Neamhaird ar treoir mhúinteora Úsáid drochtheanga Bac a chur ar dhaoine eile/ lonsaitheach a léiriú Rudaí a chaitheamh lompar bulaíochta Drochiompar leanúnach ar leibhéal íseal Drochphoncúlacht leanúnach Dímheasúil</p> <p>Gan aon fheabhas in ainneoin idirghabhálacha ranga</p>	<p>Cruinnithe le tuismitheoirí/caomhnóirí & dalta Tréimhse thuairisc bhreise Socraigh smachtbhanna cuí Athtreoir chuig tacaíochta breise (laistigh agus lasmuigh den scoil) Cleachtas aisiríoch</p>	7	MEÁNACH
		<p>Tuilleadh teagmhála le Tuismitheoirí/caomhnóirí Tuilleadh coinneála Tuilleadh comhrá Tuairisc lae/sheachtaine Cleachtas aisiríoch</p>	6	
		<p>Glaoch abhaile Coinneál istigh (<i>cuid den am lóin</i>) Cruinniú idir múinteoir agus dalta Cleachtas aisiríoch</p>	5	



	Íseal	Freagrachtaí Múinteoirí Ábhair		
↑	<p>***Riail na Gaeilge*** Fón a usáid gan cead</p> <p>Cur isteach ar cheart foghlama daoine eile: Ag caint go leanúnach/Torainn a dhéanamh Ag cur isteach ar dhaoine eile Dímhneasúil</p> <p>Gan bheith réidh le haghaidh foghlama Déanach don rang Easpa trealaimh Gan caitheamh éide mar is ceart Ag dul chuig taisceadán idir ranganna</p> <p>Gan freagracht as a chuid foghlama Gan obair bhaile Gan rannpháirtíocht san fhoghlaim</p>	<p>Atreorú chuig Ceann Bliana</p>	<p>4</p>	<p>ÍSEAL</p>
		<p>Mall arís agus arís eile - féach chuig an Cheann Bliana le haghaidh tacaíochta comhaontú frithpháirteach ar athrú dearfach Comhrá leantach tar éis an ranga Taifead ar VSware Scaradh laistigh den seomra ranga/suíocháin a bhogadh Bileoga oibre machnaimh 'Machnamh am lóin' (13.30 - 13.55) Suíocháin a cheartú / a bhogadh Cleachtas aisiríoch</p>	<p>3</p>	
		<p>Mall arís agus arís eile = bainistíocht an tseomra ranga féin Bog an suíochán/ cinntigh go bhfuil plean suíocháin agat Atreorú chuig Meabhrúchán Riail tasc Dífrealú a dhéanamh ar mhodhanna teagasc</p>	<p>2</p>	
		<p>1 déanach = Rabhadh/foláireamh Neamhaird teaicticiúil a dhéanamh Rialú Cóngarachta Meabhrúchán neamhbhriathartha Meabhrúchán ionchais</p>	<p>1</p>	
↑	<p>Easpa meas ar dhaoine eile Tráchtanna a dhéanamh nach mbaineann leis an ábhar Diúltú plean suíocháin/treoracha a leanúint Ithe sa rang Ag tabhairt dúshlán ar mhúinteoir Guma coganta</p>			



Aguisín 3 - Dearbhú Tuismitheoirí/caomhnóirí/scoláirí

DÁTA: _____

A thuismitheoirí/caomhnóirí dil,

Maidir le: CÓD IOMPAIR DEARFACH

Iarraimid ar thuismitheoirí/caomhnóirí Cód Iompair Dearfach na Scoile a léamh go cúramach agus an litir seo a shíniú agus a chur ar ais chuig an scoil le do mhac/iníon ar an chéad lá, _____ . Tá an polasaí seo le fáil ar shuíomh idirlín Choláiste Ailigh, www.colaiستهailligh.ie, faoin tab “Polasaithe”. Baileoidh an Ceann Bliana an litir seo ar an chéad lá den téarma.

Dearbhú
Mise/Muidne, tuismitheoir(i)/caomhnóir(i)

Dalta _____

Tá rialacha i gCód Iompair Dearfach Coláiste Ailigh léite agam/againn agus, i ndiaidh iad a phlé le mo mhac/iníon, geallaim tacaíocht a thabhairt don Bhord Bainistíochta, do Bhainistíocht na Scoile agus don Fhoireann i gcur i bhfeidhm rialacha agus smacht na scoile agus nósanna imeachta mar atá leagtha amach do thréimhse a c(h)uid oideachais i gColáiste Ailigh.
Tuismitheoir(i)/Caomhnóirí Sínithe:

Dearbhú an Dalta: *(le síniú ag scoláire ag freastal ar Choláiste Ailigh)*

Léigh mé na rialacha atá i gCód Iompair Dearfach Coláiste Ailigh, agus phléigh mé iad le mo thuismitheoir(i) /caomhnóir(i) agus geallaim go gcloífidh mé leis na rialacha atá leagtha síos.
Síniú anDalta Sínithe:

Appendix 3 - Declaration Parents/guardians/students

DÁTA: _____

A thuismitheoirí/caomhnóirí dil,

Regarding: Code of Positive Behaviour

Parents are requested to read the Code of Positive Behaviour and return this letter of confirmation, duly signed to the school with your son/daughter on their first day, _____. The Code is available to read on Coláiste Ailigh's website, www.colaiستهailligh.ie, under the “Polasaithe” tab. This letter will be collected by the Year Head on the first day of term.

Declaration
I, We, the Parent(s)/Guardian(s) of

Student: _____

I/we, having read the rules in Coláiste Ailigh's Code of Positive Behaviour, and discussed it with my son(s)/daughter(s), undertake to support the Board Of Management, School Management and Staff in the implementation of school rules and disciplinary procedures as outlined for the duration of his/her education in Coláiste Ailigh.
Parent(s)/Guardian(s) Signed:

Student Declaration *(To be signed by student attending Coláiste Ailigh)*

I have read the rules contained in Coláiste Ailigh's Code of Behaviour, and having discussed it with my Parent(s)/Guardian(s) will abide by all its conditions as outlined.
Signed by Student :



Aguisín 4 - Scolairí ag Tabhairt Feithicilí chun na Scoile

Is féidir le scoláire a bhfeithicil féin nó feithicil teaghlaigh a úsáid chun tiomáint chuig agus ó Choláiste Ailigh faoi réir na rialacha seo a leanas:

1. Caithfidh tuismitheoir/caomhnóir an scoláire foirm iarratais a líonadh chun cead don scoláire a ghluaisteáin a fhagáil ar shuíomh Choláiste Ailigh.
2. Ní mór go mbeadh ceadúnas tiomána iomlán ag an mac léinn agus ní mór árachas a bheith aige/aici chun an fheithicil a thiomáint de réir an nuashonraithe is déanaí ar Acht um Thrácht ar Bhóithre na hÉireann. Ní mór litir árachais agus ceadúnas tiomána a thaispeáint don Phríomhoide le foirm iarratais chomhlánaithe. Comhdófar cóip den litir Árachais agus ceadúnas tiomána leis an iarratas.
3. Leithdháilfear spás páirceála nó suíomh páirceála ar thailte na scoile chun na feithicilí a pháirceáil má bhíonn dóthain spáis ann dó. Tá páirceáil tosaíochta ag an fhoireann ar thalamh na scoile
4. Ní ceadmhach scoláireí eile a iompar mar phaisinéirí gan cead scríofa óna dtuismitheoirí. Ní mór litir á rá seo a chur isteach leis an iarratas.
5. Ní cheadaítear tarracóirí/ feithicilí talmhaíochta/ leoraithe a pháirceáil ar thailte na scoile.
6. Ní ghlacann Bord Bainistíochta Choláiste Ailigh le haon fhreagracht as aon damáiste a dhéantar don fheithicil agus é ar thailte na scoile.
7. Tá an Tuismitheoir/Caomhnóir agus an mac léinn freagrach as nuashonruithe ábhartha a thabhairt don Phríomhoide ar cháipéisí ceadúnais/árachais a bhaineann leis an iarratas seo.
8. Fanfaidh an fheithicil ar thailte na scoile ar feadh an lae scoile, i.e. níl cead ag scoláire an fheithicil a úsáid le linn am sosa/am lóin nó

Appendix 4 - Students Bringing Vehicles to School

Students may use their own or a family vehicle to drive to and from Coláiste Ailigh subject to the following rules:

1. The parent/guardian of the student must complete an application form requesting permission for the student to bring their vehicle onto the premises of Coláiste Ailigh.
2. The student must be in possession of a full driving licence and must be insured to drive the vehicle in accordance with the most recent update of the Irish Road Traffic Act. Insurance letter and driving licence must be shown to the Principal with a completed application form. A copy of Insurance letter and driving licence will be filed with the application.
3. The student will be allocated a parking space or location on school grounds to park the vehicles should there be adequate space for same. Staff have priority parking in the school grounds
4. Other students must not be carried as passengers without the written permission of their parents. A letter stating this must be submitted with the application.
5. Tractors/agricultural vehicles/lorries are not permitted to be parked on the school grounds.
6. The Board of Management of Coláiste Ailigh accept no responsibility for any damage caused to the vehicle while on school property.
7. It is the responsibility of the Parent/Guardian and student to furnish the Principal with relevant updates to licence/insurance documentation relevant to this application.
8. The vehicle shall remain on school grounds for the duration of the school day, *i.e. students are not permitted to use the vehicle during break times/lunchtimes or to*



Coláiste Ailigh

chun freastal ar imeachtaí scoile lasmuigh den
champas i rith an lae

*attend school events off campus during the
day.*

Ainm an dalta: _____

Student _____ name:

Dáta breithe: _____

Date of Birth: _____

Rang: _____

Class: _____

Sonraí Gluaisteán: _____

Car Details Make: _____

Múnla: _____

Model: _____

Dath: _____

Colour: _____

Uimhirphláta: _____

Reg: _____

Comhlánaigh an litir iarratais thíos le do thoil.

Please complete the letter of application
below.



A Phríomhoide, a chara,

Mar thuismitheoir/caomhnóir, ba mhaith liom a iarraidh go gceadófar do a ghluaisteán/a gluaisteán a pháirceáil ar áitreamh Choláiste Ailigh. Deimhním go bhfuil ceadúnas tiomána iomlán aige/aici agus go bhfuil árachas aige/aici chun an fheithicil thuas a thiomáint. Cuirim fianaise dhoiciméadach ina leith faoi iamh - sonraí ceadúnais agus árachais. Aontaím nach bhfuil cead ann daltaí eile a iompar mar phaisinéirí gan cead scríofa a dtuismitheoirí.

Sínithe: _____

Gaol: _____

Dáta: _____

Dear Principal,

As parent/guardian, I wish to request thatis permitted to park their car on the premises of Coláiste Ailigh. I confirm that he/she is in possession of a full driving licence and is insured to drive the above vehicle. I enclose documentary evidence of same - licence and insurance details. I agree that other students must not be carried as passengers without the written permission of their parents.

Signed: _____

Relationship: _____

Date: _____