



**Coolmine  
Community  
School**

**Scoil  
Phobail  
Chúil Mhín**

**Code of  
Behaviour**

**Cód  
Iompair**

**Clonsilla, Dublin 15  
Cluain Saileach, BAC 15.**

## OUR MISSION STATEMENT

We strive to create an atmosphere of mutual respect which promotes excellence in all aspects of school life and allows individuals to realise their full potential.

# Code of Behaviour – Cód Iompair

## **INTRODUCTION / RÉAMHRÁ**

The objective of our code is to create a positive, respectful and cooperative atmosphere in which every individual is given the best possible opportunity to grow and develop academically, morally, spiritually, socially and personally, within an ordered and safe school community.

The Purpose of the Code is:

- To develop a pleasant, caring and positive atmosphere in our school.
- To encourage teachers and pupils to show respect for one another, our property and our school.
- To encourage parents to support the work of the school.
- To encourage pupils to take responsibility for their actions.

## **STRUCTURE OF SCHOOL MANAGEMENT / GRÉASÁN BHAINISTÍOCHT NA SCOILE**

- Minister for Education and Trustees
- The Board of Management
- The In-School Management Team

The Deed of Trust is the legal document which governs the establishment and management of Coolmine Community School.

(A copy of the Deed of Trust is available upon request from the front office.)

### **The Minister for Education and our Trustees:**

- La Sainte Union Sisters / Vincentian Fathers / DDLETB.

### **The Board of Management:**

The Board of Management governs and directs Coolmine Community School. The Board has 11 members:

- Religious Trustees nominate 3 members.

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- DDLETB nominate 3 members.
- Teachers nominate 2 members.
- Parents nominate 2 members.
- The Principal is the Secretary to the Board of Management.

### **The Management Team:**

The Principal and two Deputy Principals are responsible for the day-to-day management of the School.

### **SCHOOL CREST / SUI THEANTAS NA SCOILE**

The School Crest embodies a stylised version of St. Brigid's Cross / Crois Bhríde with the early Irish symbol of the Holy Trinity, surrounded by the "C" of Community and underlined by the motto Creideamh Beo (Living Faith).

### **EXPECTATION OF ALL PARTNERS / AIDHMEANN NA BPÁIRTITHE**

The successful education of all pupils depends on an active partnership between pupils, parents and the school. Each has rights and responsibilities.

Coolmine Community School endeavours to meet the expectations of pupils and parents by providing:

- A broad and balanced curriculum. This includes an exploratory 1st year, Junior and Leaving Certificate programmes and an optional TYP programme. Pupils make subject choices at the end of 1st year and 3rd year.
- A secure, healthy and well-structured working environment.
- An education that is based on high expectations.

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- Formal written reports two/three times annually. Teachers monitor pupils' progress with regular class based assessments.
- Open communication between school personnel and parents. A formal Parent & Teacher Meeting for each year group takes place once a year.
- A wide range of extra-curricular activities.

### **In order to benefit fully from his or her education in Coolmine, each pupil is expected to:**

- Wear full school uniform and be clean and tidy.
- Attend all classes and be on time for class.
- Sign out at the front office with the permission of His / her class teacher, Caomhnóir or Ceann Tí when he/she has a note to leave school for an appointment.
- Have the school journal, books, copies and any other material needed for class.
- Complete all homework properly and on time.
- Listen to the teacher and get involved in all class work.
- Be respectful of other pupils' learning.
- Put litter in the bins provided, and keep the school and its grounds tidy.
- Refrain from smoking in the school premises, on the grounds, or while wearing school uniform.
- Be respectful of other people and their property.

### **In order to support our pupils in their education, parents / guardians are expected to:**

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- Ensure excellent attendance and punctuality. If possible appointments for medical treatment should be made outside of school time.
- Support pupils in the wearing of correct school uniform.
- Provide the pupil with textbooks and items needed for school.
- Create a regular quiet time each evening, so that pupils can do homework and study.
- Contact the school with any concerns or information that may impact on the pupil's learning.
- Respond to communication from the school.
- Check pupil's journal each evening:
  - To see that homework is being recorded in school, and completed at home.
  - For notes from school personnel. These notes should be signed.
- Write a note of explanation in the pupil's school journal if:
  - The pupil is late.
  - The pupil is returning to school after being absent.
  - The pupil needs to leave school for an appointment.
  - The pupil is missing an item of uniform.

### **HOME & SCHOOL CONTACT / COMHTHUISCINT IDIR THEAGHLACH & SCOIL**

**Communication between the school and parents / guardians is crucial if all pupils' potential is to be maximised.**

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- Open and frank communication between the school personnel and parents / guardians is essential.
- Close contact between home and school is encouraged.
- The Parent-Teacher Meeting for each year group takes place on various dates from November to March. Dates are available in the School Calendar and on the website.
- Attendance at Parent-Teacher Meetings is encouraged.
- Discussions should be centred on the progress of the pupil.
- All communication should take place in a respectful manner.
- Parents / guardians should check the school journal each day and sign the school journal each week.
- School Reports with details of a pupil's progress are posted home three times per year for 1st, 2nd and 5th year classes. Reports for all other year groups are posted home twice yearly.
- Pupils are expected to have their school journal with them at all times in school. During class time the school journal should be placed on the desk.
- All notes regarding absences from school, dental appointments, late comings, non-wearing of uniform etc. must be recorded in the school journal.
- Teachers in turn will communicate messages about pupil's progress through the school journal as the occasion demands.
- Queries concerning normal individual or classroom activities may be directed, in the first instance, to the subject teacher concerned.
- Queries concerning overall progress may be addressed to the Ceann Tí.
- The Principal should only be contacted if concerns remain.
- Serious & urgent matters, however, should be addressed immediately and directly to the Principal or in her/his absence, the Deputy Principals. A written statement may be required later.
- Contact / Appointments may be made by phoning the front office at

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(01) 8214141.

The school's effectiveness as an educational institution depends on management, teaching staff and family support. A school's best efforts to create a disciplined and wholesome learning atmosphere for its pupils can be severely diminished if the family neglects to co-operate with the measures put in place by the school.

### **COMPLAINTS PROCEDURE / GNÁS GEARÁN**

A Code of Practice regarding the processing of Complaints made by parents / guardians or pupils (who have reached the age of 18 years) against a teacher has been ratified by the Board of Management of Coolmine.

(Note: The full policy is available upon request from the front office)

#### **The Purpose of Complaints Procedure:**

- To provide a fair, consistent and equitable mechanism for processing complaints by parents / guardians against teachers.
- To do so in a manner that affords all concerned full rights in accordance with natural justice.
- To outline the procedures that should be followed by all concerned in the event of complaints being made against teachers.

#### **Stages in the Procedure:**

**Stage 1:** A parent / guardian who wishes to make a complaint should, unless there is good and sufficient reason in the first instance, make an appointment to discuss the matter with the teacher concerned, with a view to resolving the complaint. A pupil attending the school who is over 18 years and who wishes to make a complaint should in the first instance lodge the complaint through the existing agreed pastoral care structures in the school.

**Stage 2:** If the matter cannot be resolved at Stage 1, the parent / guardian may seek an appointment to report and discuss the matter with



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the school Principal. The Principal will arrange a meeting with a view to resolving the complaint. In some instances, and where deemed appropriate by the parent / guardian and the teacher, it may be necessary for the parent / guardian, teacher and school Principal to meet with a view to resolving the complaint. Such a meeting will take place within a maximum of seven days.

**Stage 3:** If the issue is not resolved at Stage 1 or 2 then the parent / guardian should lodge the complaint in writing with the Secretary of the Board of Management.

## **DISCIPLINARY PROCEDURES / GNÁSANNA SMACHTA**

### **Booking**

A Booking is an official school record of a pupil's misbehaviour.

- Each teacher operates an 11 week floating block for each pupil. □ A Booking follows after four misdemeanours in a teacher's class, within this 11 week floating block.
- The teacher may allow the pupil to remain in the classroom.
- A Booking Form is posted home and parents are expected to complete the Booking Form and return it to the school.

Parents / guardians are encouraged to discuss the matter with the teacher who has booked their son / daughter. Prior to this, the teacher may have used one or more of the following interventions:

- Moved the pupil.
- Spoken to the pupil after class.
- Written a note in the pupil's journal. □ Given punishment work.
- Assigned canteen duty.
- Given detention.
- Moved the pupil to another room.
- Used individual or class rewards.

This list is not exhaustive.

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If a pupil is misbehaving in class and is likely to get booked/ benched, the teacher will contact the parents / guardians. This may be by phone or by posting a Pre-Booking Form home. Parents, once informed of the difficulties, are expected to be involved in finding a solution to the problem behaviour.

### **Booking and Benching**

Booking and Benching involves booking the pupil and sending him / her out of class to the bench and is used for consistent and intentional misdemeanours. The booking is implemented as above. Booking and Benching usually occurs when a pupil has a disruptive effect on the class.

### **Repeated Misbehaviour in a Single or Double Class Period**

In some instances a teacher may feel that a disruptive pupil needs to be Booked / Benched. Teachers give three clear warnings to the pupil and state the implications of continued misbehaviour. In this case interventions take place after the incident. These may include a phone call home and or conversation with the pupil regarding the incident.

### **One-Off Incident**

In some cases a pupil may be booked for a one-off incident.

### **On Report**

Pupils are placed on report to encourage them to reflect on their behaviour, with a view to improving it. This means that the pupil presents the Yellow Report Card to each teacher during the school day, usually for a week.

#### **Pupils may be placed on report:**

- If the Ceann Tí receives complaints from teachers about how a pupil is behaving.
- If a teacher or Caomhnóir is concerned about the behaviour of a pupil. This is done in consultation with the Ceann Tí.

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When a pupil returns from a suspension.

- At a pupil's own request, or at the request of a parent / guardian.

### **Expectations while on Report:**

- The teacher will comment on the pupil's behaviour / progress and sign the Report Card at the end of each class.
- The Report Card is an important school document. Pupils should ensure that the Report Card is kept in good condition.
- A parent / guardian is required to sign it each evening.
- The Ceann Tí may review progress with the pupil upon completion of the report.
- If deemed necessary by the Ceann Tí, a meeting with the parents / guardians may be arranged.

### **Suspensions**

All pupils of Coolmine Community School are expected to behave in a respectful manner at all times. A suspension is where a pupil is required to absent himself/herself from the school for a specified, limited period of school days.

The Board of Management has the authority to suspend a pupil. The Board of Management delegates this authority to the Principal, or in her / his absence to the Deputy Principal.

Any pupil, who is suspended during 3rd or 6th year, may be excluded from Prize Giving and or Graduation. The final decision as to a pupil's participation in these events will be made by management.

In instances where a pupil has been booked at least three times, by two different teachers, within the designated booking period (eleven weeks), the pupil will be suspended.

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- The Ceann Tí will contact the parent / guardian and the details of the suspension will be outlined.
- A discussion around how the pupil will best modify his / her behaviour may take place.  
The pupil is suspended for three days, and the pupil is expected to complete a ‘Student Reflection Form’ under the guidance of the parents / guardians.

### **A pupil may be also suspended if:**

- His / her behaviour has had a negative effect on the education of others.
- The pupil is responsible for serious damage to property.
- There is a single incident of serious misconduct.
- The pupil refuses to carry out a legitimate instruction of a teacher or staff member (Direct Defiance).
- The pupil directs foul language to a teacher or staff member.
- The pupil skips classes/tuition.
- The pupil repeatedly fails to wear the school uniform correctly, and in its entirety.
- Pupils and families are advised that both girls and boys may wear stud earrings only. Rings in nose, eyebrows, face, etc. are forbidden. Failure to abide by this rule may constitute direct defiance and so may warrant suspension.
- The pupil is found smoking in/on the school premises or grounds, or as an identifiable pupil of the school.
- The pupil leaves the school grounds during morning break (10:45 11:00). Pupils who repeatedly fail to abide by this rule may be suspended and/or expelled.

Certain behaviour may merit automatic and/or immediate suspension.

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The duration of the suspension is at the discretion of the Principal, or in His / her absence, the Deputy Principal. Such behaviour, either inside or outside the school, or as an identifiable pupil of the school, includes:

- His / her continued presence in the school is a threat to health and safety.  
Verbal or physical violence (or threat of the same) towards, or intimidation of, a teacher, staff member or pupil. Those pupils found encouraging; condoning or defending such behaviour may also be suspended or expelled.
- Activities/behaviour of pupils, likely to bring the school into disrepute will be seriously penalised. This may include suspension and or expulsion.
- Pupils possessing, consuming, passing or promoting use of alcohol, drugs, or other dangerous substances on school grounds, or as an identifiable pupil of the school render themselves liable to the severest penalties. This may include suspension, expulsion and/or being reported to An Garda Síochána.
- Sexting is the sharing of sexual text, video, and photographic content using mobile phones, app, social networking services and other internet technologies. The sharing of explicit text, images and/or video, is an unacceptable and absolutely prohibited behaviour and will have serious consequences and sanctions for those involved in accordance with the school's Code of Behaviour.

Please note that:

- All incidents involving creating, storing, or sharing of explicit text, images and/or videos of children under the age of 17 years will be reported as an incident to the Gardai and Tusla and the State Claims Agency (to the latter as there is the potential to cause injury/harm to the individual).
- Sharing of explicit text, images and/or videos of pupils in the school will incur serious sanctions including suspension and up to expulsion as determined by the Board of Management.

Repeated suspensions may lead to expulsion.

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Prior to suspending a pupil the Principal, or one of her/his delegates, will contact a parent / guardian to discuss the alleged behaviour. Any suspension imposed will be conveyed in writing to the parents / guardians.

Parents / guardians have the right to appeal such decisions by writing to: The Secretary, The Board of Management, Coolmine Community School, Clonsilla, Dublin 15.

### **Reintegration Day**

Following a three day suspension, the pupil will return to school accompanied by a parent / guardian. The pupil and parent / guardian will meet with the Ceann Tí, or member of the In-School Management Team. The pupil will receive a Reintegration Report Card at this meeting. This card clearly states the behaviour targets for the pupil, and a discussion will take place around how the pupil can best modify his / her behaviour. If a pupil does not meet his / her behaviour target in any class, the pupil will be sent to the front office. Any pupil who is not wholehearted in his / her commitment to the Reintegration Day will be dealt with by a member of the In-School Management Team.

After Reintegration Day, the pupil may be issued with a Yellow Report Card for the week.

### **Expulsion**

In extreme cases of unacceptable behaviour a pupil may be expelled from the school. This usually occurs after significant steps have been taken by the school to address the misbehaviour. However, certain serious misbehaviour, may lead to expulsion without the opportunity for intervention by the school.



### **Expulsion Arising from an Accumulation of Bookings / Suspensions**

- When a pupil is being / has been suspended for a second time during an 11-week period, a committee comprising of a member of the InSchool Management Team, the Ceann Tí and possibly a counsellor may meet the student and his / her parent / guardian.
- The pupil and parent will outline their commitment to the school. The committee will respond with a contract outlining what is expected of the pupil. This contract may be reviewed as is necessary.
- It is expected that there will be clear evidence that the pupil is complying with the contract. Failure to adhere to the spirit of the contract will be considered a very serious matter and may lead to expulsion.

### **Expulsion Arising from a One-Off / First Offence**

Certain serious misbehaviour may lead to expulsion without the opportunity for intervention by the school. In certain circumstances the Board of Management may decide that a pupil should be expelled for a first offence. The kinds of behaviour that might result in a proposal to expel, on the basis of a single breach of the code, and which may constitute a threat to Health and Safety could include:

- A serious threat of violence against another pupil or member of staff.
- Actual violence or physical assault.
- Supplying illegal drugs to other pupils in the school.
- Sexual assault.

This list is not exhaustive.

### **Expulsion Arising from Failure to Adhere to the Spirit of a Contract**

The Principal may bring the pupil's file to the Board of Management with a recommendation for his / her permanent expulsion from the school if a pupil continues to misbehave, despite being put on a contract

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for misbehaviour such as fighting, direct defiance, repeated mitching, bringing the school into disrepute, violence or intimidation.

### **Procedures in Respect of Expulsion**

The school will follow fair procedures when proposing to expel a pupil. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the procedural steps will include:

- An investigation carried out under the direction of the Principal.
- A recommendation to the Board of Management by the Principal. □  
Consideration by the Board of Management of the Principal's recommendation, and the case made by parents / guardians, at a hearing convened for this purpose.
- Board of Management deliberations and recommendations / decisions will follow the hearing.
  - Where the Board of Management is of the opinion that the pupil should be expelled, the Board will notify the Education Welfare Officer.
  - The Board will inform the parents / guardians in writing about its conclusions and the next steps in the process, including their right of appeal under Section 29 of the Education Act 1998.

### **ATTENDANCE & PUNCTUALITY / TINREAMH & PONCÚLACHT**

A roll call will be taken during every class period. Absenteeism for a term will appear on the official school reports.

- Daily tuition commences after the Morning Prayer at 8:45am and as laid down on the timetable for the remainder of the day. Pupils will be in the school building by 8:40am, 10:55am, and 1:45pm as appropriate, when doors may be closed.



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Pupils are expected to be on time for all activities.

- If a pupil is genuinely late, a parent / guardian must write a note of explanation in the pupil's school journal. A record of lateness will be entered in the school records, and in the school reports.
- A year group may have Assembly on a particular morning and pupils should be in the canteen at 8:25am on the days notified. Attendance at Assembly is compulsory.
- When a pupil has been recorded absent /late during period 1, a text message will be sent home informing the parent / guardian.
- If a pupil arrives late to a teacher's class without written permission or explanation, the teacher may impose sanctions as part of normal classroom management.
- If a pupil needs to leave the school for any reason, a note written and signed by a parent / guardian must be presented to the class teacher/ Caomhnóir / Ceann Tí / Deputy Principal.
- The pupil will then present this note, countersigned by a member of staff (see above) to the front office and sign-out on the official form.

Skipping classes is a serious offence. If a pattern of such behaviour continues in spite of school interventions, suspension may be imposed.

## SCHOOL UNIFORM / ÉIDE SCOILE

The uniform is as follows:

	<b>Junior Students</b>	<b>Senior Students</b>
<b>Jumper</b>	Grey with school crest	Black with school crest
<b>Polo shirt</b>	Blue	Blue
<b>Trousers / Skirt</b>	Blue	Blue
<b>Jacket*</b>	School jacket	Navy or Black (No logos)
<b>Shoes</b>	Black	Black
*A school uniform jacket is currently being phased in.		

Wearing the school uniform instils a sense of identity in the pupil and promotes equality amongst the pupil cohort.

- All pupils are expected to be in full school uniform every day and parents / guardians are asked to co-operate in this regard.
- This includes the journey to and from school as well as during the school day. It is not acceptable to carry non-school items of clothing, which are subsequently worn with part of the uniform. Any pupil wearing or possessing a non-school item of clothing will have the item confiscated until the end of term.
- Pupils are expected to purchase the uniform from the official supplier. Pupils are not permitted to alter the uniform from the original design.
- If a pupil is not wearing full school uniform, the school tracksuit must be worn. A written explanation is to be entered by a parent / guardian in the pupil's school journal.
- The explanation is valid for the day in question only.
- This note must be shown by the pupil to any staff member who requests it.
- Uniform breaches may be recorded at the back of the school journal.

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- Both girls and boys may wear stud earrings. Excessive jewellery, face piercing and other body piercing is forbidden. Failure to adhere to this rule may constitute direct defiance, and so may warrant suspension.
- Only flat, black shoes may be worn.  
Make-up must be discreet and natural looking.
- Pupils' hair must be clean and neat. Pupils who dye their hair should do so with a natural hair colour.

Pupils may be sent home from school to rectify any of the above.

The In-School Management team will decide what is acceptable with regard to uniform, hair and make-up.

Repeated failure on the part of the pupil to wear the school uniform correctly in its entirety (thus constituting direct defiance) may warrant a suspension.

### **HOMEWORK / OBAIR BHAILE**

The completion of homework promotes pupil self-discipline, pupil learning, and supports pupils in achieving to the best of their ability.

- Pupils should record homework in the school journal and complete it to the best of their ability.
- Teachers and parents / guardians will use the school journal to communicate regarding homework.
- Parents are asked to sign the school journal each week, paying particular attention to how the pupils are recording homework, and to the relevant feedback pages.

### **MOVEMENT / GLUAISEACHT**

- Pupils are required to walk in an orderly fashion when moving through the school, thus helping to ensure the health and safety of all in the building.

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- Pupils are permitted to access their lockers or use the bathrooms before school, at small break, at lunchtime or after school. At any other time pupils must have written permission from a teacher.
- Cycling is forbidden within the school grounds. Bicycles are to be left in the compound only; they must be locked, and under no circumstances left overnight. The school does not accept liability for damage to, or loss of bicycles.  
Pupils are permitted to leave the school premises / grounds during lunchtime. If parents wish their son / daughter to remain in the school during lunchtime, a letter to that effect must be left with the school.
- Pupils are not permitted to leave school grounds during morning break. Failure to adhere to this rule may lead to suspension.
- Pupils are expected to observe OUT-OF-BOUNDS areas as identified by Management. Failure to adhere to this may lead to suspension. .
- During normal school hours, the car park may not be used for recreation.

### **FOOD / BIA**

- Canteen facilities are available in the school.
- Breakfast is available in the canteen before 8:30am.
- Food and drink may only be purchased and consumed during small break and lunchtime.
- Eating in classrooms is forbidden.
- Chewing gum is forbidden in the school.

### **SCHOOL & PERSONAL PROPERTY / MAOIN SCOITE & MAOIN PHEARSANTA**

- All school and personal property should be treated with respect. Graffiti is a serious offence and will be treated as such. Markers are banned from the School.

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- Deliberate or careless damage caused to equipment / premises by pupils must be repaired or replaced by the pupil, or their parent / guardian.
- Personal belongings should be clearly marked with each pupil's name. The Board of Management will not accept liability for loss of, or damage to such belongings.
- Theft of school or personal property is a serious offence.
- Any items that may constitute a danger to others will be confiscated.
- iPods, MP3 players, or any other kinds of portable electronic devices, are banned in the school. They will be confiscated and only returned in person to a parent / guardian.

The school and all of its facilities are, under certain conditions, at the disposal of the immediate school & larger community. All persons are expected to strive to maintain the property in the best condition possible. In the context of the Health, Safety & Welfare Act, the school authorities will Endeavour to take all reasonable precautions to ensure safety while availing of these services. This Act also requires all employees and clients to do likewise.

### **MOBILE PHONE / POLASAÍ GUTHÁIN GLUAISTEACH**

While Coolmine Community School accepts that it is a student's right to have a mobile phone for His / her personal use, mobile phones must not be visible or used on school premises except in certain situations as outlined below in bullet point 1. In order to assist the school in implementing this policy, parents / guardians are asked not to arrange to contact students by mobile phone at any time during the school day. If necessary, contact may be made through the front office at 01-8214141.

- If a student brings a mobile phone to school, the phone must be switched off during the school day and may not be used except in certain situations where a teacher may ask students to use their phone or other smart device for an educational activity. In this case students must only use these items exactly as instructed. They must be switched off when the activity has finished. If instructions are not followed the smart device may be confiscated as per the school's mobile phone policy.

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- Students found in contravention of this rule will have their mobile phone and sim card confiscated for three school days. The parent / guardian must collect the phone after this time. On the second and every subsequent occasion the phone and sim card will be confiscated for one week.
- When a student's phone is confiscated, the onus is on the student to inform His / her parent. The student may contact their parent or guardian, from the front office, at the end of the school day.
- Students participating in school related activities must abide by the school rules governing the use of mobile phones.
- Refusing to hand over a phone to a staff member is direct defiance and may result in suspension.  
It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. (See Anti-Bullying Policy)
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

### **SUBSTANCES / SUBSTANTÍ**

(Note: The full policy is available online or upon request from the front office)

Pupils possessing, consuming, passing or promoting use of alcohol, drugs or solvents, or other such dangerous substances, on / in school premises and property, or as an identifiable pupil of Coolmine Community School, render themselves liable to the severest of penalties including expulsion and / or report to An Garda Síochána.

### **Alcohol, Tobacco and Substance Abuse Policy**

The central objective of the Alcohol, Tobacco and Substance Abuse Policy of Coolmine Community School is the care and protection of the young person in line with the Education Act, 1998, and the Education (Welfare) Act, 2000.

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- The world in which we live presents young people with many challenges that affect their health and well-being. Exposure to alcohol, tobacco, drugs and other harmful substances is part of this reality. While the first line of defence against such exposure is vigilance in the home, vigilance in the school is also very important.
- The school provides information sessions and educational programmes intended to increase pupil awareness of the dangers associated with alcohol and drug abuse. It is hoped these will help students deal with any situations that they may encounter which could lead to experimentation with alcohol, drugs and other substances.

If an individual pupil experiences difficulties in this area, the school will do everything possible in the first instance to support and assist the pupil to overcome the problem. When a pupil is considered to be involved in alcohol, drug or substance abuse, the school may request that Parents / Guardians make arrangements for the individual to attend a local doctor. The pupil should then undergo treatment to deal with the problem and provide the school with medical evidence that no substance abuse problem exists.

- For the common good, however, possession of any illegal substance whilst under the jurisdiction of the school cannot be accepted under any circumstances and will lead to automatic suspension or even permanent exclusion from the school.

This policy is focused on four key areas:

- Alcohol, Tobacco and Substance Abuse Education Programmes
- Managing Substance Abuse Incidents
- Training and Staff Development
- Monitoring, Review and Evaluation of the policy



### **SMOKING / AG CAITHEAMH TOBAC**

Arising from the Public Health (Tobacco) Act 2002 it is the policy of Coolmine Community School that all of its workplaces are smoke-free and that all employees, pupils and visitors to the school have a right to work and/or visit the school, in a smoke free environment. Smoking is prohibited within the entire school boundary, while on school outings and as an identifiable pupil of Coolmine. Apart from its illegal aspect, pupils are endangering their health, especially those suffering from respiratory problems of any kind.

Because of its serious nature, any pupil found smoking or in possession of cigarettes will face the following consequences:

- The teacher will inform the front office.
- A member of the In-School Management Team may speak to the pupil, and tell them that they must inform their parents / guardians of the incident.
- A member of the In-School Management Team will discuss the incident with the parents / guardians.

Subsequent offences are considered a serious matter and may result in suspension or expulsion.

### **ANTI-BULLYING POLICY / POLASAI FRITHBHULAIUCHTA**

(Note: The full policy is available online or upon request from the front office)

In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the NEWB, the Board of Management of Coolmine Community School has adopted an anti-bullying policy within the framework of the school's overall code of behaviour.



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This policy fully complies with the requirements of the Anti-Bullying Procedures for Primary and Post-Primary Schools which were published in September 2013.

Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in the definition of bullying:

- Deliberate exclusion, malicious gossip and other forms of relational bullying.
- Cyber-bullying.
- Identity-based bullying such as homophobic and transphobic bullying, racist bullying, bullying based on a person's membership of the traveller community and bullying of those with disabilities or special educational needs.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's code of behaviour.

For the purpose of this policy, the term bullying also encompasses harassment and sexual harassment defined as follows:

## Code of Behaviour – Cód Iompair

**Harassment:** Any form of unwanted conduct in relation to any of the 9 grounds named in the Equality legislation that has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading or offensive environment for the subject of harassment. The nine grounds are gender, marital status, family status, age, disability, sexual orientation, race, religion and membership of the traveller community.

**Sexual Harassment:** Any form of unwanted verbal, non-verbal or physical conduct of a sexual nature that has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading or offensive environment for the subject of harassment.

### COOLMINE COMMUNITY SCHOOL ANTI- BULLYING CHARTER

<b>I HAVE THE RIGHT TO:</b>	<b>I HAVE THE RESPONSIBILITY TO STRIVE TO ENSURE:</b>
Be physically safe	Others are physically safe
Expect my property to be safe in school	The property of others is safe
Be free from all forms of verbal bullying	Others are free from verbal bullying
Be free from cyber bullying	Others are free from cyber bullying
Be free from extortion	Others are free from extortion
Be free from emotional bullying	Others are free from emotional bullying
Be free from identity based bullying including homophobic bullying and transphobic bullying	Others are free from identity based bullying including

## Code of Behaviour – Cód Iompair

	homophobic bullying and transphobic bullying.
Be free from any hurtful remarks regarding person, ethnicity, religion or culture	Others are free from any hurtful remarks regarding person, ethnicity, religion or culture
I have the responsibility not to threaten, ridicule or embarrass anyone by using the internet, mobile phones or other technologies.	

Generating, circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and pupils where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a pupil or pupils where it considers the actions to warrant such sanction.

### **EXTRA-CURRICULAR ACTIVITIES / CLUICHÍ & IMEACHTAÍ SIAMSAÍOCHTA**

(Note: The full policy is available online or upon request from the front office)

Involvement by pupils in games and leisure activities is important for personal development. Participation in these activities is encouraged. The school's Code of Behaviour applies.

### **RELIGIOUS EDUCATION / OIDEACHAS CREIDIMH**

All pupils are expected to attend Religious Education classes and occasions of worship. Parents / guardians must contact the Principal in writing if they do not wish their son / daughter to attend.

## **SCHOOL POLICIES / POLASAITHE NA SCOILE**

Our school is constantly developing and reviewing policies in order to improve teaching and learning in the school. Policies are available online or upon request from the front office.

Policies that have been developed include:

- Admissions Policy.
- Intercultural Policy.
- Anti-bullying Policy.
- Tobacco and Substance Abuse Policy.
- Behaviour Policy.
- Guidance Policy.
- Critical Incident Policy.
- Relationships and Sexuality Policy (RSE). □ Social, Personal, Health Education Policy.
- Special Educational Needs Policy.
- School Tour Policy.
- Homework Policy.
- Child Protection Guidelines.
- Exceptionally Able Policy.
- Extra-Curricular.
- Internet Acceptable Use Policy.

This list is not exhaustive.

Other policies are currently being developed in the school. These include:

- Whole School Literacy Policy.
- Whole School Numeracy Policy.

*Code ratified by Board of Management 01/7/2015*

*Revised by Board of Management 01/05/2018*

**NOTES:**

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