POLASAÍ CÓD IOMPAIR



# Cód Iompair / Code of Behaviour

Ráiteas Misin / *Mission Statement*

I gColáiste Naomh Feichín déantar gach dícheall timpeallacht shlán shábháilte a chruthú ina ndéantar oideachas a sholáthar ag díriú ar fhorbairt acadúil, sóisialta agus cultúrtha na scoláirí. Tabharfar aitheantas do thréithiúlacht ar leith na scoláirí agus déanfar iad a oiliúint le bheith ina saoránaigh measúla, réasúnachta, fiúntacha. /

*Coláiste Naomh Feichín endeavours to create a safe, secure environment for staff and students in which education in a holistic sense will be provided, focusing on the students’ academic, social and cultural development. The students’ uniqueness and individuality will be recognised and nurtured so that they become respectful, balanced and valuable members of society.*

\* \* \* \* \* \* \*

Tá an Cód Iompair seo i bhfeidhm chun go gcuirfear Coláiste slán sábháilte ar fáil a dhéanfaidh freastal ar fhorbairt oideachasúil mhóralta shóisialta na scoláirí. Cuirfear an bhéim ar iompar maith a chothú in ionad a bheith ag gearradh pionóis ar dhroch-iompar. Ar an dtuiscint go gcuireann gaol maith idir scoil agus tuismitheoir go mór le h-éifeacht scoile, is é an polasaí atá againn ná teagmháil rialta a bheith ag an gColáiste le baile maidir le h-iompar agus dul chun cinn an scoláire. Tá deá-chaidreamh idir mhúinteoirí agus scoláirí fíor-thábhachtach agus tionchar mhór aige ar iompar scoláirí. Do chuid mhór scoláirí, is ábhar ollmhór tacaíochta dóibh a gcuid múinteoirí. /

This Code of Behaviour is designed to create a safe secure environment in our Coláiste which will facilitate the educational, moral and social development of our pupils - to promote and encourage good behaviour rather than simply to punish bad behaviour. In the belief that the most effective schools tend to be those with the best relationships with parents, our policy is to promote continuous contact between parents and Coláiste in relation to each student’s behaviour and progress. The quality of relationships between teachers and students is one of the most powerful influences on student behaviour. For many students, their teachers are a major source of support.

**Cothú Deá-Iompair / Promoting Good Behaviour**

**Táthar ag súil leis an iompar seo** / *The following behaviour is expected:*

1. **Go mbeidh scoláirí dea-mhúinte cuirtéiseach agus go mbeidh meas acu ar na múinteoirí, foireann eile an Choláiste, cuairteoirí, tiománaíthe bus, meas acu ar a chéile** **agus ar gach éinne ón bpobal a mbíonn teagmháil acu leo** / *That students be mannerly, courteous and extend respect to their teachers, other Coláiste staff, visitors, bus drivers, to one another and to members of the public with whom they come in contact.*
2. **Go mbeidh meas ag scoláirí ar mhaoin – a maoin pearsanta féin, maoin an fhoireann, maoin a gcomhscoláirí, maoin an Choláiste agus áiseanna lasmuigh.** / *That students show respect for property – their own personal belongings, staff property, the property of their fellow students, Coláiste property and external facilities.*
3. **Go ndéanfaidh scoláirí a ndícheall ina gcuid obair ranga agus lena gcuid obair bhaile agus go mbeidh siad ag comhoibriú lena gcuid múinteoirí.** / *That students do their best in class and with their homework and that they co-operate with their teachers.*
4. **Go mbeidh meas ag scoláirí ar chuile scoláire eile agus ar a gcuid fóghlama /** *That students respect other students and their learning.*
5. **Comhoibriú ó na scoláirí chun ár gColáíste agus clós an Choláiste a choinneáil slachtmhar agus saor ó bhruscar agus freisin taobhanna an bhóthair idir an Colaiste agus an siopa**. / *That students co-operate in keeping our Coláiste and Coláiste grounds clean and tidy and also the roadsides between the Coláiste and the local shop.*
6. **Go mbeidh scoláirí macánta agus fírinneach i gcónaí. /** *That students are at all times truthful and honest.*
7. **Go mbeidh pobal uilig an Choláiste sásta bealaí urramacha a úsáid chun deacrachtaí agus coimhlint a réiteach.** */ That the whole Coláiste community will use respectful ways of resolving difficulties and conflict.*

# Rialacha Scoile / School Rules

**1. Tá sé de dhualgas ar scoláirí glacadh le húdarás agus treoracha ón fhoireann an Choláiste agus aird a thabhairt ar na Treoracha sa seomra ranga.** / *Students are obliged to accept the authority and direction of Coláiste staff and abide by the* Treoracha *displayed in each classroom.*

**2. Tá sé de dhualgas ar scoláirí cloí le cód gléasta an Choláiste i rith am scoile agus iad ag glacadh páirt i ngníomhaíochtaí scoile lasmuigh, muna ndeirtear a mhalairt leo**. / *Students are obliged to adhere to the Coláiste dress code during school times and while partaking in extra curricular activities, unless otherwise advised.*

1. **Tá sé de dhualgas ar scoláirí freastal go féiltiúil ar an gColáiste agus litir mhíniúcháin a thabhairt don Ceannaire Ranga tar éis dóibh a bheith as láthair, ag baint leas as na nótaí i nDialann an Choláiste**. / *Students are obliged to attend the Coláiste regularly and to give a written note explaining his/her absence to their Year Head, using the notes in their Coláiste Diary.*
2. **Tá sé de dhualgas ar scoláirí nóta mínithe (Dialann) ó thuismitheoir a chur ar fáil le cead a fháil an Coláiste a fhágáil luath. /** Students are obliged to provide a note from a parent (Diary) explaining why they must leave early and at what time.
3. **Ní tabharfar cead d’aon scoláire an Coláiste a fhágáil luath le duine ar bith seachas tuismitheoir muna bhfuil an duine atá le é/í a bhailiú ainmnithe i nóta an tuismitheora.** / No student will be allowed leave the Coláiste early with anyone other than a parent unless the person who is collecting the student is named in the parent’s note.
4. **Tá sé de dhualgas ar scoláirí fanacht sa gColáiste nó i gclós an Choláiste agus gan í a fhágail gan chead múinteora. /** *Students are obliged to remain within the Coláiste grounds and to leave only with a teacher’s permission.*
5. **Tá sé de dhualgas ar scoláirí bheith in am do na ranganna agus a bheith ullamh (leabhair, peann, &rl) /** *Students are obliged to be on time for class and to be appropriately equipped (books, pens, etc.)..*
6. **Tá taisceadáin curtha ar fáil do scoláirí d’abhar scoile agus d’abhar phearsanta atá riachtanach ó thaobh scoile de. Tá sé de dhualgas orthu cloí leis an bPolasaí Taisceadán. /** *Students have been provided with lockers for the storage of school supplies and personal items necessary for use at school. They are obliged to adhere to the Locker Policy.*
7. **Tá sé de dhualgas ar scoláirí agus tuismitheoirí cloí leis an gComhaontú i leith na Netbooks /** *Students and their parents are obliged to adhere to the Netbook Agreement.*
8. **Tá cosc ar chaitheamh tobac agus mí-úsáid ábhair.** / *Smoking and substance misuse are prohibited***.**
9. **Tá cosc ar úsáid fón póca agus/nó uirlísí leictreonacha i rith am scoile. Ní mór go mbeadh an fón póca múchta agus as radharc. Moltar do scoláirí an fón póca a fhágáil sa taisceadán. I gcásanna eisceachtúla, le cead múinteora, is féidir le scoláire(í) usáid a bhaint as an fón póca le pictiúir a thógáil do thionscnaimh agus/nó do thrialacha. /** *The use of mobile phones and/or other electronic devices is prohibited within school time. Phones must be switched off and out of sight. Students are advised to leave the mobile phone in their locker. In exceptional circumstances, with their teachers permission, a student/students may be allowed to use their mobile phones to photograph projects and/or experiments.*
10. **Ní ghlacfar le bulaíocht - tá sé de dhualgas ar scoláirí cloí leis an bPolasaí in aghaidh Bulaíocht, agus Polasaithe eile an Choláiste /** *Bullying is unacceptable - students must adhere to the Anti-Bullying Policy, and all other Coláiste Policies.*
11. **Tá sé de dhualgas ar scoláirí a thiomáineann ar scoil gan an carr a usáid ach amháin le teacht chuig an scoil agus le dul abhaile arís. Níl cead carr a thabhairt chuig aon ócáid atá eagraithe ag an gColáiste. Níl cead scoláirí eile a iompar sa gcarr muna bhfuil cead scríofa fáighte ó thuismitheoirí. /** *Students who drive to school are prohibited from using their vehicle from arrival time to departure time, including travelling to organised Coláiste events. They are not allowed to carry other students unless written parental permission has been given to do so.*
12. **Nil cead ag scoláirí Aerosols a thabhairt chuig nó a úsáid sa Choláiste** / *Students are not permitted to bring or use Aerosols in the Coláiste.*

# Sárú Tromchúiseach ar an gCód Iompair /

# Serious Breach of the Code of Behaviour

# Mar threoir do thuismitheoirí agus do scoláirí, seo liosta de chuid de na rudaí a

**mbreathnófar orthu mar sharú tromchúiseach ar an gcód: /**

###### As a guide to parents and students, the following are some of the matters which are viewed as serious breaches of the Code:

1. **Ionsaí a dhéanamh ar bhall d’fhoireann an Choláiste, ar scoláire eile nó duine ar bith eile, goid, mór-dhamáiste a dhéanamh do mhaoin an Choláiste, do mhaoin fhoireann na scoile nó scoláire eile. /** *An assault on a Coláiste staff member, on a fellow student or on any other person, theft, significant damage to Coláiste property or the property of staff or a fellow student.*
2. **Uirlís contúirteach a bheith i seilbh scoláire /** *Student possession of a dangerous implement.*
3. **Ionsaí ó bhéal nó bagairt a dhéanamh ar bhall d’fhoireann an Choláiste nó ar scoláire eile. /** *A verbal assault on a Coláiste staff member or on a fellow student.*
4. **Úsáid/seilbh alcól, drugaí nó aon mhí-usáid ábhar mi-dhleathach eile sa Choláiste, i dtimpeallacht an Choláiste nó le linn imeachtaí scoile taobh amuigh den Choláiste. /** *Consumption/possession of alcohol, drugs or any illegal or illicit substances at school or during school outings.*
5. **A bheith ciontach as bulaíocht tromchúiseach, úsáid fón póca, ríomhaire, &rl., san áireamh /** *Being responsible for serious bullying, including cyberbullying.*

**Smachtbhannaí /** Sanctions

Úsáidfear smachtbhanna ar bhealach ómósach a chuidíonn le scoláirí a n-iompar a thuiscint agus freagracht a ghlacadh chun an t-iompar sin a athrú. Ní mór don smachtbhanna, go h-áirithe:

* an teannas a bhaint ón scéal, gan é a fhormhéadú
* dínit na bpáirtithe uilig a chaomhnú
* a bheith curtha i bhfeidhm ar bhealach coir comhsheasmhach
* a bheith tráthúil

Ní mór do gach ball fóirne an Choláiste usáid a bhaint as smachtbhannaí comhaontaithe go seasta. /

*A sanction will be used in a respectful way that helps students to understand the consequences of their behaviour and take responsibility for changing that behaviour. In particular, a sanction should:*

* *defuse and not escalate a situation*
* *preserve the dignity of all parties*
* *be applied in a fair and consistent way*
* *be timely*

*All members of staff should use agreed sanctions in a consistent way.*

***Céim 1: An Múinteoir sa Seomra Ranga /***

*Stage 1: The Classroom Teacher*

Tá an múinteoir, le tacaíocht na dtuismitheoirí agus bainistíocht an Choláiste, freagrach as cúrsaí smachta ina seomra ranga féin. D’fhéadfadh an múinteoir úsáid a bhaint as na smachtbhannaí seo: / *The teacher, with the support of parents and school management, is responsible for discipline in his/her own classroom. The teacher may impose the following sanctions:*

* **Ceartú agus comhairle a chur ar an scoláire /** *Correct and give advice to the student*
* **Nóta a scríobh i nDialann an scoláire le taispeáint do na tuismitheoirí./** *Make a note in the student’s Class Diary for the parents’ attention.*
* **Scríobh cuntas ar an eachtra i Leabhar Mí-Iompair an Mhúinteora /** *Document the incident in the Teacher’s Leabhar Mí-Iompair.*
* **Ceannaire Ranga cuí a chur ar an eolas /** *Inform appropriate Year Head.*
* **Tar éis trí chuntas ar eachtraí mí-iompair sa Leabhar Mí-Iompair, Cárta Bán a sheoladh abhaile, le síniú ag tuismitheoir agus le cur ar ais chuig an múinteoir ranga. Ní mór an Príomhoide a chuir ar an eolas sula gcuirtear Cárta Bán abhaile. /** *Following three documented incidents of unacceptable behaviour, a Cárta Bán (Notification Card) is sent home, to be signed by a parent and returned to class teacher. The Principal must be informed before Card is sent home.*
* **Má leantar leis an mí-iompar cuirfear an scoláire i nGéibheann** */ If the unacceptable conduct continues, the student will be put on Detention.*
* **Iarr ar an bPríomhoide nó Príomhoide Tánaisteach comhairle a chuir ar scoláire (**is féidir é seo a dhéanamh ag am ar bith). **/** *Ask the Principal or Deputy Principal to advise the student (this can be done at any time).*
* **Má chloistear nó má fheictear fón póca/uirlís leictreonach ag scoláire sa gColáiste nó sa timpeallacht, tógfaidh múinteoir suas é. Tabharfar don Phríomhoide é agus ní tabharfar ar ais é go dtagann tuismitheoir ar a thóir. Caithfear fón póca, &rl. a thabhairt suas láithreach má iarrtar é. /** *If seen or heard in the Coláiste or surrounding area, the mobile phone/electronic device will be confiscated by a teacher. It will be given to the Principal and will not be returned until collected by a parent. Mobile phones, etc. must be handed up immediately on request.*

**Céim 2: Ról an Choiste Smachta */***

***Stage 2: The Role of the Disciplinary Committee.***

**Is é an Coiste Smachta - an Príomhoide, agus an Príomhoide Tánaisteach** (ag brath ar an gcás, is féidir iarraidh ar an gCeannaire Ranga agus/nó Múinteoir Ábhar a bheith i láthair freisin) **- a bheidh ag plé le cásanna tromchúiseacha mí-iompair. /** *The Disciplinary Committee - the Principal and the Deputy Principal (depending on the situation, the relevant Year Head and/or Subject Teacher may be asked to attend also) - will deal with instances of serious misbehaviour*

**D’fhéadfadh sé seo tarlú mar gheall ar: /***. Such instances might arise from:*

* **Mór-shárú ar an gcód iompair. /** *A serious breach of the Code of Behaviour.*
* **Nuair a bhíonn trí thréimhse géibhinn tugtha don scoláire in aon téarma scoile amháin. /** *A student having been sent to Detention three times in a particular school term.*

**Smachtbhannaí** */ Sanctions*

* **Géibheann – Beidh sé ar lá agus am atá socraithe ag bainistíocht an Choláiste. /** *Detention – to be organised by the Coláiste management on a designated day and time.*
* **Gan turais scoile ná pribhléidí eile, m.sh. dul chuig an siopa/imeachtaí spóirt, a cheadú don scoláire /** *Exclude the student from school outings or other privileges, i.e. going to the shop or sports activities.*
* **Cuireadh chuig an gCholáiste a thabhairt do thuismitheoir(í) le mí-iompar an scoláire a phlé leis an bPríomhoide, an Príomhoide Tánaisteach nó an Coiste Smachta. /** *Invite parent(s) to the Coláiste to discuss the student’s misbehaviour with the Principal, Deputy Principal or the Disciplinary Committee.*
* **Cárta Tuairisce /** *Report Card*
* **Fionraí /** *Suspension*

# An Cárta Tuairisce / Report Card

**Tabharfar Cárta Tuairisce do scoláire i gcás mí-iompar leanúnach. Cuirfear na tuismitheoirí ar an eolas go bhfuil an scoláire ar chárta tuairisce. Tabharfaidh gach múinteoir cuntas ar obair ranga, iompar ranga agus obair bhaile an scoláire i ngach rang le linn an tréimhse. Pléfidh an Príomhoide agus an Príomhoide Tánaisteach dul chun cinn an scoláire leis/lei, agus leis na tuismitheoirí, ag deireadh na seachtaine. Muna bhfuil feabhas sásúil, tabharfar Cárta Tuairisce dó/di ar feadh seachtaine(í) eile. /**

*A student, who continues to misbehave, will be put on report during which time each teacher will report on the student’s class work, classroom behaviour and compliance with homework for each class period. The student’s progress by the end of the week will be reviewed by the Principal and Deputy Principal and will be discussed with parent(s). If unsatisfactory, the student will be put on report for a further week(s).*

* **Má bhíonn toradh mí-shásúil ar an dtréimhse** / *If there is an unsatisfactory result to the report duration.*

**agus/ nó /***and/or*

* **Má thagann an scoláire ós comhair an Choiste Smachta arís mar gheall ar shárú ar an gCód Smachta, d’fhéadfaí é/í a chur ar fionraí /** *If the student reappears before the Disciplinary Committee on any matter, then he/she could be suspended.*

# Fionraí / Suspension

**Is smachtbhanna tromchúiseach é scoláire a chur ar Fionraí /** *Suspension of a student is a severe sanction.* **Faoi Acht 31 den Acht Gairmoideachais (Leasú) 2001, tá an t-údarás scoláire a chuir ar fionraí****tarmligthe ag an mBord Oideachais agus Oiliúna leis an Bord Bainistíochta, agus tugtha ag an mBord don Phríomhoide**. **Sa gcás go mbíonn an Priomhoide as láthair, tá údarás ag an Príomhoide Tánaisteach gníomhú ar a son.** */ The authority to suspend a student has been devolved under Section 31 of the Vocational Education (Amendment) Act 2001 by the Education & Training Board to the Board of Management, who have delegated the authority to the Principal. In the absence of the Principal, the Deputy Principal is authorised to suspend a student.*

**D’fhéadfaí an smachtbhanna seo a úsáid: /** *This sanction may be imposed:*

* **Nuair a theip ar iarrachtaí eile an fhadhb/na fadhbanna a réiteach. /** *When other attempts to resolve the issue(s) have failed.*
* **I gcás sárú tromchúiseach ar an gCód Iompair. /** *In the case of a serious breach of the Code of Behaviour.*
* **Cuirfear tuismitheoir(í) ar an eolas faoi scoláire go bhfuil fionraí le gearradh air/uirthi, agus an chúis atá leis. /** Parent(s) will be notified when a suspension is being imposed on a student, and the reason for same.

# Achomharc a dhéanamh / Making an Appeal

**Tá cead ag tuismitheoirí, nó scoláire atá ós cionn ocht mbliana déag d’aois, achomharc a dhéanamh chuig Bord Oideachais agus Oiliúna na Gaillimhe agus Ros Comáin sa chás go mbíonn scoláire curtha ar fionraí le haghaidh fiche lá sa scoilbhliain de réir Mír 29 den Acht Oideachais 1998. /** *Parents, or a student aged over eighteen years, as provided in Section 29 of the Education Act 1998, may make an appeal to Galway Roscommon Education & Training Board (GRETB) where a student has been suspended for twenty days in a school year.*

**Scoláire a dhíbirt ón scoil /** *Expulsion*

**Is smachtbhanna fíor-thromchúiseach é scoláire a dhíbirt ón scoil. Is ag Bord Bainistíochta na scoile atá an t-údarás scoláire a dhíbirt. Ba chóir don Choláiste bheith tar éis bearta suntasacha a chur i bhfeidhm le dul i ngleic leis an mí-iompar chun díbirt scoláire a sheachaint. Is féidir go mbeadh cúinsí eisceachtúla ann ina mbíonn an Bord Bainistíochta den tuairim go gcaithfear an scoláire a dhíbirt don chéad chion tromchúiseach. /** *Expulsion of a student is a very serious step and should only be taken by the Board of Management in extreme cases of unacceptable behaviour. Expulsion will normally be considered after significant steps by the Coláiste to address the misbehaviour. In exceptional circumstances, the Board of Management may expel a student following a first serious offence.*

# Achomharc a dhéanamh / Making an Appeal

**Tá cead ag tuismitheoirí, nó scoláire atá ós cionn ocht mbliana déag d’aois, achomharc a dhéanamh chuig Bord Oideachais agus Oiliúna na Gaillimhe agus Ros Comáin sa chás go mbíonn scoláire díbrithe as an scoil de réir Mír 29 den Acht Oideachais 1998. /** *Parents, or a student aged over eighteen years, as provided in Section 29 of the Education Act 1998, may make an appeal to Galway Roscommon Education & Training Board where a student has been expelled.*

**Déanfar athbhreithniú ar an gCód Iompair san Earrach 2018, nó níos luaithe, más gá. /** *The Code of Behaviour will be reviewed in Spring 2018, or earlier, if necessary.*