

## KILKENNY COLLEGE



## CODE OF BEHAVIOUR

*Kilkenny College is committed to providing an atmosphere of tolerance and openness which respects the dignity of every member of the school community and in which each one can feel valued.*

*Every member of the school community has a right to happiness and no-one has the right to take that away from them.*

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## **1. Introduction**

### **Aims of the Code of Behaviour:**

- **To inform the school community of what is acceptable behaviour for students**
- **To enable the school to function in an orderly manner**
- **To promote an atmosphere of discipline, respect, tolerance and consideration for others**
- **To ensure a safe and effective learning environment**

### **Fundamental to the Code of Behaviour**

#### **1) Self-respect;**

- a) Doing as well as possible in class and with homework/prep
- b) Being clean, tidy and well-groomed

#### **2) Respect for others in the school community;**

- a) Recognising the right of each member of a class or group to learn and progress.
- b) Politeness and consideration in dealing with fellow students, staff and visitors to the school
- c) Taking care not to hurt or injure others
- d) Being punctual
- e) Showing respect for the property of others

#### **3) Respect for the school;**

- a) Wearing the uniform properly and with pride
- b) Showing respect for school property, facilities and equipment

## 2. ACKNOWLEDGING AND PROMOTING POSITIVE BEHAVIOUR

This Code of Behaviour has been drawn up in consultation with the whole school community. The staff, The Principal, Student Council, the Parents' Association and the Board of Management have had input.

Therefore, it is expected that students comply with the Code of Behaviour.

Many students display excellent behaviour throughout their time in Kilkenny College. Such behaviour is acknowledged and rewarded so that these students will become role models for others.

Excellent work and behaviour is rewarded and acknowledged in the following ways:

- Positive recognition by teachers, form tutors, year heads, DPs, Heads of House and the Principal
- Positive behaviour, where a student goes out of their way to be helpful and kind will be recorded on VSware. Students who are outstanding in record of positive behaviour will be acknowledged and may be nominated for Cinealtais prize at our annual Prize giving ceremony
- Mention on school social media platforms
- Mention in school Weekly Newsletter
- Mention in school Christmas Newsletter
- Mention in school Summer Newsletter
- Mention in weekly Form Tutor Notices
- Mention at School Assembly or Year Assemblies
- Display of students' work around the school
- Commendation in school reports
- Commendation by letter sent by the Principal to parent(s)/guardian(s)
- Commendation at school annual Prize Giving Ceremony
- Commendation at school annual ECA Assembly
- Commendation at annual TY Evening
- Opportunities to perform at school annual Musical Evening
- Appointment to leadership positions in the school for example prefects, mentors and team captains
- Noted on student profile on VSware

A merit system for Junior Cycle classes will be considered as part of ongoing review.

### 3. GENERAL SCHOOL EXPECTATIONS/RULES

**The following apply during all school activities, whether based in school or at some other location.**

- 3.1 Regular and punctual school attendance is expected. Parent(s)/guardian(s) should ensure that students are absent only when necessary. Any absences must be notified to the school Office on the first day of absence.  
\*See Attendance Policy.
- 3.2. Using mobile phones or any other device to record, copy or send offensive material is forbidden.  
\*See Mobile Device Policy  
\*See Acceptable Usage Policy
- 3.3 Food and drink of any kind are not permitted during class time or prep, chewing gum is forbidden.
- 3.4. Tobacco, e-cigarettes, Vaping and Vaping products, alcohol, solvents, recreational and non-prescription drugs are forbidden and should not be brought onto the school campus or any school activity.
- 3.5 Students are not permitted to drive any type of vehicle on the school campus.
- 3.6 Items, materials or substances which could hurt others or damage property are forbidden.
- 3.7 Intimate expressions of affection between students are not acceptable.

### 4. UNIFORM

**Uniform list: Please select as appropriate to your child. A female/male uniform list is provided to parents/ guardians for students entering 1<sup>st</sup> Form or if entering other years up the school.**

- 2 mid grey V-necked jumpers with Kilkenny College colours (black and red)
- 2 pairs of grey flannel trousers (Virginian brand preferred) (male fit)
- 2 mid grey pleated knee length skirts.
- 2 Virginian Style 500 Trousers (female fit)
- 1 Black College blazer with school crest
- Long sleeved white shirts/blouses
- A white V-necked vest/t-shirt may be worn under the blouse/ shirt.
- 2 Kilkenny College ties (black and red design) to be worn with shirts.
- 1 Kilkenny College Jacket with College crest
- Plain black or navy shoes, no high heels or boots.
- Grey or black socks to be worn with trousers, grey knee socks/ black tights to be worn with skirts.

As part of developing a sense of personal worth and self-esteem, students are asked to take pride in the way they dress and in the care of their uniform. All students are expected to wear their uniform with pride and maintain high standards in relation to

their appearance.

### **Boarder and Day Boarder After School Dress Code**

After school, students may wear the following:

- Normal full school uniform
- After school dress code.

The *after school dress code* consists of:

- A college crested t-shirt / college crested top.
- Black tracksuit bottoms or black leggings.
- College shirt and college jumper.
- Dark trainers / school shoes.
- School Jacket.
- Crested school hoodies

The following items are not part of the school uniform/ after school dress code:

- Shorts
- Vest tops / Crop Tops
- Flip flops, slides or any footwear other than above
- Non school crested Hoodies

\*See PE uniform guidelines for appropriate clothes for PE.

### **5. APPEARANCE AND DRESS**

- 5.1 Blouses, shirts and ties must be worn neatly.
- 5.2 Plain black or grey tights **or** grey knee socks to be worn with the school skirt. Black or grey socks to be worn with the school trousers.
- 5.3 Skirts and trousers must be of appropriate length.
- 5.4 The official school jacket or blazer may be worn over the school uniform. The school jacket is not to be worn instead of the school jumper. Likewise, school club/school team tops are not to be worn instead of the school jumper.
- 5.5 Blazers must be worn to Assembly, on special event days in the school, or when attending functions outside the College.
- 5.6 Only plain white t-shirts are allowed under blouses and shirts. These should not be visible.
- 5.7 Hair must be kept clean and tidy. For some activities it may be necessary for the hair to be tied back.
- 5.8 Make-up, including fake tan should be kept to a minimum. Jewellery should be discreet and unobtrusive for all school activities.

## 6. HEALTH

- 6.1 All drugs and mood effecting substances are forbidden, unless prescribed by a doctor for medical purposes, or approved by the nurse.
- 6.2 All medications must be handed in to the nursing staff. Students are not allowed to have medications in their possession. Exception is made on medical advice for items such as inhalers.
- 6.3 Growth / Protein substances including Creatine and related products are forbidden.  
\*See Creatine Policy
- 6.4. Use of aerosol deodorant and or haircare products is discouraged.

## 7. ANTI - BULLYING

Every student is entitled to a safe environment and has the right to an education free from bullying.

Bullying is **repeated** inappropriate and unkind behaviour which is intended to upset another person.

It may be verbal, physical, emotional or cyber.

It can include:

- Damage to property
- Extortion (using threats to get money or items)
- Intimidation (making a person feel nervous)
- Isolation (deliberately leaving a person out of a group)
- Name-calling and “slagging” or spreading rumours about a person
- Making inappropriate gestures
- Verbal, written or image-based abuse

It is important that students report instances of bullying so that appropriate and effective action can be taken to stop the bullying. Understandably students are often reluctant to report bullying because of a fear of making the problem worse. However, doing nothing allows the behaviour to continue which is unacceptable.

### What you should do to help:

- Tell a member of staff. Give an account of what has been happening;
- Encourage the person being bullied to speak to a member of staff or to their parent(s)/guardian(s);
- Parent(s)/Guardian(s) should contact the school to refer the matter to the relevant Deputy Principal, Year Head or Head of House. School staff are highly experienced in addressing bullying.

**ANTI – CYBER BULLYING** (in addition to the above advice):

- Save or print offending messages
- Prevention and general internet safety:
- Only share your password with a parent or guardian;
- Change your passwords often;
- Set your page and blog to private;
- Keep your personal information (full name, contact details, address) private;
- Think before posting or sending photos, remove any identifying detail from any photos you send;
- Avoid posting anything that would make it easy for a stranger to find you;
- Remember people on line may not be who they say they are.

## **8. MOBILE DEVICE USE**

Kilkenny College recognises that the use of technology and electronic equipment including mobile devices is increasingly part of everyday life.

The negative impact that excessive access to mobile devices is having on wellbeing and the potential damage to normal social interaction is a concern.

- 8.1 Using and carrying a mobile device during the school day (08.40-15.40 or 8.40-13.35 on Wednesday) is forbidden. Students must leave their mobile device in their locker.
- 8.2 Using mobile devices in the dining halls is forbidden.
- 8.3 Use of mobile devices in a class setting is only permitted with the prior approval of the teacher of the class.
- 8.4 Students with defined medical or educational needs, for whom access to a mobile device is necessary, are permitted to have access to their device.
- 8.5 If a parent/guardian has an urgent reason to contact a student, or vice versa, this will be facilitated through the school Reception or a member of Duty staff.
- 8.6 Mobile devices should not be used during extra-curricular activities.
- 8.7 The following Sanctions will be applied if a mobile device is seen, heard or in use during the school day:

The device will be confiscated immediately and placed into an envelope with the student's name, class, date, time and the teacher name recorded on the label.

It will be retained in a Deputy Principal's office during the school day and returned to the student at 3.35pm. This sanction may be continued for a number of days.



## **9. BEHAVIOUR DURING CLASS**

- 9.1 Good behaviour is expected in class. This includes participation, listening and contributing to a good working atmosphere.
- 9.2 Students must attend all classes according to the timetable and must bring the required books and equipment.
- 9.3 Students attending practical classes must comply with any additional rules regarding safety.
- 9.4 Students may only enter the classroom when their teacher is present. They may leave the classroom only with the permission of the teacher.
- 9.5 Students must bring their Student Journal to each class.

## **10. USE OF STUDENT JOURNAL**

- 10.1 The Student Journal is the property of the school.
- 10.2 The Student Journal is designed to help students organise their work. As well as noting homework assignments, it may also contain notes to and from parent(s)/ guardian(s).
- 10.3 Students should have their Student Journal with them every day and must produce it when requested by a teacher.
- 10.4 The Student Journal lets parent(s)/guardian(s) see how the student is progressing, therefore parent(s)/guardian(s) and teachers may read it.
  - a. Defacing this Student Journal is not permitted. The Year Head or Form Tutor may request purchase of a replacement Student Journal if it is defaced.
  - b. If a student does not have their Student Journal with them when requested they will be given 24 hours to present it, if they cannot do so they must buy a replacement.

## **11. PREP**

\*See Homework Policy

\* I.T. in Prep Policy .

- 11.1 Students must sit in the place to which they are assigned for Prep.
- 11.2 Students must bring their Student Journal and all necessary books and equipment.
- 11.3 Silent and individual study is essential. There can be no conferring or group work during Prep without the approval of the Prep Supervisor.
- 11.4 Students are only excused from Prep in exceptional circumstances. Any absence from Prep must be explained with a signed request from the member of staff concerned which is presented prior to the start of Prep.
- 11.5 Leave out from Prep can only be given when the student produces the standard Prep Leave Out form. Any attempt to change the leave out form will be viewed as a serious breach of this Code of Behaviour for which the student will be sanctioned.

## **12. LEAVE OUT AND ‘OUT OF BOUNDS’**

- 12.1 Students may not leave the premises unless they sign out. They must also sign-in immediately when they arrive back on the premises. The Newpark fen area is out of bounds to students and may not be used to as a route to enter or leave the school.
- 12.2 Boys are not permitted to enter the girls’ boarding house and girls are not permitted to enter the boys’ boarding house.
- 12.3 Students may not leave the grounds at any time during the school day, unless they have permission from a Deputy Principal or the Principal or a request has been received by a Deputy Principal or the Principal by 9 am that day from the parent(s)/guardian(s). Day students who stay on after school should be participating in ECA, supervised study or other staff-supervised school activities.
- 12.4 **Boarders/ Day Boarders mid-week leave-out guidelines:**  
Form 1 are not allowed to leave the campus.  
Forms 2-6 may request permission to go across to petrol station after school if not involved in an ECA activity.  
There is no Leave Out facility for down town for Forms 2-4 unless for a specific reason, communicated by parent/ guardian to and sanctioned by Head of House.  
Form 5 and 6;  
**Leave out is at the discretion of the relevant Head of House.**
- 12.5 **Boarders’ weekend Sign Out:**
- At weekends, boarders must sign out when leaving on Friday and sign back on Sunday evenings/Monday mornings
  - Parent(s)/guardian(s) of pupils who are not returning on Sunday evenings must notify the Head of House by 9:30 p.m.
  - Students returning on Monday morning must sign in before 8:30 a.m.
- 12.6 Full school uniform or after school dress code applies when signing-out and signing-in for mid-week and weekend leave-out. Form 6 boarders may travel to and from school at weekends in casual clothes.
- 12.7 Requests for students to attend appointments should be notified to the school, parent(s) /guardian(s) of boarders should contact the relevant Head of House, parent(s)/guardian(s) of day students should contact a Deputy Principal or the Principal.
- 12.8 Prep on Friday afternoons, between 3:45 p.m. and 5:15 p.m. is compulsory for all boarders who are not involved in school ECA. Students may only leave early on Friday (i.e. between 3:45 and 5:15 p.m.) if being collected or with prior permission from parent(s)/guardian(s) to leave the campus.

### **13. DISCIPLINARY PROCEDURES**

The disciplinary procedures outlined below are currently in operation. The Board of Management may review these procedures if necessary. The disciplinary procedures are guided by an adherence to the principles of Natural Justice. The College aspires to have a consistent and proportionate response to any breaches of our Code of Behaviour. The final outcome of any disciplinary matter, lies with the Principal in consultation with the Senior Leadership Team on behalf of the Board of Management

#### **Communication on matters of discipline with students' parent(s)/guardian(s)**

The College endeavours to involve parent(s)/guardian(s) at an early stage, rather than as a last resort:

- Parent(s)/guardian(s) are encouraged to inspect their child's Student Journal frequently;
- Communication with parent(s)/guardian(s) is by letter/telephone/email, depending on the circumstances;
- Parent(s)/guardian(s) may be invited to come to the school to discuss a disciplinary situation;
- Parent(s)/guardian(s) will be invited to a meeting if suspension or exclusion is proposed.

#### **Sanctions/Interventions**

Breaches of discipline and failure to follow the Code of Behaviour may lead a teacher / staff member to impose sanctions such as:

This list below is not exhaustive and it is not a definitive order of progression.

- Verbal reprimand
- Additional work
- Moving the student to a new seat in the classroom
- Individual meeting with student.
- Carrying out a useful exercise around school
- Behaviour review
- Behaviour contract
- Behavioural support plan / Restorative justice meeting
- Detention
- Lunchtime / Before school detention
- Withdrawal of privileges
- Referral to a mentor
- Referral to the Year Head

- Relevant to Head of House
- Note/telephone call to parent/guardian
- Meeting with parent/guardian
- Referral to Deputy Principal
- Report card (white/red) – 1 week / 2 weeks
- Referral to Principal
- Boarding suspension
- Financial penalty- in the case of damage to school property
- Reduced Timetable (In exceptional circumstances and for a limited time only)
- Contact parent/guardian for immediate collection (Only applies in exceptional circumstances for the safety and welfare of the student or for the safety and welfare of other members of the school community.
- Suspension
- Expulsion.

## **Detention**

The purpose of detention is to give students an opportunity to reflect on the behaviour which has led them to being placed in detention and to encourage them to improve their behaviour.

- Detention after school runs from 3:40p.m. to 5:30p.m. on Monday, Tuesday and Thursday. On Wednesday, detention runs from 2.20p.m. to 4.10p.m.
- The date and reason for detention will be recorded in school records.
- All students are given a detention for the next day. Repeated instances of detention will be notified to the Year Head.  
Further interventions/sanctions may result.

**Repeated or serious incidences of challenging behaviour may be referred to the Year Head/Head of House/Deputy Principal/Principal as appropriate.**

## **White Report Cards**

The purpose of the white report card is to give students an opportunity to reflect on their own behaviour which has led them to be placed on a white report card. The white report card is issued by a Deputy Principal and the terms will be in consultation with the Year Head.

- A White Report Card is designed to encourage good behaviour.
- A White Report Card is issued by a Deputy Principal.
- Parent(s)/guardian(s) are informed by letter or email.
- The White Report Card is signed by individual teachers at the end of each class, by the staff member on duty at the beginning and end of each day, and at other times by teachers/duty staff /boarding house staff.
- Students on a White Report Card must report to a Deputy Principal at the end of each day to review the card.
- When completed, the White Report Card is returned to a Deputy Principal where the learning from the Report Card will be discussed.

- Further action, if required, may follow.
- The intention of a Report Card is that the student demonstrates to themselves, their parent(s)/guardian(s) and staff members that they are well capable of behaving in a consistently positive manner.

### **Red Report Card**

A Red Report Card is designed to help the student focus on improving their behaviour. The purpose of the red report card is to give students an opportunity to reflect on their behaviour which has led them to be placed on a red card.

- A Red Report Card can be issued by a member of Senior Leadership team.
- Parent(s)/guardian(s) are informed by letter / email.
- A student is placed on a Red Report Card. The Red Report Card is signed by individual teachers at the end of each class, by the staff member on duty at the beginning and end of each day, and at other times by teachers/duty staff/boarding house staff.
- Students on a Red Report Card must report to a Deputy Principal at the end of each day to review the card.
- When completed, the Red Report Card must be returned to the Principal for a signature. The Principal will decide whether further sanctions, including suspension, is necessary. The Principal may request a meeting with the student's parent(s)/guardian(s).

### **Report cards**

A number ranging between 1 and 4 is placed on the card at the end of each class and then signed by the teacher.

1. Means very good behaviour
2. Means acceptable behaviour but could be better.
3. Means disappointing behaviour
4. Means unacceptable behaviour.

The purpose of this coding system is to assist students to improve their behaviour by identifying where they are doing well and where they need to improve. The aim of this system is not only to improve the behaviour of the individual student but to nurture a positive learning and teaching environment, for all.

## **Procedure for dealing with more serious incidences of poor Behaviour**

A process of investigation will be initiated to consider the matter. This process will involve gathering any relevant information pertaining to the alleged incident/behaviour.

The Principles of Natural Justice must be observed:

- Case set out in full.
- Right to be heard
- Right to respond
- Fair procedure.

In considering the issue, the student is given an opportunity to respond to any allegation made against them. The student will be asked for an Account or Timeline of Events.

The following steps are in place to preserve the Principles of Natural Justice.

The steps are outlined below but the situation may be resolved at any of the steps.

### **Step 1**

Establish the facts regarding the alleged incident/behaviour.

### **Step 2**

Identify those who may have knowledge about the incident/behaviour.

### **Step 3.**

When the alleged incident merits further investigation.

Parent(s)/guardian(s) will be contacted explaining that a serious incident has occurred and further investigation is required.

Student(s) identified will be asked to give an account of the alleged incident/behaviour.

The Year Head/Deputy Principal may be involved at this point.

The Principal will be contacted about the incident/behaviour.

### **Step 4.**

When it has been established that a serious incident/behaviour has occurred.

A behavioural review meeting may be held where student(s) will have an opportunity to respond to alleged incident/behaviour. The facts will be put to the student(s) and the student(s) responses will be noted. At this point in the process the parent(s)/guardian(s) will be invited to join the meeting or an advocate will be provided for the student.

### **Step 5.**

The relevant adults will meet with the Principal to review the facts, as established and a sanction/intervention will be recommended.

The right to be heard means that a student and their parents will be fully informed about the allegation and the processes that have been used to investigate and decide the matter; and that they will be given an opportunity to respond to the allegation before a decision is made and before suspension or expulsion is imposed.

The principle of impartiality in decision-making means that, where possible, the Principal arranges for another member or members of staff to conduct the investigation and present a full report of the facts of the case and other relevant information to the Principal. The Principal is then free to take a view about whether the student did engage in the behaviour/incident and about the sanction, based on the report of the investigation.

## **Suspension and Exclusion**

### **The grounds for suspension are:**

- The student's behaviour has had a seriously detrimental effect on the education of other students.
- The student's continued presence in the school at this time constitutes a threat to safety.
- An incident (or incidents) of an exceptionally serious nature or gross misbehavior that is repugnant to the ethos and values of Kilkenny College school community.
- The student is responsible for serious damage to property.
- Repeated, deliberate and sustained breaches of the Code of Behaviour with the student having proceeded through the various stages of the Ladder of Referral.

The list of grounds listed above is not exhaustive.

### **Before a decision to Suspend is considered:**

Before taking a decision to suspend a student the following factors will be considered:

- The nature and seriousness of the behaviour.
  - ⇒ Is the behaviour a one-off incident or is it persistent?
  - ⇒ If persistent has the behaviour continued/escalated despite earlier interventions?
- The context of the behaviour;
  - ⇒ Were there factors which may have triggered the behaviour (e.g. bullying, cultural or family factors)?
  - ⇒ The age, cognitive ability and developmental stage of the student?
- The impact of the behaviour:
  - ⇒ On staff, on other students and on the learning environment.
  - ⇒ The students' understanding of the impact of their behaviour.

- Interventions tried to date;
  - ⇒ What interventions have been used and over what period?
  - ⇒ What has been the result of these interventions?
  - ⇒ Has/have the parent(s) /guardian(s) been involved in the alleviation of the problem behaviour?
  - ⇒ Have counselling, mediation, psychological assessment and support (NEPS, CAHMS or other), or other interventions been sought or availed of? If appropriate
  - ⇒ If the student and or their parent(s)/ guardian(s) are involved with any support service has this service been approached with a view to resolving problem behaviour?
  
- Impact of the suspension;
  - ⇒ Will the suspension lead to an improvement in the classroom/school environment?
  - ⇒ Will the suspension leave the student in an educationally or socially vulnerable position?

**If suspension is being considered:**

- The length of suspension being considered will be determined by the incident/behaviour being investigated.
- The student's parent(s)/guardian(s) will be invited to speak with the Principal.
- The principal will outline the incident/behaviour to the parent(s) /guardian(s) and the student.
- The principal listens to the responses of the parent(s)/guardian(s) and the student.
- The sanction and the right to appeal must be communicated in writing to the parent(s)/guardian(s).
- The parent(s)/guardian(s) will have 48 hours to appeal the proposed decision to suspend the student.
- If no appeal is received within the 48 hour timeframe the suspension commences with effect from the next school day.
- If there is an appeal it will be heard at the earliest convenience, (ideally at the end of the 48 hour period), by a sub- committee of the Board of Management.
- In certain circumstances the Principal may be required to refer or report a student's behaviour to relevant external bodies (e.g. TUSLA / An Garda Siochana).
- In certain circumstances the College reserves the right to impose a suspension with immediate effect on health and safety grounds.



### **Returning to School after a suspension**

A student returning to school after a suspension, may be placed on a Report Card and will be offered guidance and support to enable returning to school in a positive way. The student will be invited to meet the relevant Deputy Principal, Guidance Counsellor and/or Year Head who will advise and mentor the student on their return to school.

### **Longer Periods of Suspension & Exclusion**

In the event of a student's behaviour being considered a serious violation of this Code of Behaviour, the Principal informs the Chairperson of the Board of Management. The Principal may also make a recommendation to the Board of Management to suspend the student for a longer period or to seek the Board of Management permission to consider a request to suspend the student for **an extended suspension or exclusion** may be sought when a student's behaviour is considered a serious violation of the Code of Behaviour.

The Chairperson nominates a sub-committee to investigate the breach of discipline. Having completed the investigation, the sub-committee reports its findings to the Board of Management. The Board then decides what action is to be taken.

### **Appeals**

The decision of the Board of Management may be appealed under Section 29 of the Education Act 1998 to the Secretary General of the Department of Education and Skills, or any authority designated by the Minister.

### **Ratified by the Board of Management on the 21<sup>st</sup> June 2023**

#### **Previous Ratifications:**

Board of Management, September 2015

Board of Management, September 2016

Board of Management, September 2017

Board of Management, September 2018

Board of Management, June 2019

Board of Management, June 2020

Board of Management, July 2022