

KILKENNY COLLEGE



CODE OF CONDUCT

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1) CODE OF CONDUCT

Following the Code of Conduct makes life better for everyone. The code makes clear the standards of behaviour expected and creates opportunities for all to prosper and succeed. By upholding the code you will be contributing to a more enjoyable and fulfilling experience for all members of the College community. Keep the code at all times: in school, when travelling to and from school and when representing the school in any way.

- 1.1 Treat others as you would like to be treated. Respect the work of others. Do your best to contribute to the life of the College community. Disruption of class, prep, assembly or any extra-curricular activity will not be tolerated.
- 1.2 Be aware of others and take care not to injure anyone. Bullying, assault or aggression (whether verbal, physical, emotional or cyber) towards any other person is unacceptable. (Refer to the sections of this journal on bullying, internet safety and cyber bullying).
- 1.3 Possession of all weapons or instruments likely to cause injury is forbidden. Materials and substances which have the potential to hurt others or damage property, whether by design or accident, are likewise prohibited.
- 1.4 In keeping with our commitment to the health and well-being of the whole community, the College has a zero-tolerance policy on tobacco, alcohol, solvents and drugs (except those prescribed for you by a doctor). Students may not have any of these substances in their possession or for supply by others.
- 1.5 The College is an inclusive school. Be aware of the difficulties faced by others and be friendly and helpful towards them. Everybody is unique and equally deserving of respect. Discrimination will not be tolerated.
- 1.6 It is forbidden to use any technology or means of communication to record, copy or transmit illegal material or material which the College deems to be offensive, intimidating or discriminatory.
- 1.7 Respect other people's property, public and private. Vandalism and theft, actual or attempted, will not be tolerated.
- 1.8 Observe "out of bounds" rules. Under no circumstances are boys permitted to enter girls' dormitory areas nor are girls to enter boys' dormitory areas.
- 1.9 Close personal relationships between pupils are acceptable, as are social forms of greeting. More intimate expressions of affection are not acceptable.
- 1.10 Honour the College, its history and its reputation, in all you do and say. Wear correct school uniform with pride whether on or off College grounds.

2) **SCHOOL RULES**

The Code of Conduct covers all aspects of school life. The School Rules address details of the weekly routine.

GENERAL

- 2.1 Kilkenny College insists on regular and punctual school attendance throughout the academic year. Parents/Guardians should ensure that pupils are absent only when absolutely necessary.
- 2.2 A pupil's behaviour, manners and language should always be appropriate.
- 2.3 School uniform must be worn at all times in class, exams and prep.
- 2.4 Pupils should respect the authority of members of staff and address them properly, using the title 'Sir', 'Ms', or 'Mrs' as appropriate. Pupils should be helpful and courteous to all teaching, boarding, canteen, cleaning, ground staff and visitors. Pupils are to show the same respect for each other.
- 2.5 Chewing gum is forbidden at all times and in all places.
- 2.6 Food and drink of any kind are not permitted during class time or prep.
- 2.7 All electronic devices including Mobile phones, PSPs, iPods and MP3s must be switched off during class time, prep, meals and after lights out. Pupils may not connect a personal laptop, tablet, ipad, slate, smartphone, PS2 or other such device directly into the KCK network. With permission pupils may connect to use the "Guest Wifi".
In an emergency, parents should contact the school office, Nurse or Head of House.
- 2.8 Graffiti or defacement of any surface, whether of school property or a pupil's journal/books, is forbidden.
- 2.9 Littering is forbidden.
- 2.10 Pupils are not permitted to drive any type of vehicle on the school campus.
- 2.11 Pupils are to be responsible for the care of their personal belongings.

3) **CLASSROOM BEHAVIOUR**

- 3.1 Pupils must attend all classes according to the timetable and must bring the required books and equipment.
- 3.2 Pupils attending practical classes must comply with any additional rules regarding safety.
- 2.3 Pupils may only enter the classroom when their teacher is present, and must enter and leave in an orderly manner. They may leave the classroom only with the permission of the teacher.
- 3.4 Before leaving the classroom, pupils must pick up any litter. At the end of the last class of the day, pupils must also place chairs on desks. This clearing-up has to be repeated after prep.
- 3.5 All pupils must bring their Student Journal to each class. Any staff member may request to inspect a Student Journal at any time. A pupil will be given 24 hours to produce the Student Journal, failing which he/she will be required to purchase a replacement. The Student Journal, which should be signed by parents at the end of each week, is the property of the school.

4) USE AND RULES OF STUDENT JOURNAL

- 4.1 The Student Journal is designed to help students organise their work. Details of homework and study and notes to and from parents/guardians are to be kept in it.
- 4.2 Pupils should have their Student Journal with them every day and must produce it when requested.
- 4.3 Your Student Journal lets your parents see how you are getting on. It is open to inspection by parents and teachers.
- 4.4 Defacing this Student Journal in any way is not permitted. Your Year Head or Tutor may request you to replace your Student Journal if it is defaced.
- 4.5 Pupils are not allowed to write in another pupil's Student Journal.

5) PREP

- 5.1 Each pupil is assigned a place in prep which he/she uses for the year.
- 5.2 Pupils must bring their Student Journal, all necessary books and equipment.
- 5.3 Silent and individual study is essential. There can be no conferring or group work during prep. Borrowing of books and equipment is not allowed.
- 5.4 Pupils are only excused from prep in exceptional circumstances. Any absence from prep must be explained with a signed note.
- 5.5 On Fridays:
Boarders who are not involved in staff-supervised extra-curricular activities must go to prep from 3:45 p.m. to 5:15 p.m.
Day pupils who are not involved in staff-supervised extra-curricular activities may also go to prep. Parents of day pupils should notify the Front Office at the beginning of each term if they wish their children to attend Prep on Friday. Otherwise, they should go home at 3:30 p.m.

6) HOUSE EXAMINATIONS

- 6.1 Pupils must arrive at the examination centre five minutes before the start of the exam. Any pupil who is absent without a reasonable excuse, or who does not hand up a paper at the end, will be required to re-sit the exam at a time chosen by the College.
- 6.2 Permission to leave and re-enter the exam hall is given only in exceptional circumstances, so pupils should go to the toilet before the exam.
- 6.3 Pupils may not bring into the exam hall any book relevant to the exam which they are about to sit. Books for subsequent exams are permitted, but may not be consulted until the answer paper has been handed up.
- 6.4 Any pupil who is found copying or attempting to copy, communicating or attempting to communicate with another pupil, or who seriously misbehaves, will have his/her exam paper cancelled and may be required to re-sit the exam.
- 6.5 Pupils doing a two-hour paper or less must stay for two hours. They may hand in their paper fifteen minutes before the end, in order to revise for another exam.

- 6.6 Pupils doing papers of two and a half hours or longer may hand up their papers fifteen minutes before the end of the exam to revise or leave.
- 6.7 All pupils not sitting an exam must go to the exam hall to revise for two hours.
- 6.8 Any pupil who is permitted to leave must observe silence outside and keep away from all exam centres.
- 6.9 Mobile phones and iPods may never be brought into an examination.

7) UNIFORM, APPEARANCE AND DRESS

- 7.1 Girls' blouses and boys' shirts must be tucked in. Boys' ties must be worn neatly.
- 7.2 Jumpers, skirts and trousers must not have frayed edges. Jumpers should not be tied around the waist. Skirts must be of knee length.
- 7.3 Blazers must be worn on Blazer days, to Assembly, when travelling away to represent the College, and on special event days in the school, or when attending functions outside the College.
- 7.4 Only plain white t-shirts are allowed under blouses and shirts. These should not be visible.
- 7.5 Girls must wear plain charcoal tights **or** grey knee socks. Boys must wear grey or black socks.
- 7.6 Shoes must be plain black.
- 7.7 Hair must be kept clean, tidy and of an acceptable length. Extreme hair styles including bleaching are not permitted. Hair accessories must be in keeping with the uniform.
- 7.8 Make-up and facial piercing are forbidden. Only a small amount of simple jewellery is acceptable.
- 7.9 Only the official school jacket or blazer may be worn over the school uniform. Hats, scarves and jackets must not be worn in the classroom.
- 7.10 Boys must be clean-shaven.

8) HEALTH AND SAFETY

- 8.1 In accordance with the College's zero-tolerance policy on drugs, all drugs are entirely forbidden, unless prescribed by a doctor for medical purposes, or approved by the nurse. All medications must be handed in to the nursing staff. Pupils are not allowed to have medications in their possession. Exception is made on medical advice for items such as inhalers. Growth / Protein substances including Creatine and related products are forbidden to be used or supplied to others.

9) LEAVE OUT AND 'OUT OF BOUNDS'

- 9.1 Pupils may not leave the premises unless they sign out. They must also sign-in immediately when they arrive back on the premises.
- 9.2 Day pupils may not leave the grounds at any time during the school day between 8:40 a.m. and 3:30 p.m. unless they have permission from the Deputy Principal. Day pupils who stay on after school should be participating in organised or staff-supervised school activities.

- 9.3 Boarders' mid-week leave-out guidelines:
Form 1. There is no leave-out for Form 1 boarders.
Forms 2 and 3 are permitted one leave-out per fortnight.
Forms 4 and 5, may receive one leave-out per week from their Head of House.
Form 6 leave out is at the discretion of the Head of House.
- 9.4 Boarders' weekend leave-out: At weekends, boarders must sign out when leaving on Friday afternoon and sign back on Sunday evenings. Parents/Guardians of pupils who are not returning on Sunday evenings must notify the Head of House by 9:30 p.m. Pupils returning on Monday morning must sign in before 8:30 a.m.
- 9.5 Full school uniform must be worn 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).
- 9.6 All appointments should be notified to the school well in advance. Parents of boarders should contact the Head of House. Parents of day pupils should contact the Front Office.
- 9.7 Prep on Friday afternoons, between 3:45 p.m. and 5:15 p.m. is a compulsory activity for all boarders. Parents requesting for pupils to go home early on Fridays must contact the pupil's Head of House well in advance.

10) DISCIPLINARY PROCEDURES

This document outlines the disciplinary procedures currently in operation. The Board of Management reserves the right to review these procedures from time to time. Through its Code of Conduct, Kilkenny College aims to be a happy, well-ordered school, in which each pupil can achieve to the best of his/her potential.

Communication on matters of discipline with pupil's parents/guardians:

The College endeavours to involve parents/guardians at an early stage, rather than as a last resort. Parents are encouraged to inspect their son's/daughter's Student Journal frequently. Communication with parents/guardians is by letter/fax/telephone/email, depending on the circumstances. Parents/guardians are officially informed when the pupil has been in detention three times or has been put on a report card. Parents/guardians may be invited to come to the school to discuss the pupil's case and will be invited to come if suspension or exclusion is proposed.

Sanctions

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

- Verbal reprimand.
- Moving a pupil to a new seat in the classroom.
- Fatigues i.e. litter duty at break, lunch or tea-time.

- Punishment exercise.
- Detaining a pupil at break or lunch-time.
- Extra prep.
- Detention
- Referral to the Year Co-ordinator.

Teachers may also make a report on a Pupil Discipline Information Sheet to the Year Co-ordinator/Head of House which lead to more serious sanctions.

Detention

Pupils are detained after school for a period of two hours from 3:30 p.m. to 5:30 p.m. the date and reason for detention being recorded in the detention book and in the confidential College data base. The detention may also be entered in the Student Journal. Boarders are given detention on the day the incident occurs. Day pupils are given 24 hours' notice. Failure to attend a detention may result in additional detentions. After three detentions, the pupil's case is reviewed by the Year Co-ordinator / Deputy Principal. A white report card may be issued. A letter is sent to the parents/guardians in that instance.

Repeated or serious misconduct will lead to:-

The matter being reported to the Year Co-ordinator/Year Head/Head of House/Deputy Principal/Principal as appropriate.

Any of the following sanctions may apply:-

- Issuing a white report card.
- Issuing a red report card.
- Suspending the pupil.
- Excluding the pupil.

In each case parent(s)/guardian(s) will be contacted.

White Report Cards

A white report card is designed to encourage good behaviour. A white report card is issued by the Deputy Principal and parents/guardians are informed by letter or email. A pupil is put on a white report card for a period of two weeks. The white report card is signed by individual teachers at the end of each class, by the teacher on duty at the beginning and end of each day, and at other times by teachers/duty persons. Pupils on a white card must report to the Deputy Principal at the end of each day. When completed, the white report card is returned to the Deputy Principal. Further action may follow, in which case a letter is sent to the parents/guardians.

Referral to the Principal

When a white report card has not been completed satisfactorily, the Deputy Principal may refer the case to the Principal, with the recommendation that the pupil should be given a red report card.

Red Report Card

A red report card can only be issued by the Principal and parents/guardians are informed by letter / email. A pupil is put on a red report card for a period of two weeks. The red report card operates in the same way as a white report card. Pupils on a red card must report to the Deputy Principal each day and the Principal each week as requested. When completed satisfactorily the red card is returned to the Principal who will decide if any further action is necessary. Where a card is not completed satisfactorily further sanctions will follow. A suspension is considered. In that case the parents/guardians are contacted and may also be requested to meet the Deputy Principal or Principal.

Procedure for dealing with a more serious breach of discipline

A serious breach or alleged breach of discipline is initially referred to the Deputy Principal. In considering the issue, the pupil concerned is given an opportunity to respond/defend him/herself. Other pupils, members of staff, parents and such other persons as deemed appropriate may be interviewed. When the investigation is concluded, the Deputy Principal makes a report to the Principal.

The Principal may set up a Discipline Forum / Committee to consider the matter. Such a Forum comprises the Principal, Deputy Principal and 1 or 2 other members of staff (e.g. Head of House, School Counsellor, Year Head / Co-ordinator, Form Tutor, Class Teacher), one of whom must represent the pupil.

As part of his investigation, the Principal puts the case to the pupil and gives him/her an opportunity to respond to the accusation. Where a pupil is found to have breached the Code of Conduct or school rules the Principal may issue a red report card or **suspend** the pupil for a period up to three days. (In exceptional circumstances, the Principal may suspend the pupil for five days). He may also make a recommendation to the Board of Management to suspend the pupil for a longer period or to exclude him/her. In the absence of the Principal, the Deputy Principal may be required to take the place of the Principal when instructed to do so by the Principal or Chairperson of the Board of Management.

Longer Periods of Suspension & Expulsion

The Principal informs the Chairman of the Board of Management, who nominates a sub-committee to investigate the breach of discipline fully. In its deliberations, that committee hears representations from the pupil, his/her parents/guardians, the complainant and any other party deemed by the committee to be relevant to the investigation, and reports its findings to the Board of Management. The Board decides what action is to be taken. It may impose a longer period of suspension or final exclusion.

Appeals

The decision of the Board of Management may be appealed within five days to the Board of Directors but that decision stands pending the Directors' ruling. Under the Education Act 1998, Section 29, the decision of the Board of Directors may be appealed to the Secretary General of Education and Science or any authority designated by the Minister.

Complaints

Kilkenny College Complaints Procedure is available on request.

11) Bullying Prevention

Every pupil is entitled to a stable and secure, environment and has the right to an education that is free from fear, annoyance and intimidation.

Bullying behaviour is a repeated aggressive/inappropriate behaviour, direct or indirect, whether verbal, physical, psychological or otherwise.

Bullying is a repeated attack which is intended to hurt, threaten or frighten an individual. It includes, but is not confined to, such actions as physical bullying, damage to property, extortion, intimidation, verbal or written abuse, isolation, making inappropriate gestures, name calling etc.

Types of Bullying

- Verbal bullying (nicknames, slagging, put-downs, sarcasm)
- Physical bullying (pushing, hitting, kicking)
- Psychological bullying (isolating, damaging belongings)
- Extortion (extraction of money or other items of property, accompanied by threats)
- Gesture bullying: non-verbal threatening and frightening messages
- Homophobia (gay bullying): Remarks are made saying that someone is gay.
- Racist bullying: means one is subjected to abuse and harassment because of their race, colour or beliefs.

Effects of Bullying

Bullying can take place anywhere, in your neighbourhood, at school, on your computer, on your mobile phone etc. Students who are being bullied may develop feelings of insecurity and extreme anxiety. It is therefore important to be alert to changes of behaviour as early intervention is important.

The following signs may suggest that a student is being bullied

- Someone taking a lot of time off from school, arriving to school late and trying to avoid being in situations like the toilets or changing rooms.
- Some pupils may be calling a student names, not loudly, but so that this name calling will be heard.
- Pupils spreading rumours about other students.
- Pupils spending break and lunchtimes on their own.
- Some pupils organising activities to do but deliberately leaving some students out
- Pupils getting nasty phone texts and abuse on the Internet or by instant messaging

It is important that pupils report instances of bullying to the school management so that appropriate and effective action can be taken. However, some pupils may be afraid that if they do something about the problem, the bully may pick on them next. Remember, if you see someone being bullied and you do nothing to help the pupil being bullied then you are helping the bully. Problems should be shared.

What you should do to help

- Tell a teacher. Give a reliable account of what has been happening.
- Go with the person being bullied and back up what they say to the teacher or to their parents.
- Tell your parents what's happening and ask them to have a quiet word with your Head of House, Year Co-ordinator or Ms. Ryan.
- Agree with your friends that you will all make it clear to the person doing the bullying that you don't like what they're doing.
- The College will deal with each situation confidentially.

12) Cyber bullying

Know what to do when cyber bullied

- Tell an adult you trust.
- Save or print the evidence
- Ignore harassing or rude comments posted on your profile

Know how to prevent it

- Only share your password with your parent or guardian
- Change your passwords often
- Set your page and blog to private
- Keep your personal information private

Know how much is too much

- Use nicknames that don't identify your gender, age, or location
- Think before posting or sending photos – they could be used to hurt you later
- Alter your pictures before you post them to remove any identifying information
- Never post provocative or 'sexy' photos online
- Never meet in person with anyone you first met online
- You wouldn't give a stranger in the street your name, phone number and address, so don't do it online
- Avoid posting anything that would make it easy for a stranger to find you.
- If you receive messages that are sexual, hostile, threatening or in any way inappropriate tell a trusted adult

Fortunately, no matter how careful the bully is to cover his/her tracks, there is no hiding place in cyberspace and the police can track their digital fingerprints down to an individual computer or mobile phone.

13) Internet safety

Stay safe online

While the internet is a great way of meeting new people who share your interests, you can't always be sure who you are communicating with in cyberspace. Remember the person with whom you are interacting may not be the person they say they are (e.g. A person pretending to be a child when he/she is actually an adult).

- Never give out your full name (first and last). Don't give out your first name without checking with your parents or another adult first.
- Remember any information you share about yourself can be seen by anyone who is online.
- Don't give out your phone number.
- Talk to your parents (or your teacher or another adult) about the kinds of places you go and things you do and see when you are online, or give out your e-mail address.
- Pick a name – different from your real name – to use online
- If someone online asks too many personal questions, be suspicious. Stop talking with them.
- Don't give out the name of your school. Remember a uniform tie or crest can identify where you go to school.
- Always remember that people online may not be who they say they are. It is very easy for people to pretend to be someone they are not.
- Don't do things online that you wouldn't do in real life.

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.