



CROSS & PASSION COLLEGE

CODE OF BEHAVIOUR

Cross and Passion College
Kilcullen, Co. Kildare

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CODE OF BEHAVIOUR

Introduction

Cross and Passion College is a co-educational Catholic School under the Trusteeship of Le Chéile. Under Section 23 of the Education (Welfare) Act, 2000, the Board of Management of each school must prepare and make available a Code of Behaviour for its students. The Act requires that the school Code of Behaviour is prepared in accordance with guidelines issued by the National Educational Welfare Board.

The Code of Behaviour assists the school community to promote the school ethos, positive relationships, policies and procedures that encourage good behaviour and prevent unacceptable behaviour. This policy aims to establish the framework within which the whole school community relates and students are encouraged to do their very best. The aim of this is to assist teachers, other members of staff, students and parents to work together for a happy, effective and safe school. The goals, objectives and key measures of this policy are linked to other policies in the school and to curriculum development.

Mission Statement

We, the community of Cross and Passion, acknowledge the central importance of caring relationships with each other, in the creation of a safe learning environment where all are encouraged to grow, with dignity, to their full potential.

The energy and spirit of our school community are reflected in our values. We believe that in caring relationships our students:

- Learn to respect self and others
- Learn to appreciate and develop their talents
- Learn to value their contribution to the creation of a positive and productive learning environment
- Deepen their understanding of themselves and others as learners
- Learn the true meaning of inclusive community by accepting their differences and acknowledging their mutual interdependence
- Develop awareness of and responsibility for the earth
 - Grow in awareness of Gospel values as they develop into young adults.

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Background and Ethos

The sisters of the Cross and Passion were first involved in Kilcullen in 1878 when they taught in the local National School. Cross and Passion College was founded in 1887. The college sought to provide secondary education for girls. Today, the school is under the trusteeship of Le Chéile - a Catholic School Trust which continues to carry out the legal and inspirational role of the founding sisters. The school is managed by a Board of Management, comprising representatives of Le Chéile, teachers and parents.

Cross and Passion College is an educational community whose charism and spirit are drawn from the inspiration of the congregation of the Sisters of the Cross and Passion. The focus of this community is to be a caring community infused with Christian values, which influence and guide all who are part of it.

The Charism, Spirit and Educational Philosophy is brought to fruition within the context of the

school organisation. The atmosphere of the college is characterised by simplicity and friendliness by promoting caring relationships between all members of the community. The students are taught and helped to treat each other equally and with respect while at the same time assisting them to grow in appreciation of their gifts and talents, both creative and critical, in a good balance between academic, social and spiritual growth. You can find more details on the history of the school on the school website: www.cpckilcullen.com

Rationale

Many people work together in our school each day and therefore a high level of courtesy and consideration for others is expected. Behaviour which is disrespectful, dangerous or disruptive is not acceptable. Our code recognises each student as an individual and creates an environment in which the welfare of all is protected. Once a student enters this school, they are subject to the expectations of the school as laid out in this Code of Behaviour. The Board of Management reserves the right to review and adapt our expectations as described within the Code of Behaviour.

Roles and Responsibilities

Cross and Passion College values the positive contribution of all members of our school community. Each member has responsibility for the promotion of good behaviour and in ensuring that the highest level of teaching and learning is afforded every opportunity to enhance the lives of every member of the school community.

Students, parents and staff all play a role in supporting the Code of Behaviour being implemented for the benefit of all the school community.

Related Policies

This Code of Behaviour should be read in conjunction with the school's Bí Cineálta Policy, Acceptable Usage Policy, Mobile Phone Policy, Attendance Strategy, Substance Use Policy, Suspension and Expulsion Policy, and any other relevant school policies. Where appropriate, these policies operate alongside this Code of Behaviour.

EXPECTATIONS OF STUDENTS IN OUR SCHOOL COMMUNITY

**1. Students will show respect to themselves,
all members of our school community and our school environment.**

This means you:

- Are mannerly and courteous to others
- Follow all staff requests both inside and outside the classroom
- Sit in your assigned seat
- Respect diversity
- Listen to others
- Use appropriate language and behaviour to all in the school community
- Communicate respectfully to one another including written, verbal, texting and social media
- Respect our school environment
- Respect the property of others and of the school

This is expected because:

- Everyone should be comfortable and confident in their environment
- Every individual has the right to learn
- The school is a place of work

2. Students should be on time for all their classes throughout the school day.

This means that:

- You arrive on time; if late, you sign in
- You move from class to class quickly and do not go to your locker
- You cannot leave the school building without permission during the school day. (Year Head must be notified if there is an expected absence; you must sign out before leaving)

This is expected because:

- Being at roll call is essential to record your attendance. Accurate attendance records are a legal requirement for all schools.
- The class is disrupted if students are late.
- Good attendance and good time keeping are important life skills.
- Unauthorised absences are not permitted.

3. Students will bring their journal, books, copies, homework and all equipment so that they can fully participate in each class.

This means:

- You have everything you need for your class (correct uniform, books, copies, ingredients, materials etc.)
- You engage with the work assigned to you in class
- You ensure that your homework is completed and presented on time in the manner outlined by your teacher.

This is expected because:

- It is important to be prepared for each individual subject.
- The class is disrupted if students are not organised.
- You need your books and copies to learn.
- Homework is an important part of the teaching and learning process here in CPC.
- You need your journal to record your homework.

4. Wearing the appropriate school uniform is expected every day and for every activity.

The list of uniform items can be found in the supporting our Code of Behaviour section.

This means:

- All students present in full uniform each day and for all school activities/events/trips etc.
- Excessive use of makeup, jewellery and piercings is not allowed.

This is expected because:

- All students are part of the CPC community and should be easy to identify as such.
- You are representing yourself and your school at all times.
- The school uniform promotes a sense of pride and equality among the student population.
- Excessive jewellery poses a health and safety risk to students.

5. Students are responsible for ensuring that our school is a safe and healthy environment for all.
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This means that:

- You respect the rights of others to a healthy and safe environment by:
 - Not possessing, supplying or using **tobacco, vaping/e-cigarettes, nicotine products, snus (or similar alternative products), alcohol, or controlled drugs**
 - Not bringing objects onto the school grounds/trips/activities etc. that can cause harm
- Students must follow the school's AUP (Acceptable Usage Policy) & Mobile Phone Policy
- Students must follow the school's Bí Cinealta policy
- Students are not permitted to leave the school grounds during the morning break time. 1st years are not permitted to leave the grounds.
- Students are not permitted to leave the school building/school activity without permission
- Defacing or damaging school property is not acceptable and could incur a cost for repair.
- Groups of students gathering in toilet cubicles/bathrooms is not allowed. Each toilet cubicle is for single use only.

This is expected because:

- Everyone should be comfortable and safe in their environment
- The possession or use of **tobacco, vaping/e-cigarettes, nicotine products, snus (or similar alternative products), alcohol, or controlled drugs** is strictly prohibited on the school campus and carries penalties under both school policy and the law.
- Everyone has the right to privacy
- We need to be able to say who is on the premises and account for the whereabouts of all members of the school community.
- Damage to property costs money in repairs which could be better spent on other school items and could also cause a hazard to health and safety.

RESPONSES TO BEHAVIOUR

When Expectations are met by students: Rewards and Incentives The following are some examples of rewards and positive reinforcements employed in Cross and Passion College:

- Appointment to Leadership roles: Prefects, Class Captains
- Commendation at Annual Awards Ceremony
- Commendation at Assembly
- Commendation in writing or verbally to Parents/Guardians
- Commendation through the school communication channels / school app
- Acknowledgment through formal reports
- Display of student work
- Participation in a broad range of activities
- Positive note home and recorded on VsWare
- Positive recognition by Principal, Deputy Principals, Year Head, Class Teacher, Subject Teacher

Awards

The school Awards aim to recognise students who have made a positive effort in many areas of school life. Awards are given for:

- Academic Excellence
- Application to Study
- Excellent Attendance
- Sporting Achievement
- Achievement in Music
- Principal's Award for Contribution to School Life
- Subject Awards

Other awards can also be given as the opportunity arises.

As well as formal awards students are rewarded regularly through:

- Verbal praise for student in private/in class/at assembly
- Positive note in the student journal
- Commendation on the school app/website
- Stamps/Stickers in the student journal
- Phone call home to parents
- Positive Postcard posted to parents
- Merit Award System for Transition Year
- Small prizes throughout the year
- Inter-Class Competitions with awards for the best class
- Display of students' work in classrooms and on corridors
- Leadership Roles given to pupils
- Plaques on walls of school naming the Award-Winning Students

RESPONSES TO INAPPROPRIATE BEHAVIOUR

When Expectations are not met by students: The School Ladder of Referral The purpose of sanctions is to give students a chance to reflect on their behaviour and to bring about a positive change in their behaviour in the future. It is our aim to ensure that sanctions are imposed in a fair, reasonable and consistent manner. Students will be encouraged by their teachers to correct inappropriate behaviour, without recourse to formal sanctions.

The examples of behaviours and sanctions contained within this Code are not exhaustive. School management reserves the right to respond appropriately to behaviours not specifically listed where such behaviour impacts on the safety, wellbeing or orderly operation of the school.

Stage One: Low Level Behaviour - managed by Subject Teacher

Teachers will address misbehaviours and lack of cooperation in their classes such as:

- Lateness for class
- Failure to bring relevant materials
- Challenging teacher authority
- Refusal to follow instructions
- Leaving assigned seat without permission
- Using inappropriate language
- Making noises/humming etc.
- Shouting out / at other pupils
- Eating/drinking/chewing gum
- Mobile Phone not in pouch
- Lack of or incomplete homework

Teachers may use a variety of strategies to show disapproval of and to discourage unacceptable behaviour, such as:

- Speak to student at the end of class and advise the student on what aspect of their behaviour they need to improve on
- Verbal warning
 - Write out missed work / Issue extra homework/written work (no more than 1 A4 page)
- Reflection on my Behaviour Assignment and/or Homework Contract
- Arrange and supervise detention during school time: either before school/as part of lunch time or after school and record such in the school journal (parents will receive notice of such detention from the subject teacher)
- Review seating plan / Move student
- Note home or email home
- Phone parents
- Meet parents
- Liaise with year head

Under the following circumstances a teacher may send for a Deputy Principal to remove a student from class:

- Physical threat to (a) teacher, (b) another student
- Gross disruption of the class
- Major safety issue.

Stage Two

The Class Teacher fulfills a pastoral role and may speak with students (on referral by a teacher) about their behaviour to encourage them to alter the behaviour. They may contact parents by phone or in writing to inform them of their concerns.

Stage Three: Medium Level Behaviour: Managed by Subject Teacher and Year Head

Incidents of serious and/or persistent indiscipline will be reported in writing to the Year Head

by the teacher concerned. The teacher's report details the incident(s) and the interventions used by the teacher and how the student responded to them. The teacher should inform the student that a referral sheet will be completed on the matter for the attention of the Year Head. All referral sheets are filed in students' files once the issue has been addressed by the Year Head.

The Year Head will address persistent misbehaviours such as outlined above, as well as inappropriate behaviour such as:

- Repeated minor offences
- Refusing correction in class
- Undermining adult authority
- Serious disruption of class
- Bullying/intimidation of other students
- Inappropriate behaviour on corridors/at school events
- Mithing / Truancy

The Year Head may use a variety of strategies to show disapproval of and to discourage unacceptable behaviour, such as:

- Speak to the student and advise the student on what aspect of their behaviour they need to improve on
- Reflection on my Behaviour Assignment and/or Homework Contract
- Refer to the Guidance Counsellor
- Seek Student Support Team support
- Phone parents
- Meet parents
- Arrange and supervise detention during school time: either before school/as part of lunch time or after school and record such in the school journal
- Impose Friday detention
- Withdrawal of privileges
- Use Support Cards to monitor behaviour
- Use Attendance Cards to monitor attendance / punctuality

Stage Four: Persistent Medium Level Behaviour: Year Head and Deputy Principal If there is insufficient improvement in behaviour despite the interventions of the teacher and Year Head, then the matter will be referred to the Deputy Principal. The report from the Year Head will detail the incidents and the interventions used by the teacher, and subsequently the Year Head, and how the student responded to them.

The Deputy Principal will address continuing misbehaviours after interventions referred on by the Year Head such as outlined above, as well as inappropriate behaviour such as:

- Substance abuse involving tobacco, vaping/e-cigarettes, nicotine products, snus (or similar alternative products), alcohol, or controlled drugs.
- Physical threat to a teacher or another student
- Fighting
- Inappropriate language directed at the teacher/staff member/student

- Damage to school property
- Compromising the safety of members of the school community

The Deputy Principal may use a variety of strategies in addition to those above to show disapproval of and to discourage unacceptable behaviour, such as:

- Temporary removal from class
- In-House Suspension from a particular subject(s) for a limited time.
- Seek cost of repair of damaged property from the student
- Support from outside agencies
- External Suspension (in consultation with the Principal).
- Referral to the Principal

Stage Five: High Level Inappropriate Behaviour: Year Head, Deputy Principal, Principal

The Principal, and in his absence the Deputy Principal, has the final authority in dealing with matters of discipline in the day to day running of the school. The Principal/Deputy Principal will deal with serious breaches of behaviour, referred by the Subject Teachers or Year Head.

- Serious breaches of behaviour will normally result in a pupil being suspended. (Please refer to the Suspension and Exclusion policy).
- The Principal/Deputy Principal has the right to refer matters to the Gardai when the law has been broken.

The Principal may use any of the above sanctions/interventions plus those listed below:

- In all cases of external suspension, the Principal will inform the Board of Management.
- Parents have a right to appeal the decision to suspend their son/daughter to the Board of Management.
- The Principal will inform Tusla/Education Welfare Officer if a student has been suspended for more than 6 days (20 cumulative days in any school year).
- The Principal may refer the student to an external agency for assistance in behaviour modification.
- The Principal may refer the pupil to relevant authorities, including the Gardai.
- The Principal may refer the behaviour of the pupil to the Board of Management.

Stage Six

The Board of Management may arrange:

- Meeting of parents with the Board of Management.
- Further suspension(s)/Exclusion.

SUPPORTING OUR CODE OF BEHAVIOUR: How Our School Works

The following document will help students and their families understand the expectations of the school and how they can meet them.

Statement of Standards

In Cross and Passion College we aim to maintain a safe and orderly environment where staff and students can learn and work together in an atmosphere of cooperation and mutual respect.

Our Objectives

- To encourage self-awareness and self-discipline in all
- To nurture respect and consideration for others
- To create a safe and positive learning environment to enable all to reach their full potential
- To develop respectful ways of resolving difficulties and conflict
- To promote a sense of pride in our school and the development of a community spirit through a willingness to participate in school activities
- To encourage the development of values and responsibilities that will help prepare students for adult life

1. Student Journal

This is a vital link between the school and the home, primarily used to record homework at the end of each class. It also provides a means of communication between parents and teachers. It is not a personal diary and should only be used for the purpose intended. Journals containing unsuitable comments or graffiti may be confiscated and will have to be replaced by the student.

- All students must have a school journal.
- The journal should be on their desk in every class.
- Journals must be available for inspection at any time.
- Journals may be checked regularly by the class teacher and/or year head.
- Parents should check and sign journals at least weekly.

2. Attendance

Students should attend school each day and be on time. It is important that students are absent from school only when it is absolutely necessary. Poor attendance and poor progress and academic performance are closely linked.

- Students must attend all timetabled classes on a given day.
- Attendance is recorded electronically on VsWare. Parents/Guardians have access to VsWare and are encouraged to monitor their son/daughter's attendance.
- Parents/guardians are expected to notify the school of absences through the School App at the earliest opportunity.
- Under the Education (Welfare) Act, 2000, the school must notify the National Educational Welfare Board if a student has missed a total of 20 days in the school year, even if the absences are accounted for. Therefore, family holidays should be avoided in term time. Medical and dental appointments should be arranged out of school time if at all possible. Year Heads will communicate with parents/guardians where concerns arise around poor attendance.
- Requests to leave school during the school day must be put on the School App. If written they must be shown to the Year Head (or Deputy Principal if the Year Head is unavailable) and signed before the student leaves the school. The student must always sign out at the main office before leaving.
- Parents/guardians can submit a Permission to Leave request through the School App but the student will still need a signature from their Year Head in the Student Journal to sign out at the main office.
- Students who arrive late to school must sign in at the main office. Students must receive a Late Stamp in their school journal before they enter class. Students who are regularly late with no explanation will be given detention by the school's Attendance &

Punctuality Co-ordinator and/or Yearhead.

- As far as possible, students should use bathroom facilities at break and lunch times to minimise disruption to classes.

3. Illness During School Day

- When a student becomes ill during the school day they should inform the subject teacher that they have at that time and then seek permission from their year head to go to the main office so that a phone call home can be made. All contact with home must be made through the school office. Students are not permitted to phone directly.
- Having obtained permission to go home, the student signs out in the office as they leave. If a student returns to school they must sign back in.
- Students should never absent themselves from class without permission for health and safety reasons. This includes going to the toilets / leaving the building if feeling unwell - the teacher must be informed for safety reasons.
- All of these points are to ensure the safety of your son / daughter while in our care and parent/guardian support in these matters is appreciated.

4. On the Corridors and Break-Times

- Given the number of students moving around the school, students are asked to move promptly and carefully at all times, following the instructions of staff where given.
- In order to maintain an orderly flow, students are asked to keep to the left-hand side of the corridor where possible.
- To maintain our school and show pride in our surroundings students are asked to keep the corridors tidy i.e. place litter in the bins provided.
- All students are expected to respect both school property and any other student's property.
- No student is permitted to possess or consume tobacco, vaping/e-cigarettes, nicotine products, snus (or similar alternative products), alcohol, or controlled drugs in the school or on the school grounds at any time, as these are strictly forbidden by school rules and the law of the land.
- The possession of bangers/fireworks/sharp objects or items that may injure another will be treated with the utmost of seriousness and may involve informing the relevant authorities.
- Bullying, fighting and intimidation are regarded as the most serious discipline offences that can be committed and will not be tolerated. Suspension and/or expulsion may result.
- No students are allowed to leave the school grounds during the small break.

5. In Class

- The teacher decides on the seating arrangements; therefore, students must sit where the teacher asks.
- Students should come fully prepared for class with all necessary books, equipment, stationery, pens etc.
- Students should ensure all homework due has been completed to the best of their ability and that day's homework should be recorded in the school journal.
- As all students have a right to learn, no student should do anything to distract others during class time.
- All class periods either follow a break or are leading into a break, therefore it should be rare that a student needs to leave the classroom. In the case of an urgent need to leave, the student must ask for permission, provide their journal to the teacher so that the

temporary absence can be recorded and endeavour to return to class as quickly as possible. Students seeking permission to go to the toilet will be asked to leave their mobile phone pouch on their table.

- It is important that students remain attentive throughout the class period.
- In keeping with our desire to display pride in our school students are expected to keep the classroom tidy, placing any litter in the bins. Eating in classrooms is not allowed without permission.

6. Homework

Homework is given in most subjects after each class. It may not always be written work. Some other examples of homework include: Learning assignments, reading, listening comprehension, learning phrases, personal reflective journal, drafting and writing essays, research, visiting the library, model making, word processing, project work, interviews, report writing, debate preparation, revision, watching a documentary etc.

- Homework should be completed to the highest possible standard for each student.
- Where homework is not completed a note of explanation from a parent/guardian should be supplied. Where this is not the case the teacher will impose an appropriate sanction.

7. Uniform

Parents/guardians show their sons/daughters and the school that they support the school in its efforts to maintain high standards of presentation and behaviour by ensuring that their son/daughter wears the correct uniform. Students are expected to wear the uniform with pride and respect and be conscious that every time they wear it, they represent our school community. Students are expected to present themselves in a manner that is neat, appropriate and consistent with the ethos and standards of the school. Excessive makeup, jewellery, facial piercings, or other forms of appearance which, in the opinion of school management, are inconsistent with these standards may not be permitted.

Full correct uniform MUST be worn by students every day. Full uniform must also be worn by students on School Outings or when representing the school or supporting school teams. On occasions (e.g. field trips) when it is deemed more suitable to wear alternative garments, communication will be made to parents.

The uniform consists of:

- Blue CPC school jumper with crest
- Blue school shirt
- School CPC check pleated skirt / Black trousers (*Note: Trousers are black 'suit type' - NOT leggings, jeans (black denims), tracksuit bottoms, yoga pants etc.*)
- Black socks/tights
- Black footwear (Plain black only)
- The school CPC jacket/fleece can be worn over the uniform but NOT as a replacement for the blue CPC jumper.

The PE uniform is worn to and from school on the day you have PE class. The PE Uniform is a CPC sports top and a CPC crested tracksuit bottoms/ crested leggings worn with the new crested PE t-shirt. Footwear for PE should be appropriate for activities (converse are not suitable sports shoes). Sports shoes may be changed into for PE class if necessary.

- Non CPC items of clothing should not be worn around the school.
- All items of uniform and property should be clearly marked with the student's name. It is

recommended to bring only what is needed each day to school.

- If for any reason students are not wearing their full uniform, they must have a written note from a parent/guardian explaining the reason for this.
- Teachers will ask to see the note and record the details on VsWare for the attention of the Year Head. If the student has no note of explanation the teacher will also record the details on VsWare for the attention of the Year Head.
- The Year Head will monitor these reports and after 3 such instances will contact a parent/guardian and the student will be put on detention.
- If there is no improvement the Year Head will repeat these steps and arrange to meet with a parent/guardian.
- If there is still no improvement the Year Head will refer the matter to the Deputy Principal outlining all steps taken to date.
 - The Deputy Principal will meet with the parent/guardian if there is still no improvement and further detention / suspension will be considered.
- If necessary the Deputy Principal will refer the matter to the Principal.
- The decision of school management regarding the interpretation and application of the school's standards of appearance shall be final.

8. Mobile Phones / Electronic Devices

In line with the guidance provided in circular 0045/2025 we became a phone free campus in 2025. All students are issued with a phone pouch into which their mobile devices are placed for the duration of the school day.

- Students and parents must familiarise themselves with the school's Acceptable Usage Policy (AUP) and mobile phone policy.
- This policy applies to all students enrolled in **Cross and Passion College** during the full school day, including break, lunchtime and evening study.
- It applies to all personal mobile devices, including smartphones, smartwatches, and airpods/earphones (wearable tech).
- Each student will be assigned a personal **Yondr Pouch** with an identifier, provided by the school.
- It is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.
- As students arrive to school they must:
 - Only bring one phone to school (or none)
 - Turn their phone off.
 - Open their Yondr Pouch by tapping against the Unlocking Base.
 - Place their phone (and any other devices covered by this policy) inside the Pouch and secure it.
 - Store it in their schoolbag/pocket for the day.

If a student chooses not to bring a Mobile Phone to school this must be confirmed in writing by a parent/guardian to the principal.

- Before leaving school grounds, students will:
 - Open their Pouch at an unlocking station.
 - Remove their phone
 - Close their Pouch (Important to stop the pin bending in the bag)

- Keep in their school bag overnight.
- Students arriving late or leaving early will pouch/unpouch their phones at Reception.
- Pouches will be checked to make sure they have not been damaged and that they are securely closed with the student's phone inside.
- **Phone seen during School**

If a student is found in possession of a phone outside a Yondr pouch, the phone will be confiscated and must be collected by a parent/guardian (Parent Pickup). The parent/guardian will be contacted and expected to collect the phone before 5pm. If the phone cannot be collected by this time it can be collected the following day by the parent/guardian. **Phones will not be returned to students.**

A student in breach for a second time will, in addition to the above, be issued with a detention. Repeated breaches will result in suspension.

Students who bring in more than one phone are liable to be suspended. Students who say they have not brought a phone to school, and are subsequently found to have one, are liable to be suspended.

If a student forgets their Pouch, **they must hand their phone into reception at the start of the day.** The phone will be returned to the student at the end of the school day.

If a student consistently forgets their Pouch, it is considered Lost. Please refer to the Pouch policy for further information.

- **Tampering with / damaging a pouch or lost pouch:** If a student damages or loses their Pouch, we will collect the phone and call home for a **Parent Pickup**. A fee to replace the Pouch of €20 will be applied. Examples of damage include:
 - ❖ *Ripped fabric, Cut, Torn, Bent/cut pin, Signs of force to black button on flap, Damage to the black ball, Pouch opens without unlocking station*
- A student who purposely interferes with or damages their Yondr pouch or the Yondr pouch of any other student is also liable to a serious sanction, up to and including suspension.
- If a student is found in possession of a Yondr unlocking station, or a similar strength magnet used to unlock the pouches, this will be considered a serious offence, and will lead to a suspension.
- Personal devices, such as smart phones, are not permitted in exams and exam papers will be cancelled if this occurs.
- If a student needs to contact home urgently, they will be allowed to use the phone in the Main Office.
- If parents need to contact students urgently, they should phone the Main Office.
- The use of personal devices to take photographs/audio or video footage is prohibited, unless with the expressed permission of staff e.g. as part of Classroom-Based Assessment (CBA) and with the consent of the subject(s) of photograph/audio or video footage.
- If a student uses a personal device outside the permitted times or in breach of the agreed acceptable use then students will be asked to hand their device over to the staff member dealing with the situation.
- Refusal to surrender a phone or other device when directed by a member of staff will be regarded as a serious breach of the Code of Behaviour.
- At Cross and Passion College students must not take, use, share, publish or distribute images of others without their permission.
- Students must not share images, videos or other content online with the intention to harm another member of the College community regardless of whether this happens in school

or outside.

- The creation, sharing or distribution of inappropriate, abusive, threatening or sexually explicit material involving members of the school community will be treated as a serious breach of the Code of Behaviour.
- Misuse of mobile phones/devices/the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The College also reserves the right to report any illegal activities to the appropriate authorities.
- Cross and Passion College will deal with incidents that take place outside the College that impact on the wellbeing of pupils or staff. In such cases the College will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of the College and impose the appropriate sanctions.
- The School accepts no responsibility for replacing lost, stolen or damaged mobile phones.

9. Detention

Detention is a serious sanction used as part of the discipline system in the school in response to inappropriate behaviour.

- Detentions can take place at lunch time or at the end of the school day.
- Students and parents will be given more than 24 hours notice of an upcoming detention. Parents are informed of the details via phone call, school app, email and/or in writing.
- Students are expected to turn up on time for detention and to cooperate with the supervisor.
- Students will be excused from detention only in exceptional circumstances and where these circumstances are communicated to the school directly by parents/guardians.
- Failure to attend detention without prior notice is very serious and will be followed up appropriately. Further sanctions, up to and including suspension, will be considered.
- Students who have a large number of detentions and suspensions may be brought before the Board of Management.

Detention may be given as a sanction when a student is persistently non co-operative. It may also be given on the spot for behaviours.

10. Lockers

Students are allocated a locker at the start of the school year. They are not allowed to change that locker without the permission of their year head.

- Any student found to be misusing or damaging a locker may have the privilege of using a locker removed.
- Students should only visit their lockers before school, during break/lunch time and after school.
- The use of lockers is subject to public health guidance and space available.
- Lockers remain the property of the school and may be inspected by school management where there are reasonable grounds for concern regarding health, safety or the welfare of members of the school community.

11. Bicycles and Cars

- Bicycles must be left in the bicycle racks provided. They should be securely locked.
- Students are not permitted to ride bicycles on the school grounds.

- Students who drive to school must park their cars outside the school grounds. Students are not permitted to park cars on the school grounds.
- Students must drive with care and consideration for others at all times in the vicinity of the school.

12. School Outings, Trips and Activities

- Students representing the school or participating in school-organized activities, trips, or outings are subject to the school Code of Behaviour.
 - Participation in school trips, exchanges and extracurricular activities is a privilege rather than an entitlement. Previous behaviour, attendance, punctuality and cooperation may be considered when determining eligibility to participate.
- The highest standard of behaviour and cooperation is expected from students at all times. Full school uniform must be worn unless alternative arrangements have been made and communicated to parents.
- Students must follow the instructions of the teachers and other adults supervising the trip/activity.
- Misbehaviour on school outings / trips / activities is considered a serious breach of discipline and will be dealt with accordingly. Sanctions up to and including suspension may apply. Students may also be barred from participating in future school trips/activities.

13. Substance Abuse

- The use, possession, or supply of tobacco, vaping/e-cigarettes, nicotine products, snus (or similar alternative products), alcohol, or controlled drugs by a student in the school, on school grounds, or while participating in school-organized activities/trips is strictly forbidden and is a major breach of the school Code of Behaviour. The school will deal with such incidents in accordance with the school Substance Use Policy.
- Sanctions up to and including suspension and/or expulsion will be considered. The school reserves the right to report any illegal activities to the appropriate authorities, including the Gardai.

14. Bullying

- Bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.
- Bullying of any form is completely unacceptable in Cross and Passion College.
- The school will deal with incidents of bullying in accordance with the school Bi Cinealta Policy.
- Serious sanctions, up to and including suspension and/or expulsion, will apply to students who engage in bullying behaviour.

15. General

- The Board of Management reserves the right to review and adapt our expectations as described within the Code of Behaviour.
- The Code of Behaviour applies to students at all times while they are under the care and responsibility of the school. This includes school tours, field trips, games, and evening or weekend activities organized by the school.
- Students are ambassadors for Cross and Passion College. Behaviour in the wider community, particularly when travelling to and from school, should reflect the values and standards of the school.
 - It also applies to behaviour outside school where that behaviour has a clear

connection with the school or could reasonably be expected to have an adverse impact on the safety, wellbeing, reputation or orderly running of the school.