



ST KILIAN'S GERMAN SCHOOL DUBLIN

St. Kilian's German School Dublin
Roebuck Road, Clonskeagh,
Dublin 14, Ireland.
Tel: +353-1-288 3323/4
Fax: +353-1-288 2138
Email admin@kilians.com
www.kilians.com

CODE OF BEHAVIOUR

Prepared by the Board of Management, after consultation with:

- the Principal of the School;
- the teachers teaching at the School;
- the parents of the students registered at the School, represented by the Board of Management;
- the students, represented by the Student Council;
- and the Educational Welfare Officer assigned functions in relation to the School,

pursuant to section 23 of the Education (Welfare) Act, 2000.

Section 1: General Principles regarding standards of behaviour at St Kilian's German School:

1. Behaviour at St. Kilian's German School is based upon respect which pupils, parents and teachers owe each other. Respecting one another means that each individual is treated with due regard to her or his dignity and integrity, physical and mental. Each member of the school community is entitled to fairness and justice, to courteousness and decency.

2. The school expects that students will:

2.1. Attend school regularly and remain for the full day.

This is a rule of our school because missing class adversely affects progress.
(See our Attendance Policy for further details)

2.2. Be on time for every class.

This is a rule of our school because not being on time causes disruption for the teacher and the class. Also as our school is concerned with the development of the whole child we see the importance of encouraging students to develop good punctuality which will be expected of them in the workplace.

2.3. Show respect for yourself and others.

This is a rule of our school because having respect for oneself and for others, promotes a respectful, caring atmosphere where the rights of all are upheld.

2.4. Show respect for school property.

This is a rule of our school because defacing / damaging school property is destructive and shows a lack of respect for the school community of which the student is a member.

2.5. Move quietly around the school in an orderly manner.



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This is a rule of our school for the health and safety of students and staff and so that the business of teaching and learning can take place without unnecessary disturbances.

2.6. Listen to messages given and do as required.

This is a rule of our school so that instructions given to assist the smooth running of our school are carried out in the interests of all.

3. Everybody's behaviour at the school is guided by elementary principles:

- We do not hurt each other, neither with blows nor with words.
- We respect property, ours, our fellow pupils', our teachers' and the school's. This means that we do not damage it, and that we don't take it away.
- We do not behave in such a way that we might hurt ourselves.
- We do not leave the school premises if we have not been given permission by a teacher or the school secretary to do so.
- We attend classes regularly, punctually, we bring our books and other materials, we work in class as requested by our teachers, and we do our homework carefully.
- We don't disturb classes.
- Teachers will treat pupils with respect, and pupils accept teachers have a duty of care towards pupils. That means that pupils must follow teachers' instructions because these instructions serve to help them respect these rules and enjoy school.
- We wear clothes that are neither offensive nor inappropriate in school. This refers to inscriptions on T-shirts as well as the length of skirts or tops. Visible piercings are not permitted except in ears, eyebrows or the side of the nose.
- We do not engage in sexual behaviour in the school.

4. This Code of Behaviour is to help all members of the school community to achieve these aims. It serves

- To create a safe, secure learning environment for all students by promoting a sense of mutual respect among all members of the school community.
- To have effective procedures in place which will allow for the day to day running of the school and which meet the demands of current legislation.
- To promote good behaviour and self discipline.
- To allow for the appropriate involvement of all school personnel
- To ensure understanding by the parents, students, staff and management of the code of behaviour and the reasons for it.
- To emphasise the promotion and acknowledgement of good behaviour.
- To outline the strategies to be used to prevent poor behaviour and the ways in which positive behaviour is acknowledged.
- To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour.
- To outline the interventions to be used when a student repeatedly misbehaves.

5. Our school acknowledges the contribution of all members of the school community. Each member has responsibility for the promotion of good behaviour and a role in dealing with and minimizing negative behaviour.



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5.1. The school expects that students will at all times do their best to uphold the code of behaviour of our school.

5.2. The school acknowledges the role of parents in the development and operation of the code of behaviour and expects them to support the code and encourage their sons/daughters to uphold it.

5.3. The school acknowledges the role of teachers in the development and operation of the code of behaviour. The school recognises that a teacher's main focus is in the area of teaching and learning, but that they also have a pivotal role to play in behaviour management. That pivotal role forms a core element of this code. We have teachers assigned to each class and year group with special responsibilities for operating the code.

5.4. Guidance Counsellor, Learning Support Teachers, Co-ordinators, Deputy Principal and Principal all have specific roles to play in upholding the code.

5.5. The school acknowledges the contribution of ancillary staff in the day to day running of the school. They too have a part to play in the successful operation of our code of behaviour. In particular they have a responsibility to report incidents of misbehaviour and examples of positive behaviour they witness.

5.6. The Board of Management is the decision making body of the school. The school acknowledges its role in the development and operation of our code of behaviour. All policies are developed with the authority of the Board of Management and must be approved by its members before becoming official school policy. While members of the Board of Management are not involved in the day to day procedures, they are the body to whom parents and students over 18 can appeal in cases of suspension or expulsion.

6.. What pupils do before school, during break, what they do when it rains, is described in the House Rules for the Primary and the Secondary School, which are appended to this Code of Behaviour. Class teachers will discuss these Rules with their classes at the beginning of each school year. The House Rules may be complemented from time to time by specific regulations e.g., Library Rules, Canteen Rules, Computer Rules, Rules for Break, Supervised Study Rules, etc.

13. Special rules are applicable to the use, or possession, of illegal, or controlled, substances in accordance with public policy

- Smoking: Smoking on the school premises or on school trips and outings is forbidden. A breach of this rule will result in an immediate detention, cigarettes will be confiscated.
- Alcohol: The possession and/or drinking of alcohol by students on the school premises or on school trips is forbidden. A breach of this rule will result in an immediate suspension.
- Illegal drugs: The supply, handling or use of illegal drugs will lead to the expulsion of the offender(s).

14. Students of the Leaving Certificate class, Sixth Year (12. Klasse), are permitted to leave the school premises under certain conditions. These are described in the Rules for 12th Class appended to this Code of Behaviour

Respect for these Principles and Rules ensures that going to school at St. Kilian's is an enjoyable experience. It helps not only to make it easier to learn but also to make friends and to feel safe.



Section 2: Measures to propagate good behaviour at school

In our school, students will be encouraged in their endeavours to uphold the Code of Behaviour by use of the following measures:

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- (a) The Code of Behaviour is circulated to the parents of all new entrants into the school and they are asked to read it and to sign their agreement with the content. By doing so they acknowledge their support and co-operation with it. This is to ensure that parents and students understand what our rules are, why they must be adhered to and what procedures will be followed if the rules are not upheld.
- (b) At the start of Term One each year, as part of our induction process, each class is brought through the Code of Behaviour and any amendments to it are highlighted. This is done so as to remind students of the content and to take account of the fact that they have been out of our schools environment for three months.
- (c) If a student is in breach of a rule, he/she is asked to explain (orally or in writing) the rule he/she has breached, to describe what effect this breach has had on members of the school community, and how he/she could act differently in the future to avoid being in breach of the rule. This is done to develop the student's sensitivity and consideration for others and to assist them in upholding school rules in future. Only after this is a sanction given.
- (d) School rules and the reason for them are discussed as part of the school's pastoral care programme or as part of SPHE. The notion of tolerance for others, self – control, a sense of fairness and the principles of natural justice are discussed as part of the Religious Education programme in the school. Some of this work also takes place in CSPE class since it is the foundation of good citizenship.
- (e) Issues such as Bullying, Racism, Sexism, Harassment, Violence, Substance Misuse etc are discussed with the students during their time in our school, using current legislation, current affairs and / or outside speakers. This is to help the students better understand these issues so that they can base their thinking, understanding and action on factual information and in the light of the values espoused in our school. Ancillary policies, e.g. the school's Bullying Policy, should be included in these discussions.
- (f) Positive behaviour is to be acknowledged by teachers through comment and oral or written remarks, e.g. in the Schülerheft or on school reports.

Section 3: Measures that will be taken to protect the school community against breaches of the Standards and Rules

While Verbal Reprimands, Written Reprimands and the assignment of Detention are part of the everyday interaction between students and teachers, and can therefore be dealt with informally by the class or subject teachers involved, or by members of the school management if consulted, the weighty and far reaching decision to suspend or expel a student requires a formal framework. Incidents that may lead to a Suspension, Threat of Expulsion or Expulsion are dealt with by the Principal or a member of the school management appointed by the Principal, the Class Teacher and other staff members they wish to include in the investigation and conclusion of the matter at hand.

All teachers involved in disciplinary action will liaise with students' parents or guardians whenever that is felt to be helpful, or when the seriousness of the matter and of the possibly ensuing measures make that necessary.



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Students and parents are entitled to discuss disciplinary matters and teachers' decisions with teachers or members of the school management. The relevant Grievance or Complaints Procedures apply.

1. Verbal Reprimand

Minor offences regarding misbehaviour, disregard for house rules, neglect of school work etc. may be rectified by a verbal reprimand. This warning may be combined with the imposition of a task which is suited to making the student aware of the offence. Verbal reprimands are issued by teachers or members of the school management (Principal, Deputy Principal, Junior Cycle or Primary School Co-ordinators).

2. Written Reprimand

In the event of a recurrence of a major offence regarding misbehaviour, disregard for house rules, neglect of school work etc. the pupil concerned is reprimanded in writing:

- In the Primary School an entry is made in the 'Klassenbuch' and 'Schülerheft' by the teacher concerned, outlining the reasons for such an entry. The entry in the 'Schülerheft' is to be countersigned by the parents.
- In the Secondary school a filing system based on cards is to be kept in the staff room, each pupil having one card. A serious behavioural offence or repeated neglect of school work may be entered on the card by a teacher. Entries are monitored by the form teacher and by the school's post holder responsible for discipline.
- In each case the student concerned is informed of the card entry and the reason for the entry by the teacher concerned or by the class teacher or the school's post holder responsible for discipline or a member of the school management.

3. Detention

After three entries in the 'Klassenbuch' or on the card within a period of three months, the pupil concerned is to be detained by the teacher. Any other serious breach of school rules may also be penalised with a detention at the request of the teacher. Parents are to be invited to discuss the pupil's problems with teachers / Principal.

The school's Policy for Detention is appended to this Code of Behaviour.

4. Suspension (up to five days)

This measure can be applied if school work is disrupted by individual pupils despite recourse to repeated disciplinary measures, or if the school community has to protect itself temporarily against the misbehaviour of individual pupils. It is a significant measure as it interferes with the student's right to education, and therefore it must be applied with restraint and only after other measures have failed to protect the student or the school community.

Before a serious measure like Suspension or Expulsion can be considered, a thorough and fair investigation of all relevant matters must be conducted by the Principal or by a teacher or member of the school management appointed by the Principal.

The school has in place a comprehensive procedure for investigating incidents of misbehaviour, and which must be followed strictly as, when acting in a quasi-judicial function, the manner in which the decision-making body arrived at its decision will be open to the scrutiny of the courts:

- The principles of natural and constitutional justice must be applied to such an investigation and all relevant parties afforded a right to be heard.



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- The student shall be informed of the serious misbehaviour concerned. Repeated misbehaviour should be notified to the Principal. If the sanction is to be imposed following cumulative / repeated misbehaviour, the student shall be notified of each instance of misbehaviour which shall be recorded carefully by the teacher concerned and its recording brought to the attention of the student.
- A record of misbehaviour should reflect what warnings were administered on each occurrence, including what sanctions might be imposed so that the student is fully aware of the consequences his or her continued misbehaviour could bring about.
- Parents shall be informed of their right to come to the school to discuss the situation with the Principal, the class teacher or a teacher or member of the school management appointed by the Principal.
- The student has a right to be heard in the investigation and to be represented or accompanied by her/his parent(s) or guardian(s), if desired. It would be appropriate for a pupil facing exclusion to have their views taken into account and to have these views accurately represented and given due consideration in any decision.
- The decision making body must be free (and be seen to be free) from any bias, either in its composition or its decision. For this reason the decision making body must not include the teacher involved in the incident or event that was the immediate cause of the procedure.

Before the meeting takes place, the pupil and his parents have the right to be heard by the Principal or member of the school management appointed by the Principal and class teacher or other teacher appointed by the Principal to deal with the matter. A suspension of up to five days is the decision of the Principal following consultation with the teacher(s) involved in the procedure, and other teachers as he may consider necessary. A record of the proceedings is kept by the Principal or the teacher or member of the school management appointed by the Principal.

The decision and the date and time of the suspension are to be announced in writing to the pupil's parents by the Principal. A suspension has to be recorded in the pupil's file. The Board of Management must be informed about it. The pupil will be provided with work by his teachers to be carried out at home. The work will be checked by the teacher(s) before the pupil is formally re-admitted.

Grounds for removing a suspension imposed in relation to a student:

The Principal may, after consultation with the Class teacher, other teachers whose involvement s/he may consider necessary, and the Chairperson of the Board of Management, and in his absolute discretion, decide to terminate a period of suspension of a pupil and allow the pupil to return to normal school activity where:

- The pupil and his or her parents have undertaken that no further breach of the school's policies or this Code will occur.
- The pupil has proffered a full and sincere apology for the breach of this Code.
- In so far as possible, any person who has been adversely affected by the actions of the pupil that lead to the suspension has had the effects of that action reversed.

5. Threat of Expulsion from the School

This measure can be applied in the case of exceptionally serious or repeated breaches of school rules. Usually it is preceded by one or several Suspensions.



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The decision is to be communicated to the parents in writing and is entered into the pupil's file and report. It applies to the current and the following year. The Principal will communicate the decision to the Chairperson of the Board of Management within five school days.

6. Expulsion from the School

Exceptionally serious and repeated breaches of the school rules can eventually lead to expulsion from the school.

Normally the threat of expulsion will precede the expulsion. However, in special cases, a pupil can be expelled without the threat of expulsion being applied beforehand. Such cases may be serious immoral behaviour, theft, intentional bodily harm. The supply, handling or use of illegal drugs either on the school premises or outside the school in the presence of fellow students will lead to the expulsion of the offender(s).

The procedure is analogous to the procedure applied in the case of a Suspension. The Threat of Expulsion is pronounced by the Principal after consultation with the teachers involved in the procedure, and others he may consider necessary.

The Principal submits his decision to the chairperson of the Board of Management and informs the parents or guardians of the student in writing. The Board of Management deals with the matter in a separate meeting convened within two weeks and can veto the Principal's decision within two days presenting written reasons to the Principal. The Board will invite the parents or guardians of the student or the student her/himself to hear their views on the matter, either at the meeting itself or prior to the meeting; in this case a Board committee may be asked by the Chairperson to hear the student and her / his parents or guardians. This hearing is minuted and submitted to the Board. The Board will assess the matter in a closed meeting after having heard both the Principal or a member of the school management appointed by the Principal as well as the parents or guardians of the student concerned, or the written record of the hearing afforded by the Board Committee thereof. The Board will then either confirm the Principal's decision or dismiss it. It will record its decision in writing and inform the Principal and the parents or guardians within five school days of its decision.

After a final decision has been taken to expel a pupil the Education Welfare Officer will be informed in writing by the Principal in accordance with the statutory requirements.

Section 4: The procedures to be followed relating to notification of a child's absence from the school

The principal or, on his or her behalf, the administration staff, together with the relevant teachers, shall cause to be maintained in respect of each school year a record of the attendance on each school day of each student registered at the school.

The record shall specify the fact of the failure to attend and the reasons for such failure.

The principal shall notify the educational welfare officer in writing, of certain failure to attend school as set out in section 21(4) of the Education Welfare Act, 2000. In accordance with regulations issued by the Education Welfare Authority, the school reports all absences of more than 20 school days to the said Authority.



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In the case of children aged 6 or more who have not reached the age of 16, the following are the notification procedures to be followed:

No later than 10 am on the day that the child is absent from the school, the parents of that child shall notify the Administration Office of the School of that child's absence and shall state the reasons therefore.

In the event that the absence from school continues beyond five consecutive days, and the stated reason for absence is the ill health of the child, then the parents of the absent child shall supply a medical certificate dealing with the situation.

Prolonged absence from school on non-medical grounds, especially the taking out of children on holiday, is not acceptable and may result in action under the Code of Behaviour. If there is a need to take a child out during term, then the class teacher should be consulted in advance by the parents.

Section 5. Appeals Procedure

- 1 Decisions taken in accordance with this Code of Behaviour by the Principal or a staff member acting on his behalf, by class Conference or Staff Conference can be appealed by Parents or Guardians within one week of receipt of the written communication from the Principal or staff member acting on his behalf.
- 2 The appeal must be submitted in writing to the Chairman of the Board of Management. It must detail the grounds upon which the appeal is submitted.
- 3 The Chairman will contact the Appellant and arrange for the Appellant to be heard at a Board meeting or by a Board Committee appointed by the Chairman. This hearing is to take place within a week after receipt of the appeal.
- 4 The Board, or the Committee appointed by the Board, will hear the Principal as well as members of staff it feels may contribute to an evaluation of the matter.
- 5 The Board, or the Committee appointed by the Board, will assess the observance of procedure in terms of the Code of Behaviour and on this basis determine the merit of the appeal, in the absence of the Parents or Guardian and the Principal as well as other members of staff who are not appointed Board members. The Chairman or a member chosen by the Committee will inform the Principal and the Parents or Guardians of the decision taken. The procedure and the decision taken are recorded and filed.
- 6 The disciplinary measure taken under appeal will be suspended until the decision of the Board of Management or its committee has been communicated to the Principal and to the Parents / Guardians. If the decision appealed is upheld by the Board of Management, the disciplinary measure is implemented as soon as possible. If the Board grants the appeal, the disciplinary measure is purged.
- 7 The decision of the Board of Management or its appointed Committee is final.

Section 6: Review

This code of behaviour which was drawn up in consultation with the parents, students, staff and management of our school and was ratified by the Board of Management will be reviewed one year after its implementation initially.

Any amendments which need to be made will be in keeping with the general philosophy of our code of behaviour and will be communicated to the members of the school community in writing.



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A major review will be carried out no later than five years after the date of implementation and will involve consultation with the parents, students, staff, management and Board of Management of our school.

Section 7: Acceptance of the Code of Behaviour:

As the official Code of Behaviour policy of the school, all registered students of the school will receive a copy of it by hand and parents/guardians. The code of behaviour is also available from the school upon request.

Amendments to the code of behaviour will be communicated to the stakeholders in writing.

When the major review is carried out, the resulting amended code of behaviour will be circulated to all the stakeholders in written format.

Pupils and Parents must indicate their acceptance of the Code of Behaviour by signing in the space provided. Enrolment in the school is conditional upon acceptance of the Code of Behaviour.

Dublin, 12th October 2005

Owen Sorenson
Chairman
Board of Management



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To
The Principal
St. Kilian's German School

I / We acknowledge the St. Kilian's Code of Behaviour as binding
for our child's / children's conduct at school.

Parents / Guardians	Children (name, class)

Dublin, ____ . ____ . 200 ____

(signatures)