

Code of Behaviour of Coláiste Choilm

Scope of Policy:

This policy applies to all students of Coláiste Choilm and to all school related activities during, and outside, school hours. It applies to on and off the school premises and anywhere students are clearly identifiable as students of Coláiste Choilm. The Code of Behaviour was developed in consultation with teachers, parents/guardians, students and Board of Management of Coláiste Choilm.

Rationale:

- To have a written Code of Behaviour.
- To ensure that it reflects the principles of the ERST Charter and reflects the religious and educational philosophy of the school, as safeguarded by the Board of Management and Trustees.
- To maintain order in a large organization.
- To aid students in developing standards of self –discipline and behaviour
- To make all the partners in education (parents/guardians, students, teachers, senior school management and the Board of Management) aware of procedures in dealing with misconduct and infringement of school rules.
- To promote positive behaviour and reward it.

Link to Ethos:

Coláiste Choilm is a Catholic school under the trusteeship of the Edmund Rice Schools Trust (E.R.S.T). The school is governed by the ethos of the trust as set out in the Edmund Rice Schools Trust Charter. The mission of schools in the Trust is to provide Catholic education in the Edmund Rice tradition and the vision is to support the personal, social and moral development of each student.

The Charter sets out what is viewed by the Trustees as the key elements of an ERST school: Nurturing faith and Gospel values; creating a caring school; promoting partnership; excelling in teaching and learning; and inspiring transformational leadership.

Link to Mission Statement:

The mission statement of Coláiste Choilm states that the aim of the school is to provide a holistic education which is driven by a Catholic ethos. The school strives to create a safe environment which fosters inclusion, honesty, dignity and respect. The school community encourages the individual in the pursuit of excellence. We aim to promote among students a sense of pride in our school.

In keeping with this ethos, the school, as part of its Code of Behaviour, provides supports to ensure that each student reaches his full potential. This includes a well-developed pastoral care, guidance counselling, learning support and resources service. The following are included as part of this service; a year head and tutor system, a care team, a resource team, guidance service and SPHE classes.

The Code of Behaviour is further supported through the school policies on anti-bullying, substance abuse, personal electronic devices/mobile phones, homework and attendance.

Policy Objectives:

- To provide a framework where the principles of fairness and natural justice apply.
- The efficient operation of the school in a manner which enables the school's overall aims/ethos to be realized.
- The maintenance of good order throughout the school, promoting respect for each individual and for the school environment.
- The fostering of self-discipline in students, training them in positive behaviour patterns which are based on consideration, respect and tolerance towards others.
- The development of interpersonal skills which will help students to work co-operatively, give them the ability to solve problems, develop relationships and resolve conflict appropriately.
- To support the school's Classroom Code which is displayed in every classroom (See Appendix 1) and facilitate a positive learning environment.
- That all (parents/guardians, students and teachers) are aware of the standards of behaviour expected by the school.

The Code of Behaviour is connected in its operation to other policies that currently operate in Coláiste Choilm and that will operate in the future. These are:

- The Classroom Code (See Appendix 1)
- The School Rules (Appendix II)
- The Child Protection Policy
- The Anti-Bullying Policy
- The Substance Abuse Policy
- The Homework Policy
- The Attendance Policy
- The Personal Electronic Devices/Mobile Phones Policy

1.0 Behaviour:

Politeness, courtesy and respect for all members of the school community including teachers, non-teaching staff and fellow pupils is encouraged, modelled in practice and regularly affirmed. A high standard of loyalty and personal behaviour from each student in Coláiste Choilm is expected.

1.1 Students have a right to:

- i) Be guided through various options in curriculum in a three-year Junior Cycle and two year Senior Cycle leading to public examinations.
- ii) Pastoral care and counselling
- iii) Career guidance and counselling
- iv) A caring and orderly school environment where students can reach their full potential
- v) Respect as a person in their own right and as a member of Coláiste Choilm school community
- vi) Appropriate discipline, uniformly applied and compliant with fair procedures.

1.2 Each student has a duty to:

- i) Work to the best of his ability
- ii) Be guided by the advice and help of the staff and management
- iii) Wear the school uniform with pride and respect the good name of Coláiste Choilm
- iv) Show courtesy and respect to others as persons in their own right and as members of Coláiste Choilm school community. These courtesies are due also to all visitors to our school.
- v) Show care and respect for his own property and that of others
- vi) Respect the rights of others to participate in a caring and orderly school environment where they can reach their full potential.
- vii) Be guided by the Coláiste Choilm Classroom Code and Code of Behaviour

1.3 Role of parents/guardians:

Parents/guardians are responsible for emphasizing at home the need for good behaviour at school and for supporting the school's efforts in creating and maintaining a school climate where effective learning and teaching can take place. Parents are requested to monitor the homework journal and communicate with the school as needed.

1.4 Promotion of a positive learning environment:

Coláiste Choilm promotes self-discipline and a positive learning environment through encouraging and rewarding positive behaviour. This positive school environment is created by:

- Verbal praise and affirmation
- Written notes on homework journal
- Homework merit system
- Term reports
- Regular assemblies
- Attendance/merit awards at assemblies
- Awards Night
- Intercom announcements to school community
- LCD/Plasma screen notices
- Newsletter
- Display of students' work
- Participation in extra-curricular activities and co-curricular activities

1.5 Levels of intervention:**1.5.1 Support for all:**

Students are given clear guidance on classroom rules and behaviour. Accordingly, minor misbehaviour is dealt with effectively by the class teacher. Incoming First-Year students receive an induction programme on behaviour and the classroom code. Students are reminded of the rules by the class teachers on a regular basis. The school and teaching staff implement a uniform approach to classroom management.

1.5.2 Additional support:

Students who need extra support may need intervention by the Year Head. Monitoring of records by Year Heads will identify these students. Strategies employed to assist these students include:

- Meet parents/guardians
- Refer to pastoral care team
- Put on report
- Individual Behaviour Plan
- Agree on behaviour plan for class (if class group issue)
- Acknowledge improvements

1.5.3 Specialised support for challenging behavior:

For students who fail to respond to the behaviour code or who show particularly challenging behavior, the Principal and staff may call on:-

- the school guidance counselling team and NEPS (National Educational Psychological Services)
- Outside counselling services and supports (e.g. St. John's Glasnevin, Arduna Clinic, Clontarf)

The school also has a policy to seek a psychological report on students, if needed, and to liaise with SEN (Special Educational Needs Dept) of the school.

Once these interventions are exhausted and the school can no longer facilitate the needs of the student, the student will be referred to the Board of Management.

1.6. Role of the subject (class) teacher:

Coláiste Choilm encourages good relationships between staff and students. Teachers bring their professional abilities as teachers and classroom managers to promote learning and positive behaviour, their experience of what works well and understanding of the school community.

Minor breaches of discipline, such as hindering teaching and learning, failure to do homework or bring in books and arriving late for class, are primarily dealt with by the teacher. In dealing with such issues the teacher may:-

- Reprimand – during or after class. Frequently, it is only necessary to point out the inappropriate behaviour to the student and the situation is resolved.
- Move the disruptive pupil to another seating position
- Prescribe a limited amount of extra homework
- Impose some form of community work in the school
- Draw up a contract with the student
- Contact parents/guardians through use of the homework journal, telephone or letter or arrange a meeting with parents/guardians
- Keep a written account of the incident(s)
- Detain, with prior notice given to parents/guardians (Teacher Detention) – giving appropriate work/study or some form of community work in the school for the period of detention.
- Liaise with other staff as appropriate i.e. Year Head, Guidance Counsellor, Deputy Principal, and Principal.

Note: Persistent minor breaches of the Code of Behaviour are deemed a serious breach of behaviour and are referred to the relevant Year Head.

1.7 Role of the Year Head:

The role of the Year Head is to oversee the welfare of a Year group so that learning at every level is supported. As part of these duties, the Year Head may, with respect to an individual student:

- Liaise with the subject (class) teacher in dealing with persistent minor breaches of the Code of Behaviour, or with serious breaches.
- Interview the student and make recommendations
- Request regular report(s) from subject (class) teachers
- Interview parents/guardians
- Put student on class by class report (On Report)
- Detain with prior notice given to parents/guardians (Year Head Detention) – giving appropriate work/study for the period of detention – or some form of community work in the school.
- Refer to the Deputy Principal.

1.8 Role of the Deputy Principal:

The role of the Deputy Principal, in conjunction with subject (class) teachers, Year Heads and the Principal, is to coordinate the implementation of the Code of Behaviour; specifically:

- Liaise with the Care Team
- Liaise with the Year Heads, on a regular and formal basis during Year Head meetings
- Liaise with all staff in the implementation of the Code of Behaviour
- Provide support and advice to Year Heads and subject (class) teachers
- Consult and inform the Principal on serious behavior issues
- To liaise with the Principal
- The Deputy will liaise with the Principal who may refer the student to counselling, the pastoral care team or to an outside agency if deemed appropriate means of supporting the student before sanctions are applied.

1.9 Role of the Principal:

The role of the Principal, in conjunction with subject (class) teachers, Year Heads and Deputy Principal, is to coordinate the implementation of the Code of Behaviour; specifically:

- Liaise with the Care Team
- Liaise with the Year Heads, on a regular and formal basis during the Year Head meetings
- Liaise with all staff in the implementation of the Code of Behaviour
- Provide support and advice to the Deputy Principal, Year Heads, subject (class) teachers
- In consultation with the Deputy Principal, relevant Year Head and subject (class) teacher(s), take a role in resolving serious breaches of the Code of Behaviour, when appropriate.
- Consult and inform the Deputy Principal on serious behavior issues

- The Principal may, with the parents’/guardians’ permission, refer the student to counselling, the pastoral care team or to an outside agency if deemed an appropriate means of supporting the student before sanctions are applied.
- To lead the consultation process in the periodic review and development of the Code of Behaviour and to include students, parents/guardians and staff, under the direction of the Board of Management.

2.0 Teaching and Learning:

The school insists that all students perform to their potential in a positive and calm learning and studying environment. To promote this, Coláiste Choilm requires that:-

- 2.1 Students must adhere to the Classroom Code and support the teachers
- 2.2 Students arrive each day with all books, copies and classroom equipment.
- 2.3 All personal electronic equipment must be turned off and out of view while on school premises. (See Mobile Phone/Electronic Devices Policy). Parents/Guardians who need to contact students in case of emergency should telephone the School Office (01-8401420)
- 2.4 Homework must be done punctually and to an acceptable standard (see Homework Policy)
- 2.5 Journals up to Junior Cert level must be signed by parents/guardians and maintained to a high standard
- 2.6 Persistent failure by student to apply himself to studies is liable to serious sanction.
- 2.7 Students using the toilets need their homework journal signed and timed by the teacher.
- 2.8 Toilet breaks at class change-over are forbidden.
- 2.9 All students are expected to have the appropriate gear, both indoor and outdoor, for Physical Education classes (i.e. shorts, tracksuit, t-shirt, non-black soled runner, boots and shin guards) (See Policy on PE for sanctions)
- 2.10 Lockers (See Policy on Lockers)
 - 2.10.1 Each student is supplied with a padlock and key
 - 2.10.2 Students should keep all valuables in the locker
 - 2.10.3 Only school issued locks are allowed
 - 2.10.4 Lockers may not be accessed between classes. Students can collect equipment before lessons commence or at break times i.e. 8.40am, 10.50am, 1.00pm and 1.30pm (before classes recommence after lunch at 1.40pm).

*** Important* Parents who need to contact students in case of emergency should always telephone the school office (01) 8401420.**

Sanctions:

- Journals with graffiti, or not maintained in good condition, may be confiscated and replaced at a cost of €10- euro.
- Personal electronic devices including mobile phones, tablets and personal stereos e.g. mp3 players, will be confiscated (including SIM card) and may be collected by the parent/guardian after 3.40pm. A second breach will mean confiscation for 1 week. A third offense will result in the student not being allowed have a phone in his possession. **Please note** – SIM card, battery, earphones or any other attachments are defined as part of the mobile/electronic device). (See Mobile Phone/Electronic Devices Policy).

- The personal electronic device may be returned to the student before 5 days have elapsed where the Principal/ Deputy Principal deem it necessary.
- Incidents where students use personal electronic devices or mobile phones to bully others or send offensive messages will be investigated under the Anti-Bullying policy. In the event that a personal electronic device or mobile phone is used inappropriately (e.g. inappropriate photos/recordings/texts), Parents/Guardians will be asked to attend the school with their son for a meeting with the Principal to discuss the matter before the device is returned to the student. Suspension or a more serious sanction may be imposed. It should be noted that it is a criminal offence to use a device or mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardaí in such incidents. (See Mobile Phone/Electronic Devices Policy).
- Possession and/or use of personal recording devices, of any type, is **strictly forbidden** in the school and grounds or on any school activity.

3.0 Uniform:

- 3.1 The school uniform should be worn at all time during school hours and all school related activities.
- 3.2 Pupils are required to be neat of dress and appearance.
- 3.3 All jewellery including earrings, bars and studs are prohibited
- 3.4 The school uniform is grey trousers, wine jumper and blue shirt (juniors), navy jumper and collared grey polo shirt (seniors), black/brown shoes (no runners or canvas shoes) and school jacket.
- 3.5.1 Physical Education (P.E.) uniform consists of dark-coloured tracksuit bottoms and top, T-shirts and suitable footwear.
- 3.5.2 Directions given by P.E. teachers on the suitability and appropriateness of P.E. uniform must be followed.
- 3.5.3 The wearing of jewellery during P.E. is a health and safety issue and students may not take part in P.E. activities whilst wearing jewellery.
- 3.6 Clothing or jewellery which displays offensive imagery or language is considered a serious breach of the Code of Behaviour and will be dealt with appropriately.

Sanctions:

- Non uniform items can be confiscated (hoodie jackets will be confiscated).
- Jewellery can be confiscated
- Persistent breaches of the uniform code can lead to detention and parents/guardians may be asked to attend at the school to discuss the matter.

4.0 Attendance and Punctuality:

- 4.1 Regular attendance is expected and encouraged.
- 4.2 A pupil who is absent from school must, on return, provide a written note as provided in the Homework Journal; confidential information can be communicated directly to the Year Head by sealed letter or by telephone to the School Office 01-8401420.
- 4.2.1 In case of long-term absences, parents/guardians should notify the Year Head by telephone or in writing.
- 4.3 Medical and dental appointment cards are to be presented at least 1 day in advance.
- 4.4 School begins at **8.50 a.m.** Students should arrive no later than 8.45 a.m and are expected to have organized books and equipment for the first set of classes in time to arrive

promptly for the start of their first lesson. This also applies at 10.50am break, and when classes recommence after lunch break at 1.40pm.

- Students may normally use the toilets before 8.50 a.m. at 11.00 a.m. and before 1.40 p.m.
- Students out of class must have their journal signed and timed by the relevant staff member.
- Truancy is not tolerated and is seen as a serious breach of rules
- Parents will receive a text at 9.30am approx. and again at 2.30pm approx. confirming absences.
- (See Policy on School Attendance)

Sanctions:

- Students who persistently fail to produce written notes for absences will be sanctioned by the Year-Head.
- Students who are persistently late may result in morning detention (8.00am to 8.50am).
- If there is no improvement in punctuality, parents/guardians will be required to attend the school to discuss the matter.
- Any form of truancy is a serious breach of the Code of Behaviour and is dealt with by the Year-Head and requires the student's parents/guardians to attend at the school.

5.0 Care of the School:

Coláiste Choilm is a Green School - we expect to work in a pleasant environment, free from litter and graffiti. The whole school community shares a responsibility for maintaining a clean and safe environment conducive to learning.

- 5.1 Chewing gum is not allowed in the building.
- 5.2 Eraser fluids (e.g. Tippex) are prohibited.
- 5.3 Eating or drinking is prohibited except in the canteen area.
- 5.4 Littering or graffiti is not acceptable
- 5.5 Students are expected to respect the property of others and school property including lockers.
- 5.6 Deliberate vandalism of school or student property is deemed a serious offence and will be dealt with under Section 7 of the Code of Behaviour.

Sanctions:

- Students will be required to make good any damage or soiling done to school property or to the property of other students.
- Students may also be asked to perform tasks in the school appropriate to the misbehaviour.

6.0 Health and Safety:

School is a place of safety for all; members of the school community are encouraged to participate in creating an awareness regarding health and safety issues within the school, and on school activities off-premises.

- 6.1 All forms of bullying are unacceptable and should be reported to a member of staff (See Anti-Bullying Policy). Bullying is not tolerated
- 6.2 Safety Notices are posted around the school buildings and should be adhered to at all times. Students are expected to read these regularly and conduct themselves in a safe manner.
- 6.3 Students are required to walk on the left hand side of the corridors and behave in an orderly quiet manner.
- 6.4 Students are required to follow all safety instructions given by teaching or non-teaching staff.
- 6.5 Students must pay attention to and obey all safety regulations. Science laboratories, Gymnasium, Art, Technology and Woodwork rooms are areas which require high awareness of safety.
- 6.6 Interference with fire-fighting or any safety equipment, or anything which leads to the evacuation of the school, is treated as a serious offence (Gross misbehaviour)
- 6.7 The possession, use or consumption of alcohol or of non –prescribed drugs (including alcohol) is forbidden at all times. (See Substance Abuse Policy)
- 6.8 Cycling in the yard/school grounds is forbidden.
- 6.9. Parking space is limited, Students who drive to school are forbidden from parking in the school grounds.
- 6.10 Any behaviour which endangers the health and safety of any members of the school community is treated with the upmost seriousness by the Principal and Board of Management.
- 6.11 Any unauthorized usage of the internet, digital media or mobile phone which intrudes on the privacy and dignity of staff, students or their families is deemed a serious breach of the school Code of Behaviour and/or Anti-Bullying policy.

7.0 Procedures for Detention:

“Teacher Detention” is a sanction applied by subject (class) teachers for persistent minor breaches of the Code of Behaviour or for incidents of a more serious nature. “Year Head Detention” is a sanction applied by the Year Head for serious issues of misbehavior which have not yet been resolved, which have been referred by a subject teacher, or for issues which the Year Head deems serious.

In each case, a standard form is sent to the parent(s)/guardian(s) outlining the following information:-

- The reason for the detention
- The date, time and location of detention
- Work set for the detention
- Signature of Parent(s)/Guardian(s) is required.

Note: failure to attend detention without a satisfactory explanation is deemed a serious offence.

8.0 Suspension:

Grounds for suspension are:

- 8.1 A student's behaviour is a persistent cause of disruption to the learning of others or the teaching process.
- 8.2 A threat to the safety of others.
- 8.3 Serious damage to property or theft of property.

Coláiste Choilm is required by law to follow fair procedures when proposing to suspend a student (See 10.3 and 10.4 of the NEWB guidelines for more detail).

8.4 Suspension Procedure:

- 8.4.1 The Principal, or the Deputy-Principal in the absence of the Principal, has the authority to suspend a student. In the event that the Principal and Deputy Principal are unavailable, nominated substitutes will have the authority to suspend. This sanction should be imposed with reference to the Code of Behaviour policy and to the specific incident.
- 8.4.2 Where a preliminary assessment of the facts confirms serious misbehavior that could warrant suspension, the school will observe the following procedures:-
 - a) Inform the student about the complaint and give him an opportunity to respond.
 - b) Parents/Guardians will be informed by telephone and given an opportunity to respond.
 - c) A meeting with parents/guardians and student may be arranged to explore the matter further.
- 8.4.3 Where suspension may result from an investigation and a meeting with the student and parents/guardians has been arranged:-
 - a) It provides the opportunity for them to give their side of the story.
 - b) To ask questions about the evidence of serious misbehavior, especially where there is a dispute about the facts.
 - c) It may also be an opportunity for parents/guardians to make their case for modifying the sanction.
 - d) And for the school to explore with parents/guardians how best to address the student's behavior.
- 8.4.4 Where an immediate suspension is considered by the Principal to be warranted, a formal investigation will immediately follow the imposition of the suspension. In the case of an immediate suspension, parents/guardians will be notified and arrangements made with them for the students to be collected.
- 8.4.5 The National Educational Welfare Board (NEWB) will be informed if the suspension is for six or more school days or if the student has been suspended for an aggregate of twenty or more days in the school year.

8.5 **Period and Type of Suspension:**

8.5.1 In imposing a suspension and in deciding its duration, the following factors will be considered:-

- a) The seriousness of the breach/breaches of school regulations
- b) The severity of the behavior, the frequency of its occurrence and the likelihood of it recurring.
- c) The behavior of the student up to the time of suspension.
- d) Previous interventions.
- e) The age, state of health and special needs of the student.
- f) The possible negative impact of the student's behavior on other students in the school.

8.6 **Implementing the Suspension:**

8.6.1 The parents/guardians of a student being suspended will be informed by:-

- a) Telephone, where they can be contacted.
- b) A letter sent to the home with the student.
- c) A copy of the letter sent by post (registered if it is deemed necessary).

8.6.2 The letter will contain:-

- a) The reason(s) for suspension.
- b) The length and dates of the suspension.
- c) The provision for an appeal to the Board of Management.

8.6.3 The letter may also contain the following (depending on individual circumstances):

- a) The expectations of the student while on suspension.
- b) A statement of the importance of parental assistance in resolving the matter including any commitments to be entered into by the student.
- c) Arrangements for the return of the student to school.

8.6.4 During the period of suspension a student is not permitted to enter the school premises without prior permission nor is a student permitted to loiter in the vicinity of the school premises. The suspension may be lifted temporarily to facilitate a student to participate in a State Examination.

8.6.5 The student upon his return to school may be required to report to the Deputy Principal and/or Year Head before being permitted to go to class.

8.7 **Appeal:**

8.7.1 Parents/Guardians (and students aged 18 years or more) may appeal the decision to suspend to the Board of Management. They should furnish the Board in writing with full details of the appeal.

8.7.2 If the Parents/Guardians are not satisfied with the decision of the Board of Management, they may appeal to the Department of Education and Skills under **Section 29 of the Education Act 1998**. Such an appeal regarding suspension can only be made where the suspension period brings the cumulative period of suspension to 20 school days or more in any one school year.

8.8 Review of use of suspension:

The Board of Management will review the use of suspension in the school at regular intervals to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behavior in the school and to ensure that use of suspension is appropriate and effective.

8.9 Re-integrating the student:

The policy of Colaiste Choilm is to have a plan to help the student to take responsibility for catching up on work missed. This plan will help to avoid the possibility that suspension starts or amplifies a cycle of academic failure. Successful re-integration goes beyond academic work. A suspended student may feel angry or resentful about their suspension, and these feelings can trigger problems with reintegration which, in turn, may lead to further problem behavior. Where possible, Colaiste Choilm will arrange for a member of staff to provide support to the student during the re-integration process.

8.10 Clean Slate:

When any sanction, including suspension, is completed, a student should be given the opportunity and support for a fresh start. Although a record is kept of the behavior and any sanction imposed; once the sanction has been completed the school should expect the same behavior of this student as of all other students.

9.0 Expulsion (Permanent Exclusion):

9.1 Expulsion (Permanent Exclusion) is a sanction reserved for use in the most extreme cases of indiscipline or in serious case of misbehavior.

9.2 The Board of Management has the authority to expel a student. A student is expelled when the Board of Management makes a decision to permanently exclude him from the school, having complied with the provisions of *Section 24 of the Education (Welfare) Act 2000*.

9.3 Expulsion is the ultimate sanction available to the school and is exercised by the Board of Management only in extreme cases of unacceptable behavior such as:

- a) The student's behavior is a persistent cause of significant disruption to the learning of others or to the teaching process.
- b) The student's continued presence in the school constitutes a real and significant threat to the safety of other users of the school campus.
- c) The student is responsible for serious damage to property.
- d) The student persistently fails to adhere to the Code of Behaviour policy.

9.4 Expulsion Procedures:

9.4.1 A detailed investigation will be carried out under the direction of the Principal.

- a) Parents/Guardians will be informed in writing of the alleged misbehavior
- b) How it will be investigated and
- c) That it may result in expulsion.
- d) Both parents/guardians and students will be given the opportunity to respond to the complaint of serious misbehavior.

- 9.4.2 Where expulsion may result from an investigation and a meeting with the student and their parents/guardians has been arranged:
- a) It provides the opportunity for them to give their side of the story
 - b) To ask questions about the evidence of serious misbehavior, especially where there is a dispute about the facts.
 - c) It may also be an opportunity for parents/guardians to make their case for modifying the sanction
 - d) And for the school to explore with parents/guardians how best to address the student's behavior.

- 9.4.3 If a student and his parents/guardians fail to attend a meeting, the Principal will write advising:
- a) Of the gravity of the matter
 - b) The importance of attending a re-scheduled meeting and
 - c) Failing that, the duty of the school authorities to make a decision to respond to the inappropriate behavior.

The school will record the invitation issued to the parents/guardians and their response.

- 9.4.4 Where the Principal forms a view, based on the investigation of the alleged misbehavior, that expulsion may be warranted, the Principal will make a recommendation to the Board of Management to consider expulsion. The Principal will:
- a) Inform the parents/guardians and the student that the Board of Management is being asked to consider expulsion.
 - b) Ensure that parents have records of: the allegations against the student; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider expulsion.
 - c) Provide the Board of Management with the same records as supplied to parents.
 - d) Notify the parents/guardians of the date of the hearing by the Board of Management and invite them to that hearing.
 - e) Ensure that parents/guardians have enough notice to allow them to prepare for the hearing
 - f) Advise parents that they can make a written and oral submission to the Board of Management.

- 9.4.5 It is the responsibility of the Board to review the initial investigation and satisfy itself that the investigation was properly conducted in line with fair procedures.

The Board should undertake its own review of all documentation and the circumstances of the case. It will ensure that no party who has had any involvement with the circumstances of the case is part of the Board's deliberations (for example, a member of the Board who may have made an allegation about the student).

- 9.4.6 The Board of Management will consider the Principal's recommendation. If the Board decides to consider expelling the student it will hold a hearing.

- 9.4.7 The Board meeting for the purpose of the hearing should be properly conducted in accordance with Board procedures.

- 9.4.8 At the hearing, the Principal and the parents, or a student aged eighteen years or over, put their case to the Board in each other's presence. Each party should be allowed to question the evidence of the other party directly.
- 9.4.9 The meeting may also be an opportunity for parents to make their case for lessening the sanction. In the conduct of the hearing, the Board must take care to ensure that they are, and are seen to be, impartial as between the Principal and the student.
- 9.4.10 Parents/Guardians may wish to be accompanied at hearings and the Board will facilitate this, in line with good practice and Board procedures.
- 9.4.11 After both sides have been heard, the Board should ensure the Principal and parents are not present for the Board's deliberations.
- 9.4.12 Board of Management deliberations and actions following the hearing:-
- a) Having heard from all the parties, it is the responsibility of the Board to decide whether or not the allegation is substantiated and, if so, whether or not expulsion is the appropriate sanction.
 - b) Where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board must notify the Educational Welfare Officer in writing of its opinion and the reasons for this opinion. (**Education Welfare Act 2000, s 24(1)**).
 - c) The Board of Management will not effect exclusion within 20 days of the Educational Welfare Board being notified. Suspensions may be applied for this period.
 - d) The Board will communicate its decision in writing to the parents and outline the next phase of the process involving the Educational Welfare Officer.
 - e) Following the twenty-day notification period and intervention of the Educational Welfare Officer, and where the Board remains of the view that the student should be expelled, the Board will formally confirm the decision to expel in writing.
 - f) Parents/Guardians and the student will be informed of the right to appeal under the **Education Act 1998 Section 29** and supplied with the standard form.

9.5 Appeals:

A parent/guardian, or a student aged over eighteen years, may appeal a decision to expel to the Secretary General of the Department of Education and Skills (**Education Act 1998 Section 29**). An appeal may also be brought by the National Educational Welfare Board on behalf of a student.

9.6 Review of use of expulsion:

The Board of Management will review the use of expulsion in the school at regular intervals to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behavior in the school and to ensure that use of expulsion is appropriate and effective.

10.0 School Records:

Information relating to students is kept in a secure location in accordance with the **Data Protection Act 1988** and the **Data Protection (Amendment) Act 2003**.

10.1 **Success Criteria:**

- Improvement in the classroom teaching and learning environment
- Decline in the number of detentions and suspensions

10.2 **Review and evaluation**

There will be a review of the policy every 2 years by the Code of Behaviour planning committee. A report each year will be made to the Board of Management on the implementation of the policy.

Appendix I

CLASSROOM CODE

I will be on time for class.

I will have the necessary books, materials and homework on my desk at the start of class

I will follow the teacher's instructions fully.

I will respect the right of my fellow students to learn and of my teacher to teach.

I will help to leave the classroom tidy.

.....because I am responsible for my own learning

Appendix II

SCHOOL RULES - *see School Journal*