

Review of the Code of Behaviour

**Presentation Secondary
School,
Listowel,
Co. Kerry.**

Signed by Chairperson of BOM:

Date:

Review Date:

The Review Team:

- Principal
- Deputy Principal
- Year Heads

The Purpose of the review

The purpose of the review is to:

- incorporate into the policy strategies to positively affirm our students.
- Clearly outline what the expectations of the school are in relation to student behaviour.

Consultation process:

1. Meeting of Year Heads 4th September 2014
2. Meeting Year Heads 11th September 2014
3. Policy available on the staff share drive for comment 17/9/2014
4. Staff Meeting 24th September 2014
5. Consultation with the Head Girl and Deputy Head Girl September/October 2014
6. Draft Policy available on the school website for parent consultation and submissions October 2014-10-06
7. Consultation with Student Council October 2014
8. Policy is due for ratification by the Board of Management on November 3rd 2014

- 1. Introduction**
- 2. Behaviour Expectations**
- 3. Care of school property**
- 4. Internet Usage**
- 5. School Uniform**
- 6. Health**
- 7. Behaviour Management Structures**
- 8. Suspension Procedures**
- 9. Expulsion Procedures**
- 10. Review and Evaluation**

The philosophy of Presentation Education as outlined in the Mission Statement of Our School is embodied in the Code of Conduct which was drawn up in conjunction with students, parents and staff.

1. Introduction

This Code is designed to promote awareness among our school community that responsible adherence to rules is in the interest of each individual and of the school community as a whole. The code is designed to enhance the teaching and learning process, which is central to the work of the school. Each member of the school community shares responsibility for the well being of our school.

1.1 Mission Statement:

Ours is a Presentation Secondary School, inspired by the vision of Nano Nagle, and in response to her we welcome and cherish girls irrespective of ability or background.

We aim to develop a vibrant community of Pupils, Staff, Parents, and Management, based on Gospel values such as justice, truth and honesty, in accordance with the ethos of the school and our agreed Code of Discipline and conduct.

We aim to assist in the development of the full potential of each girl in a pleasant and safe environment, where the dignity of each member of the School community is recognised, affirmed and valued.

We aim to awaken our girls to their true dignity and role as women in present day society. Inspired by these values we dedicate ourselves to the continual development of our Presentation School.

1.2 Aim of Policy:

The Principal shall **“Be responsible for the creation, together with the board, parents of students and the teachers, of a school environment which is supportive of learning among the students and which promotes the professional development of the teachers”**

EDUCATION ACT SECTION 23 SUBSECTION 2(C)

The Code of Behaviour of Our School is in accordance with the directives of the Department of Education & Science as stated in the Education Act 1998 and the philosophy of the Presentation ethos stated below.

Philosophy:

We accept that discipline and rules are necessary in order

- to function effectively as a school
- to provide a pleasant atmosphere in which students can learn and teachers can teach
- to deal with the needs of students
- to recognise and reward achievement and positive behaviour.

We endeavour to administer rules in keeping with natural justice and out of an understanding for each individual as a member of the school community. Rules will be administered in a spirit of fairness to all. It is the misdemeanour that will be penalised and not the individual. Every chance and encouragement will be given. Bearing in mind that students and teachers may have a different outlook on the same situation, parents will have the right to make representations to the school on behalf of their children. The Principal will have the right to make representations to the Board of Management on behalf of the Staff and Students.

The purpose of the Code of Behaviour is:

- to help to develop a framework within which initiative, responsibility and sound relationships can flourish
- to enable students to develop a sense of self-esteem and a respect and tolerance for others and
- to produce an environment in which students and staff feel safe, secure and respected
- to promote an environment which is supportive of learning and professional development.

“There is an obligation on schools to provide students with the highest possible standard of care in order to promote their well being and protect them from harm”

(Child Protection Guidelines and Procedures for Post Primary Schools 2004-3.1.1)

1.3 Mutual Respect:

The school undertakes to provide a service to the pupils in the way of education, sport and other extra-curricular activities, provided that the pupils represent themselves in a state to receive it: i.e. behaviour; punctuality; dress code and application of general readiness to learn and behave.

Legislative Guidelines underpinning the Code

This Code of Behaviour has been developed by staff, students, parents and the Board of Management of Presentation Secondary School in consultation with the National Education Psychological Service, the Education Welfare Officer and the National Behaviour Support Service, to support a positive, expectations-led, teaching and learning environment for all members of the school community. The document is developed under the guidance of the Mission Statement of the School.

It also complies with the legislative framework in relation to -

- The Education Act 1998
- The Education Welfare Act 2000
- The Equal Status Act 2000
- The Health and Safety Act 2005
- Education for Persons with Special Education Needs 2004

This Behaviour Code is also guided by '*Developing a Code of Behaviour: Guidelines for Schools*' published by the National Education Welfare Board.

In accordance with Section 23 of the *Education (Welfare) Act 2000*, responsibility for this Behaviour Code rests with the Board of Management.

In accordance with Section 23.2 of the Education (Welfare) Act, this code will specify the standard of behaviour that shall be observed by each student attending Presentation Secondary School, the reward systems to promote and reinforce the positive, the measures that may be taken when a student fails to observe those standards, the procedures to be followed before a student may be suspended or expelled from the school, the grounds for removing a suspension imposed in relation to a student and the procedures to be followed relating to notification of a child's absence from school.

A positive partnership between all members of the school community is essential to the operation of the code and the full support of parents is required in upholding the code.

In accordance with *Section 23.4 of the Education (Welfare) Act* and the *Admissions Policy of Presentation Secondary School*, parents or guardians of students and/or students who have reached their majority(18 years of age) must accept the Behaviour Code as a condition of enrolment in the school. The appropriate form must be signed and returned to the school authorities as directed.

1.4 General Principles underpinning the Code:

The basic principles underpinning the school's Code of Behaviour are:

1. The Duty of Care to each student is central to ensuring an effective Code of Behaviour. This Duty of Care is *child-centred* and is in keeping with the philosophy of Presentation Secondary School .
2. It is important that all processes and procedures are transparent and fair. This Code of Behaviour reflects the philosophy of positive behaviour as outlined in the NEWB publication: *Developing a Code of Behaviour: Guidelines for Schools (2008)*.
3. The School endeavours to ensure that all interpretations of rules are consistent with the Code of Behaviour. Every effort is made to ensure that all partners are aware of and understand the basic philosophy of the Code of Behaviour. Good communication and collaboration between all partners are vital to the effective implementation of the Code of Behaviour.

4. The Code of Behaviour is for everyone and a whole-school approach is central to its success. The school endeavours to ensure that the Code of Behaviour is in keeping with the school's Ethos and Mission Statement.
5. The procedures outlined in the Code of Behaviour are set out to be fair and are based on the principles of Natural Justice. Fair procedures have two essential parts:
 - **The right to be heard.**
 - **The right to impartiality**

1.5 The scope of this code:

The rules set out below apply when the students are on the school premises, while on trips or outings, when engaged in extra-curricular activities or when attending functions organised by the school.

In circumstances other than the above, if school management is made aware of student behaviour (any action that damages the school, interferes with its workings, is detrimental to other students, undermines school discipline, is subject to school sanction. which does not adhere to the expectations outlined in this code), management may consult with the parent/guardians of the student

1.6 Areas of Responsibility:

School:

The school will endeavour to achieve good home school liaison by

- promoting a welcoming environment within the school
- giving parents regular constructive comment on their child's work and behaviour
- encouraging parents to come into school on occasions other than parents evenings.
- keeping parents informed of school activities by letter, newsletter etc.
- involving parents at an early stage in any disciplinary problems

Students:

Students are encouraged and expected to show:

- Respect for the rights of other students to learn
- Self control
- Sensitivity and consideration for others
- Pride in themselves and the school
- An interest in school activities

We encourage students to develop:

- Responsibility for their learning and their environment
- Self confidence
- An independence of mind
- A sense of fairness
- An understanding of the need for rules
- A respect and tolerance for others' way of life and different opinions
- Non-sexist attitudes
- Non-racist attitudes
- A consistent approach to tasks
- A non acceptance of bullying and abuse

Parents:

Parents have a vital role in promoting good behaviour in school. We expect parents:

- To support this Code of Behaviour (In the event of non-cooperation the school will adhere to the code in dealing with indiscipline).
- to inform us of any trauma which may affect their child's performance or behaviour at school.
- to inform us about their child's ill health and any absences connected with it.
- To provide the school with a contact telephone number where they or another responsible adult designated by them may be contacted in case of illness or emergency.
- Provide the school (if parents should be away from home) with the name and telephone number of an adult who has responsibility for the student.

It would be in the student's best interest if parents kept the school informed of behaviour difficulties the student may be experiencing at home.

1.7 Positive Behaviour:

- I agree to be part of a school community where students, teachers, school staff and all visitors to the school will be treated with due care and respect.
- I will behave in class in a way that allows teachers and other students to make progress in their work.
- I will attend school on time and be present at all classes punctually and fully prepared.
- I will do my best with the abilities I have, to listen and cooperate in class and to do the required homework carefully and thoroughly.
- I will behave in a quiet and mannerly way at all times.
- I will respect in every way school property and the property of others.
- It is my responsibility to look after school and library books.
- I will wear my school uniform at all times and keep it clean and tidy.
- I accept that when I wear this uniform outside of the school that I am representing the good name of our school.
- Alcohol, drugs, cigarettes or any illegal or abusive substances are forbidden in our school or on any school-related outing.
- I accept that mobile phones, cameras of any description, music players or other inappropriate equipment are not allowed in our school.

Pink Card:

Positive affirmation of good behaviour and sincere effort e.g.:

| Pink Card | |
|-----------------------------------|------------------------------------|
| Improved behaviour | Volunteering for school activities |
| Greater effort with homework | Positive attitude towards school |
| Helpful and considerate to others | |

1.8 Reinforcing Positive Behaviour:

The Behaviour Code has been developed at Presentation Secondary School to promote and support positive behaviour in the school community. Positive behaviour is defined as behaviour which supports the teaching and learning environment, which adds to a sense of community and/or emphasises the sense of respect at the heart of the Mission

Statement. In accordance with the NEWB Guidelines this document seeks to emphasise building upon a culture of positive expectation, devising systems of praise and reward to inculcate the positive including:

- **Merit Cards**

The Merit Card provides a method whereby staff can validate the good behaviour of students. This policy suggests the following reasons for awarding a Merit Card to a student.

- Considerable voluntary effort outside of class time.
- Students who show exceptional concern for other students and teachers.
- Students who demonstrate a high degree of co-operation, responsibility and school spirit.

- **Improvement Cards**

Progress Cards may be awarded to students who show a marked improvement in work, attendance and/or behaviour in order to reinforce and promote continued improvement.

- **Hidden Heroes System**

The Hidden Heroes Awards are letters and certificates of commendation issued to students by their Year Head, who work quietly and effectively, without seeking reward or attention, in their engagement with their education.

- **Reflection Sheets and follow up**

Reflection Sheets may be used by teachers to encourage students to reflect on their behaviour, enabling them to participate actively in the process of modifying their own behaviour. The intention is to encourage students to evaluate the behaviour engaged in and to understand why they are using such behaviour.

- **Referral to pastoral care system**

Where it is requested by parents, teachers and students, and deemed suitable and necessary to students, the school offers pastoral support.

- **Mentoring programmes (teacher/community/peer)**

The school operates various mentoring programmes, supporting student academic, emotional or behavioural needs as identified.

- **Behaviour Report Cards**

The Behaviour Report Card is designed to cultivate and reinforce good classroom behaviour. A student, returning from a Suspension or whose behaviour has been significantly out of step with behaviour expectations as outlined in this Code, may be put on report by a Year Head or by the Deputy Principal or Principal. The student presents the card to each teacher at the end of each class period and is then given immediate feedback on her behaviour for that class. The student's progress can then be evaluated by the Year Head. The report card should also be signed by the parents or guardians in order to reinforce its significance.

- **Attendance Reports**

Attendance Report Forms can be issued by Year Head or Deputy Principal to students who have absented themselves from class on previous occasions. Regular attendance is a vital component of good academic performance.

- **Individual Behaviour Support Planning**

When required, an IBP will be put in place to support the behaviour of a particular student.

- **Induction Days**

Induction into First Year, (which will begin following the enrolment process in the Spring preceding the beginning of 1st year) Transition Year and Senior Cycle will focus on developing student awareness of the practical requirements and the relevant supports pertinent to the particular year. It will focus on easing and reassuring the students in the transition into the new programme.

- **Year Group Behaviour Charter**

In conjunction with the RE Teacher in Senior Cycle and the SPHE Teacher in Junior Cycle, a year group Behaviour charter will be drawn up and adopted by all students in the year group. This will be set out in sign-format and displayed in the classrooms. The agreed charter will be written into the students journals and signed by the students.

- **Teaching Positive Behaviour**

While each member of staff has a role in this task, specific emphasis is placed on positive and appropriate behaviour in SPHE classes.

- **Voucher Reward System**

Management, in conjunction with the Parents' Association will develop a bank of appropriate vouchers/tickets/tokens for distribution as concrete rewards for use by Year Heads and Class Teachers. This system is used to emphasise positive behaviour concerning uniform, attendance, base class tidiness, class behaviour and particularly in the context of an Individual Behaviour Plan. The Positive Student system in the journal will serve as a concrete means by which the Reward system is applied therein.

- **Assemblies**

Assemblies are held at the beginning of each term with each year group. School expectations will be reinforced and positive behaviours will be rewarded. In particular Year Heads and school management utilise Assemblies as an opportunity to reiterate an aspect of the School Mission Statement or the Year Theme. Year group or Senior students may also engage in promoting positive initiatives at Assemblies

1.9 Ladder of Reward

The Teaching Community in Presentation Secondary School seeks to actively reward students. Positive behaviour is reinforced through the application of a series of rewards. In the delivery of such rewards a teacher employs his/her professional discretion in deciding the most appropriate method to be used. Staff are encouraged to utilise the full range of rewards available in supporting positive behaviour in school:

- Verbal praise
- Use of journal note
- Merit Card/Improvement Card
- Voucher Reward System
- Hidden Heroes citation: Letter from Year Head
- Notification to Year Head
- Awards Day at the end of the year

Rewards and Achievements:

Certificates from the Department of Education and Science reward academic success. The school rewards participation and other achievements in keeping with the characteristic spirit of the school. A special awards ceremony is held annually. When possible it will be given media coverage.

1.10 Sample Class Behaviour Contract

I want to be in a class where:

- *We listen to each other and to the teacher.*
- *We are polite to each other.*
- *We all use indoor voices.*
- *We can enjoy silence at times.*
- *We respect school and each other's property.*
- *We can all feel that we belong and have our place in the group.*

Signed: _____

1.11 Ladder of Sanction:

SANCTIONS

- Yellow Card
 - Red Card
 - Blue Card
-
- Extra work may be given.
 - Carrying out a useful task within the school.
 - Invite parent(s)/guardian(s) to school.
 - Record and file breaches of discipline.
 - Note in Student Journal to be signed by parent(s)/guardian(s)
 - Withdrawal of privileges e.g. not allowed on school outings, tours, extra-curricular activities.
 - Student engagement with Behaviour Management Team (Deputy Principal and Year Head)
 - Detention may be imposed
 - Suspension
 - Expulsion

1.12 Restorative Practices:

In accordance with the anti-bullying policy, where the Year Heads deem it appropriate, they will utilise Restorative Practices to help students who engage in negative, hurtful and/or offensive behaviour take responsibility for their actions, understand the consequences of their behaviour and restore a positive relationship with those affected by their actions.

Mediation between pupils, giving opportunity for reflection, acknowledging what has happened, what harm has been done and what can be done to put it right, apologising and finally agreeing a way forward is at the heart of this practice.

Section 2

BEHAVIOUR EXPECTATIONS

While teaching and learning occurs throughout a students' school day, primary learning takes place in the classroom in a partnership between staff and students. By taking personal responsibility for behaviour, students commit to a positive teaching and learning environment in each classroom. It is our expectation that students will be positive and task oriented in class, promoting the student's own learning and the learning of others and also serving to assist the teacher in his or her role. In relation to assigned work, it is our expectation that students understand the importance of homework as a critical reinforcement of classroom learning.

1. ATTENDANCE AND PUNCTUALITY

1.1 Attendance:

The Welfare Act 2002 places certain demands on parents and principals in the area of school records and attendance. Section 18 of this act states that *'the parents of an absent child shall ... notify the Principal of the school of the reasons of the child's absence'*. Section 21 states that *'the Principal shall cause to be maintained a record of non-attendance where a child fails to attend ... and the reasons for failure'*. All absences of more than 20 days must be reported by the School Principal to the Education Welfare Officer.

Statutory requirements of Appendix 1

- Regular attendance is essential for students to make progress in their work.
- The school Principal is obliged to keep a record of school attendance and non-attendance.
- All absences (for a whole or part of a day), must be notified to the school on the official absence slip and brought to the class teacher on the morning of return.
- Where a student has accumulated a total of 20 days absence from school or is not attending regularly, the Principal must report this to the Education Welfare Officer.
- Coming in late or requesting to leave early requires a written note from parents/guardians. The student must also sign the day book. Students who arrive late MUST sign in at the office before they will be permitted to join class.
- Written notification (on the official school slip) from parent/guardian is required to account for absences:
 - a) beforehand if the absence is planned
 - b) when a student wishes to leave the school premises during the school day
 - c) when absence is notified to the school by telephone.

It is our expectation that the school be informed of any illness or physical ailment which might affect a student's performance in class or during extra-curricular activities.

Students are expected to report any accident immediately to the teacher in charge. **Medicines of any kind will not be administered by the school.** Parent(s)/guardian(s) of any student taking prescribed medication should inform the school. It is expected that a student who feels unwell should first report to the teacher in charge and obtain permission to report to the school office. If the student is unfit to return to class, parent(s)/guardian(s) will be contacted where possible and where deemed necessary. It is expected that before leaving the school the student must sign out.

1.2 Sickness/Accidents:

- Parents are requested not to send students to school if they are genuinely ill.
- Should a student become ill while in school she should report to her class teacher, Year Head, Deputy Principal or Principal. If the illness is such that the student needs to go home the school (not the student) will contact the student's parents /guardian who will be asked to collect her or give permission to another responsible adult to take her home.
- Before leaving the student will sign out.
- In the case of accidents, parents will be contacted as soon as possible- if the student requires medical attention and is unable to see her own doctor, she will be taken to one of the local doctors.
- Parents should ensure that they have completed the necessary form authorising the school authorities to seek medical attention for their daughter in an emergency should they not be available.

1.3 Punctuality:

- School commences each day at 9.00 a.m.
- Teachers will take a roll call at 9.00 a.m. and at 2 p.m. daily (Thursday 1.30 p.m.) in each class to ensure that all students are present.
- Parents will be contacted if concern is expressed about a student's absence.

- A roll call will be taken in every class during the day. Should a student be late for the class roll call, she will be marked 'Late'.
- Parents will receive a record twice annually of a student's attendance and punctuality.

It is our expectation that pupils make every effort to attend school on ALL days on when the school is in operation. Students are expected to make up for any work missed when absent from school.

1.3.1 Absence from class or school without permission is a serious matter

Sanction

Late for school or class = Yellow Card

Absence from class without permission = Red card

Absence from school without permission = Blue card

Incidents of truancy may lead to suspension.

All students are given an Absence Book.

It is our expectation that all letters/slips are to be written, dated and signed by parent(s)/guardian(s).

It is our expectation that students arriving late or leaving early must sign in / sign out at the school office. A parent/guardian must collect any student signing out at the office.

2.2 STUDENT BEHAVIOUR

Students are expected to:

- Respect the rights of other students to learn and teachers to provide a positive learning environment.
- Respect safety equipment and emergency exits.
- Be courteous and show respect to every individual in the school community including visitors to the school.
- Be present and on time for all classes.

- Complete homework and tasks on time (c/f Homework Policy).
- Show respect for school property e.g. no litter, graffiti, chewing gum.
- Be honest e.g. by not cheating, stealing, lying, forging a signature.
- Be positive in behaviour by avoiding offensive language; smoking; misuse of substances; racial or homophobic language and any actions likely to bring the school into disrepute.

Participation in extra-curricular activities and outings is subject to staff approval. Repeated misbehaviour, or incidents of serious misbehaviour, will be causes for exclusion.

Classroom Behaviour

In order that students benefit from class work, full co-operation is required from every student.

It is our expectation that students:

- (1) Be on time and fully prepared for class.
- (2) Participate and engage with the activities of the class, cooperating fully with the teacher's directions.
- (3) Move promptly between classrooms so as not to be late for next class.
- (4) Enter and exit classrooms in a quiet and orderly fashion.
- (5) Obtain permission from the teacher to leave a classroom or to enter a classroom other than one's own.
- (6) Sit quietly at their designated seat with their books opened.
- (7) Move to different seat if requested to do so by the teacher.
- (8) Enter all homework in your Student Journal and complete as directed. Students do not deface the School journal in any way. Any journal that is defaced may be confiscated and must be replaced by the student at her own expense.
- (9) Be attentive and make a genuine effort at learning.
- (10) Raise their hand for teacher's attention.
- (11) Be respectful to fellow students, school staff and visitors.
- (12) See that the classroom is kept clean and tidy and that the furniture is treated with care.
- (13) Switch off lights when classroom is being vacated.
- (14) Avoid fighting or rough play.

Disruption of Class:

Disruption of Class prevents teachers from teaching and students from learning. Being late for class, without a genuine reason is considered disruption. Should a student who is corrected for disruption of class continue to do so, the teacher concerned will send for the Deputy Principal or the Principal to withdraw the student and the student will be supervised for the remainder of the class. A written record of the incident will be made by the teacher and placed in the student's file. Should there be a recurrence, procedure as for the first offence will be followed. Home will be informed and student will be placed on lunchtime detention. After school detention may be awarded if a student accumulates three periods of lunchtime detention.

Disruption during evening study may result in a student being removed from study with no refund.

Sanction for breach of behaviour expectations

Caution is given: 1st offence

Yellow Card: 2nd offence 3 Yellow cards = Detention

Serious misbehaviour: Red Card

Refer to Behaviour Management Team (Year Head and Deputy Principal):

Refer to Principal

Serious levels of disruption may warrant suspension

2.3 SCHOOL UNIFORM

It is our expectation that the official school uniform to be worn at all times. All personal items; e.g. coat, jumper, should be marked clearly with owner's name. The school uniform consists of the following:

Uniform:

- Dark Brown V-neck Jumper with the School Crest Attached
- Mustard-coloured School Blouse.
- KNEE LENGTH Dark Brown Skirt or Dark Brown Uniform Slacks.
- PLAIN Black or Brown Tights.
- Black or Dark Brown flat-heeled shoes. In the interest of safety students are advised not to wear shoes with any kind of high heels.
- Make-up is not considered appropriate for school.
- School hoodies only, may be worn over the uniform jumper if necessary.

- Facial jewellery is not permitted.
- In the event of a student not wearing a uniform for medical reasons, a note signed by a medical practitioner is required. No other reasons are acceptable.

It is our expectation that parents co-operate with the school by ensuring that students are compliant in relation to the rules on school uniform.

Sanction:

Students not wearing the required uniform will be given a yellow incident sheet and must report to the Deputy Principal. They will be given the option of wearing a uniform supplied by the school or phoning home for their correct uniform.

Students are expected to wear full uniform during all examinations.

2.4 PERSONAL HYGIENE

Students are expected to be neat and tidy and to take care of personal cleanliness. Should a lack of personal hygiene be evident or offensive to others it will be discretely brought to the attention of the student and her parents by a member of staff.

2.5 CHEWING GUM

Chewing Gum is not permitted at all in the school. Any student found chewing gum will be asked to remove it immediately and will be asked to place it in the litter bin in a hygienic manner. This will warrant a Yellow card. Sticking chewing gum on school property is damage to property and will warrant a Red card.

2.6 PERSONAL PROPERTY:

THE SCHOOL CANNOT BE HELD RESPONSIBLE FOR STUDENTS' PERSONAL PROPERTY.

Students are expected to be responsible for the safety of their own valuables/money. It is recommended that valuables /money should be kept in their own possession or **locked** in the student's locker. The school does not accept responsibility for articles lost, damaged or stolen.

2.7 CARE OF THE SCHOOL PREMISES

- Everyone in the school is responsible for the care of the school premises. Students and Staff are encouraged to feel a sense of ownership for the school and its environment.
- The students' work will be displayed when and where possible.
- The building will be kept clean and tidy.
- **The grounds will be kept free of litter.**

Damage to Property and Books:

If there is proven damage to books or property, compensation must be paid to cover the cost involved to include material and labour. In the case of books as a bar code system is in operation the owner of the books can be traced and held responsible for damage and loss. Books must be replaced by the student – should the student not comply she will be withdrawn from the book scheme immediately. SEE WARNING STATEMENT.

2.7.1 It is our expectation that the school building and the property of others are to be treated with care. It is our expectation that all students will be vigilant at all times so as to ensure their own health & safety, the safety of the other members of the school community or any visitors to the school and the safety of all property therein.

Sanction: Card System applies: Yellow, Red, Blue

Defacing school property in any is a serious offence. Compensation must be made for any damage caused.

2.7.2 It is expected that students not use or interfere with any school equipment without prior permission. In the interest of the welfare of all, students must only use equipment and

materials as directed, especially in the Specialist Rooms where Health and Safety of all is of particular concern. This is particularly important in Science Labs, Home Economics Room, Computer Room and Art Room, **where the health and safety of students/teachers are paramount.**

Sanction

Card System applies Yellow, Red, Blue.
Meeting with Principal
Suspension
Exclusion

2.7.3 The above section also applies to the use of notice boards and blinds. Students are expected to be conscious of the welfare of others while moving between classes and at break times, and while on the school grounds. It is our expectation that students will in no way interfere with fire extinguishers or the fire alarm system

Card System applies Yellow, Red, Blue
Meeting with Principal
Suspension
Exclusion

2.7.4 Pupils are expected to keep classrooms tidy. In the interest of health, safety and hygiene, students must only eat in the designated areas.

Card System applies Yellow, Red, Blue
Meeting with Principal
Suspension
Exclusion

2.7.5 In the interest of the school environment, students are expected to use the appropriate bins for all items of litter. Litter bins are provided and students are expected to dispose of all litter in these bins.

Card System applies Yellow, Red, Blue
Meeting with Principal
Suspension
Exclusion

2.7.8 It is our expectation that students not eat or drink during class. Students are expected to put left-over food in waste bins in the corridors. Left-over food must not be placed in the waste paper bins in the classrooms.

Water or any other drink is not allowed in the Computer Room.

Card System applies Yellow, Red, Blue
Meeting with Principal
Suspension
Exclusion

2.7.9 Inappropriate use of corrective fluids (e.g. Tipp-Ex) and aerosols are **strictly forbidden**. Any such items will be confiscated. Laser pens are not permitted in school.

Card system applies: Yellow, red, Blue

2.7.10 Students are expected to be responsible for any school equipment that they use and may be held responsible for any damage caused. **Interference with fire and safety equipment is strictly forbidden.**

Card System applies Yellow, Red, Blue
Meeting with Principal
Suspension
Exclusion

2.7.11 It is our expectation that students will not bring any potentially dangerous implements or objects (as determined by the school authorities) onto the school grounds or with them while on extracurricular or representative activities.

Card System applies Yellow, Red, Blue
Meeting with Principal
Suspension
Exclusion

2.8 SAFETY:

2.8.1 HEALTH AND SAFETY EXPECTATIONS

As a school which offers our students a broad range of healthy activities and options and seeks to educate our students towards making health-promoting life choices we seek to organise our school community in which health and safety is the concern of all. Through the curricular and extracurricular programme, and in conjunction with parents, these options are presented to our community. All members of our school community are entitled to teach and learn in an area devoid of unnecessary health and safety risk.

- The school has a safety officer who has responsibility to see that safety regulations are adhered to on the premises. Fire exits and notices are clearly displayed in all classrooms and corridors. Fire extinguishers and equipment are checked annually by qualified personnel.
- Each room displays safety guidelines.
- Specialist classrooms display regulations for the safe use of equipment.
- A deliberate breach of safety regulations will be treated as a breach of discipline.
- Staff undergoes required training in safety and First Aid.
- In the interest of safety parents and visitors are requested not to drive onto the school grounds during the day. Should they have to do so they are reminded to turn immediately left at the gate and follow the one-way system. They must not exceed 10 miles per hour.
- Parents are requested not to block the school entrance at morning time or evening and to park safely and exercise extra caution in the vicinity of the buses.
- All staff members park their cars in the designated areas.
- All visitors to the school are required to report to the main office where they will be supplied with a School Identity Tag.
- Parents visiting the school must report to the main office. Those who visit without an appointment and urgently need to meet with the Principal, Deputy Principal or a member of staff shall ask the secretary to contact that person to establish whether or not it is suitable for them to meet. It may be necessary to make an appointment for a later time.

Whenever or wherever the safety of any individual in the school is put at risk by a student, that student will be immediately excluded from all classes and activities and will be supervised. Parents, once contacted, will be required to visit the school, and the student will be permitted to return to class only when she has signed a contract of behaviour and paid the full cost where damage occurs.

2.9 BULLYING

2.9.1 Bullying behaviour, including cyber-bullying will not be tolerated. Bullying is defined as **repeated** aggression, verbal, psychological or physical conducted by an individual or group against others. Cyber-bullying includes texting or posting information or comments about another individual on mobile or social media sites. Bullying thrives in a climate of fear and secrecy. We must not allow cases of bullying to go unreported. In reporting an incident of bullying you are not telling tales but behaving responsibly and positively in order to help foster positive behaviour. Parents and students should bring any information they may have about bullying behaviour to the attention of the school Principal or teachers as promptly as possible. The school always encourages parents to

share information about anything that might affect a student's behaviour in school. Any incidents of bullying will be dealt with in accordance with Anti-Bullying Policy of the school. **The elimination of bullying is the responsibility of everyone. Together we can create a safe and respectful environment.**

2.9.2 Anti-social acts against any member of the school community such as bullying, cyber-bullying (which includes texting or posting information or comments about another individual on mobile or social media sites), intimidation, extortion, harassment (because of gender, marital status, family status, religion, age, disability, race, ethnicity, or sexual orientation) teasing and exclusion are not acceptable in the context of a school which promotes the dignity of each individual in our school. **Breach of this rule will be handled in accordance with the Anti-Bullying Policy in the school.**

The school does not tolerate bullying. Any alleged bullying that is reported will be immediately investigated and the procedure will be as outlined in the Anti-Bullying Policy will be followed. Parents are expected to cooperate. Incidents of bullying will be reported to the Board of Management.

2.10 PHYSICAL FIGHTING:

Should a student become involved in a physical fight on the school premises, while wearing the school uniform or representing the school at any function, the student will be taken home at the earliest possible opportunity.

Having had time to reflect on her behaviour she will be requested to visit the school with her parents to meet (if possible) with the Class Teacher, Year Head, Deputy Principal and Principal. If she wishes to return to the school, she will be required to sign a contract of good behaviour. Should there be a second occurrence; the matter will be referred to the Board of Management.

2.10.1 Any act of assault or violence against any member of the school community will be considered a grave offence. (Blue Card).

Sanction

The Behaviour Management Team will investigate any incident of assault or violence
Suspension or Expulsion may apply.

2.11 MOBILE PHONES:

Policy on Mobile phones and electronic devices

Amended by the Board of Management 8th December 2016

Section 2.11

2.11.1 We acknowledge that the use of the Internet and mobile phones can be invaluable. However, these technologies can also be misused, thus causing offence and harm to others. Each student is required to sign up to the school's Acceptable Use Policy. This policy is in place to protect the school community.

The use of mobile phones and electronic devices at any time on the school grounds or within the school building during the school day is prohibited unless a staff member gives explicit permission to the contrary. The SIM card is defined as part of the mobile phone

It is our expectation that all mobile phones must be signed in to the Office before 9am in the morning and collected at the end of the school day.

The school will facilitate parents/guardians who need to contact their daughter during office hours. Students are also facilitated by the school reception should they wish to phone or text a message to a parent/guardian.

School Trips

2.11.2 Students are not allowed to take mobile phones/electronic devices on school trips. If students are on a school trip/activity that returns to the school after classes finish and before 5pm, they can collect their phone from the office.

Teachers on school trips/activities are always contactable. Students wishing to contact parents/guardians while away on a school trip/activity can do so using the teacher's school phone.

Students who are away on a school trip/activity that returns after 5pm will give their phone to the teacher travelling with them when leaving the school, the teacher will give the phones back on the return to school.

Students who are on a school trip /activity that requires an overnight stay will hand up their phones at night time.

A staff member in consultation with school management may give explicit permission to the student to have their mobile phones with them on trips and school activities.

2.11.3 Teachers on school trips/activities are always contactable. Students wishing to contact parents/guardians while away on a school trip/activity can do so using the teacher's school phone. It is our expectation that students would only contact the teacher for genuine reasons.

2.11.4 Possession or display of offensive or unsuitable photographic, audio or video materials is forbidden. Any offensive materials published on personal websites of any kind or public websites will be considered a gross invasion of privacy and will be considered a grave offence

2.11.5 The school reserves the right to examine recordings (in the presence of a parent/guardian) stored on any phone or device if there are reasonable grounds to suspect that it may have been used to take photographs and/or recordings on the school premises during the school day or during school activities/trips

2.11.6 The use of mobile phones by students to record pictures or sounds is strictly forbidden on the school grounds or on any school related activity. Any student found to be in contravention of this could be liable for a sanction, up to and including suspension in line with the school's Code of Behaviour.

The SIM card is defined as part of the mobile phone. The parents/guardians will be contacted.

2.11.7 Unauthorised use of mobile phone/electronic device

Should a student be found with a mobile phone/electronic device phone during the school day the mobile will be confiscated. The device can be collected by the student's parents/guardians.

Grave Violation

- The unauthorised recording of images and/or sound on the school grounds or during a school activity

- Refusal to hand over a mobile phone/electronic device when requested will result in a suspension.

Sanctions

If a student has a mobile phone/electronic device in her possession it will be confiscated and given to the parent/guardian. The SIM card is defined as part of the mobile phone.

First offence:

The student will be given detention after school for one hour. A letter will be sent to parents/guardians regarding the detention the week before the detention takes place.

Second offence:

The student will be given detention after school for two hours. A letter will be sent to parents/guardians regarding the detention the week before the detention takes place.

Third offence:

The student will be suspended for a day.

If there are reasonable grounds to suspect that a student has used her mobile/electronic device to take photographs and/or recordings on the school premises during the school day or during school activities/trips, (the SIM card is defined as part of the mobile phone) the phone will be confiscated and the parents/guardians will be contacted.

The sanction for such an offence is a suspension for one day.

Making nuisance phone calls, or sending unwanted text messages/e-mails/posting offensive messages/photos is defined as harassment by law.

It is contrary to the school's Dignity in the Workplace Charter, its Anti-Bullying Policy and Code of Behaviour.

Inappropriate behaviour and breach of any of these policies will result in serious disciplinary action, up to and including exclusion from school, in accordance with the school's Behaviour Code procedures.

The Board of Management expects the full co-operation of parents in this matter and requests that both the student and the parent sign both the Behaviour Code Acceptance form and the Acceptable Use Policy form before the school year begins

2.12 STEALING

As stealing is a criminal offence should a student be found stealing, a Blue Card will be given and the incident may be reported to the Garda Siochana.

2.13 INTERNET USAGE:

The school's Acceptable Use Policy is explained to all. Students are expected to adhere to it. It is available by request at the school office.

Sanction: Computer privileges will be removed from students (At the discretion of the Principal).

Misuse of the Internet: See School Policy

Misuse of the Internet will result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

2.14 SUBSTANCE MISUSE:

(SMOKING, ALCOHOL, DRUGS, SOLVENTS)

2.14.1 Smoking

As smoking in public buildings is prohibited, students found smoking **(including ecigarettes)** on the school premises may be dealt with according to the law. It is our expectation that students will uphold the Public Health (Tobacco) Act 2002 in relation to cigarette smoking which is illegal on school premises.

Section 47(b) of the Public Health (Tobacco) Act, 2002 states that fines of up to €3,000 can be incurred by persons smoking in a prohibited area. Such an action will be considered a grave offence.

Smoking is forbidden whenever and wherever the student is wearing the school uniform, or attending a school function. Should a student be reported by a member of Staff for smoking on any of these occasions home will be informed and it will be recorded in the student's file.

Students found in possession of cigarettes while on the premises, while wearing the school uniform or attending school functions will warrant a Blue card. The student will also be required to give the cigarettes to the teacher in charge. Home will be informed in writing, it will be recorded in the student's file and the student may be prohibited from participating in extra-curricular activities for the remainder of the school year.

2.14.2 Alcohol

Should students be found in the possession of alcohol or under the influence of alcohol on the school premises or at a school function, parents will immediately be contacted and requested to visit the school. The student will be prohibited from participating in extra-curricular activities for the remainder of the school year.

2.14.3 Drugs/Solvents

It is our expectation that students will uphold the Misuse of Drugs Act in relation to possession, consumption, inhalation or otherwise taking of drugs or alcohol or any harmful substances. Any attempt to encourage or involve others in such activities is strictly forbidden. Breach of this rule will be considered to constitute a grave offence. *(c.f. the school Substance Abuse Policy for a full account of procedures in relation to the use/abuse of controlled substances.)*

Should students be found taking drugs, passing drugs or in the possession of drugs while on the school premises, while wearing the school uniform, or at school functions, parents will be contacted immediately and the Gardai will then be informed. (Cf. Section on suspensions)

Should a student be found misusing solvents parents will be sent for immediately.

Sanctions will be imposed immediatly if a student:

- Attends school while under the influence of alcohol/drugs.
- Supplies illicit drugs to another student.
- Brings drugs into the school.
- Uses drugs in the school.

Sanction

The offence is serious, the student will be given a Blue card which in this case will involve suspension or, in extreme cases, expulsion.

SECTION 3

Behaviour Management Structure

3.1 CONDUCT PROCEDURE

Where, however, a pupil acts in a manner prejudicial to the learning situation, good order or the interest of others, the school has a right and duty to intervene and, where necessary, impose sanctions.

Behaviour Management is initially the responsibility of the individual teacher in the classroom. **All** teachers carry the same rights and responsibilities regarding the initiation of behaviour management procedures.

It is our expectation that all students are dealt with in a fair manner.

The principles of fair procedure will always apply.

3.2 DISCIPLINE PROCEDURE

Teachers will record in writing all offences committed by a student. Only recorded incidents will be dealt with and these may be used at meetings concerning indiscipline between Parents, Principal or Board of Management.

Breaches of Discipline are normally dealt with and recorded by the teacher who observes them. All teachers will follow the procedures laid down in this Code of Behaviour. However Subject Teachers may refer to Class Teachers or Year Heads who may then refer to the Deputy Principal. In instances of extreme concern or in urgent cases referral to the Principal will be necessary.

Parents and students are advised that policies on Anti-Bullying, Substance Misuse etc. are an essential aspect of the Code of Behaviour. By enrolling their child in this school parents are acknowledging acceptance and support of the Code of Behaviour.

The Board of Management reserves the right to modify the Code to deal with unforeseen circumstances. This Code will be revised annually at the conclusion of the school year. Anonymous complaints or unsubstantiated complaints will not be tolerated.

Sanctions are classified as follows:

| YELLOW Card | RED Card | Blue Offence |
|---------------------------------------|---|-----------------------------------|
| Late for class | Persistent minor disruption | Forging notes and signatures |
| Incorrect uniform | Major disruption of class | Dishonesty |
| Chewing gum | Cheeky behaviour eg. back answering/ disrespectful language | Serious damage to school property |
| Persistent incompleteness of homework | Failure to follow instructions on school outings | Alcohol; Smoking; Drugs |

| | | |
|---|---|--|
| Ill-equipped for class (books, equipment, locker key etc.) | Failure to cooperate with teachers | Mitching school |
| Minor disruption of class | Damage to school property | Racial; discriminatory remarks |
| Failure to provide absence note | Disruption of class resulting in prevention of learning | Disrespectful language/ Slander |
| Copying school work | Mitching Class | Dangerous weapons |
| Eating/drinking in class without permission (including chewing gum) | MOBILE PHONE (see policy) | Actions likely to bring the school into disrepute Refusal to hand over a mobile phone |
| Minor breach of safety | Misuse of the internet | Major breach of safety |
| Graffiti (minor) | Graffiti (major) | Physical fighting |
| Damage to school books | | Bullying |
| | | Stealing |
| | | |
| | | |

All students have the right to a positive learning environment in class. Persistent misbehaviour which prevents other students from learning will result in withdrawal from class.

3.3 Yellow and Red Cards:

Teacher completes appropriately coloured incident sheet in duplicate and forwards to Class Teacher. When sufficient numbers of incident sheets are recorded for a student (3 x Yellow Cards or 1 x Red Card), Year Head is informed. The Deputy Principal will send a letter to parents and pupils will be placed on 1 lunch time detention. A student may be placed on detention after school if they have accumulated 3 lunchtime detentions.

If a student accumulates 4 Red Cards in the course of the school year, they will be sent to the Discipline Committee.

| | | |
|--------------------|-----------------|---------------------|
| Yellow Card | Red Card | Blue Offence |
|--------------------|-----------------|---------------------|

| | | |
|---|---|--|
| <ul style="list-style-type: none"> • Verbal warning from Class Teacher • 3 Yellow Cards = Detention | <p style="text-align: center;">Immediate Detention</p> | <p>Meeting with Behaviour Management Team who will decide upon appropriate sanction. Sanctions may include suspension if deemed appropriate.</p> |
|---|---|--|

3.4 Blue Offences:

Parents officially informed of misdemeanour. Student and Parents meet with Behavioural Management Committee consisting of Class Teacher, Year Head and Deputy Principal who will make recommendations to the Principal. The Principal will decide on the appropriate sanction which may include suspension or exclusion.

3.5 Detention Procedure:

Parents will be informed if their child has been placed on detention. Lunchtime detention takes place from 1:25pm – 1:55pm and is supervised by a rota of teachers. After school detention from 4pm-5pm may take place when a student has previously been placed on three lunch time detentions. A letter will be sent to parents a week in advance indicating that a student has been given after school detention.

SUSPENSION PROCEDURES

8.1 The purpose of suspending a student from the School is to provide the student with time for reflection, to emphasise the seriousness of specific misbehaviours and to give staff time to plan ways of helping the student to change unacceptable behaviour.

8.1.a The Board of Management has delegated authority to the Principal to suspend a student for a period up to and including three days. If a suspension for longer than three days is being proposed the matter must be referred to the Board. In such a case, having sought approval from the Chairperson of the Board, the Principal may suspend for up to five days to allow for time to convene a meeting of the Board of Management. The

Board will not normally impose a suspension of more than 10 consecutive school days.

8.1.b Suspension will normally be imposed for a grave offence as defined in this policy. Where in the opinion of the Behaviour Team for the student's year and/or Principal or Acting Principal, detention or warning are an inadequate disciplinary procedure for serious offences, or in the instance of repeated serious offences, the sanction of suspension may be imposed. Such misbehaviour may include:

- A threat to the safety of others.
- Disruption of teaching and learning
- Deliberate damage to property
- Misuse of technology
- Substance abuse
- Persistent breaches of the Code of Behaviour which have not been rectified by the normal school interventions.

8.1.c Before a suspension is imposed the Principal will have considered the seriousness and context of the behaviour; the impact of the behaviour on the other members of the school community; the interventions that have already been tried with the student involved; the likely impact of the suspension on the particular student. Care will be taken to ensure that the academic progress of the student will not be adversely affected by the suspension.

8.1.d Suspension Procedures.

Following a thorough investigation of the incident, if the Principal decides it is appropriate to suspend a student, the following procedure will be used:

The student will be informed and given an opportunity to respond.

The student's parents will be contacted and the matter will be explained. The suspension will not be implemented until the parents have been fully informed both of the circumstances of the incident and of their right to appeal the decision to suspend to the Board of Management.

Every effort will be made to request and to facilitate the student/ parent/ guardians to meet with the Principal and/or Acting Principal and Year Head at a specified time acceptable to all parties so as to afford them a full opportunity to comment on the disciplinary action being considered.

If the student/parents/guardians fail to attend such a meeting and fail to provide a reasonable explanation for not doing so, the matter will be determined in their absence and the suspension carried out.

The student and parents/guardians will be informed in writing that the suspension has been imposed, the date from which the suspension takes effect and the period of the suspension.

In the event of the student/parents/guardian attending such a meeting, if having heard the student/parents/guardians, the Principal considers that it is proper and necessary that suspension be imposed, s/he may suspend on such terms as s/he considers appropriate.

Confirmation in writing will be given to the student/parents/guardians that suspension has been imposed, the date from which such a decision takes effect and the period of the suspension.

Without prejudice to the foregoing, where the Behaviour Team and/or Principal has been notified of an alleged grave offence and where immediate suspension is deemed necessary for Health and Safety reasons, the Principal, without having interviewed the student and without prior notice to the students/parents/ guardians, may suspend a student with immediate effect for such a period as is deemed appropriate, pending investigation of the allegation of an offence.

Official notice of such suspension will be confirmed by post to the student/guardians/parents/ and the period of the suspension indicated.

The Behaviour Team shall, as soon as practicable, notify the student of the allegations made, investigate the matter and interview the student. The interview shall give the student a full opportunity to comment on the allegations made. Following that interview, the Behaviour Team shall decide whether the student has committed an offence that warrants suspension and recommend suspension or otherwise to the Principal. The relevant procedures outlined above will be followed.

- 8.1.e The Principal will notify the Board of Management of the suspension. Under Section 21(4) of the Education (Welfare) Act, 2000, where a student is suspended for a period of not less than six days, the Principal will forthwith so inform the Educational Welfare Officer by notice in writing.
- 8.1.f Following a period of suspension, the student, accompanied by his/her parent/guardian, is required to present himself/herself to the Principal or Deputy Principal on returning to the school, before going to any class. At this meeting the Principal/Deputy Principal will review the case decide what structures are required to support the student in returning to school and in addressing the behaviour which led to the suspension.

8.2 Appeals of suspension

A suspension imposed by the Principal can be appealed to the Board of Management as follows:

- 8.2.a An appeal should be submitted in writing to the Secretary of the Board of Management within 5 school days of the imposition of the suspension and should set out the parent's case against the suspension.
- 8.2.b At its next meeting the Board will nominate two members, neither of whom should have any involvement in the case, to investigate the issue and report back to the Board with its findings and recommendations.
- 8.2.c If this investigation recommends that the Board remove the suspension, the record of the suspension will be removed from the student's file. If the investigation approves the suspension then the suspension will stand.
- 8.2.d There is no further right to appeal unless the student's cumulative suspensions in any one year exceed 20 days, in which case there is a right to appeal to the Secretary General of the Dept. of Education and Science. The Principal must inform the parents and the NEWB if this 20 day limit has been reached.

8.3 Review

The Board will monitor the frequency of the use of suspension as a disciplinary measure and will regularly review the procedures to ensure that it is being used fairly and appropriately and in the best interests of the entire school community.

2 EXPULSION PROCEDURES

9.1 Only the Board of Management has the authority to expel a student. This authority will not be delegated.

9.2. Expulsion of a student is a very serious step and will only be taken by the Board in extreme cases or as a last resort after intervention have failed as follows:

- Where there is significant and continuing disruption to the learning of others or to the teaching process.
- Where there is a serious threat to the health and safety of the student themselves, other students or members of staff.
- Where the pupil is uncontrollable and is not amenable to any form of school authority.

9.6 Where parents refuse to exercise their responsibility for the pupil in accordance with this Behaviour Code

- i. Where the pupil's behaviour is detrimental to sustaining the ethos of the school In cases of specific behaviour such as:
- ii. Actual violence or physical assault.
 - Supplying illegal drugs.
 - Sexual assault.
 - Deliberate serious damage to property.
 - Grave misuse of technology.

9.7 Before considering expulsion the school will have taken significant steps to address the student's behaviour. These steps may include:

9.7.1 Meeting with parents and the student to try and find ways of helping the student to change his behaviour.

9.7.2 Making sure that the student understands the possible consequences of his behaviour, if it should persist.

9.7.1 Ensuring that all other possible options have been tried to bring about an improvement in behaviour, including IBP intervention

9.7.2 Seeking the assistance of support agencies (e.g. National Educational Psychological Service, South West Counselling Centre, Health Service Executive Community Services, the National Behavioural Support Service, Child and Adolescent Mental Health Services, National Council for Special Education).

9.7.5 However there may be exceptional circumstance where the Board of Management forms the opinion that a student should be expelled for a first offence. Due process and fair procedures will be followed in all cases and the principles of natural justice will apply.

9.8 Procedure for expulsion

9.8.1 The Principal will ensure that there is a thorough investigation of the incident. The student may be suspended from the School while this investigation is taking place.

9.8.2 The Principal will inform the student and the parents, in writing, of the details of the alleged misbehaviour and the possibility that it could result in expulsion.

9.8.1 The student and parents will be given every opportunity to respond to the complaint before a final decision is made. If the final decision is that the Principal intends to recommend expulsion to the Board of Management then the parents will be invited to a meeting with the Principal before the recommendation is taken to the Board.

9.8.2 The Principal will provide the parents and the Board of Management with records of the allegations, the investigation and also the grounds on which the Board is being asked to consider expulsion.

9.8.3 The parents will be notified of the date of the Board of Management hearing and will be invited to attend. They will be given adequate notice of the meeting and will be informed that they may make a written and oral submission to the Board. The written submission may be made in advance.

9.9 The Board of Management Hearing

9.9.1 The Board will ensure impartiality and a Board member who has had any involvement in the circumstances of the case will not take part in the hearing.

9.9.2 At the hearing the Principal and the parents, or a student who is eighteen years or over, will put their case to the Board in each other's presence.

- 9.9.3 Parents may wish to be accompanied at such hearings and the Board will facilitate this; legal accompaniment is not acceptable at this stage.
- 9.9.4 Neither Principal nor parents will be present when the Board is making its decision.

9.10 Following the Board Decision

- 9.10.1 Where the student and his parents/guardians attend the meeting with the B.O.M., and the Board, having heard the student and/or his parent/guardian, form the view that it is necessary and proper to impose the sanction of expulsion, the Board, before making the decision to expel the student, will notify, in writing, the Educational Welfare Officer of its opinion and the reasons therefore, in accordance with Section 24(1) of the Education (Welfare) Act, 2000.

Where the student/parents/guardians do not attend the meeting:

If the student or his parent/guardian fail to attend the meeting with the B.O.M. and fail to provide a reasonable explanation for not doing so, the B.O.M. may determine the matter in their absence. Before making a decision to expel the student, the Board will notify, in writing, the Educational Welfare Officer of its opinion and the reasons therefore, in accordance with Section 24(1) of the Education (Welfare) Act, 2000.

- 9.10.2 Where it is decided to impose the sanction of expulsion, the student and his parent/guardian will be informed by letter by the Board that the sanction of expulsion has been imposed and the date from which decision will take effect. The student will not be expelled from the school before the passing of 20 school days following the receipt by the Education Welfare Officer of the notification. In the interim, the Board may, in accordance with section 5 of the Education (Welfare) Act, suspend or make other arrangements to ensure that ‘good order and discipline are maintained in the school’.

9.11 Involvement of the Education Welfare Officer

- 9.11.1 Within this twenty day period, the Education Welfare Officer will convene meetings with relevant parties to ensure that arrangements are made for the student to continue in education.
- 9.11.2 While these negotiations are taking place, and before the expulsion is finalised, the Board may consider it necessary to continue the student’s suspension from school. This task may be delegated to the Principal or Chairperson.

9.11.3 After the twenty days has elapsed, where the Board remains of the view that the student should be expelled, the decision will be formally confirmed to the parents and the student in a registered letter signed by the Chairperson and the Principal.

9.11.4 The parents will be told about the right to appeal and supplied with the appropriate form. This appeal is made to the Secretary General of the Department of Education and Science.

3 Review and Evaluation

10.1 Yearly Review

10.1.1 The Code will be reviewed on a yearly basis by school management in conjunction with the Behaviour Management Teams and staff. The views of the Student Council will also be taken into account

A major review of the Code will take place every three years

APPENDICES

The Education Welfare Act 2000(Section 18)

Notification of a child's absence from school

“where a child is absent from the school at which he or she is registered during part of school day, or for a school day or more than a school day, the parent of such child shall in accordance with procedures specified in the Code of Behaviour prepared by the school under Section 23, notify the Principal of the school of the reasons for the child's absence.

School attendance records (Section 21)

1. The Principal of a recognised school shall cause to be maintained in respect of each school year a record of the attendance or non-attendance on each day of each student registered at that school.
2. A record maintained under subsection (1) shall specify the following, that is to say

- Where a student attends at the school concerned on a school day, the fact of his or her attendance, or
- Where a student fails to so attend, the fact of his or her failure and the reasons for such failure.

3. A record to which this section applies shall be maintained at the recognised school concerned and shall be in such form as may be specified by the Board.

4. Where

- a. A student is suspended from a recognised school for a period of not less than 6 days
- b. The aggregate number of school days on which a student is absent from a recognised school during a school year is not less than 20
- c. A student's name is, for whatever reason, removed from the register referred to in section 20 by the Principal of the school concerned, or
- d. A student is, in the opinion of the Principal of the recognised school at which her or she is registered, not attending school regularly,

The Principal of the school concerned shall forthwith so inform, by notice in writing, an educational welfare officer.

