

Coláiste Chiaráin, Leixlip Community School Code of Behaviour
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INTRODUCTION

Coláiste Chiaráin is a community school recognising the rights and responsibilities of all members of the school community – management, staff (teaching and non-teaching), pupils and parents/guardians. In implementing the Code of Behaviour the educational needs of students' behaviour will be balanced with the general welfare of the wider school community.

This policy was formulated in accordance with the requirements of the Education Act 1998, the Education (Welfare) Act 2000 and the Guidelines issued by the National Educational Welfare Board (NEWB) in 2008. The policy is the result of a collaborative process involving staff, Student Council, Parents Association, and Board of Management. The school is committed to implementing this code in a fair, compassionate and reasonable manner.

SCOPE

This policy applies to the students of Coláiste Chiaráin and relates to all school activities both during and outside of normal school hours.

MISSION

Coláiste Chiaráin aims to foster an appreciation of learning among students and to encourage regular attendance. The school respects the individual, valuing, understanding and empowering the gifts of each person, and commits itself to educating the whole person in an atmosphere of trust and respect.

RELATIONSHIP OF POLICY TO MISSION OF SCHOOL

The Code of Behaviour has been developed in accordance with the school's mission statement. It intends to bring about within the school an atmosphere of peace and order for the benefit of all. The Code is based upon respect for oneself, for others, for property and the shared school environment.

RATIONALE

In Coláiste Chiaráin many people work together to further the school's mission. This requires a high-level of courtesy and consideration for others. Adults in the school model the school's standard of behaviour in their dealings both with students and with each other, since their example is a powerful source of learning for students.

In keeping with the school's mission and Christian ethos, the Code of Behaviour and associated discipline structure in Coláiste Chiaráin aims to help students grow in awareness and exercise of responsibility to self and others. Affirmation and reward of good behaviour is a fundamental part of this Code. Behaviour which is ill-mannered, annoying, dangerous or disruptive cannot be allowed and will attract sanctions.

POLICY AIMS

- To ensure understanding by parents/guardians, students, staff and management of the Code of Behaviour and the reasons for it
- To allow for the appropriate involvement of all school personnel
- To outline strategies to be used in the promotion of positive behaviour
- To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour
- To outline the interventions to be used when a student repeatedly misbehaves.

ROLES, RESPONSIBILITIES AND THE PROTECTION OF RIGHTS

Coláiste Chiaráin acknowledges the contribution of all members of the school community. Each member has responsibility for the promotion of good behaviour and a role in dealing with and minimizing negative behaviour so that the rights of all are respected:

- Students have the right to learn without disturbance from other students.
- Teachers have the right to teach in an atmosphere of mutual respect and cooperation.
- Parents/guardians have the right to expect that their children will be facilitated in working to the best of their abilities at all times.
- Students and Staff have the right to work in a safe and supportive environment without the fear of being bullied or intimidated.

STANDARDS OF BEHAVIOUR**STUDENTS**

The adherence or non-adherence to the rules and structures of the school involve day-to-day decisions by students. From these decisions, flow consequences that build up or undermine the school community. The school expects that students at all times will uphold the Code of Behaviour to the best of their ability.

PARENTS/GUARDIANS

The school acknowledges the role of parents/guardians in the development and operation of the Code of Behaviour and expects that parents/guardians will model the standards that students are asked to respect. In order to do this, they need to be familiar with the standards and to understand the importance of expecting students to behave to these standards.

The cooperation of parents/guardians is considered fundamental to the implementation of the Code of Behaviour. In particular the ways in which parents/guardians and teachers interact will provide students with a model of good working relationships. It is the policy of Coláiste Chiaráin to keep parents/guardians informed of instances of unacceptable behaviour. Parents/guardians have the right to come to the school (by appointment), and may be asked to do so in order to discuss with the principal, deputy principal, year head and teachers concerned, any misbehaviour on the part of a student.

ANCILLARY STAFF

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

TEACHERS

The quality of relationships between teachers and students is one of the most powerful influences on student behaviour. For many students, their teachers are a major source of support, adult empathy and pastoral care, and are hugely significant figures in their lives. The school will endeavour to develop and nurture these relationships.

Each teacher has responsibility for the maintenance of discipline within her/his class and share, with other teachers, a common responsibility for good order within the school and school grounds.

Year Head

The year head acts in consultation with teachers and school management in the area of discipline. The year head meets parents/guardians, and files reports of such meetings.

Pastoral Care Team

The pastoral care team of Principal, Deputy Principal, Chaplain, Guidance Counsellors, Year Heads and teachers act to support students with difficulties and help them overcome any problem.

Deputy Principal

The Deputy Principal has responsibility for managing discipline in the school. S/he will ensure, with the cooperation of all staff, that good order prevails in the school. S/he will be consulted by the Year Heads and teachers regarding such matters.

In the absence of the principal s/he acts for the principal.

Principal

Under the direction of the Board of Management, it is the responsibility of the Principal to lead the implementation of the Code of Behaviour and to ensure its implementation in a fair and equitable manner.

Board of Management

The Board of Management is the decision-making body of the school. The Code of Behaviour is developed with the authority of the Board and must be approved by the Board before becoming official school policy. The Board delegates to the principal responsibility for leading the implementation of the Code of Behaviour and hears appeals by parents/guardians against decisions of the principal.

The Board of Management and Staff are committed to implementing this policy in a fair, compassionate and reasonable manner.

CONTENT

The content of the Code of Behaviour includes:

- General school rules
- School procedures
- Strategies for promoting positive behaviour
- Guidelines and sanction for dealing with misbehaviour.

REVIEW

This policy will be reviewed at two-year intervals or as required by the Board of Management.

General School Rules:

- Students must be in class on time, with their journal and prepared for work. Lockers may be accessed at the following times ONLY: before school, at break time and lunchtime and after school. Students may not be released from class to go to their locker. Lockers must be kept locked.
- Students must complete all assignments and homework.
- Proper procedures must be followed with regard to non-completion of homework or absences from school or class.
- Students must behave in an orderly manner. Ill mannered, dangerous or disruptive behaviour on corridors or in class will not be tolerated and sanctions will be imposed. Bad manners and coarseness will not be tolerated.
- Movement along the corridors must be in a quiet and orderly manner and students must observe the one way system at all times.
- Students should make every effort to use the toilet at break times only. Use of toilets during class time is discouraged due to the disruption caused to teaching and learning. When using toilets, students must not loiter and respect all other users by keeping toilets clean and tidy.

- Full uniform must be worn coming to and going from school, while in school, on school outings and when representing the school. School sports tracksuit/ PE gear can be worn on the day a student has PE or if a student is participating in a sports competition during school hours..
- For reasons of health and safety or because they may distract, the following items may not be brought to school: Liquid Tippex (corrective fluid), aerosols, cigarettes, alcohol or other drugs or laser lights. Other items may also be undesirable and this will be explained to students as the need arises.
- Smoking/vaping, consuming alcohol or prohibited substances is not permitted on school premises, or on school outings or school related-activities or at any time while wearing the school uniform.
- Mobile phones must be powered off at all times on school grounds and can only be used with a teacher's permission. The use of listening devices, cameras and other electronic equipment is restricted. Other electronic devices may also be undesirable and this will be explained to students as the need arises
- Cycling in school grounds is not permitted. Bicycles must be securely locked during the school day. Students and parents/guardians are not permitted to bring cars, motorbikes, electric bikes or electric scooters into school grounds.
- Large sums of money and valuable items should not be brought to school. Student property should be labelled. The school cannot accept responsibility for any personal property damaged or stolen.
- Students must not litter classrooms, corridors or assembly hall and must ensure that tables are cleaned and arranged in a neat and orderly fashion after lunch.
- Vandalism, graffiti, damage to property, trees, shrubs and the environment are strictly prohibited
- Students must co-operate with the school authorities in investigation into matters relating to student welfare and safety. School management reserves the right to view the contents of a student's locker, bags, or/and to view any items carried by students on their person. This is in the interest of the welfare and health and safety of the entire school community.
- The principal must be notified in writing of all cases of infectious disease or skin conditions.

SCHOOL PROCEDURES

Student Journal

All students are issued with a journal by the school and are required to have it in class at all times. Failure to produce the journal when required to do so by a teacher is a breach of the Code of Behaviour.

Students who deface their school journal will be required to replace it and may be subject to the appropriate sanctions. Students are not allowed to write in another student's journal.

A lost or defaced journal must be replaced and paid for by the student.

Attendance

Students will be in school by 08.30 and in their classroom before class begins at 08.35. In the afternoon students should be in school by 13.30 and in their classroom before class begins at 13.35. If a student is late at those times, it will be recorded in VSware by the Principal, Deputy Principal or the teacher during roll call.

An automatic notification will normally be sent to parents/guardians on the VSware app when a student is marked absent for the first period in the morning (period 1) and first period after lunch (period 5).

When possible, medical and dental appointments should be made outside school hours. Holiday arrangements should also coincide with the school calendar. Any absences/appointments need to

be recorded on VSware prior to student leaving school. Students must notify the office before they leave.

How is attendance monitored

Subject Class Registration

Each subject teacher in each class throughout the day records the attendance and absence of students on the student database. The attendance data gathered daily by each subject teacher contributes to the subject teacher's academic record for each student and will be communicated to parents at Parent/Teacher meetings and via VSware mail, if required. This attendance data will also be used by the subject teacher to alert the relevant Year Head of attendance concerns in relation to individual students.

Daily Notification to parents of your child absence

Morning and afternoon attendance is taken by the class teacher. Parents/guardians will be notified if their child is absent, via the VSware app.

Written explanation for all absences

All absences must be registered by parents/guardians on the VSware app.

Parents/guardians are obliged by the Education (Welfare) Act (2000) to give a written explanation to the school for each absence. The school is obliged to record and report all absences and reasons for absences and to report on them to the National Educational Welfare Board. It should be noted that the reporting to the school's Education Welfare Officer of students (under 16) who have more than 20 days absence in a school year is now mandatory under the Act.

Lateness

Punctuality is essential for the smooth running of the school and to maximize teaching and learning time. Students arriving late for school for a genuine reason must have an absent note recorded on VSware giving precise reasons for lateness.

Leaving Class/ Leaving school early

Students leaving school early, **with permission** from a member of school management must present themselves at reception and record their absence with reception staff. Parents must have this absence recorded on VSware prior to the student leaving the school.

If a student is feeling ill they must speak with their Year Head. If required the Year Head will arrange to contact parents/guardians if a student needs to go home.

Parents/guardians or visitors visiting school must present themselves at reception and await contact from a member of staff. Visitors may not proceed through school unaccompanied. This includes parents delivering lunches etc.

Bullying

Bullying is not acceptable and will not be tolerated. Students who engage in it will be sanctioned. The school's anti-bullying policy should be read in conjunction with this policy on the school's code of behaviour which are available to view on the school website.

Every member of the school community has a responsibility to ensure that the school environment is safe and free from bullying. Every student has a responsibility to refuse to accept bullying when they see it occur. This can be done by addressing the incident themselves or referring it to a teacher. Keeping it quiet is keeping it going.

Online Privacy

Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. **As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.**

Eating and Drinking:

Coláiste Chiaráin promotes healthy eating. Chewing gum is banned as it causes damage to school property.

Smoking/Vaping

In conjunction with the prohibition on smoking, cigarettes, e-cigarettes, lighters/matches are not to be brought to school. Students found with any of these items will have them confiscated and a Friday detention for a first offence. Further breaches of this nature may result in suspension. A student found smoking/vaping will be suspended.

Substance Abuse

The School's "Substance Abuse Policy" should be considered in conjunction with the School's Code of Behaviour.

Students found in possession of alcohol will have it confiscated and will be subject to immediate disciplinary action, which may result in suspension and/or exclusion.

Students found in possession of illegal drugs or substances will have them confiscated and will be subject to immediate disciplinary action, which may result in suspension and/or exclusion. Their parents/guardians will be informed and the matter will be referred to the Board of Management and the Gardai.

Mobile Phones and other electronic devices

The School's "Mobile Phone Policy" should be considered in conjunction with the School's Code of Behaviour.

Mobile phones must be powered off while on the school grounds. While in class, students' phones must be placed at the designated area for that room as identified by the teacher. With teacher's permission, students may use their phones for classroom activities. Phones must be powered off immediately after classroom activities have finished and returned to designated places. In case of emergency parents/guardians can contact the reception office to leave a message for or request to speak to their daughter/son. In the event that a student needs to phone home s/he can speak with the relevant Year Head/Deputy/Principal to arrange to use a school phone. Students must not contact parents on their mobile phones.

Cameras may only be used with the permission of the year head, deputy principal or principal. If a student wishes to take a picture of another person they must have that person's permission. Students in breach of this rule will be subject to immediate disciplinary action, which may result in suspension and/or exclusion.

The school is not responsible for any electronic devices which are lost, damaged or stolen.

School Uniform & Appearance

All students must be in full uniform before being admitted to class or school-related activities unless otherwise specified. The uniform is listed below.

- 1.) Green/navy jumper with school crest
- 2.) A cream shirt/blouse
- 3.) Official school tie
- 4.) Grey trousers
- 5.) Grey checked kilt/skirt or Grey trousers
- 6.) Plain black shoes with **flat** heels or plain black trainers
- 7.) Navy school jacket or navy/black jacket without stripes, logos or other adornments.

PE Uniform:

- Plain navy tracksuit bottom.
- Plain navy t-shirt.
- Plain navy jumper or plain navy hoodie. Navy hoodie with crest is available.
- Navy hoodies are to only be worn the day a student has PE. Hoodies are not a substitute for normal school jumpers.

Each item of school uniform and PE gear must be marked with the student's name.

PE gear can be worn on the day a student has PE or if a student is participating in a sports competition during school hours. **If training after school, students must wear their uniform for the school day.**

Hair should be clean, tidy and well groomed. Hair should be of a natural colour.

The jewellery allowed is a watch, a ring and ear studs. Any other rings/clips are not allowed on the ear; nose stud(s) or rings on any other part of the face/body are not allowed.

Makeup is permitted in accordance with the written agreement between the Student Council and the principal.

In exceptional circumstances at the request of parents/guardians (in writing) the requirement of full school uniform may be waived for a limited number of days. Students must wear school PE uniform in this case.

Confiscated jewellery will be placed in the appropriate envelope and forwarded to the student's year head. Jewellery will be returned to students at the end of a school term or at the Year Head's discretion.

Homework

Homework is a vital element of school life. It enables students to check what they have been taught in class, to determine gaps in their understanding and to perfect their knowledge. The School's "Homework Policy" should be considered in conjunction with the School's Code of Behaviour.

Homework must be recorded in the school journal and presented on time. Homework may consist of:

•	A review of all work covered in class
•	Set written and oral work
•	Revision

In the case of homework undone, a written excuse must be given in the Journal by the parent/guardian. Persistent failure to present homework will result in sanctions being applied by the subject teacher and parents/guardians will be contacted if improvements are not made.

Supervised Study is provided in the school for 3rd and 6th years.

Out of School Activities

When representing the school in sport, cultural activities or other activities outside of school, students are required to maintain the usual high standards of courtesy and behaviour expected in school. Students must comply with directions of the persons in charge including persons additional to the teaching staff of the school. The school's Code of Behaviour still applies.

Where Students returning from an out of school activity are unavoidably delayed, the person in charge should contact the school so that the school is aware of the situation and students should be able to contact parents/guardians when a delay arises (students may bring phones on trips but powered off). All classwork/homework must be completed.

STRATEGIES FOR AFFIRMING POSITIVE BEHAVIOUR

All members of the school community have a role in promoting positive behaviour. As well as the staff some student groups have a leadership role in this area. They include Prefects, Gluais students, Student's Council and Gaisce candidates. The leadership role of prefects, Gluais students, Peer Mentors is to be respected.

Students' achievements, academic or otherwise, will be recognised at awards ceremonies and on other occasions. In particular year group assemblies will be used as an opportunity to acknowledge achievements and to foster a sense of community.

Rewards for positive behaviour may include:

- Positive notes in VShare
- Praise from staff
- Responsibilities given
- Student Awards Scheme
- Public affirmation through website, social media and newsletters
- The display of students' work throughout the school.
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- Year group reward system eg Friday Treat, Mallow Moments etc.
- Principal letter of commendation.

SCHOOL SANCTIONS

- Reprimand/action as the class teacher deems fitting
- Extra work/homework/clean-up duties
- Penalty sheet
- On Report - Report Card signed by teacher in each class for specified number of days.
- Behavioural contract
- Detention at the discretion of the teacher, provided the student and parent/guardian is notified of the detention with at least one day's notice.
- Removal from class
- Withdrawal of privileges (including school trips and extra-curricular activities)
- Reparation
- Suspension
- Permanent exclusion from school
- Restorative practices can be used where appropriate.

GUIDELINES AND SANCTIONS FOR DEALING WITH MISBEHAVIOUR

- For minor offences occurring in the classroom students will be sanctioned by the class teacher.
- For continuing minor offences after sanctions have been given by the class teacher and no improvement has occurred, students will be referred to the Year Head.
- Serious and very offences will be referred to the Year Head and/or school management.
- Please see 'Ladder of Referral' for a more detailed explanation.

Ladder of Referral

- There are times when restorative methods may not have the desired outcome. Here are the steps to deal with incidents that may take place:
- Any of the sanctions outlined in Step 1 below can be applied at any stage later on in the ladder of referral.

Step 1: Class Teacher

- Class teachers should deal with problems in the first instance, e.g.
 - Failure to do homework/class work, frequently having no books, frequently being late for class, disrupting teaching. The following are suggestions for dealing with misbehaviour:
 - Reasoning with students using restorative practices
 - Extra work and/or punishment.
 - Moving position in class.
 - Behaviour Note in VSware app.
 - Note of apology written and signed by pupil with Parent/Guardian signature to verify that it has been seen.
 - Detention by class teacher at lunchtime or after school (Mon-Thurs). Inform parents 24 hours in advance of detention.
 - Reciprocal arrangement with a colleague to remove a student to another classroom under supervision of the teacher.
 - Contact Parent/Guardian using Vsware mail if needed.
 - Changing seating arrangements in class
 - Isolations within the classroom
 - Removal from class for brief periods under supervision
 - Punitive written work such as lines, essays, copying out etc.
 - Detention under school procedures
 - Chores within the school building and grounds, picking up litter, cleaning windows, desks,
 - Assign an NBRA form, which is signed by the parent and then filed with the Year Head.
- Incidents are recorded on Vsware as well as the actions taken by the class teacher to deal with incidents or repeated misbehaviours.
- **Assist the student to restore the relationships that have been impacted as a result of the behaviour.**

Step 2: Year Head

- **Can apply any sanctions/interventions outlined in the previous steps.**
- Written referral to Year Head.
 - When referred by teacher - action taken must be recorded and then referred to Year Head on VSware.
- The Year Head will deal with more serious issues e.g.:

- Deliberate insolence/ defiance of a teacher.
- Persistent failure to do homework/class work/punishment work etc.
- Uncooperative behaviour by a group.
- Bullying incidents and fighting.
- Failure to show for detention.
- Forged signature.
- Unexplained absence from class/school.
- Damage to school property.
- Students may be put on report and Parent/Guardian may be involved at Year Heads discretion.
- Assist the student to restore the relationships that have been impacted as a result of the behaviour.

Step 3: Intervention team led by Deputy Principal

- **Can apply any sanctions/interventions outlined in the previous steps.**
- The Intervention team will consist of Deputy Principal, Year Head and another teacher, if appropriate.
- Students will attend a meeting with the intervention team accompanied by the parents/guardians.
- Team may place student/s on extended period of Report
- Student privileges may be removed, i.e. participation in extracurricular activities.
- Recommend external support services.
- Team may place student/s on behavioural contracts.
 - The progress of the contract will be continuously reviewed.
 - Serious breaches of behavioural contract can be referred to the Principal.
- The team will assist the student to restore the relationships that have been impacted as a result of the behaviour.

Step 4: Deputy Principal

- **Can apply any sanctions/interventions outlined in the previous steps.**
- Serious breaches may be referred directly to the Deputy Principal.
- If a contract is in place the progress of this can be reviewed.
- The Deputy Principal can refer a student to the Principal.
- In the absence of the Principal, the Deputy Principal can issue a suspension.
- Assist the student to restore the relationships that have been impacted as a result of the behaviour.

Step 5: Principal

- **Can apply any sanctions/interventions outlined in the previous steps.**
- Very serious breaches may be referred directly to the Principal.
- Suspend student
- Refer student to the Board of Management
- If a contract is in place and where satisfactory progress in amending behaviours has not been achieved, the Principal can refer the student to the Board of management.
- Assist the student to restore the relationships that have been impacted as a result of the behaviour.

Step 6: Referred to Board of Management

- **Can apply any sanctions/interventions outlined in the previous steps.**
- Suspension and expulsion are considered by the Board of Management.
 - Procedures are outlined in our suspension and expulsion policy.

Examples of misbehaviours and possible sanctions are outlined in the table below. This table is not an exhaustive list.

Minor	Actions
<ul style="list-style-type: none"> • Late for class • No books/pens/equipment/PE gear etc. • No homework • Uniform/Makeup • Littering • No Journal • Going to lockers between classes • Running/inappropriate behaviour on corridors • Minor classroom disruptions 	<ul style="list-style-type: none"> • Verbal correction/warning • Extra work relevant to subject • Removal to other class • Penalty Sheet, repeat homework or extra work • Class detention • Communication with parents/guardians using VSware I • Class teacher gets students to fill out a NBRA. Filed with Year Head • On Report • Clean-up duties
Serious	Actions
<ul style="list-style-type: none"> • Consistent lates with no improvement following detentions • Persistent minor offences without improvement • Graffiti on school property or in Journal • Cheek/back answering • Questioning authority of teacher • Inappropriate comments to other members of the school community • Writing on uniform or damaging it in any way • Out of bounds (in a part of the school prohibited to students) • Absent from class without permission • Disrupting exams • Chewing Gum • Smoking/Vaping 	<ul style="list-style-type: none"> • Detention/clean-up/litter collection • On Report • Lunchtime or Friday Detention • Discussion with parents/guardians • Sent home until work completed at discretion of year head • Behavioural Contract • Letter of apology • Withdrawal of privileges (including school trips, extra-curricular activities) • Suspension
Very Serious	Actions
<ul style="list-style-type: none"> • Refusal to follow a direct instruction or non-compliance • Using abusive language or making comments of a personal nature to a member of staff • Bullying/Harassment/Cyber Bullying • Recording or photographs without permission • Fighting • Stealing • Vandalism (including damage to books or equipment) • Grouping to intimidate • Aggressive/dangerous behaviour • Truancy • Persistent offences without improvement 	<ul style="list-style-type: none"> • Multiple detentions • Removal from class • Privileges withdrawn • Meeting with parents/guardians • Behaviour Contract • Suspension (including in-school suspension) • Exclusion/Expulsion • Reparation

Sanctions set by Yearhead and or attendance coordinator

Misbehaviour	Actions
3 lates in 10 consecutive school days	20 minute detention at 8am Thursday morning
Late or missed early morning detention	20 minute detention at 8am Friday morning and 1 hour detention after school on Friday
3 negative VSware notes in 10 consecutive school days	1 hour Friday detention
Missed lunch time teacher sanctioned detention	1 hour Friday detention
Uniform Violation	1 hour Friday detention
3 NRBA's filed with Year Head in 3 calendar months.	Report card
A student failing to complete 2 consecutive one hour Friday detention without explanation.	Recommended for suspension

The above list of misdemeanours is not exhaustive and the fact that a particular matter is not specified in the code will not exonerate a student from responsibility should there be an infringement of another person's right. The standard expected with regard to any issue not referred to above is that which would generally be regarded as decent and ordinary behaviour.

Sanctions may also be taken against a student who engages in disreputable/poor behaviour in the community, while representing the school or wearing the school uniform.

PROCEDURES WITH REGARD TO SUSPENSION AND EXPULSION**Suspension**

Suspension will be a proportionate response to the behaviour that is causing concern. Normally, other interventions will have been tried before suspension, and school staff will have reviewed the reasons why these have not worked. The decision to suspend a student requires serious grounds such as that:

- The student's behaviour has had a seriously detrimental effect on the education of other students
- The student's continued presence in the school at this time constitutes a threat to safety
- The student is responsible for serious damage to property.

A single incident of serious misconduct may be grounds for suspension (e.g. Fighting, Smoking).

In the case of an immediate suspension, parents/guardians will be notified, and arrangements made with them for the student to be collected. The school will have regard to its duty of care for the student. In no circumstances will a student be sent home from school without first notifying parents/guardians.

Appeals

The Board of Management will offer an opportunity to appeal the principal's decision to suspend a student.

Section 29 Appeal

Where the total number of days for which the student has been suspended in the current school year reaches twenty days, the parents/guardians, or a student aged over eighteen years, may appeal the suspension under section 29 of the *Education Act 1998*, as amended by the *Education (Miscellaneous Provisions) Act 2007*.

At the time when parents/guardians are being formally notified of such a suspension, they and the student will be told about their right to appeal to the Secretary General of the Department of Education and Skills under section 29 of the *Education Act 1998*, and will be given information about how to appeal.

Expulsion

Expulsion will be a proportionate response to the student's behaviour. Expulsion of a student is a very serious step, and one that will only be taken by the Board of Management in extreme cases of unacceptable behaviour. The school will have taken significant steps to address the misbehaviour and to avoid expulsion of a student including, as appropriate:

- meeting with parents/guardians and the student to try to find ways of helping the student to change their behaviour
- making sure that the student understands the possible consequences of their behaviour, if it should persist
- ensuring that all other possible options have been tried
- seeking the assistance of support agencies (e.g. National Educational Psychological Service, Health Service Executive Community Services, the National Behavioural Support Service, Child and Adolescent Mental Health Services, National Council for Special Education).

A proposal to expel a student requires serious grounds such as that:

- the student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- the student's continued presence in the school constitutes a real and significant threat to safety
- the student is responsible for serious damage to property.

The grounds for expulsion may be similar to the grounds for suspension. In addition to factors such as the degree of seriousness and the persistence of the behaviour, a key difference is that, where expulsion is considered, school authorities have tried a series of other interventions, and believe they have exhausted all possibilities for changing the student's behaviour.

Expulsion for a first offence

There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. The kinds of behaviour that might result in a proposal to expel on the basis of a single breach of the Code of Behaviour could include:

- a serious threat of violence against another student or member of staff
- actual violence or physical assault
- supplying illegal drugs to other students in the school
- sexual assault.

Procedures in respect of Expulsion

This school will follow fair procedures as well as procedures prescribed under the *Education (Welfare) Act 2000*, when proposing to expel a student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the procedural steps will include:

1. A detailed investigation, carried out under the direction of the principal.
2. A meeting with parents/guardians.
3. A recommendation to the Board of Management by the principal.

4. Consideration by the Board of Management of the principal's recommendation; and the holding of a hearing.
5. Board of Management deliberations and actions following the hearing.
6. Consultations arranged by the Educational Welfare Officer.
7. Confirmation of the decision to expel.

In discharging the duties outlined above the principal and the Board of Management will follow the procedures outlined in the National Education Welfare Board's (NEWB) document '*Developing a Code of Behaviour: Guidelines for Schools*'.

Section 29 Appeal

When a student has been expelled, the parents/guardians, or a student aged over eighteen years, may appeal the expulsion under section 29 of the *Education Act 1998*, as amended by the *Education (Miscellaneous Provisions) Act 2007*.

At the time when parents/guardians are being formally notified of such an expulsion, they and the student will be told about their right to appeal to the Secretary General of the Department of Education and Skills under section 29 of the *Education Act 1998*, and will be given information about how to appeal.

Serious Misbehaviour

Sanctions and procedures in the case of serious misbehaviour warranting instant suspension and possible expulsion - these sanctions and procedures would apply in the instance of serious misbehaviour such as:

- Serious assault on the person of, or serious damage to the property of, one student by another.
- Malicious damage to property.
- Possession or use of drugs prohibited by law.
- Assault on, threat to, or damage to property of, or abuse of a member of the school community.
- Possession of weapons.
- Gross misbehaviour on school related activities or any misbehaviour of a similar serious nature to the list above.
- Refusal to follow a direct instruction.
- Instant suspension obliges the school to ensure that the pupil passes into the supervision of Parent/Guardian.

Procedure

1. Parents/guardians are notified in writing, informing them of the situation and inviting them to come to the school to meet those responsible for discipline.
2. Following such a meeting they are informed in writing of the school's decision as to the duration of the suspension.
3. Where expulsion or a suspension of more than five days is proposed, the Board of Management is to be informed for consideration and ratification.
4. Before ratification of a proposal under (3) parents/guardians must be informed in writing of their right to present their case to the Board of Management.

Continuous Misbehaviour

Sanctions and procedures to be followed in the case of continuous misbehaviour constituting a disruption of the fundamental work and purpose of the school such as:

1. Disruption of classes
2. Bullying or harassment of other students

3. Offensive language
4. Theft within the school

- Any behaviour disruptive to the smooth running of the school.

Inevitably, control of this type of behaviour will become the responsibility of the year head. Teachers are obliged to inform the year head of continuous misbehaviour of this type:

- The student should be warned formally that repeated misbehaviour will bring further sanction including suspension. At the discretion of the year head the student may be given some punishment such as detention, school chores or brief internal suspension.
- The student is placed on report by the year head.
- Parents/guardians should be notified by phone or in writing that the behaviour of the student is giving cause for concern and invited to the school to discuss the matter.
- Should the misbehaviour continue the year head may recommend that the student be suspended for up to five days.
- Parents/guardians will be informed in writing by the principal or deputy principal that the student is being suspended for whatever duration, and invited to discuss the matter further with a view to facilitating a change in attitude by the student.

Before a readmission the parents/guardians and student will meet with the year head/principal/deputy principal or any grouping of those and assurances of good behaviour must be given for the future. Restorative Practices may be used to help find solutions.

Failure to respond to one or more suspensions under this procedure may render the student liable to suspension of more than five days. In such a case the procedures for sanction under serious misbehaviour will apply.

Isolated Breaches of Good Order

Sanctions and procedure to be followed in cases of isolated breaches of good order in school, such as:

- A fight between students in school
- A temper tantrum in class
- Use of abusive language or misbehaviour in class or similar isolated incidents
- Any instance of insolence to a member of staff.

It shall fall within the discretion of the relevant year head to recommend internal or external suspension of those involved. The procedures relating to suspension are detailed previously in this document.

Car Park: Parents/guardians should not drive into school grounds at 'drop off' and 'pick up' times. Students are not allowed to park in school grounds during school hours for student safety reasons and due to a lack of parking spaces. Students are prohibited from bringing any mechanised vehicle to school.

By enrolling their child in Coláiste Chiaráin, parents/guardians are acknowledging acceptance and support of the Code of Behaviour.

This policy was adopted by the Board of Management on 08 March 2023