

## **Code of Behaviour.**

### **Introduction**

The Code of Behaviour is the set of programmes, practices and procedures that together form the school's plan for helping our students to behave well and to achieve their full potential. This policy is a result of a consultation processes between the teaching staff, ancillary staff, Parents Association, Student Council and Board of Management of Coláiste an Chroí Naofa. It is informed by the Education Act, the Education Welfare Act, the Equal status Act, and the Guidelines for Schools on Developing a Code of Behaviour (NEWB 2008). All students are subject to the Code of Behaviour when they are on school grounds or on any school related activity.

### **This code describes**

- How each member of the school community will make the school a good place for teaching and learning.
- The standard of behaviour that students must adhere to ensure an orderly, harmonious school.
- How the college will respond to behaviour that interrupts, diminishes or prevents teaching and learning in the school.

This Code is informed by the principles of fairness and natural justice. It ensures a consistent approach on the part of all school personnel in promoting positive behaviour within the school community.

### **Relationship with school mission, visions and aims**

Coláiste an Chroí Naofa was founded with the aim of providing a Catholic education for its student population. It is the aim of this school to provide a holistic education for its students and to guide them into becoming responsible, self disciplined, critical thinking young adults who are capable of choosing freely in conformity with their conscience. A school free from disruption, which promotes positive behaviour and which expects high standards of behaviour will ensure that these aims can be attained.

### **Rationale**

The cornerstone of our school is respect for the dignity of every member of the school community. Many people work together in our school every day and therefore a high level of courtesy and consideration for others is necessary. Behaviour which is ill-mannered, disruptive and disrespectful cannot be allowed. Our code is one that is based on ensuring that teachers can teach and students can learn in a happy, positive and safe environment.

## **Goals and Objectives**

The aims of our Code of Behaviour are:

- To create a safe, secure and positive learning environment for all students in order that they can reach their full potential.
- To ensure that teachers can teach in an atmosphere free from disruption.
- To promote good, responsible behaviour and to outline strategies to promote such behaviour.
- To nurture self discipline and encourage students to take responsibility for their own learning.
- To recognise and acknowledge good behaviour.
- To have effective procedures in place which will allow for the effective day-to-day running of the school and which meets the requirements of current legislation.
- To allow the appropriate involvement of all school personnel.
- To outline the structure of fair, consistent and agreed sanctions to be used in response to negative behaviour.
- To outline the interventions to be used when a student repeatedly misbehaves.
- To ensure that all partners in the school community, teachers, parents, students and management understand and support the Code of Behaviour.

## **The Promotion of Good Behaviour**

It is understood that high standards of good behaviour require a strong sense of community within the school where the student's needs are met and where they have a sense of belonging. The follow factors play a vital role in promoting positive behaviour:

- The quality of relationships between all members of the school community. This relationship is based on mutual respect where teachers are allowed to teach and students are allowed to learn.
- Teachers set high expectations for student behaviour and engage with their students in a positive, affirming manner.
- Every effort is made to match the curriculum to the abilities, interests and aptitudes of the students.
- Students have an element of choice in which subject they wish to study.
- Students are encouraged to become involved in a range of extra-curricular activities.
- Student's achievements in all areas of their lives are recognised and affirmed through our awards night and newsletter, Nuacht na Carriage.
- Our pastoral care system provides for a secure environment in which the self-esteem of students is nurtured.
- All classes are assigned a Class Teacher who is responsible for promoting positive behaviour at class level.
- School tours, class tours and field trips are a regular feature of school life.
- Guest speakers, with an expertise in areas relevant to young people, are invited to meet with students.
- A Bullying Awareness week is organised annually for first years

## **Role of teachers, ancillary staff, parents and students**

Our school acknowledges the contribution of all members of the school community. The existence of good relations between all staff, students and parents/guardians is at the heart of a successful school. Cooperation between home and school is central to the successful promotion of the Code of Behaviour.

### **Teachers**

The quality of relationships between student and teacher is a powerful influence on how a student behaves in school. This relationship is based on trust and mutual respect. It is understood that all adults in the school have a responsibility to model the school's standard of behaviour in dealing with students and each other. It is further recognised that the skill of the teacher in managing his/her classroom, in managing routine engagements with students are factors in promoting positive behaviour.

### **Parents/Guardians**

The attitude of parents/ guardians to the code of behaviour has a significant influence on their child and how s/he can behave in school. It is essential that parents/guardians support the teaching staff and school authorities in the implementation of this code. Parents/guardians are expected to model the standards that students are asked to respect. In order to do this, they are asked to familiarise themselves with the school's expectations of its students and the importance of expecting students to behave in according to these standards. On accepting a place for their child in the College, parents are obliged to sign a form accepting and supporting the school's Code of Behaviour. The school will keep Parents/Guardians informed of their child's progress in school and serious breaches of school rules will be communicated to them either by phone or letter. If a parent is concerned about any matter regarding their child they should contact the school and arrange to meet with the relevant person.

### **Students**

The code promotes conditions for learning and teaching in a happy and positive atmosphere. The aim of the code of behaviour is to ensure that all students' experience of school is a positive one. Every student has a responsibility to abide by the school rules, work to the best to his/her ability and show respect to their teachers and their peers

### **Ancillary Staff**

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

## **College Rules**

College rules apply whenever you are wearing the school uniform, when representing the school or when engaged in any school activity. They are designed to ensure that students and staff have a positive and happy experience in the school and that students get the most out of their education in a structured caring environment where high standards are expected and adhered to by all.

### **Introduction**

It is expected that all members of the school community behave in ways that show respect for others. All members of the school community should deal with each other in a courteous and polite manner. Colaiste an Chroi Naofa is a school where the student is allowed to learn and the teacher is allowed to teach. Therefore,

### **We expect**

1. That you come to school every day and arrive on time.
2. That you come to school in full uniform, clean and tidy.
3. That you are respectful to all members of the school community.
4. That you respect school property and the property of others.
5. That you do your best in class and at your homework.
6. That you come properly prepared for all your classes.
7. That you act in a courteous and respectful manner around the school.

### **School Rules Explained**

1. **That you come to school every day and arrive on time.**

#### **This means:**

- That you enter the school through the door designated for your year group.
- That on the first bell you go to your classroom and line up in an orderly manner.
- That you proceed to classes in an orderly fashion, moving on the left and arrive on time.
- That you do not go to the toilets/lockers between classes.
- That you attend school every day unless it is absolutely unavoidable.
- That if you miss school for any reason you bring in a correctly completed absence slip the following day and place it in the correct absence slip box.
- That if you are unavoidably late you bring a note from your parent/guardian and sign in at the office.
- That if you are sick during the school day and need to leave school, you must inform the Principal or Deputy Principal. You can only contact home through the secretary's office. A parent/guardian must collect you. Students who drive to school must get their parents/guardians permission to leave school. They must be contacted

through the secretary's office. All students must sign out at the secretary's office before leaving school

- That if you must leave school during the school day you must give a note explaining the reason to the Deputy Principal and sign out at the office.

**Because:**

- Arriving late for class wastes your time, your teacher's time and your classmate's time.
- Walking on the left hand side of the corridor ensures that movement within the school is safe and orderly.
- If you do not swipe in you are automatically registered as absent.
- Your parents/guardians have a legal obligation to provide the school with a satisfactory explanation for your absences.
- Courtesy requires that if you arrive late you provide an explanation.
- Time missed from class is hard to make up.
- Going to the toilets and lockers between classes will make you late and consequently disrupts your class.

**2. That you come to school in full uniform clean and tidy.**

**This means**

- The full school uniform must be worn in school at all times and on specified school related activities. Failure to do so must be explained by a note given to the Principal/Deputy Principal.
- Students must have the school tracksuit for P.E. classes.
- Excessive makeup is not permitted.
- All coats and jackets must be kept in your locker or your bag.
- Students are allowed wear a single stud earring in the lobe of the ear. No other piercings are allowed.

**Because**

- The school uniform shows that you are a member of Colaiste an Chroi Naofa and that you adhere to the values of our school community. It says something positive about whom you are.
- Wearing jewellery can be dangerous if caught in items of clothes. Excessive jewellery is not in keeping with a dress code suitable for schools.
- Coats and jackets in class take up too much space and block free movement for the teacher around the classroom.

**3. That you are respectful to all members of the school community.**

**This means:**

- Treating your class mates, all staff both teaching and ancillary, and visitors to the school with good manners and respect.
- Respecting the instructions of your teachers and ancillary staff both inside and outside the classroom.
- Do not engage in any bullying behaviour towards other students. ( See school policy on Bullying)
- Do not use any offensive, abusive or sexually explicit language to any member of staff or any student. ( See school policy on Sexual Harassment)

**Because:**

- Like you, all members of the school community are entitled to respect.
- All teachers and ancillary staff are entitled to your cooperation.
- Bullying causes hurt, fear and misery.
- Offensive or abusive language is disrespectful and causes hurt.

**4. That you respect school property and the property of others.**

**This means**

- That you use the litter- bins and recycling bins that are provided in the classrooms, corridors, social areas and school grounds.
- That eating and drinking are only allowed in the hall or canteen.
- Chewing gum is not permitted either in school or on the school grounds.
- That you respect school property and the property of other students and staff.
- That you do not loiter by the teachers' car park during break times.
- That you report to the Principal any accidental damage you may have caused or seen to the Principal.
- That you make good on any damage to property you have caused.

**Because:**

- Keeping the school litter free is everyone's responsibility.
- Using the recycling bins helps the environment.
- Specified places for eating/drinking helps keep the school clean and ensures a pleasant learning and working environment.
- Chewing gum destroys floors and school furniture.
- Everyone has a right to expect that their property will be safe and will be respected.
- All teachers have a right to leave their cars in a safe and secure place.
- You must take responsibility for your actions.

**5. That you do your best in class and at your homework.**

**This means:**

- That you listen in class to your teachers.
- That you do not in any way disrupt the class.
- That you respect the classroom furniture and the classroom.
- That you do your homework every night, written, learning and listening, to the expected standard.
- That you note your homework in your student journal.
- That you ensure that all non completion of homework slips are signed by a parent/guardian and returned to your teacher the next day.
- That you show any notes written in your student journal to your parents/guardians.
- That if you need to leave the class, you must ask your teacher to sign your school journal.

**Because:**

- The teacher is trying to help you.
- disrupting the class is unfair to your classmates who wish to learn.
- Homework is an essential part of the learning process and allows you to determine if you have understood what you were taught in class.
- You are a guest in the teacher's classroom.
- Your school journal helps you remember what you have to do and keeps you organised.
- Your parents/guardians need to know if you are not doing your homework and how you are getting on generally in class.
- Getting your journal signed to leave the classroom allows other teachers know that you have permission to leave.

**6. That you come to school properly prepared for all your classes.**

**This means:**

- That you have the proper pens, text- books, copies and books required for each class.
- That you bring in any special materials/ equipment needed for subjects such as Art, Technical Graphics, Home Economics, Science etc.
- All bags, books and student journal should be kept in good condition and free from graffiti.
- That you are responsible for looking after your own books and equipment.

**Because:**

- It is impossible to apply yourself to your work without the necessary books and materials.
- It wastes time if you do not have the correct books and equipment.
- Graffiti can offend and shows a lack of respect for your equipment.
- You are old enough to look after your own property.

**7. That you act in a courteous and respectful manner in the school and around the school grounds.**

**This means:**

- That you do not run on the corridors and that you move on the left hand side.
- That you move on the first bell at break times.
- That you line up quietly and in an orderly manner while waiting for your teacher.
- That you should avoid loitering in the toilets or in the locker rooms during break times or before and after school.
- That you always follow the instructions of those teachers on supervision during break times.
- That you do not disturb teachers who are having their lunch. If you have a query, contact a teacher who is on supervision duty.
- That all teachers substituting are given the same respect as all your teachers.
- That you do not leave school grounds.
- That mobile phones are powered off in accordance with the school policy on mobile phones.
- That you do not smoke in the school, within the school grounds or on any school related activity.
- That you do not possess or use drugs or alcohol in the school, within school grounds or on any school related activity.

**Because:**

- Walking on the left hand side of the corridor avoids confusion and lessens the risk of accidents.
- Moving on the first bell ensures that you will not be late for class.
- Lining up quietly is safer and does not interfere with other classes.
- Loitering in toilets and locker rooms leads to congestion and can be dangerous.
- Obeying break time rules and following teachers instructions is safer and helps with the smooth running of the school.
- Teachers have a right to enjoy their lunch free from interruption.
- Using mobile phones is disruptive. Their inappropriate use can infringe on the privacy of others and can lead to problems of bullying.
- The harmful effects of smoking are well documented. It is illegal to smoke in places of work.
- Substance abuse is dangerous, unhealthy, addictive and illegal. It can cause health problems and may even destroy a young person's life.

**Responsibility for a student's property, locker or valuables rests with the student.**

## **Class Charter**

The school expects a commitment from all students that they do their work to the best of their ability and that they behave themselves in a way that allows their classmates to achieve their full potential. To this end all students must commit to this 6-point charter:

1. Attend school regularly and punctually.
2. Do their class work and homework to the best of their ability.
3. Take responsibility for their class work and homework by bringing all books and equipment to class and by using their school journals and lockers correctly.
4. Respect their teachers and follow their instructions.
5. Respect their classmates and their right to learn by not taking part in behaviour that is hurtful or that interferes with teaching and learning.
6. Catch up on any work missed due to absence or school related activities.

## **Prevention Procedures**

Students are encouraged to uphold the code of behaviour by the following methods:

1. A copy of the Code of Behaviour is given to the parents/guardians of all new entrants to the school. They are asked to read and sign their agreement to support staff in its enforcement. This ensures that parents/guardians and students understand what the rules are, why they must be adhered to and what procedures will be followed if the rules are not upheld.
2. Parents/guardians of first year students are invited to the school where the Code will be explained to them.
3. At the start of the first term each year, class teachers will bring their classes through the Code to refresh their understanding of it to highlight any amendments. Those students who have special needs may need the code to be explained in greater detail. This will be done by their assigned SEN.
4. School rules and the reason for them are discussed as part of the pastoral programme of the school or SPHE. The notion of tolerance and respect for others and the principles of fairness and natural justice are also discussed as part of the Religious Education and CSPE programmes.

## **Rewards**

The following methods are used as a means to reward student behaviour and to promote positive behaviour.

- Verbal praise of student by teacher.
- Positive comment regarding student to Class Teacher, Year Head, Deputy Principal or Principal.
- A positive comment in the report book.
- A positive note sent to parents/guardians.
- Certificates of good behaviour

- Class outing.
- Display student's work/success around the school or in Nuacht na Carraige.
- Highlight student achievements at the annual Awards Ceremony.

## **Sanctions**

The following sanctions are used in order to help the student understand the consequences of his/her poor behaviour and to take responsibility for changing that behaviour.

- Reasoning and Encouragement
- Reprimand and advice regarding change of behaviour. This should be sufficient to correct inappropriate behaviour.
- Temporary separation from peers within class.
- Withdrawal from class.
- Loss of privileges.
- Detention during break.
- Additional written work.
- Progress report.
- Communication with parents via school journal, letter or meeting
- Behaviour contract.
- Referral to Class Teacher.

Sanctions for more serious misdemeanours or for consistent breaches of the code of behaviour include the following:

- Referral to Year Head.
- Improved behaviour record. (Conduct card)
- Referral to Deputy Principal.
- Behaviour target Record
- Formal letter home from Year Head/Deputy Principal
- Referral to Principal.
- Suspension. (Principal)
- Expulsion. (Board of Management)

## **Procedures to be followed if a student's behaviour is unacceptable**

An orderly and harmonious school requires students to behave in accordance with the Code of behaviour. Any behaviour that interrupts, diminishes or prevents teaching and learning will be dealt with according to the following structure. Although every effort will be made to cater for the educational needs of a student whose behaviour is unacceptable, the right of his/her classmates to learn in an atmosphere that is free from disruption must take precedence.

The objective of all sanctions is to help a student to learn that their behaviour is unacceptable and that there are consequences to poor behaviour. Ultimately a sanction aims to bring about a positive change in a student's behaviour.

## **Interventions**

### **Subject Teacher**

The subject teacher is responsible for discipline in the classroom. A variety of strategies and sanctions can be used to encourage students to behave appropriately in class. These measures are noted in the class report book. Students are informed of any such entries. The subject teacher will refer the student to the class teacher if the misbehaviour continues.

### **Class Teacher**

Each class is assigned a class teacher who is responsible for promoting positive behaviour at class level. A Class Teacher will accept a referral if the report book has been used. On referral a class teacher will:

- Outline situation to the student
- Use a variety of strategies as per approved list to encourage an improvement in the student's behaviour. (Not including Report cards)
- Record any action taken.
- Check Report Book on a weekly basis.
- Contact home by letter if there are 3 negative entries.
- Refer unresolved issues to the Year Head.

### **Year Head**

Each year group is assigned a Year Head. S/he in conjunction with the Class teacher has responsibility for implementing the disciplinary, pastoral and academic policies of the College at year level and of promoting positive behaviour at year level.

On referral by the Class teacher the Year Head will:

- Outline seriousness of situation to the student.
- Contact parents by letter/phone to inform them that their child's behaviour or lack of progress is a cause of concern.
- Use approved strategies including the use of the Improved Behaviour record at his/her discretion.
- Outline in a letter to the parents/guardians the reasons why their child is on a conduct card and provide them with an opportunity to contact the school to discuss the situation.
- Record all actions taken in the report book.
- Refer students to the Deputy Principal.

### **Deputy Principal**

The Deputy Principal has overall responsibility for ensuring the successful implementation of the discipline structure. S/he will meet with Class Teachers and Year Heads frequently to review how best to encourage positive behaviour within individual classes or in specific students. On referral from a Year Head, or if due to a serious breach of discipline, a student is referred to the Deputy Principal, s/he will:

- Contact the student's parents and invite them in to discuss their child's situation.
- Place the student on a Behaviour target record.
- Use sanctions up to and including recommending suspension.
- Record all actions taken in the report book.

## **Principal**

The Principal has overall responsibility for the discipline of the school. S/he has the right to intervene to assist teachers with students and class discipline. For serious breaches of discipline, students can be referred directly to the Principal. On referral the Principal may:

- Use any strategy that may bring about a positive change in the student's behaviour.
- Suspend a student.

If in the judgement of the Principal a student should be expelled, s/he will refer the matter to the Board of Management.

## **Procedures for notifying school about student absences**

Every absence from school must be satisfactorily explained in a note signed and dated by a parent/ guardian. Absence notes are provided in the school journal. If a student is going to be absent for a prolonged period of time or for a reason other than illness, the parents should contact the school by phone. The school has a legal requirement to inform the Educational welfare officer if a student has been absent for 20m days or more.

## **Other Policies.**

The policies referred to in the Code of Behaviour can be found on the school's website and are available on request from the school secretary. These include

- The Policy on Preventing Bullying
- The Mobile Phone Policy
- The Policy on Sexual Harassment
- The Policy on Attendance
- Substance use Policy

## **Suspension**

Suspension is the requirement of a student to absent himself/herself from the school for a specified, limited period of school days.

## **Authority to suspend**

The Board of Management has the authority to suspend and the authority has been formally and in writing delegated to the Principal for a period of up to 5 days. The Principal is accountable to the Board of Management for his/her use of that authority. In the event of the absence of the Principal the authority to suspend is delegated to the Acting Principal.

## **Grounds for suspension**

Suspension of a student is a serious sanction and should be a proportionate response to the behaviour causing concern. It may be considered in the following circumstances:

- The student's behaviour has had a seriously detrimental effect on the education of others and is a persistent cause of significant disruption to the learning of others
- Repeated deliberate breaches of the Code of Behaviour
- 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.

## **Factors considered before suspending a student**

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions to date
- Whether suspension is a proportionate response
- The possible impact of suspension

## **Forms of Suspension**

### **Immediate Suspension**

The Principal may consider an immediate suspension where the continued presence of the student in the school at the time would represent a serious threat to the safety of the students or staff of the school, or any other person. Fair procedures will be applied.

## **Suspending during a State Exam**

This sanction must be approved by the Board of Management and should only be used where there is:

- A threat to good order in the conduct of the examination
- A threat to other students and personnel
- A threat to the right of other students to do their examination in a calm atmosphere.

## **Automatic Suspensions**

The following behaviours will incur automatic suspension as a sanction:

- Fighting
- Drug use/ supply to other students
- Smoking
- Mithing from class or school.

## **Procedures in Respect of Suspension**

Fair procedure will be followed when considering the suspension of a student.

When a preliminary assessment of the facts confirms serious misbehaviour that could warrant a suspension the following procedures will be observed:

- The student and his/her parents will be informed of the complaint, how it will be investigated, that it could result in suspension
- Parents and student will be invited to meet the Principal and will given an opportunity to respond to the complaint before a decision is made and before any sanction is imposed.
- In the case of an immediate suspension, parents will be notified and arrangements made with them to collect the student from the school. A formal investigation will then be initiated with a meeting between all parties arranged for a later date. Parents and student will be given an opportunity to respond to the complaint before any decision is made regarding further sanctions.

## **Period of Suspension**

In general circumstances a suspension will last for no more than 3 days.

In exceptional circumstances the Principal, under the authority of the Board of Management, with the approval of the Chairperson of the Board, may suspend for a period of up to 5 days where a Board meeting cannot be convened in a timely fashion.

The Board of Management places a ceiling of 10 days on any one period of suspension imposed by it.

The Board will formally review any proposal to suspend, where the suspension would bring the number of days for which the student has been suspended in the current school year to 20 days or more. Any such suspension is subject to appeal under section 29 of the Education Act 1998.

### **Implementing the Suspension**

Written notification of suspension will be provided to parents and students. Such notification will include:

- The period of the suspension and dates on which the suspension will be given and end
- The reasons for the suspension
- Any study programme to be followed
- The arrangements for returning to school, including any commitments to be entered into by the student and the parents
- The right to appeal and information on the appropriate appeal process

### **Appeals**

Suspension of a student by the Principal may be appealed to the Board of Management.

Suspension of a pupil by the Board of Management may be appealed to the Patron. Where the suspension would bring the number of days for which the student has been suspended in the current school year to 20 days or more the suspension may be appealed to the Secretary General, Department of Education and Science, under section 29 of the Education Act 1998.

### **Grounds for removing a suspension**

A suspension may be removed by the Board of Management, Patron or Secretary General, Department of Education and Science following the appropriate appeals process.

### **After suspension**

In order to assist reintegration the student will meet with the Year Head on return to school.

### **Expulsion**

A student is expelled from a school when a Board of Management makes a decision to exclude him/her permanently from the school having complied with the provisions of section 24 of the Education (Welfare) Act 2000.

## **Authority to expel**

The Board of Management has the authority to expel a student.

## **Grounds for expulsion**

Expulsion should be an appropriate response to the student's behaviour. A decision to expel a student will only be taken where there are serious grounds to do so and will only be taken in extreme cases of unacceptable misbehaviour. Such grounds include:

- 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.

Before expulsion is considered the Board of Management will have ensured that a series of other interventions have been tried and will have come to the belief that all other possibilities have been exhausted for changing the student's behaviour.

Significant steps will be taken by the school in order to address misbehaviour and to avoid expulsion. These steps include:

- Meeting with parents 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).

## **Expulsion for a First Offence**

In exceptional circumstances the Board of Management may decide to expel a pupil for a first offence. Such circumstances include:

- A serious threat of violence against another student or member of staff.
- Actual violence or physical assault.
- Supplying illegal drugs to other pupils in the school.
- Sexual assault.
- The student is responsible for serious damage to property.

## **Factors to consider before a decision is made to expel a student.**

Before a decision is made to expel a student the Board of Management will undertake a detailed review of the following factors:

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions tried to date
- Whether expulsion is a proportionate response
- The possible impact of expulsion

Under the terms of the Education (Welfare) Act 2002 schools are required by law to follow fair procedures when proposing to expel a student. Fair procedures must be based on the principles of natural justice which include:

- The right to be heard.
- The right to impartiality.

### **Procedures in respect of expulsion**

#### **A detailed investigation is carried out under the direction of the Principal.**

- The Principal will inform parents and the student in writing about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion.
- A meeting will be arranged with the Principal to give parents and student every opportunity to respond to the complaint of misbehaviour before a decision is made and a sanction imposed.
- If the parents and student fail to attend the meeting the Principal will write explaining the gravity of the issue, the importance of attending a rescheduled meeting, and failing that, the duty of the Board of Management to make a decision to respond to the inappropriate behaviour.
- A record of the invitation issued and the response of the parents will be kept on file.

#### **A recommendation to the Board of Management from the Principal**

Where the Principal forms the view, based on the investigation of alleged misbehaviour, that expulsion is warranted, the Principal makes a recommendation to the Board of Management to consider expulsion. The Principal will

- Inform the parents and student that the Board of management is being asked to consider expulsion.
- Ensure that the parents have records of the allegations against the student, the investigation and written notice of the grounds on which the Board of Management is being asked to consider expulsion.
- Provide the Board of Management with the same comprehensive records as are given to the parents.
- Notify the parents of the date of the hearing by the Board of Management and invite them to the hearing.
- Advise the parents that they can make a written and oral submission to the Board of Management.

- Ensure that parents have enough notice to allow them prepare for the hearing.

### **Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing.**

The Board of Management will review the initial investigation and ensure that it was properly conducted in line with fair procedures.

The Board of Management will review all documentation and the circumstances of the case. No party who has had any involvement with the case will be part of the Board's deliberations.

If the Board decides to consider expelling a student, a hearing will be conducted. At the hearing the Principal and the parents, or a student aged 18 years or over, will put their case to the Board in each other's presence. Each party will be allowed to question the evidence of the other party directly. Parents may wish to be accompanied at the hearing.

After both sides have been heard, the Principal and parents will withdraw and the Board will deliberate in private.

### ***Board of Management deliberations and actions following the hearing***

It is the responsibility of the Board of Management to decide whether or not the allegation is substantiated and, if so, whether or not expulsion is the appropriate sanction.

Where the Board, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board will notify the Educational Welfare officer in writing of its opinion, and the reasons for this opinion. The student cannot be expelled before the passage of 20 school days from the date on which the Educational Welfare Officer receives the written notification.

The Board will inform the parents in writing about its conclusions and the next steps in the process. Parents will be informed that the Educational Welfare Officer will be notified of the proposal to expel.

### ***Consultation arranged by the Educational Welfare Officer***

*Within 20 days of receipt of the notification from the Board of Management of its opinion that a student be expelled, the Educational Welfare Officer must:*

- Consult with the Principal, student and parents
- Convene a meeting of those parties who agree to attend.

The purpose of the meeting is to ensure that arrangements are made for the student to remain in education. Pending these consultations regarding the future education of the student, the Board may consider it appropriate to suspend the student if

there is a likelihood that the continued presence of the student during the time will seriously disrupt the learning of others or represent a threat to the safety of other students or staff.

### **Confirmation of the decision to expel**

Where the 20 day period following notification to the Educational Welfare Officer has elapsed and where the Board of Management remains of the view that the student should be expelled, the Chairperson and the Principal will be delegated to confirm the decision to expel. Parents will be notified that the expulsion will now proceed. Parents will be informed of the right to appeal and will be supplied with a form on which to lodge an appeal. A formal record will be kept of the decision to expel.

### **Appeals**

A parent, or a student aged over 18 years, may appeal a decision to expel to the Secretary General of the Department of Education and Science. An appeal may also be brought by the National Educational Welfare Board on behalf of the student.

### **Review of use of expulsion**

The Board of Management will review the use of expulsion in the school annually to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school and to ensure that expulsion is used appropriately.

### **Review of Code of Behaviour**

The Code of Behaviour will be reviewed by staff, ancillary staff, students, parents and the Board of Management one year after its implementation initially. It will then be reviewed every three years.

Any amendments required will be done in keeping with our school mission statement and with the Guidelines issued by the NEWB.

This policy was reviewed by the Board of Management on 22/11/2012 and agreed to be reviewed again in the 2015/2016 school year.

Date of Review: \_\_\_\_\_

Signed by Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_