



# St Paul's College, Raheny

## Code of Behaviour

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# Code of Behaviour

This document is divided into three sections:

- A. Introduction and Context
- B. College Rules
- C. College Sanctions

## A. Introduction and Context

The Code of Behaviour is grounded in the Mission Statement and the Ethos Statement of St Paul's College, Raheny. The College Mission Statement is set out as follows.

### The Mission Statement

*St Paul's College is committed to excellence. St Paul's College seeks to develop the whole person in a Catholic environment which allows each student to reach his full potential.*

### Ethos Statement

St Paul's College is a caring place with a Vincentian ethos and upholding Catholic values. In aspiring to high academic standards, St Paul's values a strong work ethic and an education that seeks to develop the whole person, intellectually, spiritually, socially, emotionally and culturally. Further details of the Ethos Statement can be accessed as a separate document.

## A1. WHY THE COLLEGE HAS A CODE OF BEHAVIOUR

The College sets out this Code of Behaviour for the following reasons:

- to create a positive, orderly and structured atmosphere where teaching, learning and personal development can occur
- to create a comfortable environment by identifying and supporting good behaviour while also identifying, recording and supporting means of correcting misbehaviour to create a comfortable environment by identifying and supporting good behaviour while also identifying, recording and supporting means of correcting misbehaviour
- to create a safe and healthy environment for students and staff
- to set out roles, rights and responsibilities for everyone in the College
- to encourage students to take personal responsibility for their learning and their behaviour
- to encourage a structure of effective communications between home and College
- to encourage a structure of effective communications between home and College
- to ensure that all parents/guardians of students in the College have a clear understanding of the standards of behaviour expected from the students and the consequences of failing to meet these standards
- to help students to develop positive behaviours for life

## **A2. PROMOTING POSITIVE BEHAVIOUR**

*In line with the College Mission Statement, it is policy to encourage and reinforce positive behaviour. Towards this end, the College has a range of commendations and prizes to reward achievement, good behaviour and an overall positive attitude and to ensure that they are recognised by the College Community.*

2.1 Opportunities are taken to publicly recognise achievements, good behaviour and positive attitudes of students.

2.2 Teachers may award a merit note in a student's journal where he has demonstrated positive behaviour.

2.3 At the end of the academic year a range of prizes and awards are made at a formal College assembly. These prizes include participation and contribution in many aspects of the College's life.

Examples are:

- Prizes for academic effort
- Prizes for sporting contributions
- Prizes for contribution to extra-curricular activities
- Prizes for perfect attendance and punctuality
- Prizes for displaying leadership qualities/ positive qualities e.g. humanitarian work, helping others, good citizenship behaviour

## **A3 THE COLLEGE RULES AS A FRAMEWORK**

3.1 The College Rules form an important part of the College Code of Behaviour. The College Rules below provide the framework within which members of the College can live and work together in a happy and secure environment. They help to promote the system of values on which life in the College is based. The Rules are intended that each individual is respected and that he is free to develop his own particular gifts and talents.

3.2 The Rules under each of their appropriate headings extend to every student whether present in the College or as a recognisable member of the College outside its bounds. The Rules also extend to any College occasion in or out of term and at any time when wearing the College uniform or representing the College.

3.3 The College reserves the right of interpretation and revision of the Rules.

3.4 These Rules are drafted in the spirit of the Education Act, The Education Welfare Act and The Equal Status Act. Cognisance has also been taken of DES Circulars M34/91, M 33/91 and The Report of the Committee on Discipline in Schools.

## **B. COLLEGE RULES**

### **B1. DUTIES TOWARDS OTHERS**

*The dignity of the individual must be recognised in all our dealings with others. This is traditionally summed up in the Gospel precept, "Treat others as you wish them to treat you". Matt. 7:12.*

- 1.1 Students shall speak with respect of their parents and show them every courtesy when they visit the school. They shall show the same respect to the parents of other students.
- 1.2 Bullying behaviour of any form is totally unacceptable.
- 1.3 Students shall respect all College personnel and shall treat with courtesy all visitors. Students shall treat other students with great consideration.
- 1.4 Good manners and courtesy must be shown at all times to fellow students, to staff and to anyone else with whom students have to deal at school or on College activities.
- 1.5 Gestures or comments, which are deemed to be rude, racially or sexually offensive, are expressly forbidden.
- 1.6 Any type of assault will lead to suspension or expulsion, even for a once-off event.
- 1.7 Students should learn to resolve conflicts in a mature way, by talking through the issues of conflict or by involving (or consulting with) an interested adult. The use of violence, or the serious threat of violence, is not acceptable.
- 1.8 Students should be respectful in the language they use towards others.
- 1.9 Possession or display of offensive or unsuitable materials or publications is forbidden.
- 1.10 Possession of dangerous weapons is forbidden.

### **B.2 Tobacco, Alcohol, Drugs**

*Considering society faces major problems arising from the abuse of tobacco, alcohol and drugs, restrictions and sanctions in these areas are essential. For reasons of clarity it is emphasised that College Rules also apply to all College excursions, field trips and tours and at any time when wearing the College uniform.*

- 2.1 Possession or smoking of tobacco and E-cigarettes is most strictly forbidden in the College and its grounds.
- 2.2. The possession or consumption of alcoholic drink is most strictly forbidden.
- 2.3. The possession or use of illegal or unprescribed drugs is most strictly forbidden.
- 2.4. It is most strictly forbidden for a student to come to the College under the influence of alcohol or any illegal substance.

## **B3. Appearance**

*Dress and personal appearance are indicative of self-esteem and also of consideration of others.*

3.1. Clothes specified in the uniform list, as forwarded to parents at the beginning of each school year, must be worn in the College or on College related activities and when travelling to and from the College.

3.2. Uniform should be clean and tidy. A high standard of personal appearance and hygiene is required.

3.3. Students must wear the dress prescribed for class. Instructions on practice and safety must be followed in practical classes. Students must observe specific rules for Laboratories and Computer rooms.

3.4. Jewellery is prohibited. Students may wear a watch if desired.

3.5. Hair must be kept clean, neat and tidy, in its natural colour. Beards must be kept neatly trimmed.

3.6. School hoodies may be worn only during P.E.

## **B4. Property**

*Students are expected to take reasonable care of their property. The College provides facilities for storing property, but it will not be responsible for loss or damage.*

- **Parents should note that security (CCTV) cameras are in use throughout the College.**
- **Parents are asked to ensure that their student's clothes, books and sports gear are all clearly labelled.**

4.1. Personal property shall be stored as directed.

4.2. Students shall respect the property of the College and of other students. They must not damage the property of the College or of others. Vandalism including graffiti is regarded as a serious offence.

4.3. It is forbidden for a student to open the locker of another student without his permission.

4.4. A student must not take without permission any property of others or of the school. Theft is regarded as a serious offence.

4.5. The unauthorised possession of College keys is strictly forbidden.

4.7. Bicycles and other specified personal property must be stored and locked as directed.

4.8. Cycling is prohibited on the school grounds. Bicycles must be stored within the compound only. Students are expected to wear helmets while cycling.

4.9. Students are prohibited from driving any motor propelled vehicle into or within the College grounds.

## **B.5 Class and Examinations**

*The rules for class seek to create an environment in which teachers and students can work well together. Students are expected to work to the best of their ability in order to realise their academic potential and contribute to an atmosphere where academic achievement is a communal objective.*

5.1. Students must be punctual for all classes.

5.2. If a student arrives late for morning or afternoon classes, he must report to reception and retrieve a blue late-comers docket and fill it in appropriately. He must then present this docket to his class teacher. In such cases, parents should furnish the student with an explanatory note for the College the next school day.

5.3 Students must not enter the classroom until permitted by a teacher. In the event of a teacher being absent, students must report promptly as directed to an alternative room or lecture hall for supervised study where a roll call will be taken by the supervising teacher.

5.4 Students must be respectful and courteous to their teachers and act in a co-operative manner. Students shall sit in the desk appointed by his teacher. Students may not leave the classroom without specific permission from teachers.

5.5. Students must come fully prepared for each day's class with Homework Journal, completed homework, the necessary books and necessary equipment (including gym kit for P.E. when timetabled).

5.6. Students must do all homework to the best of their ability. If this is not possible a note from their parents to the class teacher is required. Please see Homework Policy for further details.

5.7. Each student must enter his homework in his Homework Journal and present this Journal for inspection when requested. The College regards Homework as a critical component of learning

5.8. Students will require a note from their parents to their class teacher if they wish to be excused from any classes. A student excused from P.E. must present himself at class time to the P.E. teacher and remain with the class unless otherwise directed.

5.9. Orderly behaviour is expected in the College corridors and stairways. Running and jostling must be avoided. Precedence should always be given to members of staff or visitors when passing through doorways and corridors.

5.10. Radios, mobile phones, personal stereos, recording devices etc. may not be used in the classroom. Where specific permission has not been given, it is an offence to have a mobile phone switched on. The camera and recording applications on handheld devices must not be used, in order to protect the privacy of others, except in the exceptional circumstances where permission has been received by the class teacher/member of staff and then only for the purpose specified. Mobile phones may never be used in a changing room. Mobile phones should be switched off at all times during the school day.

## **Mobile Phones- Parental Support**

*Parents are asked to ensure that a record has been made of the make, model and serial number of any phone or electronic device brought to school. The College reserves the right to check the serial numbers of all mobile phones. Parents are asked to advise their son that where the mobile phone is used contrary to College Rules, the phone will be impounded for a period of time, up to 24 hours and/or the student may be banned from having a mobile phone in the College. A mobile phone or electronic device impounded may need to be collected by a parent calling to the College Office. Parents are asked to educate their students on the disruption to class and study that may be caused by the use of a mobile phone.*

5.11. Students will keep the College tidy and free from litter. It is not permitted to eat or drink in the classrooms or in the corridors unless permission is given by the class teacher. Chewing gum is forbidden in the College buildings.

5.12 Students must observe the College Internet Policy in all areas of the College. Accessing pornographic or offensive sites is strictly forbidden. Offensive use of email is a serious offence. Any attempt to subvert the operation of the College IT provision, particularly attempts to use proxy-servers or bypass the filters and firewall installed for education purposes, is strictly forbidden. Further details can be found in the College IT Policy.

5.13. Students are required to observe the College Rules for Examinations. See appendix

5.14. A student will not be entered for any public examinations where that student cannot meet the State Examinations Commission's regulations for that subject.

5.15. Examinations and all forms of assessment are an integral and important part of the student's education. Students must attend all examinations and all forms of assessment for which they are scheduled. Any absence not authorised by the College may result in the student being refused readmission until the issue has been resolved to the satisfaction of the College. College rules apply to all examination periods including public examinations.

5.16. A student may be required to repeat examination(s) in circumstances as outlined in the College Rules for Examinations. The time involved may be scheduled out of term.

## **B6. Attendance**

*Attendance and Punctuality is a necessary life skill which students should learn early in life and for which they should be encouraged to take personal responsibility.*

- 6.1. Students must arrive at the College for morning and afternoon classes not less than five minutes before the scheduled commencement time.
- 6.2. Students must present promptly to their Year Head a dated explanatory note from the parents/guardians on returning to school after any absence from class.
- 6.3. Prior written notice must be given to the Year Head from the parent for all planned absences.
- 6.4. Requests for a student to leave the College during a school day, e.g. medical appointment, must be made in writing to the Year Head, Deputy Principal or Principal by a parent before 8:40am on the same day. The note should specify the reason, proposed time of departure and return. This letter will be filed for later reference. Students must sign out at the front office before leaving the school building.
- 6.5. On the third consecutive day of an absence, parents are requested to inform the school/ Year Head of the reason for the student's absence.

### **Attendance-Parental Duties and College Duties by Law**

*The Education (Welfare) Act, 2000, Section 18:*

*Where a child is absent from the school at which he/she is registered during part of a 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.*

*The Education (Welfare) Act, 2000, Section 21 (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.....*

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

## **B.7 Recreation, Games & Societies**

### **P.E**

*The mission of physical education is to empower all students to sustain regular, lifelong physical activity as a foundation for a healthy, productive and fulfilling life. The goal of the College P.E programme is to guide our students towards healthy and active lives now and in the future.*

7.1 Students must present themselves to class on time and await teachers' instructions. They must bring all of the prescribed equipment including runners, tracksuit pants, t-shirt, training top, water and spare socks.

7.2 Students must get changed promptly so as not to waste time of the lesson.

7.3 Students must not interfere with other students' personal belongings in the changing rooms.

7.4 In the interest of hygiene, all students will require a towel. Spray on deodorant is not permitted and will be confiscated. Roll-on deodorant may be used.

7.5 Students must arrive and depart from the school in full uniform.

7.6 If a student is sick or injured, a note from home is required to excuse him from P.E.

7.7 If a student is unable to participate in class for more than 2 weeks, a doctor/physio letter will be required on the third week.

7.8 A student may not miss more than two P.E. classes over one term without a note from home.

### **Games**

*Recreational activities are an important feature of College life. They provide a necessary outlet for the talents of the students, strengthen the social bonds between them and promote such qualities of character such as loyalty, co-operation and dependability.*

7.9 Students shall be punctual for all activities and have the proper equipment with the appropriate College gear.

7.10 Spiked or studded boots must not be worn on the College corridors. It is forbidden to change for games in the classrooms, corridors etc. The College changing rooms must be used. Students must keep the changing areas and shower areas clean and tidy.

7.11 When selected to play for a College team, a student must attend unless he has prior permission from his coach or Year Head. In the exceptional circumstances where a student is unable to attend, he must immediately advise his coach in person. A verbal message via another student is unacceptable. A note may also be required from the student's parents.

7.12 When travelling to and from matches, students must wear full College uniform and behave in an orderly fashion.

7.13 A player shall wear a clean and complete College kit on the field of play when representing the College. He must wear any safety equipment prescribed by his coach.

7.14 Players must behave respectfully towards referees/games' officials and maintain a high standard of sportsmanship in dealing with opponents. Players and supporters who attend games must behave in an orderly and sporting fashion and avoid any action that may risk injury to others or words that offend others. Supporters must stay off the field of play.

7.15 Students must behave in a responsible and safe manner when using equipment during sport and P.E.

### **Societies and Clubs**

*Societies are an integral part of College life. They provide opportunities to develop skills and positive attitudes. Societies are an extension of the academic programme, providing practical experiences in a participative setting. Language clubs, Debating Societies, Drama Societies, St Vincent de Paul Society, Chess Club, and College Choir etc. have a vital role in providing opportunities for personal development.*

7.16 Members of College societies will abide by the rules and conventions of their society/club.

7.17 A student commissioned to represent the College as a participant in a society or club activity must attend unless he has prior permission from the College to be excused.

7.18 When travelling to and from events, students will wear the full College uniform and behave in an orderly fashion.

## **B8. Break/ Lunchtime**

8.1. During small break and lunchtime, students must queue in an orderly fashion in the canteen and in the order directed by the staff member on duty.

8.2. Students shall exercise the accepted norms of politeness and good manners at mealtimes.

8.3. Students shall cooperate with the canteen staff at all times. At the end of both break times, tables and surrounding areas are to be left neat and tidy, each student taking responsibility for clearing his place.

8.4. 1<sup>st</sup>- 3<sup>rd</sup> year students must have written permission from their parents to go home at lunchtime.

8.5. Junior students are not allowed to go to the local shops during lunchtime.

8.6. Students are not allowed to enter the main school building between 1pm – 1:40pm except in designated areas.

8.7. During lunchtime, students are not permitted to go to their lockers. They may go between 1:40-1:50pm.

8.8. No student is allowed to leave the school premises during morning break.

## **B9. Health**

*In the interest of all the students in the College, staff should be given every co-operation and assistance in maintaining a high level of health care. Parents are required to inform the College in writing of any infectious or contagious illnesses in the family, or of any medical diagnosis of the student about which the College must be made aware.*

9.1. If a student feels ill or has been injured he should report to his Year Head/member of staff. Permission to go home may be granted following consultation between the student's parents and the College. A student must never go home early without prior permission. Students must sign out at the front office before leaving school early.

9.2. In the event of injury sustained in a College game or activity, the student shall report such an injury to the teacher/coach in charge. An injured student should not go home until there has been the relevant communication between his parents and the College.

## **B10. School Grounds**

*Boundaries are necessary confines within which the College can reasonably supervise the safety of the students. On trips out of the College, students must abide by the directions given by the teacher/ coach in charge.*

10.1. During the school day, all students are to remain within College grounds except during lunchtime. Students from first to third year may only leave the College grounds if they have written permission from a parent(s).

10.2. The following areas are out of bounds during lunchtime:

- Priests' House & Grounds
- C Block
- Back Fields/ School Pitches
- Astro Pitch
- Classrooms
- Computer Rooms
- Store Rooms

10.3. Students staying for evening study, for sport or recreation may not leave the College grounds before the end of the session unless instructed by or under the supervision of a member of staff or person in authority. They must have written permission from a parent to leave early.

### **Boundaries- Parental Support**

*The College acts "in loco parentis" in supervising the students during the school day. The College cannot reasonably be expected to extend that same supervision beyond the College premises. Accordingly, the College has a rule that students may not leave the College premises without the permission of the College and parents. Parents are formally required to support the College policy.*

## **B11. Fire and Safety**

*Fire can have fatal consequences. A high standard of fire precaution is vital to ensure the safety of all. Offences in the area of fire safety are also covered by the Criminal Law.*

11.1. The College will deal severely with anyone endangering the lives or safety of others.

11.2. Everyone shall be familiar with the fire regulations of the College and shall attend all organised fire drills. Failure to co-operate with fire-drill will be treated as a serious offence.

11.3. Interference with fire - fighting equipment, alarm systems or emergency keys is strictly forbidden and will be treated as a very serious offence.

11.4. Possession of highly flammable substances e.g. lighter fluid, fireworks or bangers is a very serious offence.

11.5. Students must not indulge in activities likely to injure others.

11.6. Students must observe all safety instructions for sport activities.

11.7. As spectators at College events, a student must behave in a manner which will avoid placing himself and others at risk of injury.

11.8. Students must ensure that there is clear access on all corridors. When queuing for a class or event, students must not sit on the floor outside a room or crowd the corridor at the doorway. For safety reasons students must not run, jostle or indulge in horse-play on the corridors.

11.9. Students travelling on buses must observe College Rules. They must co-operate with the driver or teacher in charge ensuring the comfort and safety of all passengers.

11.10. In the event of a liquid spillage or a glass breakage on a corridor, the first student on the scene should alert others to the risk and take reasonable precautions to prevent injury to himself or others.

11.12. All students must observe Laboratory/Practical Room rules. No student may enter a classroom unless a teacher or supervisor is present.

## **C1. General Principles Applying to Rules and Sanctions**

*Every effort is made in the College to explain the purpose of the rules to the students. When rules are broken the following sanction(s) will apply. They are listed below; more than one sanction may be imposed.*

### **Responsibilities of the College:**

- 1.1 To generate a spirit of excellence in the College in academic, spiritual, social and physical aspects of education.
- 1.2 To help each student to fully develop his talents and to achieve his highest standards in work and behaviour
- 1.3 To recognise good work and behaviour and to seek modification of behaviour which disadvantages other students or interferes with their learning.
- 1.4 To cultivate a sense of pride in the College through good example, professional standards and recognition and reward for student's contribution to life in the College.
- 1.5 To promote close co-operation with parents/guardians for the benefit of each student's education.
- 1.6 To promote close co-operation among the whole staff in the implementation of the Code of Behaviour.

### **Responsibilities of the Parents/Guardians**

- 1.7 To show by example that they support the College in setting the highest standards in all it tries to do.
- 1.8 To make sure that students come to the College regularly, on time, suitably presented, appropriately dressed and ready to work.
- 1.9 To take an active and supportive interest in their son(s)' work and progress.
- 1.10 To show support for the authority of and discipline within the College, by helping their sons to achieve maturity, self-discipline and self-control.
- 1.11 To support the College, in whatever they can, in all its endeavours to promote and improve the education of their son(s)
- 1.12 To keep the College fully informed of any health issues or concerns that pertain to their son(s)
- 1.13 To sign off students' journal

### **Responsibilities of Students:**

- 1.14 To aim at the highest standards of academic achievement, commensurate with his ability and to contribute positively to all aspects of life in the College.
- 1.15 To attend school on time, with the required equipment, be well prepared, suitably presented, appropriately dressed, ready to learn and participate in College life.
- 1.16 To ensure that, in regard to other students, their behaviour never disadvantages or interferes with their rights to learn and participate in College life.
- 1.17 To fully co-operate with all staff and to accept the authority and rules of the College.
- 1.18 To take into consideration and have respect for themselves and the feelings and the property of all in the College community.

## **C.2 Behaviour Issues Dealt with by the Class Teacher**

***The following are level one breaches of discipline and may be dealt with by the class teacher:***

- 2.1 Talking without permission
- 2.2 Eating/ Drinking in the classroom
- 2.3 Littering in the classroom
- 2.4 Out of uniform/ untidy appearance
- 2.5 No textbook/ copy/pen/equipment/journal/homework or unsatisfactory homework in class
- 2.6 Late arrival to class
- 2.7 Not following a teacher's instruction

***The Sanctions Applied by the Class Teacher May Be:***

- 2.8 Verbal reprimand
- 2.9 Reassign seating
- 2.10 Written work/ penalty sheet
- 2.11 Note in journal/ phone parent/guardian or write to parent/guardian
- 2.12 Other similar sanctions

If there are repeated instances the class teacher may refer the student to the Year Head in writing using the referral form (indicating sanctions already applied)

## ***C3. The following are examples (not exhaustive) of level two breaches of discipline and may be dealt with by the Year Head, Deputy Principal or Principal***

- 3.1 Refusing to direct instructions
- 3.2 Fighting with another student
- 3.3 Not signing out when leaving the school grounds
- 3.4 Throwing items in class
- 3.5 Student does not present at class but remains on the premises
- 3.6 Repetitive level one offences
- 3.7 Theft
- 3.8 Foul language to a student/teacher
- 3.9 Other similar offences

***The Sanctions Applied By the Year Head, Deputy Principal or Principal May Be:***

- 3.10 Verbal reprimand
- 3.11 Issue written work/ penalty sheet
- 3.12 Write in journal/ write to parent/ guardian/ phone parent/ guardian
- 3.13 Put student on report card

- 3.14 Assign student to a detention (Prior written notification may be given)
- 3.15 Assign cleaning duties (Prior written notification may be given)
- 3.16 Out of School Time Detention e.g. Wednesday afternoon, Saturday morning detention etc.
- 3.17 Internal suspension

***C.4. The following are serious breaches of discipline and will be dealt with by the Deputy Principal or Principal:***

- 4.1 Fighting with/Assault of a fellow student
- 4.2 Assault of a member of staff
- 4.3 Substance abuse on school grounds
- 4.4 Abusive language to a teacher
- 4.5 Threats to a teacher
- 4.6 Sexual/ inappropriate comments/gestures in class or to a teacher/ bullying behaviour
- 4.7 Leaving the school grounds without permission
- 4.8 Being absent from school without parental permission
- 4.9 Theft/ Vandalism
- 4.10 Misuse of school computers
- 4.11 Property damage to school, student's property, classrooms etc.
- 4.12 Reckless behaviour causing injury or damage

**A range of sanctions may be applied by the Principal including:**

- 4.13 Fines
- 4.14 Extra duties
- 4.15 Detention
- 4.16 Suspension
- 4.17 Recommendation of expulsion to the Board of Management

## **C5. STANDARD DISCIPLINARY PROCEDURES**

*These procedures are intended to develop an attitude of personal accountability in students for their personal behaviour.*

5.1 A record is maintained for each student in a personalised file. There is a variety of ways to record a breach of discipline by a student.

- (a) A teacher may record an incident in his/her own register.
- (b) A note may be written by a teacher in the student's journal.
- (c) A referral form may be passed directly to the year head.

5.2 For minor offences, a lunchtime sanction of no more than 15 minutes may be issued by a teacher/year head. No communication is made home to parents in relation to a lunchtime detention but a record is kept on the student's file. The teacher/ year head must note the sanction in the student's journal after the sanction has been completed.

5.3 A detention may be issued at any time by the Year Head for a serious offence.

5.4 Depending on the severity and/ or accumulation of records, the Year Head may issue a Detention. A letter indicating this is sent home with the student for signing by the parent/ guardian. This signed letter is presented at Detention. The Year Head will keep a record of the number of Detentions issued. Generally, if a second Detention is issued, a copy of the student record is sent by the Year Head to the student's parent/ guardian stating that the student is required for detention and the student's parents/ guardians are invited to contact the Year Head for consultation. This signed letter is presented at Detention.

5.5 Further steps may require a consultation with the Deputy Principal and/ or Principal. The Principal may at this stage suspend the student. The record is sent to the parents/ guardians. Prior to the student's return the student and his parents/ guardian are required to meet with the Principal where a re-integration process will be undertaken.

5.6 The procedures above outline the sanctions policy arising from cumulative acts of indiscipline. Other sanctions may be used by class teachers for individual offences e.g. penalty sheets. The College considers the regular non completion of homework to be a serious offence as it does any other acts or omissions which disrupt the teaching/ learning process in a class.

5.7 In extreme circumstances a student may face immediate suspension arising from a particular type of offence. These circumstances are outlined below in the section dealing with suspensions.

5.8 The detention policy involves a burden on supervising teachers and on parents. It does however, have the advantage of being visible and provides a reminder to students to improve their behaviour.

## **C6. Suspensions**

6.1 The Principal may suspend immediately in some circumstances e.g. violence, threat of violence, presence of illegal drugs/alcohol, presence of weapons, persistent refusal to obey an instruction, persistent disruption of class, the use of foul or abusive language to a member of staff, leaving the College premises without prior permission or any grossly inappropriate behaviour.

6.2 In other circumstances, suspensions will only occur after the Principal has ensured:

- All discipline options under the Code of Behaviour have been applied and documented.
- All appropriate support personnel have been involved.
- Communication has taken place with the student and parent/ guardian regarding the breaches of discipline which the College considers may lead to suspension.
- A written copy of previous breaches of discipline has been provided to the parent/ guardian and advice that if continued will lead to a suspension.

6.3 When a student is returning to school after suspension he will be required with his parents/guardians to meet the Principal or his nominee to sign a Letter of Undertaking regarding an agreed reintegration programme. This will be witnessed by the Principal and the student's parents/ guardians. A student will not be allowed to return pending this being completed.

6.4 When a student has been suspended he will return following an agreed re-integration programme.

4.5 If a student is suspended for 6 days or more the Principal shall inform the Education Welfare Officer. If a student is suspended for a cumulative total of 20 days or more in one school year, the Principal shall inform the Education Welfare Officer.

### **C.6.6 Grounds for Removing a Suspension**

4.7 Section 23 (2) d of the Education Welfare Act requires schools to publish the grounds for removing a suspension. Such grounds may include:

- New circumstances which come to the Principal's notice.
- An act of clemency

### **C6.8 Formal Appeal Against a Suspension**

6.8.1 A parent/guardian or a student aged 18 or more, may appeal against a suspension. For an appeal against a short suspension, the Principal shall invite the parents/ guardians to meet. Where the suspension is under paragraph 3.1 of Suspension above, the Principal must also exercise his duty under the College obligations to provide a safe environment for other students and teachers. For an appeal under paragraph 3.2 i.e. against the cumulative misbehaviour of the student, the Principal will take due cognisance of the new information brought by the parent.

6.8.2 For an appeal against a longer suspension, the parent shall appeal in writing to the Chairperson of the College Disciplinary Committee (a sub-committee established by the BOM). The Committee will meet within three working days of receipt of the appeal.

## **C7. Expulsion**

7.1 Expulsion is the ultimate sanction. Authority to expel is reserved to the Board of Management. It is a sanction to be used for an extreme case of indiscipline or a case of a student persisting in a repeated disruptive behaviour even after other sanctions and short suspensions have been imposed.

7.2 In the extreme case where the Principal considers that the student's indiscipline warrants a recommendation to the Board of Management that the student be expelled he shall:

- Ensure that the Code of Behaviour has been applied and documented.
- Ensure that the parents/ guardians know of his intention to recommend expulsion to the Board of Management
- Invite the parents/guardians to the Board hearing
- Invite the parents/guardians to make a written submission prior to the Board meeting
- Provide the parents/guardians in writing with the allegations against the student and a summary of the case being made at the Board hearing
- Make a formal expulsion recommendation to the Board with supporting documentation

7.3 Expulsion may only occur after the Board of Management has:

- Heard the Principal's case for expulsion. This case must be made at the Board meeting to which the parents/guardians have been invited
- Heard the parents/guardian's response and the student's where he so desires.
- Examined all the documentation presented
- Considered the student's total record in the College
- Considered all the factors listed in Suspension above
- Made a final formal decision to expel
- Communicated the decision in writing to the parents/guardians formally through the Board Secretary
- Informed the Education Welfare Officer under section 24 (1) of the Education Welfare Act

### **C7.4 Appeal to Department of Education and Skills Against Expulsion**

7.4.1 Under the Section 29 of The Education Act 1998 a parent/guardian/student over eighteen may exercise the right of appeal to the Secretary General of the Department of Education and Skills in a case of expulsion. The Board shall advise the parents/guardians in writing of this right of appeal and shall furnish the parents/guardians with the Appeal form.

7.4.2 If the Board of Management decides to expel a student from the school, it shall, before expelling the student concerned notify the relevant educational welfare officer or the National Welfare Board in writing of its decision and the reasons for the expulsion. An expulsion shall not take effect before the passing of 20 school days following the above written notifications. The Board of Management is entitled to suspend the student during this process.

7.4.3 The College takes into consideration the rights of the individual student and balances these with the common good and rights of other student