

# Coláiste Éanna Code of Behaviour

## Introduction

### Mission Statement

**Colaiste Eanna is a Catholic School in the tradition of Blessed Edmund Rice.**

**As a community, we aim to nurture mutual respect among all members in a safe environment. The personal, social, spiritual and academic development of all is promoted.**

**The school is committed to providing an ordered learning environment, which encourages the school community to realize its full potential.**

The aim of the Coláiste Éanna Code of Behaviour is to provide a framework for reasonable and responsible behaviour by all involved in the School, (Board of Management, staff, parents and students). It also aims to ensure that every reasonable effort is made to accommodate the individuality of each pupil, while acknowledging the right of each pupil to education in a non-threatening environment, free from disruption.

- We aim at having a Code of Behaviour which is positive, unbiased, consistent, fair and tempered with a pastoral dimension which encourages students to correct unacceptable behaviour.

The school code, therefore, places emphasis both on rewards and on sanctions and offers a framework within which positive techniques of motivation and encouragement are used by teachers. To further this aim, teachers shall keep a written record of all instances of serious misbehaviour as well as acknowledging improvements in the behaviour of disruptive pupils.

- Sanctions, imposed in accordance with ‘The Ladder of Referral’ (see below) and elsewhere in this Code of Behaviour, are entered on a central record for monitoring by the Year Head, Deputy Principal and Principal.

It is agreed that a high standard of behaviour requires a high level of co-operation between Board of Management, staff, parents and pupils, For this reason, before resorting to serious sanctions (e.g. suspension) channels of communication between school and parents will be used and the active co-operation of parents sought at an early stage rather than as a last resort.

- The school recognises the importance of early intervention.

For this reason every effort will be made by the Principal and the staff to ensure that parents are kept well-informed and that the school provides a welcoming atmosphere towards parents.

Parents/Guardians and other individuals may meet with the Principal, Deputy Principal, Year Head or any other member of the teaching staff by prior appointment. Appointments can be arranged by contacting the school office **(01-4931767)**. The structure of the school day and the constraints of the school timetable do not, regrettably, allow for impromptu meetings with school personnel. This protocol will allow for more meaningful and constructive interactions between those concerned.

The overall responsibility for discipline within the school rests with the Principal, subject to the authority of the Board of Management. Each teacher has responsibility for the maintenance of discipline within his/her class while sharing a common responsibility for good order within the school premises.

***All students must, at all times, possess the official school journal and present to a teacher on request.***

## **Scope of the Code of Behaviour**

Students who attend Colaiste Eanna are expected to uphold and respect the good reputation of the school. Any actions which bring the school into disrepute will be subject to sanction as deemed appropriate by the Principal/Board of Management.

Students who attend Colaiste Eanna are subject to the terms of our Code of Behaviour in all of the following circumstances:

- While in school buildings or on school grounds. This includes times and days when school is not in session and during holiday periods.
- In the environs of the school during the course of the school day while at local shops, or on adjacent grounds or property. This includes the periods before the commencement of school, at lunchtime and after school has finished.
- While making their way to/from school in the mornings, at lunchtime and after school.
- While participating in sports or extra-curricular activities on school grounds or elsewhere.
- While travelling on transport organised by the school for various purposes.
- While participating in events organised by the school away from the school site. This includes occasions where they are given responsibility for making their own way independently to and from such events.
- While engaging in Work Experience/Shadowing as part of the Transition Year or Leaving Certificate Vocational Programmes.
- While engaging in Community Care as part of the Transition Year Programme.
- While abroad on school tours or on the India Immersion Programme.
- While State and House Examinations are in progress.
- At all times while wearing the school uniform which identifies them as students of Colaiste Eanna.

**The school reserves the right to consider the impact of events which occur outside of the aforementioned circumstances on the safety, welfare and good name of the school. These would include involvement in crime, violence, substance abuse or dealing in illegal substances. The Principal/Board of Management reserves the right to consider such circumstances in the context of the Code of Behaviour and to impose sanction up to and including Suspension/Expulsion.**

## Encouraging and Acknowledging Positive Behaviour

In Coláiste Éanna, we constantly promote excellence and high standards among our students. We acknowledge exceptional punctuality and attendance and reward our students for treating the business of learning in a serious and mature way. The following methods are used in this regard:

- Verbal praise in the classroom from subject teacher to the student or class.
- Display of good individual and/or group work in the classroom.
- Positive comment to Year Head regarding individual students and/or class group.
- Individual credits and positive note in journal for the attention of parents/guardians.
- Class credits entered by subject teacher on Class Chart after each lesson.
- Acknowledgement and reward for Positive Attitude of Class Group on a weekly basis.
- **Student/Class of the Month Award.** Names of winners displayed in prominent positions in the school.
- **Student/Class of the Term Award for each year group.** Names of winners announced at assemblies.
- **Student/Class of the Year Award** for each year group. Names of winners recognised at Annual Awards Night

**Further information on Positive Attitude in Colaiste Eanna (PACE) and on other Pastoral Care Programmes can be found on the school's website [www.colaiстеanna.ie](http://www.colaiстеanna.ie)**

At the end of the year, exceptional performance and achievement are acknowledged during Awards Night and Graduation Night, as well as special awards for Transition Year students. These annual awards are for:

- Attendance.
- Outstanding achievement in subject areas.
- Achievements in Sport.
- Gaisce.
- Leadership and other Awards specific to Transition Year.
- Overall Student of the Year for each year group.
- Membership of Comhairle Na Scoile
- Senior students are given reference credits.

## THE RULES OF COLÁISTE ÉANNA.

1. All pupils have the right to an environment free of intimidation. All forms of bullying are unacceptable and will be dealt with vigorously.
2. Pupils shall show courtesy and respect to each other and to the members of the staff at all times. Failure to do so is a serious offence.
3. Pupils shall see to it that:
  - (i). They attend classes on time.
  - (ii). All homework, written, oral and practical is completed.
  - (iii). They themselves are neatly presented.
  - (iv). The **full** school uniform is to be worn on **all** school days **and** on school outings except where explicit permission to the contrary has been given.
  - (v). They observe the normal discipline of the classroom.
4. (i). When a pupil is absent from class(es), a note (signed by parent or guardian) of explanation shall be given to the Year Master stating (a): date and (b): period of absence. Notes are available at the back of the Journal for this purpose.
  - (ii). Mitching from school is a **serious** offence.
  - (iii). No pupil shall leave the school during school hours without the permission of the appropriate authority.
5. When cycling or driving to and from school or while on school grounds, pupils shall exercise due care and attention for their own safety and that of others.
6. Substance misuse (including tobacco) is strictly forbidden.
7. Lunch is to be taken in the hall. Littering the school premises or grounds is strictly forbidden. Eating in class is not allowed.
8. Students are expected to move between classes in an orderly manner.
9. Loitering and unnecessary noise in the toilets or corridors are forbidden.
10. Classes begin at **8.45 a.m. and 1.50 pm (Half-day on Wednesday)**. Students should visit their lockers **at allowed times only (See page 11)**.
11. Students may visit toilets at appropriate times only.
12. Pupils selected for school teams are expected to train and play when requested to do so.
13. All mobile phones and all personal audio devices must be **“switched off”** in the school buildings.
14. The School Management reserves the right to impose sanctions up to and including suspension and expulsion for failure to comply with school discipline.

## Classroom Rules in Coláiste Éanna

*To ensure a safe and positive environment for learning and teaching, the school expects that you will:*

1. Enter the room quietly, on time with your school uniform fully visible and visit lockers at allowed times only.
2. Bring in Journal, Books, Copies and Equipment that each lesson requires and place them on the desk.
3. Be courteous and polite to teachers and to fellow students. It is unacceptable to shout, push, make noise, misbehave or have mobile phones switched on.
4. Sit in your allocated seat, pay attention and follow the teachers' instructions at all times.
5. Raise your hand silently if you wish to contribute to the lesson and speak only when invited to do so by the teacher.
6. Give of your best and be positive towards the efforts of others. Show all homework and record all homework in the Journal.
7. Eat and drink at allocated places/times and place all litter in bins provided.
8. Leave classroom only with teacher's consent, filling out the 'Out of Class Monitor' when leaving and returning.
9. After the lesson, leave classroom quietly only when the teacher has given permission to do so.

### Disrespect/Dissent and Insubordination.

Courtesy should be shown at all times to one's fellow members of the school community. Isolated incidents of insubordination and dissent, while serious, can be dealt with in the normal course of class discipline. Where they are repeated and their effect is to undermine the process of teaching and learning in the classroom, prompt and vigorous action will be undertaken.

Such action will be in accordance with the **Ladder of Referral** and may include:

1. Incident recorded, parent(s) contacted by subject teacher and strategy agreed.
2. Year Head meets parent(s).
3. Deputy Principal.
4. Principal becomes involved, possibly leading to suspension(s).

If a serious breach of discipline, in this regard, occurs the Deputy Principal/Principal may become involved immediately and interim stages may be ignored.

## Ladder of Referral.

**The following sanctions may be used so that our students experience the consequences of their misbehaviour. They are scaled so as to take account of the nature of the incident, the situation leading up to the incident and are imposed by the staff of our school in accordance with our ‘Ladder of Referral’.**

1. A firm reprimand from a member of staff is expected to be sufficient to correct inappropriate behaviour.
2. Time out – removal of the student from the scene of the incident, e.g. the student is put working in a different place within the classroom.
3. Assignment of a Constructive and reasonable Penalty Exercise.
4. A note to parent(s)/guardian(s) in the Homework Journal.
5. An entry in the Official School Behaviour Notebook.
6. Phone contact from subject teacher with parent/guardian and Year Head notified. Details in relation to the phone call to be noted in the Official School Behaviour Notebook.

***Sanctions for more serious misdemeanours or for consistent breaches of our Code of Behaviour include:***

7. A referral of the incident(s) to the Year Head and the issuing of a ‘Yellow Ticket’. This must be signed by parent(s)/guardian(s) and returned to the Year Head and will become part of the student’s behaviour record in Coláiste Éanna.
8. Referral to Year Head and the issuing of a Second Yellow Ticket. A meeting will be arranged between the Year Head, subject teacher(s) and parent(s)/guardian(s). A strategy to be agreed by all to encourage improved behaviour.
9. Year Head issues a Third Yellow Ticket and refers the matter to the Deputy Principal who, along with the Year Head, will meet with the parent(s)/guardian(s) and student and impose an appropriate sanction from **Appropriate Sanctions (below)**. They will caution that further serious misbehaviour will be referred to the Principal who may impose severe sanction, to include suspension (in accordance with the school’s policy on Suspension and Expulsion).
10. The Year Head reports to the Principal, who may impose severe sanction, to include suspension (in accordance with the school’s policy on suspension and expulsion). The length of any suspension is determined by the Principal.
11. After three suspensions the student’s disciplinary record will be submitted to the Board of Management and his future in the school will be considered.
12. Expulsion (in accordance with the school’s policy on Suspension and Expulsion).

## **MISDEMEANOURS.**

The following list illustrates, by way of example only, misdemeanours that can be considered serious or less serious. The school's position with regard to many of these examples is outlined in greater detail elsewhere in the Code of Behaviour or in the relevant School Policy Documents. It is important to understand that this list is not exhaustive and these examples are in alphabetical order rather than in order of seriousness.

<b>Serious</b>	
Bullying behaviour	Cheating in examinations
Damage to property	Driving in school grounds without due care
Forging signatures	Leaving school grounds
'Mitching' – truancy	Serious disrespect to staff
Serious dissent/ insubordination injury	Serious fighting or conduct likely to do cause
Serious and persistent disruption of of the teaching and learning process	Stealing
Substance abuse (including smoking)	

<b>Less Serious</b>	
Cycling in grounds without due care	Eating in class
Failure to provide a note	Incorrect uniform
Lateness	Leaving class without permission
Litter	Misbehaviour in class
Unruly behaviour	

## **Appropriate Sanctions**

*This list is not exhaustive and the school reserves the right to impose sanctions other than those listed below as it deems appropriate.*

### **Less Serious:**

1. Student goes on report.
2. Parent monitors school performance at agreed intervals per journal/note to teacher(s)/contact with Year Head.
3. Community service (removal of graffiti/litter assignment/tidying up classrooms at end of school day).
4. Lunchtime/after school/pre-school detention.

### **More Serious:**

5. Withdrawal of privileges (games, tours, outings, etc.).
6. Parent, student and Year Head sign a contract in respect of the student's behaviour.
7. Suspension (in accordance with the school's Suspension and Expulsion Policy).
8. Referral to Board of Management.
9. Expulsion (in accordance with the school's Suspension and Expulsion Policy).

## **Attendance and Punctuality.**

Progress at school requires the best level of attendance and punctuality as both are essential for efficient class work. Regular and punctual attendance is therefore required of all students.

### **Attendance.**

**(The school keeps a computerised record of attendance).**

1. Students who are absent from class, whether for a full day or part thereof, must bring a note from a parent/guardian to the appropriate Year Master in charge of attendance. This note should be produced on the day they return to school. Failure to produce an explanatory note may result in the school communicating directly with the home.

***The student(s) in each Junior Class and Senior Year with the best attendance record are presented with end of year Awards.***

If students are out on regular basis parents will be notified. It is an offence under the Education Welfare Act 2000, to be absent from school for more than 20 days, without valid reason. Where a student accrues a cumulative total of twenty days absence, the school will immediately inform the National Education Welfare Board. Where the school has concerns regarding the attendance of a student, who has not been absent for a cumulative total of twenty days, it may also inform the NEWB of these concerns.

2. In cases where parents/guardians know in advance that a student will be absent for a period, they should contact the school by phone. Should you telephone the school explaining your son's absence, a written note is still needed on his return.
3. Students may not leave the school during the school day without a written request from their parents/guardians. They must sign out at the office on leaving the school, having obtained permission from a Year Head/Deputy Principal/Principal. Students are required to sign back at the office on their return to school.

***Leaving school without permission is a serious breach of the Code of Behaviour and subject to sanction from the school, as deemed appropriate. The school shall accept no responsibility where a student leaves school without permission or slips away from the care of a teacher.***

4. Students who become ill during the school day must report to the office. A parent/guardian will be contacted before the student can go home. The student must have the permission of a Year Head/Deputy Principal/Principal to be excused from class for the remainder of the day. The student must produce a note from home acknowledging his absence when returning to school and present same to the Year Head.

***Parents/Guardians are required to provide the school with a telephone number for***

*emergency use, including mobile phone numbers. It is the responsibility of parents or guardians to inform the school of any changes to contact details.*

### **Punctuality/Lateness:**

5. The school will open to receive students at 8.30 a.m. The school does not accept responsibility for students prior to 8.30 a.m. Students are expected to be in class by 8.45 a.m. and 1.50 p.m. Classes will finish at 3.50 p.m. on Monday, Tuesday and Thursday and at 3.10 p.m. on Friday. There will be a half-day on Wednesday, when classes will end at 12.55pm. The school does not accept responsibility for students after 4.05pm on Monday, Tuesday and Thursday, after 3.25pm on Friday or after 1.10pm on Wednesday, unless the student is participating in an organised school activity on any of those days.

Late attendance without a valid and reasonable written parental explanation is not acceptable. Any student late for class without same at 8.45 a.m. or 1.50 p.m. will have his name recorded in the 'Late Register' and he will serve a 30 minute detention that same afternoon. Students and parents/guardians are made aware of the school's Late-Coming Policy which can be examined in the Student Journal.

6. Students, when in school, must attend all their scheduled classes.

### **EXEMPT STUDENTS**

Students exempt from any subject must remain in the classroom and study relevant material.

### **PROCEDURES FOR BREAK TIME/LUNCH TIME**

#### **Break Time:**

Students may go to the yard or remain in school buildings. Students who eat at this time are expected to clean up before the end of break

#### **Lunch Time:**

The hall in the Main Building will be open to students during lunch break. All other parts of the buildings will remain closed until 10 minutes before the commencement of class. Students eating in the hall are expected to clean up afterwards.

The following sanctions will apply to students who misbehave or fail to co-operate with the above rules:

1. A verbal warning.
2. Extra cleaning duties and entry into the conduct book.
3. Denial of entry to classroom/designated 'eating area' during break- time/lunch-time for a number of days and entry into the conduct book.
4. Year Head to address issue.
5. Deputy Principal to address issue.

6. Principal to address issue.

## Use of Lockers

### Students can go to lockers

- 1). Before 8.45 a.m.
- 2). During the 10.55 am break (10.45 am on Wednesday).
- 3). After 1.05 p.m. bell.
- 4). Before 1.50 p.m.
- 5). After 3.50 p.m. bell (or the alternative finishing times on Wednesday and Friday).

*Access to Lockers outside of these times is only allowed with the expressed permission of the Class Teacher. Visits to Lockers outside of these times will be recorded in the 'Out of Class Monitor', available to each individual teacher.*

## School Dress Code

The Coláiste Éanna school uniform is as follows:

### First Year to Transition Year:

**Grey** crested school jumper.  
**Grey** trousers  
School tie  
White shirt  
Black shoes  
Crested School jacket

### Fifth Year and Sixth Year:

**Black** crested school jumper  
**Black** trousers  
White shirt  
School tie  
Black shoes  
Crested School jacket

- Full School Uniform must be worn on all school days and on School Outings, except where explicit permission to the contrary has been given.
- **Black walking shoes** are to be worn during school times.
- Sportswear is to be only worn during PE periods.
- A Student must have a note with specific reason for no uniform or incorrect uniform.
- Students who attend school without the appropriate attire may be sent home to change. Homes will be informed beforehand, where possible.
- Sanctions may be imposed on repeat offenders, in accordance with the Ladder of Referral.

## **Use of Toilets**

Students must have access to the toilet when the need arises. There will always be cases where parents will make the school aware of students who have medical conditions that influence their patterns of toilet use. However, in order to minimise spurious requests to use the facilities, the following procedures will apply:

- a. Students should visit the toilets before 8.45 am, during morning break and at lunchtime.
- b. Students are not allowed to visit toilets between classes or during the class periods immediately before or after breaks unless, in the teacher's opinion, a genuine need exists.

Students will be made fully aware of the conditions for the use of toilets and the rationale behind these conditions. Where some students' use of toilets becomes a cause for concern, clarification may be sought from parents regarding the health status of the individual concerned.

*All visits to toilets during class times will be recorded in the 'Out of Class Monitor', available to each teacher.*

## **Homework**

Homework is an activity that takes place in the home. The school relies on support from the home and aims to keep parents well-informed.

Use of the Student Journal is central to the school's approach to homework. It is vital that all students possess a Journal and that they are given time to log all homework assignments, work covered and reminders for each class period.

The Student Journal is an appropriate medium for drawing parents' attention to the fact that their son's homework may not be satisfactory. It also allows parents the opportunity to take corrective action. All instances where teachers have a problem with a student's homework can, therefore, be noted in the Journal and each entry should be counter-signed by parents. Monitoring homework and keeping parents informed may lead to a significant improvement in the level of student attention to homework.

The following guidelines reflect the school's attitude to homework:

- 1 Instances where students do not complete homework can be noted in the Teacher's Journal and in the appropriate section at the rear of the Student Journal. This also records the particular date and allows for easy identification of patterns.

1. A similar approach will be taken for instances where homework is unsatisfactory.
2. Where patterns of neglect emerge with particular students, a standard letter may be issued to parents by the teacher of that subject, making them formally aware of the problem. This letter may advise the parents that, should the situation not improve, they will be requested to attend the school to discuss the issue with the subject teacher.
3. Where the situation has not improved, the parents will be requested by standard letter to meet with the subject teacher to discuss the issue.
4. A situation may eventually be reached where the parents would be asked to accept full responsibility, in writing, for this aspect of the student's educational progress. The school would, at this stage, consider that it had done everything within its power to effect a responsible attitude on the part of the student and parent(s) to homework.

### **Policy on mobile phones and all personal audio devices**

1. Coláiste Éanna accepts a student's right to have a mobile phone or personal audio device.
2. All mobile phones and all personal audio devices must be switched off in the school buildings.
3. Students who feel unwell and wish to go home should not contact parents/guardians by mobile phone. Such contact must be done in the school secretary's office on the school phone so that the school is aware of any such arrangements.
4. The penalty for having the mobile phone or personal audio device on in the school building is confiscation of the device. The student must hand over the device to the member of staff that has become aware of the infringement. The school will retain the device until the end of the school day, when the owner can reclaim it. No third party, other than parents/guardians, will be given the device.
5. If the device is confiscated a subsequent time in any school year it will only be returned to the parent/guardian in person, following an appointment being scheduled with the school.
6. In the event of any confiscation, a parent/guardian may contact the school if the device is urgently needed for personal reasons. Parents/guardians are asked to consider the need to maintain a disciplined learning environment in considering such a course of action.
7. Parents/guardians are asked not to contact students by mobile phone during the school day or to make any arrangement which would result in the student breaking the school rules in relation to mobile phones. Any necessary contact can be made with a student by phoning the school office at **01-4931767**.

8. **The following is the school policy on camera/voice recording phones/devices.**

- (a). The use of camera/voice recording phones/devices is strictly forbidden at all times, while on school premises and during all school-related activities. Students participating in school-related activities (study, extra curricular activities, school trips, tours, etc.) must abide by these rules.
- (b). Irresponsible use of these phones/devices can lead to serious infringements of peoples' rights and reputation, especially because of the ease with which recordings can be transmitted to and from similar devices and via the internet. Bullying or harassment in any form, including sexual harassment involving camera/voice recording phones/devices, will be severely dealt with by the school and other relevant authorities.
- (c). Any student found using a camera/voice recording phone/device may be considered, depending on the circumstances, to have committed a serious infringement, meriting sanction up to and including suspension. The Principal, in consultation with the relevant staff members, will determine the sanction.
- (d). The phone/device will not be returned to the student under any circumstances.
- (e). The phone/device must be collected from the school by one of the student's parents/guardians, by appointment.
- (f). A condition of its return will be that the parent/guardian will display to the school all recordings saved on the phone/device and that the school has the right to insist that all recordings of school staff, whether taken inside or outside school premises, and all recordings of students, taken inside the school premises, will be deleted before the phone/device is handed over.
- (g). Depending on the nature of the content, the school reserves the right to contact relevant outside bodies to determine the appropriate course of action, i.e. Gardai, Legal advice, etc.
- (h). In such an event, prior to any such action, the school undertakes to make the parents/guardian of the student in question aware of the full facts surrounding the situation.
- (i). In the event that pastoral intervention is required, the school will do everything in its power to assist the students' parents/guardians in providing for the needs of the student.
- (j). Where the contents of the phone/device reveal activities that are detrimental to the maintenance of adequate school discipline and a secure environment, the school reserves the right to take any actions necessary, consistent with its aims and policies, to preserve such conditions.
- (k). All rules relating to camera/recording phone/devices are predicated on maintaining a safe, nurturing environment where the personal dignity of all the members of the school community and the reputation of the school is safeguarded.

- ***The Board of Management reserves the right to amend this policy as deemed necessary.***

## Respect for Property

1. Students, now more than ever before, bring a large amount of personal property with them to school each day (books, mobile phones, walkmans, coats, bicycles, sports gear, etc). **Students must take care of their own property at all times in a responsible manner and they must respect the property of others.**
2. Where possible the school will provide students with lockers for storing their property/equipment.
3. Interference with, damage to or theft of another pupil's property is a serious offence and may lead to suspension or expulsion. Students responsible for loss of or damage to property will be expected to make good this loss.
4. Where damage or theft does occur it must be notified immediately to the Year Head.
5. Books/equipment etc. must never be left lying around the classroom.
6. When leaving the classroom, students must bring all property with them or have it stored in their lockers.
7. Students should be discouraged from carrying large amounts of cash with them to school. Where payment is being made to the school, alternative methods of payment should be used, e.g. cheque, bank draft, direct debit, etc.
8. Students who bring bicycles to school must ensure that they are **securely locked within the bicycle compound** at all times. **Under no circumstances should bicycles be left on the school grounds overnight.**
9. Coats/equipment should be tagged with the name or identity mark of the owner.
10. The school does not accept responsibility for the theft of, loss of, or damage to students' property.
11. **Students are expected to respect school property. Wilful damage to school property is subject to serious sanction up to and including Suspension or possible Expulsion. Students are expected to make good the loss to the school in respect of any such damage caused to school property. In the case of damage to property resulting from carelessness on the part of the student(s), the student(s) will be expected to make good the damage caused.**

# Coláiste Éanna C.B.S.

## Suspension/Expulsion Policy.

### 1. Rights:

- 1.1. Students have a statutory obligation to attend school up to age 16. Accordingly, students have the right to attend school up to that age.
- 1.2. All students have the right to learn in an orderly and caring environment.
- 1.3. All students and teachers have the right to be treated fairly and with dignity, in an environment free from disruption, intimidation, harassment and discrimination.
- 1.4. The Board of Management and the Principal will exercise the authority to suspend and expel, having regard to their responsibilities to the whole school community and to the Principles of Natural Justice.

### 2. General Principles:

- 2.1. The school Code of Behaviour is based on an initial pastoral approach to resolving problems. The application of formal sanctions is a further step. In general, suspension will be considered after other strategies, outlined in the **Ladder of Referral [Stages 1 to 9] and elsewhere in the Code of Behaviour**, have been unsuccessful in achieving improved behaviour. The strategies involved in the Ladder of Referral are outlined in the Code of Behaviour.
- 2.2. Contact with and support from parents/guardians are seen as an essential component in correcting unacceptable behaviour. The school expects parents/guardians to be proactive in addressing problems.
- 2.3. While the school will generally use procedures described in the **Ladder of Referral** to deal with unacceptable behaviour, the Principal may, under the provisions of the Education Welfare Act, 2000 [Section 24 (5)] and the Articles of Management for Secondary Schools [Article 19 (b)], impose immediate suspension in cases of unacceptable behaviour, where it will be in the best interests of the school community and/or the student involved, for the student to be removed from the school for a period of time. Examples where this may apply are contained in the Code of Behaviour and include violence, threat of violence, presence of weapons, illegal drugs, etc.
- 2.4. In implementing its procedures, the Board of Management and the Principal will adhere to the requirements of the Equal Status Act, 2000, and will ensure that no student is discriminated against on any of the following grounds:

- Gender.
- Family Status.
- Marital Status.
- Sexual Orientation.
- Religion.
- Age.
- Disability.
- Race.
- Membership of the Travelling Community.

2.5. When dealing with serious behavioural issues, the following reflect the broad aim of the school's approach:

- To establish a corrective and/or monitoring process as a first step.
- To endeavour to make the student understand and acknowledge the unacceptable nature of his action(s).
- To encourage him to be a partner in the process of formulating a way forward.
- To involve parent(s)/guardian(s) in formulating and enacting strategies.

2.6. If any of the interventions 1 to 9 on the **Ladder of Referral** have not resulted in improved student behaviour, the student is liable to be suspended. In accordance with Stage 10 (Ladder of Referral), the student's record will then be brought to the attention of the Principal for a decision regarding suspension.

2.7. The purpose of suspension is:

- To make it clear to the student that his behaviour has become seriously unacceptable.
- To allow the student time to reflect, in consultation with his parent(s)/guardian(s), on his behaviour and his response to it.
- To acknowledge and accept responsibility for the behaviour, which led to suspension and to accept responsibility for changing his behaviour to meet Coláiste Éanna's expectations in the future.
- To make the student and his parent(s)/guardian(s) aware that even more serious consequences may ensue if his behaviour is not modified.

2.8. While suspension, in general, is the consequence of repeated violations of the Code of Behaviour, it should be noted that, under the Code itself, and the provisions of the Education Welfare Act, 2000 [Section 24 (5)] and Articles of Management for Secondary Schools [Article 19 (b)], the Principal has authority to impose, in certain circumstances, immediate suspension. Examples of such circumstances would include actions which

- Seriously compromise the maintenance of a safe environment or
- Seriously undermine the authority of school staff or
- Seriously undermine the ability of staff to effectively educate other students.

\* *(It is not possible to list all such actions).*

### **3. Procedure:**

3.1. The Principal, under the Articles of Management for Secondary Schools, has authority to suspend “any pupil for a limited period and shall report any such suspension to the Board of Management at its next meeting” [Article 19 (b)]. The Board of Management of Coláiste Éanna has granted to the Principal the authority to suspend a student for up to 3 school days if he determines such a course of action to be in the best interests of the school. In exceptional circumstances, the Principal, in consultation with the Chairperson of the Board of Management, may suspend a student for up to five school days if such a course of action is considered to be in the best interests of the school. ***Suspensions in excess of three days may also be imposed by the Board of Management, following consultation with the Principal.***

3.2 Where suspension is being considered, the student will be informed of the precise grounds for the suspension and be given an opportunity to respond, before the suspension is formalised.

3.3 Where a decision to suspend is reached, parent(s)/guardian(s) will be informed by telephone of the decision and the reasons therefor, before the suspension takes effect. They will also be notified in writing.

3.4 The formal written notification will indicate:

- The reason(s) for the suspension.
- The commencement date of the suspension.
- The duration of the suspension.
- The expectations of the student while on suspension.
- The expectations of the school in relation to the student’s return to classes.
- The right to appeal the suspension to the school authorities or to the Secretary General of the Department of Education and Science, under Section 29 of The Education Act, 1998.
- That the student is under the care and responsibility of the parent(s)/guardian(s) while on suspension.

- 3.5 In circumstances where an immediate suspension is deemed necessary (see **Section 2.3, General Principles**), parent(s)/guardian(s) may be informed by phone and written confirmation will follow.
- 3.6 Students will not be sent home during the school day until the parent(s)/guardian(s) have been informed beforehand.
- 3.7. The Principal and/or Deputy Principal and/or Year Head will be available to discuss the suspension with the parent(s)/guardian(s) of the student, by prior appointment.
- 3.8 The school is obliged to inform the National Education Welfare Board (NEWB):
- (a). if the suspension is for longer than 6 days
  - and**
  - (b). if the student has been suspended for a cumulative total of more than 6 days during the school year.
- 3.9 As part of the formal re-introduction of the student into the school:
- Parent/guardian may be requested to attend with the student on the day of his return to the school.
  - Undertakings of good behaviour may be requested in writing.
  - Agreed conditions may have to be signed by both parent/guardian and student. These might include Counselling, Referral to NEPS and other Pastoral Supports

#### **4 Grounds for Removal of a Suspension [Education Welfare Act, 2000, Section 23d]:**

Unforeseen circumstances for the repeal of a suspension may arise but, in general, a suspension may be removed following:

- A successful appeal to the Board of Management.
- A successful appeal under Section 29 of The Education Act, 1998.
- New circumstances coming to light.
- Agreement by the Principal/Board of Management to apply an alternative sanction/strategy, after discussion with the parent(s)/guardian(s).
- A breach of the General Principles of Natural Justice in the proceedings.

## **5. Appeals Procedures: (Appeals will be heard as soon as is practicable)**

- 5.1. The Appeals Process will follow the Principles of Natural Justice.
- 5.2. Appellants have the right to be made aware of all the details relating to all allegations against the student.
- 5.3. Internal appeals may be made to the Board of Management. The Board may appoint a Sub-Committee to hear the appeal, especially where this will expedite a hearing. Depending on the circumstances surrounding the suspension, the school may insist that the student remain at home while any appeal is in process.
- 5.4. The parent(s)/guardian(s) and the Principal will present their arguments to a meeting of the Board/Sub-Committee, after which they will leave the meeting while a decision is being made. They should remain available to the Board/Sub-Committee who may seek further clarification from either party.
- 5.5. The decision of the Board/Sub-Committee will be binding and will be communicated in writing to the parent(s)/guardians(s).
- 5.6. If dissatisfied with the decision of the Board/Sub-Committee, the appellants have the right to appeal to the Secretary General of the Department of Education and Science, under Section 29 of The Education Act, 1998.

## **6. Expulsion Policy**

Expulsion will only be resorted to in the most extreme cases of misbehaviour and indiscipline and, in most cases, after reasonable efforts at rehabilitation have been unsuccessful and all other sanctions, outlined in the Code of Behaviour, have been exhausted (Circular M33/91, Department of Education and Science).

While it is impossible to foresee every eventuality that would justify the expulsion of a student, the following represent examples:

- The student's actions present a real threat to the health and safety of others.
- The student's actions are a source of serious and continuous disruption to the teaching/learning process.
- Serious damage to school property.
- Serious misbehaviour by the student, being incorrigible in the relevant time frame or within the resources available to the school.

- The student's behaviour towards a member of staff or management is of a very serious nature.
- The student's conduct is a source of serious bad example and is having an adverse influence on other students in the school.
- The parent/guardian refuses to exercise their responsibility for the student.

## **Procedures:**

The Principal will communicate his recommendation to expel to the Board of Management, which has the sole right to adjudicate on the matter. The following procedures will apply where expulsion is being recommended:

- 6.1. The parent(s)/guardian(s) of the student will be informed in writing of the situation and of the reasons why expulsion is being considered. Copies of any and all documents, statements and disciplinary records supporting the case will be made available to them.
- 6.2. The letter will notify them of their right to appeal any decision to expel under Section 29 of the Education Act, 1998.
- 6.3. In accordance with the Principles of Natural Justice, the parent/guardian of the student whose expulsion is being considered will be given the opportunity of attending the Board meeting, at which the issue will be discussed, and presenting their case. They may also present their case in writing, if they so desire.
- 6.4. Pending the outcome of any proceedings, the Principal reserves the right to suspend the student, in accordance with the provisions of the Education Welfare Act, 2000, Section 24(5), and the authority bestowed at 3.1, above, if in his opinion, such action is appropriate to ensure that good order and discipline are maintained and that the health and safety of students are ensured.
- 6.5. At the meeting of the Board of Management, the Principal will present the case for expulsion to the Board, in the presence of the parent(s)/guardian(s). The parent(s)/guardian(s) may then present their response.
- 6.6. Both parties will leave the meeting while the Board of Management deliberates on the matters presented to them.
- 6.7. In assessing the matters presented, the Board of Management will take into consideration:
  - The disciplinary record of the student.
  - The effect of the behaviour on other students' rights.
  - Any legal or expert advice, deemed necessary.

- Any mitigating factors affecting the individual’s behaviour. These might include age, previous record, particular personal situation (domestic stress, medical condition, etc.) or the effect of peer pressure in particular individual occurrences.
- 6.8. The decision of the Board of Management will be formally conveyed to the parent(s)/guardian(s) by registered post. If the decision is to expel, parent(s) or guardian(s) will be informed of their right to appeal in writing, on the Section 29 Appeals Application Form, within the stipulated period of time (42 calendar days of the date on which the Board of Management decision was notified to the parent(s)/guardian(s) or student concerned), to the Secretary General of the Department of Education and Science, under the terms of the Education Act, 1998, Section 29. Said forms are available from the Department of Education and Science.
  - 6.9. In accordance with the provisions of the Education Welfare Act, 2000, Section 24, before expelling a student, the Board of Management shall notify, in writing, the Educational Welfare Officer (EWO) of its opinion and of the reasons for its decision to expel the student. The EWO shall (a) “make all reasonable efforts to consult with the Principal, the student concerned and his parent(s)/guardian(s) and such other persons as the EWO considers appropriate” and (b) “convene a meeting of such of those persons as agree to attend such a meeting”.
  - 6.10. In accordance with the provisions of the Education Welfare Act, 2000, Section 24(4), a student shall not be expelled before the passage of 20 school days from the receipt of such notification by the EWO. This is without prejudice to the right of the Board of Management to take such other reasonable measures, as it considers appropriate, to ensure that good order and discipline are maintained in the school and that the safety of other students is secured, Section 24(5). The Board might decide that the student should be suspended until the expulsion procedures have been completed and/or a place found for him in another school.
  - 6.11. In the event of an appeal being lodged, the Board of Management will co-operate fully in all procedures initiated by the National Educational Welfare Board.

This Code of Behaviour was ratified by the Board of Management on 20<sup>th</sup> April 2015.

Signed..... Chairperson

Signed.....Secretary to the Board/ Principal

