

CODE OF BEHAVIOUR



**St. Mary's Holy Faith Secondary School
Killester, Dublin 5**

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CODE OF BEHAVIOUR

Definition:

The Code of Behaviour is the agreed current set of procedures and practices that together with other related school policies, helps students to behave and learn well. The Code of Behaviour is based on the school mission statement and promotes the core values of:

- respect for self
- respect for others
- respect for the environment

Mission Statement:

St Mary's Holy Faith Secondary School, Killester is a Catholic secondary school. Our aim is to provide an excellent all-round education in a Christian environment. We strive for academic excellence. We seek to enable each student to reach her full potential; to accept responsibility for her own actions; to respect the rights of others; and to be motivated to make a positive contribution to the building of a better world.

Related School Policies:

- Admissions Policy
- Attendance and Punctuality Policy
- Anti-Bullying Policy
- Guidance Policy
- Homework Policy
- Mobile Phone Policy
- Internet Acceptable Use Policy
- Substance Use Policy
- School Journal Policy
- Student Uniform Policy

Code of Behaviour – rationale:

Many people work together in our school each day and therefore a high level of co-operation, courtesy and consideration for others is necessary for a sense of good order to prevail. Our Code seeks to create a caring and supportive learning and teaching environment in which each girl is given the best possible opportunity to grow and develop academically, socially and personally.

Code of Behaviour – general principles:

- ensuring that the core values of respect for self, respect for others, and respect for the environment will inform all aspects of implementing the code of behaviour
- ensuring a positive climate where students can learn and teachers can teach
- promoting a proactive, pastoral, and positive approach in all dealings with students
- ensuring the health and safety and welfare of the school community
- recognising the role and responsibility of parents in resolving discipline matters
- honesty, fairness, justice and kindness are key values of our Code of Behaviour

- high expectations of behaviour are upheld
- promotion of individual responsibility and self-regulation
- a belief in the ability of the student to amend behaviour that conflicts with the Code
- a spirit of forgiveness will inform the school's response to students who demonstrate a credible commitment to amend their future behaviour and to put breaches of the Code behind them.

Code of Behaviour – aims:

- to promote positive behaviour and a positive learning environment
- to encourage students to develop an ability to self-regulate their behaviour
- to promote a climate of respect, care and courtesy towards others
- to ensure a safe and secure school environment
- to develop a framework of effective procedures for the day-to-day running of the school that are clear to all and readily understood
- to encourage the active participation of parents in the education of their daughters
- to ensure the support of parents for the school in implementing the Code.

Code of Behaviour – the promotion of positive behaviour:

St Mary's Holy Faith Secondary School acknowledges and rewards positive behaviour by students in the following ways:

- teachers set high expectations for student behaviour and work ethic
- teachers acknowledge this by verbal praise or by writing positive comments in students' copies or journals
- teachers may pass on or acknowledge good work or effort to Tutors or Year Heads who may reiterate the positive feedback to students and parents
- tutors and year heads will acknowledge good work, effort and improved behaviour to an individual student, group of students or the full class group
- students are actively encouraged to participate in team building, extracurricular activities and can participate in leadership roles throughout the school by their involvement in team sports, the Student Council, and the prefect system
- students' practical and project work may be displayed throughout the year or on occasions such as Open Night and Graduation Night
- photographs of students who have achieved in any areas – academic and non-academic, co-curricular and extracurricular may be included on the school website, the school magazine or displayed on the achievements wall in the school.

Code of Behaviour – formal awards:

- Award ceremonies are held twice a year acknowledge individual student achievements in a variety of categories, including academic, school spirit, diligent work and effort, punctuality and attendance, sport, art, music, drama.
- the Phil Costigan Award is presented to a senior cycle student who demonstrates particular talent in any genre of English writing
- the Margaret Aylward Award is presented to the Leaving Certificate student who in the course of her years at St Mary's Holy Faith Secondary School, Killester has best reflected the spirit of Margaret Aylward (the foundress of the Holy Faith Order)

The School Rules

Admission to the school is subject to acceptance of its rules.

▪ **Courtesy**

Students are expected to have respect for themselves, for their fellow students and for all members of staff. Abusive language, gestures and behaviour are unacceptable. Abusive language and behaviour are not acceptable and will result in immediate suspension. Bullying of another pupil verbal physical or psychological is a serious offence and will not be tolerated. (Please refer to our Anti-Bullying policy). All allegations of bullying will be investigated according to the procedures outlined in the Anti-Bullying policy.

▪ **Attendance and Punctuality:**

(a) Regular and punctual attendance is expected. A note of explanation from Parent / Guardian is required immediately for:

- absence from school
- late arrival
- permission to leave school before the time of dismissal. (Students are expected to make dental / medical / hospital appointments outside of school hours wherever possible. Requests to leave school early must be accompanied by an appointment card).

These notes are to be written in all spaces provided in the school journal and should be shown to all teachers concerned.

(b) It is the responsibility of parents / guardians to ensure that students attend school. If a student is absent from school for more than 20 days during the school year the school must inform the National Educational Welfare Board (NEWB) under the terms of the Education (Welfare) Act 2000.

(c) In the case of illness during the school day, students must inform the class teacher who may inform the office. Parents may be notified and arrangements made to collect the student. Students should not themselves contact parents under any circumstances.

▪ **Academic work and Study:**

Students are expected to work hard at their studies and to do so as directed by their teachers. Students are expected to be prepared for and to work in all lessons. They should have the necessary textbooks and class materials.

Students should present completed homework and be present for all tests and examinations.

Where homework is not presented or is incomplete, a student must provide a note of explanation from parent or guardian.

▪ **Internet:**

Students are required to use computers and computer networks solely for the purpose of education and academic research. Students must not tamper with any computer or computer software without the permission of a teacher.

The use of information and communications technology (ICT) for the purpose of bullying a fellow student, insulting or defaming a teacher or any other member of staff associated with the school or bringing the school into disrepute in any fashion will be viewed as an act in the category of extreme misbehaviour that may incur serious sanctions.

▪ **Mobile Phones (including personal electronic devices and ípods):**

To ensure the safety of staff and students, mobile phones or personal electronic devices must be switched off (and not just on silent) and kept in the schoolbag or locker during the school day. Any student found using a mobile phone or personal electronic device in school, on school grounds or on school outings without permission will have the device confiscated. Only parents/guardians may collect the device at the end of the school day. Where the school has determined that a student has used a mobile phone without permission from the school authority, this will be treated as a breach of the school rules on the use of mobile phones and sanctions may apply.

▪ **Uniform:**

Parents/Guardians are requested to ensure that their daughters wear the correct uniform. Each item of uniform must be marked clearly with pupil's full name.

From September 2016 incoming First year students will wear a

- Green jumper
- White shirt
- Plaid skirt
- Green Socks

Senior students **may** wear a

- Navy jumper
- White shirt
- Plaid skirt
- Navy socks

- Green school jacket
- Black **flat** shoes or navy deck shoes are permitted
- Only school scarves or plain black scarves are permitted
- No over-sized head gear is permitted

There is no obligation on any student still using the original grey uniform to change to the new school uniform.

P.E. uniform must be worn for P.E. classes and sports fixtures.
Blue hooded P.E. jackets are for sports occasions only.

▪ **Personal Appearance:**

- Students should be clean and neat at all times.
- Only the following jewellery may be worn – watch, one pair of small earrings and one small ring. No other piercings.
- Discrete make-up is permitted. The school authorities' decision about what constitutes discrete make-up shall be binding. Hairstyles should be neat and appropriate.
- Extreme hairstyles and unnatural hair colours are not acceptable. The school authorities will decide what hairstyles and colours are appropriate and may require students to remedy such styles/colours.

▪ **Safety:**

Students must walk and not run within the school building. They must not leave the classroom without permission, except at breaktime. Students may go to lockers only before 8.55a.m. /11.00a.m. to 11.10a.m. / 1.15p.m. to 1.40p.m. and after 3.45p.m.

▪ **Lunch:**

Students may not leave the school during lunchtime without the permission of the principal / deputy principal. Healthy food options are encouraged and unhealthy lunch options such as crisps are discouraged. Fizzy drinks or chewing gum is not permitted in school.

▪ **Text books, Copies, etc:**

Each student is expected to provide herself with a complete set of textbooks, copies and other resources as prescribed by teachers. Each student is responsible for her own property. The school authorities accept no responsibility for students' property or money. books must not be left in the classrooms. They should be stored in lockers.

▪ **The School Journal:**

Each student is expected to carry a School Journal. The School Journal should record homework, notes from teachers to parents, notes from parents to teachers. Any defacing of the School Journal or graffiti is strictly forbidden. A school Journal that has been lost or that is in an unsatisfactory condition must be replaced.

▪ **Environment:**

Students should co-operate in keeping the school tidy. Students who deliberately damage or deface school property will face sanctions

▪ **Smoking; alcohol; unprescribed drugs etc:**

- Smoking on the school premises and school grounds is forbidden
- The use or supply of alcohol, unprescribed drugs and hallucinogenic inhalants will be regarded as a serious disciplinary matter and may lead to expulsion.

▪ **Cars:**

Parents who leave students to school by car must use the **BROOKWOOD MEADOW ENTRANCE** and should turn **BEFORE REACHING THE NEAREST POINT OF THE SCHOOL BUILDING**. In the interests of safety, the main car-park is for the use of staff only.

▪ **Visiting the school:**

Parents/Guardians are welcome to come to the School to meet a teacher or the Principal, Deputy Principal or a teacher **provided that a prior appointment has been made**. To ensure the safety of the school community visitors to the school must **first report to the office at the main entrance** for verification of their appointment.

No parents/visitors may ever come to a classroom door.

– Discipline Procedures –

The purpose of interventions: positive supports and sanctions

A culture of positive behaviour and positive interventions guides all teacher-student interactions and school culture in St Mary's Secondary School, Killester. Complementing this approach, the procedures for dealing with incidents of misbehaviour are referred to as our 'discipline ladder'. The 'discipline ladder' identifies incidents at varying levels of seriousness. The more serious the incident, the higher up the ladder it is dealt with. For the sake of clarity, misbehaviour is divided into three categories:

- (1) Mild or low-grade misbehaviour
- (2) Serious misbehaviour
- (3) Extreme misbehaviour

In St Mary's Holy Faith, Killester, sanctions are used in conjunction with positive supports to achieve the following outcomes:

- to help students recognise when their behaviour is unacceptable
- to help students to change unacceptable behaviour
- to help students to understand that they have choices about their own behaviour and that all choices have consequences
- to help students to take responsibility for their own behaviour

Sanctions are also used:

- to reinforce the boundaries set out in the Code of Behaviour
- to signal to all students that breaching the Code of Behaviour carries consequences
- to signal that the school takes seriously its duty of care to students and teachers to provide an atmosphere in which learning and teaching can flourish
- to keep all members of the school community safe and supported

Examples of categories of misbehaviour and of the sanctions that may be imposed are set out on the following pages.

– Discipline Procedures –

Categories of Misbehaviour

(1) Mild or low-grade misbehaviour: The following are examples

- Inappropriate language and the general use of coarse language in routine conversation and interaction
- Inappropriate physical behaviour such as horseplay, shoving, pushing etc.
- Being occasionally late to school or class
- Occasionally interrupting teaching and learning during class or supervision
- Occasionally forgetting books, homework, equipment, and absentee notes
- Occasionally breaching rules on uniform, on personal appearance
- Chewing gum

These examples of mild or low-grade misbehaviour may be dealt with by the class teacher, supervising teacher or tutor. Sanctions for these may include the following:

- verbal reprimand or warning (including advice on how to improve behaviour)
- written note in journal (green sheets)
- note of concern to parents/guardians (yellow sheets)
- move place in class
- lunchtime work
- community task e.g. cleaning classrooms

(2) Serious misbehaviour: The following are examples

- mild or low-grade misbehaviour as defined at (1) that has become persistent
- abusive language, including racist and sexist comments
- vandalism and graffiti (to include the student journal)
- theft
- bullying
- smoking
- defiance of a teacher or refusing to obey an instruction by a staff member
- use of mobile phone without permission
- threatening behaviour – verbal and physical
- fighting – aggressive behaviour
- truancy – absent from school or class without permission or calling parents/guardians to be collected without going through the proper channels

These examples of serious misbehaviour may be dealt with by the year head or deputy principal or principal. Sanctions for these may include the following:

- detention before school hours, during school breaks, or after school hours
- being placed 'on report':
 - stage (1) observation – yellow sheets;
 - stage (2) green sheets
- in-house suspension ('sin bin')
- suspension from school

(3) Extreme misbehaviour: The following are examples

- serious misbehaviour as defined at (2) that has become persistent
- Abusive language directed at a staff member
- Serious threatening behaviour
- Repeated vandalism or graffiti that defames another person
- Persistent bullying (see anti-bullying policies and procedures)
- Substance abuse – the use or supply of alcohol, unprescribed drugs, hallucinogenic inhalers (see substance abuse policy and procedures)
- Extreme fighting or extremely aggressive behaviour

These examples of extreme misbehaviour will be dealt with by Year Head/Deputy Principal or Principal / Board of Management.

Sanctions for these examples of extreme misbehaviour may include:

- in-house suspension ('sin bin')
- being placed 'on report':
 - stage (3) orange sheets
 - stage (4) red sheets
- suspension from school
- expulsion – the Board of Management will take this decision

ACTIONS TO BE TAKEN

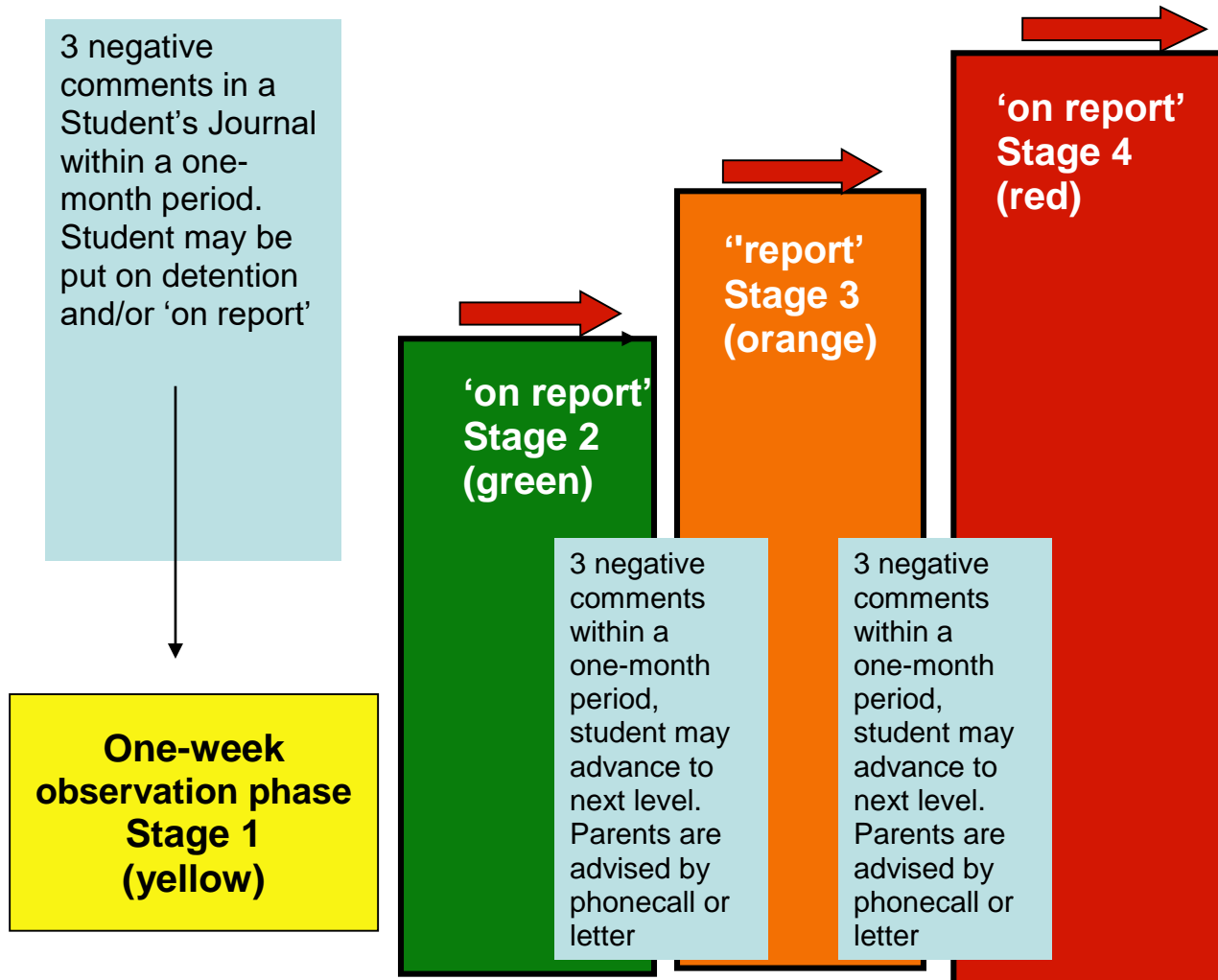
| Misbehaviour type | Who deals with it? | Possible interventions | |
|--------------------------------|--|---|--|
| | | Supports | Sanctions |
| Mild or low-grade misbehaviour | Class teacher or Supervising teacher or Tutor | <ul style="list-style-type: none"> ▪ Teacher speaks with student after class ▪ Note of concern to parents in journal (yellow sheets) ▪ Year Head / Tutor speaks with student | <ul style="list-style-type: none"> ▪ Reprimand ▪ Verbal warning ▪ Move place in class ▪ Note in journal ▪ Note of Concern to parents/guardians |
| → | → | → | |
| Serious misbehaviour | Tutor or Year Head Tutor: <ul style="list-style-type: none"> ▪ checks journal weekly ▪ reports repeated offences to year head <u>or</u> class teachers make a written report for serious incidents | <ul style="list-style-type: none"> ▪ Year Head or Tutor speaks with student ▪ Year Head may contact parents & may refer to school counsellor | Year Head may: <ul style="list-style-type: none"> ▪ Impose detention ▪ Put a student on one-day report ▪ Remove a student from a class ('sin bin') ▪ Put a student on one-week report (stages 1 to 3) ▪ Recommend suspension |
| → | → | → | |
| Extreme misbehaviour | Year Head: <ul style="list-style-type: none"> ▪ refers matter to Deputy Principal or Principal ▪ makes full written report ▪ matter may be referred to BOM | <ul style="list-style-type: none"> ▪ Parents informed of right to appeal under S29 Ed. Act 1998 (& students aged 18 yrs+) | <ul style="list-style-type: none"> ▪ Student 'on report' (stages 3 to 4) ▪ Suspension ▪ Expulsion in line with NEWB Guidelines |
| → | → | → | |

How 'On report' Stages 1 to 4 works

Detention or suspension may be imposed between any of the 4 stages
Very serious breaches may result in immediate advancement from one stage to the next

Board of Management

The board of management may decide to permanently exclude a student having complied with S24 of the Education (Welfare) Act 2000



Suspension

Definition:

Suspension is defined as requiring the student to absent herself from the school for a specified, limited period of school days.

Authority to suspend:

The Board of Management has formally delegated to the Principal the authority to suspend a student. In implementing a decision to suspend, the Principal shall adhere to:

- (1) The procedures for suspension as set down in the Code of Behaviour of the school.
- (2) Chapter 11 of Developing a Code of Behaviour: Guidelines for Schools (NEWB:2008)

In the event of the absence of the Principal, the authority to suspend is delegated to the Acting Principal subject to the provisions of (1) and (2) above.

The grounds for suspension:

Suspension should be a proportionate response to the behaviour that is causing concern. It may be considered in the following circumstances:

- the student's behaviour has had a seriously detrimental effect on the education of other students
- repeated 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 to consider before suspending a student:

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions tried 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 to be necessary where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school or any other person.

Suspension during a State examination: 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 the safety of other students and personnel
- a threat to the rights of other students to do their examination in a calm atmosphere

Automatic suspension: Particular forms of misbehaviour will automatically incur suspension as a sanction. These forms of behaviour include:

- Abusive language directed at a member of staff
- Serious threatening behaviour directed at a member of the school community
- Substance abuse

Procedures in respect of suspension:

Fair procedures are followed when proposing to suspend a student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension, the following procedures will be observed:

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

The period of suspension:

- A student will not be suspended for more than three days except in exceptional circumstances. If a suspension is longer than three days, the matter will be referred to the Board of Management for consideration and approval. In circumstances where a Board of Management meeting cannot be convened in the time frame necessary, the Principal with the approval of the Chairperson, may impose a suspension of up to five days
- No student will be suspended for more than ten days on any one period of suspension
- The Board will formally review any proposal to suspend a student, where the suspension would bring the number of days for which the student is suspended in the current school year to twenty days or more. Any such suspension is subject to appeal under section 29 of the Education Act (1998).

Appeals:

The decision of the principal to suspend a student may be appealed to the board of management. Where the total number of days for which the student has been suspended in the current year reaches twenty days, the parents/guardians, or a student aged over 18 years, may appeal the suspension under section 29 of the Education Act.

Implementing the suspension:

The Principal will notify the parents and the student in writing of the decision to suspend. The letter should confirm the following:

- the period of the suspension and the dates on which the suspension will begin 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/guardians
- the provision of an appeal to the Board of Management
- the right to appeal to the Secretary General of the Department of Education and Skills (Education Act: Section 29) in particular circumstances.

Grounds for removing a suspension

A suspension may be removed if the Board of Management decides to remove the suspension for any reason or if the Secretary General of the Department of Education and Skills directs that it be removed following an appeal under Section 29 of the Education Act 1998.

After the suspension ends

A period of suspension ends on the date given in the letter of notification to the parents about the suspension.

The Year Head will speak to the student on her return to school and will help the student to put the incident in the past and start afresh.

The Year Head shall have the discretion to readmit the student by placing her 'on report' to monitor behaviour in the days immediately following return to school.

Records and Reports

Written records will be kept of:

- the investigation (including notes of all interviews held)
- the decision-making process
- the decision and rationale for the decision
- the duration of the suspension and any conditions attached to the suspension

The Principal will report all suspensions to the Board of Management, with the reasons for and the duration of each suspension.

The Principal is required to report suspensions in accordance with the NEWB reporting guidelines.

Review:

The Board of Management will review the use of suspension at regular intervals 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 the use of suspension is appropriate and effective.

Expulsion

Definition:

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

Authority to expel:

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

The grounds for expulsion:

Expulsion should be a proportionate response to the student's behaviour and should only be taken in extreme cases of unacceptable behaviour.

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

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

There may be grounds for considering that a student be expelled for a first offence. The kind of behaviours that might result in a proposal to expel includes the following:

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

Factors to consider before proposing to expel a student

- 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

Procedures in respect of expulsion

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the following procedural steps will be taken:

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

The Principal will inform the student and the parents in writing about the details of the alleged misbehaviour, how it will be investigated and how it could result in expulsion.

A meeting will be arranged with the Principal to give the parents and student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and a sanction is imposed.

If the parents and students fail to attend the meeting, the Principal will write explaining the seriousness of the issue, the importance of attending a rescheduled meeting, and failing that, the duty of school management to make a decision to respond to the inappropriate behaviour.

A record will be kept of the invitation issued and the response of the parents.

2. A recommendation to the Board of Management by the Principal

Where the Principal forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be 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 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 parents
- notify the parents of the date of the hearing by the Board of Management and invite them to that 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.

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

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

The Board 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 arranged.

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 should be allowed to question the evidence of the other party directly. The parents may use the meeting to make their case for lessening the sanction. The board will ensure that they are and are seen to be impartial. Parents may wish to be accompanied to the hearing and the board will facilitate this.

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

4. Board of Management deliberations and actions following the hearing

The Board of Management will 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 twenty 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 decision.

5. Consultations arranged by the Educational Welfare Officer

Within twenty 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, parents and student
- 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 continue in education. Where the possibility of continuing in the school is not an option, the consultation should focus on alternative educational possibilities. The board may consider it appropriate to suspend a student during this twenty days period if there is a likelihood that the continued presence of the student will seriously disrupt the learning of others or represent a threat to the safety of other students or staff.

6. Confirmation of the decision to expel

Where the twenty-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 formally confirm the decision to expel. Parents will be notified that the expulsion will now proceed. Parents will be informed about 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 the student.

Appeals

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

Review

The Board of Management will review the use of expulsion in the school at regular intervals 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.

Bringing a concern about a behaviour matter

St Mary's Holy Faith Secondary School, Killester promotes openness and partnership with parents. When concerns arise, parents are encouraged to contact the Principal with a view to resolving the matter.

Monitoring

The Code of Behaviour will be monitored by the Principal and Deputy Principal, and staff on a regular basis and will be formally reviewed again in 2016/2017.

The Code of Behaviour was adopted by the board of management

Signed: _____
Chairperson of Board of Management

Date: _____

Signed: _____
Principal

Date: _____