



Code of Behaviour

Introduction:

This document sets out a Code of Behaviour which has been approved by the Board of Management for the school. This code is in accordance with the Department of Education's Guidelines for Discipline in National Schools. In publishing this code, the Board wishes to communicate its policy in the school to parents and thereby to achieve a greater understanding of and support for the policy.

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1. Review of Policy:

This policy was reviewed and updated by a committee comprising two representatives from (a) Parents Association, (b) Board of Management, and (c) Teaching Staff and (d) School Principal in during 2010. Subsequently, the document was amended to reflect current practice and changes that had taken place in the intervening period. It was formally adopted at a Board of Management meeting convened on 14th of May, 2020. This Policy was formulated in accordance with N.E.W.B. guidelines, Developing a Code of Behaviour, Guidelines for Schools, which encompasses all relevant legal legislation and legal instruments.

2. Rationale:

It was deemed necessary to review our Code of Behaviour because:

- We wish to ensure an orderly climate for learning in the school
- To ensure that the existing policy is in compliance with legal requirements and good practices as set out in Developing a Code of Behaviour: Guidelines for Schools, NEWB, 2008.

3. School Ethos:

Scoil Seanáin Naofa is a Catholic primary school under the patronage of the Bishop of the Diocese of Killaloe. The school community undertakes to create a Christian atmosphere of compassion, mutual respect and honest endeavour. Within this framework the school endeavours to enable each child to reach his/her full potential – spiritually, emotionally, socially, aesthetically, culturally, physically and intellectually. Children are encouraged to become considerate, respectful, confident and self-disciplined.

4. Mission Statement:

The school community endeavours to enable each child reach his/her potential in a Christian atmosphere of mutual respect and co-operation.

5. Aims & Principles:

The Aims of the Code of Behaviour are:

- To promote the safety and happiness of all children in the school
- To allow for the smooth and harmonious running of the school
- To promote self-discipline among the children attending the school.
- To enhance the learning environment of the school by promoting a sense of mutual respect among all members of the school community.
- To increase the co-operation between home and school.
- To outline a structure of fair and agreed sanctions that will be available to teachers in response to negative behaviour.
- To focus on the promotion of good behaviour.

6. Introductory Statement:

The schools' primary function is to educate. It provides for the overall formation of the pupils - spiritual, physical, intellectual, moral and cultural. In order to ensure that each child has the best possible opportunity to learn effectively we place particular emphasis on maintaining a disciplined orderly school environment. A variety of elements combine to achieve this end.

Our concept of discipline in this school is a positive one. It is based on the principle of establishing and promoting good relationships and mutual respect between all the members of the school community. The school's code of discipline consists of a set of supportive measures designed to help each child to grow and develop in a secure environment. Our ultimate aim is to encourage children to take on responsibility for their own behaviour and, through constant discussion and example to guide them in the process of building up their own personal sense of responsibility and judgment in order to meet the demands which their teenage years and adult life will place upon them.

During their formative years in this school the children are encouraged to maintain a high standard of behaviour and work. The support and encouragement of parents is necessary to achieve this objective.

The procedures in the school in regard to discipline can be outlined under the following headings:

1. The standards of behaviour acceptable in our school
2. The Whole School Approach to promoting positive behaviour and achieving same.
 - (a) Staff
 - (b) Pupils (school rules)
 - (c) Rewards and Sanctions
 - (d) Levels of Inappropriate Behaviour
 - (e) Parental Involvement.

7. The Standards of Behaviour Acceptable in Our School are:

General Behaviour

Each pupil is expected to:

- Be well behaved and to show consideration for other children and adults
- show respect for the property of, the school, other children and their own belongings
- attend school daily and to be punctual
- do his/her best both in school and for homework.

Classroom Behaviour

Each pupil is expected to:

- listen - to the teacher and other pupils if they are speaking
- work - to the best of his/her ability
- value - school property and the belongings of fellow pupils.
- follow - the direction of his/her teacher
- obtain - his/her teachers permission to leave the classroom
- respect - the teacher, other pupils and visitors to the classroom.

Playground (Playing Pitches) Behaviour

Each pupil is expected to:

- Play - safely avoiding any games or play that are rough or dangerous.
- Follow - the directions of the playground supervisor(s).
- Wear - a helmet, if hurling.
- Remain - on school grounds at all times.
- Obtain - permission before re-entering the school building during break periods.
- Respect - the yard supervisor and fellow pupils.
- Avoid - swearing, fighting or name calling.

Behaviour in other School Areas

Each pupil is expected to:

- walk - in the school corridors, in and out of school building and grounds and to the school buses.

Behaviour during School Outings/Activities

Each pupil is expected to:

- follow - his/her teacher's directions at all times
- remain - with the teacher/supervisors and group of pupils at all times
- behave - politely towards those they meet on such trips
- observe - the rules of general good behaviour

Fellow Students of Clonlara N.S. expect that you will:

- Be kind and respect their differing personalities
- Not bully them.
- Show acceptance.
- Never insult or belittle them because of difference.
- Respect their property
- Listen to them and acknowledge them
- Share equipment and resources with them.
- Allow all class peers to be part of your group.
- Speak to them with courtesy and respect.

Pupils of Clonlara N.S. expect that their school will be:

- Safe
- A happy place
- Encouraging and supportive
- Affirming of children of all abilities
- Address bullying issues and be supportive of victims and perpetrators.

Parents of Pupils of Clonlara N.S. expect our B.O.M. and Staff to provide:

- A quality education for their child.
- A safe and happy environment for their child.
- Recognition and provision for the individual differences of pupils
- Support for children who need it
- Fairness and consistency in the way children are dealt with
- No labelling of their child
- An atmosphere of support and inclusion rather than criticism
- Contact at an early stage to inform them of any problems
- A willingness to listen to their viewpoint
- Suggestions and support about problems in school.
- Praise and encouragement for all positive efforts.
- Policy of inclusion to be encouraged.

Clonlara N.S. expects that Parents of its Pupils will:

- Be familiar with the various policies and codes of the school.
- Show support for teachers in their implementation of the school's behaviour policy.
- Support your child in his/her schoolwork by checking and signing same daily.
- Ensure the punctuality and regular attendance of your child.
- Collect their child (ren) punctually when class ends... at 2.00p.m. for Junior / Senior Infants and at 3.00p.m. for all other classes and following after school activities.
- Ensure she/he has the necessary materials.
- Ensure your child has a positive attitude to and abides by the school and class rules.
- Never undermine the authority of the school or teachers.
- Promote respect for teachers and other school personnel.
- Give their contact number for use in an emergency.
- Be available to discuss a problem in a calm reasonable fashion.
- Support the school in implementing its Code of Behaviour.
- Exert firm discipline in cases where your child's behaviour is having a negative impact on others.

The B.O.M. of Clonlara N.S. expects

- That all members of the school community, Principal, Staff, Parents, Pupils will fulfil their responsibilities as outlined in this policy

8. The Whole School Approach to Promoting Positive Behaviour and Achieving the Above Standards.

Staff:

It is the Principal's responsibility to ensure the school's Code of Behaviour is administered in a manner that is consistent and fair to all pupils. However each staff member has responsibility for the maintenance of discipline within common areas of the school.

Teaching staff are specifically responsible for the management of behaviour within their own class. They will:

- Discuss the Code of Behaviour with their class in an age appropriate manner at the beginning of the school year.
- Ensure that the class rules are displayed in the classroom.
- Ensure that there is a level of consistency with regard to basic class rules.
- Encourage self-discipline and positive behaviour.
- Ensure there is an appropriate level of supervision at all times.
- Implement the reward/sanction scheme in a fair and consistent manner.
- Keep a written record of all incidents of continued, serious or gross misconduct. This record will indicate the advice and/or warnings given to the child on the misbehaviour and, the consequences of its repetition.
- Inform pupils when instances of misbehaviour on their part are being recorded.
- Liaise with parents when issues of misbehaviour arise.
- Report repeated instances of serious misbehaviour to the Principal.

Classroom Management:

Smooth, well-functioning classrooms do not just happen. They are the result of consistent efforts on the part of the teacher to create and maintain conditions that help effective learning.

These include:

- A well prepared stimulating scheme of work, catering for the needs of all the children to be drawn up at the beginning of each school year.
- That the child will be fully aware of school rules and the reasoning behind them (School Rules outlined in child's homework journal).
- Careful planning of school organisation will eliminate opportunities for misbehaviour e.g. method of entry to classrooms, supervision of class by neighbouring teacher should the class teacher be called away, punctuality of teacher, etc.
- An enriching and stimulating classroom environment to generate and sustain the children's interest in their class work. The organisation of classroom furniture and the assignment of responsibilities to children, such as distributing and collecting materials to promote good classroom order.
- Maintaining a firm, fair and consistent code of discipline within the class and while on yard duty.
- Keeping a record of repeated minor breaches or any one serious breach of discipline and notifying same to Principal.

Pupils (Parents):

School Rules

On any school day there are up to 350 people on the school premises. Just like any community, the school has rules to ensure that everything runs smoothly and purposefully. Our school rules are designed to encourage self-respect and responsibility for one's belongings and, equally, respect for others and their property. A considerable number of rules concern the safety and well-being of the children while on the school premises. Many encourage values and attitudes which have a bearing well beyond the school gate, for example, those that refer to punctuality, neatness and consideration. Parents can be enormously supportive of the school's endeavours by discussing the rules with their children and helping them understand why they should be observed.

The rules of the school can be summarized thus:

1. School opening hours are 9.20am - 3.00pm (2.00pm Infants).
2. To enable parents plan their family holidays within school holidays, a school planner is drawn up in September and circulated to all parents.
3. Full school uniforms must be worn at all times. (School Track Suit may be worn on P.E. days, official team training days and by girls who wear skirts during exceptionally cold weather). School tracksuits do not replace School Uniform. The uniform consists of:

Boys: Grey Pants
White/Grey shirt
Wine V-neck jumper
School Tie

Girls: Grey skirt/pinafore/pants
White/grey shirt
Wine V-neck jumper/cardigan
School tie

Tracksuit: Wine sweat shirt with school crest.
Grey pants.
White or light grey polo-shirt.

Summer Wear: Dark navy sport shorts.
White/grey polo shirt as above.

Uniforms available in most Limerick stores, tracksuits (for P.E. days) available in Fennessy's, William St.

4. Please note that we do not accept responsibility for
 - Children on school grounds outside of official opening times - 9.20 - 3 pm.
 - Children who participate in after school activities such as hurling, camogie etc.
5. Parents are encouraged to provide children with a substantial lunch. Glass bottles and chewing gum are prohibited. (Please refer to Healthy Eating Policy)
6. A note must be brought to the school for the following:
 - When a child is absent or late.
 - When homework is not completed.
 - When school uniform is not worn.
 - When a child due to illness, wishes to stay in at break-time.
 - If pupil requires permission to leave school during school hours.
7. Book lists are issued to all pupils in June. Parents should purchase books early or shop online to avoid queues. Pupils should cover and care for books as they may be sold second hand, before summer shut-down, where possible.
8. Child's belongings, especially jumpers, coats, books, hurleys etc., should have a distinctive marking.
9. Parents should ensure that pupils are clean and tidy (especially hair) at all times. Excessive jewellery and unusual hair styles causing distraction are not acceptable. Pupils are not permitted to wear any form of make-up to school.
10. Classes 1st - 6th are given regular homework. Parents should check that written work is done properly and that oral work is known, before signing the homework diary.
11. Always encourage your child to read books and discuss stories with them.
12. Do not park your car in front of the school at any time as you may cause an accident or obscure the view of the Junior Traffic Wardens, and of parents and children crossing at 2.00pm. Car park is for bus and staff cars only.
13. Parent-teacher meetings are held annually after school. While parents are very welcome to call to the school (by appointment) when a problem arises, they should be mindful of not interrupting class work unnecessarily.
14. Should your child have health problems or be on medication, please arrange to meet the class teacher at the beginning of each year to clarify procedures. (Please refer to School Medication Policy).
15. Cuts/abrasions are cleaned as per First Aid Policy. A minor cut will be cleaned with a non-alcoholic wipe. A hypoallergenic plaster is to be used if bleeding hasn't stopped following the application of pressure with cotton pad and to keep the wound clean from infection. Should this not suit your child, please notify the school in writing.
16. Pupils should not bring valuable items to school as we do not accept responsibility for the loss, theft or damage to said items.
17. Urgent notices and emergencies will be notified by text. Please ensure that you provide the school with an up to date mobile phone number.
18. A high standard of discipline is demanded from all pupils at all times. You will be notified if problems arise.
19. Finally, if at any time you have a query, please contact Principal.

- Privileges. Good behaviour is also positively reinforced and rewarded by granting extra periods of P.E. Art/Craft, Story/Reading time, Outings etc., or by assigning special responsibilities to individual pupils in terms of classroom tasks.

Sanctions:

Clearly in imposing any sanction on a child it must be understood that it is the behaviour that is rejected and not the child. Every effort is also made on the part of both teacher and parents to discover the reason for misbehaviour and to help the child overcome the problem. Also teachers take the age and emotional development of the child into consideration, if imposing sanctions.

The following sanctions are used to show disapproval of unacceptable behaviour (in the order below):

- Reasoning with the child.
- Reprimand (including advice on how to improve).
- Proximity control: (1) Positioning a child near the teacher's desk. (2) Positioning a child in a seat of his own to prevent distraction to other pupils. (3) Standing out by wall (maximum time one minute per year of age).
- If the child continues to distract class, removing the child to another classroom for a period of time.
- Use of homework journal/note to inform parents regarding breaches of discipline. Parents to sign same.
- Detention during break time or after school (if after school, parents will be notified of times involved).
- Prescribing additional work at school or during lunch breaks.
- Withdrawal of privileges e.g. participation in sporting /other school activities/ favourite subjects on a rotational basis.
- Shortening the school day as part of an I.E.P. behavioural plan.
- Confiscation of any items causing a nuisance or danger. Confiscated items, such as mobile phones may be reclaimed by parents with an undertaking re further use. The school, in consultation with parents, reserves the right to delete any offending material on mobile phones etc.
- Referral to Principal: should the problem persist, the Principal will inform the parents in question by note /telephone requesting a meeting to discuss the matter with the class teacher and/or Principal. Adherence to agreed acceptable behaviour to be monitored.
- Suspension / Expulsion: Only in very serious circumstances is suspension / expulsion considered and the procedures for same are outlined later.

Identifying Inappropriate Behaviour

In order to establish a reasonable common understanding and consistent response, the Code of Behaviour classifies misbehaviour into three levels based on the degree of damage, danger and disruption caused by the misconduct. All children involved in inappropriate behaviour will be the recipient of the relevant supports, rewards and sanctions as outlined heretofore.

- Level One will generally be handled at class level.
- Level Two will be handled by a combination of class teacher, principal and parents.
- Level Three may also involve the Chairperson or the Board of Management.

Level One

Level 1 Behaviours:

Level 1 behaviours are those that interfere with the orderly learning environment of the school, classroom, and common areas. Students learn through their mistakes. To this extent, responses to the daily behaviours, which occur in school, will be developmentally appropriate, instructive and positive. Children will be taught what is expected and how they should behave. Listed below are some examples of the types of behaviour that are included in Level 1. Please note the list is not exhaustive.

- Failure to prepare for class, as defined by individual teachers
- Running in the hallways
- Disturbing the work or play of others
- Disrespectful language, tone, or manner
- Ignoring staff requests

- Interrupting class work
- Arriving late for school
- Misbehaving in class line
- Leaving seat without permission at lunch time
- Leaving litter on the ground
- Not wearing correct uniform
- Not completing homework without good reason
- Not having homework signed by a parent
- Playing football / hurling on basketball court

Level Two

Level 2 Behaviours:

Level 2 behaviours are those that seriously interfere with the orderly environment of the school and are potentially dangerous to the safety and well being of the students and staff. Listed below are some examples of the types of behaviour that are included in Level 2. Please note the list is not exhaustive.

- Constantly disruptive in class
- Telling lies
- Stealing
- Damaging other pupil's property
- Bullying, e.g. persistent name calling, continuous bumping into one another, etc.
- Being discourteous and back-answering a teacher
- Using unacceptable language
- Bringing weapons to school, e.g. catapults, pen knives, pellet guns, etc.
- Playing in "off-limit" areas during the school day.
- Behaviour which is dangerous to self or others
- Displaying or using mobile phone/ electronic device in school
- Derogatory reference to another person's race, gender, religion, physical condition, disability or ethnic origin

Level Three

Level 3 Behaviours:

Level 3 behaviours are considered the most serious violations. These behaviours endanger the immediate health, safety and personal well being of the pupils and staff of the school. They represent a direct threat to the orderly operation of the school environment. Situations, which include illegal activity, may result in contact with the Garda Síochána after parental involvement. Listed below are some examples of the types of behaviour that are included in Level 3. Please note that the list is not exhaustive.

- Leaving school premise during the school day without appropriate permission
- Repeated or serious instances of Level 2 behaviour which have not been modified by intervention
- Setting fire to school property
- Intentional possession or use of weapons
- Violent fighting or intentionally causing physical harm to others
- Discriminatory or prejudicial activities or actions toward another person or group involving race, gender, religion, physical condition, handicap, or ethnic origin
- Deliberately damaging school property.
- Inappropriate use of mobile phones/internet.
- Threatening or serious violent behaviour towards a pupil or staff member.
- Use or supply of harmful or illegal substances.

Parental Involvement

The role of the parent in implementing the school discipline policy cannot be over emphasized; either can their influence on discipline be under-estimated. The foundations for good discipline are laid long before a child comes into our care and are subsequently altered by home and social influences completely outside the control

of the school. Our role in school is limited by the fact that a relatively small proportion of the child's time is spent in school and often that short period is spent in overcrowded classrooms.

We would hope that parents would notify their child's teacher of any circumstances at home that might adversely affect their child's performance or behaviour in school. Such information would be treated in the strictest confidence by the school.

Parents should aim to keep in touch with the progress of their child in school. Parents are asked in particular to be consistent in checking and signing their child's homework journal.

Above all, remember children learn best from someone they respect. Therefore, avoid criticising the teacher in front of the child. By all means, listen carefully to what the child has to say and then, if necessary, contact the school to check out the story.

Indiscipline, misconduct or the continuous disruption of disorderly pupils interferes not only with the education of the child who misbehaves, but can only adversely affect the education of the other children in the class. While we try to meet each situation with sympathy and kindness, serious breaches of discipline or continuous misconduct will be dealt with firmly. We expect co-operation and support from parents on such occasions should we have to ask for it, as communications between parents and school will lead to a quick resolution of the problem.

We have found that the most difficult of problems can be ironed out provided that a sincere and positive approach is forthcoming from all parties concerned. The members of our staff gladly make themselves available to meet parents. (However, please arrange an appointment, so that class disruption is kept to a minimum).

If a parent is anxious about any aspect of a child's school life the following procedure should be adopted:

- The matter should be discussed with the class teacher.
- If this proves unsatisfactory, the matter should be taken up with the Principal.
- If the matter is still unresolved, the parent should raise the matter with the Chairperson, B.O.M
- If still unresolved, the parent/guardian should follow the steps as outlined in the Complaints procedure (attached)
- We stress again the importance of communication between parents and teachers. The education of the children in our care is the joint responsibility of home and school.

One cannot succeed without the help of the other.

9. Procedures for Suspensions & Expulsions

Suspension:

Definition of Suspension:

'requiring the student to absent himself/herself from the school for a specified, limited period of school days' (Developing a Code of Behaviour: Guidelines for Schools, National Educational Welfare Board)

Authority to Suspend:

The Board of Management of Clonlara National School has formally and in writing delegated the authority to impose an 'Immediate Suspension' to the Principal Teacher. An 'Immediate Suspension' may be for a period of one to three school days depending on the severity of the specific behaviour (Level Three), in exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

Furthermore, the Board of Management has formally and in writing delegated to the Principal Teacher the authority to impose an 'Automatic Suspension' for named behaviours detailed in this policy. An Automatic Suspension may be for a period of one to three school days depending on the severity of the specific behaviour, in exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

The Board retains its authority to suspend a student in all other cases/circumstances.

Immediate Suspension and Automatic Suspension:

An 'Immediate Suspension' will be deemed to be necessary where after a preliminary investigation the Principal reaches the determination that the continued presence of the pupil in the school at the time would represent a serious threat to the safety and wellbeing of pupils or staff of the school. An 'Immediate Suspension' may be for a period of one to three school days depending on the severity of the specific Behaviour, in exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

An 'Automatic Suspension' is a suspension imposed for named behaviours. The Board of Management of this School, having given due consideration to its duty of care as prescribed by Health & Safety Legislation, has determined that the following named behaviours will incur 'Automatic Suspension' as a sanction;

- Physical assault/violence resulting in bodily harm to a pupil or member of staff
- or*
- Physical violence resulting in serious damage to school property.

An Automatic Suspension may be for a period of one to three school days depending on the severity of the specific Behaviour, in exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

Parent(s)/Guardian(s) will be informed of an Immediate or Automatic Suspension by telephone, and arrangements will be made with them for the pupil to be collected. In no circumstance will a student be sent home from school prior to his/her parent(s)/guardian(s) being notified. Formal written notification of the suspension will issue in due course, but no later than 2 school days after the imposition of the suspension. Such a notification will detail:

- the duration 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 pupil and the parent(s)/guardian(s).

The Board of Management acknowledges that the decision to impose either an Immediate or Automatic Suspension does not remove the duty to follow due process and fair procedures. In this regard, and following a formal investigation, to be completed no later than 2 school days after the incident the Board will invite the pupil and his/her parent(s)/guardian(s) to a meeting to discuss;

- the circumstances surrounding the suspension,
- interventions to prevent a reoccurrence of such misconduct.

The Board of Management acknowledges the fundamental importance of impartiality in the investigation process. In this regard the following undertaking is given;

- No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure.

Procedures in Respect of Other Suspensions:

In cases other than those of Immediate or Automatic Suspension the following procedures will apply;

- Where a preliminary assessment of the fact confirms serious misbehaviour that could warrant suspension, the Board of Management will initiate a formal investigation of the matter.

The following procedures will be observed;

1. A written letter containing the following information will issue to Parent(s)/guardian(s); details of the alleged misbehaviour, details of the impending investigation process, and notification that the allegation could result in suspension.

2. An invitation to a meeting, to be scheduled no later than 5 school days from the date of the letter, where parent(s)/guardian(s) are provided with an opportunity to respond before a decision is made or a sanction imposed.

The Board of Management acknowledges the fundamental importance of impartiality in the investigation and decision-making process. In this regard the following undertakings are given;

1. No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure, nor will such a person be involved in the decision-making process.
2. The person(s) involved in the investigation process will present a full report of the facts absent himself/herself/themselves from the decision-making process.

Where a decision to suspend has been made, the Chairperson of the Board of Management will provide written notification to the parent(s)/guardian(s) and the pupil of the decision. The letter will confirm:

1. the duration of the suspension and the dates on which the suspension will begin and end
2. the reasons for the suspension
3. any study programme to be followed
4. the arrangements for returning to school, including any commitments to be entered into by the pupil and the parent(s)/guardian(s)
5. The provision for an appeal to the Board of Management.

Where a suspension brings the total number of days for which the pupil has been suspended in the current school year to twenty days the parent(s)/guardian(s) will be informed of their right to appeal to the Secretary General of the Department of Education and Skills under Section 29 or the Education Act 1998 and will be provided with information on the submission of such an appeal.

Expulsion

Definition of Expulsion:

'A student is expelled from a school when a Board of Management makes a decision to permanently exclude him or her from the school, having complied with the provisions of section 24 of the Education (Welfare) Act 2000.' (Developing a Code of Behaviour: Guidelines for Schools, National Educational Welfare Board)

Authority to Suspend:

The authority to expel a pupil is reserved by the Board of Management.

Procedures in Respect of Expulsion:

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion the following procedures will apply:

- A detailed investigation will be carried out under the direction of the Principal (or a Nominee of the Board if required)

As part of the investigation a written letter containing the following information will issue to parent(s)/guardian(s):

1. Details of the alleged misbehaviour, details of the impending investigation process, and notification that the allegation could result in expulsion.
2. An invitation to a meeting, to be scheduled no later than 5 school days from the date of the letter, where parent(s)/guardian(s) are provided with an opportunity to respond

The Principal (or B.O.M. Nominee) will make a recommendation to the Board of Management

Where the Principal (or nominee) forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal (or nominee) makes a recommendation to the Board of Management to consider expulsion.

In this event the Principal (or nominee) will:

1. inform the parent(s)/guardian(s) that the Board of Management is being asked to consider expulsion

2. ensure that parent(s)/guardians 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
3. provide the Board of Management with the same comprehensive records as are given to parent(s)/guardian(s)

Consideration by the Board of Management of the Principal's (or B.O.M.'s Nominee) Recommendations & the Holding of a Hearing

If, having considered the Principal's report, the Board of Management decides to consider expelling a student a hearing will be scheduled.

The parent(s)/guardian(s) will be notified in writing

1. as to the date, location and time of the hearing
2. of their right to make a written and oral submission to the Board of Management
3. that they may if they so choose be accompanied at the hearing

The Board of Management undertakes that the timing of such written notification will ensure that parent(s)/guardian(s) have enough notice to allow them to prepare for the hearing.

In respect of the expulsion hearing the Board gives an undertaking that;

1. the meeting will be properly conducted in accordance with Board procedures
2. the Principal (or B.O.M. nominee) and parent(s)/guardian(s) will present their case to the Board in each other's presence
3. each party will be given the opportunity to directly question the evidence of the other party
4. the parent(s)/guardian(s) may make a case for a lesser sanction if they so choose

Board of Management Deliberations & Actions following the Hearing:

Where the Board of Management, having considered all the facts of the case, is of the opinion that the pupil should be expelled the Board

1. Will notify the Educational Welfare Officer in writing by registered post of its opinion, and the reasons for this opinion.
2. Will not expel the student before the passage of 20 school days from the date on which the Educational Welfare Officer receives this written notification
3. Will in writing notify the parent(s)/guardian(s) of their decision and inform them that the Educational Welfare Officer is being contacted
4. Will be represented at the consultation to be organized by the Educational Welfare Officer
5. Will suspend the student, if it is deemed likely that the continued presence of the student during this time will seriously disrupt the learning of others, or represent a threat to the safety of other pupils 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 Board of Management will formally confirm the decision to expel.

Parent(s)/guardian(s) will be notified in writing that the expulsion will now proceed. They will also be informed of their right to appeal to the Secretary General of the Department of Education and Science under Section 29 or the Education Act 1998 and will be provide with information on the submission of such an appeal.

The Board of Management of this School acknowledges the fundamental importance of impartiality in the investigation and decision-making process. In this regard the following undertakings are given;

1. No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure, nor will such a person be involved in the decision-making process.

2. The person(s) involved in the investigation process will on presentation of a full report of the facts absent himself/herself/themselves from the decision-making process.

Keeping Records

In line with the school's policy and record keeping and Data Protection Legislation, all records in relation to a pupil's behaviour are kept confidentially in his/her file in the office. All records are written in a factual and impartial manner.

Pupils will be told when a record is being made about their behaviour and the reasons for keeping a record will be explained.

Class Level

- Each class teacher will endeavour to keep parents up to date on all behavioural issues. Pupil's behaviour will be discussed with the parents at Parent-Teacher meetings and reports will be sent home at the end of the academic year.
- Depending on the severity of the inappropriate behaviour, the Principal will be notified should the parents need to meet with the class teacher.

Playground

- In the event of an incident occurring in the playground, the supervising teacher will inform the class teacher and upon investigation by the class teacher, if deemed necessary, an incident Report will be completed, signed and placed in the pupil's file.
- Staff is reminded about consistency in application and the interpretation of the rules at regular staff meetings.

School Records

- Should it be deemed necessary for a teacher to write an incident Report, this Report will be kept securely and confidentially in the pupil's file in the office.
- Such Report will contain:
 1. Incidents of misbehaviour;
 2. Interventions used to improve behaviour, including contact with parent(s) / guardians or referral to other Agencies;
 3. Evidence of improved behaviour;
 4. Any sanctions imposed and the reasons they were imposed.
- Factual Reports of particular incidents, communication between school, home and outside agencies, and the Board of Management are kept in the pupil's file.
- Documentation pertaining to appeals under Section 29 are also kept in the pupil's file

10. Procedure for the Notification of a Pupil's Absence from School.

Parent(s) / Guardian(s) should adhere to the following procedures when notifying the school of a pupil's absence:

- The school should be notified of the absence on the first day the pupil returns to school;
- The reason for the absence should be notified to the class teacher;
- The absence should be notified in writing by letter;
- Details pertaining to the absence, such as duration and reason, should be provided;
- Significant absences caused by ill health (i.e. absences longer than 10 school days) should be certified.

The school will inform the Education Welfare Officer in writing where a child is suspended or expelled for 6 days or more, where the child has missed 20 or more days in a school year, where attendance is irregular and when the pupil is removed from the school register

The school is obliged to notify the National Educational Welfare Board (NEWB) of pupils who are absent for more than 20 days in any academic year. The NEWB officer can come to the school at any time and audit the attendance records.

A reward system is in place for full attendance during the school year.

11. Reference to other policies.

A number of other policies already established in our school have had a bearing on this Code of Behaviour.

These policies include:-

- Anti Bullying
- SPHE/RSE/Stay Safe.
- Enrolment Policy
- Home Work Policy
- Health and Safety
- Special Educational Needs
- Attendance
- Child Protection
- Behavioural Management Strategies
- Substance Use

12. Circulation

The following members of our school community were consulted for their contributions during the compilation of this Policy:

- Board of Management
- Staff....teachers & Special Needs Assistants
- Parents' Association
- Pupils
- All parents

13. Success Criteria

- Positive feed back from teachers, parents and pupils.
- Observation of positive behaviour in the classroom, playground and school environment
- Observation of consistency in the application of practices and procedures listed in this policy.

14. Ratification

This Policy was ratified by the Board of Management of this School at its meeting on the 6th January 2011.

The contents of this policy document have also been approved by St. Senan's Education Office, acting on behalf of the Patron.

15. Implementation & Review

This Policy will be reviewed, as deemed necessary, by the Board of Management, relevant Post Holder, Principal and staff of the school.

This policy was reviewed and updated by the Board of Management on May 14th, 2020.

Signed:

Mr. Philip Lavin
Chairperson

Mr. Donnchadh Kelleher
Principal

Date: 20/05/2020