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Code of Behaviour

Ratified by Coláiste Mhuire's Board of Management: September 24th 2025

Table of Contents

SECTION 1: The Code of Behaviour [Pages 5-9]

- Introduction, scope & rationale of the code of behaviour.
- Relationship of the Code of behaviour to the school mission statement and ethos.
- Objectives of The Code of Behaviour
- School procedures and structures that promote positive behaviour**.**
- School policies relevant to the Code of Behaviour.

Section 2: Roles and Responsibilities [Pages 10-13]

- The Role of the Board of Management
- The Role of the Principal and Deputy Principal
- The Role of Support Agencies
- The Role of the Class Teacher
- The Role of the Year Head
- The Role of the Subject Teacher
    - Referrals to other members of staff
- The Role of the Parents' Association
- The Role of Parents / Guardians
  [including in relation to student medication/ change of personal details/family circumstances]
- The role of the school/parents/guardians in reporting illness and injury
- Home/School/Community Links
- The Role of Students
- The Role of the Student Council
- The Teaching Council

SECTION 3: Formal Code of Behaviour [Pages 14-20]

- Introduction to School Rules
- School Rules
    - Behaviour
    - Anti-bullying
    - ICT & AU policy
    - Illegal substances/substance use
    - School Uniform
    - Student diary
    - Attendance
    - Fire, health & safety
    - Sanctions
    - Additional details regarding rules on school uniform.

SECTION 4: The Referral System [Pages 21-28]

- Restorative approach
- The ladder of referral for disciplinary issues
- In the event of a serious breach of the school code of behaviour.
- Policy in relation to physical restraint of a student
- The ladder of referral for pastoral [non-disciplinary] issues.

- The role of the subject teacher, Class teacher, Year head, Dep. Principal and Principal in discipline, the referral system and sanctions.

SECTION 5: SANCTIONS [Pages 29-32]

- The objective of a Sanction
- How sanctions are applied?
- Range of sanctions
- Initial sanctions may take the form of:
- Referral to Class teacher and/or Year head
- Referral to Deputy Principal or Principal
- Referral to Board of Management
- Detention
- Sanctions may not always be Incremental
- Referral to the Gardaí, HSE or other support agencies
- Ladder of Referral
- General Procedures for Dealing with Breaches of the Code
- Appeals Procedure
- Suspension Procedure
- Appeal to the Board of Management (BOM):
- Permanent Exclusion (Expulsion)
- Appeal to Kilkenny and Carlow ETB

SECTION 6: SUSPENSION [Pages 33-35]

- Procedures to be followed in the event of a Suspension
- Factors to consider before suspending a student
- Forms of Suspension
- Informing Student and Parents /guardians
- Appeals
- The Period of Suspension
- Written Notification
- Fresh Start
- Records and Reports
-

SECTION 7: PERMANENT EXCLUSION (EXPULSION) [Pages 36-39]

- Procedures to be followed in the event that expulsion is being considered
- Factors to consider before expelling a student
- Procedures in respect of Expulsion
- Appeals
- Review of Use of Expulsion

Implementation and review of the Code of Behaviour [Page 40]

Appendices [Page 41]

APPENDIX 1:
Contract of Learning & Behaviour

APPENDIX 2:

Parents/Guardians & students signed “Enrolment letter of compliance with the school code of behaviour.”

APPENDIX 3:
Referral form

APPENDIX 4:
Referral letters for discipline issues

Referral letters for attendance issues

Referral letter for pastoral issues

Letter to parents/guardians After-School Detention

Parents/Guardians and students should be aware that it is not possible to detail every rule and regulation to govern one’s behaviour at school. Enrolment at Coláiste Mhuire implies and is conditional on acceptance of the Code of Behaviour.
The management of Coláiste Mhuire reserves the right to modify details of this Code of Behaviour at short notice and make the final decision on its interpretation.
Such modification may be needed in an ever - changing environment and social context.
Modifications will be communicated as soon as reasonably practical to all the school partners, i.e. teachers, parents/guardians, students.

Attendance at school implies that students are in agreement with the school rules.

SECTION 1: Introduction, scope and rationale of the code of behaviour.

Introduction
Coláiste Mhuire, through its Code of Behaviour, affirms the right of all its pupils to a learning environment where each student can develop his or her full potential. It is an integral part of a positive school ethos where learning and development can take place.
Parental co-operation is fundamental to the implementation of this policy, and by sending your child to Coláiste Mhuire, it is understood that you have read and accept the school Code of Behaviour and will make all reasonable efforts to ensure that your child complies with it.
The management will endeavour to ensure that the code is accessible to non-English speakers [Google translate], and also to students who have reading or other learning disabilities by guided and/or professional help.
The Code of Behaviour complies with the Equal Status Act 2000, Education (Welfare) Act 2000, and the National Educational Welfare Board Guidelines.

Scope
This policy applies to students of Coláiste Mhuire and relates to all school activities both during and outside normal school hours. Any behaviour, irrespective of time and place, that is damaging to school administration, reputation, discipline, good order, or in some way has a deleterious effect on the school or school personnel may be the subject of a disciplinary sanction.

This policy was drawn up in consultation with all the school partners, including the Principal, Educational Welfare Officer, Board of Management, Staff, Parents /guardians and Students.

Rationale
The school is required by the Education (Welfare) Act, 2000 to draw up and disseminate a Code of Behaviour to all its students and their parents/guardians.
An effective Code of Behaviour enables the school to function as a community in a structured and organised way. It helps create a safe working environment in which staff and students can feel secure and protected.
It assists in the promotion of the school's Mission Statement.

Relationship to School Mission, Vision and Aims
The policy has been developed in line with the school's Mission Statement and school ethos which has at its core the care of the student.

The Mission Statement states that:
Coláiste Mhuire Johnstown is a modern second level school whose central purpose is the moral, spiritual, intellectual, social and personal development of students in the context of delivering the curriculum prescribed by the Minister of Education and Skills in an atmosphere of care and concern.

Our school ethos states that:
Coláiste Mhuire is part of Kilkenny Carlow Education & Training Board [KCETB] and actively promotes the core principle of its ethos; excellence in education, respect, care, community and equality.

1. Self-improvement:
    - Being dedicated to your studies.
    - Being fully organised and prepared for classes.
2. Respect:
    - For yourself.
    - For authority.
    - For your fellow students.
    - For your community.
    - For the environment.
3. Honesty, courtesy, consideration and good manners.
4. Punctuality and full attendance.
5. Participating in extra-curricular events.
6. Promoting and developing a positive image of your school**.**

Therefore, our school Code of Behaviour is based on respect for oneself, for others and for our environment, so that a positive and co-operative school atmosphere prevails.

The objectives of our Code of Behaviour are:

- To facilitate the delivery of the curriculum to students by creating a co-operative and respectful atmosphere for teaching and learning to take place.
- To help students acquire good habits of discipline and behaviour;
- To ensure the safety of all members of the school community both, on the school premises and on school activities.
- To put in place structures to enable staff to deal with incidents of misbehaviour and indiscipline that may arise.
- To support students who may be disruptive of the work of the school, are uncooperative with their teachers and who may interfere with the delivery of the education that other students have a right to receive.
- To conform to the statutory obligation in section 23 of the Education (Welfare) Act 2000 which obliges recognised schools to prepare, for the information of students and their parents/guardians, a code of behaviour in respect of students registered at the school.
- To inform staff, students and their parents/guardians of the procedures used by Coláiste Mhuire to address issues of discipline in the school, to define standards of behaviour for students, to inform students and their parents/guardians of the measures that the school may take to address student misbehaviour, to inform parents/guardians of school procedures that will be followed before a student is suspended or expelled, to explain the grounds and conditions under which a suspension imposed on a student may be lifted and to inform parents/guardians of their legal responsibilities relating to occasions when their child is absent from school.

School procedures and structures that promote positive behaviour.

Coláiste Mhuire is a welcoming and caring school. A fundamental aspect of our code of behaviour is promoting and rewarding positive behaviour. The school has developed many structures to support this:

1. The Class teacher and Year head system: This is the key structure in Coláiste Mhuire for mentoring and monitoring student behaviour. The Class teachers and Year heads counsel students regarding behaviour and develop a rapport with them, while also monitoring their academic progress.
    a. Every class is assigned a Class teacher. The Class teacher explains the key aspects and procedures of the Code of Behaviour with the class at the start of each year. The primary role of the Class teacher is to mentor and monitor student's participation and progress in school, track and recognise positive behaviour contribution across class work.
    b. Every year is assigned a Year head. The Year head works with the Class teachers and the senior management of the school on academic, pastoral & disciplinary matters, and takes an interest in knowing students personally and advising them on correct procedures. S/he will discuss difficulties with Class teachers, Principal/Deputy Principal and parents/guardians. S/he encourages students to achieve to the best of their ability, keeps records and liaises with parents/guardians.

c. The Year head organises assemblies with Class teachers throughout the year to address the students in their year about issues of concern and reinforce expectations regarding attendance, punctuality, participation, academic progress, good behaviour& well-being.

2. Each subject teacher is responsible for creating a positive learning atmosphere in their classroom. Subject teachers promote good behaviour by clearly explaining to student's appropriate classroom behaviour and health and safety rules. This includes all environments where learning can take place including field trips, sports field etc.
   Advice, praise, recognition and encouragement is given with regard to proper completion of assignments and high standards of work. The use of 'Assessment for Learning' by teachers is encouraged, whereby the subject teacher gives feedback to students based on their work and allows students to reflect on their work and performance in class with a view to improvement.
   If the subject teacher has a concern regarding an individual student's behaviour, attendance, participation or a pastoral issue they should consult with the Class teacher, and if necessary, the Year head.

3. Learning support and special education initiatives and interventions are vital for a smaller number of students in order for them to engage more fully in school and overcome obstacles to learning. This reduces stress and frustrations that can lead to poor behaviour, participation and attendance. Examples of supports available to students are the JCSP programme, SNA access, one-to-one and small group tuition, tailored programmes [IEPs] behaviour therapy, access to the ASD unit, counselling and, in some cases, a reduced timetable.
   Learning support and special education initiatives and interventions are subject to specific criteria and the availability of school resources. Full details are in our Learning support & SEN Policy.

4. Good communication between the school and the parents/guardians is vital for good standards of behaviour. The school, through the HSCL officer, Parents Association, parent's representatives on the Board of Management, Information evenings, parent-teacher meetings, the school newsletter, the schools website and the school online management system [VSware], letters, email, permission slips and the students diary seeks to keep continuous communication between the school and home. This communication is invaluable to promoting positive behaviour.

5. Coláiste Mhuire celebrates student's achievements and recognises efforts at various events throughout the school year, primarily the annual Celebrations night, the Awards evening, and the Graduation ceremony. A number of smaller events are also held to recognise full attendance, completion of, and celebrations of, programmes or specific achievements in competitions.

6. A number of other personnel, teams and initiatives are also integral to promoting positive behaviour:

   a. Provision of Well-being in the curriculum through PE/SPHE/CSPE/RE
   b. The Guidance counsellor
   c. National Educational Psychology service NEPS
   d. The HSCL officer
   e. The auxiliary staff

f. The canteen and its staff
g. The Student Council
h. The Parents Association
i. Extra-curricular activities e.g. sport, the choir, the trad band etc
j. School trips & outings
k. The Pastoral Care Team
l. Well-being initiatives
m. JCSP/Transition year and LCA programmes

7. There are also some day-to-day practices that recognise and promote positive behaviour such as teacher praise, positive comments in student's diaries, class rewards for effort, peer recognition and intercom announcements . . . to name a few.

School policies relevant to the Code of Behaviour.
The school has also formulated a number of procedural policies with a view to ensuring the physical and psychological safety of both staff and students during the normal course of the school day. Such policies that are specifically relevant to students include:

- Admissions
- Bí Cinéalta
- Health and Safety Policy
- Child Protection Policy/Child Safeguarding
- Guidance Policy
- Pastoral care policy
- S.P.H.E/RSE Programme
  The Relationships & Sexuality [RSE] module of the SPHE programme is completed at a designated time each school year. If parents prefer that their son/daughter do not participate in this programme they must inform the Dep. Principal at the start of the school year so alternative supervision can be provided.
- Critical Incident Policy
- Staff protection policy
- ICT & Acceptable use Policy
- Substance Use Policy
- Mobile Phone Policy
  All policies are available for inspection on request from the school.

Section 2: Roles and Responsibilities

The Role of the Board of Management
The Board of Management as a sub-committee of Kilkenny and Carlow Education and Training Board plays a major part in ensuring the proper management of Coláiste Mhuire. The Board upholds the characteristic spirit of the school, publishes its policies on admissions, participation, suspension and expulsion. The Board submits the Code of Behaviour to Kilkenny and Carlow ETB for approval. The principal has the authority to suspend, while the Board of Management has the authority to suspend or expel a student.
It is updated on disciplinary matters by the Secretary to the Board/Principal at its regular meetings. Certain incidents may require the calling of an extraordinary general meeting of the Board.
The Board formally records the adoption of the Code of Behaviour, the commencement date and decisions about when the code will be reviewed.

The Role of the Principal and Deputy Principal
Both the Principal and Deputy Principal have responsibility for the internal management and discipline in the school on a day-to-day basis. The Board of Management has delegated the power of

suspension (of up to five days) to the principal. As Secretary to the Board, the Principal reports on disciplinary matters to the Board at its regular meetings. Important leadership tasks for the Principal and Deputy Principal are the audit and review of the code of behaviour and ensuring that it is implemented in the school.

The Role of Support Agencies

A small minority of students may show particularly challenging behaviour. These students will need a supportive response involving the important adults in their lives, in school and at home. Coláiste Mhuire has established links with local support services in responding to the needs of students with serious behavioural/attendance/personal difficulties. Sources of support may include the National Educational Psychological Service (NEPS), the National Educational Welfare Board, the HSE Social Workers, the Garda Juvenile Liaison Officer, Community Garda, the National Behavioural Support Service (NBSS), or the HSE.

The Role of the Class Teacher

The Class Teacher has a pastoral relationship with his/her own class group as outlined above [section 1] in promoting positive behaviour. The Class teacher endeavours to develop a good rapport with the class and students, and to foster a good atmosphere within the class group. The Class teacher supports the year head in monitoring the student's VsWare each week for homework and teacher comments. The Class teacher has a specific role to play in the Referral system which monitors student's attendance, academic progress, behaviour and any pastoral issues that may arise with students. [See section 3: The referral system]

The Role of the Year Head

The Year head is responsible for overseeing his/her year group and liaising regularly with Class teachers and other staff members with regards to academic progress, attendance, behaviour and any pastoral issues that may arise with the year group. The Year head has a key role to play in promoting positive behaviour as outlined above [section 1] and through organising assemblies.

The Year head has a specific role to play in the Referral system which monitors student's attendance, academic progress, behaviour and any pastoral issues that may arise with students. The Year Head will contact parents if necessary in relation to any issue of concern regarding a student. The Year head will also report regularly to the senior Management team, e.g. the Principal or Deputy Principal at meetings or as appropriate.

The Role of the Subject Teacher

The subject teacher is a significant source of help for students. As a leader of learning, and someone with an established relationship of trust, the teacher has a strong influence with students. The subject teacher will deal with routine incidents of misbehaviour through classroom management strategies, thus minimising the need for other interventions.

Subject teachers should use their experience and professional skill to maintain a high-quality learning atmosphere and to modify and adapt the content of lessons and the methods of instruction to suit the needs of students. Subject teachers should promote positive behaviour in their classrooms, in line with section 1 above.

Occasional minor or low-level misbehaviour should be attended to routinely and effectively through the skill of the classroom teacher. Good classroom management, conflict resolution, mediation and restorative practices encourage students to:

1. Take responsibility for their actions.
2. Consider the impact their behaviour has on others.
3. Work collaboratively with members of the school community.
4. Repair any harm done and prevent conflict from reoccurring.

The subject teacher has the support of the Class teacher/Year head/School management and other staff such as the Guidance Counsellor/HSCL officer/Learning support & SEN co-ordinator.
The subject teacher also has the support of the referral system for behaviour, attendance and pastoral issues with students and should use it appropriately.

Referrals to other members of staff:
Some students need more active intervention to help them manage their behaviour. As part of key school structures and procedures subject teachers have access to support from other members of staff. Additional inputs or interventions might include referral to a Class teacher, Year head, Deputy Principal, Principal, or Board of Management. It may also involve the Guidance Counsellor, Learning Support staff, NEWB Education Welfare Officer, NEPS psychologist or community Garda/Garda Juvenile Liaison Officer depending on the seriousness of the issue.

The Role of the Parents' Association
The Parents' Association meets regularly and acts in an advisory capacity in drafting policies and promoting the ethos of the school and the general welfare of students. The association also hosts occasional events and fundraisers. Parents/guardians are encouraged to participate in the activities organised by the association.

The Role of Parents / Guardians [including in relation to student medication/ change of personal details/family circumstances]
Parents/Guardians have the primary responsibility for the education and welfare of their children; they are key partners in the school community. The Principal will as a condition of enrolment request all parents/guardians to confirm in writing that they have familiarised themselves with the school code of behaviour and other relevant policies [such as Anti-bullying & Acceptable Use policy for ICT] and that it is acceptable to them and that they will ensure that their son/daughter who is enrolling in the school will comply fully with the school code of behaviour and other relevant policies. Parents/guardians will work in co-operation with the school to ensure their child fully attends and participates in school and strives to reach their full potential.
Parents/guardians are encouraged to monitor their son/daughters school diary weekly.
Parents having applied to enrol their child **must** advise the school while their child is in 6th class of primary school of any medical, personal, educational or special needs their child may have, so that the school shall put the necessary supports in place. Early intervention can help young people overcome their difficulties.
Parents/Guardians must make an appointment if they wish to talk to a staff member: On arrival at the school, they must report to the office.

In the event that a student must keep medication on their person or in-school the parents/guardians are responsible for ensuring:

- The Principal/ Dep. Principal is briefed before the start of the school year about the medication and its administration.
- Their son/daughter knows how/when to take their medication and who to report to when medicine is being taken.
- The medication is stored safely in the appropriate location [medicine cabinet in staffroom] and correctly labelled with student's name and summary of dosage and administration guidelines.
- The medication is kept updated and does not go out-of-date.
- The medication is taken on school trips and the organising teacher is aware of its purpose and how & when it should be taken.

- Safe disposal of medication and containers.

Please advise the school in writing of the following:

- Change of address/email /phone number.
- Any significant change in family circumstances e.g. bereavement of a parents/ family break-up / new partners, stepparents that may have rights/ parents, partners family members who are prohibited access to students or their right to information has been altered.

The role of the school/parents/guardians in reporting illness and injury

The school **must** be notified immediately by parents/guardians of any serious illness [physical, mental or psychological] affecting their child. This is particularly important if the illness is infectious. Likewise, the school should be informed of any medication being taken by a student and its effects.
In the event of a student being injured or taken ill during school hours or while on school outings/activities, the school will inform the parents at the earliest possible opportunity by telephone call.
In the event of accidents/injury the appropriate report form will be completed by the staff member who witnessed and dealt with the incident.
It is imperative and the parents' responsibility that the school has a phone contact number for parents/guardians at all times. The school must also have contact details of a GP and family relation or other nominated person in the event that the school cannot contact parents.
School management will have the final decision in whether or not a student can participate in a school trip where there is a safety concern about a medical condition.
School management will consult with medical professionals regarding any illness that put students or staff at risk and put appropriate measures in place.

In specific cases where there are concerns about a student's ability to be in school, management may request parents to provide the school with a letter stating the student's fitness to attend school from a GP or other relevant professional.

Home/School/Community Links

Regular consultation and communication between the school and the parents/guardians and active participation by them in their child's education and specific school activities are all crucial to establishing effective home, school and community links. The HSCL officer has a specific role to foster and develop links between the school and home and to offer parents/guardians appropriate supports.
Parents/guardians are encouraged to keep in regular contact with the school and advise the school of any difficulties their child is encountering by phoning the school and/or making an appointment with the relevant staff member. Parents/guardians should make every effort to attend the Parent/Teacher Meetings held in the school.

The Role of Students

Prior to enrolment each year, prospective students and their parents are informed how to access the school's Code of Behaviour and the code is explained to students again during their first weeks in Coláiste Mhuire. The Principal will, as a condition of enrolment, request all parents/guardians to confirm in writing that the code is acceptable to them and that they will ensure compliance with the code by their child. By enrolling their child in the school, parents and guardians are agreeing to the

code and will sign to confirm this and agree to represent their child in all matters relating to the school.
Throughout their years at Coláiste Mhuire, the Code of Behaviour and its rationale is explained to students by the Class teacher, Year head and school management.
The standards expected of students in terms of attendance, behaviour, participation, work ethic and academic progress is explained to students by their Class teacher and Year head at the start of each year and at assemblies. A copy of the School Rules in abbreviated form is also published in the student school diary. The student must sign the school rules section in the journal at the start of each school year to indicate that their Class teacher has revised the key school rules and procedures with them.
Students are expected and encouraged to engage and participate in all aspects of school life. They are encouraged to take individual responsibility for their own behaviour and learning, and to help create a healthy, safe and happy environment in which everyone can learn and develop. Students are expected to use the correct and appropriate channels when they have any concerns that may impact on their behaviour or that of other students this includes respectful communications with teachers and the Class teacher/Year head system.
Restorative justice may be used as a means of sanction for misbehaviour, if appropriate. Students are encouraged to take responsibility for their actions, to repair the harm they've done. Students look out for each other's welfare and work for the greater good of the community.

The Role of the Student Council.
Student leadership and innovation are fostered through the Student Council, prefect system and a wide range of extra-curricular activities. The student council/Prefect system is the "student's voice" in the school and they are responsible for improving facilities and procedures for students.
The Student Council/Prefect system is a valuable resource for supporting students.
The council members are consulted on certain school policies and they articulate issues of concern for students and suggest effective ways of addressing them.

The Teaching Council

The Teaching Council published a Code of Professional Conduct for Teachers on 20 June 2012.
The Code sets out the standards of professional knowledge, skill, competence and conduct which are expected of registered teachers.
This is available from www.teachingcouncil.ie

SECTION 3: Formal Code of Behaviour

Parents/Guardians and students should be aware that it is not possible to detail every rule and regulation to govern one's behaviour at school. Enrolment at Coláiste Mhuire implies and is conditional on acceptance of the Code of Behaviour.
The management of Coláiste Mhuire reserves the right to modify details of this Code of Behaviour at short notice and make the final decision on its interpretation.
Such modification may be needed in an ever - changing environment and social context.
Modifications will be communicated as soon as reasonably practical to all the school partners, i.e. teachers, parents, students.

Attendance at school implies that students agree with the school rules.

Introduction to School Rules
The standards and rules contained in this code of behaviour apply:

- Within the surroundings of the school.

- In any situation where the student is still the responsibility of the school. Examples include attending school games, tours, extra-curricular activities or other school-related events.
- Where the student can be readily identified as a student of the school by their school uniform. This includes travel between the home and school.
- Where the students engage in serious misbehaviour outside the school and their actions are deemed to have a direct impact on the school or on the reputation of the school.

***The complete Code of Behaviour is available on the school website colaistemhuirekk.ie**

School Rules:

Behaviour

- Students shall treat staff, fellow students and visitors to the school with dignity, due respect and courtesy at all times. Behaviour such as verbal or physical abuse of staff, visitors and students will be sanctioned up to and including expulsion.
- Defiant, aggressive, violent or insulting behaviour to a member of staff, fellow students and visitors by word or action, or insubordination in class is a serious offence and will be sanctioned up to and including expulsion.
- Students are always expected to be well behaved in the social areas. Bags and equipment should be stored safely. Misuse of sports equipment will lead to confiscation.
- Students must not move recklessly in the school building or courtyard, throw or use items dangerously or engage in inappropriate behaviour or language around the school or on school trips.
- Students travelling on school buses are expected to behave in a proper, well-mannered way. Permits may be withdrawn for misconduct.
- Theft is forbidden. School equipment cannot the taken or used without permission.
- Lockers, books, stationary and personal property: Management is not responsible for articles lost or stolen. Money or valuables should not be left in social areas. Lockers are provided for the use of students but are at all times the property of the school, and it is a condition of the rental of the lockers to the students that the school reserves the right to open and search students' lockers when necessary. The student will be invited to be present during any such search. Students are responsible their lockers, textbooks and stationary and if they cause damage to the locker, the lock or contents of their own, or another students locker, they will be charged for repairs or replacements. Any textbooks or stationary that are lost or damaged are also the responsibility of the student to replace.
- To minimise disruption to other classes, students are to visit lockers for change of books before the start of first class or at break times only. Under no circumstances should school bags be left in school when classes finish.
- All students are expected to have a complete set of books, copies, pens etc. as outlined by their teachers.
- Copying tests or examinations is considered a serious offence.
- Homework plays an important role in consolidating work done in class and regular homework is of great value to the student. Adequate time and effort must be given to homework and study. All students are expected to carry out the homework tasks assigned by the teacher in accordance with the school's Homework Policy. Neglect of homework may lead to sanctions being imposed.
- Students are expected to be conscious of their environment and keep the premises clean and litter free by disposing of their litter in the correct bins.

- Due to damage to the school grounds chewing gum is banned on the school premises or on any school outings.
- Eating and drinking are restricted to break-times and lunchtimes and are only permitted in designated areas. School policy on healthy eating[banning energy/caffeinated drinks]
- Any student out of class during class time must have a class pass or note of explanation from his/her timetabled teacher in his/her diary. Students are only permitted in the canteen at break and lunch time unless authorised by a member of staff.
- Students are forbidden to be on the school premises outside normal school hours unless authorised by a member of staff.
- Students must respect all school property. Defacing school property by writing on desks, walls etc, or by placing graffiti on any part of the school premises is a very serious offence and students will be held responsible for the restoration of the damage. Students must never interfere with the property of another student.
- Sale of items by students in the school, organisation of events or fundraising is not allowed unless correct procedures are followed, and permission granted by a teacher or school management.
- Fighting, fighting with the use of a weapon, fighting with the use of an improvised weapon and/or the recording of any such instances is a serious offence and will be treated as a serious violation of the school Code of Behaviour, with sanctions provided to match the severity of the offence which can included suspension & expulsion.
- One student only allowed in the toilet cubicles at any one time

Bí Cinéalta Policy

- All students are expected to contribute positively to school life. Bullying is strictly forbidden
- The School's **Bí Cinéalta Policy** sets out its approach to dealing with incidents of bullying, which is based on fostering and supporting positive and respectful relationships. Interventions may include meeting with students and parents. The policy also outlines the strategies which may be used to prevent such incidents occurring.
- All students have a right to attend school and are encouraged to participate in a wide range of school and extra-curricular activities without intimidation. All reports of bullying will be fully investigated, and appropriate steps taken in accordance with the school's policy to counter bullying behaviour. The targeting of any member of the school community, either inside or outside school, in a negative or unwarranted manner is forbidden; this includes through any social media. This behaviour is considered a serious breach of the school code of behaviour.

ICT & acceptable use of phones & all electronic devices.

- Students & parents should familiarise themselves, and comply, with the school's ICT & AU Policy available on the school website.
- In Coláiste Mhuire, staff and pupils are protected from any invasion of privacy or harassment. The content of the school website/school twitter & any other school-related media may not be used by students without permission of teachers.
- With regards to mobile phones and digital devices, first second and third years are not permitted to have a mobile phone in school and for all other years the school operates a strict nonvisible policy on the school campus. The use of a mobile phone, or any other recording electronic recording device is strictly forbidden in school.
- Students are solely responsible for the safe storage of any mobile phone and or device.

- Students must leave their phone on the desk when leaving class.
- Use of a mobile phone or a mobile phone visible or on a person is forbidden and will lead to confiscation of the entire phone/device Note: the SIM card is defined as part of the mobile phone.
- In exceptional circumstances, where the removal of a mobile phone is deemed, by the Principal or Deputy Principal to be a Health & Safety risk to the student, the student's phone will not be confiscated. In this case the student will be permitted to keep their phone for home use but when in school, it must be handed up daily to a member of senior management until the sanction period is considered served.
- The mobile phone & AUP policy outlines the sanctions for students who breach school rules relating to mobile phones and devices including confiscation, reprimand, detentions, suspensions and for the most serious breaches referral to the Board of Management.
- As the school progresses to utilising more digital elements for the progression of Teaching and Learning like Microsoft 365, Team, Class Note and other online learning platforms, students cannot use these online platforms for any communication other than with their teachers
- Should a student be deemed to have used these online platforms inappropriately or for the purposes of bullying, students will be dealt with through the **Bí Cinéalta Policy** and Acceptable Use Policy.
- Any student who records or takes an image of any school or class-based activity without permission will be deemed to have violated the school Code of Behaviour and Acceptable Use/ICT policy and are subject to the sanctions that apply when these policies are violated.
- Should a student record another student, or should a student arrange another student to record them this is also deemed as a violation of the Code of Behaviour and Acceptable Use policy.
- Should a student violate the Code of Behaviour, Mobile Phone & Acceptable Use Policy by taking a recording or an image and then share this image with another person they will be subject to serious sanctions which can include immediate suspension.
- Any student who receives a school-based video or image and then goes on to further share this image to any other person will be deemed to be violating the school Code of Behaviour. The sharing of and further sharing of any images or materials is a serious offence and will be subject to serious sanctions which can include immediate suspension.
- This policy is linked to the mobile phone policy as sanctioned by the board of management in the school year 2023-2024.

Illegal substances/substance use

- For health, safety, hygiene and legal reasons, the use, sale, possession or supply of tobacco, any version of cigarettes, electronic cigarettes, vaporisers, tobacco replacement devices, alcohol, drugs or any other prohibited or unauthorised substances or substitutes for illegal drugs, including the misuse of drugs, "legal highs" or otherwise [not prescribed for medical reasons] is prohibited on the school grounds, vicinity or on outings, in accordance with the school's Substance Use Policy. Any student found in possession of, or under the influence of, such substances will be sanctioned up to and including expulsion. The Gardaí will be notified.
- Students must comply with Public Health (Tobacco) Act 2002 and be advised that breaches may be reported to the Environmental Health Officer and liable to the penalties referred to in the Act.

- This policy is linked to the Use of E-Cigarettes/Vaping Policy and Substance Use Policy for Coláiste Mhuire
- **School uniform.**
- Students are to be properly attired in the full school uniform each day and to be neat and clean in dress and appearance. This also includes school trips, events and ceremonies as required.
- It is each student's personal responsibility to maintain their uniform properly.
- All school uniform items should be clearly labelled with the student's name. In the event of a labelled school uniform item going missing the school will make every reasonable effort to locate it, however if this is not successful the parents/guardians must replace the item.
- Sanctions will be imposed on students not wearing full uniform or wearing non-uniform items.
- Coats, headwear e.g. hats etc and other non-uniform items must be removed before entering the classroom.
- Make-up and Jewellery, while not encouraged, must be kept to a minimum i.e. One small stud or ring allowed, in ear only. All piercings must be a small stud, no greater than 3mm in diameter. No exceptions will be made for piercing done during the school term. Tattoos must not be visible.
- If, for any reason, a student attends school without the full and correct uniform they must report to their Year head or alternatively the Deputy Principal before first class that day with a note of explanation form a parent/guardian.
- If, having contacted parents, the missing item(s) cannot be obtained from home on the day, the school will, where possible, provide a temporary replacement uniform item to facilitate the student in attending classes.
- Repeated breaches of the uniform regulations will be dealt with through the discipline system. [For additional details on the rule regarding uniform and jewellery see below]
- The PE uniform introduced in September 2022 is to be worn on days that students have PE or going to a match. Students who do not purchase the PE uniform must wear their uniform and change into their PE gear at the start of PE class. They must wear their uniform when returning to class.

Student Diary

- Each student will be given one diary which must be brought to all classes.
- A careful record of all homework given, or class activities is to be kept in the school diary.
- School diary should be monitored weekly by a parent/guardian.
- Requests by parents/guardians for permission to leave school are to be submitted on VSWare and the Principal/Deputy principal and relevant teachers to be informed by the student. They must sign out before the leave school.
- Each student is responsible for his /her own diary. It must always be available for inspection and used for official purposes only. Loss of the diary must be reported to the class teacher immediately and a new diary paid for by the student within one week.
- The student diary is school property.
- When leaving class for any reason students must have a class pass or carry their diary with explanatory note from teacher.

Attendance

- Regular attendance at the school is essential for progress. Students are expected to attend on all school days and to be punctual for all classes as timetabled. The Education (Welfare) Act 2000 repeals the previous school attendance legislation and provides for the raising of the school leaving age 16 or the completion of three years post primary education, whichever occurs later. Poor attendance will be investigated and may be dealt with through the school referral system.

- The School Authorities are required to notify in writing an Educational Welfare Office when the aggregate number of days a student is absent from school is 20 or more.
- If a student is going to be absent from school parents/guardians must login to Vsware before 8.30am and register an "absence request" for the partial/full/multiple days.
- If a student is unwell in school s/he must report to their timetabled teachers and from there to the office where arrangements will be made to contact a parent/guardian.
- No students may leave the school ground without written permission from parents and the approval of the Principal/Deputy Principal/Year head. Parents must collect students in the reception area of the school, not in the schoolyard, and must sign the student out at the school office.
- Absence without permission from class or any part of the school day is a serious offence; any such instances where it is deemed a student or students have left the school grounds without permission will be treated as a serious violation of the Code of Behaviour. Sanctions in these instances can range from the imposing of a Friday Detention, Suspension & even Expulsion should it be a continuous violation of the Code of Behaviour.
- Students 18 years of age or older must inform the Principal/Deputy Principal/Year head if they are leaving school and have a valid reason for missing classes.
- Students arriving late must sign in after which they must proceed directly to their timetabled class and present their diary to the teacher.
- Parents/Guardians are requested not to make appointments (e.g. dentist/optician etc.) for students during school hours, and to refrain from taking students out of class unless absolutely necessary.

Fire, health and Safety

- To ensure the safety and well-being of all, the school's Health and Safety Policy sets out specific rules for safety in specialist areas such as laboratories, practical subject rooms and for sport. These rules, as outlined by the subject teacher, apply to all students and school sanctions may be imposed for breaches.
- Fire Drill is practiced at least once per term. Students are to follow procedures in a calm, co-operative and orderly manner
- Interference with the fire-fighting equipment, the fire alarm system or first aid equipment/ defibrillators is a very serious offence and will be dealt with severely. Students will have to pay for the necessary repairs or replacement.
- Students may only enter classrooms, when instructed to do so by a staff member.
- Personal protective equipment must be worn by students when instructed to do so.

Sanctions.

The primary focus of the school code of behaviour is to create a safe and positive learning environment for students.

Minor breaches of the Code of behaviour will be dealt with by subject teachers.

Persistent or serious breaches of the Code of behaviour will be dealt with through the referral System and will result in sanctions being imposed.

Sanctions can include detention, written work, confiscation of item[s], withdrawal of school privileges, school-service duties, suspension and exclusion.

Sanctions will be imposed as deemed appropriate by school management and in line with section 5,6, & 7 of the school code of behaviour

Acceptance of Code of Behaviour:

Parents/Guardians and students should be aware that it is not possible to detail every rule and regulation to govern one's behaviour at school. Enrolment at Coláiste Mhuire implies and is conditional on acceptance of the Code of Behaviour and the school management reserves the right to alter or amend it from time to time and make the final decision on its interpretation.
Attendance at school implies that students agree with the school rules.

Parents/guardians accept and sign the code of behaviour as a condition of their son/daughter being enrolled in Coláiste Mhuire.

Declaration

I have read the school rules and procedures above and accept them.

Student: _____

Date: _____/_____/_____

Coláiste Mhuire school uniform.

Jacket

Our official school jacket: Grey and royal blue with the school crest: The older version is still accepted [A navy fleece-lined school jacket with school crest.]
The official school uniform jacket is now compulsory for all students no other type of jacket/coat/hoodie will be accepted.

Jumper:

Junior students 1st/2nd/3rd A royal blue school jumper with grey trim at neck and cuffs. Jumper is "high-vee" neckline and has the school crest on the front.
Senior students 4th/5th/6th A grey school jumper with royal blue trim at neck and cuffs. Jumper is "high-vee" neckline and has the school crest on the front.

For girls:

Shirt/blouse White long-sleeved "revere" blouse
Skirt Grey knee-length school skirt with a fine royal blue stripe, with two inverted pleats front and back [Minimum length = 22 inches from waistband to hem]

For Boys:

Shirt: White long-sleeved shirt
Trousers: Grey school trousers/straight leg/side pockets

Footwear:

Plain black, brown or navy shoes, flat or with low heel. Knee-high plain grey socks/plain grey, black or navy tights only.
Canvas runners or "runner-style" footwear and any embellished/decorated footwear is not permitted.
Non-uniform items of clothing e.g. jumpers, jackets, scarves, sportswear and hats/head wear* are not to be worn in class.
In the case of head wear school management may grant an exception to this on cultural, religious or medical grounds.

PE dress code

Coláiste Mhuire has a school-specific PE uniform that is available to order online from Azzurri sports. The PE uniform can be worn to school on the days students are timetabled for PE or are representing the school at a sporting event or activity.

If students do not have a PE uniform, they must wear their school uniform and change into their own PE uniform for PE class. They must change back into their school uniform for return of class.

Jewellery.
The only jewellery allowed (should a student wish to wear any) is:
One small stud or ring allowed, in ear only. No exceptions will be made for piercing done during the school term. Tattoos must not be visible, other visible body piercings, facial or otherwise, are NOT PERMITTED.
Hair accessories should be kept to a minimum and are to be plain and simple.
The uniform must be worn in a neat and tidy fashion at all times and at all school events both inside and outside of school.
Non-uniform items are not permitted [e.g. t-shirts etc] and if visible will be subject to sanctions e.g. confiscation.
Sanctions will be imposed on students who do not comply with the school uniform rules.
It is recommended that:
Parents label student's uniforms in order to minimise the risk of them being misplaced, lost or stolen.
Each student has a spare uniform in the event of accidents or loss.
Students are responsible for the safety and upkeep of their uniform and personal items of clothing e.g. school coats etc.
We thank you for your full co-operation in this matter as we work together to foster self-respect and to instil a sense of pride in our school image.

Supplier: Paul's Department Store Kilkenny.
Our supplier specifically designs our uniform; no other type or style of uniform is acceptable.

Section 4: The referral system.

Restorative approach

Our school code of behaviour emphasises the use of restorative practices as the primary means of resolving conflicts and addressing disciplinary issues. Restorative practice focuses on repairing harm and rebuilding relationships through dialogue, mutual understanding, and accountability, rather than simply punishing wrongdoing. This approach encourages students to take responsibility for their actions, understand the impact of their behaviour on others, and actively participate in finding constructive solutions. However, in cases where more serious breaches of the code occur, or when restorative methods prove ineffective, the school may implement more stringent disciplinary measures to ensure a safe and respectful learning environment for all students.

The "referral system" is the structures and procedures that are embedded in our code of behaviour to deal with disciplinary, pastoral, participation and attendance issues with students.

The referral system is a clear, fair and transparent system for staff, students and parents.

- It encourages early intervention to deal with concerns/issues.
- It is "tiered" in its approach, allowing students access to support, advice and monitoring in the early stages but progressing to more serious sanctions if necessary.

- It encourages constant communication between the school and parent/guardian to resolve issues and concerns.
- It is a documented system.
- It allows for discretion, natural justice and restorative practices as part of conflict resolution.
- It allows for a "fresh start" for students at the start of each school year.

The documentation associated with the referral system is currently in electronic format and has been incorporated into our VsWare and SharePoint.

The ladder of referral for disciplinary and pastoral [non-disciplinary] issues

<u>Ladder of referral for disciplinary issues.</u>

1. For minor or low-level disciplinary issues:
   The subject teacher deals with minor/low level issues initially
   [e.g. talking out of turn/lateness/lack of organisation/ poor incomplete homework]
   - 1st incident: Talk to students/be clear about expected behaviour.
     It is best practice to talk to the student away from the class group, either briefly outside the door or for a few minutes after class.
     Explore reasons for behaviour i.e.
     - Lack of understanding
     - Any physical issues e.g. can't see the board
     - Difficulty with doing homework.
   - 2nd incident: Issue a warning/note in diary/VsWare
   - 3rd incident: Detention/punishment work/note in diary/VsWare

   If the behaviour persists **or** a more serious incident occurs [see below] a teacher should proceed directly to the next step
   [Examples of a more serious incident are absent from class without permission or reasonable explanation/ extremely challenging or aggressive behaviour/use of inappropriate language, or any other incident or behaviour that a teacher considers serious in nature]

2. If problems persist inform the Class teacher and ask for advice.
   - Class teachers should record a short account of all interventions on the students VSware and SharePoint
   - Subject teacher and class teacher meet with student to identify reasons for behaviour and put clear expectations in place for the student.
   - A referral is completed on SharePoint, and the relevant letter posted to parents/guardians.
   - Sanctions may be imposed by the subject teacher/Class teacher.
   - The Year head should be briefed and may inform parents on the issues to date and the plan to correct it.
   - The subject teacher & Class teacher monitor the student to ensure the issue is resolved.

3. Any further incidents the subject teacher should report issue to Class teacher & Year head who should record the incident on VSware and SharePoint
4.

- Year head should contact parents and request a meeting in school to address the issue and put a clear plan in place.
- Parents should be notified that any further problems will likely result in serious sanctions imposed e.g. suspension, withdrawal of privileges e.g. school trips.
- A referral form is completed on VSware and SharePoint, and the relevant letter posted to parents/guardians.
- The Class teacher & Year head monitor the student to ensure the issue is resolved.

5. The Year Head /Dep. Principal/Principal deal with any further issues and impose relevant sanctions.
    - Dep. Principal/Principal should contact parents and request a meeting in school to address the issue and put a clear plan in place.
    - A referral form is completed on VSware and SharePoint, and the relevant letter posted to parents/guardians.
    - The Year head/Dep. Principal /Principal monitor the student to ensure the issue is resolved.

6. In some cases, the student may be referred to the Guidance Counselling Service, NEPS, HSE or other support services.
    - The matter may be referred to the Board of Management. The Board may be asked to consider imposing sanctions up to and including suspension and, if deemed necessary, expulsion.
    - Officers of the National Education Welfare Board are informed.
    - The matter may be referred by way of appeal to the Department of Education under Section 29 of the Education Act.

7. In the event of a very serious incident:
    Examples: violent, aggressive, intimidating behaviour/fighting/ banned substances in school or any other behaviour the school considers a serious breach of school rules.

    - The Principal and/or Dep. Principal and/or Year head will form a team to lead the investigation into the incident. In the event any of these being unavailable another member of the senior management team can be appointed to assist.
    - The priority is the safety and welfare of students & staff. If it is deemed necessary, a student should be removed from class or the school grounds by the appropriate person i.e. parent or guardian/medical professional/ Gardaí.
    - A preliminary inquiry will be held by the investigating team to establish the facts of the incident and notes taken of the following:
        i. What happened?
        ii. Where & when did the incident occur?
        iii. Why the incident happened, what led up to it?
        iv. Who was involved?
        v. Who witnessed the incident or had knowledge of it?
    - Based on the preliminary investigation Year head/ Dep. Principal/Principal will discuss the incident and decide:
        i. If further investigation is necessary and if students need to be interviewed in more detail.
        ii. If parents/guardians need to be present for any further interviews with a student regarding the issue/incident. Parents/guardians should arrange to come into school in a timely manner
        iii. If any outside agencies need to be contacted e.g. Medical professional/the Gardaí/HSE

iv. Any other immediate actions that need to be carried out for health & safety reasons e.g. searching school bags, lockers, confiscation of an item.
v. The Year head/ Dep. Principal/Principal will complete the investigation and decide on any course of action necessary to resolve the issue in line with the sanctions section of the school code of behaviour. Appropriate supports will be provided for the students involved e.g. counselling. This is subject to resources available to the school.
vi. At each stage the Year head/ Dep. Principal/Principal will communicate with parents/guardians and keep them informed. Appropriate supports will be provided for the parents/guardians involved e.g. counselling, support of the HSCL officer. This is subject to resources available to the school.
vii. When it is deemed appropriate and safe the student[s] meet with the relevant parties and be reintegrated into normal school life and monitored by the Year head/Dep. Principal/Principal

*It is good practice when taking notes about a sensitive or serious issue to use initials & a personal code. Written documents may be used in further investigations.
*If a student is put "on referral" by the year head parents/guardians will be contacted. this should be noted on VSware/ inform the Class teacher, Year head / a referral form completed & the relevant letter sent home/ sanctions may be imposed and monitored by the teacher, Class teacher or Year head.

Policy in relation to the physical restraint of a student.

Coláiste Mhuire is committed to ensuring that all staff, and adults, with responsibility for children's safety and welfare will deal professionally with all incidents involving aggressive or reckless behaviour. Staff will only use physical intervention as a last resort and when all other means have been exhausted.

Where staff deem it necessary to physically restrain a pupil it is best practice to send for help from another staff member as quickly as possible.

All staff who become aware that another member of staff is intervening physically with a pupil will have a responsibility to provide a presence, and to offer support and assistance should this be required.

When there is a risk to the health & safety of staff, pupils, visitors or property staff may use their judgement & physically intervene with as minimal force as possible to prevent the situation worsening or to prevent harm to that student or others.
Staff will always aim to ensure minimal risk of injury to pupils and other staff.

After the incident the teacher, student and other staff or students who were involved or who witnessed the incident will:

- Be checked to see if they need any medical treatment.
- Be allowed time to calm and recover under supervision.
- Be offered counselling if available.
- Be asked to give a written account of the incident to the principal and to be debriefed by the Principal/Dep. Principal or member of the senior management team.
- In the case of students' parents/guardians will be informed if necessary.
- The incident will be considered under pastoral and/or disciplinary procedures as appropriate.

Ladder of referral pastoral issues [non-disciplinary issues]

If a staff member is concerned about a student, the sequence below is a suggested action plan.
*If a staff member has any serious concerns that a student's health, safety or well-being is at risk immediately inform the Principal [Designated child protection officer]

1. Talk to the student at an appropriate time and ask them if everything is ok?
   Try and establish the nature of the problem.
   For **a minor problem** [disagreements with peers/under pressure due to exams etc] listen to the students, reassure them & give the student practical advice/ help and check in with them once a day for a day or two.

2. If the teacher considers it to be a **more serious problem and has concerns for the student's well-being** listen to the student, take notes, and reassure them.

   When appropriate ask them to return to class. Tell the student you will get back to them as soon as possible [i.e. that day or early the next school day].
   As mandated people all staff should give due consideration to child protection procedures and the need to report to the DLP.
   Report the issue to the Class teacher & Year Head and establish the next plan of action.

   The teacher, Class teacher and Year head implement an agreed plan of action.
   It is good practice to:
   - Investigate the situation fully and fairly. Take notes
   - Fill in a referral form and/Year head contacts parents and complete referral electronically.
   - Consider if teachers/parents need to be informed. If so, the Year Head should do this.

   Appoint one person to check- in with the student [initially this should be done daily and then weekly until the appointed person is happy the problem is being resolved]

3. For some problems/concerns it may be advisable to brief the Guidance **Counsellor/HSCLO/Dep. Principal and Principal.**
   - The Year head generally does this and outlines the action taken to date
   - THE GC/HSCLO/Dep. Principal & Principal must make sure that all Child Protection protocols are implemented and establish a clear plan of action.

   One person is appointed to work with the student and monitor their progress until the issue is resolved. [If possible, this should be the same person from step 2]
   - The Year head/Dep. Principal/Principal arranges a meeting to brief parents.

4. In some cases, the student may be referred to the Guidance Counselling Service, NEPS, HSE or other support services.
   - The matter may be referred to the Board of Management.
   - Officers of the National Education Welfare Board are informed.
   - The matter may be referred by way of appeal to the Department of Education under Section 29 of the Education Act.

DISCIPLINE STRUCTURE / PROCEDURE FOR REFERRALS / SANCTIONS

1. **<u>The role of the subject teacher in discipline, referrals and sanctions.</u>**

- Deals with all specific problems relating to his / her subject – i.e. homework, lack of materials, copying etc.
- Deals with discipline problems arising in his / her class – talking, inattentiveness, general misbehaviour'
- Deals with uniform / general tidiness of class
- Any problems should be recorded on VSware/SharePoint.
- Positive comments should be recorded on VSware – only for consistently good behaviour. Students should not "request good comments"
- Students are only permitted to leave class in exceptional circumstances and must have their diary signed by the class teacher.
- Lack of compliance should be recorded in the student's diary/VsWare.

A Subject teacher who feels that there is a matter of serious concern that the Class teacher should be informed about, he / she may complete a Referral on VSware/SharePoint. and consult with the Class teacher to resolve the issue.
See below for examples of when the subject teacher refers an issue to the Class teachers.
It is important that primary responsibility of discipline rests with the subject teacher. The Class teacher may then support the subject teacher if difficulties are experienced.

Subject teachers should only report students to the class teacher if genuine difficulties are experienced and step 1 of the ladder of referral for disciplinary/pastoral issues has been followed.

Sanctions: The subject teacher may impose sanctions in line with section 5 below

1. **<u>The role of the Class teacher in discipline, referrals and sanctions.</u>**

The Class Teachers role is central to the success of the school. Their primary functions are fourfold: -

- To monitor students' progress and to identify at an early stage any problems individual students may have.
- To act as a support to the subject teacher in discipline matters.
- To act as a source of encouragement and support for students.
- To liaise with the Year Head regarding students that have become problematic and impose appropriate sanctions.

In order to assist the function of the subject teacher, the Class teacher should:

a) Have a good knowledge of the background of each student.
b) Be vigilant for patterns of behaviour such as poor or incomplete homework, organisational issues, lateness
c) Check for attendance and late coming.
d) Ensure that students have a school diary.

In the event that a student loses their school diary or needs a replacement:

- Failure to have a student diary is a serious matter and should be referred to the Class teacher.
- If the diary is not recovered, the student must pay €10.00 for a new Journal.
- Students must sign the declaration in the new student diary

a) Monitor the student's diary.

Subject teacher refers to the Class teacher in the following cases:

- Persistent misdemeanours
- Persistent failure to present homework (use discretion)
- Refusal to do punishment exercise
- Where persistent misbehaviour of a pupil prevents the rest of class from learning
- Persistent problem with uniform
- Constant absences / lateness
- *If the subject teacher feels that a pupil is having particular problems (not subject related) i.e. is being bullied, or is generally unhappy or behaving in a way that is out of the norm for him / her
- Subject teacher should refer to the class teacher /year head for support.

Examples of Misdemeanours:

- Lack of punctuality
- Talking out of turn
- Calculated idleness of work avoidance (homework etc.)
- Making unnecessary non-verbal noise
- Showing lack of respect
- Bad manners
- Getting out of seat without permission
- Name calling to students
- Failure to bring books and equipment to class
- Hindering other pupils
- Verbal abuse towards other pupils

*Bullying behaviour is not dealt with through discipline procedures unless it is serious & repeated behaviour and other interventions [mediation/counselling] have proved unsuccessful.

Persistent Misdemeanours
Students who have more than three misdemeanours should be dealt with by their Class teacher in conjunction with the teacher or teachers involved. Vigilance by the Class teacher in checking the diary on a weekly basis will bring students whose progress is not satisfactory to their immediate attention.

On referral the Class teacher should first liaise with the Year Head.
At each stage a referral on VSware/SharePoint should be completed.
Parents must be contacted by sending a 1st letter home **and** phone call to explain the situation & actions taken.

Sanctions: The Class teacher can impose sanctions in line with section 5.

2. The role of the Year head in discipline, referrals and sanctions.

The Year head has overall responsibility for the well-being of each student in their year group. It is important that they liaise closely with the Class teacher and where necessary with management and parents. They will coordinate the discipline and pastoral activities of the year group.

At all times the Year head has the support of the Principal/Dep. Principal and other members of the senior management team and should keep them informed of issues with their year group.
The Year Head should deal with most referrals from the Class teacher. If the Year head feels parental involvement would be appropriate, contact with the home should be made.

Subject teacher / Class teacher refers to Year head in the following cases:

- Permission to leave school [if Principal/Dep. Principal not available]
- Any situation where the Class Teacher feels that contact needs to be established with home (phone call / letter)
- Verbal abuse towards a teacher
- Cheeky or impertinent remarks to a teacher
- Physical destructiveness
- Physical aggression towards a teacher
- Physical aggression towards other students
- Leaving class or school without permission
- Possession of weapons or prescribed drugs or any suspicion of substance abuse.
- Spitting
- Pilfering of property or school equipment
- Bullying allegations* [see note below]
- Extortion from other students
- Concern over a student's wellbeing.
- Smoking/vaping
- Pattern of late-coming or non-attendance
- Persistent non-co-operation with subject teachers
- No student diary.
- Persistent breaches of school rules

At each stage a referral form should be completed on VSware/SharePoint..

*Bullying behaviour is not dealt with through discipline procedures unless it is serious & repeated behaviour and other interventions [mediation/counselling] have proved unsuccessful.

On referral Year heads should liaise with parents/guardians by contacting them by phone and posting the 2nd referral letter home (parents may be invited in depending on the incident).
If further problems or referral forms accrue a 3rd letter is sent home and parents are invited in.
Beyond this the student must be referred onto the Principal / Deputy Principal.

Sanctions: The Year head can impose sanctions in line with section 5.

3. **The role of the Dep. Principal & Principal in discipline, referrals and sanctions.**

The Principal and Dep. Principal oversee and co-ordinate the disciplinary structures in Coláiste Mhuire and ensure they are fairly and consistently applied.
They should liaise directly with the students, teachers, Class teachers and Year heads, school staff and visitors regarding disciplinary issues and intervene directly in serious incidents such as

- Persistent problems/issues with a student.
- Serious/repeated bullying
- Allegations of a serious nature relating to a student, teacher, staff member, parents/guardian or visitor.
- Threatening behaviour
- Damaging school property

- Fighting
- Any incident or situation they deem serious enough

On referral the Principal/Dep. Principal they should liaise with parents/guardians by contacting them by phone and posting the relevant referral letter home.
Parents/guardians may be invited in depending on the incident.
Sanctions: The Principal/Dep. Principal may impose sanctions in line with section 5.

SECTION 5: SANCTIONS

The Objective of a Sanction
The purpose of sanctions is to bring about a change in behaviour by helping students to learn that their behaviour is unacceptable, to take responsibility for their actions and to recognise the effect of their actions and behaviours on others. In instances of breaches of school standards, sanctions may be needed to prevent disruption of teaching and learning or to keep members of the school community safe.

How are Sanctions Applied?
Teachers, Class Teachers and Year Heads have the power to impose minor sanctions. The principal has the authority to suspend, while the Board of Management has the authority to suspend or expel a student.
Sanctions are applied in a fair, consistent and timely fashion and are proportionate to the nature and seriousness of the misbehaviour. "Blanket" punishments will not be used unless deemed necessary by management. The school distinguishes between minor misbehaviour and serious misbehaviour, depending on such factors as:

- The nature of the offence
- The frequency, duration and persistence of the misbehaviour
- Whether it is part of an escalating pattern of poor behaviour
- The context of the behaviour.

Range of Sanctions
Sanctions range from a word of advice to expulsion. Sanctions may include (but this list is not exhaustive):

Initial Sanctions may take the form of:

- Verbal reprimand.
- Being moved to another location within the classroom.
- Note in student diary.
- Extra work. *
- School service duties
- Being placed "On report" [class-by-class monitoring and daily review by parent, class teacher & year head]
- Contact with parents by phone or a meeting
- Formal written warning.
- Detention by subject teacher
- Confiscation of item[s]:
    - Items confiscated will be returned at the end of the school days in the first instance and subsequently a parent/guardian must arrange to collect item.
    - Serious or inappropriate use of a phone or electronic device will lead to its immediate confiscation by school management and will only be returned to a parent/guardian.

    - School management reserves the right to keep confiscated items for examination by the Gardaí in cases where there may be a legal or criminal concern.
- Withdrawal of school privileges

  * All written punishment work and detentions should be reasonable.

Sanctions on referral to Class Teacher and/or Year Head

Any of the above sanctions may be imposed and/or the following sanctions:

- Referral on VSware/SharePoint followed for a serious incident and parents notified.
- Friday Detention
- Detention.
- Student may be put on (daily) report.
- Exclusion from peers
- In school suspension

Sanctions on referral to Deputy Principal or Principal

Any of the above sanctions may be imposed and/or the following sanctions:

- Temporary removal to a supervised location.
- Referral system followed for a serious incident and parents notified.
- Withdrawal of privileges (e.g. school outing or participation in extra-curricular activities withheld).
- Withdrawal from the lesson
- Withdrawal from peer group.
- Moving class or changing subjects [especially in relation to practical subjects]
- Carrying out a school service duty outside of class time.
- Payment for repair or replacement of damaged property.
- Temporarily reducing a student's timetable or shortening their school day.
- Detention.
- Friday Detention

Sanctions on referral to Board of Management

- Board advised of short-term suspensions.
- Board decides on longer term suspensions.
- Formal report on discipline matters to the Board of Management.
- Parent/Student Appeals to the Board of Management.
- Expulsion.

Friday Detention

It is expected that students will accept and respond positively to correction from members of staff, be it inside or outside the classroom. Students who fail to do so or who repeatedly disregard any regulations will be given a period of detention. This will take place Fridays' from 13:30 to 15:00 time or at another time deemed appropriate by the school authorities in consultation with parents such as after-school detention. Failure to attend detention is a serious offence.
Students on detention will be given adequate time to eat and use the toilet before classes resume.

Sanctions may not always be Incremental

Sanctions are applied appropriate to the misbehaviour concerned. Generally, the sanctions may follow incremental steps if the student re-offends. However, in certain serious cases the degree of disrespect or disregard for school rules shown by a single act may warrant that a student is referred directly to the school Principal or Deputy Principal and in line with fair procedures (and following consultation with the student, parents and Year Head) be suspended or recommended for expulsion. However, fair and just procedures as well as the right of appeal still apply in these cases.

Referral to the Gardaí, HSE or other support agencies

Where it is felt that behaviour may amount to a criminal act, the matter may also be referred to an Garda Síochána and/or the duty Social Worker in the HSE, as appropriate, in line with national child protection procedures, best practice and State legislation.

*The rights of the disruptive student to remain in class must be balanced against the right of the other students to learn and the teacher to teach. At times, this might necessitate the removal of a student from class to report to the Principal or Deputy Principal with a written complaint form from the teacher concerned.
A student removed from a class for serious incidents of disruption and reported to the Principal or Deputy Principal should not be returned to that class during that period, a meeting with a parent/guardian of the student in question must be arranged before the student can return to that class. Also, the student should meet with the teacher prior to returning to class.

Ladder of Referral [see section 4 above for full details on the referral system]
The initial sanctions outlined above are effective for the majority of students. However, a small number of students may require further attention.
The following structures and procedures – a ladder of referral – indicate how the situation will normally be dealt with when the need arises:

- The Subject Teacher deals with the issue.
- The matter is referred to the Class Teacher and/or to the Year Head.
- The matter is referred to the Deputy Principal.
- The matter is referred to the Principal.
- In some cases, the student may be referred to the Guidance Counselling Service, NEPS, HSE or other support services.
- The matter may be referred to the Board of Management. The Board may be asked to consider expulsion.
- Officers of the National Education Welfare Board are informed.
- The matter may be referred by way of appeal to Carlow Kilkenny ETB or the Department of Education under Section 29 of the Education Act.

General Procedures for Dealing with Breaches of the Code
Any breach of classroom discipline will in the first instance be dealt with by the subject teacher. The subject teacher may counsel, reprimand or impose a sanction on the student as appropriate. The teacher will attempt to teach/explain to the student appropriate behaviour. The teacher may also inform the parents/guardians of the issue by a note in the student's diary / VSware/SharePoint., or request that the Year head, phone the parents/guardians.
Where the behaviour is repeated or is of a more serious nature, the subject teacher should complete a referral form and refer the matter to the Class teacher and if the offence continues it is referred to the Year head.
The Year head may counsel, reprimand or impose a sanction on the student as appropriate.
The Year Head will report to the Principal and/or Deputy Principal on a regular basis.

A serious breach in the code or an offence listed as named behaviours must be brought directly to the attention of the Deputy Principal and Principal, these behaviours may include the following, but this list is not limited to:

- Supplying illegal drugs to other students in the school
- Video/photographing another student
- Use of a weapon, improvised weapon or any implement used in a fight or in an act of aggression towards another student or member of staff
- A serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Sexual assault

- Any other act the Board deem to be at odds to the Health & Safety of other students attending Coláiste Mhuire, Johnstown
- Truancy

Where the above procedures have been followed and there is persistent low-level disruption or misconduct; where there is a once-off incident of a very serious nature - intimidation, bullying, bad language, damage to property, harassment, refusal to obey reasonable instructions or disruption to the educational process where students have failed to comply with the sanctions outlined above or where there are other considerations which merit it, the matter is to be referred to the Deputy Principal or Principal. The matter will then be investigated. Following investigation, sanctions may be applied. A report of the action taken should then be given to the Year Head/Class Teacher/Subject Teacher ensuring that all parties are kept informed.

Where an investigation is carried out, a referral form will be maintained by the person carrying it out. Where any student is interviewed about alleged or suspected wrongdoing by others or by themselves, a referral form of the interview will be taken; students may be asked to make a written statement about their knowledge of an incident. Records should be kept by the Year Head, Principal, Guidance Counsellor and Class Teacher and if necessary, the subject teacher involved.

Where there is persistent low-level disruption or misconduct and the student has failed to respond to the strategies followed so far; where there is a once-off incident of a very serious nature; where students have failed to comply with the sanctions outlined above or where there are other considerations which merit it, the matter may be referred to the Principal.
The Principal will review the matter and will, if necessary, engage in further investigation.

Where it is deemed that a student's behaviour warrants further action the Principal and/or Deputy Principal reserve the right to contact the parent(s) and ask for the parent(s) to attend an 'intervention' meeting. The Principal & Deputy Principal reserve the right, under Health & Safety to request that the student remain at home until an 'intervention' meeting can be arranged.
In the event that parents refuse to attend a meeting with the Principal and/or Deputy Principal the school reserves the right to move straight to immediate suspension. This would only be enacted if the student's behaviour posed a Health & Safety risk to staff and fellow pupils (Abusive or aggressive behaviour, threatening or defiantly challenging behaviour, this list is not exhaustive).
*it should be noted that should disciplinary action, like suspension, be required after the 'intervention' meeting the period spent at home will be counted as part of the suspension time.

Suspension. After consulting with the parents and guardians, Year heads, Class teachers, and subject teachers if necessary, the Principal may suspend a student from the school for a period of up to five days. The Parents have a right of appeal to the Board of management. The Principal will report on discipline matters to the Board of Management at their regular meetings. Decisions to suspend a student for a period of more than five days will be considered by the Board of Management. See Section 6 for more information on Procedures involved in Suspension.

Expulsion: The authority to expel is devolved by the ETB to the Board of Management. Expulsion of a student is a very serious step, and one that will only be taken by the Board of Management in extreme cases of unacceptable behaviour.

Grounds for Expulsion
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.

Expulsion is considered where the school believes that we have tried a series of other interventions and exhausted all possibilities for changing the student's behaviour.

Automatic Expulsion
There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled. The kinds of behaviour that might result in a proposal to expel based on a single breach of the code could include:

- Supplying illegal drugs to other students in the school
- A serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Sexual assault
- Any other act the Board deem to be at odds to the Health & Safety of other students attending Coláiste Mhuire, Johnstown
-

The Board of Management may decide following consultation with the Principal that the above listed behaviours may incur expulsion as a sanction, regardless of it being deemed a student's first offence.

The National Education Welfare Board will be informed of any suspension of six days or more and of any expulsion. The NEWB shall also be informed if any suspension gives rise to a situation where a student's total absences for the school year exceed 20 days. Appeals may be made by the parents/guardians to the Carlow Kilkenny ETB in the case of an expulsion or where the cumulative total number of days on suspension for a student exceeds twenty in any one year.
Breaches of the Code of Behaviour which take place outside of the classroom follow the same general procedures.

Appeals Procedure:
The procedure for appealing against the decision of a teacher/Principal or of the Board of Management is covered under Section 28 and Section 29 of the Education Act 1998.

Suspension Procedure
Please refer to SECTION 6

Appeal to the Board of Management (BOM):
Please refer to SECTION 6

Permanent Exclusion (Expulsion):
Please refer to SECTION 7

SECTION 6: SUSPENSION
Suspension Procedure
When a suspension is being considered, the Principal or designated school authority will interview the student who will be given the opportunity to respond.
If it is decided that a suspension should be imposed, the parents/guardians will be informed by letter and/or by phone as soon as possible.
Pending the implementation of the suspension, the student may be withdrawn from class

The parents/guardians will be given the opportunity to respond and be informed of their right to appeal the decision to suspend to the Board of Management.

Appeal to the Board of Management (BOM):
A parent/guardian will have 7 days in which to lodge an appeal. If the student appealing suspension is 18 years or older, he or she may appeal in his/her own right.
The grounds for the appeal must be submitted to the BOM in writing.
The appeal will be considered at the following BOM meeting, part of which the parents/guardians may attend at a specific time subject to giving two days' notice to the BOM of their intention to attend the meeting.
At the BOM meeting, the Principal or the designated school authority will outline the reasons for the suspension of the student.
The parents'/guardians' appeal is then heard by written submission and/or orally as appropriate.
The Principal will take no further part in the discussion other than to clarify matters raised in the parents'/guardians' appeal. The Principal and parents/guardians (if present) at the BOM meeting will then absent themselves from the meeting.
The Board will make its decision and communicate it to the parent(s)/guardian(s) as soon as is possible thereafter.

Procedures to be followed in the event of a Suspension
Suspension is defined as "*requiring the student to absent himself from the school for a specified, limited period of school days*". During the period of suspension, the student retains his place in the school. The Board of Management has delegated the authority to suspend a student for up to five days to the school Principal.
Suspension should be a proportionate response to the behaviour that is causing concern. Normally other interventions would be tried before suspension. The decision to suspend requires serious grounds, for example:

- The student's behaviour has had a serious detrimental effect on the education and/or welfare of students or others;
- 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;
- The latest incident represents an accumulation of offences by the student and other interventions have failed;
- A single incident of serious misconduct;
- The student engages in a behaviour that is seriously disruptive to learning or potentially dangerous.

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 the appropriate response
The possible impact of suspension
The fact that all the parties have signed up to Code of Behaviour and the list of named misbehaviours.
Forms of Suspension
Immediate Suspension
In exceptional circumstances the Principal may consider an immediate suspension to be necessary where:

- the continued presence of the student in the school would represent a serious threat to the students, or staff or any other person.

- The incident is of such a serious nature that immediate suspension is warranted.

However, due process and fair procedures must be followed in each case.

Suspension during a school examination or a state examination

This sanction should only be used where there is:
A threat to good order in the conduct of the examination
A threat to safety of other students and personnel
A threat to the right of other students to do their exam in a calm atmosphere.

General Case of Suspension

When there is a serious incident of misbehaviour, issue of defiant behaviour or an accumulation of behaviour events the issue will be fully investigated by the Principal or Deputy or a person with delegated responsibility, other than the offended party. Witnesses to the event(s) may be interviewed. A written record of the investigation will be kept.

Informing Student and Parents

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension the school will inform the student and their parents about the complaint and give the parents and student an opportunity to respond, before a decision is made and before any sanction is imposed. Parents may be invited to attend a meeting by phone or in writing.
If a student or parent fails to attend a meeting, the Principal should write advising the gravity of the matter, the importance of attending a rescheduled meeting and the duty of the school authorities to respond to the alleged misbehaviour. In exceptional circumstances, where a suspension is being considered a student may be required to stay at home until their parents visit the school.
At the meeting, the Principal outlines the case to the parents and the pupil. The Principal then hears the response of the parents and the pupil. The Principal decides the sanction (if any) and imposes it.

Appeals

The Board of Management offers an opportunity to appeal a Principal's decision to suspend a student. The parents are informed of this right. The parents may be invited to attend a hearing with the Board of Management. The Principal outlines the case and the parents are invited to respond or question the evidence.
When an *Immediate Suspension* is being considered, a preliminary investigation should be conducted to establish the case for suspension.
Parents should be contacted, and arrangements made for the student to be collected. The formal investigation should immediately follow the imposition of the suspension.

The Period of Suspension

A student should not be suspended for more than three days, except in exceptional circumstances, when the Principal may consider a suspension of up to five days appropriate. The Board of Management may impose a longer period of suspension, up to a ceiling of ten days for any one period. Any suspensions of six days duration or more must be reported to the NEWB.

Written Notification

The Principal notifies the parents and student in writing of the decision to suspend and their right to appeal. The letter will confirm:

- Notification of the decision & reason(s) for same.
- The effective date and duration of the suspension.
- A clear statement that the student is under the care of the parents/guardians for the duration of the suspension.

- Expectations of a student while on suspension e.g. schoolwork or a study programme to be followed.
- The arrangements for returning to school including any commitments to be entered into by the student or parents.

If the National Education Welfare Board has been informed, this should be stated.
The rights of appeal (if any) e.g. to the Minister of Education under Section 29 Appeal if applicable.

Grounds for removing a suspension: Following a suspension the parents/guardians (or student over 18 years) may seek a meeting with the Principal to discuss the matter further and to make further representations. Where the school is satisfied that new circumstances have come to light that have a bearing on the matter, the decision to suspend may be reviewed (by those who made the decision) and an alternative sanction imposed if deemed appropriate.
A suspension may also be removed following a decision of the Board of Management to that effect or if Kilkenny and Carlow ETB so directs, following an appeal under Section 29 of the Education Act.

Fresh Start
When any sanction, including suspension, is completed a student should be given the opportunity and support for a fresh start. However, his previous offences will remain on the school record, and may be taken into consideration if subsequent offences occur.

Records and Reports
Formal written records should be kept of the investigation (and notes of all interviews held), the decision-making process, the decision and the rationale for the decision, the duration of the suspension and any conditions attached.
The Principal is required to report all suspensions to the Board of Management. The Principal is also required to report suspensions to the National Education Welfare Board in accordance with NEWB guidelines.

SECTION 7: PERMANENT EXCLUSION (EXPULSION)

In compliance with the Education (Welfare) Act 2000, to ensure fairness, Coláiste Mhuire's procedural steps will include:

1. A detailed investigation carried out under the direction of the Principal.
2. A recommendation to the Board of Management by the Principal.
3. Consideration by the Board of Management of the Principal's recommendation and the Holding of a hearing.
4. Board of Management deliberations and actions following the hearing.
5. Consultations arranged by the Educational Welfare Officer.
6. Confirmation of the decision to expel.

Step 1: A detailed investigation is carried out by the Principal
In investigating the allegation, the Principal should inform (in writing) the student and his parents about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion. The parents and student are given every opportunity to respond to the complaint before a decision is made or a sanction imposed. If a student or parent fails to attend a meeting, a further meeting may be rescheduled, and the gravity of the situation made clear to all concerned in writing.

Step 2: A Recommendation is made to the Board of Management by the Principal.

Where the Principal forms a view that, based on the investigation, that expulsion may be warranted, the Principal makes a recommendation to the Board of Management. The Principal should:

- Inform the Parents and the Student that the Board is being asked to consider expulsion;
- Ensure that the Board and the parents (and student) have records of the allegations against the student; the investigation and the notice of grounds for the possible expulsion;
- Notify the parents of the date of the hearing by the Board of Management and invite them to attend;
- Advise the Parents (and the student) that they can make a written and oral submission to the Board;
- Ensure that the Parents have enough notice to prepare for the hearing.

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

- It is the responsibility of the Board to review the initial investigation and satisfy itself that the investigation was properly conducted.
- The Board should undertake its own review of all documentation and the circumstances of the case.
- It should ensure that no party has a conflict of interest in the case.
- Where a Board decides to consider expelling a student, it must hold a hearing.
- Each party should be allowed to question the evidence of the other party at the hearing.
- Parents may wish to be accompanied at hearings. As this is a lay forum, legal representation is not the normal practice.
- Should the parents wish to bring a legal representative with them, they should inform the Secretary to the Board well in advance.
- After both sides have been heard, the Board ensure that the Principal and parents (or student) are not present for the Board's deliberations.

Step 4: Board of Management deliberations and actions after the hearing

Having heard from all parties, it is the responsibility of the Board to decide whether or not the allegation is substantiated, and if so, whether the expulsion is appropriate or not.

When considering an expulsion, the Board will ensure that the following factors are given due consideration:

- The seriousness of the misbehaviour.
- The likelihood of a recurrence.
- The impact the misbehaviour is having on the learning of others.
- The safety of students and teachers in the school.
- The degree to which the behaviour was in violation of written school rule(s) and the relative importance of the rule(s).
- Whether the incident was perpetrated by the individual on his/her own or whether as part of a group; if as part of a group, the extent to which the individual is responsible for the misbehaviour.
- The extent to which parental, peer or other pressure may have contributed to the misbehaviour.
- The frequency of misbehaviour from the student.
- The cumulative discipline record of the student.
- What other sanctions have been tried and the level of success of such sanctions.
- The responses of the student and his/her parents or guardians to any previous misbehaviour.
- The age of the student.
- Whether the student is of school-leaving age.
- Whether the student is due to sit for any State Examinations in the near future.

Where the Board is of the opinion that the student should be expelled, the Board must notify the Educational Welfare Officer (EWO) in writing of its opinion, and its reasons for this opinion. The student cannot be expelled before the passage of twenty school days from the date on which the EWO receives this written notification. The Board should inform the parents in writing by registered post about its conclusions and the next steps in the process.

Step 5: Consultations arranged by the Educational Welfare Officer
Within twenty school days of receipt of a notification from the Board of management to expel a student, the Educational Welfare officer must hold consultations with the Principal, parents, student and anyone else who may be of assistance and convene a meeting in order to ensure that arrangements are made for the student to continue in education.
The Board of Management may consider it appropriate to suspend the student during this time, in the interests of safety or good order.

Step 5: Consultations arranged by the Educational Welfare Officer.
Where the twenty-day period following notification to the Education Welfare Officer has elapsed, the Board of Management should formally confirm the decision to expel. Parents should be notified immediately that the expulsion will proceed and their right to appeal under Section 29 of the Education Act, along with a copy of the standard appeal form.

APPEALS
A parent, or student aged over eighteen years, may appeal to the Minister for Education, as provided for under section 29 1 (a) and 1(b) of the Education Act, 1998. This appeal must be made no later than 42 calendar days from the date of the decision of the board of management.

Implementation and review of the Code of Behaviour

This Code of Behaviour was devised in consultation with the students, parents, staff and Board of Management of Coláiste Mhuire. It was ratified by the Board of Management and reviewed by Carlow/Kilkenny Education & Training Board

As the official Code of Behaviour of Coláiste Mhuire, all registered students of the school and their parents/guardians will have access to a copy on the school website
It is a condition of enrolment that the student and his/her parents/guardians must read the Code of Behaviour and return the signed declaration of acceptance of the Code.

Evaluation of the Code
The Code will be evaluated by the following criteria:

- Atmosphere of effective learning and teaching in the classroom
- Students reaching their academic potential
- Spirit of co-operation between students, teachers, parents/guardians
- Code of Behaviour justly and fairly applied
- Evidence of recognition and acknowledgement of positive behaviour
- Low incidence of referral offences and sanctions

Review of the Policy

Parents/Guardians and students should be aware that it is not possible to detail every rule and regulation to govern one's behaviour at school. Enrolment at Coláiste Mhuire implies and is conditional on acceptance of the Code of Behaviour.
The management of Coláiste Mhuire reserves the right to modify details of this Code of Behaviour at short notice and make the final decision on its interpretation.
Such modification may be needed in an ever - changing environment and social context. Modifications will be communicated as soon as reasonably practical to all the school partners, i.e. teachers, parents, students.

Attendance at school implies that students are in agreement with the school rules.

A major review involving parents, students, staff and Board of Management will be conducted five years from the implementation of the Code of Behaviour.

APPENDIX 1:

Coláiste Mhuire Code of Behaviour August 24th 2021

Due to the Covid-19 pandemic the Dept. of Education and Skills has published the *"Covid-19 Response Plan for the safe & sustainable reopening of Post primary schools.*
Using these guidelines, the management Coláiste Mhuire, under the guidance of KCETB, has devised its Covid-10 Response Policy. This policy details the practices & procedures necessary to safely reopen Coláiste Mhuire for the 2021 2022 academic year.

All staff and students will receive training on the procedures & practices outlined in the schools Covid Response Policy on their return to school, and it will be communicated to parents via the school website.
It will then be responsibility of students to adhere to practices and procedures outlined in the policy:

1. Face masks must be worn as requested in the policy. It is the parents & student's responsibility to have three face masks every day for school use and to wash them thoroughly each evening. The only exception to this is if a student has a letter from a medical professional advising against the wearing of a face mask or visor.
2. Students must adhere to all hand sanitising, physical and social distancing, assigned seating practices.
3. Students must adhere to correct coughing & sneezing etiquette. Spitting is forbidden.

Beaches of any if these practices will be dealt with through the school's code of behaviour & disciplinary procedures.
These sanctions can include but are not limited to:

- Student being placed on VsWare
- Contact with Parents
- Suspension (immediate)

4. A student who deliberately coughs, sneezes or spits at a staff member *or* another student, guest or visitor to the school will be treated as a having very seriously breached both the school code of behaviour & health & safety policy, and will be dealt with accordingly.

5. Mobile phones:
As lockers are not being used as part of the Covid Response plan to minimise students congregating and reducing contact with surfaces students will be permitted to put their phone into their school bag or carry it in their pocket.
We will still be strictly enforcing the "not visible policy" and students must have the appropriate permission to use their phone in class.

APPENDIX 2:

Contract of Learning and Behaviour

The successful education of all pupils depends on an active three-way partnership between pupils, parents and the school.
Each has rights, responsibilities and expectations.

Coláiste Mhuire Johnstown agrees to meet the expectations of parents and pupils by providing:

- A broad and balanced curriculum.
- An education based on high expectation.
- Work which is appropriate to a student's age and ability.
- A secure, healthy and well-disciplined working environment.
- Regular homework and correction of same.
- Written reports home twice per year.
- A parent/teacher meeting once per year.
- The opportunity to participate in a range of extracurricular activities.

As Coláiste Mhuire Johnstown pupil, I agree to meet the expectations of my parent(s) and the school by:

- Treating all members of the school community with understanding and respect.
- Attending school regularly.
- Being punctual at all times.
- Working hard and meeting all course requirements.
- Completing homework and assignments on time.
- Keeping the school rules and behaving in a responsible way, both in school and when travelling to and from school.
- Sharing responsibility for the school environment.
- Respecting school property.
- Remaining on the relevant school site during school hours unless permitted otherwise by the school authority.
- Wearing the school uniform at all times.

Signature of Pupil: ***Date:***

As parent(s)/ guardian(s), I/We agree to meet the expectations of my/our child and school by:

✓ Ensuring excellent attendance and punctuality and informing the school promptly about any reason for absence.

✓ Encouraging and supporting my/our daughter/son with schoolwork.

✓ Supporting the policies of the school including mobile phone, discipline and good order.

✓ Attending Parent/Teacher meetings and school functions in which my daughter/son is involved and attending any special appointments if requested.

✓ Checking homework, signing any notes sent by teachers and signing the homework journal every week/weekend.

✓ Providing her/him with the required copies, exam papers and accessories.

Signature of parent(s)/guardian(s): ***Date:***

APPENDIX 3

Enrolment letter of compliance with the school code of behaviour.

Coláiste Mhuire, Johnstown, Co. Kilkenny

School roll: 70600T

Dear student, parents/guardians,

Thank you for enrolling in Coláiste Mhuire.

IMPORTANT: Our school website [www.colaistemhuirekk.ie] has a copy of our school code of behaviour. [see policies and procedures]

In advance of enrolling in our school it is important to take the time to read through our school code of behaviour. It is a comprehensive document that explains the roles, responsibilities & procedures used in Coláiste Mhuire.

Introduction

Coláiste Mhuire, through its Code of Behaviour, affirms the right of all its pupils to a learning environment where each student can develop his or her full potential. It is an integral part of a positive school ethos where learning and development can take place.

Parental/guardian co-operation is fundamental to the implementation of this policy, and by sending your child to Coláiste Mhuire, it is understood that you have read and accept the school Code of Behaviour and will make all reasonable efforts to ensure that your child complies with it.

The management will endeavour to ensure that the code is accessible to non-English speakers, and also to students who have reading or other learning disabilities.

The Code of Behaviour complies with the Equal Status Act 2000, Education (Welfare) Act 2000, and the National Educational Welfare Board Guidelines.

Scope

This policy applies to students of Coláiste Mhuire and relates to all school activities both during and outside normal school hours. Any behaviour, irrespective of time and place, that is damaging to school administration, reputation, discipline, good order, or in some way has a deleterious effect on the school or school personnel may be the subject of a disciplinary sanction.

This policy was drawn up in consultation with all the school partners, including the Principal, Educational Welfare Officer, Board of Management, staff, parents/guardians and students.

Rationale

The school is required by the Education (Welfare) Act, 2000 to draw up and disseminate a Code of Behaviour to all its students and their parents/guardians.

An effective Code of Behaviour enables the school to function as a community in a structured and organised way. It helps create a safe working environment in which staff and students can feel secure and protected.

It assists in the promotion of the school's Mission Statement.

Acceptance of Code of Behaviour:

Parents/Guardians and students should be aware that it is not possible to detail every rule and regulation to govern one's behaviour at school. Enrolment at Coláiste Mhuire implies and is conditional on acceptance of the Code of Behaviour.
The management of Coláiste Mhuire reserves the right to modify details of this Code of Behaviour at short notice and make the final decision on its interpretation.
Such modification may be needed in an ever - changing environment and social context. Modifications will be communicated as soon as reasonably practical to all the school partners, i.e. teachers, parents, students.

Attendance at school implies that students are in agreement with the school rules.

Declaration

I/We have read the school rules and procedures above and accept them.

I/we will make all reasonable efforts to ensure compliance with the Code of Behaviour by my child.

Signature(s)

Parent/Guardian:

_____

Student:

_____

Date: _____/_____/_____

APPENDIX 3

Section 29 Appeals Application Form

Section 29 Appeal Application Form for an appeal against expulsion or suspension for a period of 20 or more school days in a school year

This form should be used for the making of an appeal to the Minister for Education, as provided for under section 29 1 (a) and 1(b) of the Education Act, 1998.

Guidance and timelines for making this appeal under section 29

- This appeal must be made no later than **42 calendar days** from the date of the decision of the board of management.

Procedures for Hearing and Determining Appeals under section 29 1(a) and 1(b) of the Education Act, 1998, are available on the Department's website via the following link:

https://www.gov.ie/en/publication/19941-appeals-against-expulsion-or-suspension-for-a-period-or-periods-totaling-not-less-than-20-school-days-in-a-school-year/

These procedures should be read to provide further information regarding the appeals process.

Please return this completed application form by email to: section29@education.gov.ie or by post to:

Section29 Appeals Administration Unit
Department of Education
Friar's Mill Road
Mullingar
Co Westmeath
N91 H30Y

Appeal Application – Please complete in BLOCK CAPITALS

An appeal can only be taken by a parent/guardian or a student who has reached the age of 18 years or a person appointed by the Child and Family Agency (Tusla).

In the case of an expulsion a person appointed by the Child and Family Agency (Tusla) can take the appeal.

Applicant Details (this is the person taking the appeal – see above):

Title (Ms. Mrs. Miss. Mr.etc) _____

Forename: _____

Surname: _____

Postal Address:

_____ _

_____

Eircode: _____

Telephone number(s): _____

Email address: _____

Email is the preferred method of this Department's communication therefore, please ensure your email details are correct.

Relationship to student (Please tick relevant box):

Parent ☐ Legal Guardian ☐ Guardian Ad Litem ☐ CFA (Child & Family Agency) Appointee ☐

Student Details:

Student's name: _____

Date of birth: _____

Year/class of student: _____

Student's Address (if different from address above):

_____

_____

School Details:

Name and address of school to which this appeal relates:

_____

_____

Roll Number:

Does your child have any special educational needs? (Please answer yes / no) ☐

If yes, please provide details:

Type of decision being appealed: (Please tick one category only)

Suspension *	
Permanent exclusion/ Expulsion	

** Please note that an appeal may only be made in respect of a suspension which results in 20 school days or more of suspension for that student in any one school year.*

Date you were notified of the decision to suspend/expel by the Board of Management

DAY		MONTH		YEAR			

The following documentation based on appeal type must be submitted together with this completed application form in order for the appeal application to be processed:

Expulsion Appeals:

☐ Copy of letter of Intent to Expel by the board of management.

☐ Copy of the decision of the board of management confirming expulsion

Suspension Appeals:

☐ Copy of correspondence from school outlining suspension details

Please state clearly the grounds on which the decision is being appealed:

_____

_____

_____

_____

_____

_____

_____

(Extra pages may be added)

Please note that you can withdraw your appeal at any stage by emailing section29@education.gov.ie

Data protection privacy statement

Full details of the Department's data protection policy setting out how we will use your personal data or your child's data as well as information regarding your rights as a data subject are available at https://assets.gov.ie/224650/a55e28b6-e388-406b-b6ee-500ab554bf9f.docx

I certify that the information given in this form above is true and correct to the best of my knowledge.

Applicant's signature/name: _____

Date: _____

FOR OFFICE USE ONLY:
Date of receipt: File ref: