

## Code of Positive Behaviour - Athlone Community College

This Code of Positive Behaviour has been prepared in accordance with DES document “*Developing a Code of Behaviour: Guidelines for schools*” (2008). It sets out school policy so as to ensure that all members of the school community can go about their work in an orderly and safe environment. It applies to all students. Special accommodations will be made for students with Special Needs.

### Rationale

Every child has a right to an education (Articles 42 and 44.2.4 of the Constitution of Ireland). This right is embedded in our Code of Behaviour which provides a framework for reasonable and responsible behaviour for all members of the school community.

The Code was developed in consultation with teachers, parents, students and the Board of Management.

Education is a right and represents an opportunity for affirmative development, in accordance with the Welfare Act 2000 Section 23 (2). Each student has the right to advance his/her talents in a holistic, meaningful manner. The right to education and the right to fair procedures are core elements of this code.

The Code of Behaviour must be read and understood in conjunction with a number of other school policies and procedures and relevant legislation as follows:-

- Attendance Policy
- Education Act 1998
- Education Welfare Act (2000)
- Special Educational Needs Policy
- Child Protection Policy
- Distance and Remote Teaching and Learning Policy
- Policy on Drugs, Substance Abuse, Alcohol and Smoking
- Anti-Bullying Policy
- Mobile Phone Policy
- Homework Policy
- Suspension/Expulsion Policy
- Acceptable Use Policy
- School Tours Policy
- Health and Safety Act (2005)
- Equal Status Act. (2000)
- Teaching Council Acts. (2001 – 2015)<sup>1</sup>
- Education (Admissions to Schools) Act 2018

### Mission Statement (Excerpt from)

Athlone Community College with the co-operation of its educational partners will continue to provide an environment where each student is cherished equally and is nurtured to a personal, intellectual and moral maturity. We are committed to creating an atmosphere of excellence in learning, challenging the pupils to reach their full potential.

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<sup>1</sup> The Teaching Council ‘Codes of Professional Conduct for Teachers’ govern the behaviour of all teaching staff.

## Ethos

The Ethos of Athlone Community College encourages a mutual respect for one another, where the joy of learning becomes a reciprocal experience and this is reflected in our motto “Even while we teach, we learn”.

Accordingly, our Code of Behaviour is based on honesty and respect.

In accordance with the terms of the Education Welfare Act 2000 (Section 23) the Code of Behaviour specifies:

- (a) The standards of behaviour to be observed by each student attending the school.
- (b) The measures that may be taken when a student fails or refuses to observe the standards;
- (c) The procedures to be followed regarding notification of a child’s absence from school.
- (d) Suspension and Expulsion policy specifies procedures to be followed in such cases.
- (e) The grounds for removing a suspension imposed in relation to a student.

## Scope of the Code

The Code of Behaviour covers each student’s school day and applies at all times when the student is in school uniform and relates to all school activities both inside and outside of normal school hours, e.g. football matches, school tours, etc.

We expect students to behave properly at all times, both going to and coming from school and to respect the rights of other students, teachers and school staff and members of the public.

A Copy of the Code is made available to all parents when enrolling their son/daughter in Athlone Community College. In sending your child to school, you the parents/guardians hand over a portion of your authority to the school and its teachers and we accept that you intend your child to be bound by the Code of Behaviour of the school. In accepting students, we expect the parents will ensure that the child is sent to school ready to benefit from the education he/she receives. Parents, in return can expect that school personnel will take such care of students as a prudent parent would take of his/her own children.

In accordance with the terms of the Admissions Act (2018) parents are required to sign a Statement of Acceptance of the Rules and Regulations (See Student Journal) as a written undertaking that they find the Code acceptable and that they will make whatever efforts are possible to ensure their child’s compliance with the code.

The Board recognizes that in accordance with the Age of Minority Act, 1985 and the Education Act 1998 a student over the age of 18 is considered an adult and therefore capable of acting on his/her own behalf. The Code is communicated to students on a daily basis in class, in tutor groups, and by the use of the Journal.

## Aims of the Code of Positive Behaviour:

Athlone Community College endeavours to promote a happy, respectful and caring environment where students are encouraged and supported to reach their potential. Athlone Community College is a partnership of students, staff, parents/guardians, Board of Management and the local community. Our aim is to provide a high-quality learning and teaching, and the school has expectations of high standards in all aspects of school life. The regular review of the school’s Code of Positive Behaviour assists all stakeholders in upholding the values expected of Athlone

Community College. Its procedures and sanctions will be applied consistently and fairly. It aims to encourage students to have due regard for their teachers and fellow pupils.

The explicit aims of this Code of Positive Behaviour are:

- To create an atmosphere, which is conducive to high-quality learning and teaching by promoting and encouraging mutual respect among all partners in our community.
- To create a sense of pride in Athlone Community College.
- To have effective procedures in place which facilitates the smooth running of the school and which helps meet the demands and requirements of current legislation.
- To help all students achieve their full potential in all aspects of school life: academic, moral, creative and recreational.
- To equip students with the knowledge, skills, values and qualifications, which prepare them for adult life.
- To promote good behaviour and self-discipline.
- To clarify how good behaviour and self-discipline are acknowledged.
- To outline strategies used to prevent behaviour that negatively impacts on the provision of quality learning and teaching, and that affects the high standards expected.
- To outline to all school stakeholders and the wider community the structure of fair, consistent, accepted and agreed sanctions that will be used in response to behaviour which impacts negatively on learning and teaching.

#### Expectations:

Athlone Community College expects all stakeholders to adhere to the principles contained within the Code of Positive Behaviour. The school's Code of Positive Behaviour is entirely based on the **3 R's – Respect; Ready; Responsible.**



Above all, the school expects all stakeholders to have **Respect**; respect for each other, for the school and for school property. We expect parents/guardians to work with the school in a spirit of cooperation to support the education of all students.

### Addendum to Code of Behaviour (Covid-19 Response)

Ongoing reviews and evaluation take cognisance of changing information, changing society, legislation, ministerial/government instructions, developments in the school-based programmes and feedback from students, staff, parents/guardians and the Board of Management/ETB. Such is the case regarding Covid 19. We expect all members of Athlone Community College to be fully versed in Health and Safety measures and protocols regarding the implementation of Covid 19 Guidelines and to comply with same.

Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

It is therefore a requirement that teachers, staff and students attending post primary schools wear a face covering when a physical distance of 2m from other staff or students cannot be maintained.

A medical certificate to certify that a person falls into a category listed below must be provided to the school by, or on behalf of, any person (staff or student) who claims that they are covered by the exemptions below:

- any person with difficulty breathing who cannot wear a cloth face covering or a visor
- any person who is unable to remove the cloth face-covering or visor without assistance
- any person who has special needs and who may feel upset or very uncomfortable wearing the cloth face covering or visor, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

In circumstances where a medical certificate is not provided that person (staff or student) will be refused entry to the school.

As part of the schools Covid-19 response plan for the safe and sustainable reopening of the school, each student must have a completed "return to educational facility declaration form" 3 days prior to their return to the school building after an absence. Access to the school will not be granted without the submission of the required declaration form.

### Pastoral Care

The basic objectives of our school are to foster the intellectual, spiritual, moral, athletic, cultural and physical development of each student. Each student is seen as an individual whose talents should be realised to the full.

The Pastoral Care System ensures that each student's wellbeing is catered for. The Pastoral Care Team consists of the Principal, Deputy Principals, Year-heads, Tutors, Class Teachers and Guidance Counsellors. Each year group has a Year-head. Each class has a Class Tutor.

The Year-head has overall responsibility for their Year Group for discipline, punctuality, monitoring academic progress, co-ordinating the pastoral programme and liaising with Class Tutors. Year-heads may meet with parents when a serious breach of discipline arises or on request by a parent. The Class Tutor's role is the care of the student.

## Restorative Practice

Athlone Community College promotes the use of restorative practice in mediating issues between students and between students and staff. This process seeks to involve all of those who are affected by a specific offence. It is based on the idea that the best way to help someone who has done wrong is to give them the opportunity to put things right. It helps students who engage in negative, harmful and/or offensive behaviour take responsibility for their actions, understand the consequences of their behaviour and restore a positive relationship with those affected by their actions. Some of the key questions asked in this process are: What happened? Who was affected? How can the harm be repaired? Who should repair the harm?.

Mediation between students, giving opportunity for reflection, acknowledging what has happened, what harm has been done and what can be done to put it right, apologising and finally agreeing a way forward is at the heart of this practice.

We promote positive relationships and behaviour through our wide range of school programmes which aim to meet the varied needs of our students e.g. Wellbeing, .P.E., L.C.A., L.C.V.P., through programmes such as Anti-Bullying Programmes.

## Promoting Positive Behaviour

Promoting positive behaviour is the primary aim of the Code.

Athlone Community College places a special emphasis on the acknowledgement of positive and exceptional behaviour. Our mission statement confirms that “each student is cherished equally and is nurtured to a personal, intellectual and moral maturity Student effort in achieving good behaviour is recognised, rewarded and supported in the following ways:-

- Setting and communicating high, clear, consistent and widely-understood standards/expectations e.g. punctuality, courtesy and manners etc.
- Affirming good behaviour either verbally or privately in class.
- Writing a positive note home to parents/guardians in the student’s journal.
- Celebrating student success on social media.
- Display of student’s work with lots of visual displays.
- Focusing on positive relationships and interactions between all members of the school community.
- Helping students themselves to recognise and affirm good behaviour.
- Good teaching and learning that engages students and builds their learning capacity.
- Opportunities for student leadership i.e. Student Council, Class Ceannaire, prefects and mentors.
- Promotion of extracurricular activities.
- Merit system. Using VShare to record merits
- Annual Class Awards to recognise and reward good attendance, behaviour, academic endeavour, sport, art, music and citizenship etc.
- Annual Leaving Cert Award Ceremony

## Student Charter of Expectations

Our school rules are based on respect for oneself, for other people and for property.

As a student of Athlone Community College I agree:

1. To treat each person with courtesy and respect.
2. To behave in an orderly manner at all times.
3. To present myself appropriately for school each day, i.e. correct uniform, no facial jewellery or tattoos. Hair should be a natural colour.
4. To attend school regularly and punctually and to attend and be punctual for all my classes.
5. To have all the books and equipment that I need for each class in order to progress my learning and that of my classmates.
6. To engage and take part in class and to do all assigned homework to the best of my ability.
7. To respect school property and the property of others and to make good any damage I may cause.
8. To have my mobile phone switched off during the school day except with the permission of a teacher. And, not to wear head phones and/or ear pods except for classroom purposes only
9. Not to smoke, vape or take any illegal substance on school premises or grounds or on school related activities
10. Not to leave the school at any time during the school day without the permission of the school authorities.
11. That I will not indulge in aggressive or offensive behaviour likely to bring myself, my parents or the school into disrepute.
12. To follow instructions issued to me by a member of Athlone Community College Staff

### Attendance

Regular attendance at school is directly linked to student achievement and progress in school. In accordance with the Education (Welfare) Act 2000, students are required to attend school each day when it is in session unless it is absolutely avoidable.

- **It is a mandatory requirement for parents/guardians to send a note either in the student's Journal or by email to the Year Head detailing the date and the duration of any absence and the reason for the absence.**

Medical certs may be given to the Class Tutor/Year Head. In the case of unexplained absences, the Tutor or Year-head will contact parents/guardians.

A note of explanation is also required in the student's Journal or by email from the parent or guardian for permission to leave school before the hour of dismissal.

Students must **"sign out"** at reception and must be collected by their parents/guardians.

The school will not take responsibility for students who leave home but fail to attend school or who fail, without good or valid reason, to attend each class.

- **Appropriate sanctions will apply to students who ‘mitch’.**

The school will inform TUSLA where cumulative absences reach the maximum level - twenty days per annum for any reason.

Athlone Community College does not accept responsibility for students who are signed up to any evening activity, i.e. evening study, homework club, evening art, etc. and who do not attend. It is the sole responsibility of students to ensure that they are present at their evening activity, unless permission signed by parent/guardian and relevant teacher has been presented.

### Punctuality

Students should be present in school at 8.55 am and 1.10pm. Classes commence at 9.00am and 1.15pm. Lateness will be recorded at the entry door. **A student’s journal will be stamped as evidence of lateness.** A note of explanation in the student’s Journal or an email from the parent or guardian is required for late arrival.

- **After three lates a student is placed on detention.**

### Lunch Break

12.35 am – 1.15 – Lunch break for first year students and any other group as assigned by management.

1.15pm – 1.55 m – Lunch break for all other students.

Students going home for lunch must have the written permission of their parents’/guardians’ using the appropriate form **or digital equivalent** .

Students who do not go home for lunch must not leave the College/College grounds during lunch break.

- **Breach of lunch time regulation will result in disciplinary sanctions being imposed.**

Morning break 11.00am – 11.15am

Students are encouraged to go outside during the morning break except on wet or very cold days.

### Uniform and Dress Code

Students are expected to present themselves in a neat and tidy manner and to be aware of the importance of personal hygiene.

- Students must wear their full uniform daily. It creates a clear identity and promotes equality. It is an important aspect of our safety strategy in that students are easily identifiable when they are in the school building, grounds or school related activities. The school uniform is a symbol of our school. It is the public image of the school and each student has a responsibility to promote and uphold that image. Where students are going on excursions or where they are representing the school (e.g. matches, debates, drama trips) they are expected to present in full uniform.
- **Students not in full uniform will not be permitted to join the group.**

All students must wear the following uniform in school or when representing the College in any activity

Boys: Navy trousers.  
Navy V neck jumper with College crest.  
Light blue shirt, school tie.  
Black shoes/ dark trainers.

Girls: Uniform skirt (Knee length) or tailored uniform trousers (available from Burgess or Fossal Athlone).  
Navy round neck jumper with College crest. Check school shirt.  
Navy tights/knee length socks.  
Black shoes/dark trainers.

## Physical Education Uniform

### Compulsory for all First Year Students:

Crested ¼ zip top and tapered sports pants (available from Fossals). Crested polo shirt (available from Fossals). Dark coloured runners.

### Compulsory for all other year groups:

Black/navy tracksuit bottoms, leggings or joggers. Crested polo shirt (available from Fossals or through the school). Dark coloured runners.

Regulations regarding jewellery must be adhered to during P.E. classes and competitive games. School crested hoodies are available from school.

**While Covid protocols exist in schools, students are permitted to wear their PE uniform for the entire school day on the day they are timetabled for PE.**

On the grounds of health and safety and to encourage appropriate dress and appearance amongst the student body the following should be noted.

- Caps, hats, scarves and bandanas should be removed within the college building.
- All body studs/rings such as nose, lip, tongue, etc., should not be displayed while in school uniform.
- Tattoos should not be visible.
- In the interests of Health and Safety bracelets should not be worn. However, bracelets which indicate medical conditions, e.g. penicillin allergy, are excepted from this rule.
- Jewellery should be kept to a discreet minimum. Students are allowed one ring per hand, all jewellery should be removed in practical and P.E. classes.
- Only a discreet amount of make-up may be worn.

## Hair Styles

Students are expected to wear their hair in a neat and tidy fashion and should be of a natural colour. Students must refrain from extreme hair styles. Hair may not be shaped into patterns or motifs. Long hair should be tied back in the interest of health and safety.

The above dress code and hair styles also applies to students during all certificate examinations.

In the interest of harmony, all students are asked to comply with the above dress code and hair style regulations.

- **Where correct uniform is not worn, the college reserves the right to send students home.**

Students who maliciously damage the uniforms of other students may be suspended.

- **Appropriate sanctions will apply to students who engage in this practice during State examinations.**

**The final decision regarding any interpretation on the rules and regulations is reserved for the Principal and Deputy Principals.**

### Behaviour in class

Students are advised that no one has the right to take away other students' right to learn or teachers' right to teach. Consequently, students are expected to behave in a manner that will enhance rather than detract from the classroom learning. This also applies to online classes.

- **Students are asked to participate in class and concentrate on learning.**

Students are required to be punctual, behave at all times in a polite and courteous manner, do prescribed class-work and homework and have all books and class materials.

### Homework

Homework is a necessary and important part of school life. All homework and/or class work must be recorded in the school journal, for each class and must be completed each night. When students are absent they are still accountable for homework assignments.

- **Students involved in extra-curricular activities must do homework for the classes they have missed. It is their responsibility to find out what homework was given.**

Students are expected to be fully prepared for their classes each day. This will require careful study at home to ensure that written assignments and memory work set in class are completed thoroughly.

- **A note of explanation in the student's Journal from the parent or guardian is required for non-performance of Homework.**

### Student Journal

The Journal is an important medium of communication. It serves the following functions:-

1. It records all homework assignments.
2. Means of communication between school and Home (End section of the Journal). Parents are requested to send a note in the journal regarding any absence not explained by e-mail.
3. For Junior students, parents are requested to check and sign the Journal on a weekly basis.
  - Students must have their Journal in school at all times.
  - **Students must meet the replacement costs of the Journal if it is lost/defaced etc.**

General school rules are published in the student Journal.

## School Property

School property is the property of the whole school community and the school has an obligation to protect it for the good of all.

- **The cost of vandalism or malicious damage to school property will be recouped from students or their parents/guardians.**

## Student Property

Students are advised that they are responsible for their own property. It is good practice to label clearly all their personal goods and belongings so that they can be easily identified and not leave money/valuables unattended. Student lockers are available for rent. The school will not accept responsibility for money or goods lost, damaged or stolen on school grounds.

However, where the property of another student is damaged/stolen, students may report and seek redress under other school policies such as Bullying Prevention Policy.

- **Students and their parents are advised that student property may be confiscated in the interests of the general good, e.g. mobile phones, unsuitable reading material, illicit substances, etc.**

Occasions may sometimes arise where it becomes necessary to examine a student's property, locker or schoolbag in the investigation of a particular breach of the Code of Behaviour, e.g. stealing, substance use, etc. In such instances the student is instructed to open his/her locker or empty his/her schoolbag. Such investigations will be conducted by the Deputy Principals or Principal who may be accompanied by a Year Head.

## Mobile Phones (See separate policy on mobile phones/electronic devices)

In summary

- The mobile phone must be switched off and cannot be seen, used or heard during the school day from 8.50am until 3.55pm. Students are allowed the use of mobile phones only with the permission and guidance of the class teacher.
  - Students found breaking the above rule may have their personal electronic device and/or phones including SIM cards, confiscated and handed in to the principal's office. The phone may be retrieved at the end of one week (for a first offence) by the parents/guardians only, two weeks for the second offence and thereafter at the discretion of the Principal.
  - No photographs can be taken or recordings, video or audio, made with personal electronic devices or mobile phones of any person on the school premises or grounds. Using devices or phones in this way can seriously infringe a person's rights and sanctions will be imposed.
  - The school accepts no responsibility for replacing lost, stolen or damaged personal electronic devices or mobile phones. Likewise, the school does not take responsibility for investigating the loss or theft of such items. The safety and security of devices or mobile phones is wholly a matter for students/parents.
- **A refusal by a student to hand over a mobile phone to a member of staff will result in a suspension.**
  - **Incidents where students use personal electronic devices or mobile phones to bully others or send offensive messages or calls will be investigated under the Anti-Bullying policy.**

## Abuse of Internet/Cyber Bullying

1. The dignity and well-being of staff and students must be respected at all times. Taking images/recordings by use of mobile phone or other such technologies is prohibited at all times.
2. It is an invasion of privacy and defamatory to post images/comments in relation to any member of the school community on any internet site. In certain circumstances such behaviour may be viewed as a criminal offence under the Non-Fatal Offences against the Persons Act 1997.
  - **Breach of these regulations will warrant immediate suspension and may be followed by expulsion for gross misconduct.**

Invasion of a teachers' privacy and /or interference with the personal property of any member of staff is a serious offence and will be classed as serious misbehaviour and dealt with accordingly.

## Sexting

Sexting is the sharing of sexual text, video and photographic content using mobile phones, apps, social networking sites and other internet technology. The sharing of explicit text, images and/or video is considered a serious affront to the dignity of the person and is absolutely forbidden.

- **Students in breach of this aspect of the code will face serious consequences and sanctions which may include suspension and/or expulsion.**
- **Incidents involving students under the age of 17 may be reported to the Gardai and Tusla.**

## Health and Safety

In keeping with the Safety, Health and Welfare at Work Act (1989) the school aims to provide and maintain a working environment for all employees and for all students that is safe and without risks in so far as is reasonably practicable.

To this end students are obliged to adhere to the Safety Statements, to co-operate with teachers and others in the execution of Fire Drills, to wear protective clothing and gear when required and must report any hazards or dangerous risks to teachers.

## Fire Extinguishers/Fire Alarm

Students' vandalism of/interference with fire extinguishers/fire alarm will have a two-fold sanction.

- **Suspension and replacement/repair costs are to be met by the student.**

## Extra- Curricular Activities

All students are encouraged to participate in some area of extra-curricular activity. However, students and particularly examination students are discouraged to take on too many activities.

- **If a student misses class because of an extra-curricular activity the onus is on the student to find out what homework has been given and to complete same.**

Students who are involved in extra-curricular activities and/or training at lunchtime must ensure that they are in class at 1.15pm or 1.55 p.m. whichever is relevant.

## Fireworks/Dangerous Materials

Bangers and fireworks are not permitted in the College or College grounds.

- **Students caught in possession of, or setting off, bangers or fireworks will receive an automatic suspension.**
- **Students selling or supplying bangers or fireworks will be suspended.**

Students are not permitted to bring any kind of knife or dangerous implement to school.

- **Possession of same will result in automatic suspension.**

## Theft:

Any student involved in stealing either school property or property belonging to individuals (school staff or students) **may be suspended and/or referred to the Garda Síochána.**

- **Students will also be required to make restitution.**

## Interventions and Supports including Sanctions

Sanctions are imposed, not solely as a punishment, but to help students learn that their behaviour is unacceptable, has consequences and that they must take responsibility for their behaviour. The sanctions used will be proportionate to the breach of the Code and will be applied consistently throughout the school.

Where appropriate the school may impose sanctions for behaviour that takes place outside school or the school day where such behaviour impacts negatively on positive relationships in school.

### Low level Misbehaviour

Failure to submit homework assignments.  
Breaches of school Dress Code (includes wearing jackets, hats, scarves in class).  
Being disruptive and not engaging in the class activities.  
Failure to bring necessary equipment to class.  
Minor rough behaviour in class, corridors or canteen.  
Minor disruption of class, e.g. speaking out of turn, talking during class or distracting others  
Not following teacher instruction.  
Arriving late to class on a continuous basis.  
Littering the school or grounds.  
The use of inappropriate language.  
Out of class without the permission of the class teacher.

This misbehaviour is attended to routinely and effectively through the skills of the teacher in the classroom or on the corridor. Teachers must keep records of the breaches of the code of behaviour, the interventions/sanctions employed and the follow up to ensure the process is complete.

(Triplicate sheets are available as required.)

Teachers also record if the student adapted his/her behaviour after the sanction.

## Interventions and Supports

Teachers may use a range of interventions to deal with this behaviour including but not limited to the following:

Verbal correction  
Reasoning with a student  
Meeting student after class to discuss options/solutions  
Moving the student to another part of the classroom,  
Assigning additional work to the student,  
Sending a note home to parents,  
Supervised Detention,  
Community Service, e.g. Clean up  
Giving the student a de-merit,  
Recording misbehaviour on VSware  
Contract with a student/on Report  
Report to the Year Head

## Continuous Misbehaviour

A Continuous pattern of low level misbehaviour is treated as a more serious breach of the code and will be dealt with accordingly.

The following list which is not exhaustive provides examples of this type of behaviour.

Frequent disruption of class  
Failure to present homework on a continuous basis  
Continued failure to be prepared for class  
General class behaviour which detracts from the learning activities in the class  
Breaches of Covid regulations and protocols  
Bullying or harassment of other students

## Interventions/Supports/Sanctions

Placing Student on Report – Daily/Weekly of Subject specific report  
Note to Parents  
Referral to a teacher with whom the student has a positive relationship  
Referral to Guidance Counsellor or other Counsellors  
Detention  
School related tasks  
Withdrawal of privileges  
Meeting with parents  
Referral to Year Head

Other appropriate interventions designed to help the student modify their behaviour.

## Ladder of Intervention/Referral

The basic principle of the Ladder of Referral is that teachers are assisted in dealing with more serious incidents of misbehaviour by Year Heads and Senior Management.

### Stages of the Referral process

- Each teacher has responsibility for implementing discipline in his/her classroom. It is anticipated that most incidents will be dealt with at this level.
- Each year group has a Year Head and Assistant Year Head or Year Head where duties shared by two persons. Year Heads have both a pastoral and disciplinary role.
- Year Heads deal with more serious incidents **or an accumulation of minor breaches** and can impose sanctions relative to the seriousness of the incident. Year Heads and Senior Management only may put a student on a Report or on Detention.
- Students whose behaviour has not improved despite the best efforts of the teacher and the Year Head will be dealt with by the Year Head and Deputy Principal.

- Where issues are of a very serious nature or where students continue to behave in a negative way despite interventions matters will be referred to the Principal.

## **Serious Misbehaviour**

### **Referred to the Deputy Principal(s) and/or the Principal**

As a guide for parents and students, the following breaches of the code of behaviour are regarded as extremely serious:

Bullying or harassment of another student.  
Assault, threat or abuse of a fellow student or member of staff.  
Malicious damage to property of staff or students.  
Behaviour that poses a risk to the Health and Safety of a teacher or fellow student. This includes use of the internet and/or social media to defame members of staff.  
Possession of drugs or alcohol. The sale, consumption or distribution of alcohol or drugs, or other illicit substances is strictly prohibited.  
Smoking, e-cigarettes, vaping any substance is a serious breach of the Code  
Possession of knife or offensive weapon.  
Theft within the school.  
Serious misbehaviour on school-related activities or any behaviour at any time which brings the reputation of the school into disrepute.  
Total disregard for Covid protocols.

### **Procedures Relating to Serious Misbehaviour**

Serious misbehaviour may warrant immediate suspension and/or may be referred to the Board of Management.

Suspension may be applied by the Principal. Following an enquiry by the Principal or Deputy Principals where it is considered that the best interests of the school and the particular student is served if the student is removed from the school for a period of time. Only the principal may suspend.

Parents/Guardians are required to meet the principal or her representative on the student's return to school after a period of suspension.

Management may establish an independent Discipline Committee to deal with complex and serious cases of misbehaviour. The composition of the Committee may include a member of senior Management, Middle management and teachers.

Expulsion may be recommended by the principal to the Board of Management if she considers that the misdemeanour warrants such sanction.

## Appeals

In keeping with The Education Act 1998 (Section 28) the parents of a student, or in the case of a student who has reached the age of 18 years, the student, may appeal to the Board against a decision of a teacher or other member of staff of the school. The grievance of the student or their parents will be heard and where necessary appropriate remedial action will be taken.

In accordance with Section 29 of the Education Act the parents of a student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision to suspend the student from attendance at a school for a period to be prescribed or to permanently exclude a student from a school.

## Review

This policy is subject to on-going review and evaluation and takes cognisance of changing information, legislation and developments in education and within the framework of school planning.

