

Coláiste Chiaráin



Code of Behaviour

Note: This policy is effective from: June 2017

Coláiste Chiaráin

'An Inclusive Learning Community Committed to Excellence and to Enhancing Education Through Innovation'

Vision

- We are a learning COMMUNITY bound by strong values and traditions.
- We are INNOVATIVE, constantly LEARNING & evaluating our practice to find and create better ways of pursuing our goals and achieving excellence
- We are all engaged and committed to life-long LEARNING staff and students alike.
- We are COMMITTED to the holistic development of young people who will be of SERVICE to their community and society

Mission

- A place of excellence where all can achieve their full potential in their personal, academic, creative and skills development
- A friendly and caring environment which values the contribution of each student with their unique natural talents and gifts
- A place of inclusion and justice where students learn respect for themselves and respect for others.
- A responsible partnership between teachers, students, parents where in a spirit of service we work for a better community.

Goals

- To pursue excellence in all areas of College life.
- To nurture a friendly and caring environment which allows each student to develop his or her own natural talents and gifts.
- To recognise our responsibility towards the wider community and develop a spirit of service.
- To foster student wellbeing in all areas of college life.

Coláiste Chiaráin - Code of Behaviour

The aim of this Code of Behaviour is to promote good behaviour and respect for all members of the College community. This can only be achieved when the whole College community works in partnership to promote good behaviour, which will involve regular planning and reviewing of the behaviour policy.

Principles of Managing Behaviour

- To create a climate where learning can flourish.
- To protect the basic rights of safety, learning and respect, at all times upholding Equality, Fair Procedures and Natural Justice.
- To create a school climate in which students can succeed and achieve.
- To encourage students to behave in a socially appropriate manner which optimises opportunities for teaching and learning

The School's Plan for Promoting Positive Behaviour

The key features of the positive approach are:

- An emphasis on positive rather than negative statements
- Regular and sustained use of praise and rewards
- Teaching children the social skills they need to be successful
- Redirecting children towards success rather than highlighting their mistakes

The Advantages of Promoting Positive Behaviour

- provides structure and predictability for students.
- provides a consistency of approach across classes
- establishes standards which are clear, firm and fair

Behavioural Management Team

The key function of the Behavioural Management Team is to promote positive behaviour throughout the school. The Behavioural Management Team works in conjunction with the school Pastoral care team.

The team comprises of each year's Dean, the School Completion Officer, the Home-School Community Liaison, a Guidance Counsellor and a member of the Senior Management Team.

The team meets on a weekly basis to discuss, review and action responses to behavioural issues. The team also fosters an ethos where teachers and staff are encouraged to actively promote positive behaviour in all aspects of school life.

Expectations:

Expectation 1. That you attend College every day

This means:

- That you arrive before and are present for assembly at 8.42 a.m., and are punctual for all remaining classes.
- That absences be explained by a note in your journal from your parent/guardian to your Class Tutor. In the case of unexplained absences, your Dean/Class Tutor will contact the parent/guardian.
- That you are present throughout the full College day and remain on the College grounds. If you are attending Evening Study, Homework Club or any other planned activity; you must remain in the College for the full duration.
- That if you must leave College during the day, you bring in a note from a parent or guardian in advance, to the Dean in order to obtain permission to leave. You must be 'signed out' by a parent or guardian at the College office prior to leaving..

Because:

- Regular attendance improves performance
- Attendance at assembly is essential for College communication.
- Good attendance and good timekeeping helps everyone to do well.
- The College must be given a written explanation for absence.
- The College is responsible for you during College time.
- Punctuality displays courtesy to your teachers and fellow students.

Furthermore, in accordance with the provisions of the Education and Welfare Act (2000), the College authorities are required to inform TUSLA when a student reaches 20 days absent. A letter will issue to parents if and when this is necessary.

Expectation 2. That you come to College in full uniform

The College uniform is a symbol of our College to all who see our students. All students are expected to wear the college uniform with pride and present in a neat and tidy manner at all times including the period of the state examinations.

❖ College Uniform Specification: See Appendix A.

- Boots, runners or white shoes are not allowed.
- All students are required to wear the official crested black blazer.

- Students are required to wear the correct gym-wear for all games and sports activities: College tracksuit, etc. See Appendix A. for gym-wear specification.
- Half-Zips may only be worn travelling to sports events or for PE classes.
- Complete College uniform is to be worn in College, on College business, or when representing the College.
- Only the specified College jacket may be worn. .
- Students may wear sports gear for the duration of Physical Education class and sports activities only.
- Each item of uniform should be marked with student's name.
- Inappropriate hairstyles and extreme hair colours are prohibited. Hairstyles must be neat and tidy.
- Students may wear a single pair of ear studs in the earlobes and one ring on each hand. No other visible jewellery is permitted.
- Necklaces and other types of jewellery are forbidden. Make-up is not allowed, however "Foundation" is acceptable, if desired.
- No visible body piercing is allowed, with the exception of earrings.

Please Note:

Each student is expected to take responsibility for his or her appearance.

Parents/guardians are urged to monitor their son or daughter's uniform and appearance as they leave for College each day.

Expectation 3. That you come in properly prepared for the school day

This means:

- That you have your completed homework, Student Journal*, correct books, pens and copies.
- That you bring any special equipment needed e.g. College P.E. gear, drawing equipment.

Because:

- It allows you to participate fully in class
- It supports effective Teaching and Learning.

**The Student Journal is an important medium of communication during a student's College life. It serves the following functions:*

(i) Record of all homework.

(ii) Record of important notices.

(iii) Means of communication between Teacher and Dean.

(iv) Means of communication between Teacher and Parent.

Students must have the Journal in College at all times. It must be visible on their desk for the duration of each class period. Failure to adhere to this rule may result in sanctions. The Journal should be signed by parents and never defaced.

Expectation 4. That you co-operate in the classroom and have a positive attitude to classwork, homework and all extra-curricular activities

This means:

- That you listen, participate and actively support positive learning in the classroom.
- That you do not disturb the class.
- That you contribute to the positive learning environment.
- That you do your homework each night and hand in assignments on time.
- That you work to the best of your ability.
- That you take pride in your work.
- That you have your journal at all times and use it to:
 - On a daily basis, record all homework assignments and their due dates.
 - Record long-term assignments in several places including the day they are given, the day they are due, and on various pages in-between as reminders.

Because:

- The most effective teaching and learning can take place in a positive, cooperative classroom environment.

Expectation 5. That you have respect, consideration and good manners in your dealings with teachers, other staff members, visitors and the wider community.

This means:

- That you stand to greet any adult that calls to your classroom.
- That you cooperate fully and willingly in the classroom.
- That you carry out instructions in a cooperative manner.
- That you show courtesy, consideration and good manners in your behaviour and language.
- Your good conduct is expected at all times not only in College but also when representing the College.

- That you are mindful of your responsibility to represent the College in a positive manner while wearing the school uniform.

Because:

- Mutual respect is important.
- Positive behaviour contributes to a positive College experience for everyone.

Expectation 6. That you show respect and consideration for other students

This means:

- That you contribute to the positive learning environment through courtesy and respect shown to other students.
- That you are fair and honest with everyone.
- That you help other students if they need support e.g. younger students finding a classroom.
- That you do not make offensive remarks.
- That you do not fight in or out of College.
- That you respect the property of others and that of the College.
- That you do not victimise or bully others.

Because:

- Mutual respect and support helps to make a positive College experience for everyone.
- You would like to be shown respect and consideration by others.
- We want our College to be a friendly, welcoming and safe community.
- Aggressive behaviour, whether verbal or physical, is unacceptable.
- Damaging other students' property is destructive and shows a lack of respect.

Expectation 7. That you respect the College environment

In the interests of providing a safe, happy and clean environment for all, students should respect and take pride in their classrooms, property and the school environment.

This means:

- That you leave your classroom in a clean and tidy condition.
- That you respect the property of both the College and others.
- That you place litter in appropriate bins.
- That you take home any Lunch Boxes or Flasks you have brought to school.
- students must have their food at break and lunch only in permitted areas. students are not allowed to eat or drink during class
- That you do not bring chewing gum into the College premises or to any part of the College grounds or sports pitches.
- That you do not park cars/motorcycles on College property. The College assumes no responsibility for any loss or damage that may arise if this rule is not adhered to.
- For health and safety reasons students are not permitted on College grounds after school hours unless without the College's explicit permission.

Because:

- Everyone benefits from working in a safe, pleasant and clean environment.
- We are all responsible for maintaining a clean College.
- The College is private property.

Expectation 8. That you abide by the College's mobile phone/electronic media device policy

(Please note, devices such as tablets, chromebooks and laptops are not covered by the scope of this policy.)

While Colaiste Chiarain accepts that it is a student's right to own a mobile phone, the mobile phone/electronic media device policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved. The Colleges policy on mobile phones and electronic media devices is therefore devised with the intention of ensuring that teaching and learning can take place without interruption and also with the intention of protecting students and staff from potential harassment or bullying.

Students are prohibited from using mobile phones and electronic media devices while on the College premises. Any student whose phone/device is seen by a staff member, whether or not the phone/device is switched on will have his/her phone/device including sim cards confiscated. It will be

kept in a secure place within the school. The phone /device will be returned one week later and only to a parent/guardian

- All devices must be switched off and out of sight while the student is on College property during term time and during state exam times. There will be no exceptions to this rule.

❖ Please refer to the Mobile Phone/Electronic media Device Policy, Appendix C.

Expectation 9. That you do not use addictive/intoxicating substances

This means:

- That you do not use, distribute or sell alcohol, illegal substances, solvents or cigarettes(including e cigarettes) at any time on the College campus or during College related activities

Because:

- The use and sale of addictive substances is a Health and Safety issue.
- The College is responsible for the protection and safety of all the College community.
- It is illegal and is strictly forbidden - If anyone is found in possession or involved in the selling of illegal substances, parents/guardians and Gardaí will be contacted immediately.

❖ Please refer to the addictive/intoxicating substances Policy, Appendix D.

No Smoking

Since the 26th January 2004, as part of section 47 of The Public Health Tobacco Act's 2002,2003 smoking has been prohibited in all workplaces and enclosed spaces, including schools. In view of the clear and convincing evidence that smoking is injurious to health, the College urges all students not to smoke. Smoking, or the possession of cigarettes, in any part of the College building, its vicinity, or while in College uniform is prohibited.

❖ Please refer to the No-Smoking Policy, Appendix E.

Expectation 10. That you do not bring into the College or have on your person objects likely to cause injury or harm

This means:

- That you do not facilitate or bring into the College campus, or on any College related activity, any object likely to cause injury.

Because:

- Such objects present a serious threat to the Health and Safety of the College community.

Expectation 11. That you adhere to College Health and Safety Procedures

Safety Regulations

Students should behave in such a way as to protect the Health and Safety of each person in the College.

In particular:

- Students are expected to exercise reasonable care to ensure their own safety and the safety of others.
- Students should familiarise themselves with the emergency exit routes for each room that they use.
- Students should obey all safety instructions given by the staff of the College, in particular the rules and regulations governing their conduct in laboratories, PE facilities and other practical rooms.
- Students must not interfere with the safety equipment such as fire extinguishers, alarm bells or fire hose reels.
- Students are expected not to litter the College, as this can be a serious health and environmental hazard.

Safety and Order – Indoors

When in the College buildings, students should not run, but walk. Care should be taken not to push or jostle others. Unauthorised entry to classrooms, laboratories, and the Assembly Hall is prohibited. Students must not enter classrooms unless accompanied by a teacher.

Safety and Order – Outdoors

Students are reminded to use the designated footpaths and walkways. Take care to observe Road Safety regulations. Use 'Safe Cross Code' when crossing the road. All students who use a bicycle to travel to and from Coláiste Chiaráin must wear cycle helmets for their own safety and use the bicycle racks provided. Please note all out of bounds areas are outlined with red lines.



Dealing with Bullying

Each student is entitled to an education free from fear and intimidation in an environment that nurtures and sustains student wellbeing and positive mental health.

Coláiste Chiaráin has a clear anti-bullying policy and programme, which seeks to prevent all forms of bullying in the College.

◆ Please refer to the refer to College Anti-Bullying Policy, see Appendix F.

Rewards

Promoting good behaviour is the main goal of this policy. Rewards have the ability to change behaviour.

Coláiste Chiaráin students who exhibit positive behaviour may benefit from rewards chosen from the following list.

- Signal/sign e.g. thumbs tip
- Smile/nod of approval
- Verbal praise - private and public
- Positive note in student journal and student information management system (VShare)
- Specify why giving a compliment - "Good, you have waited your turn to speak"
- Acknowledge/praise outside the classroom
- Sitting with friends during class
- Playing music in class
- Healthy food treat

Class competition
Positive comments on written work
The use of stickers/stamps
Written praise to Tutor/Year Head/parent
Record in homework journal
Display of students work throughout the college.
Record in a Student's Achievement Sheet
Award of a commendation
Public recognition at class/year group assemblies
Referral of praise to Principal/Deputy Principal
Use of college newsletters/online communication channels to give congratulations
Certificates for attendance, punctuality and other areas of achievement
Draws for vouchers/phone credit
Prizes
Watching a video
Use of class as well as individual rewards (peer pressure)
Treats e.g. play games at end of day, sweets etc.
Participation in extra-curricular and social occasions
Class party
Trips, days out
Nominated for award on Annual Awards Day.

Sanctions

Good practice in the use of sanctions, ensures that:

- They are a part of a plan to change behaviour.
- They are used consistently.
- Students and parents know what sanctions are used in the College.
- Sanctions are proportionate.
- Sanctions are appropriate.

Thresholds for unacceptable behaviour are:

- Rights being disrespected.
- Somebody being hurt or threatened including bullying, harassment, discrimination and victimisation.

- Property threatened or damaged.
- Inability to take responsibility.
- Use of illegal substances.

The following sanctions may apply:

- Students will be reminded of the class rule.
- Students may be directed to work elsewhere in the room.
- Students may be directed to take cool-off time or five minutes to sit quietly and calm down in a quiet area of the room.
- Students may be asked to stay back and work out a solution with their teacher, or fix things up or put things right.
- Noted in student journal and student information management system (VShare)
- Teachers send another student to seek support of Dean/Management/another Teacher.
- Parents may be notified.
- Referral to Class Tutor/Dean or Student Support Team.
- Student Behaviour Plan implemented.
- Three negative comments by a teacher in the Student Journal, may result, in the first instance, in a period of Friday detention for the student. This may also extend to include a 'Home Detention Pack', for subsequent or repeat offences.
- Restorative Practice and Peer Mediation.
- Lunch or Friday Detention.
- Suspension.
- Referral to Board of Management.
- Expulsion.
- Parents may be expected to accompany their child to College for a defined period to support positive changed behaviour.
- Reduced timetable with parental registration at commencement and conclusion.
- Home Detention pack.
- Out-of-College Time detention, including State Examination Periods.

Detentions

A Detention Period normally takes place each Friday afternoon, 1.30 p.m. to 3.30 p.m. This is supervised by a designated staff member and provides for students who fail to conform to the regulations of the College on a consistent basis, e.g. punctuality, homework, litter etc. and/or in particular cases of relatively serious indiscipline.

Parents are normally informed in advance and are responsible for students' transport home. Regular and consistent detention may result in more serious penalties, including suspension and/or exclusion. In addition to Friday detention a lunch-time detention takes place, where applicable, on Monday, Tuesday,

Wednesday and Thursday from 1.20 p.m. to 1.40 p.m. Furthermore, where deemed appropriate, College authorities may impose a 'Home Detention Pack' on an offending student for issues that arise, that warrant disciplinary action, at its discretion.

Please note the above list is not exhaustive.

Sanctions are applied as a choice and therefore as a logical consequence to the child's action.

Suspensions and Expulsion Policy

Introduction

The following is the Suspension and Expulsion Policy of Coláiste Chiaráin. The policy is deemed under review until such time as the Board of Management of Coláiste Chiaráin considers it otherwise. While the ideals of previous policies are incorporated into this document, all previous policies are now deemed superseded. Through its Code of Behaviour, Coláiste Chiaráin aims to create a calm, ordered, and work-oriented atmosphere in a caring and supportive environment based on respect for self and respect for others. The core elements of the school's Code of Behaviour is to promote and encourage positive behaviour. In cases where students fail to observe the Code of Behaviour it is necessary, for the good of the school community as a whole to impose sanctions on such students, including suspension or Expulsion where warranted. This policy outlines the school's approach to suspension and Expulsion and has been formulated taking due consideration of the rights and responsibilities inherent in the Education Act 1998, Education Welfare Act 2000, Equal Status Act 2000 and the principles of fairness and Natural Justice.

Suspension

Suspension Principles

In certain cases of unacceptable behaviour, it will be in the best interests of the school community and/or the student involved, to remove the student from the school for a period of time. The Limerick and Clare Education and Training Board (LCETB) has the authority to suspend a student. LCETB has devolved this authority under Section 31 of the Vocational Education (Amendment) Act 2001 to the Board of Management of Coláiste Chiaráin. The Board of Management has delegated this authority to the Principal and in his absence, the Deputy Principal of Coláiste Chiaráin, to suspend a student from attending school for a period up to three days. The Principal/Board of Management will exercise this

authority in a fair manner, having regard to their responsibility to the whole school community and to the principles of Natural Justice.

The Primary purpose of suspension is one of corrective support rather than punishing students for misbehaviour. It is the intention of the school that suspension allows students the time, under the supervision of their parents/carers to reflect on their unacceptable behaviour; accept responsibility for the behaviour that led to the suspension and to change their future behaviour to meet the expectations of the school.

In general there are two sets of circumstances under which suspension will be imposed:

- (a) Serious breaches of the Code of Behaviour that indicate that the student should be removed from the school. In cases where health and safety could be a risk it may be necessary to suspend a student with immediate effect pending an investigation and the following of due procedures.
- (b) Repeated, less serious breaches of the Code of Behaviour that have not been rectified by disciplinary measures, short of suspension. In such cases formal written warning detailing the unacceptable behaviour will have been submitted to parents/carers along with an explanation of what is required of the student.
 - Serious breaches of the Code of Behaviour include, but are not limited to:
 - Endangering the safety or health of any member of the school community.
 - Disrespect or defiance towards or harassment or intimidation of a member of staff or the bullying of another member of the school community.
 - Possession, use or supply of prohibited substances (including alcohol, drugs, or associated paraphernalia) in the school, on school trips, or in the course of any school-related activity. Exception will be made only for legitimate medicinal use with the prior notification of the school authorities.
 - Deliberate vandalism, including the writing of graffiti, in relation to school property or the property of a member of the school community.
 - Interference with or persistent disruption of teaching and learning.
 - Refusal to obey clear and reasonable instructions of staff members on a repeated basis.
 - Smoking anywhere inside or in the immediate vicinity of the school grounds.
 - The use of obscene, abusive, or otherwise inappropriate language.
 - Stealing, fighting or the possession of offensive weapons. In addition to being serious breaches that incur suspension, these are criminal offences that will be reported to the appropriate authorities.
 - Tarnishing the good name and reputation of the school.
 - Truancy

Less serious breaches of the Code of Behaviour include, but are not limited to:

- Failure to complete assigned homework

- Such classroom disruption as inattention, talking without permission, passing notes, and failure to have the books and equipment required for class.
- Running, shouting, or horseplay of any description anywhere in the school.
- Tardiness for school or classes.
- Congregating in the toilets.
- Not wearing the full school uniform.
- Wearing of jewellery which is not in accord with the school dress code.

Suspension Procedure

In the event that the Principal exercises his authority to suspend a student for a fixed duration, the following procedure will be used.

1. The student will be informed of the precise grounds that gave rise to a potential suspension and will be given an opportunity to respond before a suspension decision is formalised.
2. The parents/carers of the student will be informed in writing of the situation and invited to come to the school for a meeting.
3. In cases where the suspension is to take effect immediately, such as in the interests of health and safety, parents/carers will be informed by telephone, with written follow up.
4. Students will not be sent home during a school day unless collected by a parent/guardian or some other suitable arrangement is made.

All suspension decisions will include a formal letter of notification that will include, at least:

- Notice of the suspension
- Effective date of the suspension
- Duration of the suspension
- Reasons for the suspension

Where appropriate, this letter may also include some or all of the following:

- Expectations of the student while on suspension
- Reference to the importance of parental assistance in resolving the matter causing suspension.
- A statement that the student is under the care and responsibility of parent/carers while suspended.
- Where required, a statement that the Education Welfare Officer has been informed of the suspension.
- Information of the appeal rights and procedures regarding the suspension.
- Requirements to be met for the student's return to school.
- Any study programme to be followed

Suspension Removal

As the principles of natural justice demand that there should be available a right of appeal to a higher authority, a student or his parents/carers may appeal the Principal's decision to suspend to the Board of Management. Such an appeal must be made in writing to the Board of Management stating the grounds on which the appeal is being made. However, the Board may insist that the student remain at home while the appeal proceeds. In the event that an appeal is successful, the suspension will be lifted and if the suspension has already been served, it will be expunged from the student's record.

Beyond success in such appeals, a suspension may be rescinded in the following circumstances:

- New circumstances come to light after the suspension has been applied that would have mitigated the sanction had they been known beforehand.
- Other mitigating factors consistent with the application of the Principles of Natural Justice.

Suspension Completion

Upon completion of a suspension, the following procedures may apply for the formal reintroduction of the student into the school.

- Parents may be requested to attend with the student upon his return to school.
- A written or verbal apology may be required for the student for his misbehaviour
- The student may be required to enter into a contract of good behaviour or other conditions that may be specified before returning to school.
- There will be a process of reintegration of the student including the concept of a clean slate as outlined in the National Education Welfare Board "Developing a Code of Behaviour Guidelines for Schools" 2008.
- Plan to support the student to change their behaviour

Expulsion

Expulsion Principles

Expulsion is the ultimate sanction imposed by the school on a student and as such, will only be exercised by the Board of Management in relation to cases of extreme indiscipline. In cases where the Principal is of the opinion that a student's actions are such that Expulsion should be considered, the Principal will refer the matter to the Board of Management. Given the severity of the potential sanction, the school, in accordance with the Principles of Natural Justice, will investigate extreme indiscipline cases thoroughly in advance of any hearing that could result in expulsion. In general, there are two sets of circumstances in which expulsion may be considered to be appropriate by the school.

- (a) Cases where the indiscipline of a student is so pervasive that teaching and learning become extremely difficult. Such cases include but are not limited to:

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the learning process.
- The student being uncontrollable and not amenable to any form of school discipline or authority.
- Parents/Carers being unable or refusing to exercise their responsibility for the student.
- The student's continued presence in the school constitutes a real and significant threat to safety.
- When guarantees of reasonable behaviour following repeated suspensions are not forthcoming or not being met.
- The student's conduct acting as a source of serious bad example and having an adverse influence on other students in the school.
- The grounds for expulsion may be similar to the grounds for suspension. In addition to factors such as the degree of seriousness and the persistence of the behaviour, a key difference is that, where expulsion is considered, the school authorities have tried a series of other interventions, and believe they have exhausted all possibilities for changing the student's behaviour.

(b) First time offences of a very serious nature. Such cases include but are not limited to:

- Serious assault.
- Trafficking in drugs
- Arriving in school under the influence of alcohol or drugs
- Serious burglary or theft.
- Causing major damage to school property
- Gross insubordination to the Principal or other staff members.
- Brandishing of an offence weapon.

In the interest of ensuring a fair and even-handed system for the imposition of an expulsion, the Board of Management will, among other things, take account of the following factors:

1. The age and state of health of the student
2. The student's previous record of behaviour at the school.
3. Any mitigating circumstances unique to the student that might reasonably be taken into account, in connection with the behaviour leading to the suspension.
4. The severity of the behaviour, its frequency, and the likelihood of recurrence.
5. The extent to which the behaviour impaired or will impair the normal functioning of the student and others in the school community.
6. The degree to which the behaviour was a breach of the Code of Behaviour.
7. The degree to which the student recognizes and accepts that his/her behaviour was unacceptable and is prepared to exhibit genuine contrition.

Expulsion Procedure

A detailed investigation will be carried out under the direction of the Principal. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the 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 recommendations and the holding of a hearing
4. Board of Management deliberation and actions following the hearing
5. Consultations arranged by the Education Welfare Officer
6. Confirmation of the decision to exclude

Except in exceptional circumstances, expulsion will only be resorted to after the Principal has:

- Ensured that all discipline options under the Code of Behaviour have been applied and documented.
- Ensured that all appropriate support personnel, both internal and external, have been involved.
- Ensured all other procedures, referrals, supports have been exhausted.
- Ensured that discussion has occurred with the student and parents/carers regarding specific misbehaviour that the school considers unacceptable and that may lead to expulsion.
- Provided formal verbal and written warnings at appropriate times dealing with such behaviours and provided clear expectations of what was required of the student in the future.
- Recorded all action taken and copied all correspondence.
- Informed the parents/carers of his intention to recommend expulsion to the Board of Management.
- Invited the parents/carers to the Board of Management hearing.
- Invited to parents/carers to make a written submission in advance of the Board Meeting.
- Provided in advance the parents/carers with a full, written description of the allegations against the student and the case being made at the Board, together with copies of all documentation, statements, and other materials supporting that case.
- Made a formal recommendation to the Board with full supporting documentation following these actions by the Principal, expulsion will still only occur after the Board of Management has:

Ø Heard the Principal's case against the student, which should be made in the presence of the parents/carers.

Ø Heard the response of the parents/carers

- Ø Examined all the documentation
- Ø Considered the student's record in the school
- Ø Ensured that the Principal is not present for the Board's decision on the matter.
- Ø Discussed the case in detail
- Ø Considered all the commitments made in the Code of Behaviour.
- Ø Made a final decision to exclude.
- Ø Communicated the decision to exclude to the parents/carers, formally by registered letter.
- Ø Informed the Education Welfare Officer under Section 24 (1) of the Education Welfare Act 2000.

The formal letter of notification by registered letter will include:

- Notice of the expulsion.
- Effective date of the expulsion.
- Reasons for the expulsion.
- A statement that the Education Welfare Board has been informed of the expulsion.
- A statement that the student is under the care and responsibility of the parents/carers for the period of 20 days required by the Education Welfare.
- Officer to examine alternative provisions for the education of the student.
- Information and documentation on Appeal rights.

Suspension/Expulsion Appeals

If the total number of days for which the student has been suspended in the current school year reaches twenty days, the parents, or a student aged over eighteen years of age, may appeal the suspension under Section 29 of the *Education Act 1998*, as amended by the *Education (Miscellaneous Provisions) Act 2007*.

At the time when parents are being formally notified of such a decision, they and the student shall be informed of the right to appeal. The appeal must be made in the first instance to the Education Officer of LCETB or Designated Officer. Where an appeal to the LCETB is concluded, parents, or a student aged over eighteen years, may appeal to the Secretary General of the Department of Education and Skills.

This policy was adopted by the Board of Management of Coláiste Chiaráin on **Wednesday April 25th. 2012** and was most recently reviewed on **Tuesday 13th June, 2017**.

Signed: _____

Chairperson, Board of Management