

Code of Behaviour.



**St. Conleth and Mary's Primary
School**

Newbridge

Co. Kildare

Contents	Page
Purpose of this policy	3
General guidelines for behaviour	5
Discipline Policy	6
Bullying	11
School hours	14
Absences	14
Uniform	14
Homework	15
Medical	17
PED Policy	17
Special Needs	17
Health and Safety	18
Procedures for resolution of complaints	18
Sanctions	19
Suspension	19
Expulsion	21
Appendix 1	25
Appendix 2	27

Saint Conleth and Mary's Primary School
Code of Behaviour Policy Document

Introduction .

Purpose of this policy.

The purpose of the Code of Behaviour is to create a positive school ethos where learning and development can take place and to promote the highest possible degree of consensus about standards of behaviour among pupils, parents and staff.

In order to facilitate this positive ethos, a high degree of emphasis is placed on maintaining good quality relationships, i.e., professional relationships between teachers, the ways in which pupils and teachers treat each other and relationships between teachers and parents.

The aims of Primary Education may be briefly stated as follows:

- *To enable the child to live a full life as a child.*
- *To equip him/her to avail himself/herself of further education so that he/she may go on to live a full and useful life as an adult in society.*

Aims of St. Conleth & Mary's Primary School.

- To encourage children to be friendly, happy individuals with the ability and confidence to communicate with each other and with adults.
- To develop all our children intellectually, spiritually, physically, aesthetically, emotionally and socially.
- To encourage moral development through cultivation of good habits, good manners, honesty, respect for each other and authority through caring discipline.
- To foster an understanding of human society and develop an awareness of the world in which they live.

Our aim, as a staff committed to the realisation of these goals, is to provide a safe, happy, friendly, well ordered and stimulating learning environment for all our pupils.

Our endeavour is to provide a curriculum suited to the needs of all pupils so that each may develop to their full potential. This is, hopefully, achieved by having guidelines to direct the behaviour of the individual for the good of all. It should help the child as he/she grows older to move away from an externally imposed discipline to become self disciplined.

To this end and to develop a child's good self-image we try to give our pupils skill in the following:

Communication – written and oral
Reading and understanding
Thinking and judgment

Responsibility

It is the responsibility of the Principal, Staff and Parents to ensure that this policy is implemented and administered in a manner which is consistent and fair to all concerned at all times.

It is the responsibility of the Board of Management to ensure that this policy is enforced.

Parents / guardians can help the school achieve its aims by:

- Encouraging your child to be mannerly, obedient, truthful, attentive and thoughtful to others.
- Keeping in touch with your child's teacher and actively supporting him/her with homework and given tasks.
- Listening to your child, making time for him/her, discussing school with your child.
- Being mindful of the amount and type of television / computer games you allow your child to access.
- Reinforcing the School Rules from time to time at home with your children.
- Informing the school of any information that directly affects your child, eg. medical conditions etc.

Rules and Regulations have been drawn up to ensure the smooth running of the school and for the safety and protection of the children. While some apply directly to children and others require the co-operation and assistance of parents/guardians, all to a greater or lesser extent require the close co-operation of Pupils, Parents/Guardians, Teachers and the Board of Management.

General Guidelines for Behaviour.

All pupils are expected to behave in a responsible manner towards themselves and others, showing respect and courtesy to/for other pupils and adults. Respect must be shown, at all times, for the property of the individual and the school.

While expecting good behaviour from all pupils we realise the value of praise and rewards. Positive reinforcement is used as often as possible to encourage self confidence and good self image in all our pupils. Ridicule, sarcasm or remarks likely to undermine a child's self confidence will not be used.

The overall responsibility for discipline within the school rests with the Principal. Each teacher has responsibility for the maintenance of discipline within her/his classroom while sharing a common responsibility for good order within the school premises.

System for Acknowledging Good Behaviour, Progress and Effort.

The following rewards may be used in the school to encourage adherence to standards.

Pupil of the week.

Stars.

Homework vouchers

Stickers.

Treats

Certificates presented at assemblies.

Other rewards as decided by Teacher and pupils, appropriate to class level.

Policy

The Code of Discipline (including examples of misbehaviour and sanctions) covers the following areas –

Behaviour in classrooms
Behaviour in yard
Behaviour in school environment
Bullying

Behaviour in classrooms

Courtesy and respect for others is the basis for desirable classroom behaviour.

To allow pupils to learn in a happy, safe and secure atmosphere:

- a) Pupils must respect the right of other pupils to learn. Any behaviour that interferes with this right e.g. constant disruption of the class or persistent distracting of others is considered unacceptable behaviour.
- b) Pupils must co-operate with instructions given by the teacher.
- c) Pupils are expected to behave in an orderly and safe manner within the classroom.
- d) Pupils must complete assigned work during the day. This should be carefully and neatly presented.
- e) Pupils must complete assigned homework which may be oral/written, memorisation or other tasks. Written homework should be neatly presented and signed by parents if requested.
- f) Pupils should bring to school each day, pencils, copies, books etc. necessary to do their work properly.
- g) School doors open at 9am and children enter the school in an orderly fashion under the supervision of teachers on duty.
- h) They hang their coats in either the cloakroom or other designated area
- i) Class begins at 9.10am
- j) A record is kept of children who arrive later than 9.10am
- k) On wet days, the children remain in their classrooms during breaks and abide by the rules on display in each classroom. Each teacher ensures that the class is organised with games/books etc. before he or she goes to lunch. Children must ask for permission from the teacher on the yard duty to go to the toilet.

Examples of mis-behaviour in class

- Talking in class – when specifically asked not to, often, regularly, continuously.
- Causing disruption by speaking out of turn.

- Distracting other children.
- Running/chasing around the classroom.
- Not carrying out or not completing assigned work either in school or for homework, without good reason.
- Class work or homework not presented in a neat and acceptable form.
- Displaying defiant, cheeky or sulky behaviours.
- Verbal abuse of another child or teacher.
- Assault on another pupil or teacher.
- Stealing, ranging from minor pilfering to serious theft.
- Coming to school without items outlined in (f) of the previous paragraph.
- Damaging or interfering with school property or the property of others

Examples of how misbehaviour in class may be dealt with.

No school, however positive, can eliminate disciplinary difficulties. Even the most sensible and well adjusted children can at times be mischievous, over-exuberant or disruptive. Sometimes the task of creating and maintaining an orderly atmosphere for learning can be exceptionally demanding, hence the need for sanctions to register disapproval of unacceptable behaviour and to protect the pupils. Sanctions are, as far as possible, related to the misbehaviour. The particular sanctions invoked will depend on the seriousness of the misbehaviour. These will be at the discretion of the teacher. This list is not exhaustive.

- The teacher may discuss misbehaviour with pupils and give advice on how to improve.
- Detention. (15/20 minutes during lunch break)
- Pupil may be given extra homework which should be signed by parents.
- Temporary separation from friends.
- Child may be sent to another class.
- Incomplete homework may have to be completed, during detention if necessary.
- Badly presented work may have to be redone.
- The class teacher may meet with the parents of the pupil (the Principal may be informed that the meeting is taking place).
- If a pupil's behaviour is a source of danger/disruption he/she may be removed from that activity in which he/she is involved or miss out on the next class outing/activity/treat.
- Recompense is expected to be made by pupil/parent/guardian for damage, loss or theft of property.
- Parents may be called to the school by the Principal to discuss pupil's behaviour with a view to helping the child overcome the difficulty.

Behaviour in the Yard

- a) Pupils should treat others as they would like to be treated themselves.
- b) Any behaviour which endangers others is not permitted.
- c) Any behaviour which interferes with the play of others is not permitted
- d) The children leave their classroom in an orderly fashion under supervision
- e) If a child needs his or her coat they must collect it on their way out
- f) During breaks no child is allowed to enter the school building without an orange card except when going to the toilet
- g) All children must remain in their designated yard.
- h) Children are not allowed to cross the boundary line without permission.
- i) If a pupil is hurt he/she should report the matter to the supervising teacher.
- j) At the end of break the children line up when they hear the buzzer and are directed to their classroom by the teacher on duty in single file and in silence.
- k) Football:
 - Children are allowed play with a small football only supplied by the school.
 - Children must not kick a ball so that it travels above waist height
 - Only one ball per class at any time
- l) **Ionad Spreaio le Cheile**
 - No more than 7 children on the Super Nova wheel at any one time.
 - All must stand or sit. No pushing and no running or jumping onto wheel.
 - No more than 2 children in the nest swing at any one time. One person pushing only. Queue at side of swing, no one to stand in front of swing
 - Feet first down the slide. No walking / running up or down the slide. No one to come down on their knees, backwards or head first
 - No games of chasing allowed in playground
 - No gloves or scarves allowed in playground

Examples of misbehaviour in yard.

- Rough behaviour e.g. fighting, kicking, punching, biting, spitting, pushing, bad language, shoving, name calling etc.
- Running/chasing games or activities which are considered to be dangerous
- Pupils leaving their play yard for any reason during the breaks without the permission of the supervising teacher, except to go to the toilet.

How misbehaviour on the yard may be dealt with.

Each yard is supervised by a teacher at break-times. Each supervising teacher has a yard book.

1. Children's names are recorded if they are disruptive on the yard. As a follow up the Principal checks patterns in the yard book and advises the children with regard to their behaviour. If children continue to be recorded in the yard book detention is considered.
2. The pupil is reprimanded by supervising teacher re. misbehaviour and encouraged to behave.
3. Supervising teachers may impose a sanction and inform the class teacher of same.
4. Football may be confiscated by the supervising teacher.
5. Pupils may be isolated from peers.
6. Detention may be imposed.
7. A note to parents may be put in homework journal.
8. If there is no improvement in behaviour parents may be called to the school to discuss ways of helping the child overcome this problem.

Behaviour in the school environment.

- a) For reasons of safety and to minimise accidents pupils should move about the school in a quiet, orderly manner. Courteous behaviour is expected at all times.
- b) Pupils must show respect for school property and the property of others.
- c) In the evening time the children leave the school in an orderly fashion. They must exit the doors at the rear, unless they have permission to do otherwise. Children will be accompanied to the exit by their teacher.
- d) All bicycles are parked at the front of the school. Children are not allowed to cycle in the school grounds this includes coming to and leaving school. Children are encouraged to wear helmets when cycling.
- e) The School environment extends to when the pupils are on school tours, attending school matches or any school related event.

Examples of misbehaviour in the school environment.

- Running in corridors
- Shouting and talking loudly thereby disrupting others.
- Damage to and theft of school property.
- Graffiti
- Littering.
- Inappropriate behaviour on buses or other forms of transport.

How misbehaviour in the school environment is dealt with.

- Pupil is spoken to re. misbehaviour and encouraged to improve.
- Detention.
- Pupils may miss out on the next class outing.
- Recompense is expected to be made by pupils or parent for damage, loss or theft of property.

General procedure to deal with behaviour problems.

- The class teacher/teacher in charge deals with it and may impose sanction.
- If the problem is not solved the class teacher may consult with Principal and/or parents of child with a view to helping child overcome the difficulty.
- If the problem persists it may be necessary to have on-going discussion between Parent, Teacher and Principal to monitor the situation always with the intention of helping the child and the other pupils.

Continuously disruptive pupils or a pupil guilty of a serious breach of discipline may be excluded from the school. The maximum initial period of such exclusion shall be three school days. The B.O.M. may authorise the Principal or Chairperson to carry out this function. A special decision of the B.O.M. is necessary to authorise a further period of exclusion up to a maximum of ten school days to allow for consultation with the child's parents. In exceptional circumstances the Board may authorise a further period of exclusion in order to enable the matter to be reviewed.

Morning Time.

There is no supervision on the yard in the morning before 9am so while it is important that all children arrive to school on time it is also important that children do not arrive too early.

Once on the school grounds, the children are expected to abide by the school rules and for health and safety reasons:

- they must remain in the school yard behind the line.
- they are not allowed to run/walk in and out between the cars.
- they are not allowed to gather at the gates.

Students in violation of the rules will not be allowed into the yard before 9am

Bullying.

The St. Conleth & Mary's school community believes that each pupil has a right to an education free from fear and intimidation.

The school regards bullying as a serious infringement of individual rights and a serious threat to the self-esteem and self-confidence of targeted pupils. Therefore it does not tolerate bullying of any kind.

Every report of bullying is treated seriously and dealt with, having due regard for the well being of the targeted pupil and the perpetrator.

The immediate priority, should a bullying incident occur,

- is ending the bullying, (*thereby protecting the person being targeted*)
- resolving the issues
- restoring the relationships involved insofar as is practicable using a "Reform, not Blame" approach.

All pupils are expected to contribute to the creation and maintenance of a safe environment in the school. On becoming aware of any bullying situation, in or outside the school, involving members of the school community, they should notify a trusted responsible adult. Bullying behaviour is too serious not to report.

Pupils' participation in school life in general is encouraged through existing school structures. Awareness of bullying, and willingness to take action to prevent or stop it, is part of this participation.

Cyberbullying

The school has a separate policy on anti cyber-bullying (available on school website). The school will deal with all instances of bullying which are directly related to the school, pupils or staff members. The school reserves the right to apply its bullying policy in respect of bullying that occurs at a location, activity, function or program where is it indirectly related to the school if in the opinion of the principal and/or the Board of Management the alleged bullying has created a hostile environment at school for the victim, has infringed on the rights of the victim at the school and/or has materially disrupted the education process or the orderly operation of the school.

Outline of Anti-Bullying Policy. (Complete policy available in school and on school website.)

1. In accordance with the requirements of the *Education (Welfare) Act 2000* and the code of behaviour guidelines issued by the NEWB, the Board of Management of St. Conleth & Mary's Primary School has adopted the following anti-bullying policy within the framework of the school's overall code of behaviour. This policy fully complies with the requirements of the *Anti-Bullying Procedures for Primary and Post-Primary Schools* which were published in September 2013.

2. The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of pupils and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:
 - A positive school culture and climate;
 - Effective leadership;
 - A school-wide approach;
 - A shared understanding of what bullying is and its impact;
 - Implementation of education and prevention strategies;
 - Effective supervision and monitoring of pupils;
 - Supports for staff;
 - Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies);
 - On-going evaluation of the effectiveness of the anti-bullying policy
3. In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools* bullying is defined as follows:

Bullying is unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

This definition includes a wide range of behaviour, whether verbal or written, whether physical or social, whether targeting person or property, whether carried out directly or indirectly or through any electronic or other medium, which could harm a pupil or undermine her/his self-esteem or self-confidence.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's code of behaviour.

4. **The school's procedures for investigation, follow-up and recording of bullying behaviour and the established intervention strategies used by the school for dealing with cases of bullying behaviour:**
 - The 'Relevant Teacher' (The "Relevant Teachers" for investigating and dealing with bullying in this school are the class teacher, principal and deputy principal) investigates

all instances of reported or suspected bullying behaviour, whether these take place within the school or outside it, with a view to establishing the facts and bringing any such behaviour to an end.

- The School, through the 'Relevant Teacher' reserves the right to ask any pupil to write an account of what happened, as part of an investigation. This will be a standard procedure and does not necessarily imply that a pupil is guilty of misbehaviour.
- Pupils who are alleged to have been involved in bullying behaviour are interviewed by the 'Relevant Teacher' to establish the nature and extent of the behaviour and any reasons for it. In the event that they have been involved in bullying behaviour they are asked to sign a binding promise that they will treat all pupils fairly, equally and respectfully including the targeted pupil.
- The 'Relevant Teacher' does not apportion blame but rather treats bullying behaviour as a "mistake" that can and must be remedied. She/he emphasises that the intention is not to punish perpetrators but to talk to them, to explain how harmful and hurtful bullying is and to seek a promise that it will stop. If that promise is forthcoming and is honoured there will be no penalty and that will be the end of the matter. Pupils who report bullying therefore are not getting others "in trouble" so much as enabling them to get out of trouble into which they may ultimately get if the bullying continued.
- When an investigation is completed and/or a bullying situation is resolved the 'Relevant Teacher' will complete a report, to include the findings of the investigation, the strategy adopted and the outcome of the intervention, as well as any other relevant information.
- If a pupil has signed such a promise but then chooses to break that promise and continue the bullying behaviour, this can then no longer be considered a "mistake." In this event parent(s)/guardian(s) will be informed and requested to countersign their daughter/son's promise. Breach of this additional promise by further bullying behaviour is regarded as a very grave matter and a serious sanction may be imposed by the school authorities.
- All documentation regarding bullying incidents and their resolution is retained securely in the school.

School Hours

School starts at 9.10 a.m. and finishes at 2.50 p.m.

Children on school grounds before 9.00 a.m. and after 2.50 p.m. will not be the responsibility of the school. Insurance cover commences at 9.00 a.m.

The Principal, after due consideration and consultation with other teachers, may elect to close the school temporarily, where in his/her opinion, it is unsafe to conduct the ordinary daily activities of the school.

Absences.

A note from parents is required:

- when children have been absent from school due to illness or other reason. (A phone call will not suffice for NEWB reporting)
- if a parent wishes his/her child to leave school early a note should be sent to the class teacher. The child must be collected by and signed out by an adult.
- each day a child needs to stay indoors due to illness.
- in the event of a pupil being late.
- in the event of a pupil not having completed homework.
- in the event of a pupil not wearing the correct uniform

Sometimes children become ill during the school day. In such cases it is the policy of the school to contact parents so that the necessary arrangements for collecting the child may be made. Please ensure that there is a contact number for you at all times to cover this situation.

Uniform.

All pupils are expected to wear the school uniform which consists of:

Girls	Boys
white shirt	White shirt
Grey skirt/trousers	Grey trousers
Blue striped tie	Blue striped tie
Grey jumper	Grey jumper
Grey/blue tracksuit	Grey/blue tracksuit
Dark shoes/boots. Runners for PE	Dark shoes/boots. Runners for PE.

All articles of uniform, PE clothes, shoes, coats, hats etc. should be clearly marked with the child's name.

Homework.

Homework fosters independence, self-reliance, self-esteem, co-operation, responsibility and life long learning. It is an essential part of primary education as it re-enforces what children learn in school. It provides a link between teacher and parent and encourages parental involvement in their child's education.

In general, homework is meant to be achievable by a child working on their own to the best of their ability. It is normally prepared by the teacher in class. It can be used to practice what is done in school or can be designed to challenge children's ability and provide opportunities for creativity.

Homework is given on Mondays, Tuesdays, Wednesdays and Thursdays but not on Fridays with certain exceptions:

- if homework has been neglected during the week
- in senior classes some project work may be undertaken at weekends.

Sometimes at the discretion of the class teacher or the principal, children are given 'homework off' as a treat or as acknowledgement of some special occasion.

Homework Content

Usually, homework contains a balance between reading tasks, learning tasks and written tasks. This balance is not always possible and can vary considerably from day to day. However, it should be noted that homework time devoted to reading and learning is as important as written work. Parents can play an important role in listening to reading and items to be learned, ensuring this work is done well. Parents are also requested to check written homework and to sign the homework journal.

The table overleaf is a guideline in relation to the homework the children will receive in the various standards and also the amount of time the average student should spend at his/her homework.

Homework is not set for children who miss school for holiday reasons during the school year.



Homework Guidelines for all classes

Medical

If a pupil has a medical complaint i.e. asthma/hay fever or if he/she is on medication which may affect him/her in school, parents are required to advise the class teacher (with each change of class) and the Principal in writing and sign the school's policy on administration of medicine.

Personal Electronic Devices. P.E.D. Policy.

(Personal electronic devices includes mobile phones, mp3, mp4, ipod or any device capable of recording or sending messages.)

We strongly recommend that children **do not** bring mobile phones or personal electronic devices to school.

If children bring PEDs to school the following rule applies:

The phone/device must be off and not visible at all times on the school premises.

Sanction: The phone/device will be confiscated and can only be retrieved by a parent or guardian calling to the school.

In emergency cases a teacher may allow a student to use a mobile phone.

In the event of a complaint the school reserves the right to examine any P.E.D or mobile phone for the purpose of investigating such an allegation.

The school does not accept any responsibility for loss or damage to any mobile phones / devices.

Special Needs

While every effort will be made to accommodate pupils with special needs, they will be expected to adhere to the Code of Behaviour.

Health and Safety

For P.E activities children are required to wear runners, shorts and tee shirts or tracksuits and jewellery is strictly forbidden.

Pupils should be neat and clean. Particular attention should be paid to cleanliness of hair and nails. Dyed hair, designs shaven into hair or cult styles are not acceptable.

Make-up, nail varnish and long, dangling jewellery are not permitted.

The school operates a healthy eating policy everyday and children are allowed one treat on Friday. Appendix 2.

Chewing gum is strictly forbidden in the school grounds.

Every effort is made to ensure that the school is an environment within which the pupils may develop in harmony and safety. Not complying with this policy may result in the endangering of pupil's health and safety.

Exemptions

There are no exemptions from the Code of Behaviour

Procedure for resolution of complaints.

All complaints will be dealt with in accordance with the procedure set out in Appendix 1 (pg.25) to this policy.

Sanction Procedures

Detention.

A teacher may at his or her sole discretion detain a pupil during break time for minor infringements of this policy. A note will be sent to Parents/ Guardians notifying them of the detention and the reasons for the detention. Three detentions may result in a pupil missing out on the next class outing/activity/treat.

Suspension

Suspension shall be defined as: 'requiring the student to absent himself/herself from the school for a specified, limited period of school days'

The Board of Management has the authority to suspend a student. In this school, this authority has been formally delegated to the Principal.

A single incident of serious misconduct may be grounds for suspension. Generally, however, other interventions, as outlined above, will have been tried.

Grounds for suspension:

The decision to suspend a student will be taken on grounds such as the following:

The students behaviour has had a seriously detrimental effect on the education of other students

The students continued presence in the school at the time constitutes a threat to safety

The student is responsible for serious damage to property.

The school management is aware of the risks associated with suspension, such as an increased sense of alienation from school which could lead to a cycle of behavioural and academic problems. School management has been, and will continue to be proactive in avoidance of suspension of any student.

Whilst suspended, the student shall continue to retain a place in the school.

Suspension Procedures:

Where a preliminary assessment of the facts confirms serious misbehaviour that warrants a suspension, the school shall inform the student and their Parent(s) about the complaint. Parents may be informed by phone or in written format. The obvious advantage of the written format is that it presents a formal and permanent record.

Written notification will include:

- the period of suspension and the end date of suspension
- the reasons for the suspension
- arrangements for return to the school (parents will be asked to reaffirm their commitment to the code of behaviour the provision of an appeal to the Board of Management the right to appeal to the Secretary General of the Department of Education and Science.

Allow Parents and child the opportunity to respond. A meeting shall be arranged with the Parents. Should the Parents fail to attend a meeting, the Principal shall write, advising of the gravity of the matter and the duty of the school authorities to make a decision to respond to the negative behaviour. These invitations shall be recorded.

In case of immediate suspension, parents will be immediately notified, and arrangements will be made with them regarding collection of the child. The school will always have regard to its duty of care for the child.

The period of suspension

A suspension will last one, two or three days. A student will not be suspended in excess of three days, except in exceptional circumstances where the Principal considers that a longer suspension is needed in order to achieve a particular objective.

This will require Board of Management approval.

The Board of Management will place a ceiling of ten days on any one suspension, in these exceptional circumstances.

Section 29 appeal

Where the total number of days for which the student is suspended in the current school year reaches 20 days, the parents may appeal the decision under section 29 and will be given information about how to appeal.

Suspension as part of a behaviour management plan.

It is envisaged that suspension be part of an agreed plan to address the students behaviour. Suspension shall allow:

- the school to set behavioural goals for the student
- school staff to plan for interventions
- the school to impress upon Parents and student the seriousness of their behaviour.

Grounds for removing a suspension

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

Reintegrating the student

A member of staff will be appointed to support the student and to facilitate his/her re-integration into the school following a suspension.

Expulsion

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

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

The school will take significant steps to address the misbehaviour and to avoid expulsion of the student.

These steps will normally include:

- meeting the Parents and the student to try to find ways to help the student to change their behaviour.
- making sure that the student understands the consequences of their behaviour if it should persist.
- ensuring that all other options have been tried.
- seeking the help of support agencies e.g. N.E.P.S., N.C.S.E, H.S.E community services, N.B.S.S.

Grounds for expulsion

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

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

Expulsion for a first offence

In extraordinary circumstances, the Board of Management may form the opinion that a student should be expelled for a first offence. The following such behaviour may warrant this sanction:

1. a serious threat of violence against another student or member of staff
2. actual violence or physical assault
3. supply of illegal drugs to another student or students
4. sexual assault

Procedures in respect of expulsion

The following steps will preface any expulsion.

- 1) Preliminary assessment of the facts.
- 2) A detailed investigation carried out under the direction of the Principal.

In investigating an incident, the Principal shall inform the Parents and student about the alleged misbehaviour, how it will be investigated and that it could result in expulsion. This shall be in written format. He shall also give parents and the student the opportunity to respond to the complaint. If a student or Parents refuse to attend a meeting, the principal shall write to them advising of the gravity of the matter, the importance of attending a rescheduled meeting and failing that, the duty of school authorities to make a decision to respond to this inappropriate behaviour. The school will record the invitation to parents and their response.

- A recommendation by the Principal to the Board of Management
Where the Principal forms a view, based on investigation of the alleged misbehaviour that expulsion may be warranted,

- the Principal shall make a recommendation to the Board of Management to consider expulsion. The Principal shall:
- inform the Parents that the Board of Management has been asked to consider expulsion
 - ensure that the Parents have records of the allegations against the student, the investigation, and written notice of the grounds on which the Board is being asked to consider expulsion
 - provide the Board of Management with the records as listed above
 - notify the Parents of the date of the hearing and invite them to that hearing
 - advise the Parents that they can make a written and oral submission to the Board of Management
 - ensure that the Parents have sufficient notice of the hearing.
- 3) Consideration by the Board of Management of the Principals recommendation and holding of a hearing
 The board shall review the initial investigation and satisfy itself that the investigation was conducted in line with fair procedures. The Board shall undertake its own review of all documentation and circumstances of the case. No party with direct involvement in the circumstances of the case shall be part of the Boards deliberations.
 The Board, if satisfied as outlined above, shall hold a hearing. At the hearing, both Principal and parents shall put their case in each others presence. The board shall be, and shall be seen to be, impartial. Parents may wish to be accompanied to this meeting. The Board shall facilitate this.
- 4) Board of Management deliberations and actions following the hearing.
 Having heard from both parties, the Board shall decide whether expulsion is the appropriate sanction. Where the Board decides that expulsion is the appropriate sanction, the Board shall notify the Educational Welfare Officer in writing, giving reasons for its opinion. The student shall not be expelled before the passage of twenty school days from the date on which the EWO receives this notification, in line with the Education (Miscellaneous provisions) Act 2007, s4A.
- 5) Consultations arranged by the Education Welfare Officer
 The Education officer must:

- make all reasonable efforts to hold individual consultations with the Principal, the parents and the student, and anyone else who may be of assistance.
- convene a meeting of those parties who agree to attend. The purpose of these consultations is to ensure that arrangements are made for the student to continue in education. Pending these consultations, the Board of Management may take steps to ensure that good order is maintained and that the safety of students is secured, (in accordance with Educational (Welfare) Act 2000, s24). The Board may consider it appropriate to suspend the student during this time. Suspension shall be considered where there is likelihood that the continued presence of the student during this time will seriously disrupt the learning of others, or represent a threat to the safety of other students or staff.

6) Confirmation of the decision to expel.

Where the twenty day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student be expelled, the Board of Management shall formally confirm the decision to expel. Parents shall be notified immediately. Parents shall be informed of the right to an appeal and be supplied a standard form on which to lodge this appeal. A formal record shall be kept of the decision to expel the student.

Appeals

The Board of Management recognises that a Parent may appeal a decision to expel the student to the Secretary General of the Department of Education and Science. (Education Act 1998, section 29) An appeal may also be brought on behalf of the student by the Education Welfare Officer.

Ratified by the Board of Management March 2010.

Reviewed and updated June 2013, April 2014

Appendix 1.

Complaints

Complaints Procedure.

Stage 1.

A Parent or Guardian who wishes to make a complaint should approach the Class teacher with a view to resolving the complaint.

Where the Parent or Guardian is unable to resolve the complaint with the Class Teacher he/she should approach the Principal Teacher with a view to resolving it.

Stage 2

If the complaint is still unresolved and the Parent or Guardian wishes to pursue the matter further he/she should lodge the complaint in writing with the Chairperson of the Board of Management.

The Chairperson should bring the precise nature of the written complaint to the notice of the Teacher and/or the Parents/Guardians of the pupil concerned and seek to resolve the matter between the parties within five (5) days of receipt of the written complaint.

Stage 3

If the complaint is not resolved informally, the Chairperson should, subject to the general authorisation of the Board, and except in those cases where the Chairperson deems the particular authorisation of the Board not to be required:

(a) Supply the Teacher and/or the Parents/Guardians of the pupil concerned with a copy of the written complaint; and

(b) Arrange a meeting with the Teacher and/or the Parents/Guardians of the pupil concerned and, where applicable, the Principal Teacher with a view to resolving the complaint. Such a meeting should take place within ten (10) days of receipt of the written complaint.

Stage 4

If the complaint is still not resolved the Chairperson should make a formal report to the Board within ten (10) days of the meeting referred to in 3.(b)

If the Board considers that the complaint is not substantiated the Teacher and/or the Parents/Guardians of the pupil concerned and the complainant should so be informed within three (3) days of the Board meeting.

If the Board considers that the complaint is substantiated or that it warrants further investigation it proceeds as follows:

- a) The Teacher and/or the Parents/Guardians of the pupil concerned should be informed that the investigation is proceeding the next stage;
- b) The Teacher and/or the Parents/Guardians of the pupil concerned should be supplied with a copy of any written evidence in support of the complaint;
- c) The Teacher and/or the Parents/Guardians of the pupil concerned should be requested to supply a written statement to the Board in response to the complaint;
- d) The Teacher and/or the Parents/Guardians of the pupil concerned should be afforded an opportunity to make a presentation of case to the Board. The Teacher and/or the Parents/Guardians would be entitled to be accompanied and assisted by a friend at any such meeting;
- e) The Board may arrange a meeting with the complainant if it considers such to be required. The complainant would be entitled to be accompanied and assisted by a friend at any such meeting;
- f) The Meeting of the Board of Management referred to in d) and e) will take place within ten (10) days of the meeting referred to in 3. (b).

Stage 5

When the Board has completed its investigation the Chairperson should convey the decision of the Board in writing to the Teacher and/or the Parents/Guardians of the pupil concerned and the complainant within five (5) days of the meeting with the Board.

The decision of the Board shall be final.

Wholesome Options

<p>Any Homemade Baking</p> <p>Brown bread White bread Scones Fruit cake Buns etc.</p>	<p> Sandwiches made with white / brown bread filled with</p> <table border="0"> <tr> <td>Ham</td> <td>Chicken</td> </tr> <tr> <td>Cheese</td> <td>Chocolate-spread</td> </tr> <tr> <td>Jam</td> <td>Cucumber</td> </tr> <tr> <td>Banana</td> <td>Peanut butter</td> </tr> <tr> <td>Salami</td> <td>Tomato</td> </tr> <tr> <td>Tuna</td> <td>Salmon</td> </tr> <tr> <td>Egg</td> <td>Salad</td> </tr> </table> <p>Or any combination of the above</p>	Ham	Chicken	Cheese	Chocolate-spread	Jam	Cucumber	Banana	Peanut butter	Salami	Tomato	Tuna	Salmon	Egg	Salad	<p></p> <p>Crackers Rice cakes Corn cakes Bread sticks Pitta bread Rolls Bagels Wraps Baps Ciabatta Paninis etc.</p> <p>Filled with any of the suggested fillings.</p>
Ham	Chicken															
Cheese	Chocolate-spread															
Jam	Cucumber															
Banana	Peanut butter															
Salami	Tomato															
Tuna	Salmon															
Egg	Salad															
<p>Dairy</p> <p>Frubes  Fromage Frais Yoghurt Creamed rice Cheese slices Cheese strings</p>	<p></p>	<p>Drinks</p> <p>Water  Milk Juice Diluted squash</p>														
<p>Dried Fruit</p> <p>Raisins Sultanas Apricots Banana chips etc</p>	<p>Fresh Fruit /Vegetables.</p> <table border="0"> <tr> <td>Apples</td> <td>Oranges</td> </tr> <tr> <td>Pears</td> <td>Plums</td> </tr> <tr> <td>Kiwi</td> <td>Grapes</td> </tr> <tr> <td>Banana</td> <td>Peaches</td> </tr> <tr> <td>Strawberries</td> <td>Carrots</td> </tr> <tr> <td>Cucumber</td> <td>Peppers</td> </tr> <tr> <td>Celery</td> <td>Tomatoes</td> </tr> </table> <p></p>	Apples	Oranges	Pears	Plums	Kiwi	Grapes	Banana	Peaches	Strawberries	Carrots	Cucumber	Peppers	Celery	Tomatoes	
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Food Not Allowed

- | | | | | | |
|--------------|---------------------------------|---------------|-----------------------|--------|----------|
| Chocolate | Crisps | Pringles | Popcorn | Sweets | Biscuits |
| Lollipops | Bars including cereal bars | Fruit winders | Pre-packed lunch kits | | |
| Fizzy drinks | Highly sugared/coloured drinks. | | | | |

Chewing gum is not allowed on the school premises.

Phone/Fax 045 431179.
Email: scoilcm@hotmail.com
Website: www.stconlethandmarys.ie
2010
Reviewed and updated 2013, 2014