

HOLY FAMILY COMMUNITY SCHOOL

**Code of Behaviour and Discipline
Adopted by the Board of Management for Parents, Teachers &
Students, May, 2019**

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INTRODUCTION

Holy Family Community School is a co-educational post-primary school. The school was opened in 1981 and has as its trustees, the Holy Ghost Fathers (now the Spiritan Education Trust), the Presentation Sisters and County Dublin Vocational Education Committee (now Dublin & Dún Laoghaire Education & Training Board). The school is managed by the Board of Management. The Board has two teacher and two parent representatives and six nominees of the trustees. The Principal is Secretary to the Board.

This document complies with the Department of Education Circular M 33/91 – “Guidelines towards a positive policy for School Behaviour and Discipline”.

The Board of Management approves this Code of Behaviour and Discipline having received and considered the views of Staff, Parents and Senior Pupils.

The Board of Management wishes to bring this Code of Behaviour and Discipline to the attention of all the partners and supports its implementation.

Parents as partners with teachers and the Board of Management must accept the Code of Behaviour and Discipline and all school policies as a precondition to their son’s/daughter’s acceptance by the school. Parents must undertake that their son/daughter will abide by the Code.

Each student has the right to develop his/her talents.

The Code of Discipline recognises this right and aims to create a learning environment where each student feels safe and secure and can develop to the best of his/her ability.

Students must know the Code. They must accept the responsibilities outlined in it. They must respect the rights of others.

The Good Conduct Guide summarises the spirit of the Code of Behaviour and Discipline under the headings Safety, Respect, Environment & Opportunities.

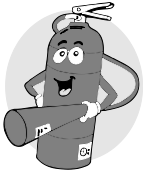
GOOD CONDUCT GUIDE

SAFETY

You are expected to show care for your own safety and the safety of others by:

Do...

1. Move around the school in an orderly, peaceful manner and walk on the left-hand side of the corridor.
2. Only use the correct entrances and exits to buildings.
3. Obey all safety instructions, especially in labs, practical rooms and the P.E. Hall.
4. Obey all orders from staff in the event of fire and respect all fire equipment.
5. Cross safely outside the school and always obey the safe cross code.
6. Behave properly on public transport and school buses when travelling to and from school.
7. Relax within the recreation areas, both inside and outside the school in a safe and peaceful manner.



DON'T...

1. Run or push others.



RESPECT

You are expected to show respect for yourselves and others by:

Do...

1. Show simple good manners to everyone – all staff, visitors and other pupils.
2. Speak politely and listen carefully when others are talking.
3. Open doors for adults and let them pass in front of you.
4. Show high standards in your appearance; wear your school uniform!
5. Try to help others when you can and encourage them in whatever they are trying to do.
6. Co-operate and participate in allowing every student to learn.
7. Make it your policy to be honest in all your activities within the school.
8. Show respect for the dignity of all.



DON'T...

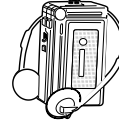
1. Bully or threaten others.
2. Smoke, drink alcohol or abuse drugs.
3. Use bad language.
4. Chew gum, eat or drink in classrooms or corridors.



ENVIRONMENT

You are expected to show care and responsibility for the environment of the school and the neighbourhood:

- Do...**
1. Take care and be responsible for your belongings and the belongings of others.
 2. Show care and respect for school property, inside and out.
 3. Keep your classroom clean and tidy.
 4. Use the litter bins.
 5. Leave valuables such as mobile phones, personal stereos and jewellery at home.
 6. Co-operate and participate in allowing every student to learn.



- DON'T...**
1. Write graffiti on your belongings, the belongings of others or school property.
 2. Bring into school any object which could be a danger to yourself or others.
 3. Loiter around the car parking areas, school gardens, the compound area at the top of phase 1, or outside the school entrance gates.

OPPORTUNITIES

You are challenged to make the most of your opportunities whilst at school.

- Do...**
1. Establish a good attendance record.
 2. Always have a note to explain absence.
 3. Arrive promptly for school in the morning, and for all the classes during the day.
 4. Check your bag on the night before to make sure that all the books, stationery, equipment and gear you will need for the next day are present.
 5. Make it your practice always to work hard and to take care in your work.
 6. Use your Dialann to help organise and complete your homework to the best of your ability.
 7. Participate in school sports and other organised school activities.



- DON'T...**
1. Expect to be let out of class without having your Dialann signed.

CODE OF BEHAVIOUR AND DISCIPLINE

1.0 PASTORAL CARE / STUDENT RECORDS

1.1 CARING FOR THE STUDENT / PASTORAL / CARE

- Our school is committed to the development of a community of learners concerned for each individual in our care. Every student is seen as an individual whose talents should be realised to the fullest.
- The Pastoral Care System ensures that each student is cared for. The Pastoral Team consists of the Principal, Deputy Principals, Year Heads, Class Tutors, Class Teachers, Guidance Counsellors, Chaplain, Secretarial & Caretaking Staff.
- Each year has a Year Head. Each class has a Class Tutor.
- The Class Tutor's role is the care of each student. This entails monitoring academic progress, absence, uniform, lateness, disciplinary problems and the overall personal development of each student. The Class Tutor should be contacted by parents if they wish to discuss their son / daughter.
- The Year Head has overall responsibility for discipline, lateness monitoring academic progress, co-ordinating the pastoral programme and liaising with the Class Tutors. The Year Head will generally only meet parents when a serious breach of discipline arises.

1.2 STUDENT RECORDS

- There will be a file for each student. These will contain information on parents' place of work, phone numbers of same, home and mobile phone number and address and phone number of the person nominated in Section 5.0. It is essential to have this information in the event of sickness, accident or emergency. **It is the parents' responsibility to inform the school of changes of address or phone numbers.**
- Copies of each student's reports will be kept on file. Notices to Parent(s) re Breach of Code of Behaviour & Discipline are called Triplicate Sheets. These Triplicate Sheets record misbehaviour. They may be forwarded to parents. One copy is retained by the teacher, the other is kept on file.

2.0 SCHOOL UNIFORM / P.E. UNIFORM / LOST PROPERTY / LOCKERS

2.1 SCHOOL UNIFORM

- The school uniform should be purchased from the official school supplier, School Wear House, Unit D7, Ballymount Cross Industrial Estate, Ballymount, Dublin 24. Tel: 014604371; Email: info@schoolwearhouse.ie
- All students must wear the following uniform in school or when representing the school:

Boys

Grey shirt (3)
Wine tie (Junior)
Black tie (Senior)
Wine jumper with crest (Junior)
Black jumper with crest (Senior)
Mid-grey trousers (2)
(terylene or trevira)
Black or grey socks
Black shoes

Girls

White shirt with revere collar (3)
Wine jumper with crest (Junior)
Black jumper with crest (Senior)
Mid-grey trousers (terylene or trevira)
or official school skirt (2)
Black or grey socks with trousers
Knee high black or grey socks/tights with skirt
Black shoes

- **All students must wear a plain black school jacket and/or optional school fleece jacket. Hoodies or other fleece jackets will not be accepted.**
- The school jacket and/or school fleece jacket must be worn to and from school.
- Parents are advised that students walking to school should wear reflective arm bands/sashes.
- The uniform must always be clean and in good repair.
- Alterations to the uniform are not allowed.
- Hats, scarves, gloves and jackets should not be worn in class.
- Hats and hoods may not be worn in school buildings.
- Make-up and nail varnish are forbidden.
- Students may wear a pair of small earrings on the earlobes. All other jewellery is forbidden.
- If a student is not wearing his/her school uniform he / she may be put on detention unless he / she has a note of explanation from a parent. This note excuses the student for one day only. Students who persist in

breaking the uniform rules may receive further detentions or suspension.

- Students on suspension must wear the full school uniform if called to the school for interview.
- Students must have a proper schoolbag, the necessary books, and copies, Dialann Obair Bhaile and equipment. These must be free of graffiti.
- Graffiti and badges will not be permitted on any item of personal clothing or property.

2.2 P.E. UNIFORM

All students must have the following:

- Full length official school sports T-shirt, sports shorts, sports socks, and official school track suit trousers (navy).
- **Fully tied white soled or non-marking runners must be worn. Canvas shoes are not permitted.**
- Bermuda shorts, denims and combats are not permitted.
- Students are encouraged to shower after P.E. Students must, for reasons of hygiene, **never wear in class any clothing worn in P.E.** Students must put on their uniform after P.E. class.
- Students who forget their P.E. uniform will be sanctioned.
- A doctor's note must be produced for frequent or long-term non-participation in P.E. class.
- Any student not participating in physical activities may be given a sports-related assignment.

2.3 LOST PROPERTY

- A student's property is his/her responsibility.
- A form should be filled in for items lost and left at Reception. If this item of lost property has been found, the caretakers will inform the student.
- Items of lost property will be held for two weeks only.

2.4 LOCKERS

- Lockers are school property and may be inspected at any time.
- Lockers can only be used at the following times: 8.20 – 8.40, morning break, lunchtime and at 3.40 (1.00 Wednesdays). Students using their lockers outside the permitted times may have their lockers removed from them and may receive a sanction.
- Student who forget their locker code may be charged €15 for the reissuing of the code or key.
- Students who damage or deface a locker may be suspended and will be responsible for the cost of repairs or replacements.
- Students are responsible for the contents of their locker and must not share lockers without prior approval by the school.

3.0 DIALANN OBAIR BHAILE / HOMEWORK / HOUSE EXAMINATIONS

3.1 DIALANN OBAIR BHAILE

- Each student must have an official Holy Family Community School Dialann Obair Bhaile in which he/she makes a note of all homework given.
- Students must have a Dialann signed by their teacher in order to leave class.
- Notes from parents must always be in the Dialann. Notes not in the Dialann may not be accepted as valid.
- The Dialann should be used to facilitate communication between parents and teachers.
- Failure to produce homework, books, copies, equipment may be communicated to the parents and countersigned by them.
- Dialanns which are damaged or defaced will be confiscated and must be replaced at a cost incurred by the student.

3.2 HOMEWORK

Homework has a very high priority in our school. Homework consists of assignments, a review of work done in school each day and revision. Homework may be written or oral. It is strongly recommended that parents / guardians take an active part in the monitoring, recording and completion of homework.

- A minimum of 1.5 hours per night is recommended for Junior Cycle students.
- A minimum of 3 hours per night is recommended for Senior Cycle students.
- Students in exam years are recommended to spend extra hours on revision.
- Week-end study and revision are an important part of homework.
- Homework must be done. Failure to do homework may only be excused by a note of explanation from parents in the Dialann.
- Leaving a copy at home will not be accepted as an excuse.
- Students involved in extracurricular activities must do homework for the classes they have missed. It is their responsibility to find out what homework was given.
- **Students failing to do homework when involved in extra-curricular activities may be dropped from their team.**

- Failure to produce homework may result in sanctions.

3.3 HOUSE EXAMINATIONS

- House Examinations are held twice yearly. The need for revision should be constantly highlighted. Teachers and parents should help and encourage each student to devise a revision timetable and check that he/she adheres to it.
- Students who are talking or copying during house examinations will have their paper cancelled. Parents will be called in by the Year Head. Sanctions may be imposed.
- Classroom Based Assessments (CBAs) are an ongoing form of assessment in Junior Cycle. Students must be present for these assessments. These assessments are used in the school's reporting to parents and students.

4.0 ATTENDANCE / REGISTERS / LATENESS

4.1 ATTENDANCE

- Students who are absent for 20 days or more must be reported to the Education Welfare Services, TUSLA.
- Students who absent themselves from school or class without a note from a parent or teacher may be detained or suspended.
- Absence must be excused only by a note at the back of the Dialann which must be available to the Class Teacher, the Class Tutor and the Year Head. This note must state the reason for absence.
- If a student returns to school following an absence without a note the tutor will notify the parents that the student will be detained if a note is not supplied. If a note is not supplied the student will be detained. Further breaches of the Code of Behaviour and Discipline will result in further detentions.
- Students who wish to be excused during the school day may only do so if a note of explanation from a parent is signed by the Principal, Deputy Principals or Year Head. Students must also report to Reception to sign a record book and state the time of leaving.

4.2 REGISTERS

- Registers will be called during first class in the morning and the afternoon. Absence will be recorded in school reports based on the number of roll calls, not days.

4.3 LATENESS

- Students must assemble at 8.40 a.m. and 1.35 p.m. Classes begin at 8.45 a.m. and 1.40 p.m. Students must be on time for class. Lateness will be recorded on ePortal. Students who are late 3 times per half-term may be detained.

5.0 SICKNESS PROCEDURES

Students should not come to school if they are sick.

To avoid abuse strict procedures must be adhered to:

- Students may only report to Reception with the express written permission of the Class Teacher.
- Students must sign the Sickness Book at Reception. In general they will then return to class.
- Parents will be contacted by phone, at home or at work. When parents come to collect the student, he / she will be released from class.
- Parents may nominate a person / persons who will take responsibility for their son/daughter if he/she is ill and they are not available.
- Where a parent or nominated person cannot be contacted and the student's condition gives cause for anxiety he/she may be brought to a doctor, or a doctor called to the school. If a doctor is not available the school may dial 999 and call an ambulance.
- **Students who are ill must follow the school procedures and not contact home directly via their mobile phones. Students must not leave the building without the permission of the school authorities and must sign out at Reception. Students ignoring this procedure may be suspended.**

MEDICAL BILLS MUST BE PAID BY PARENTS.

6.0 ACCIDENT PROCEDURES

- All serious accidents will be reported to the Principal, Deputy Principals or Year Head. Where medical attention is considered necessary parents will be contacted.
- The parents will be asked to bring the student to a doctor/hospital.
- If parents are unavailable, the school will have the student attended to where considered necessary.

MEDICAL BILLS MUST BE PAID BY PARENTS.

7.0 STUDENT BEHAVIOUR OUTSIDE SCHOOL/BUSES & CARS/ BICYCLES

7.1 STUDENT BEHAVIOUR OUTSIDE SCHOOL

- Students coming to and from school should do so in a manner which displays respect and courtesy for pedestrians and motorists. Students should be mindful of safety and the Rules of the Road.
- Students must always be mindful that when they wear the uniform of the school, they carry the

responsibility of the good name of the school. Any behaviour which brings them and the school into disrepute will be dealt with severely.

- Students when coming to and going from school in the morning, lunchtime and evening must not loiter in the local housing estates.

7.2 BUSES AND CARS

- Students using buses to come to and from school must behave themselves while queuing, boarding and travelling on the bus. Any behaviour that brings them or the school into disrepute will result in sanctions.
- Parents dropping off or collecting students should do so only at the set down area provided. Parents may not drive onto the school grounds. They should not stop at the front gate or on the yellow markings. This practice is dangerous.

7.3 BICYCLES

- Students should get off their bicycles at the school gate and walk to the bicycle rack.
- When leaving school students should not get on their bicycles until they have crossed the road.
- Students who disregard these procedures and the Rules of the Road coming to and from school put people at risk and bring the school into disrepute. They will not be allowed leave their bicycles in school.
- Bicycles are left in the school at the students' own risk.

7.4 STUDENT VEHICLES / PARKING

Students may not park on the tarmac area outside the school fence.

Space permitting, students may apply to park their vehicles, at their own risk, in the car park provided they:

- Fill out an application form.
- Give copies of their driving licence and insurance certificate to the Principal or Deputy Principals
- Do not exceed the passenger capacity for which their vehicles are insured
- Observe a 10 mph speed limit within the grounds
- Drive slowly and carefully while entering and exiting the school grounds and while in the car park.
- Park their vehicles in the space designated for student parking
- **Do not remove their vehicles from the car park during lunchtime.**
- Student vehicles must not be used at lunchtime or for any school-related activities. Students in breach of this rule may not be allowed out of the school at lunchtime.

Parking facilities will be withdrawn if these regulations are ignored.

8.0 STUDENT BEHAVIOUR: ENTERING, EXITING AND WITHIN SCHOOL

- Students must only enter the school by the recognised student entrances. The main door in Phase I must not be used.
- Students must enter and leave Phase I by the exit door nearest their classroom. This applies to lunchtime, evening and when students are moving between all school buildings.
- Students may exit Phase II using the front door at the end of break and lunch time only.
- The Emergency Exit doors in the classrooms in Phase II must never be used as normal exit doors. This is extremely dangerous.
- Students must never go up on the school roof. Students caught on the school roof may be suspended.
- Reckless behaviour (horseplay) is contrary to the school's Health and Safety Policy and students must not engage in horse play in the environs of the school.
- Students must not climb onto the school fence, entrance gates or interfere with same. Students caught in breach of this rule may be detained or suspended.
- Reckless behaviour causing injury, accidental or otherwise, may result in suspension. Students who retaliate for injury caused rather than reporting the incident may also be suspended.

9.0 STUDENT BEHAVIOUR: ENTERING CLASSROOMS/SPECIALIST ROOMS AND LABORATORIES/FIRE EXTINGUISHERS/TELEPHONE

9.1 STUDENT BEHAVIOUR: ENTERING CLASSROOMS/ SPECIALIST ROOMS & LABORATORIES

- Students will move to their classrooms in a quiet, orderly manner walking on the left-hand side.
- Students must always stand back and make way for any staff member.
- Students will enter classrooms in a quiet, orderly manner and sit in designated seats and leave in a quiet and orderly manner placing their chairs under their desks.
- Unless involved in extra-curricular activities students must leave the school and its immediate environs at the end of the school day.
- A student may not go to a classroom for lunchtime activities until the supervising teacher is present.
- Students who wish to go to the toilet between classes may only do so with the permission of a teacher.
- Students who wish to go to the toilet or leave the classroom during class should seek permission and get their Dialann signed by their teacher. Students should carry their signed Dialann with them at all times while out of their class.
- Students who are out of class and not carrying a signed Dialann will be deemed to have absented themselves from class and will be subject to the appropriate sanction.
- During class a student when entering the room must knock on the door and excuse himself/herself.
- Students must never enter specialist rooms and laboratories without a teacher.

9.2 VANDALISM / CRIMINAL DAMAGE / THEFT

- Students are expected to treat all school property and the property of others with respect.
- Students who engage in vandalism / criminal damage may be suspended or expelled, reported to the Gardaí and may be expected to pay for all repairs / replacements.
- Students who steal from fellow students, staff or the school may be suspended, reported to the Gardaí and may be expected to pay for all repairs / replacements. Students, who steal from others during the school day, while on the way to or from school, on school trips or while representing the school may be suspended, reported to the Gardaí and may be expected to pay for all repairs / replacements.
- Students are expected to treat the school's ICT system with respect and to use computers and peripheral devices for learning and educational research purposes only as directed by staff in the school. Students who interfere with the operation of the school's ICT system or endanger the integrity of its security may have their access to the school's ICT system withdrawn and / or they may be suspended or expelled.

9.3 EVACUATION PROCEDURES / FIRE EXTINGUISHERS

- Students who set fire to anything may be suspended or expelled.
- Students who activate the fire alarm when there is no emergency may be suspended or expelled and may incur the sanctions outlined in 9.2.
- Students who fail to co-operate during fire drills may be suspended.
- Interference with fire extinguishers or evacuation signs may be treated as criminal damage and may incur the sanctions outlined in 9.2.

9.4 BANGERS/FIREWORKS

- Bangers and fireworks are illegal and are classified as explosives. They are not permitted in the school, school grounds or on any school related activity. Students caught in possession of them will be suspended for five days. Students distributing them, selling them or setting them off will be suspended for at least 10 days and may be expelled. Any student in breach of this rule may be reported to the Gardaí.

9.5 TELEPHONE / PERSONAL ELECTRONIC DEVICES

- Students are not allowed to use the phone at Reception.
- Students must abide by the school's policy on the use of personal electronic devices.

10.0 MORNING BREAK

- Mobile phones are banned during school hours
- Students should use the toilets and then go outside. When outside, students must remain within the school grounds and within the area designated by the white lines.
- During Internal Morning Breaks students will remain in the area directly outside their class.
- Misbehaviour will not be tolerated.

11.0 LUNCH BREAK / CLEANING ROSTER

11.1 LUNCH BREAK: 1.00p.m. – 1.40p.m.

- The school offers the facility of the Assembly Hall, Phase I to junior students from 1.00 p.m. – 1.20 p.m. and the Social Area Phase II to senior students from 1.00 p.m. – 1.40 p.m. The school grounds are available to all students from 1.00p.m. – 1.40p.m.
- **On wet days students may remain in the Assembly Hall until 1.40 p.m.**
- 1st, 2nd and 3rd year students must remain on the school grounds at lunchbreak. 1st, 2nd and 3rd year students who live in Rathcoole may go home for their lunch if they have a lunch pass. Lunch passes will only be issued to students who have the written permission of their parents as recorded in their Dialann Obair Baile. Sanctions will be imposed on students who break this rule.
- Senior students are permitted to go to the village at lunchtime. This privilege is subject to their good behaviour in the village and punctual return after lunch. Good behaviour includes leaving the village litter free.
- **The school takes no responsibility for students who leave the school grounds at lunchbreak.**

11.2 CLEANING ROSTER

- 1st, 2nd and 3rd year students must clean the Assembly Hall and remove litter from the school grounds from 1.20 to 1.45 p.m. on a rota basis.
Roster: 3rd years – September, October, November.
 2nd years – December, January, February.
 1st years – March, April, May.
- All students will clean the hall and school yard. Students will use mechanical litter pick-ups.

12.0 CLASSROOM PROCEDURE/CARE OF CLASSROOMS / CARE OF SCHOOL / LITTER /CLEANING ROSTER

12.1 CARE OF CLASSROOM

- There will be no eating, drinking or chewing gum in the classrooms or corridors. Students caught chewing gum will be fined €2.
- No student should open windows, operate blinds or adjust the radiators without the permission of the Class Teacher.
- No student should write on the whiteboard / blackboard.
- School Property: Students who damage school property and equipment must either replace or repair this property or equipment. They may also be suspended.
- Classrooms must be left clean, desks in rows and chairs under desks after each class.
- If a class finds a room disorderly or dirty a report should be made to the Principals or the Deputy Principals.
- After the last class chairs should be left on top of desks and students should leave the area around their desks clean.

12.2 TOILETS

- Students may not smoke, eat, drink or loiter in the toilets. The presence of two or more students in a cubicle may result in suspension.

12.3 LITTER

- Students must never litter classrooms, corridors, school grounds, school buses, the school neighbourhood and Rathcoole village.
- Students caught littering may have to clean and sweep the school grounds either at lunch break or after school.
- Holy Family Community School is a carbonated soft drink and energy drink-free zone.
- Holy Family Community School is a single use plastic bottle free zone.
- Students are encouraged to provide their own reusable bottle for use in school or may purchase a reusable drinking bottle in the school.
- Students are not permitted to fill these bottles with carbonated soft drinks or energy drinks.

13.0 SAFETY IN LABORATORIES AND SPECIALIST ROOMS

- The use of laboratories and specialist rooms involves extra rules regarding safety and the correct use of apparatus and equipment. Students who don't comply with these rules may be sanctioned.
- Students are expected to abide by the school's Internet Acceptable Use Policy.

14.0 EXTRA-CURRICULAR ACTIVITIES

- All students are encouraged to participate in some area of extra-curricular activities.
- Students, particularly examination students, are discouraged from taking on too many activities.
- **If a student misses class because of an extra-curricular activity, the student must find out the homework and do it.**
- Students representing the school or involved in extra-curricular activities must wear the school uniform and their behaviour should reflect the high standards of the school.
- Students who misbehave during extra-curricular activities will be subject to school sanctions.
- Students will not be released from detention for a match or training or other extra-curricular activity without the permission of the teacher who gave the detention.
- Students who are suspended are not allowed play on a school team or take part in any extra-curricular activity for the duration of the suspension.
- Students who do not attend school in the morning will not be allowed play in a match or take part in any extra-curricular activity in the afternoon unless excused by a note.
- Students who leave class early will not be allowed play in a match or take part in any extra-curricular activity.
- Students who do not return to class after a match/extracurricular activity will not be allowed participate in the next match/extra-curricular activity and/or may receive a detention.
- Student participation in extra-curricular activities and school tours is at the discretion of the school authorities.

15.0 SMOKING, ALCOHOL AND SUBSTANCE USE

- The school operates a "Smoke Free" policy. Under The Public Health (Tobacco) Acts, students smoking on the premises may be fined up to €3000. This "Smoke Free" policy includes e-cigarettes, vaping and any variants of these. The use of e-cigarettes, vaping and any variants of these is strictly prohibited. Students who contravene this prohibition will be subject to the same sanctions as those detailed for smoking.
- Students caught smoking on school grounds will be suspended for a minimum of three days.
- Students who leave the school grounds during the school day and smoke will be suspended for a minimum of three days.
- Students caught smoking outside the fence of the school before and after school hours may be suspended for three days.
- Students who drink alcohol while engaged in school related activities or school tours may be suspended.
- The sale and distribution of illegal substances in the school or on the way to and from school will result in suspension and may result in expulsion. This also applies when students are involved in school related activities.
- Possession of illegal substances in school or on school related activities will result in suspension and may

result in expulsion.

- The use of illegal substances and or substance use in school or when involved in school related activities will result in suspension and may result in expulsion.

16.0 GOOD MANNERS / BEHAVIOUR TOWARDS STAFF

- Respect, courtesy and good manners must be reflected in student / staff relations.
- Students must address a member of staff as “Sir”, “Miss”, “Sister” as appropriate.
- Foul language must never be used in school or on school related activities and may lead to suspension.
- Abusive / aggressive / intimidating / threatening behaviour towards a member of staff / student / visitor will not be tolerated and may lead to suspension or expulsion.

17.0 BULLYING AND FIGHTING

- Students must be able to go to and from school and attend school in safety.
- Students must not be subjected to physical or verbal abuse, intimidation or ridicule.
- Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.
- Students must abide by the school’s anti-bullying policy.
- Students fighting in school or on the way to and from school, or on school-related activities, or while wearing the school uniform may be suspended or expelled.
- Students who bring the school’s good name into disrepute may be suspended.
- Students are not permitted to have any kind of knife or dangerous implement in school. Possession of same will result in automatic suspension.
- Students throwing stones or missiles will be suspended.
- Laser pens are strictly forbidden. Possession will result in confiscation and suspension. Their use will result in suspension and possible expulsion.

17.1 SEXUAL HARASSMENT/RACISM

- Sexual Harassment/racism occurs when any form of unwanted verbal, non-verbal or physical conduct of a sexual/racial nature occurs with the purpose or effect of violating the dignity of a student or staff member.
- When allegations of sexual harassment/racism are reported to the school authorities, the matter will be fully investigated and disciplinary action may be taken.
- Sexting is the sharing of sexual text, video, and photographic content using mobile phones, apps, social networking services and other internet technologies. The sharing of explicit text, images and/or video, is an unacceptable and absolutely prohibited behaviour and will have serious consequences and sanctions for those involved in accordance with the school’s Code of Behaviour. Please note that:
 - All incidents involving creating, storing, or sharing of explicit text, images and/or video of children under the age of 17 years will be reported as an incident to the Gardaí and Tusla and the State Claims Agency (to the latter as there is the potential to cause injury/harm to the individual).
 - Sharing of explicit text, images and/or videos of pupils in the school will incur serious sanctions including suspension and up to expulsion as determined by the Board of Management.

18.0 DISCIPLINARY PROCEDURES

18.1 CLASS TEACHER AND MISBEHAVIOUR

- A breach of discipline will generally be dealt with by the teacher within the classroom. The class Tutor / Year Head may be informed.
- Sanctions may include, but are not limited to, any of the following:
 - Verbal Warning.
 - Penalty Sheet/written assignment.
 - Recording misbehaviour/attendance in the Comment form in the Dialann.
 - Recording misbehaviour on a Triplicate Sheet and/or computerised student behaviour management system. This may be sent home.
 - Cleaning duties at morning break, lunch break or after school.
 - Loss of privileges/exclusion from extra-curricular activities/school trips.
 - Detention.

18.2 DETENTION

- Detention may be held on Wednesday afternoons 1.25p.m.–2.25p.m. or at lunchtime 1.00 p.m.–1.35 p.m.
- Parents will receive written notice for Wednesday detentions which should be signed and returned to the teacher. Parents are responsible for making alternative transport arrangements if their son/daughter is

detained.

- Students must bring their books / equipment to detention.
- Lateness for detention will not be tolerated under any circumstances.
- Misbehaviour during detention will not be tolerated under any circumstances and will result in further sanctions.
- Failure to report for detention will result in suspension, except in exceptional circumstances.
- In the event of absence from school on the day of a detention, the student must report to the Detention Officer during the following school day with a valid note to cover their absence. Failure to do so may result in suspension.
- After 3 written notifications of Wednesday detention, a letter will be sent to parents advising them that suspension may follow a further notification of detention.
- A student who receives three or more detentions in one week may be suspended.

18.3 SERIOUS MISBEHAVIOUR

- If a student is guilty of serious misbehaviour parents may be informed through the Dialann, by telephone, or the Triplicate Sheet. Serious misbehaviour constitutes persistent failure to comply with one or more of the requirements of the Code of Behaviour and Discipline.
- Students may be placed on an attendance and/or behavioural report sheet. It is the student's responsibility to hand the report sheet to all his/her teachers at the start of each lesson. The teacher will sign the report at the end of the lesson. It is also the student's responsibility to ask his/her parent(s)/guardians to sign the report each evening and to return the sheet to his/her Tutor / Year Head / Deputy Principals / Principal the following morning. Failing to comply with this procedure may result in detention or suspension.
- Where problems persist, parents will be required to attend a meeting. The presence of the student at the meeting is at the discretion of the school authorities.
- Sanctions to be applied will be specified. At the conclusion of the meeting an undertaking will be sought from the student to abide by the Code and this undertaking will be endorsed by parents.

18.4 SUSPENSION

- Suspension is a serious sanction and is only imposed for incidents of serious misbehaviour, or in cases where other efforts to resolve a disciplinary situation have failed, or where the nature of the incident dictates that the student be removed from the school.
- The grounds for suspension are as follows:
 - repeated incidents of indiscipline despite warnings and/ or counselling by staff;
 - failure to comply with the instructions of school staff or visiting instructors;
 - behaviour which is considered to interfere with the right to learn of other students;
 - incidents of a serious nature including those which endanger the welfare of self or others;
 - destruction / vandalism of property of another student, staff member, visitor or the school.
- It will be at the discretion of the Principal in consultation with the Deputy Principals and the Year Head to suspend the student immediately or to call in the parents and then suspend the student. The decision to suspend a student will be communicated to a parent by letter and where possible a phone call. The decision to inform a student of his/her suspension is at the discretion of the school authorities. If parents are sent for prior to suspension and fail to honour an appointment (without a reasonable explanation) the student may be suspended without meeting the parents.
- Parents have the right of appeal to the Board of Management. A parent who wishes to appeal a suspension must meet with the Principal. If a parent refuses to meet with the Principal, the student may be suspended;
- Students will only be re-admitted if a written undertaking by the student to abide by the Code of Behaviour and Discipline is signed by the student and his / her parents.

18.5 EXPULSION

- The school strives to avoid expulsion. It is a sanction that is rarely used as it is the most serious disciplinary action that can be imposed on a student. Expulsion is the ultimate sanction for very serious breaches of discipline. A student may be expelled if:
 - the school's sanctions / interventions have failed;
 - his / her behaviour places the health, safety and welfare of students and / or staff at risk;
 - his / her behaviour is such that it interferes with the constitutional right of students to education;
 - he / she is involved in the sale, distribution and / or use of illegal substances;
 - he / she is involved in serious damage to property;
 - he/she is involved in other very serious misbehaviour.
- Expulsion will be preceded by a period of suspension. Parents and students will be invited to present their case at a Board of Management meeting. Parents will be informed by registered post of the Board's decision. If the Board intends to expel the student, parents will receive a letter indicating this and the Educational Welfare Services, Tusla, the Child and Family Agency, will be notified. The student will not be expelled before the passage of 20 school days from the date on which the Educational Welfare Services

receive the written notification. The Board may consider it appropriate that the student remain suspended during this period. Following this period, if the Board decides to expel the student, the parents and the Educational Welfare Services will receive written communication of the Board's decision to expel. Parents will be advised of their right to appeal the decision under Section 29 of the Education (Welfare) 2000 Act within 42 calendar days of receiving this notification.

19.0 STATE EXAMINATIONS

- Students must wear full school uniform during state examinations. When a student leaves the examination centre, he / she must leave the school building and grounds immediately to ensure that students still doing their examinations are not disturbed.
- Students involved in project work must bring all the necessary materials, preparatory and research work to class.
- Project work must be completed during class time except in exceptional circumstances. Students must adhere to the deadlines set by the class teacher.
- Students will not be allowed leave their timetabled classes to do project Work
- Any student who interferes with another student's work may be suspended or expelled and will have to pay for repairs or replacement.
- Students must comply with all requests made by their teachers re. project work / tasks etc. – these requests are designed to enable them to certify that the work presented for examination is the student's own work.
- Responsibility for complying with the examination requirements rests with the student. If the requirements are not followed the teacher and school authority will have no choice but to bring this matter to the attention of the State Examination Commission of Department of Education and Science.
- Completion dates for coursework / project work are set by the State Examinations Commission. These dates must be adhered to. It is the students' responsibility to familiarise themselves with these dates (www.examinations.ie) and to submit their coursework / project work on time.

20.0 DECLARATION OF AGREEMENT

Name of Student: _____

Class: _____

I have read the Code of Behaviour and Discipline, the Internet Acceptable Use Policy and the policy on the use of student personal electronic devices and agree to abide by all school policies.

Student's Signature: _____

Parents' Permission

I have read the Code of Behaviour and Discipline, the Internet Acceptable Use Policy and the policy on the use of student personal electronic devices. I accept that my son / daughter must abide by all school policies.

Parent's / Guardian's Signature: _____

Date: _____