



**Holy Family Community School**  
**Education is Opportunity**  
**Code of Behaviour**

Title:	Code of Behaviour
Approved by:	The Board of Management
Date:	15 <sup>th</sup> November 2022
Responsibility for implementation:	The Board of Management, Senior Management Team and All Staff
Policy Review Date:	15 <sup>th</sup> November 2024

## School Mission Statement

We are committed to developing a community of learners. We believe that education provides opportunities for all. We nurture the wellbeing of all so that they may grow in knowledge and compassion. We strive to provide a school that promotes academic excellence and enables all students to realise their full potential. Our programmes, curricular and extra-curricular, develop the whole person. These educational objectives are achieved through partnership with parents, primary schools and the local community.

The school has as its Trustees, the Presentation Sisters, Spiritan Education Trust and Dublin & Dún Laoighaire Education & Training Board.

## Introduction

The school's Code of Behaviour is based around core expectations. These expectations were arrived at after careful discussion with staff, students, parents, guardians and management. The expectations for behaviour in this Code of Behaviour apply to all students. This includes during the school day, on the school bus, attendance at any school activity and on school tours both at home and abroad. Students, parents and guardians must read the Code of Behaviour and accept the responsibilities outlined in it. The student and the parent/guardian must sign a digital and/or paper form upon accepting a place in Holy Family Community School to acknowledge they have read and accept the terms of the Code of Behaviour.

Restorative Practice aims to build positive relationships and friendships. It also helps to deal with conflict and arguments, if they do occur, in a healthy way that moves us away from blame and attack to connection and healing. When things go wrong, as they sometimes do, we will try to use the restorative questions to share, listen and work together towards finding a solution.

We place a huge emphasis on promoting and recognising positive behaviour in our school.

### **How we promote Positive Behaviour:**

1. Verbal affirmations
2. Comment on VShare
3. Merit Certificate / Lollipop
4. Biannual awards with prizes and certificates
5. Graduation Awards

## 1.0 Pastoral Care

- The Pastoral Care system ensures that each student is cared for. The Pastoral Team consists of the Principal, Deputy Principals, Year Heads, Tutors, Teachers, Special Needs Assistants, Guidance Counsellors, Chaplain, Secretarial and 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 development of each student. The class Tutor should be contacted by a parent/guardian in the first instance if they wish to discuss their child.
- The Year Head's role includes responsibility for discipline, lateness monitoring, academic progress, coordinating the pastoral programme, and liaising with the Class Tutors. The Year Head will generally only meet parents when a serious breach of discipline arises.

## 1.1 Student Records

- There will be a digital and paper file for each student
- It is essential to have accurate contact details for parents/guardians on file. It is the parents'/guardians' responsibility to inform the school of any changes to address, phone numbers or email address.

## 1.2 Punctuality, Attendance & Absence

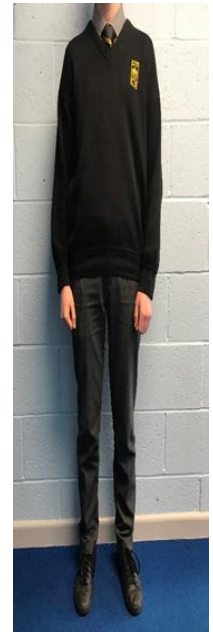
- The first class begins at 8.45am and classes resume at 1.40pm after lunch break. Students must be on time for school and for every class throughout the day. Attendance is taken for every class. Lateness will be recorded on VSware. Students are expected to be in every class unless they have written permission from their class teacher to attend a school-related event. Students who are consistently late may be detained.
- Students who wish to be excused during the school day may only do so if a note of explanation from a parent/guardian has been signed by the Year Head, or the parent/guardian has completed the absence record on VSware. The Principal or Deputy Principal can sign the note if the Year Head is unavailable. Students must also report to reception to sign out.
- Parents/Guardians should not present at reception to withdraw their son/daughter from school unless in the event of an emergency.
- All student absence must be explained by a parent/guardian via absence procedure on VSware or in the note section of the Dialann. Notes should be presented to Reception.
- Students who absent themselves without permission or by not following school procedures may be sanctioned.

## 1.3 Sickness & Accident Procedures

- Students must tell their teacher if they feel unwell. The teacher will write a note for the student to go to reception.
- Parents/guardians will be contacted by the school. When parents/guardians come to the school, the student can be collected from reception. Parents/guardians may nominate a family member/friend who will take responsibility to collect the student if the parent/guardian is not available.
- Where a parent/guardian or nominated person cannot be contacted and the student's condition gives cause for worry, the school may contact emergency services. Medical bills must be paid by parents/guardians.
- Serious accidents will be reported to the Principal/Deputy Principals and/or relevant Year Head. Where medical attention is considered necessary, parents/guardians will be contacted.
- Students who are ill must follow these procedures and never contact home directly via their mobile phone. Students must not leave the building without the permission of the school authorities. Students must sign out at reception. Students ignoring these procedures will face sanctions and may be suspended.

## 1.4(a) School Uniform

- All students must wear the school uniform in school or when representing the school.
- All students must wear a plain black jacket.
- Changes or additions to the uniform are not permitted.
- Hats, scarves, gloves, and jackets should be removed before class begins. School staff may show discretion in the event of cold weather.
- Hats, hoods, and any inappropriate head coverings may not be worn on school grounds.
- **Uniform for Boys**
  - Grey shirt.
  - Tie (Wine for Junior, Black for Senior).
  - Jumper with crest (Wine for Junior, Black for Senior).
  - Mid-grey trousers.
  - Fully black shoes or trainers. No other colours to be visible.



- **Uniform for Girls**

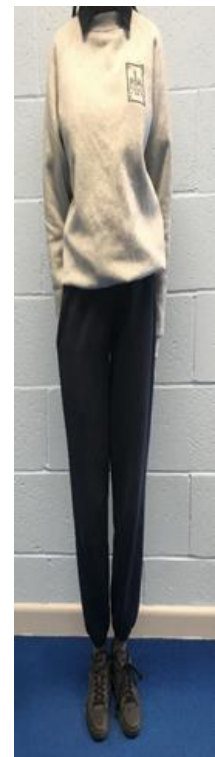
- White shirt.
- Jumper with crest (Wine for Junior, Black for Senior).
- Mid-grey trousers or official school skirt.
- Knee high black or grey socks/tights with skirt.
- Fully black shoes or trainers. No other colours to be visible.



- If a student is not in full school uniform, they may be sanctioned. A written note of explanation from a parent/guardian may be used in exceptional circumstances. The note excuses the student for one day only. Students who persist in breaking the uniform rule may be suspended.

- **PE Uniform**

- Students will wear official school crested grey sweatshirt, crested polo t-shirt, and plain navy tracksuit bottoms.
- Fully tied sports runners must be worn.
- Inappropriate footwear, shorts, leggings, and jeans are not permitted.
- PE is a compulsory subject and a medical practitioner's note must be produced to the Year Head for frequent or long-term nonparticipation in P.E. class.



## 1.4(b) Health & Safety

- Long nails (extending past the top of the finger) are not permitted.
- Long earrings, facial piercings and long jewellery are not permitted.
- Crocs, flip flops and open toe shoes are not permitted.

## 1.5 Dialann

- Each student must have an official Holy Family Community School Dialann.
- A student must make a note in the Dialann of all homework given.
- Students must have their Dialann signed by their teacher to leave class for any reason.
- Notes from parents/guardians (excluding attendance notes) must always be in the Dialann. Notes not in the Dialann may not be accepted as valid. Notes must be signed by a parent/guardian. Notes signed by a student will not be accepted.
- Dialanns which are damaged or defaced must be replaced at a cost incurred by the student.

## 1.6 Homework

- Homework is a high priority in our school and can take many forms. All forms of homework are important, especially learning work. It is strongly recommended that parents / guardians take an active part in ensuring their child completes their homework.
- Homework must be completed unless in exceptional circumstances. Failure to complete homework may only be excused by a note of explanation from parents/guardians in the Dialann.
- Leaving homework/materials at home will not be accepted as an excuse for no homework.
- Students involved in extracurricular activities must complete homework for the classes they have missed. It is their responsibility to find out what homework was given.
- Failure to produce homework may result in sanctions being applied.

## 1.7 Examinations

- House examinations are an important part of school and should not be missed by students.
- Students who are talking, copying or accessing digital devices during house examinations will have their paper cancelled. Parents/guardians may be called in to the school by the Year Head.
- Classroom Based Assessments (CBAs), Assessment Tasks and project work are an ongoing form of assessment in both Junior Cycle and Senior Cycle. Students must be present for

these assessments. These assessments are used in the school's reporting to parents and students and by the Department of Education and Skills on formal certification.

## 1.8 Student behaviour outside school

- Students coming to and from school should do so in a manner which displays respect and courtesy for pedestrians, residents and motorists. Students should be mindful of safety and the Rules of the Road.
- Students must always be mindful that when they wear the school uniform, they carry the responsibility of the good name of the school. This is particularly important in local businesses and in the local community. Any behaviour which brings the student and/or the school into disrepute may result in sanctions being applied.
- Students must not loiter in local housing estates when coming to and from school.
- Students travelling by bus 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 may result in sanctions being applied. Students must follow the instructions given by staff when getting on the bus in the evening. Failure to do so may result in sanctions being applied.
- Parents/guardians dropping off or collecting students should do so only at the set down area provided. Parents/guardians must not drive onto the school grounds. They should not stop at the front gate, at roundabouts, or on the yellow road markings. This practice is dangerous and a health and safety risk.
- Students should get off their bicycles/e-scooters/scooters at the school gate and walk to the bicycle rack on the school grounds when arriving. When leaving school, students should not get on their bicycles/e-scooters/scooters until it is safe to do so. Bicycles/e-scooters/scooters are left in the school at the students' own risk.
- There is no student parking available on the school grounds and students are not permitted to park their cars on the school grounds for any reason.

## 1.9 Student Behaviour Inside School

- Students must enter the school through recognised student entrances only.
- Students must always follow the one-way system in the school.
- Students must behave responsibly while walking in the school carpark.
- Students must never go up on the school roof or climb onto the school fence, entrance gates, or interfere with same.
- Behaviour causing injury, accidental or otherwise, may result in suspension or expulsion. Students who retaliate for injury caused rather than reporting the incident may also be suspended or expelled.

- Students must 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 supervised extracurricular activities, students must leave the school and its immediate environment at the end of the school day.
- Students who wish to use the toilet between classes may only do so with the permission of a teacher.
- Students who wish to use the toilet or leave the classroom during class should seek permission and get their Dialann signed by their teacher.
- Students should always carry their signed Dialann with them 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 may be subject to sanctions.
- Students must never enter specialist rooms and laboratories without a teacher.
- Students must not remove any furniture, materials or equipment from classrooms or specialist rooms.
- Inappropriate behaviour may result in sanctions.

## 2.0 Health & Safety/Fire Extinguishers/Evacuation Procedures

- Students who set fire or attempt to 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.
- Students who fail to co-operate during a fire drill may be suspended.
- Interference with fire extinguishers, evacuation signs or health and safety equipment will be treated as criminal damage. Sanctions may apply and students may be expected to pay for repairs/replacements.

## 2.1 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 repairs/replacements.
- Students who steal from fellow students, staff or the school may be suspended or expelled, reported to the Gardaí and may be expected to pay for repairs/replacements.
- Students who steal from others on school trips or when representing the school may be suspended or expelled, reported to the Gardaí and may be expected to pay for repairs/replacements.
- Students are expected to adhere to the school's Acceptable Use Policy and 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, may be suspended, or expelled, reported to the Gardaí and may be expected to pay for repairs/replacements.

## 2.2 Illegal Items and Forbidden Substances

- Fireworks are illegal and are classified as explosives. They are not permitted in the school, school grounds or on any school-related activity. Students possessing, distributing, selling or setting off fireworks may be suspended or expelled. Any student in breach of this rule may be reported to the Gardaí.
- Lasers are forbidden. Possession and or use may result in confiscation, suspension and or expulsion.
- Students are not permitted to have any kind of weapon, knife, dangerous implement, or any other object which could inflict harm in school. Possession and or use will result in sanctions being applied and may lead to suspension or expulsion.
- The school is a Smoke Free Zone. Under The Public Health (Tobacco) Acts, students smoking on the premises may be fined up to €3000. Possession, use, sale, or distribution of cigarettes, vapes, and any variants of these is not permitted. Possession, use, sale, or distribution on the school grounds or while engaged in school related activities or school tours will result in sanctions being applied and may lead to suspension or expulsion.
- Students who leave the school grounds during the school day to smoke/vape may be suspended.
- Students must not possess, use, sell or distribute alcohol on the school grounds or while engaged in school related activities or school tours. Possession, use, sale, or distribution will result in sanctions being applied and may lead to suspension or expulsion.
- The possession, use, sale, or distribution of illegal substances in the school or on the way to and from school may result in suspension or expulsion. This also applies when students are involved in school-related activities.

## 2.3 Lunchtime Procedures, Care of Classroom, Toilets and Litter

- During the morning break students should remain in their base classroom. They can ask the supervising teacher to use the toilet. Sanctions may apply to students who break this rule.
- During lunch break students should stay in their designated area as outlined at the beginning of the school year. Sanctions may apply to students who break this rule.
- Junior Cycle students must remain on the school grounds at lunchbreak, except for Junior Cycle students who live in Rathcoole. Lunch passes will only be issued to Junior Cycle students to go home and who have written permission from their parents/guardians. Students may only leave if they have their pass with them. Sanctions may apply to students who do not follow procedures.

- When outside, students must remain within the school grounds and within their designated area. Sanctions may apply to students who break this rule.
- During internal lunch breaks students must remain in their base classroom. Sanctions may apply to students who break this rule.
- At the start of the year, each class tutor will draw up a cleaning roster for the base room. The rostered students are responsible for cleaning the base room.
- Senior Cycle 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. Sanctions, including staying in school at lunchtime, may apply to students who do not follow procedures.
- The school takes no responsibility for students who leave the school grounds at lunch break.
- Chewing gum is completely forbidden in school.
- Students should never open windows, operate blinds, or adjust the radiators without the permission of the class teacher.
- Students should never write on the whiteboard.
- Students who damage school property and equipment must either replace or repair this property or equipment. They may also be suspended or expelled.
- Classrooms must be left clean, desks in rows and chairs under desks after each class.
- If a class finds a room disorderly or dirty, it should be reported to a member of staff.
- After the last class of the day, chairs should be left on top of desks and students should leave the area around their desks clean.
- Students must not eat, drink, or loiter in the toilets. The presence of two or more students in a cubicle may result in suspension.
- Students must never litter classrooms, corridors, school grounds, school buses and the local community.
- Students caught littering may be sanctioned.
- Energy drinks and fizzy drinks are not permitted and may be confiscated. Students are encouraged to drink water. Students should only use the water stations before school or during break times.
- Holy Family Community School is a single plastic bottle free zone. Students should use reusable bottles only.
- The use of laboratories and specialist rooms involves extra rules regarding safety and the correct use of apparatus and equipment. Students who do not comply with these rules may be sanctioned.

## 2.4 Personal Devices

- When on school grounds, student personal electronic devices must be powered off and be out of sight from 8.45 am until 3.40 pm (8.45 am until 1.00 pm on Wednesdays); this includes break time and lunch time.
- Students who bring personal electronic devices and accessories to school do so at their own risk. The school accepts no responsibility for replacing lost, stolen, or damaged personal electronic devices. The safety and security of student personal electronic devices is wholly a matter for students and their parents/guardians.
- Student personal electronic devices may not be used as a clock, calculator, or timetable.
- In certain circumstances, students may be allowed to use their personal electronic devices for educational purposes with their teacher's permission and under their teacher's supervision.
- Students may be asked to leave their personal electronic devices on the teacher's desk during class or when leaving the classroom during class time.
- Students must not use personal electronic devices to contact their parents/guardians during school hours, including break times. A student may only contact their parent/guardian through the school office during school hours.
- Students are forbidden to record and/or take images or share recordings, images or any digital content of any member of the school community or visitor using personal electronic devices on school grounds or during extracurricular activities without the expressed permission of a staff member. Breach of this policy is a serious invasion of personal privacy which may result in confiscation of personal electronic devices and suspension or expulsion. The incident may be reported to the Gardaí.
- Misuse of personal electronic devices for bullying will result in immediate confiscation of the device and the student may be suspended or expelled.
- Uploading, circulating, publishing, or distributing (including on the Internet) any material associated with school activities or members of the school community is not permitted without permission from the Principal.
- Uploading, circulating, publishing, or distributing (including on the Internet) any material which humiliates or causes damage / offence to another person is a serious invasion of personal privacy and a serious breach of school rules which may result in confiscation of the personal electronic device and suspension or expulsion. The incident may be reported to the Gardaí.
- The school reserves the right to view the contents of any student's personal electronic device, in the presence of the student, to ensure it contains no images or information which could compromise a member of the school community. Any such information, images or digital content may be deleted or a copy taken to pass on to the Gardaí.

- A student's personal electronic device, including sim cards, data storage and accessories, may be confiscated by a member of staff. Confiscated devices will be stored in a secure environment and will be returned to the student at the end of the school day or to parents/guardians by appointment. The school accepts no liability for the state of repair of the student electronic device or its working parts while confiscated.
- The student's school managed iPad is the only electronic device that must be on and in sight during the school day. It must only be used for educational purposes. A student's iPad may be confiscated by a member of staff.
- Headphones/Earphones/Earbuds cannot be worn/be visible at any time in school.
- Students are expected to abide by the school's Internet Acceptable Use Policy & Student Personal Electronic Device Policy.

## 2.5 General Data Protection Regulation (GDPR)

- The school holds and collects necessary personal data on students and their families. This data is in paper and digital form. Rules and rights surrounding this area are governed by legislation and the school's Data Protection Policy and details of data collection and legitimate interest are on the school website.
- A student's file is managed by the Year Head and behaviour events are noted on VSware and/or the student's file.
- The school cannot share personal details of other parties in discussions with parents/guardians.

## 2.6 Extra-Curricular Activities

- Students are encouraged to take part in an area of extracurricular activities.
- If a student is absent from class because of involvement in an extracurricular activity, it is their responsibility to get the homework done in the same period as was set for the other students.
- Students representing the school or involved in extracurricular activities must wear the school uniform and adhere to the school's Code of Behaviour.
- If a student misbehaves, they may be removed from extracurricular activities and may be sanctioned further.
- If a student has detention and an extracurricular activity at the same time, they must seek permission to attend the extracurricular activity which may or may not be granted.
- Students who are suspended are not allowed to play on a school team or take part in any extracurricular activity for the duration of the suspension.
- Students who do not attend school in the morning may not be allowed to play in a match or be involved in an extracurricular activity in the afternoon unless excused by a note in their Dialann from a parent/guardian.

- Students who leave class early may not be allowed to play in a match or take part in an extracurricular activity.
- Students who do not return to school/class after a match/extracurricular activity may not be allowed participate in the next match/extracurricular activity and may be further sanctioned.
- Students are expected to follow all school rules and guidance given by the supervising teacher or external staff during all extracurricular activities. Sanctions may apply to those who do not comply with these rules.
- Student participation in extracurricular activities and school tours is at the discretion of the school authorities.

## 2.7 Discrimination/Harassment

- The nine grounds on which discrimination is prohibited are gender, marital status, family status, sexual orientation, religion, age, disability, race, and membership of the Traveller community.
- All incidents of discrimination will be investigated, and sanctions will apply.
- Name calling, use of obscene terms, offensive terms, racist comments, sexist comments, jeering, taunting, inappropriate pushing and shoving, threatening messages or threatening behaviour in any format, malicious gossip and lies, are not permitted in any circumstance. Sanctions may apply to those in breach of this rule.
- Harassment on discriminatory grounds is prohibited. Sanctions will apply to those who harass others on discriminatory grounds.
- Sexual harassment is prohibited. Sexual harassment occurs when any form of unwanted verbal, non-verbal or physical conduct of a sexual nature occurs with the purpose or effect of violating the dignity of a student or a staff member. Sanctions will apply to those who sexually harass others.
- Sexting is the sharing of sexual text, video, audio and photographic content using mobile phones, apps, social networking services and other internet technologies. The sharing of explicit text, images, audio and/or video is unacceptable and absolutely prohibited. Students who engage in this behavior may be suspended or expelled.
- All incidents involving creating, storing, or sharing of explicit text, images, audio and/or video of children under the age of 17 years will be reported as an incident to the Gardaí, Tusla and the State Claims Agency (to the latter as there is the potential to cause injury/harm to the individual).
- Sharing explicit text, images, audio and/or video of pupils in the school may incur sanctions including suspension and up to expulsion as determined by the Board of Management.

## 2.8 Behaviour towards Staff

- Respect, courtesy, and good manners are expected in student/staff relations.
- Students must address a member of staff as their preferred title Sir, Miss etc. as appropriate.
- Abusive, aggressive, intimidating, or threatening behaviour towards a member of staff, student or visitor will not be tolerated. Sanctions will apply and may lead to suspension or expulsion.

## 2.9 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 throwing stones, missiles or any object which could cause an injury to others may be suspended.

## 3.0 Property & Lockers

- A student's property is their responsibility. Students should take care of valuables and should not leave them unattended.
- Lockers are school property and may be inspected at any time.
- Lockers can only be used at the following times: 8.30-8.40am, morning break, lunch break and at the end of the school day. Students using lockers outside of these times may receive a sanction.
- Students who forget their locker code/key may be charged €15 for the reissuing of the key or code.
- Students are responsible for the contents of their locker and must not share lockers without permission from a Deputy Principal.
- Students who damage or deface a locker may be suspended and will be responsible for the cost of repairs or replacements.

### 3.1 State Examinations & Project Work

- Students must wear full school uniform during state examinations. When a student leaves the examination centre, the student 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. Students must adhere to the deadlines set by the class teacher.
- Students will not be permitted to leave their timetabled class to complete project work.
- Any student who interferes with another student's work may be suspended or expelled and may have to pay for repairs or replacement.
- Students must comply with all requests made by their teachers re project work. These requests are designed to enable teachers to certify that the work presented for examination is the student's own work.
- Responsibility for complying with examination requirements rests with the student. If requirements are not met, the teacher and school authority will have no choice but to bring the matter to the attention of the State Examination Commission and/ or the Department of Education and Skills.
- Completion dates for coursework/project work are set by the State Examinations Commission. These dates must be adhered to. It is the student's responsibility to familiarise themselves with these dates ([www.examinations.ie](http://www.examinations.ie)) and to submit their coursework/project work on time.

### 3.2 Detention

- Detention is held on Wednesday afternoon from 1.15-2.15pm.
- It is the student's responsibility to organise transport home from detention.
- Students must follow the instructions of the supervising staff member and adhere to detention procedures.
- Non-attendance at detention may only occur in exceptional circumstances. Students must provide a note/email signed by a parent/guardian explaining the reason for their absence. This detention can be reassigned.

### 3.3 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 Board of Management delegates to the Principal the authority to suspend a student. A single incident of serious misconduct may be grounds for suspension.

- The grounds for suspension are as follows:
  - repeated breaches of the Code of Behaviour
  - the student's behaviour has had a seriously detrimental effect on the education of other students
  - persistent negative behaviour in spite of school interventions
  - the student's continued presence in the school constitutes a threat to safety
  - the student is responsible for serious damage to property
  - the student's behaviour demonstrates a blatant disregard for the rules of the school
  - 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
- The decision to suspend a student will be communicated to a parent/guardian 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.
- Parents/guardians, or a student over the age of eighteen, have the right to appeal in writing to the Board of Management. A parent/guardian, or a student over the age of eighteen, who wishes to appeal a suspension will be invited to meet with the Principal prior to the Board of Management meeting.
- A written undertaking by the student to abide by the Code of Behaviour must be signed by the student and the student's parent/guardian.

### 3.4 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 the Code of Behaviour.
- 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, possession 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 for a first offence: There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. The kinds of behaviour that might result in a proposal to expel based on a single breach of the Code of Behaviour include (this is not an exhaustive list):
  - A serious threat of violence against another student or member of staff
  - Actual violence or physical assault against another student or a member of staff
  - Sale, distribution, use or possession of illegal drugs
  - Possession of weapon(s)
  - Sexual assault against another student or member of staff
  - Damage to property
- Expulsion will be preceded by a period of suspension. Parents/guardians and students will be invited to present their case at a Board of Management meeting. Parents/guardians will be informed by registered post of the Board's decision. If the Board intends to expel the student, parents/guardians 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/guardians and the Educational Welfare Services will receive written communication of the Board's decision to expel. Parents/guardians 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.