

**Scoil na Tríonóide Naofa  
Dún Bleisce**

**Code of Behaviour**

**Mission Statement**

It is the mission of our school to provide an inclusive education which strives to enable students to achieve their potential. We seek to promote the wellbeing of all members of the school community in a respectful, safe and caring environment which values the dignity of each individual.

**Aims**

1. To recognise the needs and rights of all partners in the school community, through fostering respect and promoting Christian values.
2. To encourage the intellectual, social, physical and spiritual development of each student.
3. To create an environment which enables students to develop positive self esteem.
4. To recognise and develop our school's role as an integral part of our wider community.

**Scope of our Policy**

The code applies to all students of Scoil na Tríonóide Naofa while they are in school, coming to and from school and while on school related activities. The Code of Behaviour helps teachers, other members of staff, students and parents to work together for a happy, effective and safe school.

The Code of Behaviour enables our school to strike an appropriate balance between our duty to maintain an effective learning environment for all and our responsibility to students whose behaviour presents a challenge to the teaching and learning process. The Code of Behaviour is a key tool in enabling our school to support the learning of each student.

**Our Vision**

The code expresses the vision, mission and values of the school and its patron. It translates the expectations of staff, parents and students into practical arrangements that will help to ensure continuity of instruction to all students. It helps to foster an orderly, harmonious school where high standards of behaviour are expected and supported.

Scoil na Tríonóide Naofa is committed to the holistic development of the person, spiritually, physically, emotionally, socially and intellectually in accordance with the ethos and philosophy of Ceist.

- Our school is committed to ensuring that an atmosphere of respect and dignity for the individual is fostered in all relationships within the school.

- We endeavour to promote a strong sense of community in which the individuality of each student is accommodated while acknowledging the right of each student to education in an environment free from disruption.
- We are committed to providing a safe and secure environment where teachers and students can learn and work together in a spirit of co-operation and mutual respect.

## **Rights and Responsibilities**

### Student's Rights

- Students have the right to be treated with dignity, respect and fairness by other students and staff.
- Students have the right to be provided with a learning environment that is free from physical, emotional and social abuse.
- Students have the right to be informed of the Board's and school's expectations for student behaviour within the school, the school grounds and during school activities.
- In the event of student misbehaviour, students and parents have the right to offer an explanation and will be informed about consequences of behaviour.

### Student's Responsibilities:

- To use their abilities and talents to gain maximum learning from their school experience.
- Contribute to a climate of mutual trust and respect conducive to learning.
- Students are expected to take responsibility to adhering to the code of behaviour and to work in co-operation with the staff in ensuring a safe and orderly environment.
- Enhance personal and social development.
- Attend school regularly and punctually

### Staff Rights

- All staff have the right to work in an environment that is free from emotional, physical and social abuse.
- Staff should be treated with dignity respect and fairness by students and parents.

### Staff Responsibilities

- Staff share a common responsibility for good order within the school and on school related activities
- The Year head has a particular responsibility for monitoring the progress and the behaviour of his/her year group. The class tutor shares responsibility with the Year head for his/her particular class group.
- Senior Management share overall responsibility for achieving high standards of behaviour and ensuring in the interest of safety and order that students adhere to the code.

### Parents' Rights

- Have the right to be informed of the board's and school's expectations for student behaviour within the school, the school grounds and during school activities.
- In the event of student misbehaviour, parents have the right to offer an explanation and will be informed about consequences of behaviour.

Parents' Responsibilities:

- Parents have a responsibility to work in partnership with the school to ensure that the school mission statement and vision is adhered to.
- Parents must make students aware of the policies and regulations of the school and its expectations for student behaviour and conduct.
- Parents must work with the school to resolve student behavioural issues when they affect their child/children.
- Parents must co-operate with the school's recommended course of action prior to re-admission of the student following student suspension.

## OUR EXPECTATIONS

<b>1. That you come to school every day and arrive on time.</b>
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### Explanation:

1. You attend school every day.
2. You are in school and have signed in/registered by 8:55am.
3. That you are in your designated area ready for class by 9:00am.
4. If you are late for registration, you sign in at the office, have your journal stamped and present a note from home.
5. You stay within the school grounds during school time respecting the perimeters of the school.
6. When absent, on return to school you present the completed absence note at the back of the journal to your class tutor.
7. If you leave the school before the end of the school day you should have the '*note to and from parent*' signed at the back of the journal, sign out at the school office and be countersigned by a parent/guardian.

### Implementation:

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. The school will endeavour to notify parents/guardians when students are absent from school.
3. A letter home to parents of students who have been absent 5 days or more per term.
4. Notification to the NEWB of students who are absent 20 days or more.
5. Detention for frequent lateness.
6. Truancy is a serious matter and will be dealt with by removal of privilege/detention or where appropriate, suspension.

<b>2. That you come to school in full uniform, clean and tidy.</b>
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### Explanation:

1. You wear the **specified** crested jacket, crested jumper, skirt/trousers, shirt and footwear going to school, during the school day and returning home and where appropriate on school outings
2. You wear the specified PE uniform and runners for PE class.
3. Scarves, gloves and hats are not to be worn in class.
4. Senior students are allowed to wear make-up. Extremes of hair colouring and hair styles are not allowed.
5. All of the above must be read in conjunction with the School Uniform Policy.

**Implementation:**

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. In the event that a student is unable to wear the correct and full uniform a note of explanation should be submitted.
3. Non adherence to the above may lead to sanctions as outlined in the Code of Behaviour.

**3. That you come in properly prepared for class.****Explanation:**

1. You must be punctual for class and sit quietly while waiting for class to commence.
2. You are expected to have your school journal, textbook copybook and all specific equipment that is required by your respective teachers, including protective preventative equipment/clothing.
3. All materials needed for the class should be taken out and placed on the desk when you take your seat. Your books and material should be kept neat and tidy. You are responsible for your books and materials.

**Implementation:**

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. Non adherence to the above may lead to sanctions as outlined in the Code of Behaviour.

**4. That you co-operate in the classroom and have a positive attitude to class work, homework and all extracurricular activities.****Explanation:**

1. You respect the rights of others and you do not disturb the class.
2. You follow the teacher's instruction.
3. You record homework in your journal and present homework as and when expected.
4. That you participate positively in all curricular activities.
5. You are expected to have a positive approach when participating in extracurricular activities.
6. You are responsible for keeping your class room clean neat and tidy. You respect the resources and classroom furniture and follow health and safety guidelines

**Implementation:**

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. Non adherence to the above may lead to sanctions as outlined in the Code of Behaviour.

**5. That you have respect and consideration for other students.**

**Explanation :**

1. You are supportive of each other and treat your fellow students with respect.
2. You are mannerly and courteous to each other at all times.
3. You do not ill-treat or bully other students.
4. You do not infringe on the privacy of fellow students by taking or sending photographs, videos or sound recordings and/or posting such material on the internet.
5. That you respect the rights and property of other students.
6. Violent behaviour is forbidden.

**Implementation:**

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. Non adherence to the above may lead to sanctions as outlined in the Code of Behaviour.

**6. That you have respect, consideration good manners in your dealings with all members of staff, visitors to the school and local residents.**

**Explanation:**

1. You show respect to all members of staff.
2. You do not infringe on the privacy of members of staff by taking or sending photographs, videos or sound recordings and/or posting such material on the internet.
3. You communicate with all members of staff in a respectful and courteous manner at all times.
4. You communicate with visitors to the school and local residents in a respectful and courteous manner at all times.
5. You promote a positive image of yourself and your school at all times.

**Implementation:**

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. Non adherence to the above may lead to sanctions as outlined in the Code of Behaviour.

## **7. That you respect the school environment.**

### **Explanation:**

1. You respect the school environment, its property, buildings and equipment.
2. You respect the property of others while coming to school going from school and on school outings.
3. You abide by the rules for specialised rooms and follow the Health & Safety Guidelines for these rooms
4. You contribute to keeping the school clean and litter free and report any damage to school equipment or property

### **Implementation:**

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.
2. Non adherence to the above may lead to sanctions as outlined in the Code of Behaviour.

## **8. That you abide by the school's mobile phone/technology policy.**

### **Explanation:**

1. Mobile phones must be switched off and placed in student's locker at the beginning of school day and left there until student is going home.  
The office phone will be available to students to make an essential call.
2. Other personal technology devices, unless required for specific class activities, are not permitted on the school premises.
3. If a teacher deems it necessary that a student needs to bring a mobile phone or any other technological device with them on school related business, they may only be used at this time and at the discretion of the teacher
4. You abide by the Mobile Phone Policy and Acceptable Use Policy(AUP) at all times.

### **Implementation:**

1. Students who adhere to this expectation will be complimented, affirmed and acknowledged.

2. Non adherence to the above may lead to sanctions as outlined in the Code of Behaviour

**9. That you do not have in your possession for use, sale or supply, addictive/intoxicating substances.**

**Explanation:**

1. You do not use addictive /intoxicating substances.
2. You do not use addictive /intoxicating substances on school related activities.
3. You must not be in possession of the above substances
4. You must not be in possession of the above substances on school related activities.
5. You must arrive to school free from the effects of the above substances

**Implementation:**

1. Students under the influence of the above substances will be removed from class, parents contacted and requested to take the students home. During the waiting time for parents to arrive students will supervised.
2. Breaches of this expectation will be viewed in a most serious manner and will lead to sanctions as outlined in the Code of Behaviour.
3. School management reserves the right to call the Gárdai.

**10. That you do not bring into the school or have on your person objects likely to cause injury, harm or offence.**

**Explanation:**

1. You do not bring into the school or on school related activities or have on your person objects and materials likely to cause injury, physical harm or offence to oneself or to others.
2. You do not facilitate the use of objects and materials likely to cause injury, physical harm or offence to oneself or to others.
3. You do not have on your possession in school or on school related activities printed or virtual material which is offensive or could cause emotional distress to others.

**Implementation:**

1. Automatic confiscation of all of the above objects and materials.



2. Breaches of this expectation will be viewed in a most serious manner and will lead to sanctions as outlined in the Code of Behaviour.
3. School management reserve the right to call the Gardai.

### **Rewards for Good Behaviour**

Promoting positive behaviour is the main goal of our Code. The Principal, Yearhead, Class Tutor and teachers will encourage good behaviour by praising and affirming students when they work well, behave well and act in a manner that reflects well on themselves and on the school.

## **Policy with regard to Suspension and Expulsion**

**This policy outlines Scoil na Tríonóide Naofa's approach to suspension and expulsion and has been formulated taking due consideration of the rights and responsibilities inherent in the Education Act 1998, Education Welfare Act 2000, Equal Status Act 2000 and National Education Welfare Board Guidelines on Code of Behaviour 2008.**

Scoil na Tríonóide Naofa is committed to establishing and maintaining high standards of student behaviour, believing that all students have the right to learn in an orderly, caring and safe environment. To this end every member of the school staff, whether Principal, teacher or ancillary staff has a responsibility when it comes to creating a school environment that is safe and conducive to effective learning.

Schools draw on a range of strategies to resolve discipline issues and to influence behaviour in a positive way. Such approaches include teaching students to resolve their own problems, use of restorative practice, pastoral sessions, individual counselling and, if necessary, suspension which is available to the Principal and expulsion which is at the discretion of the Board of Management.

In certain cases of unacceptable behaviour, it may be in the best interests of the school community and/or the student involved to remove the student from the class or from school for a period of time. Suspension is most effective when it highlights the parents/guardians responsibility for taking an active role, in partnership with the school, to work with their child to enable the child's behaviour to change. The school will work with parents/guardians with a view to assisting a suspended student to rejoin the school community as quickly as possible. Suspension allows students time, under the supervision of the parents/guardians to reflect on their behaviour, to acknowledge and accept responsibility for the behaviour which led to the suspension and accept responsibility for changing their behaviour to meet the school's expectations in the future.

Under the Articles of Management for Secondary Schools and with the authority granted from the Board of Management, the Principal, and in the absence of the Principal the Deputy Principal, has the authority to suspend a student up to and including 3 school days. Suspensions beyond 3 days require the permission of the Board of Management. Students who seriously and/or persistently misbehave will be referred to the Board of Management. The school considers suspension and expulsion to be a serious matter and the Board of Management will be informed of such as appropriate.

If in the judgment of the Principal, a student should be expelled, the Principal shall refer the matter to the Board of Management for decision.

The Principal/Deputy Principal and Board of Management exercises this authority in a fair and non-discriminatory manner having regard to his/her/its responsibility to the whole school community and to the principles of natural justice. Procedures followed will include two essential parts:-

- The right to be heard.
- The right to impartiality.

**Examples of circumstances under which suspension may be imposed, but are not limited to:-**

- In cases where the health and safety of a student themselves or of others in the school community would be a risk it may be necessary to suspend a student with immediate effect pending an investigation and the following of due procedure.
- A serious breach of the Code of Behaviour that indicates that the student should be removed from the school.
- Repeated less serious breaches of the Code of Behaviour that has not been rectified by other interventions and disciplinary measures short of suspension.
- Abusive behaviour and/or language towards a member of staff.
- Persistent bullying.
- Smoking anywhere on school grounds.
- Leaving the school at any time during the school day without permission.
- The possession of alcohol or any illegal substances on school grounds or at school events.
- Possession, use of or supply of drugs or drug paraphernalia or misuse of any substance in the school grounds, on school trips or during any school related activity.
- Any interference with school property, school security systems or fire alarm systems.
- Being involved in a physical fight on the school grounds or anywhere in school uniform.
- Threatening and/or abusive behaviour towards another student.
- Inappropriate use of phones or electrical equipment.

Reasons for the suspension of a student are linked to the Code of Behaviour, which is available to students and parents. The circumstances under which suspensions may be imposed can be divided into four groups:-

### **1. Suspension as a result of ongoing misbehaviour.**

The school has a system in place to address issues of ongoing misbehaviour. Teachers will initially deal with disciplinary issues themselves within their own classroom. If this fails to resolve matters then the issue will be referred to Year Head and/or Deputy Principal and/or Principal.

However, incidents deemed of a serious nature may be referred directly to the Deputy Principal or Principal.

Possible Interventions/Supports:-

- Meeting between the student and Year Head to explore the circumstances of the incident(s) giving the student an opportunity to be heard.
- Contact with Class Tutor.
- Contact (by phone/letter) with parents/guardians.
- Student placed On Report for a period of time.
- Detention.
- Use of restorative practice techniques.
- Temporary removal from class.
- In school suspension.
- Removal of privileges.
- Positive Behaviour Plan.
- Meeting with parents with/without student to view the situation.
- Referral to School Counsellor/Pastoral Care Team.
- Referral to appropriate support services in and/out of school.

**The intervention(s) used will be appropriate to each case.**

If the ongoing misbehaviour has not improved then the option of suspension will be considered.

## **2. Immediate Suspension.**

In exceptional circumstances, the Principal may consider an immediate suspension to be necessary. This will include a situation where the continued presence of the student in the school at that time would represent a serious threat to the safety of either the student themselves or to others in the school community. Fair procedures will still be applied.

## **3. Automatic Suspension.**

Suspensions will also be imposed for named behaviours as per the school's Code of Behaviour. Examples of circumstances under which automatic suspension may be imposed, but are not limited to:–

- Smoking on school grounds.
- Violence or assault against a student or staff member.

## **4. Suspension during State Exams.**

This sanction will normally be approved by the Board of Management and will be used where there is:–

- A threat to the good order in the conduct of the examination.
- A threat to the safety of other students and personnel.
- A threat to the right of other students to do their examinations in a calm atmosphere.

This sanction will be treated like any other suspension, and the principles of natural justice will apply.

## **Suspension Procedure.**

In the event that the Principal exercises his/her authority to suspend a student for a fixed duration, the following procedures will be used:–

- The student will be informed of the precise grounds that gave rise to a potential suspension and will be given an opportunity to respond before a suspension decision is formalised.
- The parents/guardians of the student will be informed of the situation and may be invited to come to the school for a meeting.
- In cases where the suspension is to take immediate effect, such as in the interest of health and safety, parents/guardians will be informed by telephone, with written follow up.

Students will not be sent home during the school day unless collected by a parent/guardian or some other suitable arrangement is made.

All suspension decisions include a formal letter of notification that will include:–

- Notice of the suspension.
- Effective date of the suspension.

- Duration of the suspension.
- Procedure on return to school.
- Reasons for the suspension.
- A statement that the student is under the care and responsibility of parent/guardian while suspended.

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

- Expectations of the student while on suspension.
- Reference to the importance of parental assistance in resolving the matter causing suspension.
- A statement that the Education Welfare Board has been informed of the suspension.
- Information of the appeal rights and procedures regarding the suspension.
- Requirements to be met for the student's return to school.

### **Suspension Appeal and Removal.**

The principles of natural justice demand that there should be a right to appeal to a higher authority. A student aged over 18 years or his/her parents/guardians may appeal the Principal's decision to suspend to the Board of Management. The practicalities of school life mean that having a formal appeal to the Board of Management on short suspensions of three days or less by the Principal may be inappropriate, very time-consuming and render the suspension meaningless.

An appeal may be made to the Board of Management in the case of:-

1. A suspension of five or more consecutive days.
2. A suspension which brings the cumulative suspension to twenty or more days.

Such an appeal must be made in writing to the Chairperson of the Board of Management, stating the grounds on which the appeal is being made. However, the school may insist that the student remain at home while the appeal proceeds. In the event that the appeal is successful, the suspension will be lifted and if the suspension has already been served, it will be expunged from the student's record.

Where the total number of days for which the student has been suspended in the current school year reaches 20 days, the parents/guardians, or the student over 18 years of age, may appeal the suspension under Section 29 of the Education Act 1998, and will be given information on how to appeal.

Irrespective of success in such appeals, a suspension may be rescinded in the following circumstances:-

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

### **Suspension Completion.**

Upon completion of a suspension the student will be met by the Principal/Deputy Principal/Year Head on return to school. After suspension the following procedures may apply for the formal reintroduction of the student into the school:–

- Parents/guardians may be requested to attend with the student upon his/her return to school.
- A written or verbal apology may be required from the student for his/her behaviour.
- The student may be required to enter into a contract of good behaviour or other conditions that may be specified before returning to school.

### **Expulsion.**

Expulsion is the ultimate sanction imposed on a student and as such, will only be exercised by the Board of Management in relation to extreme/exceptional cases. In cases where the Principal judges that a student's actions are such that expulsion should be considered, the Principal will refer the matter to the Board of Management. Given the severity of the potential sanction, the school, in accordance with the principles of natural justice, will investigate the case thoroughly in advance of any hearing that could result in expulsion.

Expulsion will be considered in cases where the indiscipline of a student is so pervasive that teaching and learning becomes extremely difficult and where school authorities have tried a series of other interventions, and believe they have exhausted all possibilities of changing the student's behaviour. Such incidents include but are not limited to:-

- The student being so disruptive that he/she is seriously preventing other students from learning.
- The student being uncontrollable or grossly insubordinate to school management or other staff members and not amenable to any form of school discipline or authority.
- Parents/guardians being unable or refusing to exercise their responsibility for the student's behaviour.
- The student's behaviour being a danger to himself/herself or to others.
- When guarantees or reasonable behaviour following repeated suspensions are not forthcoming or are not being met.
- The student's conduct acting as a source of serious bad example and having an adverse influence on other students in the school.

### **Expulsion for 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 kind of behaviour that will result in a proposal to expel on the basis of a single breach of the Code of Behaviour would include but is not limited to:-

- A serious threat of violence against another student or member of staff.
- A serious act of violence or serious physical assault.
- Supplying drugs to others in or out of school.
- Sexual assault.
- Sexual harassment.

In the interests of ensuring a fair and even-handed system for the imposition of expulsion, the Board of Management will take account of the following factors in determining expulsion:–

- The nature and seriousness of the behaviour.
- The context of the behaviour.
- The impact of the behaviour.
- The interventions tried to date.
- Whether expulsion is an appropriate response.
- The possible impact of the expulsion.

### **Expulsion Procedures.**

The school will follow fair procedures as well as procedures prescribed under the Education (Welfare) Act 2000, when proposing to expel a student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the procedural steps will include:–

#### **Step 1. An investigation will be carried out under the direction of the Principal.**

In investigating an allegation, in line with fair procedures, the Principal will:-

- Inform the student and his/her parents/guardians about the details of the alleged misbehaviour and that it could result in expulsion.
- Give parents/guardians and the student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and before a sanction is imposed.

#### **Step 2. A recommendation will be given to the Board of Management by the Principal.**

Where the Principal forms the view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal makes a recommendation to the Board of Management to consider expulsion. The Principal will:-

- Inform the parents/guardians and the student that the Board of Management is being asked to consider expulsion.

- Ensure that parents/guardians have copies of records of the allegations against the student and copies of records of the investigation and written notice of the grounds on which the Board of Management is being asked to consider the expulsion.
- Provide the Board of Management with copies of the same comprehensive records as are given to parents/guardians.
- Notify the parents/guardians of the date of the hearing of the Board of Management and invite them to that hearing.
- Advise the parents/guardians that they can make both a written and an oral presentation to the hearing.

**Step 3. Consideration by the Board of Management of the Principal’s recommendation and holding of a hearing.**

The Board will review the initial investigation and satisfy itself that the investigation was properly conducted and in line with fair procedures. The Board will undertake its own review of all the documentation and the circumstances of the case. It will ensure that any party who has involvement in the case will not be party to any deliberations.

Where the Board of Management decides to consider expelling a student, it will hold a hearing where the Principal and the parents/guardians, or a student aged 18 or over, will put their case to the Board in each other’s presence. Each party will be allowed to question the evidence of the other party directly.

After both sides have been heard, the Board will ensure that the Principal, parents/guardians and student are not present for the Board’s deliberations.

**Step 4. Deliberations of the Board and actions to follow the hearing.**

Where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board will notify the Education Welfare Officer in writing of its opinion, and the reasons for its decision. The Board will inform the parents/guardians in writing about its conclusions, the next steps in the process, and that the Education Welfare Officer has been informed.

**Step 5. Consultations arranged by the Education Welfare Officer.**

The Principal will make all reasonable efforts to take part in consultations and meetings arranged by the Education Welfare Officer within the 20 days after notification of intention to expel.



## **Step 6. Confirmation of the decision to expel.**

Where the 20 day period following notification to the Education Welfare Officer has elapsed, and where the Board of Management remains of the opinion that the student should be expelled, the Board of Management will formally confirm the decision to expel. Parents/guardians will be notified immediately that the expulsion will now proceed. Parents/guardians will be told about their right to appeal and supplied with the standard form on which to lodge an appeal.

## **Expulsion Appeals.**

Parents/guardians have a right to appeal a decision of the Board of Management to expel a student to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act 1998. An appeal may also be brought by the National Education Welfare Board on behalf of a student.

## **Procedure for Review**

The Suspension/Expulsion policy will be reviewed annually.