

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

Introduction:

The Board of Management of Colaiste Lorcaín has agreed this Code of Behaviour as a means to adopt a co-ordinated response to student behaviour. It is intended to illustrate the minimum standards of behaviour and co-operation expected of all students and to inform students, their parents and guardians how the school will respond to both positive and negative behaviours.

The Board of Management recognises, with pride, that student behaviour in this school is normally very positive. Our students respect themselves, the school staff and the world around them and display maturity and concern for others in their dealings within and for the school.

This Student Code of Behaviour was developed and approved by the Board of Management, as a result of an on-going review of current policy and practice and bearing in mind the views of internal school management, school teaching staff, the Parents' Council and the Student Council.

As part of the enrolment process, a copy of this Code of Behaviour will be made available to both the student and their parent(s) / guardians(s). Furthermore, they will be expected to sign a statement that they accept the Code of Behaviour and that they respect and support the rights of the school to reward positive behaviour and respond to negative behaviour in accordance with the Code itself. The parent(s) / guardians(s), in signing their acceptance of the Code, agree to make all reasonable efforts to ensure compliance with the code by the child involved. Failure to sign and return the aforementioned form and / or accept the conditions attached may lead to a delay or a refusal on the school's part to enrol / re-enrol the person involved.

Each teacher in the school is expected to take a positive and professional interest in the welfare of our students.

Ladder of Referral: It is important that the ladder of referral is used in dealing with student misbehaviour.

Teacher to Year Head; Year Head to Deputy Principal; Deputy Principal to Principal.

Section 1: Scope and Aims of Code of Behaviour

Scope of Code of Behaviour

This Code of Behaviour deals exclusively with student behaviour while in school, on the way to and from school, on the school premises and on all school related activities, while students are under the care and instruction of any member of school staff, in both Ireland and abroad.

Aims of Code of Behaviour

This Code of Behaviour aims to inform students as to how they are expected to conduct themselves and how their adherence / non – adherence to the school’s rules will be dealt with. It, also, aims to inform parents / guardians of how students are expected to behave and how those who behave in accordance with the school’s rules and those who break the school’s rules may be dealt with by teachers, Year Heads, the Deputy Principal, the Principal and, in a limited number of cases, the Board of Management.

The Student Code of Behaviour of Colaiste Lorcaín aims to

- Facilitate teaching and learning by positive, reflective and fair approaches
- Ensure the safety of all members of the school community on the school premises and when taking part in school activities
- By promoting good behaviour to help students develop excellent behaviour and encourage self-discipline
- Put in place reflective structures to help staff to deal with incidents of misbehaviour that may arise
- To deal fairly with students who are disruptive, affecting their own progress and/or the progress of other students using positive behaviour management planning
- Meet the school’s legal obligations re Codes of Behaviour, etc.
- Inform students and their parents/guardians of the school’s discipline procedures

In dealing with students, teachers should take cognisance of the students’ social, environmental and cultural context, as well as their emotional needs, psychological needs and specific educational / learning needs.

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

The Student Code of Behaviour of Colaiste Lorcaín will be reviewed annually, as directed by the Board of Management. At each stage of the Code's development and subsequent review, there will be a systematic, reflective approach, which aims to

- Incorporate the input of all partners to the code, including teachers, students and parents/guardians
- Monitor the impact of the Code on student behaviour.

Relationship to Mission Statement:

Colaiste Lorcaín's Mission Statement is as follows:

“Coláiste Lorcáin is committed to building on its own proud tradition of encouraging each individual to achieve their potential. As a school community of teachers, students and parents, we strive for excellence in everything we do”.

This Student Code of Behaviour is another important framework within which the development of young people, empowered to lead effective lives in the wider society is enhanced in our school. The dignity of each student, staff member and parent / guardian is honoured and reflected in school policies and structures, including this policy.

This Student Code of Behaviour is informed by the school's Mission Statement, which commits us to preparing all students for the challenges of adolescent and adult life and to respecting the dignity, worth and individuality of every member of the school community. The school's role in the development of young people supports and is enriched by the active participation of teachers and parents / guardians in many aspects of students' lives.

Section 2: The Student Code of Behaviour in Context

Discipline:

Good discipline in school is necessary to create an effective teaching and learning environment. Self-discipline is emphasised. Our teachers are expected to adopt a positive attitude in dealing with students. At all times, the key to promoting good behaviour and in responding to negative behaviour lies in the teacher using a “restorative practice” approach.

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

Ethos:

Colaiste Lorcaín is a caring school. The staff is dedicated to fostering educational excellence and earnestly endeavour to empower all students to reach their full potential - academic and social, physical and spiritual, moral and intellectual.

Through partnership and co-operation, the staff of Colaiste Lorcaín respects and nurtures the dignity and uniqueness of each individual.

Colaiste Lorcaín defines education as the on-going development of all students so that they may realise their true and best selves. From the outset, students are taught that they are partners in their own education.

The school recognises that its students are of varying cultural and social backgrounds and have a wide variety of aspirations and abilities. The school embraces the vital role that parents and guardians play in the overall education for their children. The school, also, recognises the importance of the community in which the student lives. For this reason, every effort is made to ensure that each student is aware of his/her role in the community and is encouraged to be positively involved in the wider community.

The Principal's Role:

The Board of Management affirms that the overall responsibility for discipline within Coláiste Lorcaín rests with the Principal subject to the authority of the Board of Management and K.W.E.T.B. The Board of Management requires that the Principal of the school under its control should ensure that the Code of Behaviour is administered in a fair and consistent manner. The Board of Management affirms that the Principal of the school under its control should encourage a sense of collective responsibility among staff and a sense of commitment to the school among staff, students and parents/guardians.

The Board of Management requires that the Principal of Coláiste Lorcaín shall provide guidance, leadership and support to staff, students and parents/guardians in the application of the Code of Behaviour and in disciplinary matters in general.

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

The Board of Management affirms that the Principal of Coláiste Lorcaín may at their discretion delegate duties regarding behaviour to other professionals working in the school.

Board Of Management's Role:

The Board of Management oversees the operation of the school's Code of Behaviour. In the first instance, the Board of Management is responsible for initiating the development and review of the Code of Behaviour. It will peruse / review the Code before adopting it and initiate regular reviews.

In the case of any appeals against disciplinary decisions made by in-school management, the Board of Management will give fair consideration to such appeals by parents / guardians or students over 18 years of age.

In the case of appeals against exclusion of more than three days the Board will, where appropriate, refer the matter to the Department of Education. In the case of any recommendation to permanently exclude a student, the Board will engage with the Education Welfare Officer (TUSLA) and facilitate an appeal to the Department of Education, as appropriate.

Statement of Standards:

The aim of Colaiste Lorcaín is to promote and encourage the highest standards of honesty, courtesy and respect for one another at all times and these values should form the foundation of all relationships in the school. Those entrusted with the care of students should always aim to be fair. In line with these standards, there should be no tolerance of

- Harassment
- Bullying
- Discrimination on the grounds of race, ethnicity, gender, religion, sexual orientation, age, marital status, membership of the travelling community or disability.

Within the school, the Discipline structure is very closely aligned with the operation of the overall Pastoral Care system.

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

- 1 Responsibility for addressing challenging student behaviour in the classroom lies with the class teacher.
- 2 A teacher may refer a student to their Year Head on the basis of a problem arising in class or in school. A pupil continuing to cause a problem in class, which the Teacher has not been able to correct, may be reported to the Year Head. Pupils should not be sent from class to a Year Head for causing problems in class. A Year Head will require a detailed, written and signed report from the Teacher concerning any problem reported. The Year Head will deal appropriately with the matter as soon as possible. The Teacher may be involved by the Year Head in trying to address the problem. If some action is deemed necessary, the Teacher should be informed by the Year Head.
- 3 A student may be referred to the Deputy Principal by the Year Head, if necessary.
- 4 A student may be referred to the Principal by the Deputy Principal, if necessary.
- 5 A student may be referred to the Board of Management by the Principal for serious / continuous misbehaviour.
- 6 Legal proceedings may be initiated in the case of acts of a criminal nature within the school.
- 7 A relevant outside agency, e.g. the school psychologist, N.E.P.S., the Child and Family Agency / TUSLA, etc. may be referred to by the Principal in the case of a pattern of deviant behaviour, observed to be beyond the scope of the school's coping structures.

Positive Discipline within the school:

To create and foster conditions which are conducive to learning, it is necessary for each teacher to:

- Adopt a positive attitude in all dealings with students;
- Emphasise incentive / reward rather than reprimand;
- Be in class punctually;
- Move promptly from class to class;
- Commence work on entry to class;
- Give, examine and correct homework on a systematic basis;

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

- Ensure that each student applies himself to work in class, to homework and study;
- Support colleagues and co-operate with the administrative system;
- Enforce all school rules at all times;
- Ensure that all rooms are kept clean and tidy while in charge of that room and to leave room clean and tidy;
- Be responsible for the equipment in their charge including Ipad, laptop, data projector, board markers, duster, etc.

Section 3: School Rules (Expectations)

Students owe it to themselves and to their parents / guardians to strive to achieve their full potential. To do this, they must pay attention and work hard in class; make a sincere effort to do their homework and present it in the next timetabled class in the relevant subject and contribute positively to school activities.

Students' Responsibilities:

As a basic minimum commitment to their own learning, all students have a responsibility to:

- *Respect the rights of all members of the school community – students, staff, visitors and others;*
- *Respect themselves and contribute to all aspects of school life;*
- *Cooperate with all staff;*
- *Wear the school uniform in full and with pride;*
- *Attend school daily and punctually, ensuring that absences are genuine and unavoidable;*
- *Respect the specific rules of the school.*

Good discipline and high standards of behaviour are fundamental to the formation of each student. The school therefore needs the co-operation, support and understanding of parents / guardians to ensure that there is no difference in expected standards between the home and the school. Meanwhile, parents / guardians and student are assured that the teachers will administer the code, regulations and procedures in a fair and just manner.

Colaiste Lorcain: Student Code of Behaviour 2026- 2027

Students must always show respect for teachers and other school staff. They must also respect the rights of their fellow students.

Students must respect the environment of the school and the property of others and must make every effort to keep the school looking as well and as clean as possible.

Students travelling to and from school, or representing the school in any way, must behave in a manner, which brings credit to the school rather than taking any action that would bring it into disrepute.

Students must at all times behave in a courteous manner and punctuality for class must be particularly observed.

Students shall at all times wear the school uniform. A neat and tidy appearance, acceptable to the school authorities, is required at all times. Failure to comply with this regulation may result in exclusion from class or school until he / she is in the correct uniform.

Students are required to adhere to a tidy appearance in the promotion of a positive image for the school. In the light of such requirements, the school may issue guidelines and instructions to students on appearance from time-to-time.

No student is permitted to leave the premises during the school day without the permission of one of the Guidance Counsellor, Year Head, Deputy Principal or Principal.

The Student Journal is one method of communication between school and home, as such, all notes from parents / guardians, including absence notes, should be written in this journal. The school journal may be used by teachers to communicate about incidents of student misbehaviour. It will be checked regularly (weekly) by Year Heads. If a student wishes to be absent from the school for any reason, a note from the parents / guardians must be provided in advance. If a student has been absent for any reason then a note must be provided on the day that the student returns to the school.

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

By law, no smoking or vaping is permitted on the school premises and in addition, students in uniform are not permitted to smoke or vape in the vicinity of the school. Students may be sanctioned for breaching this regulation.

Students may eat only in the designated areas of the school.

Classroom Rules

Students are responsible for their own conduct. The following sets out the minimum standards of cooperation expected of all students without exception:

- Be courteous to one's teachers and fellow students;
- Cooperate with the teacher in all matters;
- Be on time for class and wait quietly outside the classroom for your teacher. When the door is opened move quietly to your assigned place;
- The student should always have their Student Journal with him / her and leave it open on the desk for inspection;
- Take out one's books, copy and equipment without having to be asked. Only put them away again when the teacher has given permission;
- Participate fully in class, taking notes as necessary and complete all schoolwork and homework (oral, written or research) as directed by each teacher. A written explanation from home is expected if homework is not done;
- Take part in classroom discussions, raising your hand for permission to speak;
- Students should not communicate in any way with other students or do anything to disrupt their work;
- Students are responsible for keeping each classroom clean and tidy;
- Leave the room in an orderly and quiet manner.
- **Do your best. Show respect. Take pride in your work, your school and yourself.**

Section 4: Rewards / Awards

An important part of the school's Code of Behaviour is the effort made to acknowledge the good behaviour and commitment to their studies of the vast majority of our students.

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

Teachers are encouraged to communicate orally and / or in writing with parents / guardians to inform them of the positive contribution to their own learning that students make either within the classroom or in the wider school community.

The school's Awards Scheme values the healthy participation of students in all aspects of school life. At the end of each school Academic year, in cooperation with the Year Head in charge of awards, the school will organise an Awards Day where rewards will be given out to those students in each year that have achieved excellence.

Among the other methods for rewarding good behaviour are:

- End of term presentation to students reflecting full attendance for the term.
- End of year assessments which include awards for students who merit them for positive behaviour, participation and improvement
- Students receive awards each year for consistently positive behaviour and academic achievement.

The TYRO Behaviour Tab may be used by teachers to record good / positive behaviours. Parents / guardians and students are requested to view this regularly. Behaviours which are recorded in the Student Journal or via the Discipline Report Sheet should not be recorded on the TYRO Behaviour Tab.

Section 5: Student Journal

Use of Student Journal:

The School Journal is An important medium of communication between parents / guardians, students and teachers.

Students should fill in work and homework for each subject each day. Parents / Guardians and Year Heads sign the journals on a weekly basis. Proper use of a Student Journal organises the busy schedule of a modern-day student and is a vital link between school and home. Students should have the journal on the desk during class and it should be handed up to teachers when requested.

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

Parents / Guardians may use the student journal to explain and excuse absences. Year Heads and class teachers are encouraged to record positive behaviour in the student journal.

The Journal may be used to record incidents of and sanctions for breaches of the Code of Behaviour. A note in the journal records the reason for putting a student on detention. It, also, records the date and time of the detention.

It is essential that all staff use the school journal consistently particularly in the following cases:

- Late for class
- Lack of classroom preparation
- No homework or classwork
- Misbehaviour.

Teachers should insist the student places the journal on the desk for each lesson.

Permission to go to the toilet should be recorded on TYRO. This is important so that teachers can see when a student is avoiding class by asking regularly throughout the day to go to the toilet.

Year Heads will collect the perforated Permission to leave / late for school slips signed by a parent / guardian.

Only the Year Head should fill in the Permission to leave class slots in the diary in cases where a student claims to be feeling unwell.

Where a student is on report the student must present the journal open on the 'on report' page on the teacher's desk. A guide (1-4) is given on the areas for which the student is expected to perform well. Place a ✓ or a number indicating transgression only. Management reserve the right to escalate the process where required.

Where a student refuses to hand up the school journal upon request and to prevent the situation from escalating, a teacher should ask the student to see him / her after class and then bring the student to the Year Head or in the absence of the Year Head, the Deputy Principal.

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

Year Heads may collect up the Student Journal at the end of the academic year, for inclusion on the student's official school file.

Section 6: Sanctions

Sanctions / Consequences for Students of Poor Behaviour

All students are expected to comply with the school's Code of Behaviour both inside and outside the classroom. By keeping to these standards they are ensuring that the rights of all students and staff are being respected. They are also showing that they are aware of their responsibilities and as such will be a credit to their school, parents / guardians and family and, of course, themselves.

When students fail to comply with their own high standards and act against their own and others' best interests by infringing the Code of Behaviour as set out above, they will be dealt with by a teacher, in the first instance. Only when the teacher's actions do not result in an improvement, or the incident is very serious, should the matter be referred to the Year Head. The Year Head may make referrals to the Deputy Principal, who in turn may make referrals to the Principal. All referrals to the Year Head / Deputy Principal / Principal must be made through the staff member writing a Discipline Report Sheet.

Each teacher is expected to deal with disciplinary problems within the class and to apply a system of sanctions for breaches of discipline. **These may include:**

- Verbal Correction
- Issue warning
- Change position in class
- Note in Student's Journal
- Extra homework relevant to the subject area
- Consult with pupil outside of class
- Detention at lunch times
- Transcription at home to be signed by parents / guardians

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

- Detention after school (due notice, at least one day, to be given to student and parents / guardians)
- Discussion with parents / guardians

No student is to be left unsupervised outside the classroom door or any other room.

While sanctions may differ from teacher to teacher, they must be consistently administered, with due regard being accorded to the personal difficulties of the student.

Students who arrive late to class will be dealt with by the subject teacher.

Teachers who write up a Discipline Report Sheet and / or have concerns about students' work and / or issue sanctions are expected to directly contact the student's parents / guardians themselves.

Situations may arise where the teacher will require external assistance. In such situations the teacher may:

In consultation with the student's Year Head, seek an assurance from parents / guardians that the matter complained of will be rectified.

Refer the student to the Year Head.

Serious and / or repeated breaches of school rules by a student should be notified / referred to the Year Head by the teacher for the Year Head to act through the Discipline Report Sheet. If students have six negative comments / reports at Junior cycle or three negative comments / reports at Senior Cycle over the course of a week, he / she may be placed on report for a week by the Year Head.

Verbal or physical abuse and / or intimidating behaviour by students should be referred to the Principal.

The Year Head and Deputy Principal are entitled to:

- 1 Refer the student back to the teacher
- 2 Consult with other teachers, the principal, school guidance counsellor
- 3 Counsel / Reprimand the student, including advice on how to improve

Colaiste Lorcain: Student Code of Behaviour 2026- 2027

- 4 Impose sanctions, these may include
 - Verbal correction
 - Change position in class
 - Note in School Journal
 - Issue warning
 - Extra homework relevant to the subject area
 - Consult with pupil outside of class
 - Detention at lunch times and transcription due notice given
 - Transcription at home to be signed by parents / guardians
 - Detention after school (due notice, at least one day, to be given to student and parents / guardians)
 - Discussion with parents / guardians
 - Place a student “On Report” for whatever length of time the Year Head deems is appropriate
 - Recommend temporary exclusion
- 5 Seek an assurance from parents / guardians that the matter(s) complained of will be rectified
- 6 Ask parents / guardians to visit the school for discussions.

Sanctions that may be imposed by the Principal or the Deputy Principal acting on behalf of the Principal

The Principal, or the Deputy Principal acting in the absence on official leave of the Principal, may impose any combination of sanctions for individual and repeated offences like the sanctions referred to above. However, the Principal or the Deputy Principal have the authority (from the Board of Management) to use their discretion to apply other reasonable, measured, suitable and lawful sanctions to meet the needs of any unforeseen situation that may arise.

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

The Deputy Principal has penultimate responsibility for student discipline. As such, the Deputy Principal has a key role on a day-to-day basis in the implementation of this policy, as he / she is requested to advise, assist and support teachers and Year Heads on disciplinary matters daily.

The Principal is entitled to:

- a) Refer the pupil back to the Year Head
- b) Refer the pupil back to the classroom teacher in consultation with the Year Head
- c) Consult with other staff members
- d) Consult with appropriate outside agencies
- e) Counsel / Reprimand the student, including advice on how to improve
- f) Issue letter to parents / guardians
- g) Consult with parents / guardians
- h) Impose sanctions. These may include:
 - Verbal Correction
 - Change position in class
 - Issue warning
 - Extra homework
 - Consult with pupil outside of class
 - Detention at lunch times and transcription due notice given
 - Transcription at home to be signed by parents / guardians
 - Detention after school (due notice, at least one day, to be given to student and parents / guardians)
 - Discussion with parents / guardians
 - Place a student “On Report” for whatever length of time the Principal deems is appropriate
 - Suspension
 - Apply for Exclusion from school.

Copies of all letters sent are to be kept in the student’s file.

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

In relation to students who fail to come to school in the correct uniform, the Principal may confiscate the offending item, may request that the student wear a replacement uniform (or part thereof) and return the item cleaned, may bring or otherwise arrange for the student to be brought home to change into the correct uniform and / or (for repeated offences) may refuse him / her permission to attend normal class / school until the correct uniform is worn.

Please note that, in addition to the above measures, students who cause damage to the property of the school, a fellow student, a member of staff or a visitor may be expected to pay for the cost of repairs. Additional penalties may, also, be imposed. Should the money involved not be paid within a reasonable period of time, this will be deemed to be a further offence and a further penalty may be imposed.

The Principal alone has the right to suspend a student. This authority is delegated to him / her annually, in writing, by the Board of Management.

Procedures Relating to School Detention

- A student may be placed on detention by a Year Head / Deputy Principal or Principal for failing to comply with a school rule.
- Details of the reason why a student received detention is recorded by the person referring them in the student's journal.
- Lunchtime detention is held as required.
- Year Heads will assign work to the student for completion during detention and should give this work to the teacher supervising detention.
- During detention a student must work quietly at assigned work.
- If a student is unable, with good reason, to attend detention on the date assigned, he / she may request alternative arrangements beforehand with the teacher.
- In the event that a student does not report for lunchtime detention on the assigned day (without a valid, acceptable excuse), they are placed on another detention.
- Parents / guardians are asked to encourage students to comply with detention procedures.

TEMPORARY EXCLUSION FROM SCHOOL

For this Student Code of Behaviour, suspension is defined as the school “requiring the student to absent themselves from the school for a specified, limited period of school days”.

This is an extremely serious sanction. It is making a statement to the student that their behaviour and the refusal to respond to the requests and encouragement of the teachers and Year Head have placed that student outside the community of the school. It is a de facto statement by that student that they do not wish to abide by the minimum standards expected of all students as contained in the school rules. Thus, a student who is suspended from school will not be permitted to represent the school during the period of suspension.

Exclusion (i.e. Suspension):

Kildare Wicklow E.T.B. holds the authority to exclude a student. Under Section 31 of the Vocational Education (Amendment) Act 2001, Kildare Wicklow E.T.B. through the Board of Management has delegated the authority to exclude a student to the Principal and in his/her absence to the Deputy Principal.

Used properly exclusion has value. It can provide a respite for the student, for other students and for staff. It gives the excluded student time to reflect on the link between his/her action and its consequences. The supportive role of parents/guardians in encouraging such reflection during the period of exclusion is very important. The period of exclusion gives teachers and Year Heads time to plan ways of helping the student change unacceptable behaviour.

Exclusion as an intervention is seen in Colaiste Lorcain as part of a behaviour management plan.

The Year Head will whenever possible encourage parents / guardians to meet with a member of the school’s Pastoral Care team as part of a behaviour management plan.

Grounds For Excluding a Student:

Exclusion from school should always be a proportionate response to the behaviour that is causing concern, danger and/or disruption to learning.

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

It is never an appropriate response to poor academic performance, poor attendance or minor breaches of the Code of Behaviour. Exclusion is not considered an appropriate response to truancy, except in the case where a student, having been marked present at roll call, leaves the premises during the school day, without regard for the serious Health & Safety implications of doing so. Normally, other interventions will have been tried before temporary exclusion and school staff will have reviewed the reasons why these have not worked.

The decision to consider excluding a student for a defined number of days requires serious grounds such as:

- The student's behaviour is persistently disruptive and has had a seriously detrimental effect on the education of other students.
- The student's continued presence in the school at this time constitutes a threat to safety or is potentially dangerous.
- The student is responsible for serious damage to school property.
- The student is engaged in physical fighting on the school premises.
- The student has been seriously verbally or physically abusive to staff or students
- Repeated, persistent failure to follow instructions, after other interventions have failed.
- Repeated refusal to attend lunchtime detention
- Bullying, after other interventions have failed
- Refusal to comply with the school policy on mobile phones, including refusal to hand up a digital device (or part thereof) having been directed by the Principal to do so.
- Leaving the school premises without permission during the school day, without regard for the Health & Safety implications.
- Persistent, recorded failure to follow instructions, the matter having been referred to the Year Head.
- Vaping, smoking or consuming alcohol on the school premises or grounds or while on a supervised school outing.

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

A single incident of serious misconduct may be grounds for suspension.

In addition to indicating which of the above reasons resulted in a particular exclusion, where appropriate, the exclusion letter will contain a more precise description of the student's behaviour.

Temporary exclusion should be part of an agreed plan to address the student's behaviour. The suspension should:

- Enable the school to set behavioural goals with the student and their parents / guardians;
- Give school staff an opportunity to plan other interventions and
- Impress on a student and their parents / guardians the seriousness of the behaviour.

Colaiste Lorcaín does not allow rolling exclusion for a single behavioural incident. When a student returns to school after exclusion for a particular documented event, the student's slate is considered wiped clean for that incident. However, should that student engage again in serious misbehaviour a separate exclusion may result.

Colaiste Lorcaín students are never suspended for an indefinite period.

Factors To Consider Before Excluding a Student:

Before a Year Head, the Deputy Principal or Principal formally puts in motion the process to exclude a student he/she will

- Ensure that there is a precise, written record of the behaviour
- Consider how persistent the unacceptable behaviour has been
- Consider whether the behaviour has escalated, despite interventions
- Consider how other students and staff are affected by the student's behaviour, in particular the impact on teaching and learning in the student's class
- Review interventions already tried. The Year Head and Deputy Principal will endeavour to ensure that interventions are recorded and monitored
- Consider whether a referral to counselling is appropriate
- Consider whether the support of the Guidance Counsellor and/or the Chaplain would be of assistance

Colaiste Lorcain: Student Code of Behaviour 2026- 2027

- Decide whether the student's behaviour warrants suspension.

Forms Of Exclusion:

Immediate Exclusion

In the exceptional circumstances where the continued presence of a student in the school at a particular time would represent a serious threat to the safety of students or staff or any other person in the school, the Principal may decide that an immediate suspension is warranted. In this case, as in all exclusions, fair procedures will be applied. The situation will be explained and written documentation will follow by post.

Automatic Exclusion

Exclusion is automatic for students who engage in physical fighting on the school premises or when attending a supervised school event outside the premises. The school authority will follow due process and fair procedures in all such situations.

During The State Examination Period

Serious misbehaviour during the State Examination period which is referred by the examinations superintendent to the school authority is referred by the Principal to the State Examinations Commission. Every measure is taken to protect the integrity of the State Examinations and where appropriate a separate centre will be requested for a student who is disruptive during the state examination period.

Procedures in Respect of Exclusion:

Schools are required by law to follow fair procedures when proposing to suspend a student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension, the school will observe the following procedures:

- Inform the student and their parents / guardians about the complaint in writing and
- Give parents / guardians and the student an opportunity to respond.

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

Parents / guardians should be informed about the complaint, how it will be investigated, and that it could result in suspension, by phone or in writing, depending on the seriousness of the matter. Parents / guardians and student will be given an opportunity to respond before a decision is made and before any sanction is imposed.

A meeting with the student and their parents / guardians provides an opportunity for them to give their side of the story and to ask questions about the evidence of serious misbehaviour, especially where there is a dispute about the facts. It may, also, be an opportunity for parents / guardians to make their case for lessening the sanction, and for the school to explore with parents / guardians how best to address the student's behaviour. If a student and their parents / guardians fail to attend a meeting, the Principal will write advising of the gravity of the matter, the importance of attending a re-scheduled meeting and, failing that, the duty of the school authorities to make a decision to respond to the negative behaviour. The school will record the invitations made to parents / guardians and their response.

The implementation of the process of exclusion should always be fair and impartial. Initially, a preliminary assessment and inquiry into the alleged misbehaviour will be conducted by the Year Head and / or Deputy Principal. The Year Head will discuss the situation with the Principal and he / she will decide whether exclusion is the most appropriate response. Should exclusion of a student occur the following procedures are used:

- There will be a written account of the incident or behaviour
- The student will be informed verbally that he / she may be excluded and that his / her parents / guardians will be informed
- A Year Head may phone a parent / guardian but will always write to the parent / guardian giving a formal account of the behaviour
- Parents / guardians are always invited by letter to visit the Principal to discuss the (proposed) exclusion
- On occasions, parents / guardians may be requested to attend a meeting with the student's Year Head and / or Principal.
- Parents / Guardians and students are given an opportunity to respond to the proposed exclusion. Parents / guardians are always formally invited in writing to

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

meet with the school authority to discuss the behaviour that led to exclusion and to engage in the process of promoting good behaviour. Copies of these invitations are held in the student's file. When parents / guardians attend a meeting with the school authority this is recorded in the student's file.

- Parents / guardians are expected to meet with the school Principal (or a staff member nominated by the Principal) during or after the suspension to enable the school to make plans with the student and their parents / guardians for their reintegration into the school and to establish clear expectations for future conduct.
- The original exclusion form will be posted to the parent / guardian.
- A photocopy of the original exclusion form may be given to the Year Head to allow him / her to liaise with the parents / guardians as appropriate.
- When an immediate exclusion is considered warranted by the Principal for reasons of the safety of the student, other students and/or staff, a preliminary investigation is always carried out to establish the fairness and appropriateness of the proposed exclusion. All of the conditions for exclusion apply to immediate exclusion. Colaiste Lorcaín has due regard to its duty of care for the student and in no circumstances should a student be excluded without first notifying parents/guardians so that in the case of an immediate exclusion parents/guardians may plan for the student to be collected.

Periods of Exclusion:

Except in exceptional circumstances, a student should not be excluded for more than 3 days. In exceptional circumstances, where the Principal considers that a period of suspension longer than three days is needed to achieve a particular objective and to maintain the integrity of the school as a safe teaching and learning environment, the Principal is authorised by Kildare Wicklow E.T.B. (through the Board of Management) to impose an exclusion of 5 days.

Where cumulative periods of exclusion through a single school year would bring the number of days for which a student has been excluded to 6 days or more, the Education Welfare Officer will

Colaiste Lorcain: Student Code of Behaviour 2026- 2027

be informed as a matter of course by the school. This applies in the case of students under 16 years of age.

Appeals:

The Board of Management offers an opportunity to appeal the Principal's decision to exclude a student in the case of exclusions of more than 3 days.

A Section 29 Appeal may be taken where the total number of days for which an individual student has been excluded in the current school year exceeds 20 days (Ref: Section 29 of the Education Act 1998) as amended by the Education (Miscellaneous Provisions) Act 2007).

When parents/guardians are being formally notified of a permanent exclusion they are, also, informed of their right to appeal – to the Department of Education.

Implementing an Exclusion

The Principal will notify the parents / guardians and the student in writing of the decision to exclude. The letter will confirm:

- The period of the suspension and the dates on which the suspension will begin and end;
- The reasons for the suspension;
- Any study programme to be followed;
- The arrangements for returning to school, including any commitments to be entered into by the student and the parents / guardians (for example, parents / guardians might be asked to reaffirm their commitment to the code of behaviour) and
- If appropriate, the right to appeal to the Secretary General of the Department of Education (Education Act, 1998, Section 29).

Engaging with the student and parents / guardians

Where a decision to suspend has been made, it can maximise the impact and value of suspension if the Principal or another staff member delegated by the Principal meets with the parents /

Colaiste Lorcain: Student Code of Behaviour 2026- 2027

guardians to emphasise their responsibility in helping the student to behave well when the student returns to school and to offer help and guidance in this.

Where parents / guardians do not agree to meet with the Principal, written notification will serve as notice to impose a suspension.

Grounds for Removing an Exclusion:

Exclusion may be removed from a student's record if the Department of Education directs that it be removed.

Re-integrating the student

A student will always be given the opportunity for a fresh start. A student returning to school after the end of a period of exclusion must report to the Principal or another designated teacher to facilitate re-integration. The school, through the Year Head(s) concerned, will devise a plan to help the student to take responsibility for catching up on work missed. This plan will help to avoid the possibility that suspension starts or amplifies a cycle of academic failure. Where possible, the Year Head will provide support to the student during the re-integration process.

Clean Slate

When any sanction, including suspension, is completed, a student should be given the opportunity and support for a fresh start. A record is kept of the misbehaviour and the sanction imposed. Once the sanction has been completed, the school will expect the same behaviour of this student as of all other students.

Records and Reports:

Formal written records are to be kept of

- Investigation prior to the decision to exclude a student
- The duration of the exclusion and any conditions attached to the exclusion.
- As the Principal is required to report exclusions in accordance with the N.E.W.B. reporting guidelines, a log of exclusion will be kept by the school attendance coordinator.

Report to the Board of Management

- The Principal will report all suspensions to the Board of Management, with the reasons for and the duration of each suspension.

Report to the TUSLA, the Child and Family Agency (formerly known as N.E.W.B., the National Education Welfare Board

- The Principal is required to report suspensions in accordance with the TUSLA / N.E.W.B. reporting guidelines (Education Welfare) Act, 2000, section 21 (4)(a).

Review of the Use of Suspension

The In-School Management Team should monitor the use of exclusion on an annual basis to ensure that its use is fair and consistent with school policies. It is the responsibility of the Board of Management to review the use of exclusion at regular intervals.

The Board will formally review any proposal to exclude a student where the suspension would bring the number of days for which the student has been suspended in the current school year to twenty days or more. Any such suspension is subject to appeal under Section 29 of the Education Act 1998.

These provisions enable school management to give the student a reasonable time to reflect on their behaviour while avoiding undue loss of teaching time and loss of contact with the positive influences of school. They recognise the serious nature of the sanction of suspension and ensure that this seriousness is reflected in school procedures. The provisions mean that the Board of Management takes ultimate responsibility for sanctions of significant length, especially where such suspensions might reach twenty days in one school year and, therefore, might lead to an appeal.

The Board of Management will review the use of suspension in the school at regular intervals to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school and to ensure that the use of suspension is appropriate and effective.

PERMANENT EXPULSION / EXCLUSION FROM SCHOOL

Expulsion:

The authority to permanently exclude a student from Colaiste Lorcain, having complied with the provisions of Section 24 of the Educational (Welfare) Act 2000, belongs to Kildare Wicklow E.T.B.

Grounds for Expulsion:

Expulsion is a very grave step and one that is only taken

- a) in extreme cases of unacceptable behaviour
- b) in situations where a student's behaviour poses a real and significant disruption to the learning of others
- c) when the student's behaviour is a persistent cause of significant disruption to the learning of others
- d) in situations where the student is responsible for **serious** damage to school property

In the cases of a) or b) or c) or d) above the school will already have taken and recorded significant steps to address the misbehaviour, recognising that the decision to seek permanently exclude is a serious step. Such steps may include, as appropriate:

- meeting with parents / guardians to try to find ways of helping the student to change his / her behaviour
- explaining to the student the possible consequences of his/her behaviour if it should persist
- seeking the assistance of support agencies, as relevant.

Permanent Exclusion for First Offence:

In exceptional circumstances, the Board of Management of Coláiste Lorcain may form the opinion that a student should expelled for a first offence. A proposal to expel on the basis of a single breach of the code may include situations such as:

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

- Actual violence or physical assault on another student or member of staff occurring on the school premises or during a supervised school event.
- Supplying illegal drugs to other students in the school.
- Sexual assault.

As permanent exclusion is a most serious sanction the Board of Management will undertake a detailed and documented review of the circumstances and behaviour, which have led to the decision to seek to expel a student.

Procedures in Respect of Permanent Exclusion:

Procedures will be fair and will comply with the Education (Welfare) Act 2000. In particular the student in respect of whom expulsion is being sought, together with their parents / guardians, has

- The right to be heard
- The right to know that the alleged misbehaviour is being investigated
- The right to know the details of the allegations being made and any other information that will be taken into account
- The right to know how the issue will be decided
- The right to respond to the allegations
- The right to ask questions of the other party or witnesses where there is a dispute about the facts
- The right to impartiality
- The right to an absence of bias
- The right to impartiality in the investigation and the decision-making process.

The procedural steps which follow a preliminary investigation will include:

- A detailed investigation undertaken
- A recommendation to the Board of Management by the Principal
- The holding of a hearing by the Board of Management

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

- Consultations arranged by the Educational Welfare Officer
- Confirmation of the decision to permanently exclude.

Parents / guardians will be given due notice of meetings in writing and a fair and responsible time to prepare for hearings. At each stage, the student and their parents / guardians will be informed and will be given every opportunity to respond before a decision is made and before the sanction of expulsion is imposed. If a student and their parents / guardians fail to attend a meeting they should be informed in writing of the gravity of the matter and the importance of attending a re-scheduled meeting and, failing that, the duty of the school authorities to make a decision to respond to the student's behaviour.

Step 1: A recommendation for the permanent exclusion of a student to the Board of Management by the Principal.

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

- Inform the parents / guardians and the student that the Board of Management is being asked to consider permanent exclusion
- Ensure that parents / guardians have records of the allegations against the student, the investigation, and written notice of the grounds on which the Board of Management is being asked to consider permanent exclusion
- Provide the Board of Management with the same comprehensive records as are given to parents / guardians
- Notify the parents / guardians of the date of the hearing by the Board of Management and invite them to that hearing
- Advise the parents / guardians that they can make a written and oral submission to the Board of Management.
- Ensure that parents / guardians have enough notice to allow them to prepare for the hearing.

Step 2: Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing

It is the responsibility in the first instance of the Board of Management of Colaiste Lorcain to review the initial investigation and satisfy themselves that the preliminary investigation was properly conducted in line with fair procedures. The Board should undertake their own reviews of all documentation and the circumstances of the case. They should ensure that no party who has any involvement with the circumstances of the case is part of the Board's deliberations (for example, a member of the Board who may have made an allegation about the student).

When the Board of Management decides to proceed with the exclusion process, it must hold a hearing. The meeting for the purpose of the hearing should be properly conducted in accordance with the correct procedures. At the hearing, the Principal and the parents / guardians, or a student aged eighteen years or over, put their case to the Board in each other's presence. Each party should be allowed to question the evidence of the other party directly. The meeting may, also, be an opportunity for parents / guardians to make their case for lessening the sanction. In the conduct of the hearing, the Board must take care to ensure that the members are, and are seen to be, impartial as between the Principal and the student. Parents / guardians may wish to be accompanied at hearings and the Board should facilitate this, in line with good practice and procedures. After both sides have been heard, the Principal or parents / guardians or student, if over 18 years of age, is not permitted to be present for the Board's deliberations.

Step 3: Board deliberations and actions following the hearing

Having heard from all the parties, it is the responsibility of the Board to decide whether or not the allegation is substantiated and, if so, whether or not permanent exclusion is the appropriate sanction. Where the Board, having considered all the facts of the case, is of the opinion that the student should be permanently excluded, the school must notify the Educational Welfare Officer in writing of its opinion, and the reasons for this opinion. (Education (Welfare) Act 2000, s.24(1)). The Board should refer to the National Educational Welfare Board reporting procedures for proposed permanent exclusions. The student cannot be expelled before the

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

passage of **twenty school days** from the date on which the E.W.O. receives this written notification (Education (Welfare) Act 2000, s 24 (1)).

An appeal against a permanent exclusion under section 29 of the Education Act 1998 will automatically succeed if it is shown that the Educational Welfare Officer was not notified in accordance with Section 24 (1) or that twenty days did not elapse from the time of notification to the Educational Welfare Officer to the implementation of the permanent exclusion (Education (Miscellaneous provisions) Act 2007, s 4A). The Board of Management should inform the parents / guardians in writing about its conclusions and the next steps in the process. Where permanent exclusion is proposed, the parents / guardians should be told that the Board of Management will now inform the Educational Welfare Officer.

Step 4: Consultations arranged by the Educational Welfare Officer

Within twenty days of receipt of a notification from the Board of its opinion that a student should be permanently excluded, the Educational Welfare Officer: -

- must make all reasonable efforts to hold individual consultations with the Principal, the parents / guardians and the student and anyone else who may be of assistance
- convene a meeting of those parties who agree to attend (Education (Welfare Act 2000, section 24).

The purpose of the consultations and the meeting is to ensure that arrangements are made for the student to continue in education. These consultations may result in an agreement about an alternative intervention that would avoid expulsion. However, where the possibility of continuing in the school is not an option, at least in the short term, the consultation should focus on alternative educational possibilities. In the interests of the educational welfare of the student, those concerned should come together with the Educational Welfare Officer to plan for the student's future education.

Pending these consultations about the student's continued education, the Board of Management may take steps to ensure that good order is maintained and that the safety of

Colaiste Lorcaín: Student Code of Behaviour 2026- 2027

students is ensured (Education (Welfare) Act 2000, s24 (5)). The Board of Management may consider it appropriate to temporarily exclude a student during this time. Exclusions should only be considered where there is the likelihood that the continued presence of the student during this time will seriously disrupt the learning of others or represent a threat to the safety of other students or staff.

Step 5: Confirmation of the decision to expel

Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be permanently excluded, the Board should formally confirm the decision to permanently exclude (this task might be delegated to the Chairperson of the Board of Management and the Principal). Parents / guardians should be notified immediately that permanent exclusion will now proceed. Parents / guardians and the student should be told about the right to appeal and supplied with the standard form on which to lodge an appeal. A formal record should be made of the decision to permanently exclude the student.

Appeals

A parent / guardian, or a student aged over eighteen years, may appeal a decision to permanently exclude to the Secretary General of the Department of Education (Education Act 1998 Section 29). An appeal may also be brought by the TUSLA / National Educational Welfare Board on behalf of a student.

The Appeals Process

The appeals process under section 29 of the Education Act 1998 begins with the provision of mediation by a mediator nominated by the Appeals Committee (Department of Education).

Review of the Use of Expulsion.

The Board of Management of Colaiste Lorcaín will review the use of permanent exclusion in the school at regular intervals to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school and to ensure that expulsion is used appropriately.

Health and Safety Considerations

All members of the school community, students, parents / guardians and staff are asked to note that, where the school Principal or the Deputy Principal acting on behalf of the Principal, forms the considered opinion that there is a viable threat to the health and safety of any student, staff or school visitors, the student's bag, locker or other such private spaces may be searched by the Principal (or the Deputy Principal acting on behalf of the Principal).

All members of the school community, students, parents / guardians and staff are asked to note that, where the school Principal or the Deputy Principal acting on behalf of the Principal, forms the considered opinion that the presence of a particular individual in the school environment poses a threat to the health and safety of students, staff or school visitors, the student involved may be temporarily excluded from school at least until the next Board of Management meeting, where the matter will be dealt with.

These two measures are expected to be seldom used and are recognitions that the needs and rights of the majority to either learn or work in Colaiste Lorcain are of paramount concern. Where students are excluded from school on these grounds, it will be recorded on file that the student was excluded on Health and Safety grounds, to protect / prevent harm to any / all members of the school community.

Section 7: Conclusion

This Code of Behaviour should enable students to learn and teachers to teach in a structured, orderly environment. It has been approved by the Board of Management and will be subject to on-going review in light of the changing environment the school may find itself in. The school reserves the right to modify this Code of Behaviour at short notice. Any change(s) made will be communicated to parents / guardians and students as soon as is realistically possible after the change(s) is made.

Formal Adoption of the Code of Behaviour by the Board of Management of Colaiste Lorcain: May 11th, 2026.