



**Code of Positive Behaviour
Swords Community College
2025**

**Date for Review:
September 2026**

Signed: _____ **Signed:**

Chairperson of Board of Management

Principal (Secretary to Board)

Date: _____

Date: _____

INTRODUCTION

Swords Community College (SCC) aims to provide positive learning environments to enable its students to develop independent learning skills. We want all our young people to have a positive experience of education within our school. This policy applies to all students attending Swords Community College.

Our Code of Positive Behaviour reflects the ethos of Swords Community College and Dublin & Dún Laoghaire Education Training Board (DDLETB). Our whole school approach to formulating and implementing a Code of Positive Behaviour is at all times underlined by actively fostering positive behaviour and relationships in Swords Community College, which underpin our core values of Respect, Resilience, Excellence and Teamwork. Clear rules and procedures consistently and fairly applied are necessary in order to ensure that the school is a place where teaching and learning can take place and where all students will feel secure. At the start of the year, students and parents/guardians are made aware of the rules and the standards of behaviour expected of them and are required to agree to these by signing them in the journal.

The vast majority of students exhibit excellent behaviour and we reinforce this through verbal praise, positive notes on the online information management system (VShare); assemblies; announcements; awards and merits.

This code was developed and drawn up in consultation with all school partners including, the Board of Management, staff, parents and students. Students of Swords Community College are expected to observe the Code of Positive Behaviour at all times while on school property, while travelling to or from school and while participating in any school related activity. Where a student is alleged to have engaged in serious misbehaviour when not under the care and responsibility of the college the Code of Positive Behaviour will apply. If there is a clear connection with the school and a demonstrable impact on its work.

Aims of the Code:

- To promote good behaviour and to encourage self-discipline and responsibility in all learning environments.
- To create an inclusive environment in which teaching and learning can take place.
- To ensure the health, safety and welfare of everyone within the school and in all school related activities.
- To promote the social and ethical development of each student giving him/her/them the necessary skills to enable them to play their part as responsible members of society.
- To respect the rights and opinions of all others.
- To respect school property, the property of others and the school environment.
- To represent the school positively by attending in full uniform to school, tours and events including school jacket and appropriate shoes.

Behaviour for Learning

Our priority in Swords Community College is to ensure a safe, positive, supportive and optimal educational environment for all. Consequently, high expectations will be communicated to and required from all students. The foundations of our Code of Positive Behaviour are teamwork, resilience, excellence and respect. The expectations of our students (school rules) are outlined as follows:

- 1. Students will treat themselves, school staff, fellow students and visitors to the school with respect and have consideration for the rights and feelings of others. Students will refer to teachers and special-needs assistance as Ms/Mr (or chosen pronoun) and their surnames.***

This is a rule of our school because having respect for oneself and for others promotes a respectful, caring atmosphere where the rights of all are respected. Having consideration for the rights and feelings of others creates a better, more pleasant learning environment. This is essential for developing positive relationships within Swords Community College.

- 2. Students will cooperate and follow the instructions of all staff members. Students will cooperate and be kind to each other.***

This is a rule of our school to maintain good order, avoid disruption and create a better learning/working environment for all. Instructions given to assist the smooth day-to-day running of the school are carried out in the interests of all. Physical violence will not be tolerated.

- 3. Students will attend school regularly; remain for the full school day and if absent, the school will be notified on the day of the absence before 8am via Vsware of the reason for the absence. Students will not leave school or leave school without permission or the knowledge of their parent/guardian or the school. Student's who are attending appointments during school hours must have a note inputted by their parent/guardian before 8am on the day of the appointment. Ideally when you get the appointment would be appreciated.***

This is a rule of our school because missing class adversely affects learning and can impede the progress of other students. The school is legally obliged to report the reason for all absences. Students and parents/guardians must follow the correct sign out procedures. It is a health and safety risk if students are absent from the school without permission/knowledge of school personnel.

- 4. Students will bring their iPads, books, copies and all equipment that they need to all relevant classes. iPad will be brought to school fully charged.***

This is a rule of our school to ensure that students are fully prepared for their learning and to minimise time wasting – these are referred to as non-negotiables and part of our merits system. Having the correct learning resources in class means students can access the correct materials to help their learning.

5. *Students will do their homework and participate fully in class. They will listen to each other and their teachers and not disrupt any classes. Students will take responsibility for their learning and do their best at all times.*

This is a rule of our school because homework reinforces learning and helps students to reach their full potential. Disruption of classes is unfair on fellow students and prevents the learning of everyone. Everyone in Swords Community College will be learning together and so disruption of learning will not be tolerated.

6. *Students will encourage their parent/guardian to check VShare and the student journal every week.*

This is a core rule of our school because it facilitates communication between teachers and parents/guardians. In addition, it allows everyone to monitor student progress.

7. *Students will keep their mobile phones, switched off and in their locker during class times. Airpods or any similar earphones or smart devices are not permitted in school as per our school's phone and smartwatch policy.*

If a student is found in possession of their mobile phone during the school day in breach of this policy, the phone will be confiscated and stored securely in the Deputy Principal's office until the end of the day when a parent or guardian can collect the phone. A confiscated phone will not be returned to a student.

See our mobile phone policy for additional information. Refusal to hand over a phone requested can result in removal from class until the parent/guardian is called to attend the school to collect the student. A student who fails to hand over the phone will be suspended from school for one day. If repeated offences of failing to hand over the phone this sanction may increase. Students are required to power off the device before handing it over. If a phone is confiscated a second time, it will be retained for two school days before it can be collected by a parent/guardian on the third day.

The iPad will be used in class to facilitate learning but must be stored safely in the school bag (instead of locker) at break time and lunch. During class time, if the iPad is not in use, it should be screen locked and placed face down on the desk. Sending messages by phone or iPad is not allowed as this is a health and safety issue.

This means that mobile phones must not be visible during class times. iPads must be used in accordance with the code of behaviour. See AUP policy for details. This is a rule of our school for the following reasons:

- Messaging causes too many disruptions and distractions from learning.
- Inappropriate use of mobile phones or electronic recording/listening devices causes disruption, prevents students from hearing instructions and impinges on the privacy of others.

8. *Students will be on time for class/school and not loiter or go to their lockers/toilets between classes as this will be seen as a misuse of the toilet. All students must have a TP in their*

journal. Students must present themselves to the front office if late for school for health and safety reasons.

This is a rule of our school because not being on time causes disruption to the learning of everyone. In addition, Swords Community College is concerned about the growth/development of the whole child/person and encourages students to develop good punctuality which will be expected of them in their professional lives. If students are found using the toilet facilities during class time without permission, this will be recorded on VSware and negative points will be added to their profile. Please note that toilet use is strictly one student per cubicle, and under no circumstances should two students share a cubicle

Students are only permitted to go to their lockers at the start of the school day, at break time, at lunchtime and at the end of the school day. Students are not permitted to use the locker between classes or during class time.

Student must ensure that their lockers are locked at all times.

School management retain ownership of all lockers and maintain the right to open or inspect lockers if they deem this to be necessary.

9. Students will wear full uniform every day to and from school and comply fully with the correct Swords Community College uniform code.

This is a rule of our school because uniforms promote an atmosphere of uniformity, pride and equality among the student population. The uniform is the public image of the school, and it is the responsibility of each member of the school community to promote that image. The uniform code is clearly communicated to students and parents/guardians during our open evenings and on our website. Shoes should be black with no visible sports branding or logos. See uniform policy for details.

Our schools PE uniform consists of crested bottoms, crested crewneck t-shirt, crested half zip. Footwear that is not suitable for physical activity, or that does not provide adequate support, will not be accepted.

The PE uniform should be worn on the day that PE is timetabled and the formal school uniform must be worn on non-PE days.

If a student continually presents to school in the wrong uniform then they will be sent home to change and they can return to school once they are in the appropriate school uniform or if this is not an option we will provide them a spare uniform to change into.

All items of uniform must be marked clearly with the owner's name. It is the responsibility of the student to ensure that they look after their uniform and equipment.

The decision of the Principal or Deputy Principal(s) will be final in the interpretation of the rules in relation to the school uniform.

Please refer to our uniform policy on the school website for further information.

10. Students will show respect for all property and equipment in the school and on the school grounds. Students will not throw litter and will assist in keeping the school clean and tidy. Students will not damage or interfere with any school property. Students will not engage in arson or interfere with lifesaving devices such as the AED and fire extinguishers.

This is a rule of our school because defacing/damaging school property is destructive and shows a lack of respect and consideration for the school community of which the student is a member. Damage to property costs money and repairs, which could be better spent on other school equipment, and could cause a hazard to health and safety. Please note: parents can be asked to cover the cost of damage caused to school property. Students who damage school property will be suspended from school.

11. Students will not chew gum, smoke/vape/use snuff or bring any prohibited substances/equipment into the school. Students may be asked to empty pockets and bags if suspected or witnessed vaping/smoking/use of smokeless tobacco/snuff or other illegal substances. Failure to do so will result in the student being removed from class until such time as parent/guardian can attend the school. In the case of illegal substances the Gardaí will be called.

This is a rule of our school for the following reasons:

- Chewing gum damages property.
- Smoking/vaping/E-cigarettes/Snuff/Snus on school grounds is illegal and smoking seriously damages your health.
- Banned/prohibited substances pose a risk to the safety of all. Please refer to our Substance Misuse Policy.

Any of the above activities may result in immediate suspension and may warrant expulsion.

It is the responsibility of parents to provide the school with any relevant information (in writing) in relation to the health of the student.

12. Students participating in extracurricular activities during the school day are expected to return to school with their group. Early departure from school following an event, including requests via Vsware, is not permitted. Failure to follow this guideline may result in the student being ineligible to take part in the next sporting or extracurricular activity.

13. Toilet passes must be recorded in the student's journal and brought with them when leaving class. The pass must be left on the radiator while in use. Students found using the toilet during or between classes without a recorded pass will receive a negative behaviour note on Vsware.

14. CCTV systems are used on our campus, both inside and outside of the building.

CCTV systems and CCTV footage will be protected by appropriate security measures, and access to systems and footage will be strictly controlled and limited to relevant personnel on a need-to-know basis.

Parents are not permitted to view CCTV footage where other students are visible.

Please refer to the CCTV policy on our school website.

Important notes:

- Swords Community College endeavours, to the greatest possible extent, to provide an appropriate education for all students and in that context, the right of the overwhelming majority of students to learn will not be subverted by any disruptive minority.
- The above expectations for students are taken from the school Code of Positive Behaviour.
- Full compliance with the schools code of positive behaviour is a condition of enrolment in Swords Community College.

The Student Support Team (SST):

The purpose of the SST is to bring a multidisciplinary approach to students of concern in the school providing strategies and support. The team meetings also provide an opportunity to oversee/review critical incidents in the school. The team comprises of the Principal, Deputy Principal(s), Guidance Counsellors' Year Heads and AEN coordinator. The SST meet every week.

Pastoral care:

The care of our students is a priority. Proper care is achieved through both formal and informal structures and involve all members of staff. Informally: talking to students, listening to their problems, giving them a sympathetic ear. The pastoral care system and Code of Positive Behaviour are strongly linked. Creating an environment of care and support encourages and reinforce this good behaviour. This in turn creates a positive and safe environment for teaching and learning.

Successful implementation of a pastoral care means:

1. Recognition and respect of the individuality of our students under the nine grounds of discrimination - gender, marital status, family status, sexual orientation, religion, age, disability, race, and membership of the Traveller community.
2. The creation of an atmosphere of mutual caring and trust.

Framework of objectives:

1. To support pupils' achievement in schoolwork and examinations.
2. To prepare the students for realistic educational choice.
3. To offer guidance and counselling where appropriate.
4. To structure opportunity for the students to enrich his/her personal life.
5. To assist the individual, develop his/her own lifestyle personality and values and respect those of others.
6. To maintain a discipline framework within which the above objectives are possible.

Provide additional assistance to students to aid in choosing positive behaviour, we offer various pastoral care supports including:

- Guidance Counsellor support
- Pastoral support via the tutor, mentor, and Year Head.
- Behaviour Support Mentor
- Attendance Coordinator
- Behaviour Support Team – referred through the Year Head or Guidance Counsellor
- Restorative practice

The Promotion of good behaviour:

The quality of relationships between teachers and students is one of the most powerful influences on student behaviour. At Swords Community College we aim to foster mutually respectful relationships, balancing warmth and empathy with objectivity, professional detachment and fairness. The quality of daily interactions both inside and outside the classroom is central to our efforts to promote good behaviour. In addition, the school has in place a variety of rewards to recognise and ostensibly mark achievements and efforts across the full range of school activities.

Rewards include (but are not limited to):

- A quiet word of acknowledgment for a student by a teacher/SNA/Staff member
- A positive note on VShare.
- Praise for effort or participation or achievement in class.
- Recognition of student's achievements in college newsletters/website/social media.
- Display of students works.
- A special mention by the year head/tutor at weekly assembly.
- Special mention of an individual or a group on the daily intercom announcements.
- Postcard sent to home acknowledging good work.
- Recognition and award of prizes to winners of the merit awards each term.
- The award of prizes for outstanding achievement and attendance.

Merits/Points System:

To encourage student ownership of their behaviour and promote interaction with positive behaviours, SCC employs a merit/point – based system. Students can gain or lose points depending on their behaviour.

Every student starts each year on +60 points. Points are reviewed by class tutors on a weekly basis. Should a student reach certain total/point values they will be rewarded. Should a student drop to certain total – point values they will incur disciplinary responses.

***** There are misbehaviours which supersede the point system and can result in automatic suspension and/or expulsion*****

Please see *Appendix E* for Positive and Negative Behaviour Points

Merit Rewards:

Positive Points for Junior Cycle & TY Students

Points	Rewards
100	Homework Pass – 1 class (student's choice)
150	Postcard Home
200	Canteen que priority pass – 1 full day
250	Free Lunch
300	Voucher

Positive Points for Senior Cycle

Points	Rewards
100	Homework Pass – 1 class (student's choice)
140	Homework Pass – 1 full day
180	Canteen que priority pass – 1 full day
210	Free lunch
240	Voucher

What are negative points

Should a student drop from +60 to any of the thresholds detailed in the table below, relative disciplinary actions will be employed. In addition to monitoring of total points, a student may be placed on a progress report regardless of total points to offer support in areas such as behaviour and organisation.

*****Serious threat of a physical nature and inappropriate sexual contact will be investigated by management*****

1. Late to school/class

Two lates to school in one week without a valid explanation from a parent through Vsware, warrants an afterschool detention.

2. Uniform infringement

Two incidents in one week, without a reasonable explanation, warrants detention.

Students who regularly offend will be sent home and asked to change and can return when they are in their proper uniform or if this is not an option we will provide them a spare uniform to change into.

3. Disrespectful/disruptive/inappropriate behaviour:

Two incidents in one week warrants a after school detention.

Serious and reoccurring incidents and suspensions in a school year result in a disciplinary hearing with the Board of Management.

Detention:

1. Detention is held every Wednesday afterschool from 3:20 to 4.20
2. Teachers may also give students a separate lunchtime or morning detention.
3. Students who consistently find themselves on detention may be contacted by their tutor and/or year head to devise strategies to address this. This may include alternative sanctions or behaviour reports.
4. Failure to attend a detention will incur further sanctions, including but not limited to; Internal suspension on the Thursday after the missed detention or the next day that the student attends school.
5. If a student is consistently on detention, tutor/year-head/Deputy Principal (DP) report they will be excluded from extra-curricular trips, school tours and/or activities e.g. attending matches, competitions as spectator/player throughout the year.

Behaviour management strategies and sanctions:

- The teacher will discuss the behaviour with the student providing them with an opportunity and support to alter their pattern of behaviour.
- Reprimand including advice on how to improve.
- Move place in class.
- Sanction recorded on VSware.
- Extra work/homework given.
- Note and/or phone call to parent/guardian in consultation with year head/designated deputy principal
- Detention will be issued to students who reach minus 10 points in a calender week (Monday to Friday) Parents will be notified in advance of Detention by the Year Head through Vsware permission slips.
- Students who do not attend afterschool detention but are present in school on that day will be internally suspended on the Thursday. (See Appendix A)

- After school detention on Fridays is run by management from 12.40 to 13.40. Friday detention is for students who receive more than three detentions in one term or if a student seriously breaches our code of behaviour. They will go automatically to Friday detention. Failure to attend detention without an acceptable reason is deemed to be a serious breach of the Code of Positive Behaviour and may lead to a more serious sanction including suspension.
- Meeting with tutor/year head/deputy principal/principal who decides the appropriate sanction.
- Tutor Report or Year-Head report will be used if a student's behaviour is not improving (See Appendix B & C for these Report Card). A student on report is not allowed to participate in any extracurricular activities. Students may be escalated to DP report if their behaviour is not improving.
- Meeting with parents to outline the difficulties and to discuss strategies for improvement.
- Internal suspension (See Appendix A)
- External suspension.

Important Notes:

1. Students must have a minimum of 60 merits two weeks before a trip in order in order to be permitted to attend. For foreign trips students must have 60 merits one month in advance.

School management reserves the right to withdraw a student from a trip if deemed appropriate

2. All points return to normal level at the start of a new year

3. Community service can be used as a sanction in place of a detention

4. If a student absences' themselves from school without previous parental/school authority or leaves school without permission during the school day, parents/guardians will be contacted, and a sanction will be applied e.g. Friday Detention/Internal/External Suspension.

Sanctions for Negative Points*

Points Total	Sanction
50 Points	Tutor addresses the dropping of points with student and puts in place supports. Year Head will put the student on Detention.
40 Points	Email/phone call home to parents, tutor report.
0 to 10 Points	Year head meeting with parents and possible sanctions – year head report and/or in-house/external suspension.

This list is not exhaustive and may incur involvement of Deputy Principal/Principal at any stage depending on misbehaviour and possible external suspension/expulsion

Related policies:

Admissions, Bi Cinealta, Uniform, Homework, Additional Educational Needs, AUP, Wellbeing policy, Substance Misuse Policy, Critical Incident Policy and School Tours/Trips Policy.

Suspension and Expulsion:

The Board of Management in its procedures on suspension complies with section 22 and 23 of the Education (Welfare) Act 2000 and complies with section 24 in its policy on expulsion. This policy applies to all partners in the education process. School Management (BOM), teachers, students and parents/guardians and was developed in consultation with all the above.

Involving the Gardaí:

Where allegations of criminal behaviour are made about a student, these will be referred to the Gardaí who have responsibility for investigating criminal matters.

Suspension:

Withdrawal of permission from a pupil to attend school for a specified period or pending the completion of a particular event or instruction. Withdrawal from a particular class or subject for a period maybe used in some circumstances. Period of suspension depends on the severity of the offence but may vary from 1 to 5 days. While on suspension students are required to complete assigned work and continue to engage with lessons and homework on Schoolwork.

Authority to Suspend:

The authority to suspend a student rests with the Board of Management.

- Assistant Principal I: External suspension for up to 1 day
- Deputy Principal: External suspension for up to 3 days.
- Principal: External Suspension - 3+ days.

The Principal will inform Tusla/Education Welfare Officer and the Board of Management if a student has been suspended for more than 6 days in any school year.

In all cases of external suspension, the Principal will inform the Board of Management. This

authority to suspend is subject to the right of the parents/guardians (or other pupil who is over 18 years) to appeal to the Board of Management. All suspensions are reported to the Board of Management. Under the Education (Welfare) Act, Section 21, the Principal will inform the Education Welfare Officer in writing if a student is suspended for 20 days or more in any academic year.

Suspension is a serious sanction and is imposed where:

- Other efforts to resolve a disciplinary situation have failed.
- The nature of an incident dictates that the student be removed from the school immediately.
- The student repeated incidents of indiscipline despite warnings and counselling by staff.
- The student fails to recognise and follow the direction of school personnel's authority.
- The student's behaviour is considered to interfere with the right to learn of other students.
- The student's continued presence in the school constitutes a threat to the safety or welfare of others.
- The student is responsible for serious damage to school property or to the property of others.
- Bullying of another student or other students.
- Verbal abuse of staff

Automatic suspension:

The following behaviour may incur an 'Automatic' suspension:

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- The student's continued presence in the school constitutes a real and significant threat and, or risk to safety
- The student is found to be spitting, fighting, smoking, vaping, using inappropriate language to another student or member of staff, interfering with a fire extinguisher or a fire alarm
- The student is responsible for serious damage to property
- Student is in possession of, uses, or supplies bangs or fireworks
- The student possesses any kind of weapon or dangerous implement
- Theft of school property or property belonging to staff or students
- Actual violence against a member of the school community
- The student possesses, supplies, consumes, or has equipment relating to harmful substances or substances that may be harmful to others
- The student enters school property outside of school hours
- The student leaves school without permission.

Please note that this list is not exhaustive

Suspension during a State exam:

Suspension during a State examination will only be used where there is approval by the Board of Management and where there is:

- A threat to 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 examination in a calm atmosphere

Suspension Procedure:

Fair procedures will be followed in the investigation and decision-making process in line with the Education Welfare Act 2000 and the NEWB guidelines. These concern the right to be heard and the right to impartiality.

The school recognises the serious nature of the sanction of suspension and the seriousness is reflected in the schools procedures.

Parents/Guardians are contacted directly either by telephone or by letter or both to inform them in respect of a suspension. The suspension will be noted on VSware. When communication by phone contact cannot be made a text message may be sent. Parents are informed, in writing of:

- The reasons for the suspension and a period of suspension
- The requirements and arrangements for returning to school which must be fulfilled to gain reinstatement (e.g., parents/guardians and students will be asked to reaffirm their commitment to the Code of Positive Behaviour)
- Their right to appeal the decision to suspend to the Board of Management
- The procedure to be followed in making such an appeal; the right to appeal to the DDLETB and the Secretary General of the DES under section 29 of the Education Act

Students are not dismissed from school unless and until arrangements are made for their safe return to the care of their families but may be withdrawn from class. 'Suspension from school includes non-attendance/suspension from extracurricular / tours / any offsite activity school on day(s) of suspension.' All relevant personnel are required to keep records of all meetings and or phone calls in connection with the suspension. All suspensions will be reported by the Principal to the Board of Management, with the reasons for and duration of each suspension.

Expulsion:

Permanent expulsion of a student is a very serious step and one that will only be taken by the Board of Management on extreme cases of unacceptable behaviour. Fair procedures will be followed in the investigation and decision making process in line with the Education Welfare Act 2000 and the NEWB Guidelines. These concern the right to be heard and the right to impartiality.

Authority to Expel:

The Board of Management has the authority to expel a student under Section 24 of the Education (Welfare) Act 2000.

The Grounds for Expulsion:

The school will attempt to address misbehaviour and to avoid permanent expulsion of a student by:

- Meeting with the parents and the student to find ways of helping the student to change their
- behaviour.
- Making sure the student understands the consequences of persistent misbehaviour.
- Ensuring all other options have been tried.
- Seeking the assistance of relevant support agencies (e.g., National Education Psychological
- Services, Health Service Executive Community Services. The National Behavioural

- Support Service, Child and Adolescent Mental Health Services, National Council for Special Education).

The decision to permanently expel a student may be taken by the Board of Management in extreme cases of unacceptable behaviour such as:

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.
- The student's continued presence in the school constitutes a real and significant threat and/or risk to safety.
- The student is responsible for serious damage to property.
- The student is in possession of, uses, or supplies drugs or illegal substances/equipment.
- The student is in possession of a weapon or dangerous implement.
- The student enters the school property outside of school hours.

The grounds for permanent expulsion may be similar to the grounds for suspensions. Expulsion is usually only considered when school authorities have tried a series of interventions and believe they have exhausted all possibilities for changing a student's behaviour.

However, the following behaviour may incur an Automatic Expulsion or Permanent Expulsion for a first offence.

- A serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Supplying illegal drugs/substances to other students in the school
- Sexual assault

Permanent Expulsion Procedure:

Fair procedure will be followed in the investigation and decision making process in line with the Education Welfare Act 2000 and the NEWB Guidelines. These concern the right to be heard and the right to impartiality.

1. A detailed investigation carried out under the direction of the Principal.
2. A recommendation to the Board of Management by the Principal.
3. Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing.
4. Board of Management deliberations and actions following the hearing.
5. Consultations arranged by the Education Welfare Officer.
6. Confirmation of the decision to expel.

The Board of Management is the decision-making body in relation to permanent expulsion. The Board of Management will decide which of the tasks involved in these procedural steps requires separate meetings and which tasks can be accomplished together in a single meeting, consistent with giving parents/guardians due notice of meetings and a fair and reasonable time to prepare for a Board hearing.

Step 1: *A detailed investigation carried out under the direction of the Principal The Principal will:*

- Inform the student and their parents/guardians about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion.

Parents/guardians will be informed in writing of the alleged misbehaviours to ensure they are clear about what their child is alleged to have done and underlie the seriousness with which the school views the alleged misbehaviour.

- 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 to the Board of Management by the Principal*

Where the Principal forms the view, based on the investigation of the alleged misbehaviours, that permanent 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 permanent expulsion.
- Ensure that the 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 expulsion
- Provide the Board of Management with the same comprehensive records as are given to parents.
- Notify the parents/guardians of the date of 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 3: *Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing:*

The Board will:

- Review all documentation and the circumstances of the case.
- Ensure that no party who has and had any involvement with the circumstances of the case is part of the Board's deliberations.

The Hearing:

The Board meeting for the purposes of the hearing will be properly conducted in accordance with Board procedures. This is not a court of law and the Board of Management will not allow representations by persons of legal authority.

At the hearing the Principal and the parents/guardians, or a student aged 18 years 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.

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 will strive to be, and be seen to be, impartial as between the Principal and the student.

After both sides have been heard, the Board will ensure that neither the Principal nor parents/guardians are present during its deliberations.

Step 4: *Board of Management deliberations and actions following the hearing*

The Board has the responsibility to decide whether permanent expulsion is the appropriate sanction. Where the Board, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board must notify the Education Welfare Officer (EWO) in writing of its opinion. (Education Welfare Act 2000, s24 (1)).

The Board will follow NEWB reporting procedures for the proposed permanent expulsions. The student will not be expelled before the passage of 20 school days from the date on which the EWO receives this written notification. (Education Welfare Act 2000, s24 (1)).

The Board will notify the parents/guardians in writing about its conclusions and the next steps in the process. The parents will be told that the Board will now inform the EWO. The permanent expulsion will not be implemented until 20 days have elapsed from the time of notification of the EWO.

Step 5: *Consultations arranged by the Educational Welfare Officer*

Within 20 days of receipt of notification from the Board of Management of its opinion that a student should be permanently expelled, the Education Welfare Officer must:

- Make all reasonable efforts to hold individual consultations with the Principal, the parents/guardians, the student and anyone else who may be of assistance.
- Convene a meeting of those parties who have agreed to attend (Education Welfare Act 2000, s24).
- Pending these consultations, the Board of Management may take steps to ensure that good order is maintained and that the safety of students is secured. (Education Welfare Act 2000, s24). The Board may consider it appropriate to suspend a student during this time where there is a likelihood that the continued presence of the students during this time will seriously disrupt the learning of others or present a threat to the safety of other students or staff.

Step 6: *Confirmation of the decision to expel*

For the 20 day period following notification to the EWO has elapsed, and where the Board remains of the view that the student should be permanently expelled, the Board of Management will formally confirm the decision to permanently expel and will notify parents/guardians immediately that the expulsion will now proceed. Parents/guardians and students will be told of the right to appeal and be supplied with the standard form and wish to lodge an appeal. A formal record will be made of the decision to permanently expel a student.

Appeals:

Parent/guardian, or student aged over 18 years, may appeal a decision to permanently expelled to the DDLETB and a subsequent appeal to the Secretary General of the DES (Education Act 1998 section 29). An appeal may be brought by the NEWB on behalf of a student.

Appendix A



Swords Community College Internal Suspension Report Card



Students Name: _____ Year Head Name: _____

Date: _____

Reason for Internal Suspension:

Teacher Information:

- Please tick the appropriate box in the 2nd column and write a brief comment
- Please give this student work to complete for your lesson in the 3rd column and check that it was completed the following day
- Please sign the last column

Student Information:

- You must remain inside the Year Head's office for the duration of the day.
- You are not permitted to use the toilets not unless you get permission from a teacher walking by who must record it on this report card
- You will get your break from 10:10 to 10:25
- You will get your lunch from 12:05 to 12:40
- Please bring your homework to your teacher at the start of each period along with this report. You then return to your Year Head's office and complete the work
- If you fail to follow the rules above then you will be sent home for the day and you will do your internal suspension tomorrow

	Comment on below	Work Supplied by Teacher	Teacher Signature
Tutor (8:21 – 8:25)	Uniform: Journal: ICT: Tutor Comment:	Comment:	
P1 Subject:	Homework Completed <input type="checkbox"/> No homework <input type="checkbox"/> Comment:		

**Swords Community College
Tutor Weekly Report Card**



Student Name: _____

Tutor Name: _____

Year Head: _____

Targets for the Week:

1. _____
2. _____
3. _____

A student on report must complete three consecutive days without receiving any negative notes from their teachers in order to be removed from report. If they fail to meet this requirement within eight days, an internal suspension will be issued.

Date: _____

Subject	Comment	Teacher
Tutor (8:21 – 8:25)		
P1:		
P2		
P3		
P4		
P5		
P6		

Tutor Signature: _____

Parent/Guardian Signature: _____

Appendix B

Date: _____

Subject	Comment	Teacher
Tutor (8:21 – 8:25)		
P1:		
P2		
P3		
P4		
P5		
P6		

Tutor Signature: _____

Parent/Guardian Signature: _____

Swords Community College Year Head Weekly Report Card



Student Name: _____

Tutor Name: _____

Year Head: _____

Targets for the Week:

1. _____

2. _____

3. _____

1. A student on report must complete three consecutive days without receiving any negative notes from their teachers in order to be removed from report. If they fail to meet this requirement within eight days, an internal suspension will be issued.

2. While on report, students are not permitted to participate in any extracurricular activities.

Date: _____

Subject	Comment	Teacher
Tutor (8:21 – 8:25)		
P1:		
P2		
P3		
P4		
P5		
P6		

Tutor Signature: _____

Parent/Guardian Signature: _____

Appendix C

Date: _____

Subject	Comment	Teacher
Tutor (8:21 – 8:25)		
P1:		
P2		
P3		
P4		
P5		
P6		

Tutor Signature: _____

Parent/Guardian Signature: _____

Appendix D

Pandemic Crisis

In the event of a pandemic crisis, there are some elements of positive behaviour that we will expect of our students, that are supplementary to our Code of Positive Behaviour. We will bring these to the attention of our whole school community. If incidents such as these occur, they will be processed within the parameters of our Code of Positive Behaviour. They include (although are not limited to):

- Failing to follow agreed pandemic etiquette
- Refusing to follow instructions around the use of particular areas, yard spaces or rooms
- Interfering with the PPE of another student
- Deliberately coughing, sneezing, or spitting on another person or threatening to do so
- inappropriate comments about students who are absent with Illness or who have returned after having illness will not be accepted.
- Compromising the school's pandemic Response Plan
- Compromising the Health and Safety of any member of the school community

The health, safety, physical and mental wellbeing of all school staff and students are of absolute importance to the school management. A student who is consider to have deliberately contravened the College's health and safety protocols in relation to pandemic situations and by their actions, placed the welfare of students and/or staff at risk, may be suspended from the College.

Appendix E

Positive and Negative Behaviour Points Table

Positive Behaviour + Points	Negative Behaviour - Points
Academic Improvement +5	Disruptive behaviour - 5
Behaviour Improvement + 3	Disrespectful behaviour - 5
Class participation + 3	Inappropriate language -3
Displaying great respect + 3	Chewing gum - 2 (Community Service)
Displaying excellence + 3	Damage to school property -10
Displaying great resilience + 3	Lack of effort -3
Displaying great teamwork + 3	No Equipment/iPad - 2
Class participation + 3	No homework - 3
Promoting school in the community + 5	Incomplete homework - 2
Subject achievement + 3	Misappropriation of toilet time - 5
Personal achievement + 3	Uniform/Presentation - 2
Showing initiative + 3	Absent from class without permission - 5
Full attendance per term+ 10	Late to class - 1
	No equipment - 2
	Misuse of iPad during and on school premises -3

Appendix F

Student Behaviour Code

✔ Examples of Good Behaviour

- Arriving to class on time and ready to learn
- Bringing the correct books, copies, and equipment
- Completing homework and assignments on time
- Listening carefully to instructions
- Staying on task and putting in your best effort
- Keeping your desk and classroom tidy
- Helping classmates when appropriate
- Following school rules without reminders
- Helping classmates when appropriate

👉 Examples of Respectful Behaviour

- Speaking politely to teachers, SNAs, and classmates
- Putting your hand up and waiting your turn to speak
- Listening without interrupting others
- Accepting feedback without arguing back
- Including others in group work and activities
- Respecting personal space and belongings
- Using respectful language — **no hate speech, no racial slurs, no homophobic or transphobic language**
- Treating school property with care
- Following our **Anti-Bullying Policy**: treating everyone fairly, reporting concerns, and supporting peers
- Helping to create an **inclusive school environment** in line with our **BelongTo accreditation**

Appendix G

Senior Cycle Zero Tolerance (4th,5th year and 6th year students)

There will be zero tolerance of disruption of classes by students in 4th, 5th and 6th year of our college.

Any reasonable request from a member of staff should be carried out promptly, politely and courteously.

The following steps will apply if students do not meet the required high standard of behaviour expected.

Zero Tolerance Point (vsware) - Any student removed from a lesson due to significant disruption will be sent to the Year Head, Deputy Principals or Principal. A member of the leadership team will contact home and notify parents that their child will be asked to study independently from home for the remainder of the school day (marked as suspension on vsware)

Zero Tolerance 1st incident.

- Action- the above will occur
- Follow up action; call from classroom teacher to the parent/guardian to
- discuss the incident.

Zero Tolerance 2nd incident.

- Action- the above will occur.
- Follow up action- Parents invited into school to meet with Year Head and Student (Year-Head report 2 weeks)

Zero Tolerance 3rd incident.

- Action-the above will occur.
- Follow up action-Parents and student invited to meet with a Deputy Principal (Deputy-Principal report 2 weeks)

Zero Tolerance 4th incident.

- Action-the above will occur.
- Follow up action- Parents and Student invited to meet with Principal and will be advised on attendance at a meeting of the Board of Discipline Committee. (Principal report 2 weeks)

*Due consideration will be given to students with additional educational/behavioural needs.