



# School Code of Behaviour

The object of the school code is to help each student to grow in confidence and self-possession to the point where, as a senior cycle student, his self-discipline and sense of responsibility constitute a role model for younger students. It is the school's objective that students in senior cycle be capable of autonomous learning and providing leadership for the whole school, both in their personal lives and through the school's structures such as the prefects and the Student Council. The self-discipline developed by the observance of the School Code will form a good basis for the development of an orderly, harmonious and fruitful adult life.

In order that each student in the school may have the opportunity to work in a peaceful, happy and orderly environment and get maximum benefit from his academic and other activities, it is essential to have the full co-operation of students and parents in the strict observance of the School Code.

## Safety

**Students are to pay special attention to, and obey, all safety regulations. This is particularly important in high-risk areas like Science laboratories, the Woodwork and Metalwork rooms and the Gym.**

- 1. Students should carefully read the Fire Drill instructions that are posted in each classroom and in the corridors.**
- 2. Interference with the fire-fighting equipment, the fire alarm system or other safety equipment is a very serious offence and will result in a serious sanction.**
- 3. Physical, verbal and psychological abuse are strictly forbidden e.g. bullying and abusive language.**
- 4. Fighting, organising a fight or initiating fights and all other physically aggressive behaviour is strictly prohibited in school or whilst being associated with our school. Involvement in this type of behaviour will lead to suspension (three days minimum) and may lead to more serious sanction up to and including expulsion.**
- 5. Students should walk, not run, in the school buildings and grounds.**
- 6. Students are not allowed to cycle in the school grounds.**
- 7. Students are not allowed to park any motor vehicles on school premises. Students are not permitted to bring electric bicycles or electric scooters to school or to have them on school premises.**
- 8. Students are expected to obey the rules of the road travelling to and from the school.**
- 9. Students are expected to behave properly on buses and trains to and from school.**
- 10. Students are expected to behave responsibly and in a safe manner while in the school yard.**

## Attendance

Students attendance is recorded each morning and afternoon.

The following are some relevant provisions of the **Education (Welfare) Act, 2000:**

## Section 18:

Where a child is absent from the school at which he or she is registered during part of a school day, or for a school day or more than a school day, the parent of such child shall, in accordance with procedures specified in the code of behaviour prepared by the school under section 23, notify the principal of the school of the reasons for the child's absence.

*To comply with this obligation, parents are asked to give written confirmation of their son's absence, and the reason for it, in the student's journal.*

## Section 21:

1. *The principal of a recognised school shall cause to be maintained in respect of each school year a record of the attendance or non-attendance on each school day of each student registered at that school.*

2. *A record maintained under sub-section (1) shall specify the following, that is to say:*

*(a) Where a student attends at the school concerned on a school day, the fact of his or her attendance,*

*or*

*(b) Where a student fails to so attend, the fact of his or her failure and the reasons for such failure.*

3. *Where:-*

*(a) a student is suspended from a recognised school for a period of not less than 6 days,*

*(b) the aggregate number of school days on which a student is absent from a recognised school during a school year is not less than 20,*

*(c) a student's name is, for whatever reason, removed from the register referred to in section 20 by the principal of the school concerned, or*

*(d) a student is, in the opinion of the principal of the recognised school at which he or she is registered, not attending school regularly, **the principal of the school concerned shall forthwith so inform, by notice in writing, an educational welfare officer.***

1. Regular and punctual attendance at school is obligatory. A student who is absent from school must, on his return, provide a written explanation from parent or guardian in his journal.

2. Medical and dental appointment cards should be presented at least one day in advance.

3. In the likelihood of a prolonged absence, a parent or guardian should (after three days at most) notify the relevant Form Tutor in writing or by phone.

## Punctuality

1. The school will open to receive students for breakfast club at 8.00am and all other students at 8.15am. No responsibility is accepted for students arriving before that time. Classes will commence each day at 8.40 am. No student should arrive later than 8.35 am.

On Wednesdays, classes end at 12.59 pm. On Mondays, Tuesdays, Thursdays and Fridays classes end at 3.46 pm. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate, as the school cannot accept responsibility for looking after them after their classes end.

On Monday, Tuesday, Thursday and Friday lunch break is from 12.59 pm to 15.00 pm. Junior students may not leave the school at lunch time.

2. When the bell strikes at 8.35 am, 11.03 am and 1.45 pm, students should promptly go to their classrooms.
3. Each student is to be in his place punctually for the start of lessons. This is especially important at 8.40am, 11.03 am and 1.50 pm.
4. Students arriving late for school will be subject to sanction, including morning, break time, lunchtime or after school detention. Persistent late arrival to school will result in formal detention on Wednesday afternoon. Parents are notified of late arrivals through a stamp in the journal and a text home.
5. The Year Head monitors students' punctuality records and may impose sanctions on those who have established a pattern of late-coming.
6. Normally students go to the toilets before 8.35 am., during the break periods (10.48-11.03 am), before the start of afternoon classes and after school finishes.
7. Students should leave their classrooms promptly at 10.48 am. and go to the cafeteria or the appropriate yard.

## **Behaviour**

### **Campus/School**

1. Students are expected to show respect for others at all times.
2. Students are to line up outside the classroom in an orderly manner as instructed by their teacher. Students coming out of the room have the right of way.
3. School journals must be placed on the desk at the beginning of every class and presented to a teacher when requested to do so.
4. During school hours, students stay within the school bounds. Formal permission is required to leave the premises at any time. Students who leave the school premises during lunch time (between 12.59 and 13.50) do so at their own risk. The school does not accept liability for any accident or injury that may occur in such circumstances.
5. Students may eat in the cafeteria or outside the school buildings. A sanction will be imposed for eating or drinking in classrooms or on the corridor. The only exception is on the corridor at break time when it is raining outside.
6. Students are responsible for keeping and promoting a clean school environment. Students should avoid littering the school grounds and put rubbish in the bins provided. A sanction will be imposed on students who are causing litter.

7. Chewing gum is forbidden within the school campus. Any student found chewing gum will be sanctioned.
8. "Tipp-Ex" and other correcting fluids are forbidden.
9. Smoking is forbidden within the school campus or while wearing the school uniform. The use of vaping products and e-cigarettes is also strictly forbidden. Selling or trading cigarettes/tobacco/vaping or e-cigarette products is strictly forbidden. Any student found smoking/vaping will be liable to a serious sanction up to and including suspension.
10. The use or possession of drugs by students is absolutely forbidden. Students found in possession of, or under the influence of, alcohol or drugs, will be subject to a serious sanction up to and including expulsion.
11. The use of mobile phones, devices and smart watches is forbidden. Any student found using a mobile phone/ device/ smart watch on the school premises will have the item confiscated and will be suspended for a minimum of one school day. Parents can collect the confiscated item at their discretion. Refusal to give the device to the staff member who has requested it may lead to a lengthier suspension. Repeated use of a device will lead to a lengthier suspension. First Year students who bring a mobile phone to school must have it switched off and stored in their locker from 8:35 until the end of the school day.
12. Interference with or theft of school property or the property of another student is strictly forbidden.
13. A student who, whether by comment (spoken or written), gesture, the display of pictures or otherwise sexually harasses another student or a member of staff is liable to serious sanction, up to and including expulsion.
14. A student who uses any social media which harasses another student or a member of staff is liable to serious sanction, up to and including expulsion.
15. Harassment of a member of staff, either at school or in a public place, is in breach of the core value of respect on which our Code of Behaviour is based, and is therefore liable to severe sanction.
16. Students are expected to follow teacher's instructions both inside and outside the classroom.
17. Confrontational/aggressive/defiant behaviour towards teachers will be treated very seriously and these incidents could result in sanctions up to and including suspension. In certain circumstances it may result in referral to the Board of Management.

## **Classroom**

**The classroom is a special place of study and work where the students are expected to behave in a disciplined, orderly manner.**

1. When a teacher is not present students sit at their desks and study quietly.
2. Students, under the direction of their teacher, are responsible for their desks and for keeping the classroom neat, tidy and clean.

3. Students must not write on or mark whiteboards, walls or desks or any item of property which does not belong to them.

## Uniform

1. The school uniform consists of the following:
  - a. Grey trousers.
  - b. Grey shirt and school tie for years 1 - 3.
  - c. Blue shirt and school tie for years 4 - 6.
  - d. **Black leather** school shoes (not runners).
  - e. School pullover with crest.
  - f. School jacket with crest.
2. Students are not allowed to wear 'Hoodies'.
3. Students are required to be clean and neat in appearance and to wear the school uniform during school hours and at all school related activities unless otherwise specified by the school management.
4. Hair should be clean and tidy. Long hair must be tied back. Students presenting with outlandish styles/labouring or very closely shaven heads will be sent home and will be allowed to return to class when the style/labouring has been rectified
5. Beards or moustaches are not acceptable for junior students (1st to 3rd Years). Senior students (4th – 6th Years) are permitted to grow a neat beard of natural colour
6. Denim or leather jackets or jewellery (including body piercings) are not to be worn at school.
7. These rules also apply (unless alternative instructions are explicitly given) during examinations and for extra-curricular activities. **Students may be sent home for failure to comply with these rules.**
8. Items of clothing/labouring which do not form part of the school uniform may be confiscated.

## Physical Education

1. The uniform for participating in Physical Education class is as follows: ¼ Zio with school crest, T-shirt with school crest, track pants with school crest and/or shirts with school crest and runners. It is compulsory for students to wear the standard P.E. uniform.
2. Runners are to be laced and tied properly.

3. Students do not have permission to wear the school P.E. uniform to school. It must be brought to school and students must change before and after P.E. class.
4. Students may bring a cold drink in a non-glass container.
5. If unable to take part in P.E., a student is **required to bring a note on the day** he has P.E.
6. Good organization entails packing one's P.E. gear bag the evening before one has P.E. class.

## Homework/Studies

Homework may consist of **revision** i.e. reading/learning the main points of work already done in class, **preparation** i.e. reading ahead and noting material that will require explanatory help from the teacher, or a **written exercise**.

1. Teachers will check that the revision/preparation has been done, by seeking verbal or written responses to relevant questions in class.
2. Written homework must be done to an acceptable standard and presented punctually. Exercises will be marked and relevant feedback given to the students. A written explanation is required in the event of an exercise not done or not completed.
3. Homework of any type must be noted in the Student Journal, which must be signed by a parent or guardian **each week**.
4. A student who persistently fails to apply himself to his studies is liable to serious sanction.
5. A student who persistently fails to do, or to complete, written homework or penalty work may be required to remain after school and do his homework under supervision.

## Sanctions for Breach of the School's Code of Behaviour

Good behaviour is encouraged and acknowledged by the award of commendations by teachers in the student's journal, and by award ceremonies held at regular intervals throughout the school year.

1. Each teacher deals with discipline problems in his/her own class by:
  - Verbal reprimand
  - Note in journal
  - Note on eportal
  - Penalty work
  - Speaking to parents, telephone or arrange a meeting with parents.
  - Occasionally a student's misbehaviour will be so persistent that the teacher will make a report of the misbehaviour, in writing, to the Form Tutor.
2. The Form Tutor monitors the written complaints.

Initially he/she may attempt to persuade the student to reform his behaviour by pointing out to him that his position has become more serious. Also, the Guidance Counsellor may

be consulted at this stage. If this fails, the Form Tutor, at his/her discretion, decides when to put the student on:

- Report
- Special Report
- Detention, and if and when to
- Refer the student to the Year Head.

*A student who seriously breaks the school's Code of Behaviour, as e.g. by bullying another student, will be sent directly to the Year Head, Deputy Principal or Principal who will impose an appropriate sanction.*

3. The Year Head interviews the student and makes an assessment based on the available evidence and may decide to invite the parents to the school to discuss the matter.
  - The student may be put on class suspension until arrangements can be made for the parents to meet the Year Head.
  - Where homework is not being done, or is not being adequately attempted, the student may be required to remain after school to do his homework under supervision. Where the problem is one of behaviour, and in each case having discussed the matter with the student and with his parents, the Year Head may recommend to the Principal a formal sanction ranging from detention to suspension from school for 1, 2, or 3 days.
  - The Year Head and/or the Deputy Principal may decide to recommend a further period of suspension before referring the matter to the Principal who will decide if it needs to be considered by the Board of Management.

## **Suspension Procedure:**

1. The Principal or the Deputy-Principal in the absence of the Principal, has the authority to suspend a student. In the event that the Principal and Deputy Principal are unavailable, nominated substitutes will have the authority to suspend. This sanction should be imposed with reference to the Code of Behaviour policy and to the specific incident.
2. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension, the school will observe the following procedures:
  - a) inform the student about the complaint and give him/her an opportunity to respond
  - b) parents will be informed and given an opportunity to respond
  - c) a meeting with parents and student may be arranged to explore the matter further
3. Where suspension may result from an investigation and a meeting with the student and parents/guardians has been arranged:
  - a) it provides the opportunity for them to give their side of the story
  - b) to ask questions about the evidence of serious misbehaviour, especially where there is a dispute about the facts

- c) It may also be an opportunity for parents/guardians to make their case for modifying the sanction
  - d) and for the school to explore with parents/guardians how best to address the student's behaviour.
4. Where an immediate suspension is considered by the Principal to be warranted, a formal investigation will immediately follow the imposition of the suspension. In the case of an immediate suspension, parents will be notified and arrangements made with them for the student to be collected.
  5. The National Educational Welfare Board (NEWB) will be informed if the suspension is for six or more school days or if the student has been suspended for an aggregate of twenty or more days in the school year.

## **Period and Type of Suspension:**

1. In imposing a suspension and in deciding its duration, the following factors will be considered:
  - a) the seriousness of the breach/breaches of school regulations
  - b) the severity of the behaviour, the frequency of its occurrence and the likelihood of its recurring
  - c) the behaviour of the student up to the time of suspension
  - d) previous interventions
  - e) the age, state of health and special needs of the student
  - f) the possible negative impact of the student's behaviour on other students in the school.

## **Implementing the Suspension:**

1. The parents/guardians of a student being suspended will be informed by:
  - a) telephone, where they can be contacted
  - b) a letter sent to the home with the student
  - c) a copy of the letter sent by post (registered if it is deemed necessary).
2. The letter will contain:
  - a) the reason(s) for suspension
  - b) the length and dates of the suspension
  - c) the provision for an appeal to the Board of Management.
3. The letter may also contain the following (depending on individual circumstances):



- a) the expectations of the student while on suspension
  - b) a statement of the importance of parental assistance in resolving the matter including any commitments to be entered into by the student
  - c) arrangements for the return of the student to school.
4. During the period of suspension a student is not permitted to enter the school premises without prior permission nor is a student permitted to loiter in the vicinity of the school premises. The suspension may be lifted temporarily to facilitate a student to participate in a State Examination.
  5. The student upon his return to school may be required to report to the Principal/Deputy Principal/Year Head and or Tutor before being permitted to go to class.

## **Appeal:**

1. Parents/guardians (and students aged 18 years or more) may appeal the decision to suspend to the Board of Management. They should furnish the Board in writing with full details of the appeal.
2. If the parents/guardians are not satisfied with the decision of the Board of Management, they may appeal to the Department of Education and Science under *Section 29 of the Education Act 1998*. Such an appeal regarding suspension can only be made where the suspension period brings the cumulative period of suspension to 20 school days or more in any one school year.

## **Review of use of suspension:**

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 use of suspension is appropriate and effective.

## **Expulsion (Permanent Exclusion):**

- 1 Expulsion (Permanent Exclusion) is a sanction reserved for use in the most extreme cases of indiscipline or in serious cases of misbehaviour.
2. The Board of Management has the authority to expel a student. A student is expelled when the Board of Management makes a decision to permanently exclude him from the school, having complied with the provisions of *Section 24 of the Education (Welfare) Act 2000*.
- 3 Expulsion is the ultimate sanction available to the school and is exercised by the Board of Management only in extreme cases of unacceptable behaviour such as:
  - a) the student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process

- b) the student's continued presence in the school constitutes a real and significant threat to safety to other users of the school campus
- c) the student is responsible for serious damage to property
- d) the student persistently fails to adhere to the Code of Behaviour policy.
- e) the student is persistently refusing to follow simple instruction by teachers and/or school management.

## **Expulsion Procedures:**

1. A detailed investigation will be carried out under the direction of the Principal.
  - a) Parents/guardians will be informed in writing of the alleged misbehaviour,
  - b) how it will be investigated and
  - c) that it could result in expulsion.
  - d) Both parents/guardians and students will be given the opportunity to respond to the complaint of serious misbehaviour.
2. Where expulsion may result from an investigation and a meeting with the student and their parents/guardians has been arranged:
  - a) it provides the opportunity for them to give their side of the story
  - b) to ask questions about the evidence of serious misbehaviour, especially where there is a dispute about the facts.
  - c) It may also be an opportunity for parents/guardians to make their case for modifying the sanction,
  - d) and for the school to explore with parents/guardians how best to address the student's behaviour.
3. If a student and his parents/guardians fail to attend a meeting, the Principal will write advising:
  - a) of the gravity of the matter,
  - b) the importance of attending a re-scheduled meeting and,
  - c) failing that, the duty of the school authorities to make a decision to respond to the inappropriate behaviour.

The school will record the invitation issued to parents/guardians and their response.

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

- a) inform the parents/guardians and the student that the Board of Management is being asked to consider expulsion
  - b) ensure that parents 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 expulsion
  - c) provide the Board of Management with the same records as supplied to parents
  - d) notify the parents of the date of the hearing by the Board of Management and invite them to that hearing
  - e) ensure that parents have enough notice to allow them to prepare for the hearing
  - f) advise parents that they can make a written and oral submission to the Board of Management.
5. It is the responsibility of the Board to review the initial investigation and satisfy itself that the investigation was properly conducted in line with fair procedures.

The Board should undertake its own review of all documentation and the circumstances of the case. It will ensure that no party who has had 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).

- 6 The Board of Management will consider the Principal's recommendation. If the Board decides to consider expelling the student it will hold a hearing.
7. The Board meeting for the purpose of the hearing should be properly conducted in accordance with Board procedures.
8. At the hearing, the Principal and the parents, 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.
9. The meeting may also be an opportunity for parents to make their case for lessening the sanction. In the conduct of the hearing, the Board must take care to ensure that they are, and are seen to be, impartial as between the Principal and the student.
10. Parents may wish to be accompanied at hearings and the Board will facilitate this, in line with good practice and Board procedures.
11. After both sides have been heard, the Board should ensure that the Principal and parents are not present for the Board's deliberations.
12. Board of Management deliberations and actions following the hearing:
- a) 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 expulsion is the appropriate sanction.
  - b) where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board must notify the Educational Welfare Officer in writing of its opinion and the reasons for this opinion. (*Education (Welfare) Act 2000, s24(1)*).

- c) the Board of Management will not effect exclusion within 20 days of the Educational Welfare Board being notified. Suspension may be applied for this period.
- d) The Board will communicate its decision in writing to the parents and outline the next phase of the process involving the Educational Welfare Officer.
- e) Following the twenty-day notification period and intervention of the Educational Welfare Officer, and where the Board remains of the view that the student should be expelled, the Board will formally confirm the decision to expel in writing.
- f) Parents/guardians and the student will be informed of the right to appeal under the *Education Act 1998 Section 29* and supplied with the standard form.

## **Appeals**

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

## **Review of use of expulsion:**

The Board of Management will review the use of expulsion 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 use of expulsion is appropriate and effective.

## **Lost Property**

Students' names should be indelibly marked on each and every item of property, books, bags, clothing and equipment that they bring to school. This would greatly facilitate the return of found property.

Found property will be stored, and may be claimed at 4.00 pm when classes are finished for the day.

Property unclaimed after 6 weeks may be disposed of.

## **Text Books and Stationery**

It is the responsibility of each student to ensure that he has the correct text books, copy books and equipment in class with him so that he can engage fully in each day's lessons. Parents/guardians have an essential role in providing their sons with the necessary materials. Any difficulty in relation to provision of text books/equipment should be notified to the appropriate person (class teacher, tutor, etc.) as soon as possible so that arrangements can be made to allow the student to participate fully in class.

Parent's should familiarise themselves with the Junior / Senior Cycle Free Books Scheme Policy.

**Ratified by the Board of Management: June 2026**