St. Joseph's College Code of Behaviour

We recognise that each pupil entrusted to us is unique and has different gifts as well as different needs.
We aim to provide a holistic education for our students, enabling them to acquire the life skills necessary to live fulfilled lives.
The qualities of respect, justice and compassion which are rooted in Gospel values, form the basis for all school policies.

1. Definition

The Code of Behaviour is the set of programmes, practices and procedures that together form the school's plan for helping students in their personal development and education.

The Code of Behaviour addresses the following:

- The standards of behaviour expected in the school.
- The plan for promoting good behaviour.
- The ways in which the school responds to unacceptable behaviour.
- The plan for implementing the Code of Behaviour.
- School procedures for the use of suspension and expulsion.

2. Scope

The Code of Behaviour applies to all students in St. Joseph's College, Garbally and should be observed while in school, while travelling to or from school and while attending any school activity including trips, sporting, cultural events and TY and LCA work experience and student placement. This code was formulated following consultation with students, parents, teachers, Board of Management, Board of Governors and takes cognisance of the Education Act, the Education Welfare Act, Equal Status Act and the Guidelines for Schools on Developing a Code of Behaviour (National Education Welfare Board: 2008).
The Code of Behaviour document should be read in its totality.
The Code should be read in conjunction with all appropriate school policies.

3. Relationship to our mission, vision and aims

The Code of Behaviour of St Joseph's College Garbally is underpinned by the school's Catholic Ethos and by the school's Vision Statement which have at their core the holistic development and care of each student. The code is an integral part of a positive school ethos where learning and personal development can take place.

4. Rationale

St. Joseph's College, Garbally, promotes a positive approach to discipline, where the qualities of respect, justice and compassion permeate all school policies. This positive approach emphasises encouragement and praise rather than criticism and sanction. In such a climate, it is expected that the relationships between all members of the school community are based on mutual respect, trust, care and consideration for others. This approach will enable an environment where positive teaching and learning can take place.

5. Objectives of the Code of Behaviour

The objectives of our Code of Behaviour are:

a) To foster an atmosphere in the school which promotes the holistic development of the student and which allows positive relationships to flourish.
b) To create a safe and secure learning environment for all students by promoting a sense of mutual respect among all members of the school community.
c) To nurture self-discipline and encourage students to take responsibility for their learning.
d) To enable positive teaching and learning.
e) To have effective procedures in place which will allow for the day to day running of the school and which meet the demands of current legislation.
f) To help young people to mature into responsible participating citizens.
g) To foster the moral formation of students by leading them to awareness of the effects of their words and actions on their relationships with their teachers and fellow students.

6. The Promotion of Good Behaviour

In St. Joseph's College, Garbally, we are proactively promoting and rewarding positive behaviour and preventing inappropriate behaviour. We set high expectation for all our students in all areas of school life be it academic, sporting, cultural and social. Positive behaviour is encouraged through a variety of strategies at class and school level.

a) Teachers in St. Joseph's College, Garbally set high expectations for student behaviour, have good classroom routines, give positive feedback about behaviour and model the behaviour that is expected from students. Teachers recognise the importance of developing mutually respectful relationships that balance warmth and empathy with objectivity, professional detachment, fairness and consistency.

b) Students are clear on the contents of the Code and the standards expected of them. The Student Council were involved in the formulation of the Code of Behaviour. A copy of the school's Code of Behaviour is given formally to each student on his entry to the school, is printed in the Student Journal and is published on the website. A reminder of the rules, the reasons for such rules and the procedures followed if the rules are not upheld is given at assemblies at the opening of every school year.

c) Reference to the Code of Behaviour is made during the taught curriculum. School rules and the reasons for them are discussed as part of SPHE and CSPE. The concepts of tolerance, self-control, fairness and the principles of natural justice are explored as part of the RE programme. Issues such as Bullying, Racism, Sexism and Substance Use are discussed with the students in formal classes and/or with guest speakers.

d) Parental co-operation is considered fundamental to the implementation of the school's code. An introductory meeting for parents of new students takes place prior to entry. At this meeting, the values underlining the Code of Behaviour are explained. Parents are encouraged to meet a member of the Senior Management Team to share information on anything that might affect a student's learning/behaviour in school. Parents are then asked to sign the Code of Behaviour and it is placed in the student's file. It is accepted that parents are acknowledging acceptance of the Code of Behaviour and that they will make every effort to ensure that their son complies with every aspect of the Code.

St. Joseph's College, Garbally, recognises the challenges faced by parents and supports the Parents' Association in the organisation of seminars on behavioural matters and on aspects of child and adolescent development.

The school is very proud of our students and will do its best to promote good behaviour and achievements. The school community affirms, acknowledges and rewards good behaviour by:

- **Praise and encouragement from management and staff.**
- **Positive feedback from teachers in students' journals.**
- **Assessment and Teachers' Reports.**
- **Parent/Teacher meetings.**
- **A monthly Effort and Commitment Report for Second Year Students.**
- **Appointment of Mentors.**
- **Acknowledgement of students' efforts and achievements at assemblies.**
- **Display and announcement of students' achievements and work on students' notice boards and in the display cabinets.**
- **Features of students' achievements and work in the school's annual publication 'The Fountain'.**
- **Bi-annual Newsletters to Parents/Guardians.**
- **Features in the local media and on our web page.**
- **Academic and Social Awareness Awards.**
- **Parents' Association Award.**
- **Principal's Award for Leaving Certificate Students.**
- **Student Council Award for Leaving Certificate Students.**
- **A Merit/Demerit system.**

Board of Management (BOM)

The BOM is the decision making body of St. Joseph's College, Garbally. It entrusts the operational management of the school to the Principal. The school acknowledges the role of the BOM in the development, reviewing and operation of the code of behaviour. All policies are developed in consultation with the BOM and must be approved by it before becoming official school policy.

7 THE TERMS OF THE CODE OF BEHAVIOUR

The following rules are needed to ensure the safe and effective operation of St. Joseph's College, Garbally. In defining the code, consideration has been given to the particular roles, needs and circumstances of all partners involved in St. Joseph's College, Garbally, ensuring that a collaborative atmosphere exists that promotes excellence in learning, in a safe and enriching environment.

Understanding and meeting the school's expectations will work towards creating a culture of excellence in learning.

The Code of Behaviour extends to the school; its environs, its activities in and outside of the school and while travelling to and from school.

EXPECTATIONS AND RATIONALE:

1 Attendance

Students should attend school and attend each class each day.

Attendance at school enables students to achieve their academic potential, to develop a sense of belonging to the school community and to benefit from all school activities.

The Education Welfare Act (2000) requires that the school should be notified if a student is absent. Please inform the school before 10.00 am. The green slip at the end of the Student Journal explaining the absence should be completed by a parent/ guardian and returned to the Deputy Principal when returning to school following an absence.

In accordance with section 21 of the Education Welfare Act (2000), the school is obliged to notify the National Educational Welfare Board when a student is absent for 20 days or more in any given academic year.

St. Joseph's College Garbally is aware of the correlation between full attendance and academic achievement and therefore, where possible, dental or similar appointments should be arranged outside of school hours. Family holidays should not be arranged during the school year. Parents/guardians should not ask the school to facilitate such arrangements.

- If a student has to leave school early, a parent/guardian or designated adult must sign out the student at the main office. This ensures that the school can account for all students at all times and be in compliance with Child Protection Guidelines and Health and Safety legislation.

- No student may absent himself from class or school at any time without permission. Students feeling ill should report to the main office, having first informed the class teacher. The Principal/Deputy Principal will then assess the situation and will authorise contact with a parent / guardian.

- Students must attend all Religious events and retreats. The school views faith development as an integral part of students' education.
  (See Appendix A)

- Students on school business or wishing to visit the bathroom during class time must have the permission of their teacher and carry a green card.

- Students are not allowed to be 'out of bounds' of the school and/or its environs during the school day.

- Students must participate in P.E. classes.

- We encourage all students to remain on the school's grounds during break times and to benefit from the school's extensive facilities; dining, sporting et al.

- Students must stay on the school grounds and within bounds on Friday afternoons 3.10-3.45 while awaiting transport.

Failure to comply with any of the above rules will be dealt with through the school's Sanctions and Procedures.

2 Punctuality

Students must be on time for school and proceed to all classes in an orderly fashion during the school day.

Being on time for class encourages self-discipline and is an expected habit both in the workplace and in personal relationships. Late coming inconveniences both teachers and students.

- Class begins at 9.00 a.m. Students arriving late for school must report to the main office and then proceed to class.

Students, who fail to report, will be recorded as absent and a text will be sent to parents/guardian. These absences are included in the school's report to the Education Welfare Officer.

- All students must be in class on time.
- Students arriving late for classes during the day will be recorded by class teachers.
- Students arriving late for class due to a scheduled appointment must have a note explaining their lateness.
- Students should move quickly but safely from class to class following the corridor etiquette (No pushing, shoving and/or blocking. Students must enter and exit the school according to instruction.)
- Students should only go to their lockers before the first, fourth and seventh classes, bringing with them books and equipment they will require for the following three classes.
- Students are allowed to return to their lockers at the end of the school day.
- Students are expected to leave the school and its environs at the end of the school day. No loitering on school property is permitted.

Orderly movement of students enables punctuality and fosters adherence to Health & Safety requirements.

Failure to comply with any of the above rules will be dealt with through the school's Sanctions and Procedures.

3 Academic work

Good work habits enable students to contribute to the class and to achieve their full academic potential in an atmosphere of mutual respect.

Students are expected to be prepared for, and to work in, each class, complete all homework assignments and attend all assessments and examinations.

- Students are expected to be attentive in class and attentive to their teachers; allowing their teacher/s to teach and fellow students to learn without disruption.
- Students must bring all necessary text books, class materials and their journal to each class. Students' Journals must be available to all members of staff for inspection and should be kept neatly and free of graffiti.
- Students must record their homework for each class in their journal. Parents/guardians are requested to sign journals weekly.
- Students are expected to complete homework –written and/or oral work on time.

- Students who fail to complete homework require a note of explanation, in their journal, from a parent / guardian.
- Students are expected to be prepared for and attend all Christmas and Summer Examinations, Assessments and Pre-Junior and Pre-Leaving Certificate Examinations.
- Students must comply with all examination procedures.
- Students are required to attend arranged study in school if they have no examination on a particular day and/or time.
- Students are not permitted to leave school while House Examinations are being conducted. Students are expected to study when they are not timetabled for House Examinations.
- Senior Students may, on prior arrangement with the school, study at home on a day where they have no timetabled examinations.

Failure to comply with any of the above rules will be dealt with through the school's Sanctions and Procedures.

4 Students must wear their full uniform each day.

Garbally College's school uniform, helps promote a sense of belonging to the school community and is a visual symbol of St. Joseph's College, Garbally. Students wearing our uniform should be conscious that they represent the entire school community and as such, their behaviour should reflect our ethos and code.

- The school uniform must be neat, clean and correctly worn at all times, including coming to, within and returning from school.
- Students must be in full uniform during House and State Examinations, school functions and events or as directed by the Principal.

Garbally College's Uniform is defined as:

- Navy Jumper with School Crest for Junior Students.
- Black Jumper with School Crest for Senior Students.
- A Dark to Mid-Grey Shirt with a collar.
- Plain Dark Grey Cloth Pants.
- Black /Brown/Navy 'Dubes'/Shoes/Boots.
- All items must be clearly labelled with the Student's name.
- No additional garments (i.e No Hoodies / runners) of any nature are permitted.
- Sportswear and runners are required for Physical Education and reserved for P.E. classes and sporting activities only.
- No earrings and/or studs are allowed in the school. No visible Tattoos allowed.

Students will not be allowed into class without full uniform unless, for genuine reasons, and furnished with an explanatory note, signed and dated by a parent/guardian. This note must be presented to the Main Office before 9.00am. Otherwise, parents/guardians will be notified and requested to:

- Bring in the required item of uniform.

Persistent disregard for the wearing of the uniform will warrant a detention. School management has the right to confiscate any item of clothing and/or jewellery not permitted under the dress code of St. Joseph's College, Garbally.

5 Students must not misuse electronic devices, mobile phones, tablets, the internet, printers and/or social media/networks in a way that contravenes the rights of others inside or outside school and/or interfere with hardware and software computer system inside or outside school.

Electronic devices such as: MP3 players, earphones/ ipods/ipads, laptops, computers, photographic devices, Mobile phones etc. can distract and interrupt teaching and learning. It is a serious offence to use a mobile phone/the internet/computers/laptops/printers and/or social media/network sites to menace/ harass/bully/intimidate or offend another person.

Students must:

- Not have their MP3 players, earphones, ipods/ipads/tablets, photographic devices, Mobile phones etc. turned on/in use during the school day. (8.30 – 3.45) MP3 players, earphones, ipods/ipads/tablets, photographic devices, Mobile phones etc. must be turned off between 8.30 -3.45 and out of sight at all times during the school day.
- Not use mobile phones/tablets/social media/networks or any such devices to defame any member of the school community and/or outside personnel/visitors/visiting school members, and/or bring the school into disrepute by any and every known method of communication.
- Not take a photograph or recording, video or audio, made with a mobile phone or any other such device of another person in school, its environs and/or at any school event without prior permission.
- Not use the Computer Room or any of the school's computer facilities unsupervised, and when in any of the school's computer facilities, must comply with the permanent seating arrangement assigned to them for the duration of the school year. Students are requested to use their P.P.S. number as an access code.
- Not tamper with or reconfigure any computer software without the permission of a teacher.
- Not bring to and/ or use, in the Computer Room or any of the school's computer facilities, disk/CDs/memory sticks or any such devices.
- Not abuse the Internet/Wi-Fi, or any such facility to send or receive e-mails, download and/or upload material of a non- educational value or introduce viruses/malware while in the school, its environs or from outside the school.
- Not use computers/ laptops/ tablets/mobile phones/social media/networks/ipads / ipods or any such devices to verbally/psychologically/sexually/cyber harass/bully/intimidate any member of the school community and/or outside personnel/visitors/visiting school members by any and every known method of communication.

Failure to comply with any of the above rules will be dealt with through the school's Sanctions and Procedures, ranging from:

- **Temporary Confiscation** of mobile phones and other such devices while investigations are conducted.
- **Permanent Exclusion** from the computer room or any of the school's computer facilities for the remainder of the academic year.
- **Detention** (lunch time / morning /or evening following investigation)
- **Including Suspension** (pending investigation and consideration of the case by the Principal)
- **Expulsion** (following the Principal's presentation of the case and the consideration of the Board of Management.)

Students found using their Mobile Phones and/or other such electrical devices during the school day will have their devices confiscated for the remainder of the school day while investigations by management are conducted. Failure to surrender Mobile phones and any other such devices will warrant a greater sanction.

Incidents where students use mobile phones and/or other such devises to bully or send offensive messages or calls, to any member of the school community, will be investigated under the Anti-Bullying policy. Following consideration of the case by the Principal/Board of Management, sanctions of up to and including suspension and expulsion can be imposed.

The school has a right to confiscate any item deemed illegal and/or damaging to the physical, educational, psychological and emotional well-being of the school community and to involve outside agencies in such incidents where deemed necessary.

6 Students must respect the school's environment.

Everyone has a right to work in and benefit from a pleasant working environment.

- Students are required to clean their area and use bins provided for litter. Students are expected to treat all school property with care.
- Students are not allowed to eat, drink and/ or chew gum in the classroom, study hall, corridors and/or library. Eating and/or drinking are strictly confined to the Canteen, the Senior Dining Hall and the Senior Assembly Hall and the grounds of the school.
- Students must not damage school property, its environs and/or that of the school community.
- Students must be responsible for their own, clearly labelled, property. The school cannot be held responsible for lost property.
- Students must not steal the school's property and/or the possessions of the school's community/ outside personnel/visitors/visiting school members.
- Students must comply with the school's Driving Policy, park in the designated student parking area and adhere to the Road Traffic legislation and the bye laws governing private property.

Failure to comply with any of the above rules will be dealt with through the school's Sanctions and Procedures.

7 Lost Property and Lockers

- The school cannot be held responsible for lost property. All property should be clearly labelled.

- Lockers are the property of the school and should not be damaged/defaced in any way. The Principal/Deputy Principal reserves the right to search a student's locker in the presence of that student.

- Students are supplied with lockers and are required to provide locks to secure them. Students must not interfere with the locker of another.

Failure to comply with any of the above rules will be dealt with through the school's Sanctions and Procedures.

8 Health and Safety

- In addition to the general school rules, teachers in charge of laboratories and specialised classrooms will have additional regulations concerning the correct and safe use of equipment and apparatus. Students must obey these additional regulations.
- Students wishing to play Hurling/Gaelic Football and/or Rugby must wear a gum shield during training and matches. In addition, students who play Hurling must wear a helmet and visor.
- Where students are attending matches or other school excursions they must at all times obey the directions given by the teacher/s, special needs assistant and or parent/s that are in a supervisory capacity.

Failure to comply with any of the above rules will be dealt with through the school's Sanctions and Procedures for breaches of the Health and Safety Regulations.

9 Respectful behaviour towards all members of the school community in school, at school functions and outside the school.

Respectful behaviour in school, its environs and during related school activities ensures a cohesive community that encourages and supports the dignity of each member of the school community. It fosters a safe environment that is conducive to learning.

a) All members of the school community have a right to be treated with dignity and courtesy.
b) Students should follow the instructions given by their teachers and other members of staff.
c) Students should not engage in actions, in school, at school activities and/or outside school, where they or others may be adversely affected.

Therefore no student should:

- Disrupt teaching and learning.
- Defy, disrespect and/or disregard the authority and /or instruction of a teacher and/or any person acting in authority of the school /and/or those engaged by the school.

- Defy, disrespect and/or disregard the authority/rules and /or instruction of the specialist teacher/coach/trainer and/or supervisor.
- Verbally/physically/psychologically/sexually/cyber harass/bully/intimidate any member of the school community and/or outside personnel/visitors/visiting school members.
- Fight or arrange fights.
- Engage in conduct potentially harmful to themselves or others and in actions that could be interpreted by others as harassment, intimidation or bullying.

All allegations of bullying will be investigated according to the procedures outlined in the Anti-Bullying and/or Cyber Bullying policies and appropriate sanctions will be taken against those who engage in bullying behaviour. (Please refer to our Anti-Bullying and Cyber Bullying policies)

No student should:

- Use foul and /or offensive language to any member of the school community and/or outside personnel/visitors/visiting school members.
- Make false or malicious allegations against any member of the school community and/or outside personnel/visitors/visiting school members.
- Write offensive comments and/or graffiti regarding any member of the school community and/or outside personnel/visitors/visiting school members.
- Bring and/or be in possession of bangers, fireworks or any combustible material likely to injure or damage property.
- Bring and/or be in possession of/use/ threaten with a laser.
- Bring and/or be in possession of Newspapers, magazines, and/or downloaded material not of an educational nature.
- Bring and/or be in possession of/use/threaten with a firearm, knife or any sharpened implement.
- Bring and/or be in possession of an item that could be deemed a weapon.
- Bring and/or be in possession of cigarettes.
- Smoke/share/sell tobacco or encouraging others to do so.
- Bring or be in possession of/use/share/sell illegal substances or substances likely to lead to an endangerment of one's health or others.
- Bring and/or be in possession of solvents and similar substances as they are considered a form of drug abuse. Therefore, 'Tipp-Ex' and similar substances are absolutely forbidden.
- Sniff/inhale/share/sell glue/solvents or similar substances.
- Bring and/or be in possession of/consume/share/sell alcohol in the school, or any part of the school grounds, or in a school context.
- Throw/fire implements liable to cause injury to others.
- Climb onto the roof of the sports complex or any building within the school boundary.

Failure to comply with any of the above rules can warrant sanctions, ranging from:

- **Detention (lunchtime, evening, morning, and/or Saturday.)**
- **Including Suspension (pending consideration of the case by the Principal.)**
- **Expulsion (following the Principal's presentation of the case and the consideration of the Board of Management.)**

The school has a right to confiscate any item deemed illegal and/or damaging to the physical, psychological and emotional well-being of the school community.

Sanctions and Procedures

Good order is necessary for the smooth and efficient running of the school.

When sanctions are being imposed, they will be informed by our Vision Statement and with the aim of restoring good relationships.

Sanctions are intended to:

- Prevent serious disruption of teaching and learning.
- Keep the members of the school community safe.

The purpose of a sanction is to bring about a change of behaviour by:

- Helping students to learn their behaviour is unacceptable.
- Helping them to recognise the effect of their actions and behaviour on others.
- Helping students (in ways appropriate to their age and development) to understand that they have choices about their own behaviour and that all choices have consequences.
- Helping them to take responsibility for their behaviour.

A sanction may also:

- Reinforce the boundaries set out in the Code of Behaviour.
- Signal to other students and to staff that their well-being is being protected.

LADDER OF REFERRAL

The procedures for dealing with incidents of unacceptable behaviour are referred to as our 'ladder of referral'. The basic principle is that the higher up the ladder an incident is dealt with, the more seriously it is viewed. Any Staff involved in reporting an incident is informed of outcomes.

- The class teacher has primary responsibility for discipline in his/her classroom and deals with minor infringements of the Code as they arise.
- If the misbehaviour persists, a referral form is completed for the student's Year Head. The Year Head meets with the student, discusses the behaviour in relation to the Code and applies a sanction keeping in mind the ultimate aim of restoring right relationships so as learning can resume.
- A recommendation and/or a sanction is noted on the referral form and the form is filed.

The following sanctions may be imposed depending on the nature of the behaviour and/ or breaches of the school's regulations and expectations by the students' Teacher/Year Head/Assistant Year Head/Deputy Principal and /or Principal:

- Additional work may be assigned.
- A note/comment recorded in the student's journal.
- A verbal warning issued.

- Communication with parent/s/guardian/s.
- A Weekly Attendance Report – monitored by Year Head and signed by Parent/s/ guardians nightly.
- A Weekly Behaviour Report - monitored by Year Head and signed by Parent/s/ guardians nightly.
- A Weekly Academic Report - monitored by Year Head and signed by Parent/s/ guardians nightly.
- The Year Head may communicate with Parent/s/guardian/s regarding a student's academic progress and /or behaviour. If the Year Head is concerned about persistent misbehaviour or nature of any particular misbehaviour, the student may also be referred to the Pastoral Support team within the school and to the Deputy Principal.
- The Year Head in consultation with the Deputy Principal and/or the Principal may recommend appropriate sanctions depending on the nature of the offence/behaviour.
- The Year Head in consultation with the Deputy Principal and/or the Principal can impose detention.
- Students who receive three referrals are recommended by the Year Head, to the Deputy Principal for sanction, up to, and including detention.
- The Deputy Principal can impose detention and may consider various options including a more formal meeting with the parents/guardians.

- Detention

  - Lunchtime 1.25 – 1.45pm
  - Evening (Friday) 3.15 – 4.00pm
  - Morning 8.10 – 8.50 am
  - Saturday 9.00 – 11.00pm

Detention can be imposed on students who disrupt the 'in house' school examination. This takes place after all examinations are completed.

- The reporting staff member is informed of the action taken.
- Parents/guardians may be informed if sanctions are imposed.
- Parents/guardians will be informed of pastoral interventions.

CARD SYSTEM

Card system as follows will apply:

First Detention - Yellow 1

Second Detention - Yellow II

Third Detention - Red I

Fourth Detention - Red II

The Principal may, at his discretion and following consultation with the relevant Year head and Teacher, reduce the card level that a student is on by one level where that student has successfully

completed a full half term without receiving a detention and has demonstrated, to the Principal's satisfaction, a genuine commitment to improvement in attitude and behaviour.

If deemed necessary, a particular misbehaviour or persistent breaches of expected behaviour, the Principal may impose a suspension. Suspension is only considered, following detailed investigation by the Teacher/Year Head/Member of the Pastoral Care Team/Deputy Principal and/or Principal. In the course of investigation, students may be interviewed and requested to give an oral and/or written statement. Pending suspension, a student may be referred to a member of the Pastoral Care Team. Following investigation and consultation, the Principal may impose suspension following the guidelines set out by the National Education Welfare Board (NEWB).

SUSPENSION

The Board of Management has formally delegated to the Principal the authority to suspend a student. In implementing a decision to suspend, the Principal shall adhere to:

(1) The procedures for suspension as set down in the Code of Behaviour of the school.
(2) Paragraph 11.6 of Developing a Code of Behaviour: Guidelines for Schools (NEWB:2008)

In the event of the absence of the Principal on approved leave or school business, the authority to suspend is delegated to the Acting Principal subject to the provisions of (1) and (2) above.

THE GROUNDS FOR SUSPENSION

Suspension is a serious sanction and should be a proportionate response to the behaviour that is causing concern. It may be considered in the following circumstances:

- The student's behaviour has had a seriously detrimental effect on the education of other students.
- Repeated deliberate breaches of the Code of Behaviour.
- The student's continued presence in the school at this time constitutes a threat to safety.

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

Factors to consider before suspending a student

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions tried to date
- Whether suspension is a proportionate response

IMPOSING SUSPENSION

When a suspension is being imposed, the procedure will conform to the current guidelines set out by the NEWB.

Procedures in respect of suspension save for cases of immediate suspensions as outlined below

Fair procedures are followed when proposing to suspend a student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension, the following procedures will be observed:

(a) The student and his parent/s/guardian/s will be informed of the complaint, will be told how it will be investigated and will be informed that it could result in suspension.

(b) Parent/s/guardian/s and student will be invited to meet the Principal and will be given an opportunity to respond to the complaint before a decision is made and before any sanction is imposed.

A member of the Pastoral Team will be assigned to meet with the student on his return from suspension. The purpose of this intervention is simply to enable the student to understand the reason(s) for his suspension and to help him accept responsibility for his actions.

The period of suspension

(a) In general, a suspension should be no longer than three days. If a suspension longer than three days is proposed by the Principal, the matter should be referred to the Board of Management for consideration and approval. In circumstances where a Board of Management meeting cannot be convened in the time frame necessary, the Principal with the approval of the Chairperson of the Board may impose a suspension of up to 5 days.

(b) The Board of Management may decide to impose a longer suspension if warranted.

(c) The Board will formally review any proposal to suspend a student, where the suspension would bring the number of days for which the student is suspended in the current school year to 20 days or more. Any such suspension is subject to appeal under section 29 of the Education Act 1998.

Immediate suspension:

The Principal may consider an immediate suspension to be necessary where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school or any other person.

Parent/s/guardian/s will be notified and arrangements made with them to collect their son from the school. Their son will not be allowed to leave the school during school hours, until contact is made with a parent/guardian. A formal investigation will then be initiated with a meeting between all parties arranged for the earliest possible date.

Suspension during a State examination:

This sanction must be approved by the Board of Management and should only be used 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 rights of other students to do their examination in a calm atmosphere

Appeals

(a) The decision of the Principal to suspend a student may be appealed to the Board of Management.

(b) Where the total number of days for which the student has been suspended in the current year reaches 20 days, the parent/s/guardian/s, or a student aged over 18 years, may appeal the suspension under section 29 of the Education Act 1998.

Implementing the suspension

The Principal will notify the parent/s/guardian/s and the student in writing of the decision to suspend. The letter should confirm the following:

- the period of the suspension, its terms 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 parent/s/guardian/s
- the provision of an appeal to the Board of Management
- the right to appeal to the Secretary General of the Department of Education and Skills (Education Act : Section 29) in particular circumstances.

Grounds for removing a suspension

A suspension may be removed if:

- The Board of Management decides that the appeal has sufficient merit
- The Secretary General of the Department of Education and Skills directs that it be removed following an appeal under Section 29 of the Education Act 1998.

REDUCED CURRICULUM AND RESTRICTED ACCESS

If a student persistently prevents teaching and learning in mainstream classes and fails to respond to all intervention as set out in our Ladder of Referral, the school may decide, following endorsement by the Board of Management to offer this student a reduced curriculum and restrict his access to the school and its environs.

The decision to recommend this course of action will follow a meeting of the Principal, Deputy Principal, the Year Head and the teachers in whose classes the student is misbehaving. The student

and his parents will be invited to attend this meeting and will have the opportunity to respond to the case as outlined by the Principal.

The decision to restrict access of a student can be appealed to the next meeting of the Board of Management.

The decision to restrict access of a student is subject to an academic and behavioural review, by the Board of Management, and where positive, the student can return to the mainstream class if the school feels his improved behaviour warrants it.

RECORDS AND REPORTS

(a) Written records will be kept of:
- the investigation (including notes of all interviews held)
- the decision making process
- the decision and rationale for the decision
- the duration of the suspension and any conditions attached to the suspension.

(b) The Principal should report all suspensions to the Board of Management, with the reasons for and the duration of each suspension.

(c) The Principal is required to report suspensions in accordance with the NEWB reporting guidelines.

EXPULSION

Definition

A student is expelled from school when the Board of Management makes a decision to permanently exclude him from the school, having complied with Section 24 of the Education (Welfare) Act 2000.

Authority to expel

The Board of Management has the authority to expel a student.

The grounds for expulsion

Expulsion should be a proportionate response to the student's behaviour and should only be taken in extreme cases of unacceptable behaviour.

A proposal to expel a student requires serious grounds such as that:

- 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 to safety.
- the student is responsible for serious damage to property.

There may be grounds for considering that a student be expelled for a first offence. The kind of behaviours that might result in a proposal to expel includes the following:

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

Factors to consider before proposing to expel a student

- The nature and seriousness of the behaviour.
- The context of the behaviour.
- The impact of the behaviour.
- The interventions tried to date.
- Whether expulsion is a proportionate response.

Procedures in respect of expulsion

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the following procedural steps will be taken:

A detailed investigation is carried out under the direction of the Principal

The Principal will inform the student and their parent/s/guardian/s in writing about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion.

A meeting will be arranged with the Principal to give the parent/s/guardian/s and student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and a sanction is imposed.

If the parent/s/guardian/s and students fail to attend the meeting, the Principal will write explaining the gravity of the issue, the importance of attending a rescheduled meeting, and failing that, the duty of the School Management to make a decision to respond to the inappropriate behaviour.

A record of the invitation issued and the response of the parent/s/guardian/s will be kept on file.

A recommendation to the Board of Management by the Principal

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

The Principal will:

- Inform the parent/s/guardian/s and student that the Board of Management is being asked to consider expulsion
- Ensure that parent/s/guardian/s 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

- Provide the Board of Management with the same comprehensive records as are given to parent/s/guardian/s
- Notify the parent/s/guardian/s of the date of the hearing by the Board of Management and invite them to that hearing
- Advise the parent/s/guardian/s that they can make a written and oral submission to the Board of Management
- Ensure that parent/s/guardian/s have enough notice to allow them prepare for the hearing.

Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing.

The Board will review the initial investigation and ensure that the investigation was properly conducted in line with fair procedures.

The Board will review all documentation and the circumstances of the case. No party who has had any involvement with the case will be part of the Board's deliberations.
If the Board decides to consider expelling a student, a hearing will be arranged.

At the hearing, the Principal and the parent/s/guardian/s, or a student aged 18 years or over, will put their case to the Board in the presence of each other. Each party should be allowed to question the evidence of the other party directly. Parent/s/guardian/s may wish to be accompanied to the hearing by a third party on prior notice.

After both sides have been heard, the Principal and parent/s/guardian/s will withdraw and the Board will deliberate in private.

BOARD OF MANAGEMENT DELIBERATIONS AND ACTIONS FOLLOWING THE HEARING

It is the responsibility of the Board of Management to decide whether or not the allegation is substantiated and, if so, whether or not 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 will notify the Educational Welfare Officer in writing of its opinion, and the reasons for this opinion.

The student cannot be expelled before the passage of twenty school days from the date on which the Educational Welfare Officer receives the written notification.

The Board will inform the parent/s/guardian/s in writing about its conclusions and the next steps in the process. Parent/s/guardian/s will be informed that the Educational Welfare Officer will be notified of the decision.

Consultations arranged by the Educational Welfare Officer

Within twenty days of receipt of the notification from the Board of Management of its opinion that a student be expelled, the Educational Welfare Officer must:

- Consult with the Principal, parent/s/guardian/s and student

- Convene a meeting of those parties who agree to attend.

The purpose of the meeting is to ensure that arrangements are made for the student to remain in education. Pending these consultations about the future education of the student, the Board may consider it appropriate to suspend the student if there is 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.

Confirmation of the decision to expel

Where the twenty school 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 expelled, the Board of Management will meet again to reconsider the issue and to make a final decision to expel or not to expel.

Parent/s/guardian/s will be notified that the expulsion will now proceed. Parent/s/guardian/s will be informed about the right to appeal and will be supplied with a form on which to lodge an appeal. A formal record will be kept of the decision to expel the student.

Appeals

A parent/s/guardian/s, or a student over 18 years, may appeal a decision to expel to the Secretary General of the Department of Education and Skills. An appeal may also be brought by the National Educational Welfare Board on behalf of the student.

Bringing a concern about a behaviour matter

In St. Joseph's College, Garbally, we foster openness to dialogue with parent/s/guardian/s. When concerns arise, parent/s/guardian/s are encouraged to contact the Principal with the intention of resolving the matter.

Monitoring

The Code of Behaviour will be monitored by the Board of Management on an annual basis and will be formally reviewed in 2014/2015.

The Code of Behaviour was adopted at a meeting of the Board of Management and became official school policy on

Signed: _____ Date: _____

Appendix A

Students Attending Garbally College

1. Students must attend all classes including Religion classes except in the case where a student has an exemption in a subject

   Our Admissions Policy states **"Faith development in the Catholic faith is a central feature of school life for our Catholic students and participation in related activities is a requirement for them".**

2. Students must attend all School Liturgies to include the following:
   - Beginning of school year Mass
   - Carol Service
   - Retreats
   - Penitential Services
   - Class Masses / Class Liturgies
   - St. Joseph's Day Mass & Sport / Fun events
   - Transition year Graduation Liturgy
   - Leaving Cert Graduation Mass

3. Students must attend all School Functions in which they are involved.

4. Students must attend all House Examinations.

Appendix B

Summary of School's Expectations of Students

1 Attendance

Students should attend school and attend each class or other programmed activities daily

2 Punctuality

- Students must be on time for school and be punctual for every class
- Pupils must proceed to all classes in an orderly fashion during the school day

3 Academic work

- Students are expected to be prepared for and to work in each class and complete all homework assignments
- Students must complete all assessments and examinations
- Students must be attentive and focused on learning in each class

4 Uniform

Students must wear their full uniform each day

5 Students must not misuse electronic devices, mobile phones, tablets, the internet, printers and/or social media/networks in a way that contravenes the rights of others inside or outside school and/or interfere with hardware and software computer system inside or outside school

6 Students must respect the school's environment

Students should dispose of all litter carefully
Students must respect all school property

7 Lost Property and Lockers

- The school cannot be held responsible for lost property
- All property should be clearly labelled
- Lockers should not be damaged or defaced

8 Health and Safety

Students must follow all health and safety regulations and obey instructions given by staff in all classrooms, on the school property/school grounds, at school training/matches and on school tours

9 Respect

Students must behave in a respectful manner towards all members of the school community in school, at school functions and outside the school

St. Joseph's College Anti-Bullying Policy

CONTEXT

St. Joseph's College aims to provide a holistic education based on healthy relationships grounded in Gospel values of respect, justice and compassion. This policy seeks to give practical effect to that vision by actively promoting positive relationships among students, and between students and staff, and by outlining interventions that will be made where relationships have been damaged. This policy should be read in conjunction with the school's Code of Behaviour, Dignity in the Work Place Charter, the Child Protection Policy, Pastoral Care policy, Cyberbullying Policy, I.T. and Acceptable Use Policy.

SCOPE

This policy applies to student behaviour within the school and to student behaviour outside school which negatively impacts on the well-being of students and staff within school. It is applicable, among other areas, to:

- Going to and from school
- The school day (including break, lunch times, study times)
- School tours and trips
- Extracurricular activities
- Examinations
- Communications between students on phones, the internet or other electronic media, including communications that take place outside the school day.

RATIONALE

A student needs a secure, happy and friendly environment in order to learn effectively. Providing a safe environment for students is the responsibility of the whole school community. Parents of students also have a responsibility to monitor how their child is using the internet and other communications technology. Each member of the school community has a right to feel safe and secure in school – physical, emotional and psychological safety. Through this policy, the school seeks to affirm that right and also seeks to give effect to the school's legal obligations under legislation and departmental guidelines, including the following:

- The Education Act 1998
- The Education Welfare Act 2000

- Department of Education guidelines on Countering Bullying Behaviour in Post Primary Schools 1993
- Children First: National Guidance for the Protection and Welfare of

  Children 2011
- Intercultural Education Strategy 2010 -2015
- The Equal Status Acts
- Safety, Health and Welfare at Work Act 2005

DEFINITION

Bullying is repeated behaviour by one or more people (the perpetrator) towards an individual (the victim) which makes that individual feel upset, fearful or humiliated. The behaviour may be by word or action. Cyberbullying is the use of information and communication technologies to support deliberate, hostile behaviour by an individual or group that is intended to belittle, upset or harm others.

Bullying behaviour may cause physical harm, emotional harm or psychological harm. Examples of some types of behaviour that constitute bullying, including cyberbullying, are set out in Appendix 1.

OBJECTIVES

1. To ensure the physical, emotional and psychological safety of students and staff.
2. To promote positive self-esteem among students through the SPHE programme.
3. To help students to resolve situations of conflict that may arise between them.
4. To create a school ethos which encourages students to disclose and discuss incidents of bullying behaviour.
5. To raise awareness of bullying as a form of unacceptable behaviour with students through the SPHE programme and also with school management, teachers, parents and guardians.
6. To ensure comprehensive supervision and monitoring measures through which all areas of school activity are kept under observation.
7. To develop procedures for noting and reporting incidents of bullying behaviour.
8. To develop procedures for investigating and dealing with incidents of bullying behaviour.
9. To develop pastoral support for those affected by bullying behaviour (the victims) and for those involved in bullying behaviour (the perpetrators).
10. To work with outside agencies in countering all forms of bullying.

ACTIONS TO PROMOTE POSITIVE RELATIONSHIPS AND PREVENT BULLYING BEHAVIOUR

Supervision

The school will continue to ensure that students are supervised during the time that students are under its care including:

- Supervising students on the school grounds during the school day.
- Supervising student's use of the internet by teachers.
- Supervision during extra-curricular activities; school trips and tours.

The Curriculum

Social Political and Health Education (SPHE)

The school will develop and implement a plan to consistently raise issues relating to bullying within the SPHE programme including such issues as

- Identifying Bullying;
- How to guard against Cyberbullying;
- What to do if bullying is experienced;
- Working together;
- Anger Management;
- Conflict Resolution
- Respect for Diversity
- Mental Wellbeing
- Responsible use of communication technology

Relationship and Sexuality Education (RSE)

An RSE programme will be developed to ensure that students are educated in this area and that anxieties and prejudices around sexual identity are handled sensitively. The Department of Education curriculum on RSE will be implemented including such issues as:

- Developing relationships based on mutual respect
- Providing information about physical development and sexual health
- Developing a holistic understanding of sexuality

These issues may also be raised in areas of the CPSE curriculum and the RE curriculum, which will highlight the values of respect and justice; moral decision-making; and how to form healthy relationships with other students and with teachers.

Computer technology

An internet education module will be developed to educate all students on the appropriate use of information and communications technology (ICT), on the norms that should apply to social media websites (netiquette), and to reinforce the serious consequences of cyberbullying.

Mentors

The school recruits and trains a number of sixth year students to act as mentors towards first year students. Mentors act as a help and as a role model towards first years and are someone that those students can turn to for advice if they encounter bullying behaviour. Mentors are also encouraged to act responsibly if they witness or become aware of incidents of bullying behaviour by talking to a year head, school management or the pastoral care team.

Parents

Parents play a crucial role in educating their children how to relate to others, and in teaching them the value of respecting others. Parents are asked to talk to their child regularly about their school day and to encourage their child to tell them if someone is making school difficult or uncomfortable for them. The school welcomes reports from parents of any bullying behaviour that they become aware of, whether it directly affects their child or another student of the school. Reports can be made to the Principal, Deputy Principal or a member of the Pastoral Care Team.

Parents are requested to monitor their child's use of the internet and ICT to guard against cyberbullying. Parents should also ensure that privacy settings on any social media websites that their child has access to are maintained at a high level.

Periodic talks on how to recognise and combat bullying will be given to parents in the school. The Parents council will be given an opportunity to develop this policy and to undertake periodic reviews of its content.

Students

Bullying rarely takes place in isolation. Usually there are other students who witness a bullying incident (bystanders). Bystanders who laugh or clap when someone else is harmed or repeatedly ridiculed are encouraging bullying behaviour.

Students have a right to safety in the school. Students are encouraged to report any bullying behaviour that they experience or witness to any teacher, their year head, or a member of the Pastoral Care Team. In making a report students are standing up for their own rights and the rights of others.

Students will be given periodic opportunities to complete confidential questionnaires on their experience of bullying behaviour within the school (Appendix 2). This will be used as an exercise to raise awareness, to identify students at risk and also to highlight areas that require further attention to prevent bullying behaviour.

The student Council will be given an opportunity to develop this policy and to undertake periodic reviews of its content.

Other Actions

- Including the student charter in the school journal.
- Having a 'friendship week' early in each school year.
- Regularly referring to this policy during assemblies.
- Highlighting 'Safer Internet Day' during the first week in February.

REPORTING ALLEGATIONS OF BULLYING BEHAVIOUR

1. Students who experience bullying should feel free to tell the Year head, the Deputy Principal, Principal or a member of the Pastoral care team. Sometimes students are afraid that telling will make the behaviour worse. Experience shows that telling a parent or a teacher makes it possible for the school to intervene in a way that will change what is happening for the better. Students have a right to safety. By telling someone what is happening students are standing up for their own rights.

2. Bullying behaviour usually occurs in the presence of witnesses (bystanders). Students who witness bullying behaviour are strongly encouraged to report allegations of bullying to the year head, the principal, the deputy principal or the pastoral care team. Such students show leadership and responsibility. Reports will, as far as practicable, be treated with confidentiality.

3. Parents are also actively encouraged to report any issues relating to the welfare of their son with the Year-head, the Principal, the Deputy Principal or to a member of the Pastoral care team.

4. All reports of bullying will be recorded in a central register to be kept in the Main Office.

INTERVENTION OF SCHOOL FOLLOWING ALLEGATION OF BULLYING

Disciplinary response

1. All allegations of bullying are treated with priority in the school. Where an allegation is made an investigation will firstly be carried out to establish what happened, by interviewing the alleged perpetrator, the victim and any witnesses, and by viewing any CCTV footage of the incident.

2. The interview may be conducted by a member of the Pastoral care team, Year Head, Deputy Principal or Principal.

3. The victim's parents and the perpetrator's parents will be informed of the bullying incident. Parents will also be informed of the outcome of the investigation.

4. Following investigation, the Principal or Deputy Principal will determine whatever sanctions are deemed appropriate under the school's Code of Behaviour. These sanctions include a verbal warning, a morning or evening detention, suspension or referral to the Board of Management by the Principal for expulsion.

5. The Board of Management can impose sanctions up to and including expulsion.

6. The Principal or Deputy Principal, at their discretion, may report any incidents to the Gardaí or the Health Service Executive.

Pastoral response

1. The victim of the bullying will be supported by the pastoral care team, and helped to explore the impact of the behaviour upon him.

2. The perpetrator will also be met by the pastoral care team to help give him an insight into the effect of his behaviour on others, and to help him to take responsibility for negative behavioural choices made, and to make positive choices in the future.

3. In cases where it is appropriate the pastoral care team will engage in a process of conflict resolution with the perpetrator and the victim of bullying.

APPENDIX ONE

Some examples of bullying behaviour

- deliberate exclusion, malicious gossip and other forms of relational bullying.
- Repeatedly making personal remarks about someone's appearance or family
- Making innuendos about somebody or a member of their family.
- Hitting, pushing or tripping up another.
- Object of repeated practical jokes.
- Spreading rumours/lies.
- 'Starting' on other students: using threatening behaviour or language.
- identity based bullying (specifically including homophobic bullying, transphobic bullying, racist bullying and bullying of those with disabilities or special educational needs).
- Harrassment of any kind based on gender (including transgender), civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

Some examples of cyberbullying

- Bullying through social media websites, email, text and picture messaging
- Bullying through instant messaging or in a chat room
- Bullying on gaming sites
- Any usage of information and communications technology that intrudes on the privacy or dignity of staff, students or their families.
- Video or voice recording of other students or staff / Making 'prank' telephone calls.
- Spreading rumours, lies or gossip / Sending mean or disturbing messages
- Posting offensive or aggressive messages under another person's name
- Using inflammatory or vulgar words to provoke an online fight
- Tricking someone into sharing personal information
- Posting confidential or compromising information or images
- Excluding someone from an online group
- Harassment that causes a student to fear for his safety

Appendix Two

BULLYING QUESTIONNAIRE

This questionnaire is prepared by the Pastoral Care team.

The contents will be treated confidentially. You are asked to sign your name to ensure that answers are given honestly. If you have experienced bullying we will arrange to meet with you.

Date: Name: Class:

Has any of the following happened to you in this school term?

People calling you names that make you upset Y/N

People calling your family names that make you upset Y/N

People being physically violent towards you Y/N

People threatening you with physical violence Y/N

People intimidating you Y/N

People making racist comments towards you Y/N

People making sexual remarks e.g. gay, queer Y/N

People deliberately excluding you from group Y/N

People taking things from you without permission Y/N

People sending hurtful messages by phone/internet Y/N

People spreading untrue rumours Y/N

Other behaviour that has made you feel upset, threatened or humiliated:

_____

_____

_____

_____

I would like to meet someone about this urgently Y/N

St. Joseph's College Cyberbullying Policy

INTRODUCTION

1 Social Media provide a dynamic and rapidly evolving means of communication. Mobile phones, chat rooms, websites and social network, such as Facebook, play a significant role in many young people's lives as they interact with their peers and search for a social identity.

2 Inappropriate use of social media may lead to what is commonly known as Cyber Bullying.

3 Cyber Bullying, like any other form of bullying, is the abuse of one person or group of people by another person or group of people. It is an affront to human dignity and will be treated in accordance with the principles and procedures of this Cyber Bullying Policy, the school's Code of Behaviour, the Anti-Bullying Policy, the Child Protection Policy, the Internet Acceptable Usage Policy, the Health and Safety Statement and Policies on Dignity in the Workplace, Harassment, Sexual Harassment and other relevant policies.

4 Due to the instant, public, open and potentially permanent nature of access to material posted on social media and its capacity to multiply exponentially, a single inappropriate and offensive posting may constitute Cyber Bullying.

5 The school has a duty of care towards its pupils and its staff. A safe and respectful environment in school is necessary so that teaching and learning can take place.

6 The school, together with other relevant parties (parents and/or guardians, social media providers, Gardaí etc.) has a responsibility (though not the sole one) for the promotion of the responsible use of social media and the prevention of their misuse, with special reference to Cyber Bullying.

7 This Cyber Bullying Policy applies even when a student engages in inappropriate use of social media, when not under the direct supervision of the school; when there is a clear connection with the school and/or a demonstrable impact on its aims, work reputation and/or personnel.

DEFINITIONS

Social Media Technologies are defined as information and communication technologies (ICT) such as the Internet, digital media or the mobile phone (e.g. text messages, group messaging services, instant messaging, personal websites, online personal polling websites, social media networks etc.)

Cyber Bullying means any usage of Social Media Technologies that seeks to undermine or humiliate a member, or members, of the school community. This includes circulating or publishing through ICT, material recorded without consent for the purpose of undermining, or causing damage to, the professional or personal reputation of another person, whether considered a "joke" or not.

POLICY

Cyber Bullying will be deemed a serious breach of the school's Code of Behaviour and Anti-Bullying Policies, as well as other relevant policies, and will attract serious sanctions, up to and including suspension and expulsion. Allegations of Cyber Bullying may also be reported to the Gardaí or other outside agencies as appropriate.

Any misbehaviour, including inappropriate use of social media, impacting on the health and safety of any member of the school community, will be treated with the utmost seriousness by the Principal and the Board of Management.

REPORTING PROCEDURE AND INVESTIGATION

1 Any student or staff member who believes s/he has, or is being subjected to Cyber-Bullying, as well as any person who has reason to believe a student or staff member is being subjected to (or has been subjected to Cyber-Bullying) should immediately report the matter to the Principal, Deputy Principal or Year Head.

2 The Principal/Deputy Principal or Year Head shall investigate all reports of such conduct in line with agreed school procedures. Cyber Bullying will be subject to appropriate discipline and sanctions, to be decided by the Board of Management. The seriousness of the violation will determine the sanction to be applied. This may include suspension or expulsion.

3 All involved parties will be informed of the results of investigations into Cyber Bullying.

DISCIPLINE AND CONSEQUENCES

1 Some acts of Cyber Bullying may be isolated incidents requiring the School Authorities to respond appropriately to the individual committing the acts. Other acts may be so serious, or part of a larger pattern of Cyber-Bullying, that they will require a response from outside agencies such as the Gardaí.

2 Sanctions will be decided by the Principal and the seriousness of the violation will determine the sanction to be applied. This may range from positive behavioural interventions, up to and including suspension or expulsion by the Board of Management. It should be further noted that Cyber-Bullying using school technologies, is in violation of the school's Acceptable Internet Use Policy.

3 Intervention techniques to prevent Cyber-Bullying and to support and protect victims may include appropriate strategies and activities, as determined from time to time by the Board of Management and Principal.

4 A person who reports a false allegation will be dealt with under the school's sanctions and procedures.

APPEALS

Section 20 of the Education Act 1998 gives parents and students (aged 18 and over) the right to appeal certain decisions made by the Board of Management or by a person acting on behalf of the Board (expulsion; cumulative suspension of 20 days; refusal to enrol). In general, appeals must be made within 42 calendar days from the date that the parents/guardians were notified of the decision.

REPRISAL OR RETALIATION PROHIBITED

The Board of Management will not tolerate reprisal or retaliation against any person who reports an act of Cyber-Bullying. The consequences and appropriate remedial action for a person who engages in reprisal, or retaliation shall be determined by the Board or Principal after consideration of the nature and circumstances of the act, in accordance with the principles of natural justice and Department of Education and Skills regulation and procedures.

The Board of Management and the Principal wish to encourage active reporting of all cases of Cyber-Bullying and will support victims throughout the process.

St. Joseph's College, Garbally

Code of Behaviour Acceptance Form

I/We have read and accept the School's Code of Behaviour

Student's Name:

Student's Signature:

Dated:

Signature of Parents / Guardians:

Dated:

Please return acceptance form to the Main Office at Garbally College