


Title: Code of Behaviour		
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1.0 Introduction

This policy has been prepared in consultation with parents, students, staff, and the Board of Management. This Code refers to the standards of behaviour that shall be observed by each student attending the school. The measures that may be taken when a student fails or refuses to observe those standards and the procedures to be followed before a student may be suspended or expelled from the school.

2.0 Aim

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.


3.0 General

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 suspension and expulsion.

3.1 Scope

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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 Transition Year, (TY), and Leaving Cert Vocational Programme, (LCVP), work experience and student placement. This Code was formulated following consultation with students, parents, teachers, the Board of Management, the 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.


3.2 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 Mission 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.

3.3 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.

3.4 Objectives

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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.

3.5 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 expectations 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 their 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 Social Political and Health Education, (SPHE) and Civic,

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Social and Political Education, (CSPE). The concepts of tolerance, self-control, fairness, and the principles of natural justice are explored as part of the Religious Education, 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 and it is strongly advised to attend this. 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 at the beginning of the school year and that signed acknowledgement 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.


e) Our Positive Behaviour Strategy. The 3Rs give our students three clear, concise targets to meet.

1. Be Ready.
2. Be Respectful.
3. Be Responsible.

The 3Rs are visible throughout the school, giving the students different goals depending on the context they are in for example, in the classroom, -on the corridors, in the ball alleys, in the toilets, in the canteen or while away representing the school.

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.
- 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'

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- Features in the local media, on our Garbally College webpage and social media accounts.
- Academic and Social Awareness Awards.
- Parents' Association Award.
- Principal's Award for Leaving Certificate Students.
- Student Council Award for Leaving Certificate Students.

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.

3.6 Terms

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.

3.7 Expectations and Rationale

Attendance

Students should attend school and attend each class each day. Attendance at school enables students to


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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. Parents / Guardians should notify the school before 8.30am of their son's absence via the Compass app. 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 must leave school early, a parent/guardian or designated adult must sign out the student at the main office. This ensures the school can account for all students and comply with Child Protection Guidelines and Health and Safety legislation.
- No student may absent themselves from class/school at any time without permission. Students feeling ill must report to the main office, having first informed the class teacher. A member of the Administrative Team will contact home to inform parents.
- 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.
- Toilet breaks are noted in the student's journal and will be signed by the class teacher. The journal and the student's phone will be left on the teacher's desk until the student's return.
- Jackets/coats must be hung on the hooks outside the Junior and Senior toilets before entering.
- During breaktime and lunchtime mobile phones are to be placed on the table outside both toilets before entering.
- Students are not allowed to be 'out of bounds' of the school and/or its environs during school.
- Students must participate in P.E. classes unless noted by parent of injury.
- We encourage all students to remain on the school's grounds during lunch time and to benefit from the school's extensive facilities; dining, sporting et al. Senior students are allowed to leave the campus on foot during lunchtime.
- Students must stay on the school grounds and within bounds on Friday afternoons after the end of class at 1.10 - while awaiting transport. During this time students are not allowed to the shop. They must stay on school grounds or outside Ardscoil Mhuire, where they will be supervised.

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

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3.8 Punctuality

Students must be on time for school and must 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 is disrespectful and inconveniences both teachers and students.


- Class begins at 8.50 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 their absence explained via the Compass app.
- 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.
- Senior students accessing Senior Option Subjects in Ardscoil Mhuire (ASM) should move quickly when going to and coming back from ASM's campus.
- Students should only go to their lockers before the first, third and fifth classes, bringing with them the books and equipment they will require for the following two classes.
- Students can 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. Parents will be informed via text if their child was late back to school after lunch which is the beginning of class five Monday to Thursday.

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

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3.9 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 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 textbooks, 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 encouraged to sign the Journals weekly.
- Students are expected to complete homework –written and/or oral work on time.
- Students who may miss a lesson due to involvement in an extra-curricular or co-curricular activity must ensure all homework and assignments are recorded in their Journals, completed and handed in as required by the class teacher.
- 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 Term Assessments, their CBAs (Classroom Based Assessments) and Pre-Junior and Pre-Leaving Certificate Examinations.
- Students must comply with all examination procedures.
- During Term Assessments students are required to attend supervised study in their exam centres if they have no examination on a particular day and/or time.
- Students are not permitted to leave school while Term Assessments are being conducted.
- Senior Students may study at home on a day when they have no timetabled examinations during the Mock Exams,
- During the Mock Exams, Senior Students may sign themselves out when they do not have a timetabled exam. Senior Students are welcome to sit and study in the exam centre if they do not have a timetabled exam. However, study students will not be permitted entry into an exam centre should they arrive late. The integrity of the exams must be protected.
- During the Mock Exams, Junior Students remain on site all day.

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3.10 Uniform

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, 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.

First Year and Transition Year students of 2024/2025 will wear the uniform of Clonfert College. Clonfert College's Uniform is defined as:

- An Airforce Blue Jumper with School Crest for Junior Students.
- A Navy Jumper with School Crest for Senior Students.
- A White Shirt with a collar.
- Plain Navy trousers.

Please note:

- Black and/or Brown Shoes.
- Plain black runners with no white soles.
- Hoodies, zipped or unzipped, are **not** allowed.
- Jacket and/or Coat with a hood is permitted (to allow for inclement weather). Students are expected to remove coats/jackets and have full uniform on display in class.

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- All items must be clearly labelled with the student’s name.
- Sportswear of choice and runners are required for Physical Education and reserved for P.E. classes and sporting activities only.
- One ear stud or a pair of ear studs are allowed to be worn in school.
- No visible tattoos allowed.

Students will not be allowed into class without full uniform except 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 8.50am. 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 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.


3.11 Electronics

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/ EarPods/ iPod/iPad, laptops, computers, photographic devices, Mobile phones, Smart watches etc. can distract and interrupt teaching and learning. It is a serious offence to use a mobile phone/the internet/computers/laptops/printer and/or social media/network sites to menace/ harass/bully/intimidate or offend another person.

Students must:

- Not have their MP3 players, earphones/EarPods/ iPod/iPad/tablets, photographic devices, Mobile phones etc. turned on/in use during the school day. (8.30 – 3.45) MP3 players, earphones/EarPods/ iPod/iPad/tablets, photographic devices, Mobile phones etc. must be turned off between 8.30 -3.45 on Monday to Thursday and from 8.30 am until 1.10pm on Friday and kept out of sight always 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.


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- Not use the Computer Room or any of the school’s computer facilities unsupervised, and when in any of the school’s computer facilities, each student must comply with the permanent seating arrangement assigned to them for the duration of the school year.
- 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/iPad / iPod 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.
- Not share their log on details for their Office 365 Account and ensure they log out of any school device they use. Students are responsible for their Office 365 Accounts and must not carelessly or negligently intentionally or unintentionally allow access to their Office 365 Account by others.

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.
- Potential withdrawal from representing the college in extra-curricular or co-curricular activities decided on a case-by-case basis.
- **Detention** over lunch time / morning /or evening following investigation
- **Suspension** pending investigation and consideration of the case by the Principal
- **Expulsion** following the Principal’s presentation of the case and the consideration of it by 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. Confiscated phones are powered off by the student, placed in a labelled sealed envelope and collected from the Principal at the end of the school day. Failure to surrender mobile phones and any other such devices will warrant a meeting with Parents/Guardians and a

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suspension. Parents/Guardians will be informed via text if their child's phone was confiscated more than once during the week.

Incidents where students use mobile phones and/or other such devices to bully or send offensive messages or calls to any member of the school community, whether that abuse takes place inside or outside the school, will be investigated under the Anti-Bullying Policy and the Internet Acceptable Usage 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 when deemed necessary.


3.12 Environment

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 school grounds.
- 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.
- The books and materials distributed to all Junior Students under the Junior Cycle Book Scheme are the property of the school. All books or materials misplaced or damaged must be replaced by the students concerned at their own cost.
- Students are not allowed to drive and/or park on the school grounds and its environs, which includes Hylands and Ardscoil Mhuire.

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

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3.13 Lost Property and Lockers

- Lockers are the school's property and should not be damaged/defaced. 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 their own locks to secure them. Students must not interfere with the locker of another.
- A Lost and Found Box is available in the Main Office. Proof of ownership will be required to reclaim lost property and therefore it is imperative that all belongings are clearly labelled.


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

3.14 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 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 always obey and respect the directions given by the teacher/s, special needs assistant and or parent/s that are in a supervisory capacity.
- Students must remain within the school designated boundaries. Wooded areas are strictly out of bounds for Junior and Senior students during school time. However, for the Health and Safety Rationale, being the heavy traffic on the avenue, students are allowed to use the wooded paths on their journey to and from school.

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.

3.15 Respect

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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 respectfully follow the instructions given by their teachers and other members of staff.
- c) Students should not engage in actions, either 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.
- Smoke/vape on school property/ outside Ard Scoil Mhuire.

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

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 have in their possession bangers, fireworks, or any combustible material likely to injure or damage property.

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- Bring and/or be in possession of or use or threaten with a laser.
- Bring and/or have in their possession newspapers, magazines, and/or downloaded material that is inappropriate.
- Bring and/or be in possession of or use or threaten with a firearm, knife, or any sharpened implement.
- Bring and/or have in their possession an item that could be deemed a weapon.
- Bring and/or have cigarettes/ e-cigarettes/vapes in their possession.
- Smoke/vape/share/sell tobacco/vapes or encourage others to do so on Garbally grounds / outside Garbally grounds or outside Ardscoil Mhuire.
- 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 have solvents and similar substances as they are considered a form of drug abuse. Therefore, ‘Tippex’ 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 any school context, including school trips away.
- Throw/fire implements liable to cause injury to others.
- Climb onto the roof of the sports complex or any building within the school boundary.

“Bring” in the above context means to bring to school, or to any school activity, whether that be within or outside the school boundary, including trips away within the country or abroad.


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

- Detention (lunchtime, evening, morning, and/or Saturday.)
- 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 otherwise deemed damaging to the physical, psychological, and emotional well-being of the school community. The school reserves the right to make the call, even if illegality is a matter of dispute.

3.16 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

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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 understand that 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.


4.0 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 Member involved in reporting an incident is informed of outcomes.

- The teacher is responsible for discipline in their classroom and deals with minor Code infringements.
- If the misbehaviour persists, a Referral Form is completed by the Teacher 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 aim of restoring right relationships so that 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.

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- A verbal warning may be issued.
- Communication with parent/s/guardian/s may take place.
- Potential withdrawal of the student from the privilege of representing the College in extra-curricular or co-curricular activities.
- 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 with parents/guardians consent.
- 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 will 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 will be informed if sanctions are imposed.
- Parents/guardians may be informed of pastoral interventions.

The number and severity of referrals received by a student are considered by the Year Head and/or Deputy Principal and the following steps may be activated.

1. A Behaviour Plan is created, with targets, rewards, and sanctions, (Year Head, Student Support Team, parent, and student involved), this Plan covers a limited time frame, and its effectiveness is subject to review.
2. Advice may be sought from the NEPS (National Educational Psychological Service) psychologist

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using the information gathered.

3. A support plan is created with parents and students and a review date decided.

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 are outlined below.

Fair procedures are followed when proposing to suspend a student. Where a preliminary assessment of

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the facts confirms serious misbehaviour that could warrant suspension, the following procedures will be observed:

(a) In the case of a serious breach of the Code of Behaviour Parent/s/Guardian/s will be informed of the complaint, that it will be investigated, and they will be informed of its outcome, which could result in a 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.

The student's Year Head or a member of the Pastoral Team will meet with the student on his return from suspension. This intervention enables 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 five 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 eligible for 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. They will be supervised on site. 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:

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- 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 and 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.
- the option to 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.


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 to offer this student a reduced curriculum and restrict his access to the school and its environs.

Where in exceptional circumstances the school is placing a student on a reduced school day, the school authorities:

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- a) Must, prior to consideration of a reduced school day, have previously engaged with the relevant support services and professionals, including the Special Educational Needs Organiser (SENO) where appropriate, and have developed and implemented a student support plan for an appropriate period of time.
- b) Need to have clear evidence-based reasons for considering a reduced school day as a relevant and appropriate intervention with the best interests of the student at the core of the decision.
- c) Shall have the written consent of the parents/guardians of the student and must also document if parental consent is subsequently withdrawn.
- d) Shall notify Tusla Education Support Service (TESS) of the decision to place a student on a reduced school day, no later than the first day of the commencement of each episode of a reduced school day.
- e) Should notify the NCSE (Local SENO) of the decision to place the student on a reduced school day where the student has special educational needs (SEN).
- f) Should formulate and agree a Plan for the reduced school day intervention which will specify the following: start, review, and end dates; any educational supports or interventions to be provided for the student during the period of the reduced school day; the actions required to support the student's return to school and reintegration to a full-time school day. The plan with respect to the reduced school day intervention and return to school will have regard to any relevant medical reports or other relevant information held in the student's support file. The intervention and return to school plan must be discussed and agreed in collaboration with the parent/guardian (or in the case of a student over 18, the student). Ideally, the period for which the student is on a reduced school day should not exceed six school weeks. A reduced school day cannot be carried forward from one academic year to the next.
- g) Must include in the plan of action outlined in (f), the name of a contact person in the school with whom the parents/guardians may communicate with, and, where appropriate, any work plan for the time during which the student will not attend the school.
- h) Shall provide the parents/guardians with a copy of the agreed plan, signed by the parents/guardians and the school principal, and retain a copy which must be given to the Educational Welfare Officer or a member of the DE Inspectorate if requested. A copy should also be retained on the student support file.
- i) Should consider a graduated regime of school attendance which increases steadily and incrementally towards full attendance.
- j) Will arrange for a review with the student and their parents/guardians if a student is still on a reduced school day as the time limit of the plan approaches.
- k) Should consider an extension only in exceptional circumstances and only with the further written consent of parents/guardian.
- l) Shall submit a new notification form to TESS when the period during which the student has been on a reduced school day is extended no later than the first day of renewal of the plan.
- m) Shall keep a record of all instances of students being placed on a reduced school day and access to

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this list should be made available to TESS educational welfare officers and the Department of Education Inspectorate if requested.

- n) Shall inform the parents/guardians of their right to withdraw consent at any time.
- o) Should inform the parents/guardians that TESS educational welfare officer can provide assistance and advice if required.

RECORDS AND REPORTS

(a) Written records will be kept in compliance with current GDPR regulations 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.

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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 should 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 student 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:

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- Inform the parent/s/guardian/s and student that the Principal is referring the matter to the Board of Management to consider sanctions up to and including expulsion.
- Ensure that parent/s/guardian/s have records of the allegations against the student and other relevant information.
- 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 and their son to that hearing.
- Advise the parent/s/guardian/s that they can make a written and oral submission to the Board of Management
- The Board of Management meeting will be arranged at the earliest possible date.

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

The Board of Management is responsible for deciding whether the allegation is substantiated and, if so, whether expulsion is the appropriate sanction.

If the Board, having considered all the case's facts, thinks the student should be expelled, it will notify the Educational Welfare Officer in writing of its opinion and the reasons for this opinion.

The student cannot be expelled before twenty school days from the date 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

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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 meeting ensures 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.

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6.0 Appendices

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.
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.