

CODE OF BEHAVIOUR

Preamble

Coláiste Bríde is a Voluntary Catholic Secondary School for girls only, operating under the Trusteeship of CEIST (Catholic Education an Irish Schools Trust). The Presentation Sisters, the Daughters of Charity, the Sisters of the Christian Retreat, the Sisters of Mercy and the Missionaries of the Sacred Heart came together to form CEIST. As such it supports the religious and educational philosophy of the Foundress of the Presentation Sisters, Nano Nagle in line with the school mission statement.

Parents and a supportive home environment play a crucial role in shaping the attitudes which produce good behaviour in schools. This in turn helps to mature students for adult life by fostering in them the essential senses of self-discipline, self-esteem, respect for others and their property and allegiance to their communities.

It is in the best interests of management, teachers, parents, guardians and students to have an effective and fair behaviour/disciplinary code which will allow the interested parties to work together in an atmosphere of mutual respect. We are extremely conscious of the uniqueness of every individual and bear this in mind when implementing the Code. However the ultimate authority rests with the Board of Management.

The Code of Behaviour/Discipline in Coláiste Bríde should be considered in the context of the school being a community of which mutual respect, co-operation and natural justice are integral features. This code is in keeping with the National Education Welfare Board (NEWB) guidelines.

While the Code of Behaviour cannot possibly legislate for every eventuality it should be noted that the school reserves the right to take all reasonable action to ensure that teaching and learning continues.

Aims of the Code

1. To enable Coláiste Bríde to operate smoothly and efficiently for the benefit of all staff and students.
2. To create a positive learning environment in which every student can benefit and based on mutual respect, enable each student to realise her full learning potential.
3. To help students become more self-disciplined and to encourage good standards of behaviour both within and outside of the school environment.
4. To promote a caring environment within which high standards of co-operation, behaviour and discipline are fostered and maintained.
5. To comply with legislation ensuring that Coláiste Bríde is a safe environment, free from discrimination, inequality, harrassment, etc.

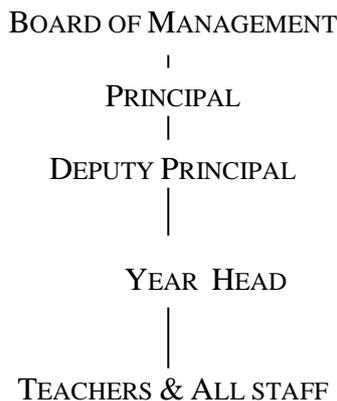
While each member of staff will expect and encourage these aims there is a system of discipline in the school.

TOP 10 TIPS FOR SUCCESS

1. Give respect to get respect.
2. Have your journal with you at all times.
3. Wear the correct uniform for school.
4. Be on time and be prepared for class.
5. Have a note to explain any absence from class.
6. Do what you are told and do your homework.
7. Take good care of school property.
8. A problem could be solved with the help of a teacher.
9. Be friendly – nobody likes a bully.
10. Enjoy school by getting involved in school activities.

This summary of the school rules was developed by the students for the students Teachers are like your parents – don't let them down!!

Organisation of School Discipline



*Reference to Deputy Principal implies any one of three.
In Transition year the co-ordinators fulfill the role of Year Head.*

The Year Head and Tutor play a central role in our school. Each class has a Tutor who keeps the roll, absences, etc. If a pupil is sick she must go to the Tutor to seek permission to ring home. The Year Head looks after a particular year, holds assemblies and deals with discipline issues. Any student who fails to show respect is liable for disciplinary action. In certain cases this may lead to suspension. The Principal and the Deputy Principal are the final arbitrators in the disciplinary process in the school before going to the Board of Management.

In addition to the above, in order to support students and parents in the school, the Pastoral Care Team includes the Guidance Counsellors, Learning Support, Chaplain, support teacher for Travellers, Special Needs Assistants, external agencies as required.

Role of Parents

The support and co-operation of parents is essential to the effective operation of the Code of Behaviour. If teachers and parents are not working in harmony, pupils inevitably suffer. On the school's part, the policy is to keep parents informed of any problems before they escalate.

Parents are asked:

- to keep in contact with the school
- to give your daughter a note in her journal if she needs to leave early and confirm the note with a phone call to reception
- to ensure that pupils attend regularly and punctually
- to regularly check the school journal to ensure homework is being recorded and completed
- to provide written explanation for unavoidable absences or lateness in the appropriate section of the school journal
- to answer any communication from any staff member
- to inform teachers if problems are encountered relating to homework/school work
- to attend parent teacher meetings
- to support school activities organised for parents
- to work with the school to ensure that their daughter(s) receive the best education possible
- to check school reports online through Vsware

If at any time a student is experiencing personal difficulties, such as those caused by serious illness in the home, bereavement or if she has any other cause for anxiety, parents are urged to inform the school so that teachers may be understanding and sympathetic in dealing with any problems at school which may result from such difficulties.

N.B. PARENTS WHO NEED TO MEET A TEACHER MUST MAKE AN APPOINTMENT THROUGH THE OFFICE OR THE STUDENT MAY MAKE THE APPOINTMENT WITH THE TEACHER CONCERNED. ALL PARENTS MUST CHECK IN AT RECEPTION ON ENTERING THE SCHOOL

Expected Behaviour

All members of the Coláiste Bríde community are expected to treat one another with **respect, good manners and courtesy** at all times.

In-class Behaviour

The school is a learning environment. It is important, therefore, that a high standard of discipline is maintained so that all students can benefit from their courses.

1. Parents/Guardians are required to understand that **authority within the classroom rests with the staff member in charge of the classroom.**
2. Students are required to respect the right of other students to learn and must not disrupt the progress of class work.
3. Bad language and offensive or disruptive behaviour will not be tolerated and may be subject to interim suspension.
4. Students are expected to come to class in good time with all books and/or equipment required for the lesson in question.
5. Students are required to enter and leave classrooms in an orderly manner.
6. Homework assignments must be completed neatly and on time.
7. Students should address staff politely.

General Behaviour

1. Smoking, including the use of electronic cigarettes, in school is illegal and is subject to suspension.
2. No student may bring Tippex or Aerosols to school. Such items will be confiscated.
3. Chewing gum is forbidden in the school and students will be issued with a docket if

- found chewing gum.
4. Eating and drinking in class is forbidden. During break and lunch times eating and drinking is only permitted in the canteen, GPA and outside (weather permitting).
 5. Students are expected to show respect to fellow pupils, all staff and school property by maintaining a tidy and clean classroom.
 6. Possession and/or consumption of alcohol and/or illegal substances, as identified in the school's substance misuse policy, is banned.
 7. Any vandalism of school property must be paid for by the Parent/Guardian of the student who caused the damage.
 8. While students are coming to or going home from school they must remember they represent the school and a high standard of behaviour is expected of them.
 9. The practice of KMT, where a student produces a hissing sound and gives a disapproving gesture and/or look to someone else is not an acceptable behaviour.

E-Cigarettes:

While e-cigarettes produce vapour rather than smoke, please be aware that Coláiste Bríde also prohibits “vaping” or smoking of e-cigarettes. As per Coláiste Bríde’s Smoke Free Workplace Policy “e-cigarettes” shall be treated in the same manner as tobacco cigarettes and the whole policy shall apply.

Behaviour on Trips and Outings

When on trips and outings away from the school each student is expected to remember that she goes as a representative of her school and must at all times behave in an exemplary manner, complying with all directions of the person/s in charge. All school rules remain in force while participating in such trips and outings, including the ban on smoking and the consumption of alcohol and/or other illegal substances.

In advance of an outing Parents/Guardians are obliged to sign permission slips provided by the teacher. Failure to do so may result in a pupil not being able to participate in a particular outing.

Coláiste Bríde reserves the right to refuse a student access to an outing where the student has a poor disciplinary record.

The School Journal

The school journal is for school use rather than a personal diary and must be in the student's possession at all times.

- The journal should always be available for inspection by teachers and parents
- It should contain a record of all homework, reminders etc.
- It should also contain the student's time-table and a study plan
- The journal is used for all correspondence between home and school — it should act as a record of all absences, illnesses, notes re behaviour and performance in class, failure to wear full uniform etc. — may be useful for discussion at Parent / Teacher meetings
- A page must never be removed from a journal
- No graffiti, colouring, highlighting or Tippex is permitted on the journal. If a student defaces or permits others to deface her journal, she will have the journal confiscated and a new one must be purchased from the school
- Parents should check journals on a weekly basis
- At the end of the year, the journals of troublesome students will be retained by the

school for future reference

Loss of a journal will be regarded very seriously. Any student who loses her journal will be given a docket and must pay a fine for a replacement journal.

Study

An essential requirement for good study is to have goals and objectives. Clear career aspirations can provide the motivation so often lacking in some students.

Good study habits are essential if you wish to make progress in school. The following points may prove helpful:

- Students are expected to record homework in their journal at the end of each class
- Homework is not only written work it also entails learning
- Homework should be completed to the best of ones ability
- One should have a set time and place for study
- A minimum of 2 hours at Junior level and 3 hours at Senior level should be spent at study each night
- Constant revision is a necessary part of school work
- Time missed from school means work to be made up
- Supervised evening study is provided for those who wish to avail of it

Rewards

“Mol an óige agus tiocfaidh sí”

The school believes that it is important to acknowledge and reward in a positive way those who demonstrate a high level of co-operation and good behaviour. It is for this reason that we issue students with Reward Sheets. A reward sheet is given by a teacher and must be signed by a parent or guardian. The Reward Sheet is then returned to the Year Head and placed on file. When a student receives 3 Reward Sheets a Well Done card will be posted home. Positive class behaviour while on trips and/or achievements in extra curricular activities are rewarded by teachers publicly complimenting the students on the school intercom and/or at school assemblies.

Commitment, Academic Progress, Citizenship and Positive Behaviour are all areas in which students can be rewarded. Coláiste Bríde also has a **Student Awards Day** at the end of each year. Awards are given to students who have contributed to the life of the school through their efforts, talents, co-operation and personal qualities. Categories include:

- Achievement
- Dedication
- Rising Star
- Special Award to reflect the Presentation Ethos
- Student of the Year
- Subject Awards
- Sports Awards
- School Spirit
- Principal’s Award

Prizegiving ceremonies will be held annually and invitations are issued.

There is also a **Prefect System and Mentor System** in place in Coláiste Bríde. This gives students an opportunity to exercise responsibility and to show leadership and initiative. It is also a means of involving students in the engendering of good order in the school. It enables the very important element of student voice which helps inform many of the decisions we make in Coláiste Bríde.

Dress and Appearance

Full school uniform must be worn at all times in school and on the journey to and from school. Every student must have a school jacket. Any student who arrives in school without full uniform must have an explanation from Parent/Guardian in her journal and this is presented to the **respective Deputy Principal by 8.20am**. Students who present for school and are missing an item of the uniform may be provided with a replacement by their Year Head or Deputy Principal. The item of clothing must be returned at the end of the school day. After consultation with parents persistent offenders may be sent home. In exceptional weather conditions it is suggested that students wear their school track suit to school and **change into their uniform on arrival**. The school tracksuit is not acceptable in class. Students should be neat and tidy at all times.

Acrylic Nails

For both health and safety and hygiene reasons, it is advised students do not wear acrylic nails during school term. In particular for practical subjects such as art, home economics and science, acrylic nails are highly impractical and students are penalised during practical state exams for the wearing of such nails.

Jewellery

It is suggested that students do not wear expensive jewellery to school as the school cannot be responsible for the loss of such property.

The wearing of jewellery is not encouraged in school. One small pair of earrings in the lobe of the ears, one ring and/or one chain is all that will be acceptable. Excessive jewellery will be confiscated. The wearing of all facial piercing, including tongue piercing, is forbidden.

Make-up

Make-up is not encouraged in school and girls who present themselves with excessive make-up may be asked to remove it before class.

School Uniform

School Jacket

Navy school jumper with crest

School kilt – mid calf length

School tie – junior / senior tie

2 white shirt blouses

Plain navy or black socks (knee length)

or black or navy tights

Black/navy leather deck shoes

P.E. School track suit

Plain navy bottoms

White aertex blouse

White runners with white soles

No alternative to the above is acceptable. The uniform is available at: The School Wearhouse - 7 Castle Crescent, Clondalkin, Dublin 22 (01 4641151)

Runners and track suits may not be worn in class except in exceptional circumstances and with the permission of the Principal / Deputy Principal. See relevant rules in this regard.

Wearing a Hijab at School

Prior to the commencement of the school year, the parents of students who wish to wear a hijab in school must apply, in writing, to the Principal. A mutually convenient meeting shall be arranged thereafter.

THE SCHOOL DAY

Monday & Tuesday	8.40am - 3.45pm
Wednesday	8.40am - 3.55pm
Thursday	8.40am - 2.45pm
Friday	8.40am - 1.10pm
Weekly Detention Thursday	2.50pm - 3.50pm

Attendance and Punctuality

- It is expected that all students will attend school regularly and punctually
- It is recommended that students arrive to school at 8.20am in order to prepare their books and locker for first class
- Students should ensure that they attend tutor class punctually each day and have their attendance recorded
- Where a student is absent because of illness or for any other reason, a note must be written in the appropriate section of the journal by the Parent/Guardian, explaining the reason for the absence and giving the dates on which school was missed. This note should be presented to the tutor at roll call
- Parents/Guardians of students whose attendance is less than satisfactory will be notified by letter
- If a student misses twenty days the Educational Welfare Officer will be informed (in accordance with the Educational Welfare Act 2002). Parents/Guardians will also be informed of this
- Students with full attendance record will receive a "Certificate of Attendance" at the end of each year
- Students are required to attend class punctually. Late comers interrupt classes and all students then miss valuable class teaching time
- Students are required to sign the office register if they are late and record the reason for the latecoming. Those who arrive late will have their journal stamped
- Detention may be used as a sanction to deter coming late to school
- Persistent latecomers may be withdrawn from classes until such time as the Parent/Guardian meets with the Year Head / Deputy Principal / Principal
- Punctuality is monitored and Parents/Guardians will be informed by letter if a student's punctuality is unsatisfactory
- Reward Sheets will be awarded for improved punctuality

Leaving the School Premises

Pupils are not allowed to leave the school grounds during the school day. When at all possible, please try to arrange appointments outside of school hours. However, if there is no

alternative and your daughter must leave school early, in the interest of student safety, **the following procedure must be followed:**

1. Student must have a **dated note in her journal** from a parent/guardian
2. Student must **present this note to her tutor** at tutor time and **have it signed** by her tutor (or in their absence, the teacher who takes tutor time that day)
3. Note must be **confirmed by a phone-call to the school office** prior to the student's departure.
4. Student then **excuses herself from class** at the designated time and **comes to reception to have her journal stamped and to sign out**

If these procedures are not followed in full, your daughter will not be allowed to leave the premises.

In the event of a student feeling ill, she must get a note from her tutor and come to reception to call home. **Students must not use mobile phones to deal with such situations.** If your daughter contacts you directly, you must tell her to follow proper procedure. Parents arriving to collect students who have called home without following this procedure will not be accommodated.

Lunch Break

Only in exceptional circumstances and with the permission of the Tutor / Year Head / Deputy Principal / Principal may a student leave the school during lunch break.

NB. A student who leaves the school premises at any time without permission is liable to be suspended from school.

Mobile Phones

Mobile phones must be switched off and locked in the student's locker. They are strictly forbidden during the school day and will be confiscated if used/seen. A fine of €20.00 or five hours community service will be imposed on offenders before the phone is returned. Any mobile phone not claimed within three months will be disposed of. In certain circumstances mobile phones may be used by students in the classroom under the strict guidance of the teacher for teaching and learning purposes. Students are not allowed to use their mobile phone while in school for any other purpose, including listening to music. On completion of that school work the mobile phone must be locked in the student's locker as per the normal rule governing mobile phones.

Fire Alarm

Students are reminded that the fire alarm buttons in the school are installed to save lives. Any student who falsely sets off the fire alarm is liable to receive a suspension and a fine of €100.00.

On hearing the fire alarm students and staff follow the evacuation procedures which are clearly displayed in all rooms in the school. All fines paid go to school fund for the enrichment of services provided to our students.

Accident & Sickness Procedures

While the school has an overall concern for the general well-being of all the students, the medical well-being of each and every student is primarily the responsibility of the Parents/Guardians. It should be noted that the Department of Education does not provide

medical staff to schools. **It is of utmost importance, therefore, that the school is able to make contact with Parents/Guardians in the case of illness.** For this reason we request contactable telephone numbers for all our students while they are in school. These may include home and work numbers of Parents/Guardians and the phone number of a person authorised by Parents/Guardians to take responsibility for the student in the event of failure to make contact with the Parents/Guardians e.g. relative or neighbour.

In the event of a pupil with a known medical condition, the school should receive all relevant information. The school expects a pupil to be well when she comes to school. A sick pupil should be kept at home. If, however, a pupil arrives to school unwell, contact will be made with Parent/Guardian to arrange for her to return home.

In the case of illness our usual procedure is as follows:

- Basic First Aid will be administered (N.B. *Pain killers or tablets of any kind cannot be dispensed by the school*)
- Contact made with parents where deemed necessary
- In the event of an emergency – an ambulance will be called

It is expected that a Parent/Guardian should accompany the pupil to the hospital. If, in exceptional circumstances this is not possible, a member of staff (if available) will go in the ambulance.

Health & Safety

In accordance with Health & Safety regulations all rooms are equipped with fire evacuation maps and instructions. The map will indicate the nearest escape route for students as well as showing alternative routes in the case of fire. Students must familiarise themselves with all evacuation routes. Fire drills are held throughout the year as part of our Health & Safety plan.

A First Aid Room is available in the school but we draw your attention to the Accident and Sickness Procedures in the student journal – **DELETE THIS PARAGRAPH**

Use the footpaths provided for access to the building and the appropriate entrances/exits.

No running on corridors or stairs. Walk on the right at all times.

Parents and students are not allowed to use the school car park between 8.30am and 4.30pm except in cases of emergency or official school business.

<p>Parents are also reminded to keep the school entrance clear of cars when dropping or collecting students and to observe all speed and parking restrictions</p>
--

Care of Belongings and Property

Students are responsible for their own belongings. Every item brought to school should be clearly marked with the pupil's name. Any article of value brought to school in exceptional circumstances should be left in the office for safe keeping. The school is not held responsible for any articles lost or stolen on the premises.

N.B. Students who cause damage to school property or to the property of others are liable to be fined and/or suspended from school.

Lockers

Lockers are available for the use of pupils. **It is the responsibility of each student to ensure that her locker is secured with a suitable padlock.** Personal belongings, including clothing and sports equipment, may be left in school only when secured in lockers.

We remind students that lockers are the property of the school and can be inspected by school authorities at any time without the student's consent.

Discrimination

Discrimination is defined as less favourable treatment. A person is said to be discriminated against if he/she is treated less favourably than another is, has been or would be treated on any of the nine grounds. Coláiste Bríde is bound under the Equal Status Act, 2000 to ensure that discrimination is prohibited on the following grounds:

- | | |
|-----------------------|---|
| 1. Gender | 6. Age |
| 2. Marital status | 7. Disability |
| 3. Family status | 8. Race |
| 4. Sexual orientation | 9. Membership of the Travelling Community |
| 5. Religion | |

Harassment

Coláiste Bríde is committed to ensuring that:

- the school is free from all forms of harassment
- all staff have the right to be treated with dignity and respect
- complaints by staff will be treated with fairness and sensitivity and in as confidential a manner as possible
- harassment by employers, staff and non-staff such as parents, pupils, business contacts will not be tolerated and could lead to disciplinary action (in the case of staff) and other sanctions e.g. the suspension of contracts or services or exclusions from premises (in the case of non-staff)

Bullying

Bullying is repeated aggression – verbal, written, psychological or physical - conducted by an individual or group against others. A clear anti-bullying policy is in place in the school. Any form of bullying, whether physical or verbal, is unacceptable and will be dealt with accordingly. It is essential that anyone, pupil or parent, who is aware that bullying is occurring will make this fact known immediately. Any information received is acted upon with discretion and sensitivity. It is recognised that both bullies and their victims have problems which need to be addressed and the co-operation of all parents is vital in dealing with this matter. Any act which endangers the health, safety and welfare of others in the school will not be tolerated.

While the school is sensitive to incidences that may occur between students outside of school hours it must be recognised that it is outside of the school's remit to investigate and issue sanctions. Our full policy is available on request and on the school website.

Child Protection Guidelines

The Board of Management have adopted the Child Protection Procedures for Primary and Post Primary Schools 2017. We advise parents to visit www.tusla.ie to familiarise themselves with the new guidelines and to read the section for Parents and Guardians.

Parents should be aware of the school commitment to implement the Child Protection Guidelines, the commitment of the school to the welfare of the child and the responsibility of the Principal, Ms. Kilmartin, as the Designated Liaison Person (DLP). The Deputy Designated Liaison Person (DDLDP) shall assume the responsibilities of the DLP in their absence. The Three DDLP's are the Deputy Principals Mr. McEntegart, Ms. Ronan and Ms. O'Brien.

School Policies

All school policies available on request or through the school website. Parents and students play a role in the development of policies through the Council meetings. Policies are regularly developed and reviewed.

Sanctions & Procedures

Sanctions are sometimes necessary to ensure that good order is maintained in the school. Misconduct will normally be noted in the student's journal and when a teacher considers it necessary a docket will be issued to the student. Following repeated misdemeanours, the student shall be referred to the Year Head who will advise her on action to be taken as a consequence of such behaviour. In some cases this may mean immediate withdrawal from class and/or detention. In certain circumstances parents may be invited to the school to meet the Year Head and/or Principal / Deputy Principal in order to inform them fully of the situation and to seek their co-operation in solving the problem.

Department of Education and Science guidelines state the following may be used to show disapproval of unacceptable behaviour:

1. Reasoning with the pupil.
2. Reprimand (including advice on how to improve).
3. Temporary separation from peers, friends or others.
4. Loss of privileges.
5. Detention during a break or after school hours.
6. Prescribing additional work.
7. Referral to Year Head, Deputy Principal and Principal.
8. Communication with Parents.
9. Suspension (Temporary).

Sanctions in use in Coláiste Bríde:

- Reasoning with the pupil
- Reprimand – behaviour recorded on school system and docket issued
- Moving position in the class e.g. moving the student to sit elsewhere
- Extra work
- Withdrawal of privileges e.g. participation in school trips and/or outings, invitations to school events such as graduation, concerts, plays etc.
- Letter of apology signed by the pupil to the staff member
- Apology to the class for the disruption caused by the pupil
- Student put on a “conduct sheet” by the Year Head
- Separation from class to other classes for one or more periods (Care System)

- Referral to Year Head, Deputy Principal and Principal
- Suspension
- Expulsion

Care System

The school operates a care system. If the behaviour of a student is interfering with the work of the class the student will be removed from that class. She will be supervised in another classroom for the duration of that class time. Before a student returns to her class a written Student Behaviour Reflection Sheet containing a note of apology must be given by the student to the teacher with an undertaking not to repeat the offence. This sheet will then be held on record by the Year Head.

Where a student uses foul language, challenges a staff member's instruction or shows a lack of respect to staff, that student may be withdrawn from classes at once and Parents/Guardians contacted immediately by telephone. Parents/Guardians will be requested to remove the student from school for the remainder of the school day. Before the student returns to class an appointment must be made with the Principal / Deputy Principal to discuss the student's behaviour, and suspension may then be imposed.

Detention after school is imposed where a student is guilty of repeated misdemeanours for which dockets have been issued or for any one more serious breach of school discipline. In such cases the student is issued with a detention slip to be signed by parents. Students attending detention must proceed to the designated centre for the commencement of detention at a designated time. **Arriving late or non-attendance is a serious breach of discipline and may lead to further detention and suspension.** If this situation arises a student must be accompanied to school by a Parent/Guardian the following morning to explain to the Principal / Deputy Principal why the student did not present herself for detention. A student may be withdrawn from classes and sent home until such time as the Parent/Guardian meets the Principal / Deputy Principal to discuss the issue.

Conduct Sheets

Conduct sheets are issued by the Year Heads as a strategy to improve behaviour. Parental involvement is integral in this process. The student must get the Conduct Sheet from the Year Head which is signed by the teacher at the end of each period and by the Parent/Guardian each night. This Conduct Sheet covers behaviour, homework, class work and attitudes.

Monitoring

A small number of students, whose behaviour is not satisfactory, are put on monitoring as the school deems necessary. They meet individually with the Monitor (a member of the teaching staff) on a weekly basis. The Monitor keeps a written record of their behaviour. This forms the basis for a report home to parents on their progress during the year. The aim is to help student development and improve behaviour. The Monitor liaises with the Tutors and Year Heads and individual teachers.

Suspension

In some circumstances it may be necessary to suspend the student from school. Only the Principal, with the delegated authority, minuted by the Board, and/or Board of Management may suspend a student and if the Principal suspends a student the Principal must inform the Board of Management at its next meeting. This may be for a day or for a longer period and will be sanctioned by the Board of Management. The Board may impose suspensions of more than three days.

1. Reasons for the suspension of a pupil must be linked with the Code of Behaviour, of which the student and Parents/Guardians must have copies, be familiar with its contents, and preferably have signed that they have read and understood the Code.
2. Suspension will usually only occur after the Principal has:
 - ensured all relevant discipline options under the Code of Behaviour have been applied and documented
 - ensured all appropriate support personnel (internal and external) have been involved if applicable
 - ensured that discussion has occurred with the student and Parent/Guardian regarding specific misbehaviour which the school considers unacceptable and which may lead to suspension
 - ensured, if possible, that diagnostic assessments (i.e. National Educational Psychological Service - NEPS) have been carried out where appropriate, particularly where unacceptable behaviour is ongoing and consistent
 - provided a formal written warning detailing these behaviours, as well as clear expectations of what is required of the student in the future (except in cases of very serious misconduct)
 - recorded all action taken
 - copied all correspondence
3. Principal may suspend immediately in some circumstances e.g. violence, threats of violence, presence of weapons, illegal drugs, alcohol etc.
4. The Principal may also decide that a longer period of suspension is warranted and may suspend the student pending a meeting of the Board.
5. Length of suspension: the Board may wish to put a maximum on the number of days (e.g. 5 days), which can be applied by the Principal in most circumstances.
6. If a student is suspended for a period of 6 days or more, the Principal must inform the local Educational Welfare Officer.
7. If a student is suspended for a cumulative total of 20 days or more in one year the Principal must inform the Educational Welfare Officer.

Essential Elements in the Procedure for Suspension:

1. Principal makes decision (or, in the Principal's absence, the acting or Deputy Principal) on the basis of the reasons set out in the Code of Behaviour, and the parameters set out by the Board of Management.
2. Student is informed of the decision and of the precise grounds which gave rise to a possible suspension, and be given an opportunity to respond, before a decision to suspend is reached and formalised.
3. Parents/Guardians will be contacted and invited to come to the school for a meeting.
4. If suspension is to be immediate (e.g. in the interests of Health & Safety) Parents/Guardians may be informed by phone, with written follow-up.
5. Student to be supervised until suspension takes effect.
6. Student will never be sent home during school day, unless collected by Parent/Guardian (or other suitable arrangement made).
7. The formal letter of notification may include:
 - Notice of the suspension
 - Effective date of the suspension
 - Duration of the suspension
 - Reasons for the suspension
 - Expectations of the student while on suspension (Study Programme may be attached)
 - Importance of parental assistance in resolving the matter

- A statement that the student is under the care and responsibility of the Parents/Guardians while on suspension
- A statement that the Education Welfare Board has been informed (if the suspension is longer than 6 days, or the student has been suspended for more than 20 days during the school year to date)
- Information on Appeal rights (internal school appeal / Section 29 Appeal)
- Requirements which need to be in place when student returns (e.g. written apology, completed assignments etc.)

If consideration is being given to proceeding to expulsion, then the letter must make this clear.

Procedures for the formal re-introduction of the student into the school

- Students must report to the Principal / Deputy Principal's office with Parents/Guardians for readmission to the school
- Undertakings of good behaviour may be requested in writing
- Agreed conditions (e.g. Counselling, referral to NEPS, other pastoral supports) should be signed by parent and pupil

Reasonable steps must be taken to ensure that any formal notification is made in a manner that can be understood by the student and the Parents/Guardians. This is essential when parents have difficulty reading or understanding English.

Expulsion

Expulsion should be resorted to only in the most extreme cases of misbehaviour and indiscipline and in most cases after every effort at rehabilitation has failed and every other sanction has been exhausted (Department of Education and Science Circular M33/91).

If in the judgement of the Principal a student should be expelled, the Principal shall refer the matter to the Board of Management for decision. Only the Board of Management may finally decide to expel a student. It is difficult to be exhaustive when listing the circumstances that would justify the expulsion of a student.

The following are some examples:

1. The student is so disruptive she is seriously preventing other students from learning and/or the teacher from teaching.
2. The student is uncontrollable and is not amenable to any form of school authority.
3. The Parent/Guardian refuses to exercise their responsibility for the student.
4. The student's conduct is a source of serious bad example and is having an adverse influence on other students in the school.
5. The student's behaviour towards a staff member or Management is of a very serious nature.
6. If the student's behaviour is in contravention of the Health & Safety Act.

In accordance with the principles of natural justice, the Parents/Guardians of the student whose expulsion is being considered should be given the opportunity of attending the Board Meeting and presenting their case. They can also present their case in writing.

Where the Board of Management is of the opinion that a student should be expelled it shall, before so expelling the student notify the Educational Welfare Officer (EWO) assigned to the school in writing "of its opinion and reasons therefore".

The EWO concerned shall “Make all reasonable efforts to ensure that provision is made for the continued education of the student”.

The EWO shall:

- (a) “Make all reasonable efforts to consult with the Principal, the student concerned and her Parents/Guardians and other such persons as the EWO considers appropriate”.
- (b) Convene a meeting of such of those persons as agree to attend such meeting”.

A student shall not be expelled before the passing of 20 school days following the receipt of a notification by the EWO. This is without prejudice to the right of the Board of Management to take such other reasonable measures, as it considers appropriate to ensure the good order and discipline are maintained in the school and that the safety of the students is secured. The Board might decide that the student should be suspended until the expulsion procedures have been completed and/or a place found for her in another school.

Promotion of Coláiste Bríde

It is common practice in all schools to record activities of pupils and school events through photography and/or film. From time to time Coláiste Bríde may use such imagery in printed or web publications pertaining to the school (e.g. School website, journal, prospectus etc.). Please refer to our website, www.colaiстеbride.com, for our full Acceptable Usage Policy and our Privacy Statement in relation to these matters.

Conclusion

The above Code has been approved by the Parents’ Council, Student Council, Staff and Board of Management. Consequently, as you have chosen to send your daughter to Coláiste Bríde it is expected that you too, as Parents/Guardians, have agreed to the Code of Behaviour. This Code is reviewed by parents, pupils and staff on an annual basis.

We have read and accept that the above Code exists for the good of the school community and we will endeavour to abide by it.

Signed: _____ Parent / Guardian

Signed: _____ Student