

St. Oliver Post Primary School, Oldcastle, Co. Meath

CODE OF BEHAVIOUR

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Abbreviations

NEWB	National Educational Welfare Board
NEPS	National Educational Psychological Service
DES	Department of Education and Skills
EWO	Education Welfare Officer
HSE	Health Service Executive

1. Introduction and Objectives

MISSION STATEMENT

St. Oliver Post Primary School is committed to quality education. It seeks to enrich students' lives and empower them for life's many challenges. This is done in a caring atmosphere of good order and discipline and in partnership with parents.

In our daily life we value the principles of justice, mutual respect, equality and tolerance leading to promotion of a positive self image and the confidence to achieve the highest levels.

Objective of the Code of Behaviour

The Code of Behaviour of St. Oliver Post Primary School expresses the vision, mission and the values of our school. It outlines the expectations of staff, parents, and students into every facet of education within the school. The aim of the Code is to foster and maintain an orderly, harmonious school community where high standards of behaviour are expected and supported in everyday life.

The goals include:

- Creation and maintenance of a school climate that encourages, supports and reinforces good behaviour.
- Creating a positive and safe environment for teaching and learning.
- Allowing students to understand behaviour and its consequences.
- Encouraging students to take personal responsibility for their learning and behaviour.
- Fostering the holistic development of all students within the school by creating relationships that are based on mutual respect among students, staff and parents.

2. What the Code of Behaviour does.

St. Oliver Post Primary School, Oldcastle sets high standards and all members of the school community are expected to behave at all times in ways that show respect for others.

The school's Code sets out:

- The standards of behaviour expected in the school.
- How the school approaches the promotion of good behaviour.
- How the school responds to unacceptable behaviour.
- How the Code is implemented.
- Procedures for the use of incident reports, report cards, detention, suspension and expulsion.

3. Principles Underpinning the Code of Behaviour

To ensure the successful achievement of our goals the following principles guided the development of the Code of Behaviour.

- Affirming that everyone's behaviour matters
- Providing clarity.
- Focusing on promoting good behaviour
- Balancing needs
- Recognising that relationships matter
- Focusing on personal responsibility
- Ensuring fairness and equity
- Promoting equality
- Recognising educational vulnerability

- Promoting a commitment to the emotional and physical welfare of every student on an individual basis
- Promoting a positive and safe working environment within the classroom and the school for all staff and students
- Attending to the welfare of staff.
- Promoting safety and freedom from threat.

4 Whole School Approach

Students' behaviour is influenced by the school's ethos, values, atmosphere, practices and relationships. The Code, on its own, cannot create the environment that makes it possible for students to learn and behave well. As such, St. Oliver Post Primary adopts a whole school approach to behaviour.

This includes:

- Consistency in ethos, policies and practices.
- School policies and practices that support the objective of the Code.
- A classroom environment that promotes positive learning behaviour and where students have a clear understanding of what is expected.
- Opportunities for the Board of Management, Principal, Deputy Principal, teachers and non-teaching staff, parents/guardians and students to live up to and understand their responsibilities.
- A school development planning process that helps the school to ensure that its policies and procedures work harmoniously to sustain a positive environment for teaching and learning.

5 Application of the Code of Behaviour

When and where behaviour will be subject to the Code of Behaviour

The Code of Behaviour will apply:

- Within the environs of the school during the school day and any after-hours activities.
- On all school and school-linked activities, including school tours, outdoor pursuits, field trips, sports activities, retreats, school visits/expeditions, official school charity collections and events.

6 Understanding Behaviour

Understanding the context of behaviour is central to understanding behaviour. The responses to a student's behaviour influence the choices a student makes about how he / she behaves. These influences are within the person, external and interpersonal. The Code aims at responding to unacceptable behaviour in ways that are likely to work and attempts to avoid responding in ways that may cause the misbehaviour to escalate.

7 Setting Standards of Behaviour

Values and standards

The school promotes values and standards including:

- Respect for self and others.
- Principles of natural justice.
- Fairness.
- Kindness and willingness to help others.
- A readiness to use respectful ways to reduce difficulties and conflict.

In promoting high standards, the school recognises that certain kinds of behaviour are not acceptable and will incur sanctions.

For example:

- All behaviour that is hurtful.
- All forms of bullying, harassment, sexual harassment, discrimination and victimisation by word, deed or act, including improper use of any form of technology or media.
- All forms of behaviour that discriminate or reflect negatively on a person's race, ethnic background, nationality, religion, disability, culture or sexual orientation.
- Behaviour that interferes with teaching and learning.
- Threats or actual physical hurt to another person.
- Damage to property.
- Theft.
- Possession, use, or being under the influence of alcohol, drugs, un-prescribed drugs or any other harmful, dangerous or illegal substance.

Students

The school undertakes to explain and clarify the Code to students. By giving students an insight into their own and others' behaviour the school can equip them to think and understand what influences people to behave in a particular way. This builds their capacity to take responsibility for their behaviour and to help each other behave well.

The school provides opportunities, inside and outside the classroom for students to think, talk about behaviour, learning and rules and what their school means to them. These opportunities are to be found especially, but not exclusively, in discussion with individual and class teachers, during C.S.P.E., S.P.H.E. and Religion classes and in the involvement of the guidance counsellor, Year Heads and Tutors. They are also available under the mentoring programme provided by Leaving Certificate students for 1st Year students.

Students must be committed to their own learning and to that of their peers. This commitment includes:

- Regular and punctual attendance at school.
- Doing one's best in class and at all school related activities.
- Taking responsibility for one's work and actions.
- Wearing the correct uniform and having a neat and tidy appearance.
- Keeping the school rules.
- Helping to create a safe and positive environment.
- Respecting all school staff.

- Respecting all fellow students and their learning.
- Active participation in school activities.

Just as the school measures progress in achieving academic goals, so standards of behaviour provide a tool for measuring progress towards behavioural goals.

First Year Students

St. Oliver Post Primary School recognises the enormity of the change that students experience when transferring from primary to post primary education. In order to minimise the stress and anxiety experienced by students at this pivotal junction in their educational journeys, the school takes the following additional measures:

- Organises information meetings of First Year parents before the start of the school year and towards the end of September.
- Organises a three day Induction Programme for incoming First Year Students on the first three days of term.
- Organises a mentoring programme where each First Year student has a 6th Year Prefect responsible for them throughout First Year. Students meet with their Prefects at designated times and discuss issues of concern with them.

Parents/Guardians

The school believes the full support of parents/guardians for the Code is essential. Values at home and parental attitude make a positive contribution to student's learning and behaviour. Parents/guardians are expected to model the standards that students are asked to respect.

The school provides many opportunities for parents/guardians to be familiar with the standards and to understand the importance of expecting students to behave in accordance with these standards. The school provided parents with the opportunity to become involved in Parenting Programmes on an annual basis.

The school maintains regular communication with parents/guardians and if necessary, parents/guardians will be invited to discuss their child's behaviour, with the objective of achieving an agreed common approach.

Teachers and other school staff

The example set by teachers and all school staff has a direct bearing on learning for students. They have a responsibility to model the school's standards of behaviour in their dealings both with students and each other.

8 Promoting Good Behaviour

Promoting good behaviour is the main objective of the school's Code of Behaviour. Through its ethos, policies and practices, St. Oliver Post Primary actively promotes positive behaviour and seeks to prevent inappropriate behaviour.

The school is actively committed to consistency in promoting good behaviour. This can be achieved by mutually respectful relationships between student and teacher.

- Students are given responsibility and are encouraged to understand why the Code is important.
- The Code is made to work in a fair and consistent way.
- Standards are clear, consistent and widely understood and high expectations are set.
- The school climate and atmosphere are created by the actions of everyone who is connected to the school: teaching staff, other staff, parents/guardians and students.
- The school operates a positive Discipline Programme for Junior Certificate students, affirming and rewarding good behaviour.
- Parents/Guardians, students and teachers are invited to be involved in seeking to promote good relationships and a harmonious atmosphere through positive interaction.
- Adults model the behaviour expected from students.
- Clear boundaries and rules are set for students.
- Students are helped to recognise and affirm good behaviour.
- Positive feedback is provided through the school Journal where merited.

The Code of Behaviour recognises that the dignity of all staff, students and parents/guardians must be afforded the utmost priority and emphasises the right of all student and staff to work in an educational environment free from disruption.

The school expects all students to abide by the Code of Behaviour and to live up to the standards expected. Central to promoting good behaviour is the quality of relationships between staff and students. All teaching personnel in St. Oliver Post Primary strive to develop good relationships. To help foster good relationships, the school acknowledges, promotes and rewards good behaviour in a variety of ways. This includes the following:

- Access to a member of school personnel from 8.40a.m. onwards.
- Individual expression of encouragement, thanks and appreciation.
- Positive feedback entered into the student's Journal.
- Regular contact with parent/guardians, especially when there is a concern about a student's work or behaviour.
- At Junior Certificate level, a Positive Discipline programme is used to reward class groups for good behaviour.
- Acknowledgement at the Prize Giving Day at the end of each school year mark student's achievements.
- Where necessary close co-operation with outside bodies such as H.S.E., N.E.W.B, N.E.P.S. and Gardaí.
- Annual Parent/Teacher meeting for all year groups.

- Parents' Association Meetings and Board of Management Meetings.
- Class Teachers/Year Tutors regularly meet students and discuss matters of interest or concern at morning registration.
- Regular meetings of Student Council.
- Encouragement of healthy eating and healthy lifestyle as part of the school's Healthy eating Policy.
- House Examination and School Reports, Halloween (exam classes), at Christmas (all classes), Easter (exam classes) and the end of the school year (all other classes).
- Strong encouragement of participation in socially worthwhile activities and fundraising.
- Regular updating of the website to publicise instances of achievement.
- Contacting local/national media to publicise events and achievement.
- Acknowledgement of achievements by the Principal and Deputy Principal over the P.A. system.
- Where appropriate, special public display in the foyer of the school of photographs, art work and relevant documents on students achievements.
- Regular promotional events, such as Seachtain na Gaeilge, Friendship Week, Intercultural Week.
- Inviting experts and other speakers to talk to students and parents about matters that relate to a healthy and constructive life within and outside the school.

This list is not exhaustive.

9 School Rules

Fundamental Principles

- All students attending St. Oliver Post Primary are expected to respect school management, teachers, staff, their fellow pupils, school property and the property of their fellow pupils.
- As a school community we aim to create a positive learning environment. While recognising the individuality of each student, the Code of Behaviour aims to ensure the right of each student to a relatively disruptive-free learning environment. In trying to achieve this we encourage good order, combined with responsible and caring attitudes, based on mutual respect.
- Good and attentive behaviour is expected. Every student must have the freedom to learn, to concentrate and to participate. He/she must have the freedom to do this without being inhibited in any way by his/her fellow students and so that an atmosphere of learning is maintained.

BEHAVIOUR

- (i) Students are expected to co-operate fully with all members of staff in a spirit of mutual respect and courtesy.*

This means that:

- Students are expected to behave with courtesy and good manners towards others.
- Students are expected to treat their fellow students in a fair and respectful manner.
- Students should cultivate a sense of responsibility towards their own property.
- Students should treat the school property and that of fellow students with respect.
- St. Oliver Post Primary does not tolerate bullying or harassment in any form.

St. Oliver Post Primary, Oldcastle

ANTI-BULLYING POLICY

Definition:

Bullying behaviour is repeated aggression/inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, by one or more students against another or others. It includes, but is not confined to, such actions as damage to property, extortion, intimidation, verbal or written abuse, isolation, name calling etc.

Rationale:

The school community at St. Oliver Post Primary believes that each student is entitled to a stable and secure learning environment and has the right to an education that is free from fear, annoyance and intimidation. Bullying behaviour undermines this right and is not tolerated.

Our goal is to raise awareness of bullying as an unacceptable form of behaviour and to establish a high degree of collective vigilance and it also encompasses the creation of an atmosphere of openness in order to encourage subjects of bullying behaviour to disclose.

Aims of the Policy:

Our policy is a preventative one but specific measures are in place to deal with bullying behaviour when it arises. This policy relates to all students, with particular attention being given to incoming students and their parents/guardians. Our aims are to create an ethos which

- * raises awareness of bullying as unacceptable behaviour among all students.
- * encourages students to disclose confidentially incidents of bullying behaviour.
- * encourages all members of the school community to look out for and after one another.
- * dispels a culture of secrecy in which a student might feel a sense of hopelessness and futility against the power being exercised by those involved in bullying behaviour.

School Position on Bullying:

St. Oliver Post Primary takes a most serious view of bullying behaviour or intimidation of any kind. Physical aggression, damage to another person's property, threats, name calling, abusive language, encouraging any form of taunting or any other form of behaviour, be it physical or psychological, which is intended to harm anyone or undermine their confidence in any way is treated in a very serious manner.

The school regards bullying as a serious infringement of any individual's rights and a serious threat to self-esteem of the subject of the bullying behaviour.

Any report of bullying will be treated seriously with due regard for the well-being of the subject(s) and the perpetrator(s).

School authorities will take corrective action on becoming aware of bullying. The immediate priority will be the protection of the subject(s) and ensuring a complete cessation of the bullying behaviour.

Students are expected to help to provide a safe environment for all members of the school community and with regard to this they should make a responsible adult aware of all instances of bullying. It is too serious not to report.

Students' participation in school life is encouraged through existing school structures. Awareness of bullying and a willingness to take action to stop it is part of this participation.

The school is committed to creating a school environment free from bullying. There is an obligation on each student to report bullying so that school management can take appropriate and effective action to bring same to an end.

Procedures Adopted by School to Deal With Bullying:

- Where bullying is reported to a teacher, the Staff member reports to the relevant Year Head, using a referral note.
- The Year Head and teacher involved (if possible) will deal with the incident.
- All parties involved will be interviewed and records compiled.
- Where it is proven that bullying has taken place, the aggressor will, in the first instance be given a verbal warning.
- Where an individual is involved in bullying on a second occasion, they will be required to sign the Anti-Bullying Contract.
- If bullying occurs a third time, following investigation and consultation with parents, the student will be required to sign the Anti-Bullying Contract again and to have it co-signed by parents /guardians.

(ii) Students must wear full uniform at all times during the school day and while representing the school in activities outside the school

This means:

- The official school uniform must be worn at all times – the uniform consists of:
 - School jacket
 - Boys: grey trousers, girls: green trousers or school skirt (knee length)
 - Shirt (grey for boys, green for girls)
 - School jumper.
 - Black shoes (trainers are not permitted)
 - All items of clothing to be purchased at Mc Dermott's, Oldcastle.

Any jacket including hoodies may not be worn in school and may not be substituted for the school jacket.

- One pair of sleepers/stud earrings may be worn in the lower ear only. No other facial or oral piercings are allowed. Where facial piercings cannot be removed, they must be kept covered at all times.
- In the Junior School make-up is not allowed.
- Students may wear P.E. gear on the day that their base class (regular class) is time-tabled for P.E. In all instances students must bring in their P.E. gear in a gear bag.
- No extreme hair colours allowed. Only natural looking hair colour is allowed. Particular hair fashion trends may be deemed to be inappropriate for school.
- Each item of uniform should be clearly labelled with the student's name
- Full school uniform should be worn for all school related activities.

(iii) Students should do their best to work both in class and at their homework.

This means:

- Students listen to and co-operate with their teachers.
- Students do the assigned homework each night.
- Students do not disturb the learning process of fellow students.
- Students carry the school journal with them to all classes and to registration.
- Students come properly prepared for their subject.
- Students have to adhere to health & safety guidelines in particular with practical activity based classes.

Because:

- Every student has a right to learn in an environment that supports the learning process.
- Every teacher has the right to teach in an environment which is conducive to learning.
- Every student has the right to an education free from fear and intimidation.
- Homework is an essential part of the learning process.

(iv) Students must show courtesy, consideration and good manners in their behaviour while travelling to and from school, in school and on school trips.

This means:

- Students must show politeness, respect and courteous co-operation to all school staff, fellow students, visitors to the school, local residents etc. at all times.

Because:

- This is the embodiment of our Mission Statement.

(v) Students must respect the school environment.

This means:

- Keeping the school and school grounds clean and free of litter and graffiti
- Placing recyclable waste in the recycling bins provided
- Chewing gum is forbidden
- Actively supporting the school's Green Code.
- Respecting all school property

Because:

- Everybody benefits from working and learning in a pleasant and clean environment.
- The school enhances the environment as active participants in the Green Schools Programme.

(vi) Mobile Phones and Digital recording & playing devices are not permitted within the school.

This means:

- Any student found using any type of mobile phone, recording or playing device within the vicinity of the school grounds, during a school day, will have the phone confiscated immediately.
- Any phone confiscated will only be returned following parental request.
- Should there be a second breach of this school rule, the phone will not be returned until the end of the school term.

(vii) The school forbids the possession and/or use of Cigarettes on the school premises and grounds or while engaging in school activities. Not alone is there a concern around the student's health and safety in relation to this issue but it is a breach of Irish State law to smoke on the school premises and as a result the consequence will be suspension from school.

(viii) Illegal drugs/addictive substances/alcohol/un-prescribed drugs/legal drug substitutes are strictly prohibited in the school. Any necessary medication must be pre agreed with the Principal. In the event of a breach of this rule the school is obliged to inform parents/guardians and / or the relevant authorities. Consequences for breaches of this rule are dealt with through the Suspension and Expulsion policies.

10. How St. Oliver Post Primary School responds to unacceptable behaviour.

It is the responsibility of the school authorities:

- To maintain a classroom and school environment which is safe for students, teachers and other school staff.
- To maintain a classroom and school environment that is supportive of the learning of every student and ensures continuity of education.

It is the policy of the school to intervene early and positively when a student's behaviour does not meet the standards expected.

Responses and sanctions

The school implements a graded response to student misbehaviour. The strategy adopted by the school is to intervene early and positively and this strategy prioritises the early involvement of parents/guardians.

The following responses and sanctions are in use in St. Oliver Post Primary

- * **Journal**
- * **E-Portal**
- * **Report**
- * **Calls home to parents**
- * **Detention (lunch time and after school)**
- * **Suspension**
- * **Expulsion**

DISCIPLINARY LADDER

STEP 1:

Misconduct will be dealt with by individual subject teacher. The teacher can choose from possible sanctions such as – reprimand, record keeping, note in Student Journal to parent, penalty sheet, detention, isolate pupil at top of class, etc Detention may be used as a last resort at this stage and only for one day.

STEP 2: TUTOR

Where misbehaviour or misconduct persists despite sanctions in Stage 1 being imposed, the subject teacher then refers the matter to the Class Tutor

Where 3 lunchtime detentions have been imposed, the student will receive a Friday afternoon detention (15.45 – 16.45) Parents will be informed of this by letter.

Having completed a Friday afternoon detention, the student's behaviour will be monitored for the week by all subject teachers (Form 1A 'Behaviour Monitoring')

STEP 3: YEAR HEAD

Where the Behaviour Monitoring Report has found no evidence of improvement, the Year Head may organize an interview. Parents will be informed of this by phone.

The student will be interviewed by Tutor, Year Head and Deputy Principal. Parents will be invited to attend. Alternatively, feedback will be sent to parents by letter / phone,

Following interview, student's behaviour will be monitored for a further week using Form 1A. Where the progress attained is not satisfactory, the student may then be interviewed by the Deputy Principal.

Where satisfactory progress is deemed to have been attained, this will be affirmed by Year Head.

STEP 4: DEPUTY PRINCIPAL AND PRINCIPAL:

Deputy Principal invites parents to attend meeting with Principal and Deputy Principal. History of misbehaviour will be outlined to parents at this meeting. The student signs a Contract of Behaviour. This is co-signed by Principal and Deputy Principal.

The student's behaviour will be monitored by teachers and management.

Scale of intervention and involvement

Subject Teacher

- The vast majority of behavioural matters are dealt with promptly and efficiently by the subject teacher and have no long term consequences.

Tutor and Year Head

Involved where

- Subject Teacher believes student has not responded positively to his/her intervention.
- Student's conduct has consequences beyond the class of an individual teacher
- Breaches of school rules outside of the classroom
- Normally, details of behaviour have been logged on E-Portal and / or in the Behaviour Log.

Deputy Principal

Involved where

- Where there are serious breaches of school rules.

- Persistent failure over lengthy period to achieve standard of work or behaviour expected
- Detention (punctuality related issues).
- Possible suspension, when matter is reported to the Principal

Principal

Involved where

- There are very serious breaches of school rules.
- The sanction is suspension up to and including 3 days.

The Board of Management

Involved where

- The sanction is suspension of greater than 3 days.
- There is an appeal to a suspension
- The sanction is expulsion

Parent/Guardian

Involved where

- There is a persistent failure to achieve the necessary standards with a view to seeking their assistance and co-operation in dealing with the matter.

Records/Files

- A record of all serious breaches of the school rules is kept, along with Incident Reports, Report Cards, detention slips etc. in the student's file.
- Records are stored electronically and may only be accessed by the Principal/Deputy Principal/Year Head /Tutor / subject teachers.

11. Detention Procedures

Detention is organised and administrated by the Year Head and Tutors of each individual year group. Students will generally only be put on detention by their own Tutor and Year Head.

Detentions will be given for consistent infringements of the Code of Behaviour and / or more serious misbehaviour.

Detention takes place once a week during lunch breaks for approximately 30 minutes. If students miss their lunchtime detention, they will have to do two lunchtime detentions and may be put on an afterschool detention.

Lunchtime detention is generally supervised by the Tutors of that year group on a rotating basis. After-school detention is generally supervised by the Year Head of that year group.

Parents will be contacted in order to organise after-school detention

12. Suspension

Suspension: General principles

Suspension is a serious sanction and, normally, other interventions will have been tried before suspension is considered. School staff will have reviewed why these have not worked. Suspension will be considered where there has been serious misconduct such as:

- The student's behaviour has had a serious disruptive or detrimental effect on the education of other students.
- The student's continued presence in the school is potentially dangerous and constitutes a threat to safety.
- Gross disrespect to a member of staff.
- Deliberate damage to school or private property.

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

Automatic suspension

Certain breaches of the rules, if serious and self-evident, may lead to automatic suspension. Such breaches would include:

- Fighting or assault or violence.
- Physical or sexual assault.
- Bullying or harassment.
- Threatening behaviour.
- Reasonably suspected possession or dealing in drugs, alcohol, addictive substances (un-prescribed drugs) or illegal substances.
- Reasonably suspected of being under the influence of drugs, alcohol, un-prescribed drugs or illegal substances.
- Serious damage to property.
- Smoking within the vicinity of the school.

Suspension procedure

Before considering suspension, the school will investigate the complaint thoroughly. These include the right of the student and his / her parents/guardians to be heard and to respond to the complaint, and the right to impartiality.

Normally involved would be the Deputy Principal and the Year Head. They may seek assistance from other members of staff not involved in the incident. The investigation will include meeting all those concerned and giving them every opportunity to present their case.

Where there has been a very serious breach the Deputy Principal will be informed immediately. This would include:

- Fighting or assault or violence.
- Bullying or harassment.
- Threatening behaviour.
- Reasonably suspected possession or dealing in drugs, alcohol, un-prescribed drugs or illegal substances or smoking.
- Reasonably suspected of being under the influence of drugs, alcohol or illegal substances.
- Serious damage to property.

On completion of the investigation the results and evidence are given to the Principal.

Decision to suspend

Only the Principal and the Board of Management have the legal authority to suspend a student. The Principal of St. Oliver Post Primary has written authority from the Board of Management to suspend a student for up to three days, without immediate reference to the Board. Only in exceptional circumstances will there be consideration of a suspension longer than three days, and the Board will be notified.

Implementing suspension

The Principal will notify the parents/guardians and the student of the suspension by letter. The letter will include:

- The reason(s) for the suspension.
- The period of suspension, with relevant dates.
- Any study programme to be followed and a request that parents/guardians sign the completed work if applicable.
- Arrangements for returning to school including any commitments to be entered into by the student and parents.
- Provision for an appeal to the Board of Management and to the Secretary General of the Department of Education. This appeal “ to be made within a reasonable time from the date the student/parent/guardian was informed of the decision” (Education Act 1998 Section 29)
- Any other relevant matter.

Immediate suspension

In certain exceptional circumstances, the Principal may determine there are grounds for immediate suspension for reasons of the safety of the student, other students, staff or others.

Where appropriate the Principal and Deputy Principal will conduct a preliminary investigation to establish the case for suspension. The formal investigation will follow immediately on the imposition of the suspension.

In the case of immediate suspension, parents/guardians will be notified and arrangements made with them for the collection of the student. They will be informed that a more thorough inquiry is underway and will be asked to attend the school, with the suspended student, within a maximum of three days.

Re-integrating the student

On completion of the suspension, the school will make every effort to re-integrate the student quickly into school life and to ensure that he / she catches up with any work missed. The student will be expected to apply themselves diligently to their work, to follow the Code of Behaviour. The student will also be placed on a Post Suspension Report (Form 2B) for the week immediately after re-entering the school.

Clean slate

The student will be given the opportunity and support for a fresh start. Although a record is kept of the behaviour and the sanction imposed, once the sanction has been completed the school expects the same behaviour of this student as of all other students.

Reporting suspensions

The Principal reports all suspensions to the Board of Management. If required, the Principal will report a suspension to the N.E.W.B..

Grounds for removing a Suspension

A suspension may be removed if the Board decides to remove the suspension for any reason or if 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*.

13. Expulsion

The Board of Management alone has the authority to expel a student. Only serious cases of unacceptable behaviour will warrant consideration of expulsion.

Grounds for expulsion include:

- Behaviour that is a persistent cause of significant disruption to the learning of others or the teaching process.
- The student's continued presence in the school constitutes a real and significant threat to the safety of him / herself, other students and/or staff members.
- Serious damage to property.

Misconduct that might lead to a proposal to expel would be very serious examples of those that could lead to suspension. In cases of persistent misconduct expulsion would be considered only as a last resort and will only occur where all other interventions and attempts at addressing the misconduct have been exhausted.

A single act of serious misconduct might form the basis of a proposal to expel. Such misconduct could include:

- A serious threat of violence against another person.
- Actual violence or physical assault.
- Sexual assault.
- Possession or dealing in drugs or illegal substances.

Procedures in respect of misconduct

The school will follow the procedures in *Developing a Code of Behaviour: Guidelines for Schools (2008)*, paragraphs 10.3-10.6, pages 67-68 and paragraph 11.5, pages 74-75., as may be amended or updated by the N.E.W.B.

Following serious misbehaviour that could warrant expulsion the following steps will be taken after a preliminary assessment of the facts :

1. The Principal directs a detailed investigation. This includes informing the student and her parents/guardians, in writing, of the nature of the complaint, how it will be investigated and that it could result in expulsion. The Principal will assure the student and parents/guardians that they will be given every opportunity to respond before any decision is made and before any sanction is imposed.
2. The Principal recommends to the Board of Management to consider expulsion. The parents/guardians and the student are informed, in writing, of the decision and the grounds to recommend expulsion. They and the Board are provided with all relevant documentation. A hearing is arranged to which the student and parents are invited. This will be held at a time and date that will allow time for the parents and the student to prepare their presentation. They can make a written and oral submission to the Board.
3. The Board considers the Principal's recommendation and arranges a hearing at which the student and their parents/guardians may put forward their

case. As a first step, the Board will consider the manner of the investigation and assure itself that all procedures were followed properly and in accordance with the principles of fairness and natural justice. Any member of the Board of Management who has had any direct involvement in the case, with the exception of an investigating member of staff, or a close connection with a party to the case will not be allowed to participate in the Board's deliberations.

If the Board decides to consider expulsion it will hold a hearing that is properly conducted in accordance with Board procedures. At the hearing the Principal and the student and her parents/guardians each put their case in the presence of the other. Each side is allowed to question the other. The Board is impartial as between the Principal and the student. If parents/guardians wish to be accompanied, the Board will make every reasonable effort to facilitate this subject to reasonable notification

After the hearing, the Board deliberates in private in the absence of the Principal and the student and her parents/guardians.

4. The Board has the responsibility of deciding, first, whether the allegation is substantiated and, if so, whether expulsion is the appropriate sanction. If the Board does decide to expel it will, as required by law, notify the Educational Welfare Officer (EWO) in writing of its opinion and the reasons for this opinion. The expulsion cannot take effect for twenty school days from the date the EWO receives notification.

The Board informs the student and parents/guardians, in writing, of its conclusions and the next steps in the process.

5. The EWO engages in consultations with all parties. The Board may take steps to ensure that good order is maintained and the safety of students is secured in the school.
6. If, after the twenty-day period of notification to the EWO has elapsed, the Board remains of the view that the student should be expelled, the Board will formally confirm the decision. Parents will be notified immediately, and told of the right of appeal.

Appeal

A student who is expelled has the right to appeal the expulsion (*Education Act, 1998, Sec 29*) to the Secretary General of the Department of Education and Skills. An appeal may also be brought by the N.E.W.B. on behalf of a student.

Further details about the appeal process, including documentation, is available in the school.

14 Procedures for notifying the school about student absences.

General

- Any absence from school should be unavoidable and for a very good reason.
- It is advisable that parents should not take students out of school for holidays, or for other non-essential reasons.
- It is the duty of parents to inform the school, in writing, if their child will be absent for any period, giving the reason for the absence and its anticipated duration.
- If a student is absent and the school has not been informed, it reserves the right to contact the parents seeking a reason for the absence.
- Parents/guardians may be contacted in respect of periods of unexplained absences.
- If a student is absent for twenty or more school days in one school year, the school is legally obliged to report this to the NEWB, and to give reasons for the absences.
- The school may notify the NEWB at any time if it has concerns about a student's absence.
- The NEWB has the right to investigate absence from school where it deems it appropriate.
- The school keeps a daily attendance record of all students which is submitted to the NEWB at the end of the year.

Absence through illness

- Parents should, if possible, inform the school by telephone if a student is ill.
- If a student is absent for more than three days parents/guardians should phone the school with a progress report, to be given to the Deputy Principal, who will in turn pass this on to the Class Tutor.

Return after absence

- On a student's return from absence, parents/guardians should complete and sign the Note Explaining Absence at the back of the journal, detailing dates absent, date of return, reason for absence and the number of days absent.
- The student must present an absence note to his / her Tutor, who will pass this on to the Deputy Principal.
- Where there has been a significant absence through illness the school may advise that the student get a doctor's certificate.

Absence during school hours

- If possible, all appointments, such as medical or dental appointments, should be outside of school hours.
- If an appointment during school hours is unavoidable, a parent/guardian should enter the nature, date and time of the appointment in the student's journal, and ask the school to allow the student to leave. A parent/guardian must collect his/her daughter from the school for all appointments.
- The student signs the 'Sign Out Book' at Reception for signature before leaving.
- Parents/guardians must collect the student (unless otherwise arranged). Students will not be allowed to leave the school alone.

- If possible, the student should return to school after the appointment, signing him / herself back in on arrival.
- If a student feels sick at school, he / she must report to the school reception, where a parent/guardian will be contacted. In all cases contact with the parent/guardian is made through the office as the school must be informed of a student's illness.

Appendix 1

ST. OLIVER POST PRIMARY

BEHAVIOUR MONITORING REPORT (1A)

STUDENT ON REPORT: _____ **YEAR** _____

REASON: _____

YEAR HEAD: _____

DATE: _____

CLASS	MONDAY	TUESFDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00					
9.05					
9.45					
10.20					
11.15					
11.50					
12.25					
1.45					
2.20					
2.55					
YEAR HEAD					
PARENT					

- STUDENT MUST MAKE SURE TO HAND UP THIS REPORT SHEET TO HIS/HER TEACHER AT END OF EVERY CLASS.
- TEACHER TO RATE STUDENTS BEHAVIOUR AND/OR HOMEWORK

1 = GOOD

2 = FAIR

3 = UNNACCEPTABLE

- NOTE: ANY ADDITIONAL COMMENT WELCOME ON BACK OF SHEET.

REPORT SHHET MUST BE SIGNED BY PARENT / GUARDINA EVERY NIGHT

STUDENT'S PLEDGE / CONTRACT



FOR ALL STUDENTS

I promise that I will attend school regularly and punctually, that I will wear the correct school uniform at all times and that, while wearing the school uniform, I will respect myself, my family and my school by my behaviour both inside and outside school hours.

I further promise to do my best in school / class, to follow all school rules and procedures and to respect the right of all others in the school.

"The rules of the school are for the orderly operation of the school. Firm action will be taken with pupils who are disruptive, ill-mannered or whose behaviour is unacceptable. Our pupils are expected and encouraged to co-operate fully in maintaining good standards of conduct and studies. "

Principal: _____

Student's Signature: _____

Parent's / Guardian's Signature: _____

Date: _____

Phone No: _____

Re: Disciplinary Warning

Student Name: _____

Dear Parent / Guardian,

I am writing to you in relation to your son / daughter's behaviour in St Oliver Post Primary School. His / her behaviour is well below the standard required, and as such it has become an issue in relation to the teaching and learning of other students in our school.

The types of areas in need of serious attention are as follows:

- | | | | |
|---------------------------------------|--------------------------|------------------------|--------------------------|
| Punctuality | <input type="checkbox"/> | Unruly Behaviour | <input type="checkbox"/> |
| Consistently disrupting classwork | <input type="checkbox"/> | Disrespectful to Staff | <input type="checkbox"/> |
| Refusal to follow teacher instruction | <input type="checkbox"/> | | |
| Repeatedly not producing material | <input type="checkbox"/> | | |
| Other: | _____ | | |

If you would like reports on specific incidents – please consult their pupil journal, portal events and / or contact the relevant Yearhead.

If this misbehaviour continues, severe sanctions may be imposed including suspension / expulsion.

Please speak with your son / daughter seriously in relation to this matter. We appreciate your support.

Yours faithfully,

Mr M. O'Reilly
Principal

Mr B. Corcoran
Deputy Principal

County Meath Vocation Educational Committee



St Oliver Post Primary School

Suspension Form

Pupil Details

<i>Pupil's Name</i>	<i>Date of Birth</i>	<i>Year / Class</i>	<i>Address / Tel. No.</i>

Parents / Guardians: _____

Effective Dates: _____

Reason for Suspension: _____

Date Parents / Guardians notified: _____

You must report to your Yearhead on the morning of your return to collect your Post-Suspension

Report

Principal: _____

D.P: _____

*You have the right to appeal this decision to the Board of Management of St. Oliver
Post Primary*

ST. OLIVER POST PRIMARY, OLDCASTLE
POST-SUSPENSION REPORT (2A)

STUDENT ON REPORT: _____ **YEAR** _____

REASON: _____

YEAR HEAD: _____ **DATE:** _____

CLASS	MONDAY	TUESFDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00					
9.05					
9.45					
10.20					
11.15					
11.50					
12.25					
1.45					
2.20					
2.55					
YEAR HEAD					
PARENT					

- STUDENT MUST MAKE SURE TO HAND UP THIS REPORT SHEET TO HIS/HER TEACHER AT END OF EVERY CLASS.
- TEACHER TO RATE STUDENTS BEHAVIOUR AND/OR HOMEWORK

1 = GOOD

2 = FAIR

3 = UNNACCEPTABLE

- NOTE: ANY ADDITIONAL COMMENT WELCOME ON BACK OF SHEET.

St. Oliver Post Primary School

Telephone: 049/8541180

Fax: 049/8542201

E mail Secretary@stoliver.meathvec.ie

Oldcastle

Co.Meath.

Principal: M. O'Reilly

Deputy Principal: B. Corcoran

To the Parent or Guardian of: _____

Under the Education Act 2000 the school is obliged to inform the Education Welfare Board of students who:

- (a) have been absent for at least 20 days in the school year.
- (b) have irregular attendance.

Under this Act it is the legal responsibility of the parent/guardian to ensure that the student attends school on a regular basis.

I would like to inform you that _____ has already been recorded absent for _____ full days.

I would appreciate if you would contact me to discuss this matter.

Yours sincerely,

Appendix 2

St. Oliver Post Primary School

Telephone: 049/8541180
Fax: 049/8542201
E mail Secretary@stoliver.meathvec.ie

Oldcastle
Co.Meath.

Principal: M. O'Reilly
Deputy Principal: B. Corcoran

Dear _____,

_____ was recently caught smoking on the school premises.

This is contrary to the school code of discipline and is also prohibited by law. There is a mandatory 1 day suspension for being caught smoking on the school premises reflecting the illegal nature of the act and the serious health implications of smoking.

I would ask that _____ remain out of school on the _____.

Finally, I must advise you of your right to appeal this decision by writing to the Secretary, Board of Management, St. Oliver Post Primary, Oldcastle, Co. Meath.

Yours sincerely,

Mr. M. O'Reilly
Principal

Appendix 3

St. Oliver Post Primary School

Telephone: 049/8541180

Fax: 049/8542201

E mail Secretary@stoliver.meathvec.ie

Oldcastle
Co.Meath.

Principal: M. O'Reilly

Deputy Principal: B. Corcoran

SAMPLE LETTER

Dear _____,

I confirm that _____ is suspended from school from _____
_____ inclusive.

The following is the reason for this suspension:

.....
.....

_____ needs to report to me at 8.50 a.m. on _____ before
returning to class.

Finally, I must advise you of your right to appeal this decision by writing to the
Secretary, Board of Management, St. Oliver Post Primary, Oldcastle, Co. Meath.

Yours sincerely,

M. O.'Reilly
Principal

B. Corcoran
Deputy Principal