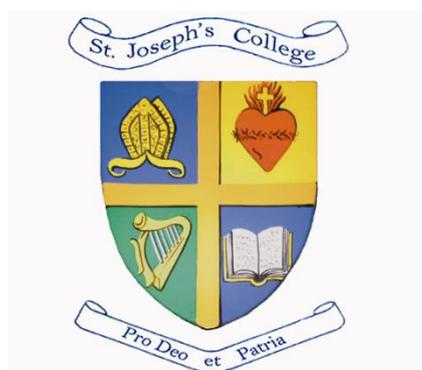


**St. Joseph's Patrician College,
Galway.
'THE BISH'**

**Code of Responsibility and
Behaviour.**



Code of Responsibility and Behaviour.
Ratified by Board of Management 19 June 2019

This policy is in keeping with the Child Protection Procedures as adopted by the Board of Management. Teachers are reminded that they are mandated persons and must be familiar with their obligations with reference to the child first: National Guidance for Protection and Welfare of Children 2017 and the Children First Act 2015

St Joseph's Patrician College, 'The Bish' Galway is a Catholic school for boys that reflects and is inspired by the ethos of the Patrician Brothers. As part of the Le Cheile Trust, we promote Catholic education in the spirit of the Le Cheile Charter.

Since the school's establishment in 1862, thousands of young men have been educated in the Bish. Each pupil of the Bish is in a sense a custodian of that heritage and representative of a proud tradition. In wearing the school crest, we hope our students will recognise and take to heart its significance.

Our purpose is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God. It seeks to build a learning community that welcomes and witnesses through the Gospel values and the Le Chéile Charter. The school draws on the religious and cultural heritage of founder Bishop Daniel Delany. It is committed to creating a space of inclusivity, equality and openness, where people can live with and be taught by one another, however diverse such people might be. It does not discriminate on religious grounds and is open to a diversity of students. It seeks a holistic approach and embraces the physical, mental, emotional, social, moral and spiritual growth of each student. It offers the educational space which promotes excellence so that students can develop positive responsibility for their own lives, the lives of others and the earth, which is our home.

Mission Statement:

To create a safe learning environment where Catholic values are j and where each student is helped to reach his full potential and to qualify for the career of his choice.

Mission of the Le Cheile Trust:

To promote Catholic Education as an option within the Irish education system. To develop the schools of the Congregations in the service of their local communities, the state and the Church.

Introduction:

St. Joseph's Patrician College 'The Bish' endeavours to help each student in our care reach his full potential. This Code provides a fair and realistic system to ensure a safe and welcoming, learning and teaching environment is provided for students, staff and parent/guardians. We place an emphasis on positive behaviour and feel affirmation of good behaviour is a vital part of this Code of Responsibility and Behaviour. We aim to create a school community where a positive climate based on mutual respect and cooperation is fostered throughout. We want to encourage our students to take personal responsibility for their studies and behaviour which will help them develop into mature and responsible adults who will contribute positively to society.

Our Code takes account of the very important role of parents/guardians and depends on their cooperation for its implementation. We look forward to the active support of parents/guardians in implementing our Code.

Our Code is presented as a positive support to the teaching and learning of our teachers and students, in an atmosphere of mutual respect.

This Code meets the statutory obligations of the Education Welfare Act 2000 and has been compiled in compliance with the guidelines issued in May 2008.

The following 10 core principles have been identified as the central themes for our school community.

CORE PRINCIPLES

1: RESPECT:

All members of the school community are expected to treat other members of 'The Bish' with care and respect: this includes fellow students, teachers and all who visit our school. Students must have courtesy, consideration and good manners in their dealings with others.

A Bish student is expected to:

- I. Treat every individual with respect, tolerance and understanding. Be fair and just.
- II. Be helpful.
- III. View all forms of bullying including cyberbullying as extremely inappropriate behaviour (See Policy on Bullying).
- IV. Refrain from participating or encouraging fighting or aggressive behaviour in or out of school.
- V. Respect the property of students and teachers.
- VI. Be polite, show respect, cooperation and courtesy to all members of the Bish community at all times.
- VII. Behave in a manner that enhances the reputation of the school and its community.

2. ATTENDANCE & PUNCTUALITY:

Punctual attendance at all classes is expected. It is essential that all students arrive to class on time as lateness disrupts the teaching and learning environment. For every absence an explanation must be provided, from a parent or guardian, to the school via note, email or via the school app. For further details, please refer to our School Attendance Policy.

A Bish student is expected to:

- I. Be in class, ready for the lesson at 8.45 each morning and after lunch at 2.00pm on Monday & Tuesday, 2.10pm on Wednesday & Thursday and at 1.40pm on Friday.
- II. Sign in at the school office and have his journal stamped if he is late in the morning or afternoon.
- III. Be picked up by a parent or designated guardian if you must leave during the school day due to illness.
- IV. Attend all appointments outside of school hours. If this is not possible and he has an appointment during school time, he must consult with a member of the school Senior Management Team, ideally in advance of the appointment, and provide either an appointment card or relevant medical certificate.
- V. Understand that absence from school without permission is a serious offence (that could lead to a sanction up to and including suspension).

Note: Students are only permitted to leave school at lunch break, 1pm daily.

- Every 3rd time being late results in a Friday after school detention.
- 3 x After school detentions = Year Head meets with a parent (9 lates in total)
- 6 x After School detention = Deputy Principal meets with a parent (18 lates)
- 9 x After school detention = Principal meets with a parent (27 lates)
- If any student misses a detention (for being late), it is dealt with by the relevant Deputy Principal
- A student who has been on time for a three-week period will be able to offset one of his lates.

3. UNIFORM & APPEARANCE:

Bish students are expected to present in a neat and tidy fashion by being in a clean, full uniform.

A Bish student is expected to:

- I. Wear the prescribed school navy crested jumper, grey trousers and light blue prescribed shirt/polo shirt. Without full uniform, a student must report to the office. The rule is: **No Uniform – No class.**
- II. Wear the school uniform while on the school premises and during out of school activities.
- III. Maintain his uniform in a clean and presentable condition.
- IV. Be aware that hoodies and sweatshirts may not be worn over, or as a replacement for the school jumper on school premises, and will be liable to confiscation. Coats should be removed in class.
- V. Note that the wearing of any jewellery, except watches and rings is prohibited.
- VI. Be well groomed, clean and tidy while attending school.

4. SCHOOL ENVIRONMENT:

Everyone in The Bish is responsible for the care of our premises.

A Bish student is expected to:

- I. Respect the school environment, keep it clean and free from graffiti.
- II. Place litter in the bins.
- III. Know that chewing gum is prohibited on school grounds.
- IV. Take care with and not damage school property. Any student who is responsible for damage, accidental or otherwise, to school property, including the property of others in the school community, will be charged the cost of repair/replacement, as appropriate.
- V. Enter and exit the school using the route designated for them. At break times students should use the area of the schoolyard or buildings assigned to their year group.
- VI. Consult with Senior Management when seeking to park his car or motorbike on school grounds. Only fully insured and licensed vehicles can be considered. Permission is at the discretion of management and is subject to availability of spaces.

5. CLASSROOM PRACTICE AND CLASS ORGANISATION:

Good classroom practice and organisation are essential for the effective teaching and learning. Bish students are expected to observe the required classroom procedures and be prepared for each class.

A Bish student is expected to:

- I. Have the required books, materials and homework ready at the start for each class. He should ensure all other books and copies are in his locker or school bag.
- II. Listen attentively in class and raise a hand when wanting to speak or ask a question.
- III. Remain seated unless given permission by his teacher. Permission to leave the room is granted by the incoming rather than the outgoing teacher.
- IV. Ensure that he goes to his locker at the appropriate times only. i.e before school, at lunch break and after school. Note 10.45 – 11.00 is not the time for lockers.
- V. Refrain from eating in class unless given specific permission to do so e.g returning from games and school activities.
- VI. Pick up any paper/rubbish on/under his desk and put any rubbish into the bin as he leaves.
- VII. Participate in all class work and strive to achieve his full potential.
- VIII. Remove all belongings from class at the end of each school day.

6. HOMEWORK

The Bish believes that homework is important to teaching and learning.

A Bish student is expected to:

- I. Record all homework in his journal.
- II. Complete all work to the best of his ability and have it ready to present to the teacher on request.
- III. Take responsibility to find out and complete homework assigned if he is absent for any reason.
- IV. Seek clarification from the teacher on any aspect of their homework of which they are unsure.
- V. Present homework in a tidy, legible and organised form.
- VI. Pay attention to feedback and corrections. He should learn from mistakes.

7. SCHOOL JOURNAL:

The journal is important in the Bish. All students are issued with one and it is an essential form of communication between teachers and parents. We recommend that parents inspect and sign the school journal at least once every week. It is an excellent indicator of student progress.

A Bish student is expected to:

- I. Bring his journal to school every day and have it in class at all times ready for inspection. Failure to produce the journal when required to do so by a staff member is an automatic breach of the school Code of Responsibility and Behaviour resulting in sanction.
- II. Use his journal to record homework, school stamps, notes from parents and teachers and other school staff.
- III. Have his school journal stamped in the school office if he arrives late and present it to his teacher when joining class.
- IV. Take good care of the journal and not neglect it. Students who deface or lose their school journal will be required to replace it at a cost of €5.

Failure to produce a homework journal when requested:

1st Offence	Lunchtime Detention. If the student does not attend he moves to the 2nd offence stage.
2nd Offence	Friday after school detention. 3:15 to 5pm. Year Head communicates to a parent.
3rd Offence	Saturday Detention. 9:15am to 12:45pm. Year Head communicates to a parent.
4th Offence	Parents requested to meet with Year Head.

8. EXTRA - CURRICULAR PARTICIPATION:

Extra-curricular activities can help in the personal development of students in the Bish. They enrich and enhance school life, build school spirit and improve interpersonal relationships.

A Bish student is expected to:

- I. Recognise it is a privilege to participate in school extra-curricular activities and to represent the Bish.
- II. Ensure he does not automatically exclude himself by reaching **Stage 7** or above of our Disciplinary Procedures. Should this occur, a student will not be allowed to participate in, or attend extra-curricular activities for an indefinite period until substantial improvement has been recorded, leading to de-escalation.
- III. Catch up on all work missed resulting from extra-curricular participation. The use of a 'study buddy' is highly recommended.
- IV. Bring a packed lunch that can be consumed in class, with the teacher's permission, when returning from training or games. Students who return to school from extra-curricular activities during class time will not be permitted to leave the school to go up town for lunch.

9. A.U.P. - MOBILE PHONE AND INTERNET:

The use of mobile phones and electronic equipment in the Bish is strictly prohibited unless under teacher supervision. (See Acceptable Use Policy AUP)

A Bish student is expected to:

- I. Ensure his mobile phone is turned off and is not visible during the school day. If a teacher sees a mobile phone it will be confiscated. It must be given to the teacher on request and it will be left in the school office to be collected by the student at the end of the school day. Failure to hand over a mobile phone/personal electronic device will be deemed a more serious breach of the code.
- II. Note that a repeat offence will see confiscation and collection by a parent/guardian after three school days and, for a third and any subsequent confiscation the phone will be held for a school week before being released to a parent/guardian.
- III. Use the school office to communicate with parents/guardians during the school day. Under no circumstances should mobile phones be used.
- IV. Seek the consent of a Bish staff member before taking photographs, making video or audio recordings for educational purposes exclusively. No content may be posted online without the consent and approval of all parties involved.
- V. Obtain prior permission for mobile phone use on school trips. E.g. to contact parents/guardians upon returning home, to contact parents/guardians on overnight trips, to take photos or videos of landmarks/events, to listen to music for entertainment.
- VI. Use the school internet resources in a safe and effective manner. Any breach of this requirement will result in serious sanctions.

10. SUBSTANCE ABUSE:

The Bish community is committed to the safety and wellbeing of its students in relation to the possession and prohibition of illegal substances. For more information, see our Substance Abuse Policy.

A Bish student is expected to:

- I. Understand that the possession and consumption of alcohol and tobacco (including e-Cigarettes/Vaporisers) is strictly forbidden while on the school grounds or on school business.
- II. Be aware that the use of non-prescribed drugs or controlled substances on the School premises or during any school related activity will be subject to immediate disciplinary action, which may result in sanctions up to, and including, suspension and/or expulsion.

Students not living up to the expectations listed and inferred are deemed to be in breach of our Code of Responsibility and Behaviour and will be subject to sanction.

Procedures

The school has systems and designated staff members to encourage, monitor and record student punctuality and attendance, as approved by the Board of Management, meeting the statutory obligations of the Education Welfare Act 2000, and adherence to school dress code. Parents will be advised of any ongoing failure in respect of these.

The **subject teacher**, as a leader of learning and with knowledge of individual students and their circumstances, will be a strong supportive influence for students and be their first line of help, should the need arise. A student who has a concern/issue should talk to a teacher, counsellor or Year Head.

He/she will deal with minor/routine incidents of misbehaviour through classroom management and strategies, thus minimising the need for other interventions. The subject teacher will deal with the implementation of the Code of Responsibility and Behaviour between **Stage 1 and Stage 4** (inclusive). Parents will be notified through use of The School Journal as the main communication tool between school and home.

The **Year Head** takes responsibility for the pastoral care, academic progress of students in a particular year group and also the implementation of the Code of Responsibility and Behaviour between **Stage 5 and Stage 8** (inclusive). He/she works closely with class tutors/teachers; gets to know students in year; is the next resource available to class teacher if remedial steps taken to improve behaviour are unsuccessful; monitors student performance/behaviour; speaks to, advises and admonishes students; contacts parents/guardians, if necessary; liaises with Deputy Principal/Principal; keeps written records; etc. The Year Head will deal with breaches of discipline as they occur. Some serious breaches may be reported directly to the Deputy Principal/Principal and dealt with directly. When it is found necessary to impose serious sanctions the Year Head will discuss the matter with the Principal or Deputy Principal.

A **Deputy Principal**, under the direction of the Principal, administers the Code in the school on a day-to-day basis, liaises with and supports the Year Heads, keeps written records as appropriate and reports to/consults with the Principal. In general, a Deputy Principal will deal with the implementation of the Code of Responsibility and Behaviour between **Stage 9 and Stage 10**.

The **Principal** is the ultimate authority within the school and is involved in all cases of indiscipline that might involve serious sanctions.

The **Board of Management** has overall responsibility for ensuring that the Principal, under its direction, administers the Code in a fair and equitable manner.

Detention

Teachers, as part of their classroom and student management, may decide to impose a short period of detention. Lunchtime detention usually takes place from Monday to Thursday, from 1:10pm to 1.40p.m. in a designated room. A day's notice will normally be given to a student being put on detention and parents will be notified by the teacher through the school journal. Ideally students will be assigned subject specific work by the teacher. Detention will normally operate at **Stage 3** of the Discipline Procedure. Students failing to attend lunch time detention will automatically move to **Stage 4** of the Discipline Procedure and will receive a letter home from the subject teacher.

A more formal sanction of detention may be imposed by the Year Head, Deputy Principal or Principal. Times for detention are determined by the school and may include Friday afternoon (3pm-5pm) and /or Saturday morning (9:15am to 12:45pm). Parents will be contacted and given notice of detentions outside normal school time. This type of detention will normally apply at **Stage 6 and Stage 7** of the Discipline procedure.

Discipline Procedure

In drawing up the Code of Responsibility and Behaviour St. Joseph's Patrician College is very aware that it should be possible to move down the Steps as well as up. De-escalation steps have been built into the procedure, so there is an incentive for any student to improve his behaviour and move down the Steps. The diagram below outlines how the Steps will work and the staff member responsible.

It is not possible to list all of the offences that might result in a sanction. The diagrams below will be used as a guide for school management and teachers as an indication of how to deal with certain breaches of the code.

Please remember that some breaches of the Code of Responsibility and Behaviour may warrant student jumping a number of steps for one offence.

Discipline Procedure. Disruption to Teaching and learning. (Generally in the Classroom).

Principal and Board of Management.		BOM
<p>Pupils at this stage of the process will attend a meeting between their parent/guardian and the Principal, where the seriousness of the situation will be advised. A term of suspension may be warranted. The BOM reserve the right to form a sub-committee of the BOM to meet with parent/guardian at this stage. Any further breach of the Code will result in the students file being passed to the Board of Management where the BOM will consider expulsion</p>		Principal
10 DP meets with parent/guardian. 2nd suspension. Individualised Contract of behaviour on return, plus extra supports, which may include SENO and NEPS involvement and a reduced timetable.	Suspension	Deputy Principal
9 Deputy Principal meets with a parent/guardian. Suspension. On return student will sign a contract of behaviour acknowledging that any further disruption within 2 months will result in an escalation to step 10. If no disruption during that time, revert to step 5	Suspension	Deputy Principal
8 Year Head meeting with parent and progress report sheet for a minimum of 2 weeks. YH and DP decide whether progress report warrants de-escalation to step 5 or escalation to step 9	Meeting with Parent	Year Head
7 After School Saturday Detention & loss of privilege. After 2 weeks, if there is no further behaviour issue, the student will revert to step 5	Saturday Detention	Year Head
6 After School Detention on Friday (Or Saturday if the student does 'After School Study' on Friday). After 2 weeks, if there is no further behaviour issue, the student will revert to step 5	Friday Detention	Year Head
5 Year Head Speaks to Student about his behaviour and explains the above steps. After two weeks, if there is no further behaviour issue, the student will revert to step 1	Meeting with Student	Year Head
4 Letter Home and Copy of letter to Year Head	Letter Home	Class Teacher
3 NOTE IN JOURNAL and lunchtime detention – If no journal then straight to step 4 above	Detention	Class Teacher
2. EXTRA WORK ASSIGNED.	Extra Work	Class Teacher
1 Verbal Warning.	Verbal Warning	Class Teacher

Discipline Structure (Generally Outside Classroom):

Possible Sanction.	<u>Person Responsible</u>
	<p><u>Principal.</u> Pupils at this stage of the process will attend a meeting between their parent/guardian and the Principal, where the seriousness of the situation will be advised. A term of suspension may be warranted. The BOM reserve the right to form a sub-committee of the BOM to meet with parent/guardian at this stage. Any further breach of the Code will result in the students file being passed to the Board of Management where the BOM will consider expulsion</p>
<p>Suspension 1 and Suspension 2.</p> <p>DP meets with parent/guardian.</p> <p>Sign a contract of behaviour.</p>	<p><u>DEPUTY PRINCIPAL.</u></p> <ul style="list-style-type: none"> • Failure to accept conditions of sanction as per Disciplinary Procedure (inc detention) • Repeated, persistent, cumulative breaches of Code of Responsibility and Behaviour. • Serious incidents that may endanger the health, security, safety or welfare of the school community or any member thereof • Non-compliance with the school's policies • Behaviour which damages the reputation of the school and its community • Threat of physical violence towards staff or students / significant disrespect • Interference with the personal lives of teacher at home or outside of school • Acts of physical violence / sexual harassment towards students or staff members. • The use of obscene, offensive or abusive language in word or writing towards any person in the school through verbal or written comment to include the use of electronic media – internet, mobile phone and social media. (This applies to anything that is done in the school name that affects a pupil or the education of a pupil in the school be that at home, in school or on a school outing) • Theft or malicious damage to property on school grounds
<p>Meeting with Parent/Guardian.</p> <p>Saturday Detention</p> <p>Afterschool Detention Friday.</p> <p>Meeting with student</p>	<p><u>YEAR HEAD</u></p> <ul style="list-style-type: none"> • Gross disruptive behaviour. • Mocking work of teacher, mocking efforts of other student. • Refusal to obey reasonable request of teacher e.g. change seat, hand over mobile phone that was visible/not turned off. • throwing an object. • Where other lesser school sanctions have failed to discourage misbehaviour. (persistent offences that have been dealt with by teachers.) • Persistent failure to wear the school uniform. • Inappropriate physical behaviour or aggression towards others. • Vandalism/Graffiti of property on school grounds, Refusal to co-operate with a staff member, • Failure to attend after school detention.
<p>Letter Home.</p> <p>Detention.</p> <p>Note in Journal.</p> <p>Verbal warning.</p>	<p>TEACHER (Deals with situation as they deem fit.)</p> <ul style="list-style-type: none"> • Out of class without permission. • Chewing gum. • Copying/Forgery/Plagiarism. • Inappropriate language. • Uncooperative behaviour. • Refusal to follow instructions. • Students being in the wrong room.
	<p>It is not possible to list all of the offences that might result in a sanction. The above list is used as a guide for school management and teachers as an indication of how to deal with certain breaches of the code. Please remember that some breaches of the Code of Responsibility and Behaviour may warrant student jumping a number of steps for one offence.</p>

Suspension

The Board of Management has delegated to the Principal the authority to suspend a student. The Principal will report all suspensions to the Board, with reasons for and duration of each suspension. Suspension will only be warranted by very serious misbehaviour and fair procedures will be applied. Reasonable opportunity will be given to students and parents/guardians to discuss any situation warranting suspension. The principles of natural justice will apply, i.e. the right to be heard and the right of impartial decision-making. The Board will review the use of suspension in the school on an annual basis. The Principal, or a staff member designated by the Principal, will emphasise to the student and his parents their responsibility for the student's good behaviour, when he returns to school and will offer support and guidance.

Examples of Behaviours that may lead to Suspension and/or Exclusion

The grounds for expulsion may be similar to the grounds for suspension. In addition to factors such as the degree of seriousness and the persistence of the behaviour, a key difference is that, where expulsion is considered, the school may have tried a series of other interventions, and believe they have exhausted all possibilities for changing the student's behaviour. However, as mentioned previously, some of the steps will be abridged for very serious incidents of misbehaviour.

- Failure to accept conditions of sanction as per Disciplinary Procedure (inc. detention)
- Repeated, persistent, cumulative breaches of Code of Responsibility and Behaviour.
- Serious incidents that may endanger the health, security, safety or welfare of the school community or any member thereof
- Non-compliance with the school's policies
- Behaviour which damages the reputation of the school and its community
- Threat of physical violence towards staff or students / significant disrespect
- Interference with the personal lives of teacher at home or outside of school
- Acts of physical violence / sexual harassment towards students or staff members

- The use of obscene, offensive or abusive language in word or writing towards any person in the school through verbal or written comment to include the use of electronic media – internet, mobile phone and social media. (This applies to anything that is done in the school name that affects a pupil or the education of a pupil in the school be that at home, in school or on a school outing)
- Theft or malicious damage to property on school grounds

Suspension procedures:

1. A breach of the Code has taken place and been reported to the Principal (or in the Principal's absence the acting or Deputy Principal).
2. The Principal delegates investigation and documentation of the breach to a Deputy Principal. Students reaching **Stage 9 and 10** will receive an automatic suspension.
3. The student and his parents/guardians are informed of the precise grounds which have given rise to the possible suspension, and the student is given the right to reply.
4. The Principal and Deputy Principal are satisfied that grounds for suspension exist.
5. The Principal suspends the student.
6. If the suspension is immediate (in the interests of health and safety) the parents/ guardians are informed by phone immediately. A written notification will follow.
7. A registered letter is sent to the parent/guardian.

This letter will contain:

- Notice of the suspension
- Starting date of suspension
- Length of suspension
- Reasons for suspension
- Expectations of student while suspended
- Importance of parental assistance in dealing with the breach of the Code.

- A statement that the student is under the care and responsibility of parents while on suspension.
 - A statement that the Educational Welfare Officer has been informed (If suspension is 6 days or longer, or if the student has been suspended for more than 20 days during the school year).
 - Information on appeal rights.
 - Requirements, which have to be in place when student returns to school (written apologies, extra work etc.).
 - The possible consideration of proceeding to expulsion must be made clear in the letter.
 - Any study programme to be followed.
8. The student is to be supervised until suspension takes effect.
 9. The student will not be sent home during the school day, unless suitable arrangements can be made for the student to be collected by parent/guardian.
 10. The student will be informed of the procedures for his formal reintroduction into the school.
 11. Parents may be requested to attend with the student on the day of his return to the school.
 12. Students will be required to Sign a Contract of Behaviour (**Stage 9.**)
 13. Parents and students may be required to sign agreed conditions for his return.
 14. On his return, the Deputy Principal/Year Head, or a teacher designated by him/her, will attempt to provide support to the student during the re-integration process. A formal meeting between the students and a Guidance counsellor will be arranged.
 15. Written records will be kept.

Grounds for removal of a suspension may include the following:

- Successful appeal to the Board of Management.
- Student and parents have met the specific conditions as laid down by the Principal/Board of Management during the initial suspension meeting.
- Successful appeal under section 29 of the Education Act 1998.
- New circumstances come to light. Other grounds considered relevant come to light.

Appeals

- A suspension can initially be appealed to the suspending body, Board of Management, by means of a formal letter.
- The Chairperson of the Board may set up a sub-committee of three members to hear any formal appeal. This committee has the right to deal with any disciplinary matter up to but not including permanent exclusion.
- At all times the Board shall adhere to the principles of natural justice.
- Subsequent to this, appeals may be made to the Department of Education under Section 29 of the 1998 Education Act.
- The school may insist that the student remains at home while any appeal on a suspension is in progress.
- All appeals will be heard as soon as is practically possible.
- If an appeal has been successful and the suspension has already been served, it is possible that the only remedy available is to have the suspension removed from the student's file or record.

Expulsion

A student is expelled from the 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.

The school will have taken significant steps, which will be recorded and monitored, to address the misbehaviour and avoid expulsion, including, as appropriate:

- Meeting student and parents to try to change behaviour
- Explaining possible consequences of behaviour
- Ensuring all other options have been tried
- Seeking support of outside agencies e.g. National Educational Psychological Services, HSE Community Services, etc.

Expulsion will only be considered in the most extreme cases of indiscipline and after every other effort at rehabilitation has failed and every other sanction has been exhausted, or when the behaviour of the student clearly puts the health and safety of others at risk, or where the behaviour is so disruptive as to interfere substantially with the constitutional right of the other students to education, or when the student's behaviour causes serious damage to property. There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. This measure is allowed by the NEWB's Guidelines for Schools, Developing a Code of Behaviour Section 12.2. These could include:

- 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

While consideration is being given to the question of expulsion, the parents/guardians will be informed of this by registered letter and of their right to present the student's side of the case, under Section 29 of the Education Act, 1998. **The decision to expel a student rests with the Board of Management.**

Expulsion Procedures:

We will follow fair procedures when proposing to expel a student. When there has been serious misbehaviour that could warrant expulsion, the procedures will include:

1. A detailed investigation carried out under the direction of the Principal.
2. A recommendation to the Board of Management by the Principal.
3. Consideration by the Board of this recommendation and the holding of a hearing.
4. Board deliberations and actions following the hearing.
5. Consultations arranged by the Education Welfare Officer as prescribed under section 24 of the Education Welfare Act 2000.
6. Confirmation of the decision to expel.

When a decision to expel is made by the Board of Management, a Letter of Notification will be sent to the parents/guardians. The letter will include:

- Notice of expulsion
- The date that the expulsion becomes effective
- The reasons for the expulsion
- A statement that the Education Welfare Officer has been informed.
- A statement that the student is under the care and responsibility of the parents/guardians for a period of 20 days required by the Education Welfare Officer to examine alternative provisions for the education of the student.
- Information and documentation on Appeals rights-a parent, or a student aged over eighteen years, may appeal to the Secretary General of the Department of Education under Section 29 of the Education Act 1998. TUSLA'S EDUCATIONAL SUPPORT SERVICES (TESS) may also bring an appeal, on behalf of a student.

Background information

This Code has been drawn up with the help and input of the following groups: students, parents, teachers and management, the office of the Le Cheile Trust, the EWO and the Board of Management. The NEWB Guidelines for developing a Code have provided invaluable assistance. Members of various sub-committees gave generously of time and expertise in drafting this document.

The Students' Council has played a valuable role, particularly in relation to the rules for behaviour in the classroom, which are in the form of a contract between the student body and the school.

This Code is subject to ongoing review and shall be discussed, during the second school term each year by a committee of at least three people from the senior management team. The code will also be presented, annually, for discussion at a Students' Council meeting and at a Parents' Council meeting. A more comprehensive review should take place at least every three years and the Code should again be presented to the Board of Management for ratification.

School policies referred to in the Code may be accessed on the school website, www.bish.ie.

In accordance with section 23 of the Education Welfare Act 2000, each student's parents/guardians will be provided with a copy of the school's Code of Responsibility and Behaviour, before the student enters the school.

Parents/Guardians and students must confirm that the code is acceptable to them, by signing the attached form. Failure to confirm in writing is deemed by the Board of Management as an acceptance of this policy and the sanctions held within.



Acceptance of the Code of Responsibility and Behaviour

Each student and his parents/guardians will sign this Code of Responsibility and Behaviour. It is a condition of entry to St Joseph's Patrician College that they sign this agreement.

I have read this Code of Responsibility and Behaviour. I fully accept the Code and agree that my son and I will abide by it.

Parents/ Guardians Signature(s): _____

I have read this Code of Responsibility and Behaviour. I fully accept the Code and agree to abide by it.

Student Signature: _____

Date: _____