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

Code of Responsibility and Behaviour.

Code of Responsibility and Behaviour.
Ratified by BOM 12th May 2026

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 Galway is a Catholic school for boys that reflects and is inspired by the ethos of the Patrician Brothers. As part of the Le Chéile Trust, we promote Catholic education in the spirit of the Le Chéile Charter.
Since the school's establishment in 1862, thousands of young men have been educated in St. Joseph's College. 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.

Mission Statement:

Our mission is to foster an environment of respect, allowing students to grow, reach their full potential, and achieve educational excellence, guided by Catholic values while respecting all faiths and none.

Mission of the Le Chéile 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.

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. As per Section 11(iii) of our Admission Policy An offer of admission may not be made or may be withdrawn by St. Joseph's Patrician College where:

(iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Responsibility and Behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student;

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

Our Code is presented as a positive support to the learning and teaching 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.

Introduction:

St. Joseph's Patrician College endeavours to help each student in our care reach their full potential**.** This Code provides a fair and realistic system to ensure a safe learning 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 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 content adults who will contribute positively to society**.**

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 – Bí Cinéalta) on http://www.bish.ie/pages/about-us/school-policies.php
IV. Not condone or be involved in fighting 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. Not behave in any manner that damages 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 learning and teaching environment. For every absence an explanation must be provided from a parent or guardian to the school via note, email or via the Compass 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, each morning at **8.40am** and after lunch at **13.47** on Monday to Thursday and at **13:17** on Fridays.
II. If Students are arriving outside the times outlined above, they are expected to sign in using the kiosk in the school office.
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 (where possible). If this is not possible and he has an appointment during school time, he must consult with a member of the school Principal or Deputy Principal or appropriate Year Head 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.
VI. The school building is open to students from 8am only, and supervsion is provided from 8am. Students should not be dropped to the school in advance of this time.
VII. The school closes 15 minutes after the end of last class, except for those students on approved activities supervised by appropriate staff.

Note: Students are permitted to leave the school premises **at lunch time only commencing at 12:47 and must return after lunch.**

Sign Out Procedure for students under 18:

If a student needs to leave school during the day for any reason - he must be collected and signed out from the office by a parent / guardian.

Students who are not signed out and collected at the office will be deemed as an unauthorised absence. We cannot accept a phone call or email after the fact when a student leaves school without signing out.

Sign Out Procedure for students aged 18 and over:

Where the student has reached the age of 18, parents are not required to come to the school office to sign their son out. Students (aged 18 and over) can sign themselves out, but, we must receive notice (either by phone or email) from a parent stating that they are aware and consent to their son signing out.

Emails should be sent to **office@bish.ie**

- Students must come to the office to sign out on the Sign Out Book, once we have received verification from a parent that they are aware that their son is signing out, the student can then leave.
- If a student leaves school without signing out, it is considered an unauthorised absence.
- Students should not sign out using the Kiosk as the Kiosk is for only for Parents to sign their son out.

- We cannot give permission for a student to sign himself out until such a time as we receive notification from a parent / guardian that they are aware and give consent for their son to sign out.
- If a student signs themselves out and we have not received verification from a parent / guardian, it will be considered an unauthorised absence.
- We cannot accept a phone call or email after the fact when a student leaves school without signing out. This will be considered an unauthorised absence.

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 non-uniform items e.g. hoodies/sweatshirts, may not be worn over, or as a replacement for the school jumper on school premises and will be liable to confiscation and returned at the end of term. Coats should be removed in class.
V. Note that the wearing of any jewellery including visible piercings, except watches and rings is prohibited. **Covering a piercing is not acceptable.**
VI. Be well groomed, clean and tidy while attending school in the Bish.
VII. Tattoos should be not be visible when students are in 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. Parking for students is not permitted on school grounds.

5. CLASSROOM PRACTICE AND CLASS ORGANISATION:

Good classroom practice and organisation are essential for the effective learning and teaching. Bish students are expected to observe the required classroom procedure 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 requesting to speak or ask a question.
III. Remain seated unless given permission by your 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 10.36 – 10.51 is not the time for lockers.
V. Refrain from eating during class time unless given specific permission to do so e.g. returning from games and school activities.
VI. Pick up any paper/rubbish on/under your desk and put any rubbish into the bin as you leave.
VII. Participate in all class work and strive to achieve your full potential.
VIII. Remove all belongings from class at the end of each school day.

6. HOMEWORK

In St. Joseph's Patrician College, we believe that homework is important to learning and teaching.

A Bish student is expected to:

I. Record all homework in their journal.
II. Complete all work to the best of their ability and have it ready to present to the teacher on request.
III. Take responsibility to find out and complete homework assigned if they are absent for any reason. E.g. at school activities
IV. Seek clarification from the teacher on any aspect of their homework of which they are unsure.
V. Homework should be presented in a tidy, legible and organised form.
VI. Students should pay attention to feedback and corrections. They should learn from mistakes.
VII. Pupils must make every effort to catch up on homework assigned if they miss class

7. SCHOOL JOURNAL:

The journal is important in the Bish. All students are issued with one and It is an excellent indicator of student **organisation** and progress. We recommend that parents inspect the school journal at least once every week.

The monitoring of school journals at Junior School will take place weekly under the organisational segment of the Junior Cycle SPHE curriculum. Class Masters may also play a role in ensuring students are benefitting from good levels of organisation by having incidental inspections during their own classes.

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 and may result in a sanction.
II. Use his journal to record homework, notes from parents and teachers and other school staff.
III. Write down homework for **every class** on **each school day if at Junior Cycle level.** They must write down the subject and the assigned homework task:

- If the homework is posted online, students must mention the **platform** (i.e., Teams, OneNote)
- If No Homework is assigned, students must write down **No Homework**
- If revision/questions/summaries from a book are assigned, students must **mention page number(s) & Questions**

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 €10.

Failure to produce a homework journal when requested may result in a lunchtime detention.

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 (including attendance as a spectator at a school event) and to represent the Bish. This privilege can be revoked at the discretion of the Year Head or Deputy Principal

II. Ensure they do not automatically exclude themselves by reaching **Step 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 a specific period until substantial improvement has been recorded leading to de-escalation.
III. Catch up on all work missed resulting from extra-curricular participation by checking MS Teams for work assigned. 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 are not permitted to leave the school to go up town for lunch.

While we value the extra-curricular life of the school, our primary focus is always teaching & learning. It is the students' and parents' responsibility to monitor and manage extra-curricular involvement so that educational progression is not impeded.

9. MOBILE DEVICE/ PERSONAL ELECTRONIC DEVICE (PED) / ACCEPTABLE USE POLICY (AUP): to include items, (but not restricted to), such as Mobile phones, headphones, air pods and smart watches.

For the current full acceptable use policy (AUP), please see www.bish.ie

This policy in relation to mobile phones is to ensure:

1. That the learning and teaching activities are not impeded by mobile devices and incidents involving mobile devices
2. That students are concentrating exclusively in class on active learning
3. That text/video bullying and intimidation is prevented
4. That individual privacy and personal safety are not undermined in the school community
5. That learning activities involving mobile devices are pre-arranged, managed and supervised by class teachers
6. That phones are switched off at all times when not in pre-arranged use.
7. 1st, 2nd and 3rd year students are expected to use the **'Phone-Away'** box.
8. If brought to school mobile phones must be stored throughout the day in student locker (TY, 5th & 6th Year) so as not to disrupt learning and teaching in class. **It is the student's responsibility to make sure their phone does not disturb the classroom,** failure to do so will result in confiscation.

- All other students are expected to leave their mobile phone on the teacher's desk when they are using the bathroom during class time.

The policy applies to the entire school campus which includes the school buildings, environs, school buses and all school related activities that occur on-site and off-site in the name of the school.

- If mobile phones or any PED are brought to school, the school accepts no responsibility for replacing lost, stolen or damaged items. The safety and security of these items are wholly a matter for students/parents.
- Students are not permitted to access or use mobile devices at any time, unless they are directed by a teacher. Such access and usage will take place under the clear, focused guidance and supervision of the teacher with defined learning intentions and once that activity is completed, students will be required to turn their mobile devices off and stow them safely. Failure to comply with this policy will result in the confiscation of the device.

- The school does not permit the streaming of music through mobile devices at any time in the school day.
- Ear-phones/ear buds/ air pods /speakers are not to be used nor are they to be visible during the school day. Ear buds and speakers are liable for confiscation if used on school grounds.
- Students wishing to contact their parents may do so from the phone in the school office. They should not use their own mobile phone for this purpose while on school property.
- We ask that Parents wishing to contact their son would do so via the main office on 091 565980 as to contact them directly, could lead to a phone confiscation. Parents will be contacted as required through the school office.
- Confiscated mobile devices will be held securely on site and parents will be required to come to the school and sign for the return of a mobile phone.

1st Offence.	Returned at the end of day.	Collected by student.
2nd Offence.	Returned after 3 school days.	Collected by Parent/Guardian after 3 school days. (At end of school day)
3rd Offence.	Returned after 1 school week (5 days)	Collected by Parent/Guardian after 5 school days. (At end of school day)

- Any mobile device not claimed within three months will be disposed of.
- School staff will act uniformly in accordance with this policy. Refusal to hand a mobile device over to a staff member, on instruction, will be dealt with through the St. Joseph's Patrician College Code of Responsibility and Behaviour.
- It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person **(Please check AUP for full details).** As such, the school may consider it appropriate to involved the Gardaí in such incidents.

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 most up-to-date Substance Abuse Policy available on www.bish.ie

A Bish student is expected to:

I. Understand that the possession/use and/or consumption of alcohol, tobacco/ Nicotine / Snus and e-Cigarettes/Vaporisers etc is strictly forbidden while on the school grounds or on school business. 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 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 **Step 1 and Step 4** (inclusive). Parents will be notified through use of The Compass App, the main means of communication 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 **Step 5 and Step 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 reprimand students; contacts parents/guardians, if necessary; liaises with Deputy Principal/Principal; keeps electronic and or 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. The Year Head, following consultation with the Deputy Principals and Teachers may decide that a change of classroom might be a positive step to resolving issues.

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 electronic and or 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 **Step 9 and Step 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 takes place on Tuesday and Thursday from 1.00pm to 1.30p.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 via an automated email. Detention will normally operate at **Step 3** of the Discipline Procedure. Students failing to attend lunch time detention will automatically move to **Step 4** of the Discipline Procedure and parents will receive an email advising of their son's re-assigned detention.

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 a Friday afternoon (2.30pm to 4.30pm) and/or Saturday morning (9.30a.m – 11:00am). Parents will be contacted and given notice of detentions outside normal school time. This type of detention will normally apply at **Step 6 and Step 7** of the Discipline Procedure however a Year Head or Deputy Principal may assign a detention outside of these times. In such cases, parents will be informed in advance.

After school detention can also be assigned by Year Head, Deputy Principal, Principal on days that Parent Teacher meetings are in operation, or any other days as appropriate. Students and Parents will be notified of the reason for detention and its duration as well as any other conditions at least 24 hours in advance of same.

To encourage attendance and punctuality, every 4th Late notification will result in a Friday After School Detention. Non-Attendance on Friday will lead to a Saturday Morning Detention (9.30a.m – 11a.m). Non-Attendance on Saturday morning will lead to a full Saturday detention (9:30am-1pm). Students who attend After School Study can be assigned a Saturday morning detention from 9.30 - 11am and students who attend Late Study can be assigned a detention on days when students are off, but the school is open. Failure to comply with this sanction may result in 1-day suspension. The Late Notifications are reset each term.

Discipline Procedure

In drawing up the Code of Responsibility and Behaviour St. Joseph's Patrician College are 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. In general de-escalation will occur after a 3 week period.

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 Learning and Teaching.

(Generally in the Classroom).

11. Principal and Board of Management. (a)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 further term of suspension may be warranted. (b) The BOM reserve the right to form a sub-committee of the BOM to meet with parent/guardian at this stage. (c) Further serious breaches of the Code will result in the students file being passed to the Board of Management where a recommendation will be made to the BOM to consider expulsion.		BOM Principal.
10 DP meets with parent. 2nd suspension.	Suspension.	Deputy Principal.
9. Deputy Principal meets with a parent. Suspension. On return student will sign a contract of behaviour.	Suspension.	Deputy Principal.
8. Year Head meeting with parent.	Meeting with Parent.	Year Head.
7. Saturday Detention & loss of privilege.	Saturday Detention.	Year Head.
6. After School Detention on Friday.	2-hour Friday Detention.	Year Head.
5. Year Head Speaks to Student about his behaviour and explains the above steps.	Meeting with Student.	Year Head.
4. Email home via Compass App and also to Year Head.	Year Head & Parent Notified.	Class Teacher.
3. Detention assigned: email sent to a parent or guardian. Failure to attend detention will result in the student moving up to step.	Detention & Email home on Compass.	Class Teacher.
2. EXTRA WORK ASSIGNED - PME Students must liaise with class teacher before going above this step.	Email Home.	Class Teacher.
1.Verbal Warning.	Verbal Warning.	Class Teacher.

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

Discipline Structure (Generally Outside Classroom);

Possible Sanction.	Person Responsible
Expulsion.	**Principal.** (a)Pupils at this step of the process will attend a meeting between their parent/guardian and the Principal, where the seriousness of the situation will be advised. A further term of **suspension** may be warranted. (b) The BOM reserve the right to form a sub-committee of the BOM to meet with parent/guardian at this step. (c) Further serious breaches of the Code will result in the students file being passed to the Board of Management where a recommendation will be made to the BOM to consider expulsion.
Suspension 1 and Suspension 2	**DEPUTY PRINCIPAL**. • 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
Meeting with Parent. **Afterschool Detention** **Friday. Saturday Detention.** **Meeting with student**	**YEAR HEAD** • 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.
Email Home. **Notification home** **Note on Compass App** **Verbal warning.**	**TEACHER (Deals with situation as they deem fit.)** • Out of class without permission. • Chewing gum. • Copying/Forgery/Plagiarism. • Inappropriate language. • Uncooperative behaviour. • Refusal to follow instructions. • Students being in the wrong room. • Talking out of turn.
	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.

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 EXPULSION.

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 (including 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 or any school staff member at home or outside of school
- Acts of physical violence / sexual harassment towards students or any 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 **Step 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 and/or email 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 may be required to Sign a Contract of Behaviour **(Step 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, Principal/Board of Management, by means of a formal letter.
- The Chairman 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 remain 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.
7. 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 contain:

- 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 Chéile 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.

The Board of Management ratified this policy on the:	DATE: 12th May 2026
	Signed:
Kieran Kavanagh Chairperson	
Sarah Gleeson Secretary of the BOM	
Date of next review:	As required

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/We agree that the school may use our son's image of him participating in school activities on the school website, social media, ezine, Year Book and other school publications. (If you do not agree please inform the principal in writing).

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: _____

*Failure to sign and return this acceptance of the Code of Behaviour may result in the offer of a place being withdrawn.