

**St Angela's College School Development Planning  
Initiative**

# **Code of Behaviour**

Updated

29<sup>th</sup> November 2011



**Code of Behaviour**



# **St Angela's College School Development Planning Initiative**

The Code of Behaviour in St. Angela's College is based on the Christian values of respect and care for self and others. These values are fostered by mutual respect between staff and students.

A high standard of conduct is required of the girls and in addition the school requires the full support of parents/guardians in upholding this Code.

Each student is entitled to benefit from her education in an atmosphere conducive to learning and must not be inhibited by the disruptive behaviour of fellow students. In order to create the best possible teaching and learning environment and to maintain the safety and well-being of the girls, each student is required to uphold the spirit and the letter of the school's Code of Behaviour, which is underpinned by the full support of every parent/guardian.

Older students are expected to set standards of good behaviour for younger students.

At the annual Prize-giving and on other occasions throughout the year the school formally recognises and rewards those girls and classes whose behaviour and attitude is a good example to all.

The School upholds the Equal Status Act promoting equality of opportunity for all and prohibiting discrimination on grounds of gender, race, creed or disability.

**This Code of Behaviour has been drawn up in consultation with the Board of Management, Trustees, staff, students, parents and the school's Educational Welfare Officer.**

**It is reviewed annually and has been regularly amended in the light of best practice and DES guidelines.**



# St Angela's College School Development Planning Initiative

## REWARDS

The school encourages and reinforces positive behaviour by means of a reward system.

Key elements of this reward system include:

- ◆ Verbal praise or a written note in the school journal by subject teachers when good behaviour is observed;
- ◆ Praise for good behaviour by the Class teacher at Morning Assembly;
- ◆ Acknowledgement of positive behaviour by the Principal/Deputy Principal at year-group Assembly;
- ◆ The awarding of Certificates of Attendance;
- ◆ The recording of positive comments about groups of students in the monthly Parents' Newsletter;
- ◆ The recording of positive comments on a student's behaviour by staff members and acknowledgement of these by Principal/ Deputy Principal;
- ◆ Rewards such a special outing/event, a prize raffled in a class or year group whose behaviour is a good example to others;
- ◆ The awarding of a class prize on Prize Day to a student from each class for all round satisfaction;
- ◆ Acknowledgement of service to the school community by the awarding of certificates/awards at Prize Day

**Bullying is not acceptable.**

**We don't tolerate it.**

**You shouldn't endure it.**

**Report it!**



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## **GENERAL BEHAVIOUR**

- ◆ The highest standards of politeness, courtesy and respect for all staff, fellow students, visitors and members of the public are required of our students in school or while participating in any school-related activity. Bullying will not be tolerated.
- ◆ Full co-operation and attention is expected at all times in class to facilitate effective teaching and learning.
- ◆ Students must accept the authority of a staff member to correct inappropriate behaviour or impose a sanction when the need arises. Any correction must be accepted with good grace.
- ◆ All reasonable instructions issued by a staff member must be complied with immediately.
- ◆ Truthfulness and honesty is required of students in their dealings with all members of the school community.
- ◆ Any disputes or disagreements must be resolved in a spirit of mutual respect.
- ◆ 4Respect for the environment is expected at all times.

## **ATTENDANCE AND PUNCTUALITY**

To maximise learning, regular attendance and punctuality are vital. Absence from school should be for medical reasons only. Excuses such as part-time work, study for tests, term-time holidays, attendance at concerts/ graduation dances, etc. are not acceptable reasons for absence. Parents are strongly urged to avoid making routine medical and dental appointments for their daughters during school hours, as valuable learning time is lost when this occurs.

The Education (Welfare) Act 2002 stipulates that the name of a student, who is absent in aggregate for 20 days or more during the school year or whose pattern of attendance is irregular, should be sent to the local Educational Welfare Officer. *It is the responsibility of parents to ensure that their daughter attends school regularly*



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- ◆ To enable the school to exercise its duty of care to our students, students must remain within the school grounds between the hours of 8.35 a.m. and 3.50 p.m.
- ◆ Students are required to arrive punctually for Morning Assembly at 8.50 a.m. and thereafter for each class during the day.
- ◆ Any student arriving after 8.55 a.m. must report to the school office before going to class.
- ◆ *The school is obliged to record a reason for every absence.*  
When a student is unexpectedly absent for a whole day or more a parent/guardian is required to phone/fax an explanation for the absence to the school office before 11 a.m. on that day.
- ◆ Upon the student's return to school after an absence of a day or more, a note explaining this absence should be written in the school journal by a parent/guardian and shown to all teachers.
- ◆ For absences, which are known in advance,
  - (a) A parent/guardian should inform the school by fax or by a note in the school journal, stating the reason for the absence.
  - (b) This written request must be countersigned by the Principal/Deputy Principal and shown to all teachers whose classes she will miss.
  - (c) Immediately before she leaves the student must sign out in the secretary's office, where the absence will be recorded, and sign in again upon her return.
  - (d) Students will be expected to return to school as soon as possible after an appointment.
- ◆ A student may not absent herself from class without the consent of the teacher of that class. The student should request this permission in person.
- ◆ If a student becomes ill during the school day the principal, deputy-principal or secretary, **NOT** the student, will make contact with the parent/guardian to make any necessary arrangements.

***Parents will be contacted by the school if there are any concerns about attendance or punctuality.***



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## **LEARNING, HOMEWORK AND STUDY**

**Learning is the core activity of the school and students are expected to behave positively so as to maximise their learning opportunities. Regular homework is a necessary part of learning. It is important that our students learn good study habits. A Study Skills programme is in place to help students learn and study more effectively.**

Teaching and learning can only take place effectively in an environment where:

- ◆ Students are attentive and concentrate on their work throughout the whole of the class;
- ◆ There is an atmosphere of co-operation and courtesy;
- ◆ There is silence while the teacher is teaching or an other student is speaking;
- ◆ Neither teaching nor learning is disrupted by the misbehaviour of any student;
- ◆ Students have all the required textbooks, copies, materials and equipment with them in class;
- ◆ Students take notes or mark relevant sections of text as instructed by the teacher;
- ◆ All homework (written, aural, oral, or practical) is completed fully and on time;
- ◆ Students do not eat or drink during the class or supervised study.

## **USE OF STUDENT JOURNAL**

At the beginning of the school year each student is required to purchase a school journal, which is an important aid to her learning and study. The journal also facilitates day-to-day communication between the school and the home. It is an essential and important part of the implementation of our Code of Behaviour.



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- ◆ The journal must be brought to school each day and to each class during the day.
- ◆ A student must be able to produce her journal without delay and without question if a teacher asks for it.
- ◆ Students use their journal to record:
  - their class timetable and subject teachers
  - Any homework given - written, aural, oral or practical.
  - when the homework is due
  - any noteworthy school events

Parents should use the relevant pages of the journal to notify the school about unavoidable appointments, to explain absences or lateness or to give permission for their daughter to attend matches or other school activities. Parents may also use the parent-teacher communication pages to send a brief message to a teacher.

Teachers may use the journal to send a brief message to a parent/guardian or to record a positive comment. Teachers may also put a note to parents in the journal as a form of sanction when an infringement of the Code of Behaviour occurs.

Parents/guardians should check the journal regularly and sign any notes from teachers to confirm that they have seen them.

- ◆ Students are expected to keep their journal in a respectable condition at all times and may not use it to record personal comments or messages.
- ◆ Notes and comments by parents or teachers in the journal must not be interfered with or altered in any way by a student.
- ◆ Lost journals or those containing non-school-related/personal messages must be replaced by the student.
- ◆ The class teacher and/or Principal or Deputy Principal may examine the journal from time to time to ensure that it is being used correctly and effectively.



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## UNIFORM and GENERAL APPEARANCE

**At all times St. Angela's students are expected to wear their uniform with pride.**

The school uniform is as follows:

- Green knee-length school skirt or school trousers
- school blouse
- school jumper
- school jacket
- school scarf (optional)
- black opaque tights or green socks
- black, low-heeled shoes (maximum heel height: 6 cms)
- school tracksuit with polo shirt for PE, sport/dance/leisure classes

In all cases only the **official** school uniform items are allowed.

Coloured T-shirts/hooded tops/or other garments visible inside or below school blouse or jumper are **not allowed**.

- ◆ Full school uniform must be worn for all school activities including after school study and when representing the school in any capacity.
- ◆ Full school uniform must be worn en route to school and when leaving school at the end of the school day. In exceptional circumstances if a student needs to change out of uniform at the end of the school day, she must change totally into "civilian" clothes.
- ◆ It is strongly recommended that all students have a change of uniform. In the interest of personal hygiene and to facilitate any necessary cleaning/repairs each student should have a change of school skirt/trousers and blouse.



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- ◆ Students choosing to wear the school trousers should be aware that, unlike skirts, trousers are not made for constant wear and that therefore they will require at least two.
- ◆ Students should see to it each night that their uniform is in a fit condition to be worn to school the next day. PE gear is not an acceptable alternative. Notes re spillages, broken zips, ripped buttons, hems in need of mending or uniform left in other people's houses are not acceptable.
- ◆ Shoes must be plain black and low-heeled. For health and safety reasons **heels must be no higher than 6cms**. Students are not permitted to wear clogs, platforms, sling backs, sandals or runners or boots of any kind.
- ◆ If for medical reasons alternative footwear needs to be worn, a note from parents/guardian to that effect must be bought and countersigned by the Principal/Deputy Principal. **When a student is allowed to wear runners for medical reasons she must wear skirt/trousers as usual, not tracksuit bottoms.**
- ◆ Large or inappropriate items of jewellery must not be worn while in school uniform.
- ◆ *Students may not wear facial studs, nor is any other form of body piercing permitted on health and safety grounds.*
- ◆ *Only discreet make-up and clear nail varnish may be worn. Students are not permitted to apply make-up in school.*

## **SPORTS UNIFORM**

- ◆ Full school tracksuit and polo shirt must be worn for all PE classes.
- ◆ Students must change back into uniform immediately after PE/Drama/Dance/Leisure etc. except where this class is the last period of the day.



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- ◆ Fourth and Fifth Years must change into navy tracksuit pants and school polo shirt for Sport/Dance/Yoga/Drama etc.
- ◆ Members of a school sports team may come to school in their school tracksuit only if they have to leave for a match **before** the 10.55 break. If they are scheduled to return to school for class after a match they must change back into their uniform.

**Students should mark their name clearly on all uniform items.**

## **THE ENVIRONMENT**

- ◆ Students must at all times show respect for school buildings, furniture, fittings and equipment as well as for the property of individuals.
- ◆ No hot take-away food or “to-go” drinks are allowed in school.
- ◆ It is expected that students keep their classrooms tidy and litter-free. They must dispose of any rubbish in the designated bins in each classroom.
- ◆ 1<sup>st</sup> and 2<sup>nd</sup> Year students must bring home all their litter.
- ◆ Students must eat their lunches in their own classroom.
- ◆ No eating or drinking is permitted in the Library, hallways, corridors, toilets, stairs or any specialist area.
- ◆ Students may not have food or drinks on their desks during class.
- ◆ School books and equipment, when not in use, must be kept in school bags or in the student's locker and not piled on/under desks nor on top of lockers.
- ◆ Correcting fluids and chewing-gum, which have the potential to cause considerable damage to clothing, furniture and floor surfaces, are not allowed in school.



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## **SAFETY**

**The health, safety and well-being of every member of the school community are of paramount importance at all times.**

- ◆ Horseplay, boisterous behaviour and activities likely to cause injuries or accidents are not tolerated.
- ◆ Students should not run on the stairs or corridors.
- ◆ Students must comply fully with safety procedures and instructions in subjects, which have specific safety requirements.
- ◆ Nothing should be placed on, under, behind or near a radiator.
- ◆ Doorways and passageways must be kept clear of all obstacles.
- ◆ Students must never interfere with the gas-proving system, fire-alarm system, with fire extinguishers or any other safety or security equipment.
- ◆ Strict compliance with the following emergency procedures is required.
  - (a) When the fire alarm sounds students must leave their classroom immediately through the designated exit and walk briskly and directly to their assembly point outside of the school grounds.
  - (b) They must proceed in an orderly fashion and bring no possessions with them.
  - (c) A strict silence must be observed from the moment they leave the classroom until they return to their classroom.
  - (d) They must listen attentively for all instructions and comply with them immediately.
  - (e) Students must remain with their subject teacher(s) at their designated assembly point.
- ◆ Students may not remain in classrooms once school ends. If they need to wait in school they must go immediately to study in the library.
- ◆ Students must comply fully with the school internet/computer use policy.



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## **BANNED SUBSTANCES or ITEMS**

- ◆ Smoking or the possession of cigarettes is strictly forbidden in school, in school uniform or during any school-related activity.
- ◆ No student may give any form of medication to another student. (A student who needs to take any form of medication in school or while on any school-related activity or who develops an allergy to any substance must inform the school authorities of this.)
- ◆ No spray-on deodorants or aerosols may be brought into school or used by students in school or on any school activity as these may cause severe allergic reactions.
- ◆ Students may not bring into school any item which may cause injury or damage including hair-straighteners.
- ◆ The possession and/or use of alcohol, drugs or any illegal/potentially dangerous substance are strictly forbidden in school, in school uniform or on any school-related activity.

## **PERSONAL PROPERTY**

**Students must learn to take proper care of their own property. The School authorities are not responsible for any items, which are lost, mislaid or stolen.**

- ◆ Students must have their name clearly written/marked on all possessions including all uniform items, text books, copybooks, folders, gear bags and school bags.
- ◆ Small sums of money and mobile phones should be kept in the student's possession at all times and never be left unattended e.g. in jackets, sacks or gear bags.
- ◆ A locker is available for rent to each student and each student should ensure that it is securely locked at all times.



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- ◆ Large sums of money or valuable items should not be brought to school but if on occasion this is necessary then they should be handed in at the school office for safekeeping and be collected by the student before leaving school.
- ◆ Students may not use iPods, mp3 players or other such electronic devices during class or study time.
- ◆ Electronic equipment or mobile phones may not be charged in school.

## **MOBILE PHONES**

**Mobile phones are disruptive and distracting in the learning environment. The rules set out below must be strictly adhered to.**

- ◆ Mobile phones may not be used by students for any purpose in the school buildings or within the school grounds. Students must ensure that mobile phones and their alarms are **switched off at all times**.

*Parents should not ring or text their daughter when an urgent message needs to be conveyed to her as this will result in a sanction being imposed on the student. Likewise students may not use their mobile phone to contact a parent **for any purpose** during school hours. For the convenience of parents and students any urgent message will always be conveyed through the school office.*

Staff, parents and students who have any concerns about behaviour or about any aspect of the code of behaviour should contact the subject teacher/class teacher/Deputy Principal/ Principal as appropriate. See also the relevant sections of the school Anti-Bullying Policy.

Where students or parents require help when a problem arises they should contact the subject teacher/class teacher/Guidance Counsellor/Deputy Principal/ Principal as appropriate.



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## **SANCTIONS**

### **The Purpose of Sanctions**

The purpose of a sanction is to bring about a change in behaviour by:

- ◆ helping students to learn that their behaviour is unacceptable
- ◆ helping them to recognise the effect of their actions and behaviour on others
- ◆ helping students (in ways appropriate to their age and development) to understand that they have choices about their own behaviour and that all choices have consequences
- ◆ helping them to learn to take responsibility for their behaviour.

In instances of more serious breaches of school standards, sanctions may be needed to:

- ◆ prevent serious disruption of teaching and learning
- ◆ keep the student, or other students or adults, safe.

### **Sanctions are Proportionate**

Sanctions should be proportionate to the nature and seriousness of the behaviour.

The view taken about how serious any particular behaviour is will depend on several factors besides the actual behaviour itself. These factors will include:

- ◆ the frequency, duration and persistence of the behaviour
- ◆ whether it is part of an escalating pattern of poor behaviour
- ◆ the context of the behaviour.

Sanctions are applied in a timely, fair and consistent matter.

### **Applying sanctions in response to behaviour that takes place outside school**

The standards and rules contained in the code of behaviour usually apply in any situation where the student, although outside the school, is still the responsibility of the school. Examples include school tours, games and extracurricular activities and attendance at events organised by the school.



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Where a student is alleged to have engaged in serious misbehaviour outside school, when not under the care or responsibility of the school, a judgement would have to be made that there is a clear connection with the school and a demonstrable impact on its work, before the code of behaviour applies. The school authorities may need to get legal advice where the situation is complex.

## **MINOR INFRINGEMENTS**

- ◆ Arriving late for class
- ◆ Chatting during class, writing or passing notes to others
- ◆ Shouting or speaking out of turn
- ◆ Disruption caused by the unintentional ringing of a mobile phone or its alarm in class
- ◆ Use of a CD, iPod, MP3 player or similar device in class or study
- ◆ Eating or drinking during class
- ◆ Using correcting fluid or aerosol sprays/deodorants.
- ◆ Being without the correct books/equipment for class
- ◆ Failure to produce school journal when asked to do so by a teacher
- ◆ Failure to bring PE gear for PE class
- ◆ Wearing inappropriate or elaborate make-up or jewellery
- ◆ Failure to wear correct uniform.
- ◆ Failure to inform the office in advance of a planned absence.

The sanctions for minor infringements will be mainly classroom-based such as a verbal reprimand, assignment of extra work, temporary or permanent change of a student's seating location, a brief note to parents in the journal.

*When large and inappropriate jewellery is worn, it may be confiscated and kept for **one week** before the student may collect it.*

*Coloured nail varnish and make-up, which is not discreet, will have to be removed immediately.*



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When non-uniform items (e.g. a jacket which is not the school jacket or a scarf other than the school scarf) are worn, the item will be confiscated and kept in the school for one week before the student may collect it, unless the Principal/Deputy Principal is given a valid **written** excuse from a parent. Any items not collected by the end of the year will be donated to charity.

When a mobile phone or its alarm rings at any time or a CD or iPod, MP3 player or similar device is used during class or supervised study, the automatic sanction is immediate confiscation and retention for one week. Students may not remove the sim card when a phone is confiscated. These items may be collected by a parent only. The school will not open during a holiday period to facilitate collection.

## **SERIOUS INFRINGEMENTS**

- ◆ Failure to provide a valid explanation for an absence
- ◆ Failure to present a planned absence note for recording in the office
- ◆ Persistent failure to be on time for morning assembly
- ◆ Failure to attend morning assembly although present in school.
- ◆ Failure to sign in at the school office upon late arrival in the morning or to sign out before leaving school for a medical/dental appointment or for any other reason.
- ◆ Failure to meet deadlines set for assignments/projects
- ◆ Rough, boisterous, rude, insulting or disrespectful behaviour, including name-calling.
- ◆ Use of offensive language in speech or in written form
- ◆ Persistent disruption of class despite a verbal warning
- ◆ The misuse of the school journal, e.g. for personal notes and offensive comments or messages
- ◆ Intentional use of a mobile phone at any time on the school premises.
- ◆ Use of a CD, iPod, MP3 player or any other such device during class, study or examinations.
- ◆ Copying homework



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- ◆ Failure to comply with procedures for keeping classrooms tidy and litter-free
- ◆ The use of chewing-gum which has the potential to cause considerable damage to clothing, furniture and floor surfaces
- ◆ Minor damage to property
- ◆ Failure to wear correct shoes or uniform without a valid note of explanation.
- ◆ Applying make-up in school.

The above infringements will merit more severe sanctions such as a verbal disciplining by the Principal, Deputy Principal or Class Teacher, the student being assigned a behaviour improvement card, the requirement of a written apology and undertaking of good behaviour countersigned by parents, one hour of detention on a Wednesday afternoon, entry in the Report Book, being sent to work in another class group and in the case of damage/defacement the replacement of the item.

If a student deliberately uses a mobile phone on the school premises the mandatory sanction is confiscation and retention of the phone in school for **two weeks** before collection **by a parent**. The school will not open during a holiday period to facilitate collection.

**Any student found chewing gum or applying make-up in school will automatically be assigned one hour's detention on a Wednesday afternoon.**

This may involve removing gum from surfaces, furniture or fittings.

## **MAJOR INFRINGEMENTS**

- ◆ Forging a note or a parent's signature
- ◆ Making a phone call which purports to come from a parent/guardian or arranging that such a phone call to be made
- ◆ Cheating/copying in an examination/test
- ◆ Skipping school, skipping class or leaving class/school without permission during the school day
- ◆ Making racist remarks



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- ◆ Lying to a teacher/ wasting of a teacher's time in establishing the truth
- ◆ Failure to comply with safety regulations, including talking during emergency drills, or to obey any reasonable instructions given by a teacher
- ◆ Shouting at/ back-answering/ showing disrespect towards a member of staff or a visitor, verbally or in attitude/ gesture
- ◆ Challenging a teacher's authority to correct inappropriate behaviour or to impose a sanction
- ◆ Defacement/serious damage to or interference with any item of school property or with the property of another individual
- ◆ Possession or use of cigarettes, lighters, and matches
- ◆ Use of spray-on deodorants or aerosols

To reflect the very serious nature of these infringements, harsher sanctions will be imposed e.g. two hours of community work or detention, normally on a Wednesday afternoon, in-house suspension\* for one or two days, loss of privileges, removal from position of responsibility, exclusion from participation in school outings, trips, visits etc.

\* In-house suspension involves the student forfeiting the right to attend her normal classes. She comes to school as normal and is assigned to other classes for a specified number of days.

## **VERY GRAVE INFRINGEMENTS**

- ◆ Bullying, intimidation or harassment of any kind including use of mobile phones voice or text, internet sites etc.
- ◆ The use of a device with photographic capability to take or disseminate photographs which invade the privacy of another or which have the potential to bully, intimidate or harass.
- ◆ Physical violence or aggression



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- ◆ Stealing
- ◆ Possession or use of alcohol or the supply of alcohol to another while in school or on any school-related activity
- ◆ Possession or use of any illegal substances while in school or on any school-related activity
- ◆ Interference with the fire-alarm system, with fire extinguishers or any other safety or security equipment.

The above infringements are considered serious enough to merit the most severe sanctions, **which may include one or more of the following:** restitution, replacement of damaged and/or stolen property, payment of compensation, loss of privilege, removal from position of responsibility, a period of at least three days' community work, in-house suspension for a period of 3 to 5 days. In extreme cases suspension and expulsion may apply.

For inappropriate use of fire and other safety equipment a fine of €100 will be levied.

For improper use of any device with photographic capability the equipment will be automatically confiscated and retained by the Principal until the end of the school year or for a period of three months, whichever is the longer. Other sanctions may also apply.

## **SUSPENSION OF A STUDENT**

Before a student is suspended the following steps will be followed:

- A thorough investigation of the behaviour/incident(s) will be conducted and recorded by the appropriate school personnel.
- Her parents will be contacted and will be asked to call to the school to discuss the infringement.



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- The student and her parents will be advised that suspension is being considered.
- What the student has to say will be heard and considered.
- Her parents will be requested to give in writing an undertaking, on behalf of the student, of future good behaviour.
- A similar undertaking will be requested from the student.
- Agreed conditions for the student to remain in the school will be drawn up.

If there is no improvement, if there is a repetition of the infringement, or if the parents refuse to co-operate, then the Principal may suspend the student from the school for 3-5 days and report the matter to the Board of Management at its next meeting.

The parents will be informed at least 24 hours in advance by telephone and in writing of:

- the reason for the suspension
- the period of suspension
- that the student will be regarded as being in the care of the parents from the end of the school day on which she was suspended and the conditions on which the student may return to school.

Serious misconduct by a student may require more urgent and immediate action and, in such circumstances, the Principal, having investigated the matter thoroughly and having contacted the parents, may implement the suspension with immediate effect. The Principal may also decide that a longer period of suspension is warranted and may suspend the student pending an emergency meeting of the Board of Management.

Parents will be informed of their right to be heard by the Board of Management before any decision is taken in relation to a longer period of suspension.



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## **EXPULSION OF A STUDENT**

Expulsion will be resorted to only after every effort at rehabilitation has failed and every other appropriate sanction has been exhausted.

The expulsion of a student is justified in the most extreme cases of indiscipline. These include the following:

- The student is so disruptive that she is seriously preventing the other pupils from learning.
- The student is uncontrollable and is not amenable to any form of school authority.
- The student's behaviour constitutes a danger to others.
- The student's behaviour is a source of serious bad example and is having an adverse influence on other students in the school.
- The parents refuse to exercise their responsibility for the student.

If, in the opinion of the Principal, a pupil should be expelled, the Principal will refer the matter to the Board of Management for decision. In accordance with the principles of natural justice, the parents of the student whose expulsion is being considered will be given the opportunity of attending the Board of Management meeting (or a sub-committee of the Board) and presenting their case. Weighing all the evidence, the Board will then be in a position to come to an informed decision.

In accordance with Section 24 of the Education (Welfare) Act 2000 the following procedures will be followed before a student may be expelled:

- Where the Board of Management is of the opinion that a student should be expelled, it shall, before expelling the student, notify the Educational Welfare Officer in writing of its opinion and the reasons for its decision.
- The Educational Welfare Officer concerned shall make all reasonable efforts to ensure that provision is made for the continued education of the student.



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- The Educational Welfare Officer shall make all reasonable efforts to consult and meet with the Principal, the student concerned and her parents, and other appropriate persons.
- A student shall not be expelled before the passing of 20 school days following the receipt of a notification by the Educational Welfare Officer.
- The Board of Management has the right to take such other reasonable measures, as it considers appropriate, to ensure that good order and discipline are maintained in the school and that the safety of students is secured.

In relation to subsections 4 and 5 above the B.O.M might decide that the student should be suspended until the expulsion procedures have been completed and/or a place found for her in another school.

### **GROUNDNS FOR REMOVING A LONG-TERM SUSPENSION OR EXPULSION**

A long-term suspension may be removed or a decision to expel may be reversed

(a) Following a successful appeal addressed to the Chairperson of the Board of Management within three days of receipt of notification from the Board of Management of the decision to suspend or expel;

(b) In the event of the failure of an appeal to the Board a successful appeal under any procedure provided by the Trustees;

(c) Following the conclusion of any appeal procedures provided by the Board or Trustees a successful appeal to the Secretary-General of the Department of Education and Science.

***In all cases where "parent" is mentioned in this document, this is to be understood as "parent/guardian".***

**The Code of Behaviour must be signed inside the front cover by Student and Parent(s)/Guardian(s).**



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**We have read the Code of Behaviour of the School and we agree to accept and support it.**

Signature of Parent(s)/Guardian(s) \_\_\_\_\_

\_\_\_\_\_

I agree to abide by the Code of Behaviour of the School and therefore I undertake

- To treat each person in school with respect
- To co-operate with my teachers and classmates
- To complete all homework- written/aural/oral/practical on time
- To have all my books and equipment for all classes
- To keep my school journal neat and tidy and use it only for school business
- To comply fully with the school's code on the wearing of uniform
- To attend school punctually on each school day
- To go directly and punctually from class to class during the school day
- To comply with instructions issued by any staff member
- To follow the school regulations on safety and health matters
- To take care of my own property and respect that of others
- To refrain from littering
- To respect the school environment
- Not to engage in boisterous behaviour
- Not to interfere with fire or safety equipment
- Not to smoke, use alcohol or any banned or illegal substances in school
- Not to engage in unseemly behaviour which would bring my family or my school into disrepute

Student's signature: \_\_\_\_\_



**Code of Behaviour**

