



## Ardscoil Rath Iomgháin

### Code of Behaviour

#### *Mission Statement*

This school, being a source of pride in the community aspires to the holistic development of its students, embracing the physical, mental, emotional and spiritual dimensions of their lives.

Students will be challenged and encouraged to achieve their full potential through their cognition and reward of their effort and responsibilities, allowing them to feel confident in their ability to take their place as valued members of our society. Cultural differences will be respected.

The good name and reputation of the school as an institution must be nurtured and protected for the benefit of all pupils. Each of the partners, teachers, parents and students have roles and responsibilities which must be fulfilled if successful educational outcomes are to be achieved.

**A Achieve**

**R Respect**

**D Develop**

#### *Code of Behaviour*

**The school aims to help all students develop and mature into responsible young adults, all students are encouraged to take responsibility for their behaviour in our school. Being a student in our school implies commitment to abide by the rules.**

The Code of Behaviour of Ardscoil Rath Iomgháin aims to:

- Facilitate teaching and learning by positive, reflective and fair approaches to discipline.
- Ensure the safety of all members of the school community on the school premises and when taking part in school activities.
- Promote good behaviour and help students develop excellent behaviour and encourage self-discipline.

- Put in place reflective structures to help staff deal with incidents of misbehaviour that may arise
- Deal fairly with students who are disruptive, affecting their own progress and/or the progress of other students using positive behaviour management planning.
- Meet the statutory obligations re Code of Behaviour, in Section 23 of the Education (Welfare) Act 2000
- Inform students and their parents/guardians of the school's discipline procedures

The Code of Behaviour of Ardscoil Rath Iomgháin will be reviewed regularly, as directed by the Board of Management. At each stage of the Code's development and subsequent review, there will be a systematic, reflective approach which aims to:

**Incorporate the input of all partners to the code, including teachers, students and parents/guardians.**

**Monitor the impact of the Code on student's behaviour**

### *CLASSROOM CODE*

1. Pupils are expected to attend class promptly and in full uniform.
2. Each pupil must occupy the seat in class assigned by the teacher.
3. Pupils are expected to have all necessary books and materials/homework when coming to class.
4. All classwork must be completed by each pupil in accordance with the direction of the teacher.
5. Students should obtain permission of the teacher to speak in class and not interrupt the conduct of the class.
7. Journals must be visible on the desk and used to record homework.
8. **Pupils must be respectful to teachers when being corrected.**
9. Student must have permission from the teacher to leave the class
10. Mobile phones are not allowed in class and if used will be confiscated and dealt with as per the mobile device policy.
11. Unauthorised entry to classrooms, practical rooms and gym is prohibited.
13. The use of offensive/foul/obscene language is absolutely forbidden.
14. Students are not permitted to eat or chew gum during class. Drinks are not allowed except for medical reasons.
15. School bags to be kept under desks during classtime (except for Practical Classes) and school bags should be packed and left on the desks at break times.

**The aim of our Code of Behaviour is to promote maximum teaching and learning in a caring, supportive and mutually respectful environment.**

Students should be aware that their full record relating to respect, discipline, work rate and punctuality will be taken into account when a reference is being given for any student. Student's records will influence decisions before deciding whether students can represent the school, go on school trips or get a place in TY etc.

In order to encourage students to set high standards for themselves, in and out of class, academic endeavour and other achievements will be recognised by Ardscoil Rath Iomgháin in the following ways:

- Praise and rewards by class teachers, Year Heads, Tutors, Principal and Deputy Principal.
- Achievement in student's journal.
- Certificate of Excellent Attendance.
- Prizes for attendance, work rate, participating in competitions, punctuality etc.
- Nominations for Student of the Year.
- Announcements and visual aids in the assembly area.
- Places on the Student Council
- The role of School Captain and Vice Captain.
- Awards Day and Awards Night.

The reward scheme in the school encourages the healthy participation of students in all aspects of school life. At Christmas and the end of the school year, awards will be given under various headings.

If students do not comply with school rules or embrace our school motto: Achieve, Respect, Develop sanctions will apply. The sanction will depend on the nature and severity of the offence.

Sanctions may include, but are not limited to:

- Reasoning with the student.
- A reprimand and then advice on how to improve.
- Note home to parents.
- Extra work in the form of penalty sheets etc.
- Detentions.
- Separation from peers.
- Placed on Report Card.
- Loss of privileges (Use of rooms/Lunch).
- Discipline Committee.
- Exclusion/suspension
- Expulsion.

## **PROCEDURES FOR DEALLING WITH BEHAVIOURAL DISCREPENCIES:**

- Classroom teachers will deal with behavioural concerns within the classroom in a variety of ways up to and including detention to ensure that Teaching and Learning is occurring.
- Once a pupil receives three complaints the Year Head will contact home.
- A fourth complaint will mean a Thursday evening detention and after six detention the student will be brought before the Year Head/School Management with his/her parents /guardians.
- Students missing a detention will automatically receive a Thursday evening detention. If a student is unable, with good reason, to attend detention on the date assigned he/she should make alternative arrangements beforehand with the Year Head.
- Two Thursday evening detentions automatically result in a Monday evening detention.
- If a student misses a Thursday evening he/she will automatically receive a Monday evening detention. If a student misses a Monday evening detention he/she will receive a suspension.
- After a period of suspension, the student is required to return to school with the suspension letter signed by both parent/guardian and student, agreeing to follow the rules of the school.
- Where possible parents are asked to encourage students to comply with detention procedures.

## ***AROUND THE SCHOOL***

1. General movement about the school should be characterised by respect for others and for the buildings. Running on corridors and all forms of rough behaviour within the school buildings and grounds is forbidden.

All hot food and drinks should only be consumed in the canteen.

2. Smoking/Vaping is forbidden or having cigarettes or vaping equipment in school either on the school premises, its vicinity or while representing the school and suspension will be imposed. Chewing Gum is also forbidden on school grounds and student caught with Gum will be furnished with and appropriate sanction.

3. Parents will, at the discretion of the Principal, be required to compensate the school and members of the school community for any damage caused by their son/daughter to furniture or fittings or personal belongings whether accidental or otherwise.

4. Lockers are available for students to keep their belongings and a padlock must be used. The school can accept no responsibility for the personal property of students. Lockers are

liable for inspection at any time and the privilege may be withdrawn. Lockers should not be used between classes.

5. Students are entitled to have their goods safeguarded. All personal belongings should be labelled.

Students found guilty of stealing may be suspended and may, in due course be subject to expulsion. The guards may be informed.

6. Pupils and parents/guardians are not allowed to bring vehicles into the school grounds.

7. In the interest of safety, cycling in the school grounds is totally forbidden.

8. Parents are requested to exercise care when bringing and collecting pupils to and from school. The entrance to the school must not be obstructed.

9. It is a breach of school rules for any images or photographs to be taken or put on the internet without the school's permission. Anyone seen to be in violation of this rule and who brings the school into disrepute will be dealt with appropriately as recommended by school management.

10. High standards of appropriate behaviour are expected of all our students.

11. Walk on left hand side of school corridors. School bags should be left on bag holders when not in classrooms and all bags must be left in classrooms during breaks.

12. Students are not allowed be on school grounds outside school hours unless they are with a teacher or have been given permission by a teacher.

### ***MORNING AND LUNCHTIME BREAKS***

1. Students may not, under any circumstances, leave the school grounds during the morning break. 1st and 2nd year students have no permission to go up town during school time.

2. Students of other years may, with their parent's permission, go home for the lunch break. If students are not allowed out during lunch time their parents must write this in their journals at the start of the year.

3. During lunch break students are expected to eat their lunch in the areas designated to them for this purpose. Certain areas of the grounds are out of bounds at break times.

4. Students are expected to keep lunch areas clean and tidy. Litterbins must be used for the disposal of litter. All who study and work in the school have a role to play in keeping it tidy.

5. Students should prepare for class when the first bell rings.

6. Toilets should be used during breaks. A student requires permission in his/her journal to use the toilet other than at breaks.

## *OUTSIDE OF SCHOOL*

The standards and rules set out in the code of behaviour of Ardscoil Rath Iomgháin will still apply in a situation where a student is alleged to have misbehaved outside the school. The school will make a judgement whether there is a clear connection with the school and a demonstrable impact on the work. The school authorities may need to seek legal advice when the situation is complex .

1. Students are expected to behave in a proper manner when travelling to and from school.
2. Students who, by their behaviour on their way to or from school, bring the good name of the school into disrepute will be subject to disciplinary action.
3. Students travelling in school groups to games or school tours must observe all rules and uniform must be worn on all school trips/matches unless told otherwise by the teacher. Students without full uniform will not be permitted to go.
4. School tours – A student's overall record will be taken into account in awarding places for school tours. Students may forfeit any monies paid in line with this.
5. While waiting for buses after school, students must wait in designated areas.
6. It is an honour to represent the school and we thank students for their participation. Students with a poor record relating to discipline, work rate or punctuality will not be allowed to represent the school/ attend school functions.
7. Students must present a signed note in their journal to the Principal/ Deputy Principal and sign out before leaving the school. In emergencies a phone call must be made by the parent/guardian to the school.
8. It must be noted that poor attendance will disqualify students from engaging in specific school activities.

## *THE JOURNAL*

The journal is an important medium of communication during a student's school life. It serves the following functions:

- Record all homework.
- Record of important notices.
- Means of communication between Teacher and Year Head.
- Means of communication between Teacher and Parent.
- Students must have the journal in school at all times. The school has the right to inspect these journals at any time.
- The journal should be signed by parents at the end of each week and never defaced.

- Replacement cost of lost/defaced journals must be borne by the students.

### *HOMEWORK/STUDY*

Students at Ardscoil Rath Iomgháin are expected to be fully prepared for their classes each day. This will require careful study at home to ensure written assignments and memory work set in class are completed thoroughly. Homework should also include time for revision. Each student should be encouraged to achieve their full potential through the recognition and reward of their efforts and responsibilities, in a safe and friendly environment of learning and mutual respect.

The effective allocation of suitable homework will help them in their development, reinforce material covered in the day's lesson or lay foundations for future material to be covered.

Homework will be corrected with feedback provided when relevant.

Homework can be written, practical assignments, oral, learning assignments and/or a combination of both. It can also include using the computer/internet, projects, tape work for languages, essays, vocabulary, research, report writing, experiments, interviews, drawing, research and model making,

1. Homework assigned will be regular and cover various skills (oral, written, aural, reading).
2. Relate to material covered in class or work assigned in preparation for a new topic. This may require independent research.
3. Homework may include revision.
4. All homework and the date due will be written on the board by the teacher.
5. This homework will be recorded in the student's journal along with the date the assignment is due.
6. All students away on school excursion must ensure that they retrieve any homework assigned during their absence.

### **Health and Safety**

**Every pupil must take reasonable care for his/her own safety, health and welfare, and that of any other person who may be affected by his or her acts or omissions while in school. Students may only wear at most one single small earring in each ear. Facial jewellery or dangerous/loose jewellery, including bracelets, chains, rings and earrings must not be**

worn. The bedding-in period for jewellery must not occur during school time. Sanctions will apply and students will have inappropriate jewellery confiscated and given a Thursday evening detention.

## *BOOK RENTAL SCHEME*

### **Terms and Conditions**

1) The books supplied under the scheme will remain at all times the property of the school. They will be subject to inspection at any time by a member of the teaching staff. Books lost or damaged must be replaced by the student

2) If books are lost or damaged, they must be replaced by the student.

**Full compensation for lost or damaged books will be required before re-admission to the scheme.**

3) Membership of the scheme is at the discretion of school management. Any student found to be abusing, defacing or disposing of rented books will be dismissed from the scheme and will be required to supply their own books for the remainder of their time in school.

4) Books supplied under the scheme may be new or in good second hand condition.

5) Books should be kept clean and neat and should be returned to the school at the end of the school year if not required for the following year.

6) Theft of another student's book is a serious offence. Books will be allocated a barcode. These barcodes will be attached to a student's account and profile. At no point should any student have another student's books.

7) All books must be covered and no notes, copies to be placed inside the books.

## *UNIFORM*

Students should take pride in their appearance.

The official school uniform is as follows:

**FOR ALL STUDENTS, ALL YEARS**

**GIRLS / BOYS**

Crested V neck blue jumper.

Box pleated, plaid skirt or **dark grey tailored trousers, flares or tight fitted trousers are not allowed.**

White shirt and the school tie must be worn around collar and clearly visible.



Black tights/dark grey knee socks.

Black shoes – **High heel or platforms are not permitted.**

**Shoes must be plain black without any logos, coloured laces etc.**

Student trousers should be of appropriate length and skirts should be below knee level.

Coats, gloves and scarves should not be worn during class time except in exceptional circumstances.

Coats, hats, scarves and caps should not be worn in the school building or at the break of class and will be removed and returned at the end of the day.

Runners are not to be worn.

No make-up or false tan allowed.

All hairstyles should be neat, tidy, not outrageous and in keeping with the ethos of the school. No unnatural hair colours are permitted.

**Students must wear full uniform. A note will apply for one day only.**

If not, lunch time detention will be given. If this becomes persistent, sanctions will be imposed especially near the end of the year as rules will not be relaxed. All students going on school trips must have full uniform, a note will only be accepted in exceptional circumstances. Students must also wear the school uniform for evening study, homework club, detentions and all exams both state and house exams.

### **P.E. Uniform**

The school tracksuit must be worn by all Junior students.

Senior students are expected to present themselves for PE in appropriate and acceptable attire.

No jewellery permitted for P.E. classes.

All jackets and items of uniform should be labelled.

### **PHONES**

The use of mobile phones will be dealt in accordance with our Mobile Phone Policy .

### **ANTI-BULLYING POLICY**

In accordance with our Anti – Bullying Policy (which is available online) all students have the right to be educated in a safe and secure environment.

Our first rule says:

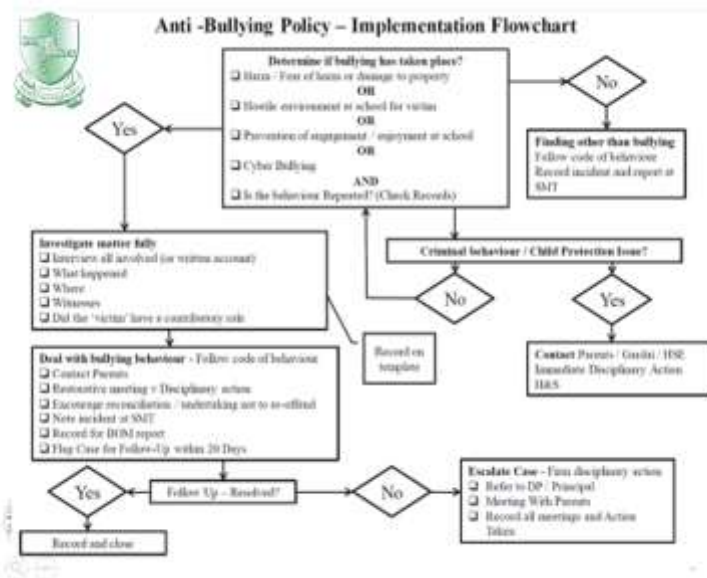
**“Treat all staff and fellow-students with respect”**

Bullying breaks this rule, because if you hurt, threaten or frighten others you are not treating them with respect.

Bullying is not acceptable and any issues that arise in this regard will not be tolerated and dealt with appropriately.

**A record will be kept of all bullying incidents**

1. If you need to report a bullying incident, talk to a teacher, tutor or year head.
  2. You can talk to your Tutor, Year-Head, a teacher or a Meitheal Leader. The school also has a named Pastoral Team. The school chaplain and school counsellor will also be available when necessary.
  3. If it is determined that you are involved in bullying the appropriate actions will be taken- this may include suspension or expulsion depending on the severity of the incident. Counselling will also be made available to a person accused of bullying.
  4. Parents of all parties involved will be informed.
  5. Students if they feel that they are being bullied should ask the key questions, who? what? where? when? and why?
- If you are being bullied or if you know someone else who is being bullied, you must tell a teacher, your parents or your guardians and you will be helped.  
 Help is available to all parties involved.



## SOCIAL MEDIA

While the internet has been one of the most exciting developments in recent years, making instant communication possible for everyone it is necessary to be vigilant in the case of young people to ensure they use it safely.

- Allow certain times for computer access and enforce it.
- Parents should be aware of the hazards of allowing their son/daughter to stay up late on computers or playing computer games, mobile phones etc.
- Students themselves should be aware of what they are sending/ displaying on social media and the impact it can have on others.

- Images posted on the internet can be there forever.
- Communication between parents/guardians and students is essential.
- Parents should have a working knowledge of the internet.
- Students should be aware of the privacy and location settings on devices and apps which may enable strangers to gain information about them online.

### **SUSPENSION FROM CLASS OR FROM SCHOOL**

In the case of serious breaches of discipline or of continuous disruptive behaviour a pupil may be suspended from a particular class or from school for a period of time. This sanction may only be imposed by the Principal, Deputy Principal, or their Representative, for example, Year Head or Discipline Committee. Detentions are also a sanction used for breach of discipline in the school.

### **STUDENT REVIEW**

At the end of each school year students may have to undergo a review before they progress to their next year. Parents/Guardians will be asked to attend with their child and a contract of learning may be required to be signed.

### **MEETINGS**

Parents/guardians are expected to attend the school when requested for a meeting concerning their son/daughter. This will be at a mutually agreed time and should happen as soon as possible following the request. Meetings will be arranged by appointment only.

### **EXCLUSION.**

This is an option which will be used only in the case of conduct which is considered to be a serious or continuous breach of school rules or a serious infringement on the rights of other students.

Where there is persistent/serious breach of discipline by a student the matter will be referred to the Board of Management.

KWETB holds the authority to exclude a student. Under section 31 of the Vocational Education [Amendment Act] 2001. KWETB... through the Board of Management has delegated the authority to exclude a student to the Principal and in his/her absence to the Deputy Principal.

Exclusion provides the student with time to reflect on his/her actions and their consequences. Parents/Guardians should encourage such reflection during this period. This period of exclusion should also help to develop strategies to help deal with the student's unacceptable behaviour. Whenever possible

the students are encouraged to meet with a member of the school's Pastoral Care team and/or Counsellor. Parents are also welcome to make an appointment with both if they so wish .

### ***GROUNDS FOR EXCLUDING A STUDENT***

Exclusion from school should always be a proportionate response to the behaviour that is causing concern, danger and/or disruption to learning. It is never in response to poor academic performance , poor attendance or minor breaches of the code of behaviour. The decision to consider excluding a student for a defined number of days requires serious grounds such as:

- The student's behaviour is persistently disruptive and has had a seriously detrimental effect on the education of other students.
- The student's continued presence in the school at this time constitutes a threat to safety or is potentially dangerous.
- The student is responsible for serious damage to school property.
- The student is engaged in physical fighting on the school premises.
- The student has been seriously verbally or physically abusive to staff and students.
- Repeated persistent failure to follow instructions, after other interventions have failed.
- Bullying, after other interventions have failed.
- Refusal to comply with the school policy on mobile phones and all other electronic devices capable of taking images or connecting to the internet.
- Leaving the school grounds without permission during the school day.
- Smoking/Vaping or having cigarettes or vaping equipment in school, the consumption of alcohol, the use of illegal substances/mind altering substances/drugs on the school premises or grounds or while on a supervised school outing.
- Any other occasion that the Discipline Committee deem exclusion an appropriate sanction.

### **FACTORS TO CONSIDER BEFORE EXCLUDING A STUDENT.**

- Before a Year Head, the Deputy Principal or the Principal formally put in motion the process to exclude a student he/she will
- Ensure that there is a precise, written account.
- Consider how persistent the unacceptable behaviour has been.

- Consider whether the behaviour has escalated, despite interventions.
- Consider how other students and staff are affected by the student's behaviour, in particular the impact on teaching and learning in the student's class.
- Consider whether a referral to counselling is appropriate or whether the support of the Guidance counsellor would be of assistance.

#### FORMS OF EXCLUSION.

During the State Examinations.

Serious misbehaviour during the state examinations which is referred by the examinations superintendent to the school authority is referred by the school Principal to the State Examinations Commission. Every measure is taken to protect the integrity of the State Examinations and where appropriate a separate centre will be requested for a student who is disruptive during the state examinations.

Immediate Exclusion.

In exceptional circumstances, where the continued presence of a student in the school at a particular time would represent a serious threat to the safety of students, staff or any other person in the school, the Principal may decide that an immediate suspension is warranted. Inappropriate language to a staff member will also result in exclusion. In these, as in all exclusions fair procedures will apply. In such situations a parent/guardian will be contacted. The situation will be explained and written documentation will follow.

Automatic Exclusion.

Exclusion is automatic for students who engage in physical fighting on the school premises, during the school day or when attending a supervised school event outside the premises. Exclusion is also applicable when students are caught smoking/vaping or having cigarettes or vaping equipment in school.

#### PROCEDURES IN RESPECT OF EXCLUSION.

The implementation of the process of exclusion should always be fair and impartial. Should exclusion of a student occur the following procedures are used:

- There will be a written account of the incident or behaviour.
- The student will be informed verbally that he/she will be excluded and that his/her parents will be informed.
- The exclusion form will be posted to parents.
- The Year Head will keep a copy in his/her files.
- A photocopy of the original will be posted to the Education Welfare Officer.

- Parents/guardians are invited in to discuss the exclusion with the Principal and the Year Head.
- Parents/Guardians and students are given an opportunity to respond to the exclusion. When parents/guardians attend a meeting with the school authority this is recorded and put in the student's file.
- When an immediate exclusion is considered warranted by the Principal for reasons of the safety of the student, other students and/or other staff a preliminary investigation is always carried out to establish the fairness and appropriateness of the proposed exclusion.
- Ardscoil Rath Iomgháin has due regard to its duty of care for the student and in no circumstances should a student be excluded without first notifying parents/guardians so that in the case of an immediate exclusion parents/guardians may make arrangements for the student to be collected.

#### APPEALS.

When parents/guardians are being formally notified of an exclusion they are also informed of their right to appeal, in the first instance to the Board of Management, to KWETB and thereafter the conclusion of an appeal to KWETB to the Secretary General of the Department of Education and Skills.

#### IMPLEMENTING AN EXCLUSION..

The Principal notifies the parents/guardians and the student of the decision to exclude. The following will be confirmed:

- The period of the exclusion and the dates it will begin and end.
- The reasons for the exclusion.
- The programme of study to be followed during the exclusion.
- The arrangements for returning to school, including any commitments to be entered into by the student and the parents.
- The provision for an appeal to KWETB.
- The right to appeal thereafter.

#### GROUND FOR REMOVING AN EXCLUSION.

An appeal can be removed if the KWETB and the DES direct that it be removed.

#### RE-INTEGRATION OF A STUDENT FOLLOWING AN EXCLUSION

A student returning to school after exclusion is always given the opportunity for a fresh start. The school expects the same behaviour from the returning student as from all other students.

## RECORDS AND REPORTS.

Formal written records are to be kept of:

- An investigation prior to the decision to exclude a student.
- The duration of the exclusion and any other conditions attached to the exclusion.
- As the Principal is required to report exclusions in accordance with the NEWB (National Education Welfare Board) reporting guidelines a log of exclusions will be kept by the school attendance officer.

## REVIEW OF THE USE OF EXCLUSION.

The In-School Management Team will monitor the use of exclusion on an annual basis to ensure that its use is fair and consistent with school policies. It is the responsibility of the Board of Management to review the use of exclusion at regular intervals.

## EXPULSION.

The authority to expel a student from Ardscoil Rath Iomgháin, having complied with the provisions of section 24 of the Education Act 2000 belongs to KWETB

## GROUNDINGS FOR EXPULSION.

Expulsion is a very serious step and one that is only taken in extreme cases of unacceptable behaviour.

- in situations where a student's behaviour poses a real and significant threat to the health, safety and well-being of students and/or staff.
- when the student's behaviour is a persistent cause of significant disruption to the learning of other pupils.
- in situations where a student is responsible for serious damage to school property.
- In such cases the school will already have taken and recorded significant steps to address the behaviour. Such steps may have included some of the following;
- Meeting with parents to try and find ways of helping the student to change his/her behaviour.
- Explaining to the student the possible consequences of his/her behaviour.
- Seeking the assistance of support agencies.

## EXPULSION FOR A FIRST OFFENCE.

In exceptional circumstances the Board of Management of Ardscoil Rath Iomgháin may form the opinion that a student should be referred to KWETB for expulsion for a first offence. The proposal to expel on a first offence may include situations such as:

- Actual violence or physical assault on another student and/or staff member on school premises/environs or during a supervised school event.
- Supplying illegal drugs, under the influence of illegal drugs and /or using illegal drugs in the school/environs or on school activities.
- Sexual assault.
- Bringing the school name into disrepute

As expulsion is a serious sanction the Board of Management and KWETB will undertake a detailed and documented review of the circumstances which led to the decision to seek expulsion.

#### PROCEDURES IN RESPECT OF EXPULSION.

In advance of any hearing which could result in an expulsion the school will investigate the matter in accordance with the principles of natural justice.

The student in respect of whom the expulsion is being sought, together with his/her parents/guardians has

- The right to be heard.
- The right to know that the alleged behaviour is being investigated.
- The right to know the details of the allegations.
- The right to know how the issue will be decided.
- The right to respond to an allegation.
- The right to be heard by KWETB
- The right to ask questions, in the presence of the Principal and/or Deputy, of the party or witnesses where there is a dispute about the facts.

The student in respect of whom expulsion is being sought, together with his/her parents/guardians has

- The right to impartiality.
- The right to an impartial hearing.
- The right to the absence of bias.

After the preliminary hearing the following procedural steps will be taken:

- A detailed investigation will be carried out under the direction of the Principal.
- A recommendation to the Board of Management by the Principal.
- If appropriate the Board of Management will recommend to KWETB to seek expulsion.

Parents /Guardians will be given due notice of meetings in writing and a fair and reasonable time to prepare for hearings.



At each stage the student and his/her parents/guardians will be informed and will be given every opportunity to respond before a decision is made and before expulsion is imposed. If the student and his/her parents/guardians fail to attend the meeting they will be informed of the seriousness of the situation and the importance of attending a rescheduled meeting and failing that, the duty of the school authorities to make a decision to respond to the student's alleged behaviour.

Step 1: A recommendation for expulsion of a student to the Board of Management /KWETB by the Principal.

The Principal will form a view, based on the investigation of the alleged misbehaviour. The Principal makes a recommendation to the Board of Management/KWETB to consider expulsion. The Principal should:

- inform the parents and the student that the Board of Management /KWETB is being asked to consider expulsion.
- ensure that parents/guardians have all the records relating to the alleged offence.
- provide the Board of Management/KWETB with the same comprehensive records as were given to the parents.
- notify the parents of the date of the hearing. Invite them to that hearing.
- advise the parents that they can make an oral and/or written submission to the Board of Management/KWETB
- give adequate notice about the hearing so parties have time to prepare

Step 2: Consideration by the Board of Management/KWETB of the Principal's recommendation and the holding of a hearing.

It is the responsibility in the first instance of the Board of Management of Ardscoil Rath Iomgháin and then of KWETB to review the initial investigation and to satisfy themselves that the preliminary investigation was properly conducted. The Board/KWETB should undertake their own review of all documentation and the circumstances of the case. No party who has had any involvement with the circumstances of the case should be involved in the deliberations.

Throughout the hearing, the KWETB must ensure that the members are, and are seen to be, impartial. Parents may wish to be accompanied at hearings and the KWETB should facilitate this. After both sides have been heard, the Principal or parents or student, if over 18 years of age, is not permitted to be present for the Board's VEC's deliberations.

Step 3: KWETB Deliberations and actions following the hearing.

Having heard all the parties, it is the responsibility of the KWETB to decide whether or not the allegation is substantiated and, if so, whether or not expulsion is appropriate. Where the KWETB, having considered all the facts of the case, is of the opinion that the student should be expelled, the KWETB must notify the Educational Welfare Officer in writing and the reasons behind their decision. [Education Welfare Act 2000]. The KWETB should refer to the National Welfare Board reporting procedures for proposed expulsions. The student cannot be expelled before the passage of twenty school days from the date on which the EWO (Educational Welfare Officer). Receives written notification.[Education Welfare Act 2000].

An appeal against an expulsion under section 29 of the Education Act 1998 will automatically succeed if it is shown that the Educational Welfare Officer was not notified in accordance with section 24 or that twenty days did not elapse from the time of notification to the Educational Welfare Officer to the implementation of the expulsion.[ Education Miscellaneous Provisions Act 2007]. The Board of Management/KWETB should inform the parents, in writing, about its conclusions and the next step. Where expulsion is proposed, the parents should be told that the Board of Management/KWETB will now inform the Educational Welfare Officer.

Step 4: Consultations arranged by the Educational Welfare Officer.

Within twenty days of receipt of a notification from the KWETB of its opinion that a student should be expelled, the Educational Welfare Officer

- must make reasonable efforts to hold consultations with the Principal, the parents and the student and anyone who may be of assistance.
- convene a meeting of those parties who agree to attend.[Education Welfare Act 2000].

The purpose of the consultations and the meeting is to ensure that arrangements are made for the student to continue in education. This may result in an agreement about an alternative intervention that could avoid expulsion. However if remaining

in school is not an option, the consultation should focus on alternative educational possibilities.

Pending these consultations about the student's continued education, the Board of Management/KWETB may take steps to ensure that good order is maintained and that the safety of students is secured.[Education Welfare Act 2000]. The Board of Management/KWETB may consider it appropriate to suspend a student during this time where there is a likelihood that the continued presence of a student during this time will seriously disrupt the learning of others or represent a threat to the safety of other students and/or staff.

#### Step 5: Confirmation of the decision to expel.

Where the twenty day period following notification to the Education Welfare Board has elapsed, and where the Board of Management/KWETB remains of the view that the student should be expelled parents should be notified immediately that the expulsion will proceed. A formal record should be made of the decision to expel the student. Parents and student should be told about the right to appeal and supplied with the relevant information and documentation.

Appeals. A parent, or a student aged over the age of eighteen years, may appeal a decision to expel to the Secretary General of the Department of Education and Science.[Education Act 1998]. An appeal may be brought by the National Educational Welfare Board on behalf of a student. As a student of Ardscoil Rath Iomghain is attending a school established by the KWETB the appeal must in the first instance be made to KWETB Where an appeal to the KWETB has been concluded, parents or a student over eighteen years of age, may subsequently go on to appeal to the General Secretary of the Department of Education and Science.

The appeals process under section 29 of the Education Act 1998 begins with the provision of mediation by a mediator nominated by the Appeals Committee.[Department of Education and Science.]

#### Review of use of Expulsion.

The Board of Management of Ardscoil Rath Iomghain will review the use of expulsion in the school regularly to ensure that its use is consistent with school policies, that patterns are analysed to identify factors that are influencing behaviour in the school, and to ensure that expulsion is used appropriately.

#### The Plan for Reviewing the Code.

The Principal and staff, or a special designated group representing staff, parents and the Board of Management, will

review the code of behaviour of Ardscoil Rath Iomgháin on a regular basis.

Where aspects of the school are highlighted to be reviewed or addressed, the Board of Management, together with the Principal, will prioritise these areas and develop a plan and a timeframe for doing this work.

Formal Adoption of the Code of Behaviour by the Board of Management of Ardscoil Rath Iomgháin;

Signed----- Date-----  
Chairperson of the Board of Management;

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