



St. Conleth's Code of Behaviour Policy

The St. Conleth's *Code of Behaviour and Discipline* reflects the Catholic ethos of the school as outlined in the **School Prospectus** and the **School Plan**. Clear rules and procedures consistently and fairly applied are necessary in order to ensure that the school is a place where teaching and learning can take place and where all students will feel secure.

St. Conleth's code of behaviour is a set of programmes, practices and procedures that together form the school's plan for helping students in the school to behave and learn well. This code of behaviour is intended to help the school community promote the school ethos, as well as policies, procedures and practices that encourage good behaviour and prevent unacceptable behaviour. It also assists teachers, students and parents to work together for a happy, effective and safe school.

At the start of the year, pupils are made aware of the rules and the standards of behaviour expected of them. They are informed of the procedures which will be followed and the sanctions which will be applied when misbehaviour arises.

Although the responsibility for upholding the Code of Behaviour rests principally with the teachers, the support of parents and guardians is also crucial. In drawing up this Code, the requirements as set out in the **Education Act 1998** and the **Education Welfare Act 2000** have been taken into account. **As the Code is a living document, it will be subject to regular review.**

The Education (Welfare) Act 2000 Section 23 (2) sets down what must be included in a school's code of behaviour. They are:

- The standards of behaviour that shall be observed by each student attending St. Conleth's
- The measures that will be taken when a student fails or refuses to observe those standards
- The procedures to be followed before a student may be suspended or expelled from the school
- The grounds for removing a suspension imposed in relation to a student
- The procedures to be followed relating to notification of a child's absence from school

Aims of the Code

- to promote good behaviour and to encourage self-discipline in all
- to create a disciplined environment in which teaching and learning can take place
- to ensure the health, safety and welfare of everyone within the school
- to promote the moral and social development of each pupil giving him/her the necessary skills to enable him/her to play his/her part as responsible members of society
- to respect school property and the school environment

- to respect the rights and opinions of others

Good Behaviour

The Code seeks to adopt a positive approach to the kind of behaviour the school wishes to promote. Good manners, courtesy, co-operation and respect for others and for their property are paramount. Every student has the right to enjoy both learning and leisure time in school and to regard it as a place where they can relate in a positive manner towards their teachers and to each other based on tolerance and respect. The school places particular emphasis on good behaviour acknowledging it when it is apparent as well as recognising the individual and collective achievements of the students. Rewards may include:

- Personal praise of a pupil by a teacher
- Special mention in assembly, in the newsletter and on school notice boards
- The awarding of prizes for high achievement or effort in many different disciplines
- Awarding of merits to a students' House.
- Bringing a class or group of students on an outing.
- Mention on school website and or social media platforms

School Rules

A list of School Rules is printed each year in the School Journal (See Appendix 1) and discussed with parents before the start of the school year. These Rules form the basis of the Code of Behaviour, and have been drawn up to facilitate the smooth running of the school. It is expected that pupils and parents will co-operate and work positively at all times with the School Rules which must be taken in tandem with the overall Code of Behaviour and relevant school policies.

Classroom Behaviour

The classroom is a place where pupils have a right to learn and teachers have a right to teach. Each pupil has a responsibility for maintaining a high level of personal behaviour and co-operation. For example, arriving in school and to class on time; keeping the classroom tidy; organising books and materials; completing homework (**Cf. Homework & Study Policy**) and accepting instruction from your teacher, all contribute to a positive learning environment.

Out-of-Class Behaviour

The school environment should also be kept clean and pupils should feel safe at all times while on the school premises. Any form of behaviour which may result in damage to property or which places others at risk must be avoided. When travelling to or from school and in the vicinity of the school, students should always behave in a manner which reflects well on both themselves and the school. (*This includes adjoining roads, Herbert Park, local shops, local bus stops*) **Note:** The school also has a specific **Policy on School Tours and day trips**. A student with a poor record of behaviour in school may be excluded from participating in a tour or trip.

PE & Extra Curricular Activities

PE is an essential part of the school curriculum and all pupils are expected to take part unless otherwise excused. The school also encourages pupils to participate in the many extra-curricular activities on offer. It is important that students give a high level of commitment to whatever activity they take on. Those selected to represent the school in games, matches or competitions should respond readily with commitment and should regard this as an honour. They should be conscious of the fact that they are role models for others and ambassadors for their school.

Attendance & Timekeeping

Regular and punctual attendance is essential to the continuity of learning. **Sanctions will be imposed for persistent lateness.** A written explanation by a parent or guardian must be given for any absences or lateness. Whenever possible, medical or dental appointments should be arranged outside class hours. It is emphasised that the onus is on students to catch up on work missed whenever they are absent from school. It is important to note that each year reports of student attendance are made to the **TUSLA**.

Bullying

Bullying in any form is totally unacceptable. If detected, it will be acted upon immediately. Anyone who becomes aware of, or suspects such activity on the part of any pupil or pupils should inform an appropriate person in authority. In dealing with such matters, the greatest care is shown in recognizing the needs to protect and support all victims and also to address problems encountered by those who engage in bullying. **(Cf. School Policy on Bullying)**

Health & Safety

It is in everyone's interest that the school should be a safe and healthy place. Every member of the school community has a responsibility to take the greatest care in avoiding accidents or putting others at risk by thoughtless behaviour. Pupils must acquaint themselves with safety procedures, recognising that there are particular dangers present in areas such as the laboratory, the sports hall, the canteen, the yard, all weather pitch etc. Any pupil who becomes aware of any unusual dangers should immediately bring them to the attention of the teachers. **(Cf. Health & Safety Statement)**

School Uniform

The full school uniform should be worn in school and on the way to and from school and at all official school functions. Official sports gear must also be worn when required. **Students who are not in full uniform may be sent home or may have other sanctions imposed.** Untidy dress and appearance are not acceptable. Students should attend school in neat and tidy attire. Hair should be neat and students clean shaven. Excessive jewellery or make up will not be permitted. Body piercing and dyed hair is not accepted and will result in sanctions. **(Cf. Rules on School Uniform & Personal Appearance in School Journal)**

Alcohol, Smoking and Illegal Substances

Smoking or the consumption of alcohol is strictly forbidden and offences in this regard are likely to lead to suspension. The possession, use or supply of illegal drugs or substances is an extremely serious offence and will result in sanctions up to and including possible expulsion. **(Cf. Substance Abuse Policy)**

Action may also be taken against other students, who indirectly facilitated or supported those engaging in such practices. Smoking of e-cigarettes and vaping is also a breach of school rules.

Mobile Phones/Devices

- It is accepted that mobile phones are widely used by students and may be brought into the school at the owner's risk. They should be switched off during class time and placed in the Yondr pouch for the duration of the day. Mobile phones can only be used with the permission of a teacher. Otherwise, they will be confiscated for a minimum of a week.
- **In cases of emergency**, Parents are requested to contact their son/daughter through the school landline.
- Further offences will merit a longer period of confiscation.
- **Mobile Phones/Devices** must never be used to photograph or record any student, teacher or member of staff in the school itself or in the vicinity of the school or at school outings without permission and/or to use such photographs to harass, undermine, intimidate or bully others.
- During school trips it is at the group leader's discretion, in conjunction with the Principal, whether mobile phones/Devices are allowed on the trip.

Classroom Procedures

- All incidents of misbehaviour should be documented and recorded.
- The classroom teacher will manage behaviour within his/her class and seek to resolve any day-to-day issues which may arise within the class.
- Only when the class teacher has exhausted all courses of action does the teacher refer the matter to the Form Teacher and/or to the Deputy Principal.
- The Deputy Principal will inform the Principal of serious breaches of discipline when further action may be required. Continuous behavioural problems may also be referred to the school's Care team, guidance counsellor or outside agency with parental approval.

Sanctions

When problems of discipline arise, parents will be informed that sanctions will be invoked. A student may be removed from class while an incident or situation is being investigated prior to any formal sanctions being imposed. Sanctions may include:

- Being given a verbal reprimand or warning
- Writing a note in the Journal
- Contacting the parents and seeking parental support where necessary
- Being reported to the Form Teacher/Deputy Principal
- Detention
- Being detained at lunchtime, after or before school
- Withdrawal of privileges (e.g., permission to leave school at lunchtime)
- Doing School Community Service
- Being reported to the Principal

- Being suspended from class or school by the Principal
- The offence recorded on Compass
- Referral to the Care Team or outside counsellor
- Suspension
- Expulsion

Suspension & Expulsion

Suspension:

Definition: Suspension is defined as requiring the student to absent themselves from the school for a specified, limited period of school days.

Authority to suspend: The Unitary Manager has formally delegated to the Principal the authority to suspend a student.

In implementing a decision to suspend, the Principal shall adhere to:

- (1) The procedures for suspension as set down in the Code of Behaviour of the school.
- (2) Paragraph 11.6 of Developing a Code of Behaviour: Guidelines for Schools (NEWB:2008)

In the event of the absence of the Principal on approved leave or school business, the authority to suspend is delegated to the Acting Principal subject to the provisions of (1) and (2) above.

The Grounds for Suspension:

Suspension is a serious sanction and should be a proportionate response to the behaviour that is causing concern. It may be considered in the following circumstances:

- The student's behaviour has had a seriously detrimental effect on the education of other students
- repeated deliberate breaches of the Code of Behaviour
- The student's continued presence in the school at this time constitutes a threat to safety to themselves and others.
- The student is responsible for serious damage to property A single incident of serious misconduct may be grounds for suspension. Factors to consider before suspending a student:
 - The nature and seriousness of the behaviour
 - The context of the behaviour
 - The impact of the behaviour
 - The interventions tried to date
 - Whether suspension is a proportionate response
 - The possible impact of suspension.

Forms of Suspension:

Immediate suspension: The Principal may consider an immediate suspension to be necessary where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school or any other person.

Suspension during a State examination: This sanction must be approved by the Unitary Manager and should only be used where there is:

- A threat to good order in the conduct of the examination
- A threat to the safety of other students and personnel
- A threat to the rights of other students to do their examination in a calm atmosphere

Procedures in Respect of Suspension:

Fair procedures are followed when proposing to suspend a student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension, the following procedures will be observed:

- (a) The student and their Parent(s)/Guardian(s) will be informed of the complaint, will be told how it will be investigated and will be informed that it could result in suspension.
- (b) Parent(s)/Guardian(s) and the student will be invited to meet the Principal and will be given an opportunity to respond to the complaint before a decision is made and before any sanction is imposed.
- (c) In the case of an immediate suspension, Parent(s)/Guardian(s) will be notified and arrangements made with them to collect their daughter from the school. Relevant information will be gathered and a meeting between all parties arranged for a later date. Parent(s)/Guardian(s) and the student will be given an opportunity to respond to the complaint before any decision is made and any further sanction imposed.

The Period of Suspension:

- (a) In general, a suspension should be no longer than three days. If a suspension longer than three days is proposed by the Principal, the matter should be referred to the Unitary Manager for consideration and approval. In circumstances where a Unitary Manager meeting cannot be convened in the time frame necessary, the Principal with the approval of the Chair of the Board of Directors may impose a suspension of up to 5 days.
- (b) No student will be suspended for more than 10 school days on any one period of suspension.
- (c) The Unitary Manager will formally review any proposal to suspend a student, where the suspension would bring the number of days for which the student is suspended in the current school year to 20 days or more. Any such suspension is subject to appeal under **section 29 of the Education Act 1998**.

Appeals:

- (a) The decision of the Principal to suspend a student may be appealed to the Unitary Manager.
- (b) Where the total number of days for which the student has been suspended in the current year reaches 20 days, the Parent(s)/Guardian(s), or a student aged over 18 years, may appeal the suspension under **Section 29 of the Education Act 1998**.

Implementing the Suspension:

- The Principal will notify the Parent(s)/Guardian(s) and the student in writing of the decision to suspend. The letter should confirm the following:
- The period of the suspension and the dates on which the suspension will begin and end
- The reasons for the suspension
- Any study programme to be followed
- The arrangements for returning to school, including any commitments to be entered into by the student and the Parent(s)/Guardian(s)
- The provision of an appeal to the Unitary Manager.
- The right to appeal to the Secretary General of the Department of Education and Science (**Education Act: Section 29**) in particular circumstances.

Grounds for Removing a Suspension:

A suspension may be removed if the Unitary Manager decides to remove the suspension for any reason or if the Secretary General of the Department of Education and Science directs that it be removed following an appeal under **Section 29 of the Education Act 1998**.

After the suspension ends:

- (a) A period of suspension ends on the date given in the letter of notification to the Parent(s)/Guardian(s) about the suspension. Students on return report to the office firstly before returning to class.
- (b) A member of the Student Support Team may be assigned to help the student re-integrate into school, which may include a period of being “on report” to monitor their progress.

Records and Reports:

- (a) Written records will be kept of:
 - All meetings in full
 - the decision-making process
 - the decision and rationale for the decision
 - the duration of the suspension and any conditions attached to the suspension

- (b) The Principal should report all suspensions to the Unitary Manager, with the reasons for and the duration of each suspension.
- (c) The Principal is required to report suspensions in accordance with the NEWB reporting guidelines.

Review:

The Unitary Manager will regularly review the use of suspension to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school and to ensure that the use of suspension is appropriate and effective.

Expulsion

Definition: A student is expelled from school when the Unitary Manager makes a decision to permanently exclude her from the school, having complied with Section 24 of the Education (Welfare) Act 2000.

Authority to Expel:

The Unitary Manager has the authority to expel a student.

The Grounds for Expulsion:

Expulsion should be a proportionate response to the student's behaviour and should only be taken in extreme cases of unacceptable behaviour.

A proposal to expel a student requires serious grounds such as that:

- the student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.
- the student's continued presence in the school constitutes a real and significant threat to safety to others.
- the student is responsible for serious damage to property.

There may be grounds for considering that a student be expelled for a first offence. The kind of behaviours that might result in a proposal to expel includes the following:

- 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

Factors to consider before proposing to expel a student:

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions tried to date
- Whether expulsion is a proportionate response
- The possible impact of expulsion

Procedures in Respect of Expulsion:

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the following procedural steps will be taken:

1. A detailed investigation is carried out under the direction of the Principal.
2. The Principal will inform the student and their Parent(s)/Guardian(s) in writing about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion.
3. A meeting will be arranged with the Principal to give the Parent(s)/Guardian(s) and student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and a sanction is imposed.
4. If the Parent(s)/Guardian(s) and student fails to attend the meeting, the Principal will write explaining the gravity of the issue, the importance of attending a rescheduled meeting, and failing that, the duty of the School Management to make a decision to respond to the inappropriate behaviour.
5. A record of the invitation issued and the response of the Parent(s)/Guardian(s) will be kept on file.

A Recommendation to the Unitary Manager by the Principal:

Where the Principal forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal makes a recommendation to the Unitary Manager to consider expulsion. The Principal will:

- Inform the Parent(s)/Guardian(s) and student that the Unitary Manager is being asked to consider expulsion
- Ensure that Parent(s)/Guardian(s) have records of the allegations against the student, the investigation, and written notice of the grounds on which the Unitary Manager is being asked to consider expulsion
- Provide the Unitary Manager with the same comprehensive records as are given to Parent(s)/Guardian(s).
- Notify the Parent(s)/Guardian(s) of the date of the hearing by the Unitary Manager and invite them to that hearing
- Advise the Parent(s)/Guardian(s) that they can make a written and oral submission to the Unitary Manager
- Ensure that Parent(s)/Guardian(s) have enough notice to allow them prepare for the hearing.

Consideration by the Unitary Manager of the Principal's Recommendation and the Holding of a Hearing:

The Board will review the initial investigation and ensure that the investigation was properly conducted in line with fair procedures.

The Board will review all documentation and the circumstances of the case. No party who has had any involvement with the case will be part of the Board's deliberations.

If the Board decides to consider expelling a student, a hearing will be arranged.

At the hearing, the Principal and the Parent(s)/Guardian(s) or a student aged 18 years or over, will put their case to the Board in each other's presence. Each party should be allowed to question the evidence of the other party directly. Parent(s)/Guardian(s) may wish to be accompanied to the hearing.

After both sides have been heard, the Principal and Parent(s)/Guardian(s) will withdraw and the Board will deliberate in private.

Unitary Manager Deliberations and Actions Following the Hearing:

It is the responsibility of the Unitary Manager to decide whether or not the allegation is substantiated and, if so, whether or not expulsion is the appropriate sanction.

Where the Board, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board will notify the Educational Welfare Officer in writing of its opinion, and the reasons for this opinion. The student cannot be expelled before the passage of twenty school days from the date on which the Educational Welfare Officer receives the written notification.

The Board will inform the Parent(s)/Guardian(s) in writing about its conclusions and the next steps in the process. Parent(s)/Guardian(s) will be informed that the Educational Welfare Officer will be notified of the decision.

Consultations Arranged by the Educational Welfare Officer:

Within twenty days of receipt of the notification from the Unitary Manager of its opinion that a student be expelled, the Educational Welfare Officer must:

- Consult with the Principal, Parent(s)/Guardian(s) and student
- Convene a meeting of those parties who agree to attend.

The purpose of the meeting is to ensure that arrangements are made for the student to remain in education. Pending these consultations about the future education of the student, the Board may consider it appropriate to suspend the student if there is a likelihood that the continued presence of the student during this time will seriously disrupt the learning of others or represent a threat to the safety of other students or staff.

Confirmation of the Decision to Expel:

Where the twenty-day period following notification to the Educational Welfare Officer has elapsed and where the Unitary Manager remains of the view that the student should be expelled, the Chairperson and the Principal will be delegated to formally confirm the decision to expel. Parent(s)/Guardian(s) will be notified that the expulsion will now proceed. Parent(s)/Guardian(s) will be informed about the right to appeal and will be supplied with a form on which to lodge an appeal. A formal record will be kept of the decision to expel the student.

Appeals:

A parent, or a student over 18 years, may appeal a decision to expel, to the Secretary General of the Department of Education and Science. An appeal may also be brought by the National Educational Welfare Board on behalf of the student.

Review:

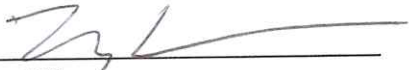
The Unitary Manager will regularly review the use of expulsion in the school to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school and to ensure that expulsion is used appropriately.

Follow Up

The Code of Behaviour is under constant review. Staff meetings afford the opportunity to discuss the Code of Behaviour on a regular basis and to look at specific incidents which may arise from time to time and their repercussions on individual students, teachers and the school body. In such cases, questions should be asked as to whether the current policy has provided a satisfactory mechanism to deal with a particular issue. If not, how should things be changed?

The goal of the follow up in the immediate aftermath of an incident is to help the school to decide whether a review of the Code of Behaviour is warranted. In the case of persistent poor behaviour, the rules referred to above are applied. The key consideration is a positive approach to school behaviour. If necessary, referral procedures (including onward referral) may be considered. Consideration may also be given to the formation of a group of facilitators (or one facilitator) to help St. Conleth's embark on the development of an ongoing positive approach to discipline and the resolution of existing difficulties. New initiatives, within the boundaries of existing rules and legislation will always be considered.

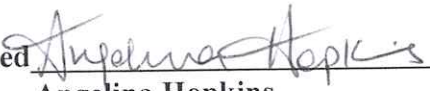
Signed


Tony Kilcommons
CEO/Unitary Manager

Date

20/11/25

Signed


Angelina Hopkins
Principal

Date

20/11/2025

20th November 2025



APPENDIX 1.

SCHOOL RULES

1. *Respect and Courtesy* must be shown at all times to fellow students, teachers and the wider community. Bad or hurtful language is not acceptable.
2. Proper behaviour is expected at all times. Any complaints arising from misbehaviour outside school, including the local laneways, will result in disciplinary action.
3. Herbert Park is out of bounds for First and Second Years, unless accompanied by a teacher. No Student may leave the school during the day without permission.
4. The school dress code must be adhered to. Students must be in full uniform. A neat and tidy appearance is essential, including a conventional haircut and being clean-shaven. Make-up and excessive jewellery are not allowed. No hoodies!
5. Through the attendance facility on Compass, parents should excuse their children's absences and late arrivals and early leavings for appointments.
6. School Property must be respected and free of litter and graffiti. Pupils will be liable for any damage caused to property. Chewing gum is not allowed.
7. Smoking, including of e-cigarettes, in the school or in the vicinity of the school is regarded as a serious breach of discipline.
8. Usage of mobile phones must conform to the new Yondr system which will be explained separately. Photos and audio or visual recordings of others cannot be made without expressed permission.
9. Pupils must comply with the school's Acceptable Use Policy for the Internet and Computers at all times, even when outside school hours.
10. Suspension is enforced in cases of serious misdemeanours or repeated instances of misbehaviour.
11. Sound study habits should be developed and proper maintenance of belongings i.e. books, copies, journal, lockers is expected.
12. The Manager reserves the right to dismiss any pupil who, in his opinion, is guilty of persistent neglect of studies, misbehaviour or insubordination.