



## St. Raphael's College

### Code of Behaviour Policy

#### A) MISSION STATEMENT

St. Raphael's College is a Catholic, co-educational voluntary secondary school under the trusteeship of CEIST. The policy is informed by the CEIST Charter and the Core elements of this charter are:

1. Promoting Spiritual and Human Development
2. Achieving Quality in Teaching and Learning
3. Showing respect for every Person
4. Creating Community
5. Being Just and Responsible

The current enrolment of the school is approximately 585 students. Our policy is to enhance the educational growth of our students in their intellectual, spiritual, social, artistic, moral and sporting development. The policy is implemented within the context of our Mission Statement:

"Our school is a caring Christian community in which pupils have the opportunity to achieve academic excellence and to grow spiritually, emotionally, socially, creatively and physically in a healthy environment"

Students with special needs are catered for insofar as school resources, supported by the Department of Education and Science, will allow. The school has a special class which caters for students with physical disabilities and has a maximum number of 8 students.

The school also operates within the regulatory, legal and financial context of:

- The regulations of the Department of Education and Skills
- The rights of trustees as set out in the Education Act, 1998
- The CEIST Charter
- The Articles of Management of Catholic Secondary Schools
- The regulations of the Department of Education and Skills and the curricular programmes so prescribed which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act, 1998.
- The funding and resources available to the school at any given time. The financial and teaching resources of the school are provided by a combination of grants and teacher allocations from the Department of Education and Skills, voluntary contributions, and occasional fundraising.
- Implementation of the school plan and school policy has due regard to the resources and funding available.
- The Education (Welfare) Act, 2000

## **Scope of Policy**

This policy statement outlines our expectations regarding general readiness to learn and behave. It is addressed to both students and parents. Section 23 (4) of the Education (Welfare) Act, 2000 states that a child's parents/ guardians must be provided with a copy of the school's Code of Behaviour before a child is registered at the school. Parents/guardians must confirm in writing, by signing the Code, that the Code is acceptable to them. We look forward to the active support of parents/ guardians in implementing our Code of Behaviour.

### **B) RATIONALE**

The purpose of the school's Code of Behaviour is to give positive and practical guidelines to promote good behaviour and practice. It seeks to guide the implementation of the schools Mission Statement in the daily school activities. The Code of Behaviour encourages the development of self-discipline, respect for all and a positive attitude to the school community. It applies to all school-linked activities (in and out of the school).

### **C) LEGAL FRAMEWORK**

This policy is compliant with relevant sections of the:

- Education Act 1998
- Education Welfare Act 2000
- Equal Status Act 2000
- Education for Persons with Special Educational Needs Act 2004
- Education (Miscellaneous Provisions) Act 2007
- Ombudsman for Children Act 2002
- Disability Act 2005
- Non-Fatal offences against the Person Act 1997
- Age of Majority Act 1985
- Health & Safety Legislation
- Data protection Acts, 1988 and 2003

### **D) AIMS OF THE POLICY**

1. To facilitate the orderly and safe running of the school.
2. Facilitate teaching and learning by positive, constructive and fair means.
3. Help to provide a safe environment for the school community.
4. Promote good behaviour and self-discipline.
5. To help students understand the consequences of misbehaviour.
6. To help the school deal fairly with incidents of misbehaviour that may arise and help the students and families to understand the disciplinary procedures that operate in the school.

## **E) INTRODUCTION TO CODE OF BEHAVIOUR**

The Code of Behaviour outlines:

- The standard of behaviour expected from all students
- The procedures taken when the student fails/refuses to observe the Code of Behaviour
- The procedures to be followed relating to notification of a student's absence from school

### **I. EXPECTATIONS OF STAFF, STUDENTS AND PARENTS/ GUARDIANS**

St. Raphael's College aims to promote high standards of honesty, courtesy and mutual respect at all times and these values form the basis of all relationships in the school.

Fairness is a priority for all staff in their dealings with students and their families.

Parents/guardians have a responsibility to actively support the staff of the school in the fair application of the Code of Behaviour. Parents/ guardians will be encouraged to involve themselves in positive participation in school life in order to facilitate the development of mutually beneficial links between school and home.

### **II. SCHOOL DISCIPLINARY STRUCTURE**

The responsibility for classroom management and student discipline rests with the subject teacher but there may be a need to seek the assistance of the Year Head or Deputy Principal/ Principal for students who do not respond positively to the teacher's intervention. Where persistent poor behaviour or a serious incident of misbehaviour occurs, the Deputy Principal/ Principal will intervene. Failure to reach a resolution of the matter may result in it being dealt with by the Board of Management. Sanctions may be imposed along the way. Exclusion from school may have to be considered. The Board of Management authorises the Principal – or in his /her absence, the Deputy Principal – to apply up to a 5 day suspension. Permanent exclusion (expulsion) is the exclusive prerogative of the Board of Management.

### **III. COMPONENTS OF THE CODE OF BEHAVIOUR**

#### **• Respect for Other Persons**

The Code of Behaviour promotes respect for other persons in the school community. It does this in the following rules:

- Students must at all times show respect to all members of staff
- Students must at all times show respect to each other.
- Behaviour that affects the well-being of other students, such as bullying (mental or physical), or fighting, or behaviour which disrupts the work of other students, is not acceptable
- Students should at all times show respect to visitors to the school.

#### **• Respect for Property**

The Code of Behaviour promotes respect for property. It does this in the following rules:

- Students must at all time take good care of their own property, the property of others and school property.
- Students are not allowed to touch blinds, open or close windows, or move desks unless given permission to do so from a member of staff.

- **Respect for the School Community**

The Code of Behaviour promotes respect for the school community.

- **Attendance**

Full attendance is expected at all times. Students who have good attendance records will be rewarded at the annual prize-giving ceremony.

In accordance with Section 18 of the Education Welfare Act 2000, when a student is absent for part/all of a school day the parent's/guardians shall notify the school principal/deputy principal of the reasons for the student's absence. Notes to explain absences should be written into the Student Journal. These notes must be shown to the Principal/Deputy Principal and to each teacher on the day the student returns to school.

If a student is absent more than 20 days during a school year, the school authorities must inform Tusla who will consult with the parents/guardians and other appropriate persons (Education Welfare Act 2000, Sec 21).

- **Punctuality**

School starts at 9.00 am and finishes at 3.55pm on Monday and Tuesday and at 3.15pm on Wednesday, Thursday and Friday. Students must be punctual at all times. Students who arrive late cause unnecessary disruption to both the teacher and the class.

If a student is late and does not have a note of explanation from parent/guardian in their school journal, he/she must sign the '**Late Sheet**' on the teacher's desk. When a student has signed the 'Late Sheet' on 3 occasions, he/she is expected to attend a lunchtime detention at a time designated by the Deputy Principal. When a student has accumulated 6 'lates', their parents/guardians will be contacted by letter and he/she will be placed on an evening detention. Students who arrive in class after 9.10 am without a note of explanation will be placed on a lunchtime detention. Students who miss class in the morning and do not present a note of explanation will be placed on an evening detention. The school authorities cannot accept responsibility for students who leave home for school but who do not arrive in school. The school reserves the right to sanction students who are found guilty of truancy. The sanction may include detention/suspension.

- **Appearance**

A neat and tidy appearance promotes a positive public image for the school. School uniform helps to create a sense of identity and pride in students and they are required to wear their full uniform every day including during state examinations.

<b>BOYS</b>	<b>GIRLS</b>
Grey Uniform Trousers (no cords, denims, etc)	Uniform plaid skirt (worn knee length)
Green Jumper with school crest	Grey uniform trousers
Grey shirt (not polo shirt)	Green jumper with school crest
Plain black shoes (AV8/Dubarrys or similar)	Grey shirt (not polo shirt)
Black runners are not acceptable	Green knee high socks/ black tights
School Jacket with Crest	Plain black shoes (AV8/Dubarrys or similar)
	Black runners are not acceptable
	School Jacket with Crest

- Students who do not wear full uniform will be required to attend a lunchtime detention at a time determined by the Deputy Principal.

- Students are permitted to wear one silver stud in each ear.
- Student hairstyles must conform to the requirements of the school community. These requirements are in place to maintain a reasonably uniform appearance.
  - **Behaviour within the school and in the vicinity of the school**
- Every student must have his/her journal, textbooks and all materials required for class.
- Students must complete all homework given to them by their teachers to the best of their ability.
- Students should walk in an orderly manner at all times, keeping to the right hand side of corridors and stairs. Students should line up in an orderly manner outside the classroom until admitted by the teacher.
- When students come into class they should sit down.
- At the morning break, students may not leave the school grounds. At lunch break, only Senior students have permission to leave the school.
- Students should at all times be well behaved in the vicinity of the school. They should not congregate outside the school, on the school wall or on the walls of private houses adjacent to the school. They should show consideration to other road and footpath users outside the school and to neighbouring homes and businesses.
- Smoking is illegal and is strictly prohibited. The sale and/or supply of cigarettes is prohibited. Students who are found smoking in the school or on the school grounds will be suspended for one day. If he/she is smoking on a subsequent occasion he/she will be suspended for up to three days
- Chewing gum is strictly prohibited and students who dispose of gum inappropriately will be sanctioned.
- Food and beverages may only be consumed in designated areas and only at break times.
- Mobile phones, if brought to school, must be switched off at all times during class. If a phone is used or creates a disturbance, it will be confiscated and may be collected from the Office after school.

Where a student is caught in breach of this policy (i.e. using the phone for any mischief, playing games, taking photos without permission from Management, recording any person or thing without permission, etc.) the matter will immediately be reported to the Principal, who will contact the child's parents and the child will be disciplined according to the steps set out, in line with the gravity of the event. This includes posting any images or sounds of the staff or other students on social media (Snapchat, Twitter, Facebook, Instagram, WhatsApp etc.) or other online services without their or their parents' /guardians' permission. Civil or criminal action may be taken if a member of staff has been photographed or recorded without their permission.

- Inappropriate lewd or sexual behaviour, in particular that threatens or disturbs staff or students, will be subject to the penalty of immediate suspension
- Possession or supply and/ or abuse of illegal substances, and associated paraphernalia, is strictly prohibited.
- Smoking, vaping, the possession or consumption of alcohol, solvent abuse, the use or trafficking of illegal or prescription drugs or other illegal substances, or use of any substance that alters behaviour are strictly forbidden within school grounds or on school outings, occasions or activities. These activities are subject to the penalty of immediate suspension (see Substance Use Policy)

- Possession or use of matches, lighters, lasers, fireworks, fire crackers, catapults, slingshots, stink-bombs or any other hazardous materials is strictly forbidden (see Health & Safety statement)
- Possession, display or distribution of materials (publications, photos/videos, posters, etc.) or anything that is not available for sale to minors or not appropriate for children is forbidden.
- The possession, supply or consumption of alcohol before or during the school day is prohibited.
- Bullying and harassment are regarded as very serious offences and are dealt with in the Anti-Bullying Policy

### **CCTV**

CCTV footage is captured and recorded in most areas of the school, and will be used to assist in the prevention and detection of vandalism, bullying or the possession or use of the items specified above. Footage will be used to identify offences and offenders, to aid in the disciplinary process, and may be shared with the Gardaí or other agencies if deemed necessary and at the discretion of Management.

## **IV. POSITIVE BEHAVIOUR WITHIN THE SCHOOL**

At St. Raphael's College, we encourage students to co-operate with the teachers and management of the school, to strive to reach their potential and to use their gifts and talents to the fullest. Students are rewarded at an annual prize giving ceremony. Awards include: Student of the Year, Academic Student of the Year, School Achievement Award, Attendance Award,

Positive behaviour is also promoted and encouraged through the following systems:

- Student Leadership – Cairde, Peer Mentor Group and Student Council.
- Positive notes from teachers in the Student Journal.

## **V. SUPPORT SYSTEMS**

Students may seek support in school, on a day to day basis, from their Class Tutor or Year Head. They may also seek the support of the Guidance Counsellor, Principal, Deputy Principal or any teacher. In some cases, the support of the National Educational Psychological Service (NEPS) is available with parental consent.

Regular contact between home and school is essential. The main methods of communication are:

- School Journal
- School Reports
- Parent/Teacher Meetings
- Informal meetings
- Parent Education Programmes
- Parents handbook
- School website and App

Parents are welcome to meet any teacher, Class Teacher, Year Head, Principal or Deputy Principal, by appointment. The Parent Council is extremely beneficial for mutual support and providing seminars/talks on topics relevant to parenting, adolescent development and healthy lifestyles.

The Principal or Deputy Principal will meet the parents/guardians of all incoming First Years with their daughters/sons and will explain the Code to them and place particular emphasis on the need to share information with the school which will aid the school in meeting the needs of the students. Good communication should help develop early warning systems to alert parents/ guardians of behavioural difficulties.

## **F) SANCTIONS**

Sanctions are necessary to support the Code of Behaviour. We view them as corrective supports rather than punishment - the purpose is to promote positive behaviour and a safe atmosphere in the school community, based on the principle of respect for all.

The subject teacher may apply from a range of sanctions, including verbal reprimand, extra work, issue a discipline slip, a note home in the student's Journal, other contact with home or Referral to the Year Head, Deputy Principal or Principal. The pupil may be removed from class until the matter is resolved, if teaching and learning is being impeded.

### ➤ **Stages of Disciplinary Process**

#### **Discipline Slips are issued to students for breaches of the code of behaviour**

##### **Stage 1. Evening Detention**

When a student has received 3 discipline slips the student will be placed on evening detention. A more serious offence will result in an evening detention for that offence. Parents/Guardians will be informed in writing of the date and time of the detention. If a student does not attend detention without prior agreement with the Principal, he/she will be suspended for 1 day.

##### **Stage 2. Second Detention and 'On Report'**

When a student has received 6 discipline slips the student will be placed on a second evening detention. In an effort to reinforce good behaviour, the student will be placed 'On Report' for three/five school days. Parents /Guardians will again be informed of this in writing as above. This report card must be handed up at the start of each class and will be signed by subject teacher at the end of each class. The report must be signed by a parent/guardian each evening. The Card will be checked each morning by the Year Head and at the end of the week by the Principal/Deputy Principal. If a student does not attend detention without prior agreement with the Principal, s/he will be suspended for a day. If a student fails to complete the week satisfactorily they may be kept on report for another week or until their behaviour improves.

##### **Stage 3. In-school Suspension**

When a student has received 9 discipline slips, a meeting is arranged with the parents / guardians, the Year Head and the Principal /Deputy Principal to discuss the student's behaviour. This may be followed by 'In-school Suspension' for a period not exceeding three days, in order to provide time and opportunity to bring about improved behaviour.

##### **Stage 4. Suspension**

If the student has received 12 discipline slips or If the student's challenging behaviour continues, a further meeting is arranged with the parents /guardians, the Year Head and the Principal /Deputy Principal to discuss the student's behaviour, and a meeting with the Board of Management may also be arranged. The student may be suspended for a period not exceeding five days. (See below)

The purpose is to give time for reflection on serious misbehaviour and to emphasise the need for positive behaviour. All suspensions are reported to the Board of Management.

### **Stage 5. Expulsion**

In the event of a student being in a serious or continuous breach of the Code of Behaviour, the Board of Management may deem it necessary and reserves the right to suspend/exclude a student who puts the safety of others at risk and where the behaviour is so disruptive that it interferes with the rights of other students and the smooth running of the school. (See below)

Sample misdemeanours and sanctions are listed below.

## **G) POLICIES AND PROCEDURES RELATING TO EXCLUSION FROM SCHOOL**

### **Introduction**

Through its Code of Behaviour, and in line with the Mission Statement, St. Raphael's College aims to create a calm and ordered atmosphere in a caring and supportive working environment based on respect for self and respect for others. In cases where pupils fail to observe the Code of Behaviour, it is necessary, for the good of the school community as a whole, to impose sanctions on such pupils including suspension or exclusion where warranted.

This policy outlines the school's approach to suspension and exclusion and has been formulated taking due consideration of the rights and responsibilities inherent in the Education Act 1998, Education Welfare Act 2000, Equal Status Act 2000 and the principles of fairness and natural justice.

### **Suspension Principles**

In certain cases of unacceptable behaviour and where it is deemed to be in the best interests of the school community and/or the pupil involved, a pupil may be removed from the school for a period of time. Under the Articles of Management for Secondary Schools, the Principal has the authority to suspend a pupil from attending school for a period up to and including 5 days.

Suspensions beyond 5 days are the responsibility of the Board of Management.

The Principal/Board of Management will exercise this authority in a fair and non-discriminatory manner having regard to their responsibility to the whole school community and to the principles of natural justice.

The primary purpose of suspension is one of corrective support rather than punishing pupils for misbehaviour. It is the intention of the school that suspension allows pupils the time, under the supervision of their parent/guardians, to reflect on their unacceptable behaviour, accept responsibility for the behaviour that led to the suspension and to change their future behaviour to meet the expectations of the school.

**In general there are two sets of circumstances under which suspension will be imposed:**

- Serious breaches of the Code of Behaviour may indicate that the pupil should be removed from the school. In cases where Health and Safety could be at risk, it may be necessary to suspend a student with immediate effect, following an investigation and the observance of due procedures.
- Where there are repeated less serious breaches of the Code of Behaviour that have not been rectified by disciplinary measures short of suspension, a formal written warning detailing the unacceptable behaviour will be submitted to parents/guardians along with an explanation of what is required of the pupil.

➤ **Serious breaches of the Code of Behaviour include, but are not limited to:**

- o Endangering the safety or health of any member of the school community
- o Bullying (as outlined in the school's Anti-Bullying Policy)
- o Disrespect or defiance towards or harassment or intimidation of a member of staff
- o Possession, use or supply of prohibited substances (outlined in Policy on Substance Abuse) in the school, on school trips, or in the course of any school-related activity.
- o Deliberate vandalism to school property or the property of a member of the school community.
- o Interference with or persistent disruption of teaching and learning.
- o Refusal to obey clear and reasonable instructions of staff members on a repeated basis
- o Smoking anywhere inside the school grounds.
- o Incorrect disposal of chewing gum – due to the damage it causes to clothing and other property
- o The use of obscene, abusive, or otherwise inappropriate language.
- o Stealing, fighting or the possession of offensive weapons. In addition to being serious breaches that incur suspension, these are criminal offences that will be reported to the appropriate authorities.
- o Tarnishing the good name and reputation of the school.
- o Truancy and leaving school without permission
- o Non-compliance with the school's policy on uniform, jewellery and hair
- o Any form of inappropriate or explicit sexual behaviour

➤ **Less serious breaches of the Code of Behaviour include, but are not limited to:**

- Failure to complete assigned homework
- Such classroom disruption as inattention, talking without permission, passing notes, and failure to have the books and equipment required for class.
- Inappropriate use of mobile phones in school

**# These list are indicative only and are not meant to be exhaustive.**

### **Suspension Procedure**

In the event that the Principal exercises his/her authority to suspend a pupil for a fixed duration, the following procedure will be used:

- The pupil will be informed of the precise grounds that gave rise to a potential suspension and will be given an opportunity to respond before a suspension decision is formalised
- The parents/guardians of the pupil will be informed in writing of the situation and invited to come to the school for a meeting with the Principal /Deputy Principal, and/or the Board of Management
- In cases where the suspension is to take effect immediately, such as in the interests of Health and Safety, parents/guardians will be informed by telephone, with written follow up
- Pupils will not be sent home during a school day unless collected by a parent/guardian or some other suitable arrangement is made. All suspension decisions will include a formal letter of notification that will include, at least:
  - o Notice of the suspension
  - o Effective date of the suspension
  - o Duration of the suspension
  - o Reasons for the suspension

Where appropriate, this letter will also include some or all of the following

- Expectations of the pupil while on suspension
- Reference to the importance of parental assistance in resolving the matter causing suspension.
- A statement that the pupil is under the care and responsibility of parent/guardians while suspended.
- A statement that Tusla has been informed of the suspension.
- Information of the appeal rights and procedures regarding the suspension.

### **Requirements to be met for the pupil's return to school.**

As the principles of natural justice demand that there should be available a right of appeal to a higher authority, a pupil or his parents/guardians may appeal the Principal's decision to suspend to the Board of Management. Such an appeal must be made in writing to the Chairperson of the Board of Management, stating the grounds on which the appeal is being made. However, the school may insist that the pupil remain at home while the appeal proceeds. In the event that an appeal is successful, the suspension will be lifted and if the suspension has already been served, it will be expunged from the pupil's record.

An appeal of a suspension decision may also be made under Section 29 of the Education Act where a student has been suspended for 20 days or more. Information regarding this right of appeal will be provided with formal notification of the suspension, if applicable.

Beyond success in such appeals, a suspension may be rescinded in the following circumstances:

- New circumstances come to light after the suspension has been applied that would have mitigated the sanction had they been known beforehand.
- Other mitigating factors consistent with the application of the principles of Natural Justice.

### **Suspension Completion**

Upon completion of a suspension, the following procedures may apply for the formal reintroduction of the pupil into the school.

- Parents/ guardians may be requested to attend with the pupil upon his return to school.
- A written or verbal apology may be required for the pupil for his misbehaviour.
- The pupil may be required to enter into a contract of good behaviour or other conditions that may be specified before returning to school.

### **Exclusion Principles**

Exclusion is the ultimate sanction imposed by the school on a pupil and as such, will only be exercised by the Board of Management in relation to cases of extreme indiscipline. In cases where the Principal judges that a pupil's actions are such that exclusion should be considered, the Principal will refer the matter to the Board of Management. Given the severity of the potential sanction, the school, in accordance with the principles of Natural Justice, will investigate extreme indiscipline cases thoroughly in advance of any hearing that could result in exclusion:

**In general, there are two sets of circumstances in which exclusion may be considered to be appropriate by the school:**

- Cases where the indiscipline of a pupil is so pervasive that teaching and learning become extremely difficult. Such cases include but are not limited to:
  - The pupil being so disruptive that he is seriously preventing other pupils from learning.
  - The pupil being uncontrollable and not amenable to any form of school discipline or authority.
  - Parents/ guardians being unable or refusing to exercise their responsibility for the pupil.
  - The pupil being a danger to himself or to others.
  - When guarantees of reasonable behaviour following repeated suspensions are not forthcoming or not being met.
  - The pupil's conduct acting as a source of serious bad example and having an adverse influence on other pupils in the school.
- First time offences of a very serious nature. Such cases include but are not limited to:
  - Serious assault.
  - Trafficking/ using drugs during the school day, including breaks
  - Serious burglary or theft causing major damage to school property

- o Gross insubordination to the Principal or other staff members.
- o Possession and/or brandishing of an offence weapon.

In the interest of ensuring a fair and even-handed system for the imposition of exclusion, the Board of Management may, among other things, take account of the following factors in determining exclusion:

- o The age and state of health of the pupil
- o The pupil's previous record of behaviour at the school
- o Any mitigating circumstances unique to the pupil that might reasonably be taken into account in connection with the behaviour leading to exclusion
- o The degree to which parental, peer, or other pressure might have contributed to the behaviour.
- o The severity of the behaviour, its frequency, and the likelihood of recurrence.
- o The extent to which the behaviour impaired or will impair the normal functioning of the pupil and others in the school community.
- o The degree to which the misbehaviour was a breach of the Code of Behaviour
- o Whether the incident leading to the suspension was the result of the pupil acting alone or as part of a group
- o The degree to which the pupil recognises and accepts that his behaviour was unacceptable and is prepared to exhibit genuine contrition and commit to acceptable behaviour in the future

### **Exclusion Procedure**

Except in exceptional circumstances, exclusion will only be resorted to after the Principal has:

- Ensured that all discipline options under the Code of Behaviour have been applied and documented.
- Ensured that all available and appropriate support personnel have been involved, subject to school resources
- Ensured all other procedures, referrals, supports have been exhausted
- Ensured that discussion has occurred with the pupil and parents/guardians regarding specific misbehaviour that the school considers unacceptable and that may lead to permanent exclusion
- Provided formal verbal and written warnings at appropriate times dealing with such behaviours and provided clear expectations of what was required of the pupil in the future
- Recorded all action taken and copied all correspondence
- Informed the parents/guardians of his/ her intention to recommend exclusion to the Board of Management.
- Invited to parents/guardians to make a written submission in advance of the Board Meeting
- Invited the parents/guardians to a Board of Management hearing.

- Provided in advance the parents/guardians with a full, written description of the allegations against the pupil and the case being made at the Board, together with copies of all documentation, statements, and other materials supporting that case.

Exclusion will still only occur after the Board of Management has:

- Heard the Principal's case against the pupil, which should be made in the presence of the parents/guardians
- Heard the response of the parents/guardians
- Examined all the documentation
- Considered the pupil's record in the school
- Ensured that the Principal or any person who may have been involved in investigating the incident, e.g. Teacher representative on BoM, is not present for the Board's discussion and decision on the matter.
- Considered all the commitments made in the Code of Behaviour and made a final decision to exclude.
- Communicated the decision to exclude to the parents/guardians formally by letter
- Informed the Education Welfare Officer under Section 24 (1) of the Education Welfare Act 2000, and any other relevant agency e.g. Tusla.

The formal letter of notification will include:

- Notice of the exclusion
- Effective date of the exclusion
- Reasons for the exclusion
- A statement that Tusla has been informed of the exclusion.
- A statement that the pupil is under the care and responsibility of the parents/guardians for the period of 20 days required by the Education Welfare Officer to examine alternative provisions for the education of the pupil.
- Information and documentation on Appeal rights and procedures.

**Exclusion Appeals**

Parents/guardians have the right to appeal a decision of the Board of Management to exclude a student to the Minister for Education or to an authority delegated for such appeals by the Minister under Section 29 of the Education Act 1998.

Permanent exclusion may be appealed by a parent/guardian, by a student (over 18 years), or by Tusla. Any such appeal must be lodged within 42 calendar days of the decision of the Board of Management.

**H) HOW THE CODE WAS DEVELOPED & REVIEW PROCEDURES**

The Code of Behaviour was developed by Draft documents were circulated to staff and Student Council meetings, the Parent Council, and finally to the Board of Management for final ratification.

The policy will be reviewed in the 2017/2018 school year and annually thereafter.

The policy will be submitted to the trustees following adoption by our Board of Management and reviewed immediately if any problems are highlighted.

*The Board reserves the right to add to, modify or vary the Code in the event that unforeseen circumstances arise which require such modification or variation at short notice where the interest of the pupils, staff or the school require it. Any such amendment will be communicated to all members of the school community*

Ratified by the Board of Management in June 2017

Due for Review: May 2018

I understand, accept and will abide by the Code of Behaviour of St. Raphael's College. I will support school staff and management in the development of an orderly learning environment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Student

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian