

Franciscan College Gormanston

*Code of Behaviour 2017 – 2018***

*** (Highlighted sections endorsed by Board of Management June 2017 following consultative process involving appropriate school constituents)*

Mission Statement

Franciscan College Gormanston is an educational establishment wherein Catholic values are promoted in accordance with the spirit of St. Francis of Assisi.

Its aim is to create an environment that is safe, a centre of learning committed to the personal development of each individual student, and where the dignity of all is promoted and cherished.

It will strive to create accountable and principled students in the Ireland of today and in the wider world, in accordance with our Franciscan tradition for the glory of God and the honour of Ireland.

Principles and Values

Franciscan College is a Catholic Secondary School under the trusteeship of the Franciscan Community. As such it operates according to the Gospel values of the dignity of every human being, honesty and forgiveness. Its Code of Behaviour has been formulated with these values in mind and in accordance with the stipulation of the Education (Welfare) Act 2000 that all such codes follow the guidelines issued by the national Educational Welfare Board (NEWB).

The principle of Respect is a fundamental and core value in Franciscan College. Underpinning the Code of Behaviour are the following overarching principles and values:

- Respect for the Franciscan ethos of the College.
- Respect for the individual and for the potential of each individual to develop spiritually, intellectually, emotionally and physically.
- Respect from each individual expressed as courteous and polite behaviour to all staff members, fellow students and all visitors to the College.
- Respect for the College environment.
- Respect for and acceptance of diversity.
- Respect at all times for the safety of all members of the College community.

- Respect for the property of others.
- Respect for the rights of others to be allowed to learn in a safe and nurturing environment free from any form of prejudice, bias, victimisation or intimidation.
- Respect for oneself and an acceptance of the responsibilities that fall to an individual within the College community.
- Respect for and acceptance of the various Rules and Regulations established by the College to facilitate the smooth and safe operation of an effective learning community.

1. **Attendance.**

For effective learning to take place the students must be in full (or near full) attendance. Students are therefore expected to be in full attendance on every school day.

- 1.1 The College is mindful of its obligations under the Education (Welfare) Act 2000 to maintain an accurate register of its students' attendance and further to report to the Education Welfare Officer in writing any of its students once they have been absent for school for a total of 20 days in the course of a given school year.
- 1.2 In accordance with the Education (Welfare) Act 2000 the College must be informed of the reason for any non attendance. A written explanation in the student journal will suffice. This note is to be provided to the class tutor or the relevant Year Head.
- 1.3 When an absence is of a planned nature or known of in advance, (such as a family event, hospital appointment or ongoing sickness) the College should be informed in writing and in advance of the date/s of and reason for any such absence.
- 1.4 For the purpose of the official school role registration will take place during the first class period of the day and the 1st period after lunch break. If for any reason a student is not present for this registration but is in attendance at College that day then it is the student's responsibility to inform the College that they are present and to provide an explanation as to why they were not present for registration. **After 9.25am a student arriving late must report to the Deputy Principal.** If they do not do this they may be marked as absent on the official school register. Further registrations may take place throughout the school day in order to monitor students' class attendance.

- 1.5 Students may arrive in College from 8:30 am and unless they are involved in College activities or are availing of the prepaid study option they must leave the College campus by 15 minutes after the end of the school day (where the school day is defined as the end of the last class period on that day).
- 1.6 The College cannot accept responsibility for any student who arrives before 8:30 am and/or remains on the College campus after the end of the school day.

2. **Permissions.**

In accordance with Child Protection and Health and Safety Guidelines, the College must be aware of the location of all its students who are in attendance on any given school day.

- 2.1 Students must remain within the boundaries of the College campus for the entirety of the school day.
- 2.2 A student will only be allowed to leave the College during the school day if a written request to do so from their parent/guardian has been provided to the Year Head. If no such written request is provided then the College will not give its permission for the student to leave the College before the end of the school day. If permission is granted a student must “sign out” from the front reception office. **The College will accept no responsibility for those students who disregard this rule.** Any such student will be subject to an appropriate sanction.
- 2.3 Students must not be present on the College campus outside of the school day unless they are involved in a College activity or availing of the prepaid study option. Students must not be present on the College campus on non school days. Under the terms of the Occupiers Liability Act 1995, any students found on the College campus under such circumstances are, within the meaning of the act, trespassers.
- 2.4 The College can accept no responsibility for students who disregard the rule of access to the College campus.
- 2.5 Unless a student has the express permission of either the Principal or the Deputy Principal they must while in attendance in the

College attend all of their timetabled classes without exception and any College activities that the College may schedule.

- 2.6 If a student is unwell before the start of the school day they should not be sent to College. The College should be informed of this as per 1.2 above.
- 2.7 Any student who becomes unwell during the course of the school day will be directed by the classroom teacher to the school office. The office will contact the student's parent/guardian and ask them to collect the student and take them home. If the parent/guardian does not wish to do this then the student will be returned to class.
- 2.8 There are certain areas of the College and its campus that are off limits to students and are classed as out of bounds at all times. Other areas (such as science laboratories) will have restrictions regarding student access. All students must respect these restrictions.

3. **Punctuality.**

Being punctual demonstrates consideration and respect for others. In addition to this punctuality is an expression of an individual student's self-discipline. Punctuality will also maximise the time students have to avail of the learning environment in the College.

- 3.1 Students are expected to be on time for each class and for all other College events or activities. If a student arrives late for the 1st class period of the day the student must proceed to their first timetabled class. This will be recorded as "late" by the classroom teacher on the school database. After 9.25am a student arriving late must report to the Deputy Principal. There is no provision to sign in late at the front reception desk.
- 3.2 If a student is delayed for a genuine reason they must have a written explanation from a member of staff that explains the reason. This note must be presented to the class room teacher/staff member for whose class/activity the student is late.

4 **Uniform.**

Franciscan College regards it as part of its educational philosophy to encourage all its students to take pride in their personal appearance and be

mindful of their personal hygiene. The manner in which a student wears their uniform reflects not only their levels of personal pride but also the pride they take in their school. To this end the highest standards are expected.

- 4.1 The College uniform as stipulated must be worn in full and without additions by students for the entirety of the school day unless they are involved in sporting activities. The same standard applies to all College outings and organised activities whether they fall inside or outside the normal school day.
- 4.2 All items of College uniform must be worn in the correct manner and be clean and presentable.
- 4.3 Only the official College jacket may be worn, no other jackets are allowed.
- 4.4 No badges or slogans may be attached to any item of uniform. No offensive badges or slogans may be attached or written on school bags, pencil cases, books, copies or any other such items.
- 4.5 Students must arrive in and depart from College in full school uniform.
- 4.6 If a student has a valid medical reason that requires that they do not wear full uniform a doctor's note to this effect must be presented to the College in advance to verify this.
- 4.7 For health and safety reasons the only ear rings allowed are studs worn on the ear lobes (one stud per ear lobe). No facial or body piercings is permitted.
- 4.8 Students may wear a wrist watch or bracelet and one ring on each hand. No other jewellery is permitted.
- 4.9 Hair must at all time be neat, tidy and clean. Extreme or inappropriate hair styles and/or colours are not permitted. A decision regarding inappropriate hair styling will be taken by the relevant Year Head / SMT. Any students who come to College with a hairstyle that the College finds unacceptable may be sent home.
- 4.10 Makeup should be limited to light and discreet foundation.

Students who wear excessive amounts of makeup will be required to remove this by the College authorities.

- 4.11 Nail varnish and nail varnish remover are not allowed.
- 4.12 Senior male students who grow facial hair must do so in a tidy, hygienic fashion.

5. **Classroom behaviour.**

The classroom is a learning environment. All students have the right to avail fully of the educational opportunities provided in the classroom and to reach their full potential in a safe, respectful and engaging environment. No individual or group will be permitted to obstruct in any way the educational progress of another student/s.

- 5.1 Students are required to be on time for each class and to have all the books, copies and equipment that they will need for these classes with them.
- 5.2 All homework should be completed.
- 5.3 Students must have their Journals with them in every class. This should be placed on the student's desk and be used to record homework assignments and in any other way the classroom teacher may direct.
- 5.4 Every student is expected to engage with the lesson and to work to the best of their ability.
- 5.5 Students must enter and leave the classrooms in an orderly and respectful fashion.
- 5.6 When travelling from class to class students should walk on the left side of the corridors and stairs and at all times be mindful and respectful of others.
- 5.7 Eating and drinking is forbidden in the classrooms, sports hall, changing areas, study areas and the assembly hall.
- 5.8 Students must follow the instructions of their classroom teacher at all times.

- 5.9 Students must follow the classroom behavioural guidelines displayed in the classroom. Students must be mindful of the fact that certain specialist classrooms, such as science laboratories for example, will have particular rules which must be followed at all times.
- 5.10 Students who disregard the provisions regarding classroom behaviour will be subject to an appropriate sanction, up to and including suspension.

6. **Journals.**

Each student **MUST** have a journal. They use this to record all the homework assignments they may receive. In addition the journal provides a direct channel of communication between the classroom teachers, class tutor, Year Head and a parent/guardian and is a very important home school link.

- 6.1 Students are responsible for their journals. They must ensure that their journals are maintained to a satisfactory standard and are responsible for whatever is written on or in their journals.
- 6.2 **Journals should be kept neat and tidy and free from graffiti of any sort. The journal is an important document and must be treated as such.**
- 6.3 No student is permitted to write on or in another student's journal.
- 6.4 If a student's journal is not maintained to the required standard then they will, have to replace it with a new one.
- 6.5 Students should take their journals home with them each evening and parents/guardians are asked to inspect these journals at frequent and regular intervals.
- 6.6 Students who disregard the provisions regarding journals will be subject to an appropriate sanction, up to and including suspension.

7. **Bounds.**

The College campus is exceptionally large and for health and safety reasons there are many areas that are out of bounds to students.

- 7.1 Entry to and exit from the College must be made through the doors indicated for such use.
- 7.2 During break time and lunch time students must remain in the designated areas.
- 7.3 Specialist room, such as science laboratories, are deemed to be out of bounds to students in the absence of a staff member.
- 7.4 Students are not permitted to leave the College campus during the school day. Unless express permission provided by parent / guardian.
- 7.5 Students who disregard the provisions regarding bounds will be subject to an appropriate sanction, up to and including suspension.

8. **Lockers.**

Students will be provided with a locker. On payment of the required fee. They are expected to treat this locker with respect and to show equal respect to the lockers of other students.

- 8.1 Students should only access their lockers before the start of the school day, during break, during lunch time and after the end of classes. They do not have permission to go to their lockers during class time.
- 8.2 Lockers must be kept neat and tidy and no writing or badges may be placed on them.
- 8.3 No food items should be left in a locker overnight.
- 8.4 When using their locker students must show courtesy to and respect for other students who are also accessing their lockers.
- 8.5 The College retains ownership of the locker at all times and reserves the right to open any locker.
- 8.6 Students who disregard the provisions regarding lockers will be subject to an appropriate sanction, up to and including suspension.

9. **Mobile phones and personal electronic devices.**

While the College fully accepts that mobile phones and other personal electronic devices have become part and parcel of modern life and that possession of a mobile phone can provide a sense of safety for students particularly when travelling to or from school the use of any such devices within the school day is in direct conflict with the learning environment of the College. Health and safety considerations dictate that students must at all times be able to give their full attention to any emergency instructions/alarms that may be made over the intercom or by members of College staff. Misuse of such devices also represents a major infringement of the rights of others.

- 9.1 Students who bring items of personal electronic equipment to College do so entirely at their own risk. The College cannot be responsible for the safe keeping of any such device and the College advises students not to bring personal electronic devices to College with them.
- 9.2 Students must not make contact with or be contacted directly by parents/guardians during class time. If any such contact is absolutely necessary then it must be made through the College office.
- 9.3 All personal electronic devices must be turned off during class time. A class room teacher may permit the limited use of such devices, for example a calculator application, but this is totally at the discretion of the class room teacher.
- 9.4 Any personal electronic device use by a student during class time without the express permission of the class room teacher will be confiscated by the teacher and passed to the Deputy Principal. The Deputy Principal may request that parents / guardians collect the device or may return the device to the student at an appropriate time.
- 9.5 The use of personal electronic devices by students is limited. Students wearing ear phones will be requested to remove them during the school day. If requested more than once these will be the confiscated and subjected to the same procedures outlined above.
- 9.6 The use of any such personal electronic device by students to photograph, video, audio record or in any other way record themselves or other persons during the school day is absolutely

forbidden. Any instance of such activity will be regarded as a most serious breach of the Code of Behaviour.

- 9.7 The use of any personal electronic devices to send or receive any images, sound or text of an inappropriate nature is strictly prohibited.
- 9.8 The College reserves the right to access the content of any personal electronic device if it has a suspicion the device has been used to record, store, send or receive inappropriate material. If any such material was to be of an extreme nature then the College may inform the Garda Síochána.
- 9.9 The same standard of use for personal electrical devices is in force for any extracurricular activities and for all other College organised activities.
- 9.10 Students must respect the rules and regulations relating to personal electronic devices as stipulated by the State Examinations Commission for State Examinations.
- 9.11 Students who disregard the provisions regarding mobile phones and personal electronic devices will be subject to an appropriate sanction, up to and including suspension.

10. **Study**

In addition to the prepaid study package students may on occasion be placed in a supervised study situation. Students in any study must respect the rights of others to fully avail of this study in a productive manner. The College endeavours to promote good study skills and practices amongst its students as part of its educational philosophy.

- 10.1 During study periods the students must follow the regulations regarding personal electronic devices as outlined in section 9 above. The use of a laptop or other such device for educational purposes is subject to the consent of the supervisor. The use of such devices or any other personal electronic devices will result in these devices being confiscated by the supervisor.
- 10.2 Study must at all times be a quiet and orderly environment where students can undertake their work in a safe and productive manner. No individual student is permitted to behave in a manner that will

disrupt this environment.

- 10.3 Students will not be permitted to leave study period before the designated end time. Exits from study for access to the toilet etc. should be kept to the absolute minimum.
- 10.4 When entering and exiting the study hall the students must do so in an orderly and respectful fashion and have due regard for health and safety considerations.
- 10.5 Students should be mindful of the fact that the purpose of supervised study is to provide a quiet, orderly and safe environment in which they can undertake their individual study/homework. The supervisors will not be in a position to actively engage with individual students.
- 10.6 If a student has permission to use a laptop or other personal electronic device that has internet access they must follow the College internet usage policy.

11. **Computers and internet.**

Computers and the internet can be a valuable educational resource. Student access to College computers and the internet is subject to the students following the College computer usage and internet policy. Students are expected to act responsibly and with integrity when accessing the internet.

- 11.1 Use of College computers is permitted only with the permission from and under supervision of a member of College staff.
- 11.2 The College internet access is filtered. Students must accept this and any attempt to circumvent this filter will be regarded as a most serious matter.
- 11.3 Any misuse of computers or the internet involving any type of bullying, defamation of an individual's or group's character or any activity that brings the College into disrepute is strictly forbidden.
- 11.4 The downloading of any illegal or inappropriate material by a student will be treated as a major breach of acceptable behaviour.
- 11.5 If while accessing the internet, a student comes across illegal or

inappropriate material they must inform the supervising staff member immediately.

- 11.6 Students are not allowed to upload their own programmes or games on to College computers.
- 11.7 Students must not attempt to change or alter in any way the setting on the College computers.
- 11.8 If any student or students introduce or attempt to introduce a virus on to the College computers they will be billed for the costs that may arise for the removing of the virus. They will also be banned from any further access of the College computers.
- 11.9 Students who disregard the provisions regarding computers and the internet will be subject to an appropriate sanction, up to and including suspension.

12. **Health and safety.**

Franciscan College strives to be a safe and healthy environment for all members of the College community. All members of the College community have an absolute right to work in a safe environment. Students must be mindful of the safety regulations that are in place within the College. They must not only respect all safety equipment and procedures but also not behave in any way that is likely to endanger their own or another's safety, health or welfare. We affirm our general policy to the highest practical standard as dictated by the Safety, Health & Welfare at Work Act 2005.

- 12.1 While on College premises or on any College organised activities students must behave in an orderly manner and not engage in behaviour that may endanger the health or safety of themselves or others.
- 12.2 Safety equipment must not be interfered with in any way. Students who do so will face severe sanctions.
- 12.3 It is illegal to smoke tobacco in the College. In addition to this the College forbids any student to have in their possession any tobacco or tobacco related products while in the College or when involved in any College organised activity. These include matches and lighters.

- 12.4 The use and/or the possession of alcohol are strictly forbidden in the College or on any College organised activity.
- 12.5 The use of any hazardous or illegal substances is a serious offence and any student found in possession of these will incur the severest of sanctions. It will be College policy to inform the Garda of any case of possession of illegal substances. Students are not permitted to have any drug related items of any type in their possession while attending College or on any College organised activities.
- 12.6 Students must not interfere with any items of safety equipment such as fire extinguishers and fire alarms etc.
- 12.7 Students who deliberately cause damage to the property of the College or others will be billed for the full cost of repair or replacement.
- 12.8 If a student causes any accidental damage to the property of the College or others must be reported by that student to the College authorities.
- 12.9 Senior students may be allowed to park motor vehicles on College grounds. This request will only be granted by school management and must be requested in writing. Car keys must be handed to the Deputy Principal on arrival each morning.
- 12.10 When travelling to and from College students are expected to follow the rules of the road and to pay due care and attention to motor traffic. Students who walk/cycle to and from College must have appropriate high visibility reflective arm bands or similar such items during periods of poor light. Students who cycle should insure they have all necessary safety equipment and that they securely lock their bicycle in the designated area for the duration of the school day.
- 12.11 Students should keep to the left when walking on the College corridors and using the stairs. On no account should they run.
- 12.12 In all situations where the students have to form a queue they must do so in an orderly manner and at all times be mindful of the health and safety requirements and of the others in the queue.

- 12.13 When entering or leaving the College building students should use the designated doors only. If students are brought to or collected from College by car they should be picked up in designated areas.
- 12.14 Students must follow all instructions given to them by staff members on issues of health and safety in full and without delay or debate.
- 12.15 There will be health and safety regulations that are particular to certain areas of College, such as science laboratories. Students must respect these regulations while in these areas.
- 12.16 It is College policy to advise students not to bring items of value to College. Notwithstanding this all students are expected to respect the property of others. **The College cannot take responsibility for personal items that students leave unattended.**
- 12.17 Students should report any items they have lost or believe to have been taken to the College authorities as soon as possible.
- 12.18 Students must stay away from any building, refurbishment or maintenance work that may be taking place in the College or on the College campus.
- 12.19 If a student comes upon any situation that may be dangerous they must avoid it and inform the College authorities immediately.
- 12.20 If a student becomes aware of any fact relating to the health or safety of another member of the College community they should inform the College authorities of this information.
- 12.21 Students who disregard the provisions regarding health and safety will be subject to an appropriate sanction, up to and including suspension.

13. **House and Public Examinations.**

The College In-House Examinations provide both the teachers, parents/guardians and the student with feedback on the effectiveness of the learning process. They allow teachers and students to identify strengths and difficulties and to plan and develop strategies to address any difficulties. The Public Examination System remains a very important element in a student's school life. It is part of the function of the College's

In-House Examinations to help prepare its students for the experience of these Public Examinations. It is therefore of the utmost importance that conduct of students during all these examinations is of the highest standard. In general the conduct expected of students during examinations is broadly similar to that expected of them when in class.

- 13.1 All students must be seated in their assigned places for the start of each examination session and must come to order when told to do so by the supervisor.
- 13.2 Silence must be observed at all times during the examination, including while examination material is being distributed and while the answer books are being collect at the end of the examination.
- 13.3 At the end of an examination students must remain silent and in their assigned places until they are dismissed by the supervisor.
- 13.4 Permission to go to the toilet will be given only in an emergency and students will be required to sign a record book on leaving and returning to the examinations centre.
- 13.5 A register of attendance will be taken for all examinations. Students must present themselves for all examinations whether or not they have a scheduled examination at that time when in attendance.
- 13.6 In the case of In-House Examinations students should bring books with them to study before the examination starts. They should also bring study material for later examinations should the opportunity arise for study time towards the end of a scheduled session. Permission will not be given to leave the centre to get books. Students may not leave the examination centre early.
- 13.7 In the case of In-House Examinations all books must be placed on the ground during an examination and notes/sheets should be well covered.
- 13.8 Students must follow the directions given by the supervisors and the written rules that are posted in the examination centre.
- 13.9 The use of mobile phones, personal electronic devices, electronic dictionaries etc. is strictly forbidden.

13.10 The College Code of Behaviour (including the uniform code) is in operation during all In-House and Public Examination held in the College.

14. **Rewards.**

It is a fundamental and underlying principle of the College's Code of Behaviour that good behaviour is to be encouraged, promoted, acknowledge and when appropriate rewarded in a suitable manner. While there will be many venues for the official acknowledgement of good behaviour members of College staff will also take every opportunity to promote good behaviour and to acknowledge and commend such behaviour. In this way students will be encouraged to view good behaviour as positive and commendable and it will also demonstrate in a practical way support and care for the students of the College. Each student within the College is placed in a Clann under the care of a Caomhnóir. It is an intrinsic part of the Clann system for the Caomhnóir to promote and acknowledge good behaviour in their Clann members. By highlighting and rewarding good behaviour by its members a Clann can support the code of behaviour and in this way the Clann system works within the code of behaviour to reinforce its underlying principle.

Examples of rewards include:

- Verbal praise and positive reinforcement by a classroom teacher.
- Verbal praise and positive reinforcement by the College authorities such as a Year Head, Deputy Principal or Principal.
- Announcements recognising good behaviour over the College's PA system.
- A notice on the student's Clann notice board.
- A positive note in a student's journal.
- Acknowledgement of good behaviour at College assemblies.
- Rewards ("Yellow slips") and certificates are presented across year groups throughout the year and at the end of each academic year.
- Trips and outings. A trip will be arranged annually for the Clann with the greatest total of Clann points at the end of each school year. A rewards event will also be held for the winning Clann at the end of the first term.
- Individual teachers may adopt a reward/award system for their class.
- Acknowledgement of good behaviour at Clann meetings and positive reinforcement by the Caomhnóir.

- Formal class prizes and other certificates rewarding and acknowledging good behaviour at annual Prize Giving ceremony.
- Formal end of year prize giving assembly where the talents, efforts and achievements of students in all aspects of College life are acknowledged and rewarded.
- Exhibition of student's work.
- Formal letter home from College authorities.
- Opportunities to represent the College in public competitions.
- Clann activities such as sports, music, debating, quizzes etc.

15. **Sanctions.**

If a student's behaviour is falling short of that expected by the College Code of Behaviour then a sanction may be applied to that student. It is important to emphasise that in keeping with the NEWB guidelines the primary purpose of the sanction is to help improve the behaviour of a student and not to punish that student. It is also important that students recognise that any negative or inappropriate actions on their part will have repercussions for them and that they learn to take personal responsibility for their actions. Imposing a sanction on a student for unacceptable behaviour will also help that student to realise how their behaviour may have impacted on others. Sanctions support the boundaries set out in the code of behaviour and also demonstrate to other students and staff that their well-being and rights are being promoted and protected by the College. The College fully endorses both the letter and the spirit of the NEWB guidelines when they point out that "*sanctions should be proportionate to the nature and seriousness of the behaviour*" and will therefore apply sanctions that are commensurate with the offence and do so in a timely manner. As per the NEWB guidelines the response will be kept "*detached and objective*" and the College has adopted three levels of intervention with regard to inappropriate behaviour:

- Level 1 deals with minor offences such as talking during class or study.
- Level 2 deals with more serious breaches of the code of behaviour such as use of inappropriate language, low level disrespect to staff and/or fellow students or repeated level 1 breaches.
- Level 3 is reserved for the most serious breaches of the code of behaviour and as such breaches may result in the sanction of suspension being used it is important that students have a clear understanding of offences that fall within level 3. Students may be placed on a Behaviour Support Plan which will be monitored by the

relevant Year Head. Targets, success criteria and timeframes will be discussed with student and parent.

A PRECISE TWO PAGE SUMMARY OF EXPECTED BEHAVIOUR AND RESPONSES TO UNACCEPTABLE BEHAVIOUR IS PART OF THE STUDENT JOURNAL AND SHOULD BE UNDERSTOOD

Examples of level 3 offences include:

- Bullying and/or harassment of fellow students or staff members.
- Inappropriate use of mobile phones or other personal electronic devices.
- Possession, use or supply of alcohol, illegal substances or tobacco (or associated or related items).
- Absence from class or College without the College's prior knowledge or permission.
- Acts of vandalism and/or damage to College property.
- Deliberate damage to the property of fellow students or staff members.
- Theft of College or the personal property of fellow students and staff members.
- Accessing areas of the College that have been designated as out of bounds.
- Gross disrespect to a fellow student or staff member.
- Harassment of a staff member outside of the College.
- Inappropriate use of computers and/or the internet.
- Interfering with health and safety equipment or behaviour that in any way is likely to reduce or hinder the efficient operation of the health and safety procedures in place in the College.
- Anti-social and/or indecent behaviour.
- Acts and/or treats of violence against the person of fellow students or staff members.
- Any action that has the deliberate intention of preventing, limiting or hindering the effective delivery of any facet of the College's educational programme, (be it academic, cultural, social, spiritual, sporting etc.).
- Inappropriate behaviour and/or behaviour likely to damage the good name/reputation of the college while involved in extracurricular activities, on school trips/outing or any other such activities.

Level 1 sanctions.

Level 1 misconduct is by definition the lowest level of inappropriate behaviour and the sanctions that may be applied reflect this. Many of these behaviours fall under the remit of class room management and in most cases such behaviour will be dealt with by the class room teacher or other staff member without there being the need to involve other College authorities. As per the NEWB guidelines the aim will be to “*keep the response as local as possible*”.

The sanctions that are deemed appropriate at level 1 include:

- Reasoning with the student, explaining why their behaviour is inappropriate, offering advice to the student and seeking their cooperation in modifying such behaviour in a positive manner.
- A verbal reprimand by the class room teacher/staff member.
- A verbal warning that continuance of such behaviour will incur a more severe sanction.
- Assigning subject related extra work to the student.
- Changing the seating arrangement of the student.
- A formal note in the student’s journal.
- Temporary removal from the class.
- A telephone call, e-mail or letter to the student’s parents/guardians informing them of the inappropriate behaviour.
- A short lunch/break time detention.
- If over the course of one week a student commits five or more level 1 misbehaviours, then this may result in a formal after school detention. In the case of such detention due notice will be given to the parents/guardians of the student.

In all cases where a sanction has been applied the staff member who implemented the sanction will record the details of the inappropriate behaviour and the sanction used in the designated location.

Level 2 sanctions.

Inappropriate behaviour is deemed to be level 2 when either, a student is involved in a more serious breach of the code of behaviour or when a student persists in inappropriate behaviour which would in of itself normally be seen as being at level 1 but has continued despite level 1 sanctions being applied.

The sanctions that are deemed appropriate at level 2 include:

- A written formal report to the Year Head about the student's behaviour.
- A formal meeting between the Year Head and the student.
- Placing the student on report for a specified period of time so as to monitor the improvement in their behaviour.
- Formal contact by the Year Head with the parents/guardians of the student.
- A request for the parents/guardians of the student to come to the College for a meeting with the Year Head in order to discuss appropriate interventions to improve the student's behaviour.
- A formal after school detention. In the case of such detention due notice will be given to the parents/guardians of the student.
- The removal of a student from a specific subject class for a specified period of time while the behavioural issues are addressed.
- In the case of extracurricular activities such as trips/outings/films/Clann activities/study/meals etc, the removal of the right to partake in these.
- A formal warning that continuance of such behaviour will incur a more severe sanction.

In all cases where a sanction has been applied the staff member who implemented the sanction will record the details of the inappropriate behaviour and the sanction used in the designated location.

Level 3 sanctions.

Level 3 sanctions are the most serious and will only be applied for an individual action if it is deemed to be of an extremely serious nature or when a student persists in inappropriate behaviour which would in of itself normally be seen as being at level 2 but has continued despite level 2 sanctions being applied. Sanctions at level 3 can only be applied by the Deputy Principal, Principal or the Board of Management.

The sanctions that are deemed appropriate at level 3 include:

- A formal meeting between the student and the Deputy Principal/Principal.
- Formal contact with the parents/guardians of the student by the Deputy Principal/Principal.
- A formal letter to the parents/guardians of the student by the Deputy

Principal/Principal.

- A formal meeting between the parents/guardians of the student and the Deputy Principal/Principal.
- A formal meeting between the parents/guardians of the student, the student and the Board of Management of the College.
- Suspension.
- Expulsion.

The response of the school to incidents of physical violence among students:

In cases where there is clear evidence of a physical altercation involving two or more students the school will apply a zero tolerance approach which will be reflected in the Code of Behaviour. In such cases, effective immediately the student will be removed from class and participation in any further class that day and will be under the direct supervision of the Principal / Deputy Principal. Parents will be informed of the incident and the school's response to it and invited to remove their child from the school property. Further sanctions may be applied including up to and including 'a formal 2/3 day' suspension from school.

Any privileges for representing the school on school teams etc. will be reviewed and may be revoked.

In all cases where a sanction has been applied the staff member who implemented the sanction will record the details of the inappropriate behaviour and the sanction used in the designated location.

Authority to Suspend a student.

Suspension is defined as requiring the student to absent himself/herself from the College for a specified period of school days. During the period of suspension the student may not take part in any College activities but the student retains their place in the College.

The Board of Management of Franciscan College Gormanston has the authority to suspend a student. This authority is delegated to the Principal and in his/her absence is delegated to the Deputy Principal. Suspension is a proportionate response to the behaviour that is causing concern. The decision to suspend a student requires serious grounds such that:

- The student's behaviour has had a serious detrimental effect on the

education of other students.

- The student's continued presence in the College at this time constitutes a threat to safety.
- The student is responsible for serious damage to property.

A single incident of serious misconduct may be grounds for suspension.

Before a discussion to suspend a student is made the following factors will be considered:

The nature and seriousness of the behaviour.

- What is the precise description of the behaviour?
- How persistent has the unacceptable behaviour been?
- Has the problem behaviour escalated, in spite of the interventions tried?

The context of the behaviour.

- What are the circumstances of the incidents of serious misbehaviour (e.g. in class, in a particular teacher's class, in a group)?
- What factors may have triggered incidents of serious misbehaviour (e.g. bullying, cultural or family factors)?
- What is the age, stage of development and cognitive ability of the student?
- Are there any factors that may be associated with the behaviour (e.g. particular home circumstances, special educational needs)?

The impact of the behaviour.

- How are other students and staff affected by the student's behaviour?
- What is the impact of the behaviour on the teaching and learning of the class?
- Does the behaviour have a particular or greater impact on some students or teachers?
- Does the student understand the impact of their behaviour on others?

The interventions tried to date.

- What interventions have been tried? Over what period?
- How have the interventions been recorded and monitored?
- What has been the result of these interventions?
- Have parents/guardians been involved in finding a solution to the problem behaviour?
- Has the intervention of NEPS or other psychological assessments or

counselling been sought, where appropriate?

- Are any other interventions such as peer mediation, restorative justice approaches or family conferencing available/appropriate?
- Is the student or parent/guardian involved in any support service and has this agency or support service been asked for help in solving this problem?
- Has any other agency been asked for assistance (e.g. Child Guidance Clinic, Child and Adolescent services)?

Whether suspension is a proportionate response.

- Does the student's behaviour warrant suspension?
- Is the standard being applied to judging the behaviour the same as the standard applied to the behaviour of any other student?

The possible impact of suspension.

- Will suspension allow additional or alternative interventions to be made?
- Will suspension help the student to change the inappropriate behaviour?
- How will suspension help teachers or other students affected by the behaviour?
- Will suspension exacerbate any educational vulnerability of the student?

Suspension as part of a behaviour management plan.

Suspension should be part of an agreed plan to address the student's behaviour. The suspension should:

- Enable the College to set behavioural goals with the student and their parents/guardians.
- Give College staff an opportunity to plan other interventions.
- Impress on a student and their parents/guardians the seriousness of the behaviour.

Automatic Suspension.

A Board of Management may decide, as part of the College's policy on sanctions, that following the consultation process with the Principal, Parents, staff and students, that particular named behaviours incur suspension as a sanction. However, a general decision to impose suspension for named behaviours does not remove the duty to follow due process and fair procedures in each case.

Procedures in respect of suspension.

A decision to suspend a student will only be taken after the alleged inappropriate behaviour has been fully investigated. The right of the student to be heard will form an integral element of any such investigation. The Principal, Deputy Principal or Year Head will contact the parent/guardian by telephone or in writing depending on the seriousness of the matter and:

- Inform the student and their parents/guardians about the complaint and how it will be investigated.
- Give parents/guardians and student an opportunity to respond.

Procedures in relation to immediate suspension.

Where an immediate suspension is considered by the Principal (or Deputy Principal when assuming the role of acting Principal) to be warranted for reasons of the safety of the student, other students, staff or others, a preliminary investigation will be conducted to establish the case for the imposition of the suspension. The formal investigation will immediately follow the imposition of the suspension. In the case of an immediate suspension, parents/guardians must be notified, and arrangements made with them for the student to be collected.

Period of suspension.

A student should not be suspended for more than three consecutive school days, except in exceptional circumstances where the Principal (or Deputy Principal when assuming the role of acting Principal) considers that a period of suspension longer than three consecutive school days is needed in order to achieve a particular objective.

The Board of Management should normally place a ceiling of ten school days on any discrete period of suspension imposed by it.

Implementing the suspension.

The Principal (or Deputy Principal when assuming the role of acting Principal) will notify the parents/guardians and the student in writing of the decision to suspend. The latter normally confirms:

- The period of suspension and the dates on which the suspension will begin and end.
- The reason for the suspension.
- Any study programme to be followed.

- The arrangements for returning to College, including any commitments to be entered into by the student and the parents/guardians.
- The provision for an appeal to the Board of Management.
- The right to appeal to the Secretary General of the Department of Education and Skills as set out in section 29 of the Education Act 1998.

Expulsion.

Expulsion represents the most severe sanction that the College can impose on a student. It should be a proportionate response to the student's behaviour. The College will take significant steps to address the misbehaviour and to avoid expulsion of a student including, as appropriate:

- Meeting with parents/guardians and the student to try to find ways of helping the student to change their behaviour.
- Making sure that the student understands the possible consequences of their behaviour, if it should persist.
- Ensuring that all other possible options have been tried.
- Seeking the assistance of support agencies (e.g. Educational Psychological Service, Health Service Executive Community Services, the National Behavioural Support Service, Child and Adolescent Mental Health Services, National Council for Special Education).

Authority to expel a student.

In keeping with the seriousness of an expulsion the authority to expel a student from the College is held solely by the Board of Management of Franciscan College Gormanston. The Principal (or Deputy Principal when assuming the role of acting Principal for an extended period) can recommend to the Board of Management that they consider the expulsion of a student but the authority to expel a student is at all times reserved to the Board of Management.

A proposal to expel a student requires serious grounds such 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 College constitutes a real and significant threat to the safety.

- The student is responsible for serious damage to property.

The grounds for expulsion may be similar to the grounds for suspension. In addition to factors such as the degree of seriousness and the persistence of the behaviour, a key difference is that, where expulsion is considered, College authorities have tried a series of other interventions, and believe that they have exhausted all possibilities for changing the student's behaviour.

Before a discussion to expel a student is made the Board of Management will consider the following factors:

The nature and seriousness of the behaviour.

- What is the precise description of the behaviour?
- How persistent has the unacceptable behaviour been and over what period of time?
- Has the problem behaviour escalated, in spite of the interventions tried?

The context of the behaviour.

- What are the circumstances of the incidents of serious misbehaviour (e.g. in class, in a particular teacher's class, in a group)?
- What factors may have triggered incidents of serious misbehaviour (e.g. bullying, cultural or family factors)?
- Are there any factors that may be associated with the behaviour (e.g. particular home circumstances, special educational needs)?

The impact of the behaviour.

- How are other students and staff affected by the student's behaviour?
- What is the impact of the behaviour on the teaching and learning of the class?

The interventions tried to date.

- What interventions have been tried? Over what period?
- How have the interventions been recorded and monitored?
- What has been the result of these interventions?
- Have parents/guardians been involved in finding a solution to the problem behaviour?
- Has the intervention of NEPS or other psychological assessments or counselling been sought, where appropriate?
- Is the student or parent/guardian involved in any support service and has this agency or support service been asked for help in solving this problem?

- Has any other agency been asked for assistance (e.g. Child Guidance Clinic, Child and Adolescent services)?
- Is the Board satisfied that no other intervention can be tried or is likely to help the student to change their behaviour?

Whether expulsion is a proportionate response.

- Is the student's behaviour sufficiently serious?
- Is the standard being applied to judging the behaviour the same as the standard applied to the behaviour of any other student?

The possible impact of expulsion.

- To what extent may expulsion exacerbate any social or educational vulnerability of the student?
- Will the student be able to take part in, and benefit from, education with their peers?
- In the case of a student who is in care, what might be the implications of expulsion for the care arrangements?

Procedures in respect of expulsion of a student.

Schools are required by law to follow fair procedures as well as procedures prescribed under the Education (Welfare) Act 2000, when proposing to expel a student. Where a preliminary assessment of the facts confirms extremely serious misbehaviour that could warrant expulsion, the procedural steps will include:

- A detailed investigation carried out under the direction of the Principal (or Deputy Principal when assuming the role of acting Principal for an extended period).
- A recommendation to the Board of Management by the Principal (or Deputy Principal when assuming the role of acting Principal for an extended period).
- Consideration by the Board of Management of this recommendation; and the holding of a hearing.
- Board of Management deliberations and actions following the hearing.
- Consultations arranged by the Educational Welfare Officer.
- Confirmation of the decision to expel.
- Informing the parents/guardians and student of the right to appeal to the Secretary General of the Department of Education and Skills as set out in section 29 of the Education Act 1998.

There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence of an extremely serious nature. The kinds of behaviour that might result in a proposal to expel on a basis of a single breach of the code of behaviour could include:

- A serious threat of violence against a fellow student or member of staff.
- Actual violence or physical assault.
- Supplying illegal drugs to other students in the College.
- Sexual assault.

The procedures regarding expulsion assume that the Board of Management is the decision-making body in relation to expulsion.

Review of use of expulsion

The Board of Management will review the use of expulsion in the College at regular intervals to ensure that its use is consistent with College policies, that patterns of use are examined to identify factors that may be influencing behaviour in the College, and to ensure that expulsion is used appropriately.

Acceptance of the Code of Behaviour.

It is a condition of enrolment as a student in Franciscan College Gormanston that the student and their parents/guardians accept all aspects of the College's Code of Behaviour. Student and their parents/guardians are required to sign an undertaking to this effect at the start of each academic year.