

# NEWBRIDGE COLLEGE



## CODE OF BEHAVIOUR

### MISSION STATEMENT

*Newbridge College is an educational community which, under the trusteeship of the Dominican Order, is dedicated to promoting, in co-operation with parents and guardians, the religious, spiritual, moral, academic, aesthetic, cultural, physical, emotional, and social development of all the students committed to its care. Its principal means of achieving this aim is through the collaborative participation of students and staff in the college's curricular and extra-curricular programmes/activities, having regard to each individual's unique set of needs and aspirations.*

**Mission Statement - Newbridge College**

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## 1. INTRODUCTION

This policy was drawn up in consultation with all the College partners, including the Board of Governors, staff, parents and students and relates to all school activities both during and outside of normal school hours. In it we visualise the College as a community.

This Code of Behaviour is the set of programmes, practices and procedures that promote the values on which life in the College is based.

As a Dominican College we seek to pass onto students values for living that embody integrity and truth. We aim to provide each of our uniquely gifted students with opportunities suited to their aptitudes and aspirations.

The Code of Behaviour helps our College community to promote our ethos, relationships, policies, procedures and practices that encourage the embodiment of positive values and challenges unacceptable behaviour. The Code of Behaviour is rooted in the belief that respect for the individual is essential to effective teaching and learning and is an integral part of a positive school environment. We believe as a community we must show respect for ourselves, each other and the environment.

The Code of Behaviour enables College authorities to strike an appropriate balance between their duty to maintain an effective learning environment for all and their responsibility to students whose behaviour presents a challenge to the teaching and learning process. The Code of Behaviour is a key tool in enabling our authorities to support the learning of every student in the College. For reasons of clarity it is emphasised that the Code of Behaviour also applies to all College excursions, field trips, tours, sporting and other events.

It is important that we have clear guidelines about what constitutes acceptable student behaviour, so as to ensure the safety, welfare and progress (both curricular and extra-curricular) of all our students. Therefore, as a school we will endeavour to always promote, acknowledge and encourage good behaviour, attitude and development. The Code of Behaviour embodies the values of Restorative Practice (RP). RP is a practice we use to build positive relationships within our College community by establishing trust, by developing empathy, insight and learning. With this in mind we have developed our ***Positive Code of Behaviour***.

## 2. AIMS OF OUR CODE OF BEHAVIOUR

- To create a safe, secure learning environment for students by promoting a sense of mutual respect among all members of the College community.
- To promote good behaviour and self-discipline and to outline the ways in which they are acknowledged.
- To create a positive, orderly and structured atmosphere where teaching, learning and personal development may occur.
- To create a safe and healthy environment for students and staff.
- To promote academic and personal excellence.
- To clarify the requirements for a student attending this College and to set out students' roles, rights and responsibilities.
- To encourage students to take a personal responsibility for their learning and their behaviour.
- To create a comfortable environment by identifying and supporting good behaviour while also identifying, recording and supporting means of correcting poor behaviour.
- To encourage a structure of effective communication and co-operation between home and College to the betterment of a student's behaviour.
- To ensure that prospective parents of students in the College have a clear picture of the standards of behaviour required from the students and the input required from parents in ensuring the highest standards of behaviour from the students.
- To outline the strategies to be used to prevent behaviour that falls short of expectations and to outline the structure of fair, consistent and agreed consequences and interventions that will be used in response.

## Our Values

Our College expects all members of our school community to behave in ways that show **respect** for others. In Newbridge College, we aim to develop young adults of the highest integrity.

The principles we aspire to develop in students are encapsulated in the acronym '**RESPECT**':

- **R: Responsibility** - We are accountable to ourselves and others for our decisions.
- **E: Empathy** - We take the time to acknowledge and understand others point of view.
- **S: Safety** - We behave in a safe manner and take care of each other.
- **P: Pride** - We take pride in ourselves and our environment.
- **E: Excellence** - We strive to do our best in all areas of our lives.
- **C: Co-operation** - We work together for success.
- **T: Truth** - We speak and act honestly.

## 3. PROMOTING POSITIVE BEHAVIOUR

*The **quality of relationships** between teachers and students is one of the most powerful influences on student behaviour. At Newbridge College we aim to foster mutually respectful relationships, balancing warmth and empathy with objectivity, professionalism and fairness. The quality of daily interactions both inside and outside the classroom is central to our efforts to promote good behaviour. In addition the College has in place, a variety of rewards to recognise and mark achievements and efforts across the full range of school activities.*

*Rewards include:*

- A quiet word of acknowledgement for a student by a teacher
- Praise for effort, co-operation or achievement in class
- A positive note in the student's e-Diary to be recognised by a parent or guardian
- A merit system for students to recognise positive behaviours in school
- Special mention of an individual or a group on the daily notices
- Students' School Term Reports
- College Newsletter to publicly commend achievements by students
- Commendation on the web site and public display in the social area
- Extra-Curricular activities which promote and encourage involvement and participation
- Student Council
- Parent Teacher Meetings
- The awarding of prizes for excellence in achievement or contribution to school life at the annual Awards Evening
- Students' accomplishments are recognised in whole School Gatherings/during School Liturgies.

## 4. STUDENTS' DIARY AND E-DIARY

*Our College e-Diary is one of the most important means of communication we have, which enables both the College and parents to monitor progress and promote excellence in our work.*

Students should use the diary to record homework - both written and learning work.

- We ask parents/guardians to check the e-Diary every week.
- Teachers may use the e-Diary to record marks and comments.
- It is the students' responsibility to bring his/her diary to all classes. Replacement diaries have to be paid for. Written requests for same are made to the Deputy Principal.

- It is the students' responsibility to keep his/her diary neat and tidy, up-to-date and it should not be defaced.
- The diary must be brought home every day.
- The e-Diary serves as a means of communication between parents and teachers.
- If necessary, the College reserves the right to request the replacement of a diary or to confiscate a diary.

## 5. GENERAL RULES

### 5.1 RESPECT & GOOD MANNERS

*The dignity of the individual must be recognised in all our dealings with others. **Respect is important as it shows one values another as an individual and that he/she honours the personal rights and dignity of the person, as a fellow human being.***

- It is expected that all members of the school community treat all members of our College community with respect. Students are expected to take direction and instruction from all staff members and from those in a position of leadership, while at school, outside school, while in uniform and during school-related activities. Students shall treat other students with great consideration. Students shall treat with courtesy all visitors.  
For example;  
Students are expected to speak to each other with respect;  
Students are expected to make way for staff members or other adults on corridors or on stairways and open doors to allow them to pass through first;  
Students are expected to assist a visitor who appears to need direction; etc.
- Good manners and courtesy are expected to be shown at all times between all members of the school community at school or on College activities. Gestures or comments, which may be construed as offensive whether racial, sexual or otherwise are not allowed. A sexual assault, or a mock sexual assault, or a serious threat of a sexual assault, may lead to suspension or expulsion, even for a once off event.
- Students should learn to resolve conflicts in a mature way, by talking through the issues of conflict or by involving (or consulting with) an interested adult. The College promotes restorative practice, as one means of resolving conflict in our College.
- The use of violence, or the serious threat of violence, is not acceptable. Violent conduct could lead to a suspension or even (in the case of a serious assault) to expulsion – even for a once off event.
- Students are not allowed to use bad language.

### 5.2 CARE OF BUILDINGS AND PROPERTY

*At our College we strive to create the best environment for learning and for the growth and development of each student. We here at Newbridge College take pride in our school environment. Respect for our school environment is the main step towards teaching the meaning and importance of respect in our lives.*

- Students are asked to keep classrooms, locker areas, the social area and the study hall clean and tidy and to show respect for school property, their own property and that of others.
- Accidental damage must be reported immediately either to the Dean, the Deputy Principal or the Principal. Vandalism of any kind (including the writing of graffiti) is unacceptable.
- Students' personal belongings (books, lap tops, sports gear, coats etc.) should be secured (locked) in students' lockers - other than when they are in a student's possession. A student who leaves his/her locker unlocked does so at his/her own risk and as such Newbridge College will not accept responsibility for any loss or damage to property thereafter.
- Each item of student property, including school/gear bag, should be clearly and indelibly marked with the name of its owner.

- **LOCKERS:**

*Respect for our school environment is the main step towards teaching the meaning and importance of respect in our lives.*

Student lockers remain at all times the property of Newbridge College. The College reserves the right to open and search lockers, whenever it is deemed to be necessary for the maintenance of safety, welfare, good order and discipline within our College. Students are asked to take responsibility for his/her locker and locker area.

The following rules apply in the use of lockers:

1. Lockers may be used in the morning, at break and lunchtime and after school has finished.
2. Books and any other equipment necessary for classes must be ready in the morning for first 3 classes, at the end of break for the next 3 classes and at lunchtime for the remaining 3 classes of the day. The exception to this is on Wednesdays where, in the morning, students must have books and other equipment ready for the first 4 classes of the day.
3. Students are not allowed to use lockers between classes.
4. Additional storage is supplied for excess baggage.
5. We take pride in our environment by placing all litter in the waste bins located throughout the College and its grounds.

### **5.3 MEALTIMES**

*Meals are to be taken in the refectory with good manners. Respect for the eating area is expected.*

- Students are expected to queue in a safe and orderly fashion and in the order directed by the staff.
- Students are expected to exercise the expected norms of politeness and good manners at mealtimes.
- At the end of mealtimes, students are to leave the area neat and tidy. Each student shall take responsibility for clearing his/her plate and stacking his/her tray.
- Students are to eat their meals in the refectory and social area only. Food is not to be consumed outside of these areas.

### **5.4 WORK HABITS**

*Learning to complete homework tasks satisfactorily is an integral part of the learning process. Most importantly, it allows the class as a whole to make successful progress. It also ensures excellence in the development of personal academic potential and is a vital element of personal development.*

*In future educational and work settings, learning to complete projects and adhere to deadlines is essential. Fulfilling personal academic potential is a fundamental value in our Mission Statement.*

It is imperative that students be adequately prepared for each class. This entails having the correct course material or textbook and having any assigned homework completed prior to the class. Students must take responsibility for their learning.

Academic honesty (truth) is central to the work ethic of the College. Students are expected to submit work which is their own composition. Students are also expected to behave with integrity when working with computers in the College.

See Newbridge College 'Responsible Internet/Computer Use Policy' also.

## 5.5 ATTENDANCE AND PUNCTUALITY

*A commitment to good attendance and punctuality creates a positive learning environment for all. Students are expected to attend school as outlined in the school calendar and to attend all timetabled classes to maximise learning potential and to get the best out of their experience of school life.*

- Punctuality is an essential life skill that we seek to foster in our community. It is essential that students be in the College at 8.20am to prepare him/her for the school day and attend class promptly at 8.40am. It is expected that students will arrive on time for all classes during the school day.
- A student feeling unwell during the school day should inform their class teacher and, with permission, go to enquiries where matron will be contacted. A student must not, for his/her own safety, absent themselves from class without permission at any time.
- A student either arriving late or leaving the school early for a necessary reason such as a medical appointment needs the permission of a parent/guardian well in advance. All students arriving late or leaving the school must sign in/out in enquiries.
- It is of paramount importance the College has accurate knowledge of the whereabouts of students for the security and safety of all. If a student is absent a text will be sent informing his/her parent/guardian of this and there should be a text in response authorising this absence.
- Persistent lateness in the morning or during the school day will incur a sanction of detention since lateness disrupts not only the learning of the student but of their fellow students.
- If a student has been absent for 20 days in any one academic year, Tusla will be informed of same.

## 5.6 UNIFORM AND APPEARANCE

*Dress and Personal Appearance are indicative not only of self-esteem but also of consideration of others. It is essential that students maintain a high standard of personal appearance when wearing the College uniform.*

Dress shall be clean and tidy. A high standard of personal appearance and hygiene is required.

- The Newbridge College uniform, as specified in the uniform list, as forwarded to parents at the beginning of each school year, must be worn in the College or on College related activities.
- Please ensure shoes are leather and plain black in colour. Neither canvas shoes nor runners are acceptable. Sportswear is reserved for the appropriate occasions.
- If there is a need to wear additional clothing under the shirt or blouse, a white round neck T shirt minus any logos or writing may be worn. Students are asked to wear the College uniform with pride and dignity on a daily basis. Your co-operation with this is much appreciated.
- **Shirts** should be tucked in at all times and ties must be worn in a manner that reflects both well on the student and the College.
- **Jewellery:** Unobtrusive ear-rings may be worn. The wearing of other body or facial piercings is not allowed in our College. Industrial bars and nose rings are not allowed.
- **Make-up:** The discreet use of makeup is allowed for senior students only. Students will be asked to remove makeup if it is deemed in breach of our guidelines. The College authorities' decision about what constitutes the discreet use of makeup shall be binding.
- **Hair** must be kept clean, neat and tidy, in a natural colour. The College authorities' decision on what hair colour is deemed acceptable is final.

All items of uniform must be marked clearly with the owner's name.

**The decision of the Principal or Deputy Principal will be final in the interpretation of the rules in relation to Uniform and Appearance.**

## 5.7 SMOKING

*Smoking is extremely detrimental to health. Consequences are in place for those found smoking.*

- In keeping with legislation, smoking is prohibited on the school premises, when students are involved in school-related activities or while wearing school uniform.
- Possession of cigarettes, e-cigarettes and lighters by students is not allowed. In the first instance where a student is found smoking, he/she will be subject to a two hour Wednesday detention and his/her parents will be contacted.
- Repeat offences will be subject to appropriate sanctions.

## 5.8 GAMBLING, ALCOHOL AND DRUGS

Students shall not have alcohol in their possession nor shall they consume alcohol either in the school or in any other circumstances while under the care of the College.

- Students shall not have drugs or solvents in their possession, nor use either, nor offer either for sale nor purchase either at any time whether in the school or in any other circumstance while under the care of the College.
- All forms of gambling, including on line gambling is prohibited while students are under the care of the College. Students who breach this regulation are liable to suspension or expulsion, as the College may deem fit.

## 5.9 STUDY HALL

We are very fortunate to have such a fine facility but, if we are to use it effectively, those using the study hall are asked to be considerate of others and remain silent at all times. Furthermore, each student who has been allocated a study hall desk must take responsibility for keeping:

- The area in the vicinity of his/her desk neat and tidy and the desk, itself, free of graffiti.
- Each student must use the desk (classroom or study hall) assigned to him/her by a member of staff.
- Students are expected to take instruction from study hall supervisors and positive behaviour is expected. Students are asked to remember that after school study is a privilege provided by our College and not a right for students availing of it. Thus, all final decisions regarding student participation in these study sessions rests with the Principal and Deputy Principal.

## 5.10 PERSONAL SAFETY

*It is essential that students take very seriously their responsibility for their own safety and for the safety of others. Students must not behave in any way which results in discomfort or upset to those around them. These principles are central to basic concern for others and form the framework of a caring, civilised society.*

- Students must take instructions from an adult in charge with regard to their personal safety. This would include instructions given during a fire drill and instructions regarding the appropriate use of seatbelts on buses.
- Students must avoid activities likely to cause injury or accident.
- Students are asked to store bags away in a safe manner.



- As a caring College community, we hold that all misbehaviour, which is persistent and pervasive, is unacceptable and repugnant to the ethos of the College.

Bullying is the ultimate breach of respect.

Reference should be made to the **Newbridge College ‘Anti-Bullying Policy’** which is available on the College website.

## **5.11 CLASSROOM RULES AND CLASSROOM EXPECTATIONS**

*Good discipline is the responsibility of all staff. It is maintained through shared expectations of consistently high standards of courtesy, behaviour, effort, presentation of work and self and punctuality.*

For the majority of students, positive relationships between teacher and student play a more significant role in maintaining good discipline than any fixed system. We must take responsibility for our actions and their effects on others. We are accountable for the decisions we make.

For students, classrooms (including labs, workshops and gyms) are places of work. Just as in any factory or office there needs to be clearly understood rules and expectations which allow everybody to work safely, successfully and enjoyably.

The following expectations apply to all lessons:

### **1. Start of lessons.**

Students should:

- Arrive on time for all lessons.
- Enter rooms sensibly and go straight to their workplace.
- Take out diary, books, pens and equipment.
- Put bags away as directed by teacher.

### **2. During lessons:**

- Start by taking the roll call.
- When the teacher speaks to the whole class, students are expected to remain silent, listen and concentrate.
- If the class is asked a question, students should put up a hand to answer and not be allowed to call out (unless otherwise instructed to do so).
- Students should have pen, pencil and any other equipment needed.
- Eating or chewing gum in lessons is not allowed.
- Students should not leave the lesson without the teacher's permission.
- Students are asked to record all homework in his/her Diary.

### **3. End of lessons**

- Students should not begin to pack away until told to do so by the teacher.
- At the end of the day's lessons, students should put his/her chairs under or on desks.
- Any litter should be picked up.
- Students should leave the room in an orderly and quiet manner.
- Students are not allowed to leave class before the bell.

## 5.12 MOBILE PHONES POLICY

The use of mobile phones in Newbridge College is governed by the **Newbridge College 'Mobile Phone Policy'**.

Students found to be in breach of this policy will be sanctioned.

## 6. INTERVENTIONS AND CONSEQUENCES

*Students who consistently display negative behaviour are encouraged by staff to adopt more positive behaviour patterns.*

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

- Helping students to learn that their behaviour is unacceptable.
- Helping them to recognise the effect of their actions and behaviour on others.
- Helping students to understand that they have choices about their own behaviour and that all choices have consequences.
- Helping them to learn to take responsibility for their behaviour.

A sanction may also:

- Reinforce the boundaries set out in the Code of Behaviour.
- Signal to other students and to staff that their wellbeing is being protected.

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

- Prevent serious disruption of teaching and learning.
- Keep the student, or other students or adults, safe.

### 6.1 UNACCEPTABLE BEHAVIOURS AND CORRESPONDING CONSEQUENCES

**Gradation of misbehaviour and corresponding consequences:**

**Low Level Misbehaviour:** Examples of low level misbehaviours include: conflicts and tensions between members of the College community, no homework, incomplete homework, unsatisfactory standard of work, missing proper materials for class, not following classroom etiquette, being late for class, eating in class or chewing gum, littering, etc.

**Sample consequences:**

- Verbal warning.
- Extra written work.
- Note in e-Diary
- Removal from a group within a classroom.
- Withdrawal of privileges.
- Being asked to carry out a useful task in the school in the student's free time.
- Use of the ladder of referral i.e. to the Dean, to the Deputy Principal, to the Principal, who decide on appropriate action.
- Short detention for a period during the lunch break, etc.
- Restorative conversation to encourage reflection on misbehaviour using the lens of RP.
- Clarification of expected behaviour moving forward.

**Medium Level Misbehaviour:** Examples of medium level misbehaviours include: deliberate disruption, use of foul language, failure to avail of learning opportunities, out of bounds, cumulative acts of indiscipline from low level misbehaviour list, etc.

***Sample consequences:***

- Formal reprimand.
- Use of the ladder of referral i.e. to the Dean, to the Deputy Principal, to the Principal who decide on appropriate action.
- Restorative meeting to encourage/facilitate further reflection and follow up, using the RP lens.
- Detention.
- Student may be put 'On Report'. This means a student will be assigned an "On Report" card by his/her Dean and all his/her teachers will record the students behaviour each class for one week. Thereafter this Report Card will be returned to the Dean.
- A student may be disallowed take part in any extracurricular school activities.
- Privileges may be withdrawn.
- Possible referral to Pastoral Care Team.
- Parents may be contacted and may be asked to a meeting in school to outline the difficulties and to discuss strategies for improvement.
- All details will be recorded on the students file on e-portal.

**High Level Misbehaviour:** Examples of high level misbehaviours include: Persistent disruption of classwork, once off occasion of serious level of contempt/disrespect towards a teacher; violent/aggressive behaviour towards a student or a teacher, wilful damage to College property or the property of another student, etc.

***Sample consequences:***

- Use of the ladder of referral i.e. to the Dean, to the Deputy Principal, to the Principal who decide on appropriate action.
- Restorative conference (student, Dean, Principal and parent(s)/guardian(s)) to develop awareness of harm caused and to bring to student's attention, that every action has a consequence.
- Parents attend a school meeting.
- Referral to Guidance Counsellor and/or Pastoral Care Team.
- Referral for evaluation of suspected learning, behavioural or emotional difficulty.
- Type of sanction applied is left to the discretion of Dean/Deputy Principal/Principal, which possibly could include detention, suspension or a recommendation for expulsion.
- All details will be recorded on the students file.

*Note: These lists of misbehaviours are not an exhaustive list.*

***See also 'Procedures for Referral to a Dean'.***

## **6.2 INTERVENTIONS**

*At Newbridge College we use the following interventions to assist students and to give direction to those students who find it particularly difficult to uphold the Code of Behaviour. In cases, it may be necessary to use appropriate professional supports.*

When dealing with serious/persistent behavioural issues the following are the broad aims of the school's approach:

- To establish a corrective and monitoring process as a first step.

- To bring about improved behaviour and attitude to work.
- To endeavour to help the student understand and acknowledge the unacceptable nature of his/her action(s).
- To encourage him/her to be a partner in the process of formulating a way forward.
- To involve parent(s)/guardian(s) in formulating and enacting corrective strategies.
- To seek to explore/ address underlying personal difficulties that may be a contributing factor in a student's misbehaviour.
- To seek to assist a student to create and live a healthy, positive and balanced lifestyle.
- To protect and uphold the rights of other students and teachers.

## **7. DETENTION POLICY**

- Detention is a fundamental element of our Disciplinary Structure and it is essential that our College receives the support of parent(s)/guardian(s) in this matter.
- Students will not be excused from Detention due to matches, grinds, part-time work etc. The onus is upon the student to refrain from misbehaviour that may lead to Detention.
- Failure to attend Detention will result in two Detentions being imposed. Subsequent failure to attend will lead to more serious sanctions. Permission to defer a Detention must be sought and received from the Dean in advance of the Detention. Such a deferment will only be granted in exceptional circumstances.
- Failure to fulfil a Detention properly e.g. not wearing full school uniform, being late, lack of work, misbehaviour will not be accepted. At a minimum, this will result in the Detention being fulfilled properly at a future date.
- Detention is held on Thursdays at 3.50pm for lateness and unsatisfactory uniform. Detention for all other breaches of the Code of Behaviour at held at the discretion of the Dean.

## **8. STUDENTS WITH SPECIAL EDUCATIONAL NEEDS & THE CODE OF BEHAVIOUR**

*Newbridge College is an inclusive school and as such many of our students have Special Educational Needs (SEN).*

- The assigned Learning Support teacher (assigned by the Head of the Learning Support Department) will go through the Code of Behaviour with students with SEN at the beginning of the year, in a way that is accessible to them, reinforcing rationale and expectations.
- For some pupils, opportunities may be needed to practice observing the rules with feedback on their progress. For others, simply going through the code, using a question and answer session, may be sufficient for the student.
- Student's understanding needs to be checked from time to time, especially where a student with SEN is acting in a way, which is not in accordance with the Code of Behaviour.
- Teachers may need support in understanding how best to help a student with SEN to conform to the behavioural standards and expectations of the College.
- In the event of a serious breach of discipline involving a student with SEN, the head of the Learning Support Department will be consulted before any decisions are made or sanctions imposed.
- To avoid conflict and to better understand their students, teachers are asked to familiarise themselves with the files of students with SEN in their classes and observe the recommendations of the Learning Support Department in this respect.

See 'Newbridge College 'Special Educational Needs Policy' also.

## 9. SUSPENSION POLICY

The Board of Governors of the College has the authority to suspend a student. This authority is delegated in writing to the Principal within the limits stated by the Board.

The Principal has the authority, delegated by the Board, to suspend a student for up to three days. Permission must be granted by the Board for a suspension beyond three days.

Suspension may be imposed for accumulated and persistent misconduct on the part of a student or for a single incident of serious misbehaviour.

### *The purpose of Suspension is:*

- To impress on a student and his/her parent(s)/guardian(s) the seriousness of the behaviour;
- To give the student time to reflect on the link between his/her action and its consequences and to reflect, in consultation with his/her parent(s)/guardian(s), on his/her response to the situation;
- To help him/her realise that even more serious consequences may ensue if this behaviour is not modified;
- To enable the College to set behavioural goals with the student and his/her parents;
- To give staff time to plan ways of helping the student to change the unacceptable behaviour;
- To allow time for an investigation into the incident;
- To help a student address issues, it may be necessary to use additional professional supports e.g. National Educational Psychological Service, CAMHS, etc.

The Principal reserves the right, in certain situations, to impose an immediate suspension.

The kind of behaviour that might result in an immediate suspension being imposed is an action or actions that:

- Seriously compromises the maintenance of a safe environment or;
- Seriously undermines the authority of school staff or;
- Seriously undermines the education of other students or a teacher's ability to effectively educate other students.

### *Procedures in respect of Suspension:*

When investigating serious misbehaviour that could warrant suspension, the student and his/her parent(s)/guardian(s) will be informed about the complaint and given the opportunity to respond before any decision is made or a suspension is imposed.

Where the Principal considers an immediate suspension is warranted 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, parent(s)/guardian(s) will be notified and arrangements made with them for the student to be collected.

When a decision is made to suspend a student the Principal will notify the parent(s)/guardian(s) and student in writing of the decision. The letter will confirm:

- The period of the suspension and the dates on which the suspension will begin and end;

- The reason(s) for the suspension;
- The expectations of the school in relation to the student's return to classes;
- The expectations of the student while on suspension;
- The provision for an appeal to the Board of Governors;
- The right to appeal to the Secretary General of the Department of Education and Skills where relevant.

The College is obliged to inform Túsla if the suspension is longer than 6 days **or** if the student had been suspended for a cumulative total of more than 20 days during the school year.

## 10. APPEAL

The parent(s)/guardian(s) of a student, upon who the sanction of Suspension has been imposed, may appeal the Suspension to the Board of Governors.

However, the Principal may require the student to remain out of school pending the outcome of the appeal, if, in the opinion of the Principal, such an action is appropriate to ensure that good order and discipline are maintained and/or that the safety of students is secured.

If the appeal is subsequently upheld, the Suspension will be expunged from the student's record.

Suspension over 20 days cumulative in a school year may be appealed to the Secretary General of the Department of Education and Skills (Education Act 1998, Section 29).

## 11. EXPULSION POLICY

The Board of Governors of the College has the authority to expel a student.

Expulsion of a student is a very serious step, and one that will only be taken by the Board in extreme cases of unacceptable behaviour. The College will have taken significant steps to address the misbehaviour and to avoid expulsion. In exceptional circumstances expulsion may also be imposed for a single incident of extremely serious misbehaviour.

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

- 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 safety;
- The student is responsible for serious damage to property.

The possession and/or consumption of any illegal substances or mind altering substances in the school or during school activities are absolutely prohibited and may incur expulsion.

The possession and/or consumption of alcohol may also incur expulsion.

In deciding whether or not to expel a student the Board of Governors will undertake a review of the following factors:

- 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:***

Pending the outcome of any proceedings the Board of Governors reserves the right to suspend the student if, in the Board of Governors opinion, such an action is appropriate to ensure that good order and discipline are maintained and/or that the safety of others is secured.

***Step 1: A detailed investigation is carried out under the direction of the Principal.***

In investigating an allegation, in line with fair procedures, the Principal will inform the student and his parent(s)/guardian(s) about the details of the complaint of serious misbehaviour and give them every opportunity to respond before a decision is made about the veracity of the allegation. Where expulsion may result from an investigation, a meeting with the student and his parent(s)/guardian(s) is considered essential.

***Step 2: A recommendation to the Board of Management by the Principal.***

The Disciplinary Council, consisting of the Principal, Deputy Principal and at least two staff members, will meet to discuss the matter. Having reviewed the results of the investigation of the alleged misbehaviour, the response of the student and his parent(s)/guardian(s), and other relevant factors, the Disciplinary Council will decide whether or not it considers that expulsion may be warranted.

Where the Disciplinary Council forms a view that expulsion may be warranted, the Principal will make a recommendation to the Board of Governors to consider expulsion.

The Principal will:

- Inform the parent(s)/guardian(s) and the student that the Board of Governors is being asked to consider expulsion;
- Ensure that the parents have records of: the allegations against the student; the investigation; and written notice of the grounds on which the Board is being asked to consider expulsion;
- Provide the Board of Governors with the same comprehensive records as are given to the parent(s)/guardian(s).

***Step 3: Consideration by the Board of Governors of the Principal's recommendation and the holding of a hearing.***

The Board of Governors will review the initial investigation and satisfy himself that the investigation was properly conducted in line with fair procedures.

Where the Board decides to consider expelling a student they will hold a hearing. The Principal will:

- Notify the parent(s)/guardian(s) of the date of the hearing by the Board and invite them to the hearing;
- Advise the parent(s)/guardian(s) that they can make a written and oral submission to the Board of Governors;
- Ensure that parent(s)/guardian(s) have enough notice to allow them to prepare for the hearing.

At the hearing the Principal and the parent(s)/guardian(s), or a student aged eighteen or over, put their case to the Board of Governors in each other's presence. Each party will be allowed to question the evidence of the other party directly. The meeting may also be an opportunity for parent(s)/guardian(s) to make their case for lessening the sanction.

Parent(s)/guardian(s) may wish to be accompanied at the hearing and the Board of Governors will facilitate this, in line with good practice.

***Step 4: The Board of Governors deliberation and actions following the hearing.***

Having heard from all the parties, it is the responsibility of the Board of Governors 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 (EWO) in writing of this opinion, and the reasons for the opinion.

The student cannot be expelled before the passage of twenty school days from the date on which the EWO receives this written notification, but he/she can be suspended for this period of 20 days on health and safety grounds.

The Board of Governors will inform the parent(s)/guardian(s), in writing, about his conclusions and the next steps in the process. Where expulsion is proposed the parent(s)/guardian(s) will be told that the Board of Governors will now inform the EWO.

***Step 5: Consultations arranged by the Educational Welfare Officer.***

The EWO will:

- Make all reasonable efforts to hold individual consultations with the Principal, the parent(s)/guardian(s) and the student and anyone else who may be of assistance;
- Convene a meeting of those parties who agree to attend.

The purpose of the consultations and the meeting is to ensure that arrangements are made for the student to continue in education.

***Step 6: Confirmation of the decision to expel.***

Where the twenty day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Governors remains of the view that the student should be expelled, the Board will formally confirm the decision (this task might be delegated to the Principal).

Parent(s)/guardian(s) will be notified immediately, in writing, that the expulsion will now proceed.

Parent(s)/guardian(s) and the student will be told about the right to appeal a decision to expel to the Secretary General of the Department of Education and Skills (Education Act 1998, section 29).

## **12. CONCLUSION**

The Code of Behaviour will be reviewed one year after its initial implementation.

Any amendments which need to be made will be in keeping with the ethos of the College and the Code of Behaviour will be communicated to the members of the College community in writing.

A major review will be carried out no later than five years after the date of implementation and will involve consultation with the parent(s)/guardian(s), students, staff and the Board of Governors.

This Code of Behaviour for students was devised in consultation with the staff, students, parent(s)/guardian(s) and Management of Newbridge College.

These Rules were drafted in the spirit and meaning of the Education Act 1998, the Education Welfare Act 2000, the EPSEN Act 2004, the United Nations Convention on the Rights of the Child 1989 and the Equal Status Acts 2000 and 2004.

*Ratified by the Board of Governors in November 2016.*

*Next Review of the Code of Behaviour to take place in November 2017.*



I have read the 'Terms and Regulations' of the following Newbridge College Policies - 'The Relationships Policy', 'Anti Bullying Policy', 'Mobile Phone Policy', 'Responsible Internet/Computer Use Policy' and 'Procedures for Referral to the Year Head' in conjunction with the 'Newbridge College Code of Behaviour', and, in consideration of \_\_\_\_\_'s

continued attendance at the College, I agree to abide by their terms and any amendments thereto as may from time to time take effect, and to support the College in upholding the standards set out in these documents.

Signed: \_\_\_\_\_ Parent / Guardian

Signed: \_\_\_\_\_ Parent /Guardian

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I agree to accept the 'College Code of Behaviour' and the other documents referred above.

Signed: \_\_\_\_\_ Student

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



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