

Moyle Park College



Code of Behaviour

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1. Introduction

1.1 Parents/Guardians and a supportive home environment play a crucial role in shaping the attitudes, which produce good behaviour in schools. This in turn helps to mature students for adult life by fostering in them the essential senses of self-discipline, self-esteem, respect for others and their property and allegiance to their communities.

1.2 It is in the best interests of Management, Teachers, Parents/Guardians and Students to have an effective and fair behaviour/disciplinary code which will allow the interested parties to work together in an atmosphere of mutual respect.

1.3 The Code of Behaviour/Discipline in Moyle Park College should be considered in the context of the school being a community in which mutual respect; co-operation and natural justice are integral features.

1.4 All students are asked to do the following:

- Respect themselves and others
- Respect the environment
- Come to school prepared for classes
- To be on time
- Show a readiness to make Moyle Park College a better place
- Use respectful ways of resolving difficulties with others
- Always to do their best

2. Aims of the Code

2.1 To enable the College to operate smoothly and efficiently for the benefit of all staff and students.

2.2 To create a positive learning environment in which every student can benefit and based on mutual respect, enable each student to realise his full learning potential.

2.3 To help students become more self-disciplined and to encourage good standards of behaviour both within and outside the school environment.

2.4 To promote a caring environment within which high standards of co-operation, behaviour and discipline are fostered and maintained.

3. Statement for Parents/Guardians

3.1 Parents/Guardians are required to understand that Authority within the classroom rests with the teacher in charge of the classroom.

3.2 In the exercise of that authority school management:

(a) Will ensure that the Code of Behaviour is interpreted and administered in a fair and just manner.

(b) Will ensure that written procedures for the administration of the disciplinary process are available and monitored.

3.3 To facilitate the implementation of this code, parents/guardians are expected to take a positive interest in all aspects of school life.

(a) by fully accepting the school rules as set out in the code.

(b) by taking an active interest in their child's progress through school, attending parent/teacher/student meetings, checking study and homework, and keeping close contact with the school authorities.

4. General Requirements for Students

4.1 Behave in a responsible manner both to themselves and to others, showing consideration, courtesy and respect for other students, management, teachers, staff and any visitors to the school at all times.

4.2 Students should respect the person of the individual at all times.

4.3 Students must respect the property of the individual and/or the school at all times and to make every effort to keep the school clean and tidy.

5. School Attendance

5.1 Students are required to attend school at all times during the school's academic year, otherwise reasons for non-attendance must be shown and properly notified in writing to the College authorities.

5.2 After a student has been absent, a note from the parent/guardian indicating the dates of his absence must always be brought to the Form Teacher on the student's return to school.

5.3 Students are required to be on time for school each day. Students arriving late must sign in and receive a 'Late' stamp in their journal before they go to class. Persistent latecomers shall receive a sanction. Students are not allowed to enter by the front door except with the permission of staff or when accompanied by a parent/guardian.

5.4 Procedures are in place for the monitoring of student attendance using the Moyle Park College Whole School Attendance Strategy. Please see appendix seven for full details.

5.5 If and when a student is absent from school for an accumulated 20 school days under the Education Welfare Act 2000, the College is obliged to inform the Education Welfare Officer (EWO) assigned to the College and inform him/her of the name and address of that student. The EWO may then take further action.

5.6 All students must remain in the College grounds for the full duration of the school day. Students can never leave the school without the approval of the school authorities.

6. Understanding your Behaviour

What do we mean by behaviour?

Behaviour refers to what we do and say in our contact with others.

Why do you need to understand your own behaviour?

You need to understand your behaviour so that you:

- Develop a sense of respect for yourself, teachers, your fellow students and for the environment in which you study
- Develop a sense of personal values and personal morality
- Promote and support self-discipline, that is to choose appropriate behaviour in a situation
- Understand the type of behaviour that is expected of you as a student of Moyle Park College.

Teachers and parents/guardians have a particular responsibility to co-operate in encouraging and supporting children to develop in a positive way. We are required to behave in certain ways to meet our need to:

- Feel safe
- Be able to learn
- Be respected i.e. to be listened to, to have our feelings considered
- Respect others
- Belong i.e. have friends and be part of the school.

What factors influence your behaviour?

You will behave as you do for different reasons – these may include:

- How you have been taught to behave at home - for example, the need for basic manners and respect for others.
- How your friends behave – this is very important because we all want to be part of the group.
- Your diet and general fitness – in particular, getting a good night's sleep and eating properly.
- Your role models – the people you admire and want to imitate.

Any number of things can influence how you behave but the key thing is that most of your behaviour is learned behaviour.

- Negative behaviour such as cheek, bullying etc is often copied from others in an attempt to win their approval.
- Good behaviour – if your friends are keen to do well in exams you will be inclined to follow their lead. Choose your friends with care but more importantly look at how you behave and ask yourself if

you set a good example to others. This is especially important in school where successful teaching and learning both depend on positive behaviour.

Your teachers will try to understand you if your bad behaviour is damaging your education but they can never excuse it.

- They will encourage you to improve.
- They will make contact with your parents/guardians.
- They will advise you on how to improve and where required they may have to sanction you.

Their aim at all times is to help so that school is a pleasant place where all feel secure and happy. No bad behaviour will be allowed to interfere with teaching and learning.

7. Setting Standards of Behaviour

The following are examples of the standards of behaviour we expect from our students:

7.1 The behaviour of students on the way to school:

This means:

- I. Students are in full and proper school uniform including black shoes (no runners or canvas pumps) or in the full PE uniform if applicable
- II. Students come directly to school and do not linger in the village
- III. Students should not get involved in anti-social behaviour, such as loitering outside shops, littering or fighting

Because:

- I. This lessens disruption before class due to students changing from runners to shoes
- II. Lingered can lead to anti social behaviour and can also result in late coming
- III. When in uniform the students are representing the school and therefore are required to uphold by their manners and behaviour the good reputation and ethos of the school

7.2 The behaviour of students in the grounds of the school:

● Before school:

This means:

- I. Students act appropriately while waiting for the school to open
- II. Students are only permitted to enter the school building when doors are opened at designated times
- III. Students on early morning detention should report to the teacher holding the detention

Because:

- I. This helps to create a safe and positive environment
- II. The school must comply with health and safety regulations
- III. Students must be supervised at all times

● **During breaks:**

This means:

- i. Students are required to have respect for the person and property of others
- ii. Students are required to avoid rough verbal and physical play
- iii. Students must vacate the building at break-time when required
- iv. Students are only permitted to re-enter the school building at the end of break-time
- v. Students should remain in designated areas of the playground
- vi. Students should put all litter in the bins provided

Because:

- i. Everyone is entitled to be treated with respect
- ii. It can cause fear, hurt and upset
- iii. The school must comply with health and safety regulations
- iv. Otherwise they would be unsupervised in the building
- v. This ensures that all students are visible to the teachers on supervision
- vi. This keeps the school clean and presentable to the school community and visitors therefore maintaining a positive environment

● **Leaving the school:**

This means:

- i. Leaving in a quiet and orderly fashion
- ii. Students leave school and go directly home or wait for evening study
- iii. Students do not get involved in anti-social behaviour

Because:

- i. This sets the tone for good behaviour while leaving the school and entering the village
- ii. This will decrease the risk of anti social behaviour and disruption to village life
- iii. When in uniform the students are representing the school and therefore are required to uphold by their manners and behaviour the good reputation and ethos of the school

7.3 In the school building and classrooms:

This means:

- i. Attending classes on time
- ii. Having assignments done or at least attempted
- iii. Students should be in full uniform
- iv. Students must sit in their assigned seats
- v. At beginning of class all materials needed should be taken out
- vi. Students must raise their hands and wait for permission to speak
- vii. Students should listen to and obey instructions regarding the use and operation of equipment in specialist rooms
- viii. Students must strive to do their best at all times in class and accept correction
- ix. Students must write all homework given into their journals
- x. Students should not pack up until told to do so
- xi. Students are expected to move about the school in an orderly manner
- xii. No mobile phone usage is permitted as students enter and exit the building/ on the corridors.
- xiii. Mobile Phones may only be used under the direction of the teacher.

Because:

- i. This lessens disruption to class and students will not miss out on essential class work
- ii. If not done, this wastes valuable class time before or after class
- iii. This creates a positive environment in the school
- iv. This allows the teacher to manage the classroom and learning properly
- v. This will avoid wasting class time once class has started
- vi. To allows for all students to be heard and minimizes disruption in the class
- vii. The school must comply with health and safety regulations
- viii. This fosters a sense of self worth, ability, achievement and pride in their work
- ix. This lessens the chance of student forgetting or omitting something given for homework
- x. Lessens disruption and allows teacher to finish class
- xi. Their safety and punctual attendance at the next class is required

xii. Mobile phones are a distraction and can be misused

7.4 Behaviour on public transport:

This means:

i. Students are expected to show respect, courtesy and good manners when using public transport

Because:

ii. Students are representing the school and inappropriate behaviour can be intimidating to fellow passengers

7.5 Behaviour during extra-curricular activities/ outings/ tours:

This means:

i. Students are representing the school and therefore should behave appropriately

ii. Students must adhere to the authority of the teacher in charge

iii. Students are required to conform to the policy for school tours as outlined in Appendix One.

Because:

i. The school must comply with health and safety regulations

ii. The teacher is responsible for the group

iii. Students on outings or tours are still subject to school rules as explained in Appendix One.

8. Homework

8.1 Homework, including written exercises, learning, revision and preview, is given on a regular basis and students are required to complete it neatly and to the best of their ability.

8.2 Students are required to note all homework assigned in their College Journal.

8.3 Parents/Guardians are required to ensure that when the homework, written and oral, is completed, the homework notebook is then signed by them when required by the schoolteacher.

8.4 If for some reason, homework or part of it, cannot be completed, Parents/Guardians are required to note this in the College Journal.

9. School Uniform and Personal Property

9.1 Students are expected to wear the correct uniform coming to and going from school, and may be excluded from class if not wearing full school uniform. Full PE uniform is required during PE classes and students are permitted to wear the PE uniform on the day that they have PE on their timetable. All piercings are forbidden whether covered or not. If a student presents without the full uniform, students may be sent to the year head and contact is made with home. If a student repeatedly presents to class without the full uniform, a sanction may be imposed.

9.2 When outside the school environment and in school uniform, students are required to uphold by their manners and behaviour the good reputation and ethos of the school.

9.3 All school books and classroom resources provided under the School Book Scheme remain the property of the school and should be maintained in good condition. Students are at all times responsible for their property, books, and clothing. The school is under no obligation to replace an item that has been lost or damaged by a student. Students are obliged to have a suitable lock on their locker to ensure that property is safeguarded.

9.4 If a student brings a mobile phone to school, it must be switched off and kept out of sight at all times while the student is on the school premises or grounds. All phones are to be stored in the phone pouches during class. Phone use will only be allowed under the direction of the teacher. If a student uses a mobile phone without permission or if it is switched on or on view in the corridors, it may be confiscated. Please refer to Appendix 5 Mobile Phone Policy.

9.5 All personal property should be labelled and identified.

9.7 Students should only use lockers at the designated times. See Appendix Two for locker regulations.

10. Promotion of Good Behaviour

Teachers, students and parents/guardians are engaged in the common purpose of promoting effective teaching and learning. Our school wants to encourage students to behave well in school so that they can learn and realise their full potential as individuals. The promotion of good behaviour is the responsibility of teachers, students and parents/guardians.

We ask parents/guardians to promote good behaviour. Parents/Guardians can support their children and the school by:

- Reading and supporting the school's policy on promoting good behaviour
- Acknowledging that Moyle Park College is a Catholic school that welcomes students of all faiths. Parents/Guardians and students are expected to support and respect the religious ethos of the school
- Actively telling their children to obey the rules of the school and respect all teachers, school staff and students

- Ensuring that their children have all they need for school, (books, uniform and equipment), and ensure their children do regular homework and study
- Responding quickly to concerns raised by the school
- Making every effort to attend parent/ teacher/student meetings
- Taking part in the life of the school. Tell the school promptly of any concerns that they may have
- Coming to the school where a problem needs to be addressed and to do so as promptly as possible.

We ask students to play their part in promoting Good Behaviour by:

- Coming to school each day and arriving on time
- Coming to school with all books and equipment required and homework completed
- Reading the school rules and obeying them
- Respecting the rights of others to learn in a calm environment by obeying the direction of the teachers
- Behaving well during breaks and avoiding any physical or verbal behaviour that might be hurtful to others
- Showing respect for all school property
- Showing respect to all school staff
- Coming to school and returning home should be done in a manner that conveys a positive image of the school
- Attending assembly on time and obeying the instructions of Form Tutors and Year Heads.
- Participating fully in any extra-curricular activities that they choose to be involved in

The school and its staff will promote good behaviour by doing the following:

- Moyle Park College will provide a warm and welcoming environment for all of its students – particular attention will be paid to the induction of each year group at the start of the academic year to explain the standards of work and behaviour expected of them
- Students will be treated with respect

- Attention will be paid to supporting the work of the Student Council and Marist Student Leadership Programme to ensure it plays a meaningful role in school life.
- The Student Council and Marist Student Leadership Programme will be encouraged and will promote student voice and encourage student participation in school life.
- Students will be offered advice on how to improve on bad behaviour
- Parents/Guardians and students are invited to comment on the Code of Behaviour annually
- The school will put in place a merit system to encourage good behaviour
- Positive behaviour, in and outside of school, will be recognised by the school when considering the annual prize giving
- The Year Team with assistance from the Core Care Team will seek to attend to the needs of students in difficulty with behaviour and school work

It is recognised that the Form Tutor plays an important role in the pastoral care of the student.

11. Moyle Park College Bí Cineálta Policy to prevent and address bullying behaviour.

*Full policy is available on school website/school app

The Board of Management of Moyle Park College has adopted the following policy to prevent and address bullying behaviour.

This policy fully complies with the requirements of *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024*.

The Board of management acknowledges that bullying behaviour interferes with the rights of the child as set out in the United Nations Convention on the Rights of the Child. We all, as a school community, have a responsibility to work together to prevent and address bullying behaviour and to deal with the negative impact of bullying behaviour.

We are committed to ensuring that all students who attend our school are kept safe from harm and that the wellbeing of our students is at the forefront of everything that we do. We recognise the negative impact that bullying behaviour can have on the lives of our students and we are fully committed to preventing and addressing bullying behaviour.

We confirm that we will, in accordance with our obligations under equality legislation, take all such steps that are reasonably practicable to prevent the harassment of students or staff on any of the nine grounds specified: gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

Catholic schools have a distinctive understanding of the human person, recognising that every person is created in God's image and likeness and has inherent dignity as a child of God. This is the basis for ensuring that each person in our school is treated with respect and care.

As a Catholic school, we are committed to respecting the dignity of every individual. No human person is to be diminished or devalued, and all have an indispensable part to play in the school community, regardless of difference.

Bullying behaviour, by its very nature, undermines and dilutes the quality of education. Research shows that bullying can have short and long-term effects on the physical and mental well-being of students, on engagement with school, on self-confidence and on the ability to pursue ambitions and interests. School based bullying can be positively and firmly addressed through a range of school-based measures and strategies through which all members of the school community are enabled to act effectively in dealing with this behaviour.

While it is recognised that home and societal factors play a substantial role both in the cause and in the prevention of bullying, the role of the school in preventative work is also crucial and should not be underestimated. Parents/Guardians and students have a particularly important role and responsibility in helping the College to prevent and address school-based bullying behaviour and to deal with any negative impact within the College of bullying that occurs elsewhere.

12. Responding to Inappropriate Behaviour

Behaviour/Disciplinary Sanctions

12.1 It is accepted that there is a need for sanctions to register disapproval of unacceptable behaviour.

12.2 The sanctions listed below may result from unacceptable behaviour by students. The particular sanction used will depend on the seriousness of the misbehaviour.

12.3 The decision on expulsion from the school is reserved to the Board of Management.

12.4 The sanctions for unacceptable behaviour are as follows:

- (a) Reasoning with the student.
- (b) Reprimand (including advice on how to improve).
- (c) Prescribing additional written work or homework
- (d) Loss of any privileges.
- (e) Detention before school, lunchtime or after school.
- (f) Confiscation of Mobile Phones for a specified period.
- (g) Putting students on report/ recording the behaviour on VShare and assigning a sanction.
- (h) Communication with Parents/Guardians.
- (i) Referral to Form Tutor.
- (j) Referral to Year Head / Deputy Principal / Principal.
- (k) Disciplinary Hearing.

(l) Suspension.

(m) Expulsion.

*Note: This list is not exhaustive

12.5 In the context of imposing sanctions, the teacher and the school should ensure that "the rules of natural justice" apply. This requires that before sanctions are applied, the student and his parents/guardians should be advised of the nature of the complaint and be given an opportunity to respond.

12.6 Parents/Guardians may seek clarification from the relevant person regarding the implementation of any of the above sanctions. It is the Management's responsibility to ensure that the school's Code of Behaviour is administered in a manner which is consistent and fair to all students.

12.7 Communication with parents/guardians through the College Journal, letters, meetings, phone calls, VShare etc, will occur at all stages so that parents/guardians are involved at an early stage rather than as a last resort.

12.8 The Principal and Deputy Principal/s will decide in the event of a student becoming unmanageable and a threat to health and safety to have him removed from the school and sent home to the care of his parents/guardians to await disciplinary procedures.

13. Disciplinary Procedures

13.1 The teacher has primary responsibility for discipline within his/her own classroom and he/she may give extra work, may detain or may otherwise deal with inadequate work or disruptive behaviour in his/her classroom.

13.2 In general the teacher should handle all the day-to-day problems that arise in the classroom.

13.3 Each teacher must apply the Code of Behaviour in a fair and just manner.

13.4 Punishment to be effective must be known and understood by all the class. Such punishment should normally take the form of extra work or loss of privileges.

13.5 If a student is detained:

(a) Before School: This should not be earlier than 45 minutes before the first class begins.

(b) During Lunch: Students should be allowed at least 15 minutes to eat their lunch.

(c) After School: Parents/Guardians must get 24 hours notice.

13.6 When the classroom teacher is faced with a persistent offender, then the matter is referred to the Form Tutor. The Form Tutor takes a note of the incident. Note: A written referral should be made to a Form Tutor for a persistent offender when classroom procedures have failed. A referral may also be made for a once off serious offence. The referral should note actions taken to deal with an incident by the teacher making the referral. A comment with regard to behaviour placed on VShare will not be deemed to be a written referral.

13.7 The Form Tutor will assign the appropriate sanction and may decide to contact the Parent/Guardian. Should the subject teacher wish to see a Parent/Guardian it must be done with the knowledge of the Form Tutor.

13.8 If there is no improvement in the student's behaviour, the Form Tutor will refer the matter to the Year Head. He/She may decide to deal with the matter, or may bring the matter before the Principal for a Disciplinary Hearing.

13.9 The Year Head may proceed as follows:

(a) An investigation of the incident/s is carried out by the Year Head. All relevant accounts are gathered from students, teachers, SNAs, etc and a report is compiled.

(b) Parents/Guardians are contacted and informed of the incident/s and where necessary invited to attend a meeting.

(c) For serious disciplinary matters the student may be sent home by the Year Head to return with his Parent/Guardian. A student should only be sent home during school hours, in the care of his Parent/Guardian or with their consent.

(d) If the Year Head deems the matter to be sufficiently serious or has potential for further problems, then he/she has the option of requesting a Disciplinary Hearing with the Principal.

(e) Parents/guardians will be contacted and invited to come to the school for a meeting with the Year Head. The student who is the subject of the investigation, together with his parents/guardians will be given the opportunity to meet the Year Head and the Subject Teacher/Form Tutor (where relevant) so that they may exercise their right to a fair hearing and respond to the case against the student in advance of a possible Disciplinary Hearing.

(f) Parents/Guardians will then be invited to attend the Disciplinary Hearing. The Disciplinary Hearing is conducted by the Principal, Deputy Principal and Year Head. Minutes of the meeting will be taken.

13.10 The student is given a full hearing and will be questioned about the case by the Principal. The student and the parent/guardian have the right to respond. Once all submissions have been heard, the student and parent/guardian withdraws from the meeting, the Principal and members of the disciplinary committee will consider the case and make a decision. Both the incident and the decision of the Principal will be recorded in the minutes. Parents will receive the decision of the disciplinary committee in writing.

14. Suspension Policy

It is recognised that a decision to suspend is a serious matter. It will be underpinned by the principles of natural justice – this means that a student accused of misbehaviour will be afforded the right to be heard and the right to impartiality by the Principal when considering his case and arriving at a decision as to the appropriate response.

The Board of Management has delegated the right to suspend to the Principal.

Where a student is referred to the disciplinary committee under the Suspension Policy the following procedures are followed:

- The Principal will only normally suspend a student following a Disciplinary Hearing, however, in exceptional circumstances, he/she may decide to impose an automatic suspension where a risk is posed to health and safety or to the orderly functioning of the school.
- The procedures for the Disciplinary Hearing are outlined in Section 13 above.
- In exceptional cases the Principal may direct a member of staff to carry out an investigation or carry out the investigation themselves should he/she decide that the particular offence warrants such action or is of such a nature that it requires his/her direct involvement.
 - The parents/guardians of the student concerned will be informed of the allegation and that an investigation is underway.
 - Parents/Guardians will be invited to come to the school for a meeting with the Year Head/relevant member of staff where the reports of the incident/s will be presented to them. The student who is the subject of the investigation, together with his parents/guardians will be given the opportunity to exercise their right to a fair hearing and respond to the case.
 - It is accepted that parents/guardians make timely contact with the school so that they exercise their right to respond to the findings of any investigation in advance of a Disciplinary Hearing and any possible decision by the Principal to suspend a student.
 - The matter is then referred to the Disciplinary Committee where all sanctions up to and including suspension may be considered.

A decision to suspend may be as a result of serious misbehaviour such as:

- A student's behaviour is having a detrimental effect on the education of other students.
- The student's behaviour poses a threat to the health and safety of others in the school community.
- The student is responsible for serious damage to property.

(This list is not exhaustive).

- It must also be recognised that a single serious incident may be grounds for suspension. In exceptional circumstances the Principal may consider an immediate suspension to be necessary where the continued presence of the student in the school at the time could present a serious threat to a member of the school community or prevent the orderly functioning of the school.

This could include the following:

- The use of abusive or threatening language to a member of staff.
- An instance or instances of serious insubordination.
- Actual physical violence.

**This list is not exhaustive.*

The college may be obliged to report any suspected criminal behaviour to An Garda Siochana.

Procedures during the Disciplinary Hearing

- The Principal will be accompanied by the Deputy Principal and the Year Head, and minutes will be taken.

- During the Disciplinary Hearing the person who carried out the investigation, such as the Year Head, should outline the results of any investigation and present any reports at the meeting.
- The student who is the subject of the investigation, together with his parents/guardians will be given the opportunity to respond to the case.
- The Principal will consider all contributions and the full case as put before him/her before making a decision.
- Should the Principal decide to suspend the student, he/she will endeavour to ensure that the period of suspension is a proportionate response to the behaviour that is a cause for concern. The length of the suspension imposed by the Principal will normally not exceed three consecutive school days at any one time. He/She may with the agreement of the Chair of the Board of Management suspend for a period of up to and including five school days.
- He/She will inform the student and his parents/guardians in writing of the decision to suspend the student and the reason(s) behind the decision.

When a student is suspended he passes into the care of his parents/guardians and all students are encouraged to continue to engage in classwork and homework through Google Classroom.

When a suspension concludes the Principal may in certain circumstances require that the student attend the school with his parents/guardians to sign an undertaking promising improved behaviour in future or agree a behaviour plan.

If in the view of the Principal the offence committed warrants a suspension of longer duration than five days or possible expulsion from the school, he/she will refer the matter to the Board of Management under the suspension policy or the expulsion policy.

The Board of Management may decide to suspend a student following a referral of a student to the Board of Management by the Principal under the suspension policy or the expulsion policy.

In such a situation the Principal will follow these procedures before the meeting of the Board of Management takes place to decide on the matter:

- Inform the student and his parents/guardians in writing of the decision to refer the matter to the Board of Management and invite them to the meeting of the Board of Management where they will be afforded the right of response
- Provide the student and his parents/guardians with copies of all relevant documentation relating to the case prior to any Board of Management Hearing dealing with this matter
- Provide the members of the Board of Management with all relevant documentation
- Inform the Board of Management of the student's record in the school
- Inform the Education Welfare Officer of the Board of Management meeting and the matter for decision by the Board of Management..

The EWO will be informed if the Board of Management imposes a suspension that exceeds 6 school days or if accumulated suspensions imposed on a student exceed 20 school days during the academic year or if the Board of Management decides that the student should be expelled.

15. Expulsion Policy

Expulsion is the most serious disciplinary sanction that the Board of Management can impose on a student. As in the case of a suspension the principles of natural justice will apply – the student involved will have the right to respond to the case against him and the right to impartiality on the part of the Principal in making his/her decision on the case. The Principal's decision to recommend expulsion may be the result of any of the following:

- A serious threat of violence, or actual violence against another student or member of staff.
- Extreme case/s of unacceptable behaviour.
- Supplying illegal substances to other students.
- Sexual assault.
- Serious bullying.
- Significant disruption to the learning of others.
- Significant disruption to the teaching process.

**The above list is not exhaustive*

The following procedure will be observed:

- When an incident of serious misbehaviour occurs the Principal will direct that an investigation be carried out.
- The student who is the subject of the investigation, together with his parents/guardians, will be given the opportunity to meet the Year Head/relevant party so that they may exercise their right to a fair hearing and respond to the case against the student in advance of a possible Disciplinary Hearing. The student and his parents/guardians will be informed and will have the procedures of the Disciplinary Hearing explained to them.
- During the Disciplinary Hearing the Year Head or Deputy Principal or the investigating teacher will outline the results of the investigation and present the reports to the student and his parents/guardians and they will be given a right to respond to the findings. Minutes of the meeting will be taken.
 - If the Principal forms the view as a result of the proceedings of the Disciplinary Hearing that the student should be expelled, he/she will give notice in writing to the student and his parents/guardians of his/her intention to recommend the expulsion of the student to the Board of Management.
 - The Principal will provide the student and his parents/guardians with copies of all relevant documents relating to the case, prior to any Board of Management hearing dealing with this matter.
 - Advise the parents/guardians that they may make a written and oral submission to the Board of Management.

Where the Board of Management is asked by the Principal to consider that a student should be expelled the following will apply:

- The student and his parents/guardians will be invited by letter to attend the meeting of the Board to put forward their case. If unable to attend they may put their case in writing. Where a parent/guardian cannot attend the hearing it may be adjourned. However, such an adjournment cannot be of an indefinite duration or a duration that will prevent the hearing taking place in a reasonable time frame.
- The Principal will provide the student and his parents/guardians with copies of all relevant documents relating to the case, prior to any Board of Management hearing dealing with this matter.
- The Principal will also provide the members of the Board with all relevant documentation relating to the case.
- The Board of Management will meet to decide on the Principal's recommendation. Expulsion may only occur if the Board of Management so decides after it has:
 - heard the Principal's case for expulsion, this case must be made at the Board meeting to which the parents/guardians and student have been invited.
 - heard the parents'/guardian's response, and the student's where he so desires.
 - examined all the documentation presented.
 - considered the student's record in the school.
 - considered that expulsion is a proportionate response to the offence within the context of the school's expulsion policy with regard to the types of serious offences that merit such a final sanction.
 - communicated to the parents/guardians of the student that the Board is of the opinion that the student should be expelled
 - informed the Education Welfare Officer under Section 24 (1) of the Education Welfare Act of its opinion that the student should be expelled.

The EWO may then convene a meeting between the Principal, the student whom the Board intends to expel and his parents/guardians. The expulsion will not take effect until 20 school days have elapsed following the receipt by the EWO of a notification from the Board of an intention to expel. The student and his parents/guardians will have 42 calendar days from the date that the Board decided to expel the student from the school to lodge an appeal.

The Board may decide to expel a student for a first offence.

Such circumstances may include, among others:

- A serious assault of another student or a member of staff
- Supplying illegal drugs to other students
- Sexual harassment or sexual assault
- Evidence of any form of extreme bullying – homophobic bullying and cyber bullying etc.

- Serious damage to school property, the school premises or the property of staff or students.

Any expulsion will be carried out in accordance with the NEWB Guidelines, natural justice and fair procedures.

The Right of Appeal

Where the Board of Management is of the opinion that a student should be expelled it shall, before expelling the student notify the Educational Welfare Officer assigned to the school in writing of its opinion and the reasons thereof. The EWO shall make all reasonable efforts to ensure that provision is made for the continued education of the student. The EWO will consult with the Principal, the student concerned and his parents/guardians and others deemed to be appropriate. The EWO may convene a meeting of these persons. A student shall not be expelled before the passing of 20 school days following the receipt of notification by the EWO. This is without prejudice to the right of the Board of Management to take such reasonable measures as it considers appropriate to ensure that good order and discipline are maintained in the school and that the safety of staff and students is secured. The Board may decide that the student should be suspended until the expulsion procedures have been completed and/or a place found for him in another school.

Section 29 of the Education Act 1998 provides for appeals against a Board of Management decision. Where a Board or a person acting on behalf of the Board permanently excludes a student from school, appeals must be made in writing on the Section 29 Appeals Application Form. This may be obtained from the Department of Education and Skills. An appeal must be made within 42 calendar days of the date the Board of Management decision was notified to the parent/guardian of the student concerned.

This policy is subject to periodic review by the Board of Management of Moyle Park College.

Appendices to the Code of Behaviour

Appendix One

Guidelines for Tours and Out of School Activities

Procedures while on school based activities/ overnight out of school activities

(Please see the website for the full Tours and out of school activities Policy)

- Normal school rules apply and students are required to follow the School's Code of Behaviour.
- Students are reminded that they are representing the school and therefore should behave appropriately.
- Students should adhere to the authority of the teachers in charge.
- Teachers will act in loco parentis and all students are expected to follow their instructions.
- The code of Behaviour in Moyle Park College should be considered in the context of the school being a community. All students are asked to respect themselves, each other and others and their environment.
- Parents/Guardians will be informed immediately of any serious incidents of misbehaviour.
- Following gross misconduct students may be sent home at parent's/guardian's expense
- The following list of items may not be brought on, purchased or consumed by students on a tour/overnight activity/trip:

- Alcohol
- Cigarettes
- Illegal substances
- Fireworks
- Weapons (penknives etc.)
- Exotic Animals

**This list is not exhaustive*

- It is important for tour organisers to meet frequently with students while on day/overnight trips.
- Appropriate sanctions will be applied during or after school tour, overnight trip etc. Such sanctions will be applied within the school Code of Behaviour and may include sanctions up to and including Suspension and Expulsion.
- Students are required to conform to all elements of the School Tour Policy and the School's Code of Behaviour while on school tours.

Re: Students with Medical Issues

- It is paramount that parents/guardians relay all existing medical issues to the Tour Organiser prior to departure as this may have implications/ or may negate the Insurance cover.
- In the case of serious medical concerns, it is essential that parents/guardians meet the tour organiser in advance of the trip and outline the medical requirements in writing.
- Parents/Guardians must give the tour organiser permission to obtain/administer medical treatment for the student if required.
- Where medication needs to be administered to a student, parents/guardians must outline in writing the details of the medication required, the dosage and this will be supervised by a designated teacher.

Appendix Two

Rules/Regulations for Rental of Lockers

1. The rental of a locker to a student is at the discretion of the school authorities. The locker remains the property of the school and the school reserves the right to gain access to a locker at any given time.
2. On payment of the rental fee a student will be allocated a locker.
3. All students are asked to provide their own padlock and key.
4. Lockers must be vacated and all contents removed at the end of the school year on a date specified by management. Padlocks should be removed for use the following year. Padlocks that remain on lockers after the specified date may be removed by management.
5. Lockers may only be accessed before school and at lunch break or after school. Students may only access lockers outside these times if issued with a corridor pass by a member of staff.
6. A student will have to give up his locker if:
 - He defaces or damages his or any other locker (his rental fee will not be refunded).
 - He persistently does not have his books or materials for class, because of misuse of his locker.
 - He persistently does not have his homework completed, because of misuse of his locker.
 - He is regularly late for class because of accessing his locker.

Using lockers must never be a reason for being late for class, for not having books in class or for not having homework completed. Those who arrive late to class for whatever reason can expect to receive a sanction in the normal way. So a student who rents a locker must ensure that he brings the correct books and materials to and from school to enable him;

- to complete his homework and study in the evening
- to have whatever is needed for class during the day

In addition he must allow sufficient time on arrival in the morning to organise;

- what he leaves in the locker
- what is needed for the classes up to the next time he is allowed to go to the locker

This requires a degree of forward planning and a level of organisation if the system is to work.

The responsibility for this rests with the student.

Appendix Three

Ban on E-Scooters, E-Bikes and other motorised vehicles:

From the 25th August 2025, we are introducing a ban on all student e-scooters, electric bikes or any other motorised form of transport on school grounds. In the interests of the health and safety of all members of the school community, no student will be permitted to enter the school grounds on an e-scooter, electric bike or any other motorised form of transport from 25th August. We ask for the cooperation of all stakeholders on this matter to ensure the safety of all members of the school community here in Moyle Park College. The Moyle Park College Code of Behaviour has been amended to include the above.

Those who travel to school by bicycle should wear a bicycle helmet as per the recommendations from the Road Safety Authority of Ireland.

Bicycles stored in the bike shed or bike stands must be securely locked. The college will accept no responsibility for lost or stolen bicycles or other property.

Appendix Four

In line with national legislation smoking/vaping is strictly forbidden in all areas of the college campus – this includes the use of electronic cigarettes.

Appendix Five

Moyle Park Mobile Phone Policy

While Moyle Park College accepts that it is a student's right to have a mobile phone, the following policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved.

The school's policy on mobile phones is therefore devised with the intention of ensuring that teaching and learning can take place without interruption and also with the intention of protecting staff and students from potential harassment or bullying.

In order to assist the school in implementing this policy, **parents/guardians are asked not to contact students by mobile phone at any time during the school day. Contact with the school may be made through the office at 01-4574837 and students are directed to use the office phone in emergencies.**

A student, who wishes to go home for any reason during the school day, must arrange to do so through the school office and not independently by mobile phone. All students are required to seek permission from their form teacher and Year Head prior to departing the school building. A call is placed home by the Year head/office staff and the student may then sign out at the office. This ensures that correct procedures are observed and all relevant parties are informed of the student's departure.

Responsibility cannot be taken by the school authorities for students who arrange independently to go home without following proper procedure. Any such arrangement is a breach of the Code of Behaviour for Students and may incur sanctions.

Use of Mobile Phones in Moyle Park College

- Teachers may encourage the appropriate use of mobile phones in pursuit of learning in their classrooms or in a designated supervised area where class activities are taking place.
- No photographs or recording either video or audio can be made on the phone on the school premises without the school's permission. Using phones in such a way can seriously infringe on people's privacy and rights.
- Incidents where students use a mobile phone to bully others by sending offensive messages or calls will be investigated under the Code of Behaviour, the Bí Cineálta policy, the Acceptable Use Policy and the Social Media Policy. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.
- The school accepts no responsibility for lost, stolen or damaged mobile phones. The safety and security of mobile phones is wholly a matter for students/parents/guardians.

NIGHT STUDY – Students may only access notes on their phone once permission has been granted by the Night Study teacher.

Restriction on Use of Mobile Phones

Where students bring a mobile phone to school, the phone must be switched off, unless otherwise directed by teachers.

Students may only use mobile phones in their classrooms or in a designated supervised area where class activities are taking place when under the direction of the teacher. Students participating in school related activities (e.g. Study, Extra-Curricular Activities, School Trips, and Tours etc.) must abide by the rules governing these activities. Phones must be switched off and out of sight as students enter and exit the building. Phone usage is not permitted at any stage on the corridors. If a student is accessing the toilet during class, the mobile phone must be left on the teacher's desk. If a student is seen using the phone on the corridor, the phone will be confiscated.

Sanctions:

If a phone goes off in class or is being used by a student, then the phone is confiscated until the end of the school day. The phone may only be collected from the end of the day by a parent/guardian.

If a student is seen using a phone at lunchtime or at break-time outside of supervised class time in the canteen, study-hall and junior and senior yards, a warning is given by the teacher. If the student proceeds to access the phone, the phone is then confiscated until the end of the school day.

Phone usage is not permitted at any stage on the corridors.

(The teacher confiscating the phone will deliver the phone to the office with the student's name and class on it. The secretary will then text a Parent/Guardian to alert them that the phone has been confiscated and that they may collect the phone at the end of the school day.)

Refusal to hand over a phone is a serious offense and will be dealt with under the Code of Behaviour.

Roles and Responsibilities:

- All staff members, pupils & parents/guardians share in the coordination and implementation of this policy.

Evaluation

- This policy will be reviewed on an ongoing basis and amendments added as new technology comes on stream.

Appendix Six

Moyle Park College Social Media Usage Policy

Key considerations:

1. **Please be responsible:** Any comments, photo-sharing and other forms of online dialogue on any online platform are individual interactions. Moyle Park College staff and students are personally responsible for their posts.
 - a. Follow the school's Acceptable Use Policy for Internet access for staff & students.
 - b. Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
2. **Consider your audience:**

Please make sure that the information you share is suitable for group viewing & discussion and is not sensitive or private to Moyle Park College. The Moyle Park College X account (@MoylePark) is in the public domain, so please remember that any interactions you have with Moyle Park College on X are viewable by the world.
3. **Named Accounts:**

Staff and students may not set up any online accounts in the name of the school without the expressed permission of the school Principal. Where permission is granted usernames and passwords are to be shared with the Principal. The account linked to the school should only be used for school related matters.
4. **Identify yourself:**

Transparency is the driving force behind social media. If you set up a social media account in the name of Moyle Park College you are expected to identify yourself as the author on that account. Ensure that people know who you are when taking part in discussions on social media.

5. Respect the Privacy of Others:

Please don't publish or cite personal details and photographs about Moyle Park College staff or students without their permission. The school will endeavour to use digital photographs, audio or video clips focusing on group activities.

6. Write What You Know:

Share your knowledge in your posts by writing about what you know. Don't spread hearsay(rumours) or assumptions.

7. Be Respectful:

It's normal to disagree with others from time to time, but please be respectful when you disagree. Respect your audience and fellow group-members and please don't use obscenities, personal insults, or other disparaging language.

8. Confidential information:

Your role may provide you with access to confidential information regarding Moyle Park College. Please respect and maintain this confidentiality. Don't divulge or discuss proprietary information, internal documents, and personal details about other members or other confidential material.

9. Include a Disclaimer:

If you post to an online forum like X in an unofficial capacity, make it clear that you are speaking for yourself and not on behalf of Moyle Park College. If your post has to do with your work or subjects associated with Moyle Park College, use a disclaimer such as this: "The postings on this site are my own." This is good practice, but you are still responsible for what you write

In the event of error

- A. Inform the Principal of the incident/ mistake, record the action and take immediate steps to amend the error.
- B. Apologise for the mistake if necessary.
- C. In the event of a serious breach of the AUP (e.g., exposing private information or reporting confidential information) please inform the Principal or Deputy Principal immediately so that action may be taken.

Sanctions

- A. Misuse of Social Media sites may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases where students are concerned, suspension or expulsion. The school also reserves the right to report any illegal/ unacceptable activities to the appropriate authorities.
- B. This policy should be read in conjunction with the School Anti-Bullying Statement, Bí Cineálta Policy, Anti-Racism Statement, Harassment and Sexual Harassment Policy, the Code of Behaviour, the Social Media Policy, the Moyle Park College Guidelines for the Use of A.I. Tools, the Digital Learning Policy, and other relevant policy.

Appendix Seven: Moyle Park College Whole School Attendance Strategy

Statement of Strategy for School Attendance

Name of school	Moyle Park College
Address	Clondalkin, Dublin 22.
Roll Number	60121B
The school's vision and values in relation to attendance	<ol style="list-style-type: none"> 1. We aspire to develop a supportive, positive and welcoming school environment. 2. We aim to build a culture of high expectations re: student's learning, participation and attendance. 3. We adopt a whole-school approach, acknowledging how all areas of the student's experience at school impacts on their engagement and attendance. 4. We adopt a holistic approach to child welfare, collaborating with external agencies and community groups in support of student wellbeing. We identify the needs of the individual child and adopt appropriate strategies to support them. 5. We foster strong links with parents/ guardians to encourage high levels of attendance and work closely with parents/guardians to address issues, offer support and set targets for improvement. 6. We acknowledge the importance of early intervention, offering personalised support and engagement with families and their children, both at transition points and when children are at risk of disengaging from education.
The school's high expectations around attendance	<ol style="list-style-type: none"> 1. We have procedures for notification of a student's absence. 2. We have procedures to monitor student absence. 3. We have procedures for notifying absences due to illness. 4. We have procedures in place for students departing the school early/ arriving late. 5. We strive to create good links with home to encourage good attendance and foster good support from home. 6. We expect students to provide valid reasons for absence.

<p>How attendance will be monitored</p>	<ol style="list-style-type: none"> 1. Attendance is recorded and monitored on VSware by subject teachers, form tutors and year heads in collaboration with the Attendance Coordinator and Management. 2. Contact with home is recorded in the Notes section of VSware. 3. The Attendance Coordinator analyses the weekly attendance data, compiles a report and feeds back to the Year Heads and Management at the Year Head meeting. 4. Year Heads meet weekly and discuss and monitor attendance and punctuality. 5. The weekly Core Care team meetings address retention rates with target students. The Principal, School Counsellors, AEN Co-ordinator, School Completion Co-ordinator are in attendance. 6. Monthly meetings are held with the EWO, Year Heads, Attendance Coordinator, SCP Coordinator and Principal. 7. Regular discussion with parents/guardians at scheduled meetings and Parent Teacher Student Meetings.
<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> ● Target setting and targets ● The whole-school approach ● Promoting good attendance ● Responding to poor attendance 	<ol style="list-style-type: none"> 1. Rolls are taken first class each morning at 8:30 by subject teachers and in each class thereafter. 2. Form teachers check and monitor attendance at assembly at 10:30 and adjust the AM roll call where necessary. 3. Students arriving late are monitored and recorded by the DP and the main school office. 4. Notes are requested from home explaining absence. 5. Partial absences are monitored and recorded. 6. We have procedures in place to monitor patterns of partial absence e.g. appointments/ explained partial absences. 7. In school discussion with individual students following absences. 8. Parents are contacted after 3 consecutive days of absence by the Form Tutor. 9. Parents are contacted after 5 days of unexplained absences by the Form Tutor. 10. Contact is made with home by the Year Head following 10 days of unexplained absence or where a teacher/ form teacher has a concern about a student's attendance rate.

	<p>11. A letter is sent home by the Year Head requesting a meeting with parents following 15 days of unexplained absence.</p> <p>12. A referral is made to TUSLA following 20 absences.</p> <p>13. Parents/Guardians are requested to meet the Form Tutor/ Year Head where a student is absent for an extended period of time.</p> <p>14. Meetings are facilitated with the school counsellors where necessary, to identify concerns, encourage positive behaviour, improve attendance and performance in school.</p> <p>15. The EWO is informed where a student is continually/periodically absent from school.</p> <p>16. The School Completion Team and the EWO attempt to initiate early intervention methods. A home visit takes place informing the family that they are aware of the number of absences and advising them of their legal obligation re: student attendance.</p> <p>17. Where issues arise, a referral is made to external agencies to provide family/ individual support to the student.</p>
School roles in relation to attendance	Form Tutors, Year Heads, the Attendance Coordinator, Management, subject teachers, the School Completion staff, the Core Care Team and ancillary staff play a vital role in the monitoring of attendance.
Partnership arrangements (parents, students, other schools, youth and community groups)	Consultation with parents/guardians, students and external agencies such as the EWO, School Completion Programme and TUSLA are central to the success of the Statement of Strategy for School Attendance.
How the Statement of Strategy will be monitored	The Statement of Strategy will be monitored and reviewed by Management, the Attendance Coordinator, Year Heads and Staff. Year Teams will monitor and review the Strategies employed.
Review process and date for review	The Attendance Strategy will be reviewed annually and ratified by the BOM.
Date the Statement of Strategy was approved by the Board of Management	
Date the Statement of Strategy submitted to Tusla	