



**St. Kilian's**  
Deutsche Schule Dublin

**CODE OF BEHAVIOUR**  
**ST KILIAN'S GERMAN SECONDARY SCHOOL AND**  
**EUROCAMBUS**

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## 1. Introduction

This Code was formulated following consultation with students, parents, teachers, and the Board of Management. The Code of Behaviour has been framed in accordance with the rules and regulations as prescribed by the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act, the Epsen Act 2004, the Operating Agreement 2007 between St Kilian's German Secondary School, Dublin and the Lycée Français d'Irlande, and the Guidelines for Schools on Developing a Code of Behaviour (NEWB 2008). This Code of Behaviour and its interpretation is governed by Irish law and the requirements placed on teachers to act at all times in Loco Parentis.

## 2. Scope

2:1 The Code of Behaviour applies to all students in St Kilian's German Secondary School and the Eurocampus. The Code of Behaviour should be observed while in school, when en-route to or from school and while attending any school activity including all school outings, trips, sporting fixtures and TY work experience or while representing the school in any capacity.

The school reserves the right to apply this Code of Behaviour in respect of behaviour that occurs at a location, activity, function or programme that is not school related if in the opinion of the Principal and or their representatives the alleged behaviour has created a hostile environment in the school for a member of the school community, has infringed on the rights of a student at the school and or has materially or substantially disrupted the education process or the orderly operation of the school. Furthermore, the school reserves the right to apply this Code of Behaviour in case of any behaviour that detracts from the good name of the school and its standing in the community.

It is important that parents and students be aware that limitations may be placed on the school and its agents in respect of the application of the Code of Behaviour by school holidays etc. In such a case where behaviour has taken place that necessitates the application of the Code of Behaviour it may not be practicable to do so outside of the Academic Year and or term. However, in the case of behaviour that transgresses the Code of Behaviour this may result in a sanction being applied during the next term and or academic year.

The Code of Behaviour supersedes all other policies.

## 3. General Principles underpinning the Code of Behaviour

3.1. The Code of Behaviour at St. Kilian's German School and the Eurocampus describes the school's expectations of how each member of the school community should make the school a better environment for teaching and learning.

3.2: The Code of Behaviour promotes equality for all members of the school community; it respects difference and prevents discrimination in accordance with the Equal Status

legislation. Each member of the school community is entitled to fairness and justice, to courteousness and decency.

3.3: The Code of Behaviour reflects the school's commitment to the welfare of every student and to promote a positive and safe learning environment.

3.4: The Code of Behaviour helps to promote a positive and safe working environment for all members of the school community, including a positive and safe classroom environment for teachers.

3.5: The Code of Behaviour is based upon the fundamental principle of respect which pupils, parents and teachers owe each other. Respecting one another means that each individual is treated with due regard to their dignity and integrity, be it physical or mental. The general principles regarding standards of behaviour expected at St Kilian's German School and Eurocampus are guided by the following:

- We treat each other with respect. We do not hurt each other verbally or physically.
- We respect property, ours, our fellow pupils', our teachers', and the school's and treat the Eurocampus facilities and learning environment with care. We do not behave in such a way that we might hurt ourselves or others.
- We do not threaten others.
- We do not behave in such a way that we might damage the good name and image of our school.
- We do not behave in such a way that we disrupt the teaching and learning process in our classes.

The basic rules governing behaviour in school from day to day are outlined in the House Rules appended to this Code of Behaviour (See House Rules)

#### **4. School Community Response**

It is a condition of registration in our school that parents sign up to the Code of Behaviour and make all reasonable efforts to ensure compliance with the Code of Behaviour. The Code of Behaviour is published on our management system.

On registration and enrolment, parents and guardians accept and sign up to the Code of Behaviour and they acknowledge their support and co-operation with it. Parents and guardians must also familiarise themselves with the legal responsibility placed on teachers to act in Loco Parentis. This is to ensure that parents and students understand what our rules are, why they must be adhered to and what procedures will be followed if the rules are not upheld. Students and parents are bound by all school regulations, rules, policies and procedures

In accordance with best practice this Code of Behaviour will be subject to periodic review.

## 5. The Promotion of Good Behaviour

The Code of Behaviour and the school rules and the reasons for them are discussed by class teachers with their classes at the beginning of each school year and through the year as the need arises. The concepts of respect for the teaching and learning environment, dignity, tolerance, respect for others and respect for difference, respect for the good name and property of the school, self-control, fairness and the principles of natural justice are demonstrated in practice as well as being explored as part of curricular programmes. The Guidance Counsellor, the Learning Support Teachers, Class Teachers, Year Heads, Post of Responsibility Holders, Deputy Principal and Principal all have specific roles to play in upholding the Code of Behaviour and our core values of: Compassion, Courage, Curiosity, Commitment and Honesty

### 5.1 Strategies to Encourage and Promote Good Behaviour

- Teachers model behaviour expected from students and give positive feedback.
- Teachers recognise the importance of having positive interaction with students and developing mutually respectful relationships.
- Teachers set high expectations for student behaviour and have good class routines.
- Students are clear on the contents of the Code of Behaviour and the standards expected of them.
- Students are encouraged to exercise positive influences on each other by promoting the collective good behaviour within their class group and working towards achieving the class acknowledgement for positive behaviour.
- Students set high expectations for individual and collective class behaviour
- Parents are clear on the contents of the Code of Behaviour, the responsibility placed on teachers to act in Loco Parentis and the procedures which must be followed if the rules are not upheld.
- The student's sensitivity and consideration for others is developed and the student is assisted in upholding the rules in the future. The concepts of tolerance, respect and dignity are taught and discussed in SPHE (Social, Personal, Health Education), KL (Class teacher Period) and through course content in other subject areas.
- Underpinning the school's Code of Behaviour is the concept of restorative practice. It is important that parents and students understand and accept that restorative practice may necessitate and or involve in the first instance the application of a sanction.
- Any sanction issued is done so with the sole aim of preventing and or discouraging any future infringement of the school's values.

## 5.2 Rewarding Good Behaviour

- We endeavour to affirm students' self-worth and self-esteem with praise for progress, as well as for high grades and achievement.
- We acknowledge positive behaviour orally and by entering a positive comment on Compass.
- We promote a reward system for collective positive class behaviour. This is acknowledged regularly and at the end of the school year.
- We issue a certificate of merit and achievement to students who have contributed, made progress, and have given of their best both academically and socially throughout the year.
- We present prizes at our end of year ceremony. This is a high profile and prestigious annual prize giving ceremony which is held each May to recognise and reward exceptional achievement and school spirit.
- We recognise positive behaviour and contribution to the life of the school through public announcements and in school publications.
- Senior students who are models of best practice are nominated as mentors to the junior cycle. This is seen as a clear acknowledgement of positive behaviour and attitude demonstrated over a number of years and as such is a much-coveted role.

## 6. Responding to Inappropriate Behaviour

### 6.1 Levels of Intervention (Ladder of Referral)

The procedures for dealing with incidents of unacceptable behaviour are referred to as our "Ladder of Referral". The basic principle is that the more serious the incident, the higher up the Ladder of Referral it will be dealt with.



The Subject Teacher has primary responsibility for discipline in their class and deals with minor infringements of the Code of Behaviour where they arise.

Where minor incidents persist, they may be reported to the Class Teacher who in turn may speak to the student and or refer the matter further up the Ladder of Referral.

Where disciplinary incidents become persistent and disruptive to the teaching and learning process or undermine the general principles underpinning our Code of Behaviour, the matter

will be dealt with by the Class Teacher and Year Head. Issues will be recorded on Compass (see section 7.2.2) and parents will be contacted. The sanction is recorded on Compass and in the student file.

If resolution is not reached or in the matter of more serious infringements the Ladder of Referral may be bypassed and the parents will be requested to come to the school as a matter of urgency to meet with the Class Teacher, the Year Head and or the Deputy Principal/Principal(s). The student may be sanctioned and/or a referral made to the school's Guidance Counsellor.

The parents may be contacted at any point in the above procedure

As part of any disciplinary investigation, the school is required to gather evidence and investigate any allegation of an infringement of the school's Code of Behaviour. In such a situation the school and its agents are required to interview students. These interviews will take place in accordance with the school's policies and procedures. Students will be interviewed in the presence of two staff members. Such interviews may necessitate students being temporarily withdrawn from class. Parents will be informed either in writing or by telephone following any interview. Parents will not be informed in advance of any interview that is necessitated by an infringement of the school's Code of Behaviour. Parents do not have the right to nominate specific teachers and or agents to conduct any subsequent interviews or meetings that may be necessary. As a consequence of any application of the school's Code of Behaviour, meetings with parents may be necessary. Such meetings will not take place with parents of multiple students or groups of parents.

Students will be required to present their version of events. This may be done verbally and/or in written form. We do not require parental consent to do this. Other students, including students who have not been accused of an infringement of the Code of Behaviour may also be required to provide witness statements. This is done in order to establish the veracity of an allegation. Parents do not have the right to view any statement made by another student.

## 6.2 Minor Infringements

The following are examples of some minor misdemeanours, which will be generally dealt with by the Subject/Class Teacher. This list is not exhaustive.

- Being late for class without a note
- No homework
- Not having a Schülerheft in class or not having a note signed
- Talking in class
- Distracting others
- Not listening to instructions given

### 6.3 Serious Infringements

The following is a list of more serious misdemeanours which will generally be referred to the Year Head but which may ultimately be referred on to the Principal(s)/Deputy Principal as per the ladder of referral. This list is not exhaustive.

- Recurring minor misdemeanours
- Refusing to follow the instructions of teachers/staff
- Bullying
- Verbal abuse to staff or students

### 6.4 Very Serious Infringements

In the case of very serious infringements the Ladder of Referral will cease to apply, and the matter will be referred directly to the Year Head /Deputy Principal(s) where appropriate action will be taken.

The following behaviour will be brought immediately to the attention of the Year Head/Deputy Principal(s) for sanction and is likely to lead to Suspension and or Expulsion. This list is not exhaustive.

- Any repeat of the above (6.3) following previous interventions by the school to correct behaviour
- Smoking/Vaping (see House Rules)
- Violent Behaviour (see House Rules)
- Substance Use/Abuse
- Sexual assault
- The use of ICT (including phones, social media, or any digital devices) to record, share, or distribute images, audio, or video of any member of the school community without their explicit consent is a very serious infringement.
- The supply, handling, possession of or intent to supply, handle, possess or use illegal drugs, drug paraphernalia or intoxicants (whether legal or illegal),
- The possession and/or drinking of alcohol by students on the school premises or close proximity of the school grounds, on the way to/from school or on school related activities.
- Behaviour which compromises and/or negatively impacts on the good name and reputation of the school.
- Behaviour which endangers the physical or mental health and safety of any member of the school community.
- Behaviour which compromises the professional and or personal integrity of staff and or community
- The use of offensive and or demeaning language to a member of staff.
- Abuse of or tampering with school facilities and equipment: The abuse of school installations (toilet facilities, hand sanitizing units, and other).



## 7. Purpose of a Sanction

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

- helping the students to learn that their behaviour is unacceptable
- helping them to recognise the effect of their actions and behaviour on others
- helping students (in ways appropriate to their age and development) 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 staff that their well-being and integrity are being protected
- prevent serious disruption of the teaching and learning process
- keep the students and adult members of the school community safe.

### 7.2 Types of Sanction

#### 7.2.1. Verbal Reprimand

Minor offences regarding misbehaviour, disregard for house rules, neglect of schoolwork etc. may be rectified by a verbal reprimand. This warning may be combined with the imposition of a task which is suited to making the student aware of the offence. In the case where the behaviour is deemed minor enough to only warrant a verbal reprimand, parents and or guardians may not be informed.

#### 7.2.2 Written Reprimand

Where a more serious offence occurs or where there are continuous infringements of a minor nature a written reprimand and or sanction will apply as follows:

In the Secondary School a system is in place to record entries of misbehaviour which have been noted and or investigated and sanctioned. A more serious behavioural offence or repeated minor infringements of the Code of Behaviour or the House Rules will be entered on the file system by a teacher and will result in an automatic detention following sanction by the Year Head, the Principal(s) or Deputy Principal. Entries are monitored by the class teacher and Year Head.

In each case the student concerned will have been spoken to and is informed of the file entry and a note of same is recorded in Compass by the teacher concerned.

### 7.2.3. Detention Policy

The school's Detention Policy is appended to this Code of Behaviour.

If a student is absent from detention on a given day, it is carried over to the next detention day. If a student continues to absent them from this subsequent detention, a review of the sanction will be undertaken. This may result in a situation where, if the Year Head and or Deputy Principal deem it necessary a further sanction will be applied. This could result in a situation where a student cannot take part in Extra Curricular Activities including but not confined to outings and tours.

## 7.3 Appeal

A parent, or a student over the age of 18 years, may appeal by notice, in writing, to the Principal a decision to impose a detention within 5 days of the issuance of same. An appeal must specify the procedural grounds upon which the appeal is made. The decision of the Principal is final. Where the original decision to issue the detention was taken by the Principal, the appeal may be directed to the Chair of the Board of Management, who will review whether there is a suitable basis for an appeal after which the decision of the Chair is final.

## 8. Suspension

### 8.1. Definition

A Suspension is defined as a requirement for the student to absent themselves from school/classes for a specified, limited period of school days. During the period of Suspension, the student retains their place in the school. Suspension is a significant measure. Such a decision to suspend may be appealed in accordance with clause 8.7 of this Code of Behaviour

### 8.2. Authority to Suspend

A Suspension of up to five days may be imposed by the Principal(s) (having been delegated this responsibility by the Board of Management). A Suspension of more than 5 days may be considered. In such cases the Suspension must be approved by the Board of Management.

### 8.3 Grounds for Suspension

8.3.1 A Suspension may be applied if schoolwork is disrupted by a pupil despite recourse to repeated disciplinary measures, or if the school community has to protect itself temporarily against the misbehaviour of a pupil.

8.3.2. A Suspension may also be applied in the case of a once off serious breach of the House Rules or a serious violation of the school's Code of Behaviour. This applies to behaviour in the classroom, on or in close proximity of the school campus, at sporting fixtures, TY work experience or while on trips/outings/activities organised through the school. (See the House Rules appended to this Code of Behaviour)

8.3.3. In exceptional circumstances the principal(s) may consider an Immediate Suspension to be necessary where for example:

- The continued presence of the student in the school would represent a serious threat to the safety of the student themselves, of other students or staff of the school, or any other person.
- Alcohol: The possession, purchase and/or consumption of alcohol by students on the school premises, on school trips or school related activities which is forbidden.
- Drugs: The supply, handling, possession of or intent to supply, handle, possess or use illegal drugs, drug related paraphernalia or other intoxicants (whether legal or illegal)
- Violent Behaviour: Behaviour which results in the physical endangerment of, or in a physical attack on, the person of any student, member of staff or member of the school community or any serious threat of such physical attack.
- The use of ICT/Social Media/Mobile phones to bully, demean, harass or intimidate a fellow student, insulting or defaming a teacher or any other member of staff associated with the school and /or bringing the good name of the school into disrepute.

(This list is not exhaustive)

Any such decision is subject to appeal under clause 8.7. However, a student will be required to absent themselves pending the outcome of the appeal.

8.3.4 A student may be suspended with immediate effect during the State Examinations where their behaviour is:

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

This sanction should normally be approved by the Board of Management. The student will be removed from the exam centre while such approval is sought.

#### 8.4 Factors to Consider Before Suspending a student

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour on other members of the school community
- Previous interventions undertaken
- Whether the Suspension is a proportionate response
- The special educational needs of the student if applicable.

#### 8.5 Procedures for Suspension

Before a serious measure like a suspension can be considered and except in the case of an immediate suspension as provided for in clauses 8.3.3 and 8.3.4: the following procedure will be followed:

An investigation of all relevant matters will be conducted.

- This means that the victim and or victims of any misbehaviour will be given the opportunity to put forward their account of what transpired.
- Any witnesses to the alleged misbehaviour will be interviewed and statements either oral or written will be taken.
- The person or persons against whom the allegation has been made will be afforded the opportunity to give their account of what has transpired and their reaction to the allegation.
- During this meeting minutes will be recorded by a member of staff. Following this oral interview, the person, or persons against whom the allegation has been made will be afforded the opportunity to provide a written statement of their account of what transpired.
- These statements, including minutes will be placed on a file.
- Following these interviews parents will be contacted by phone and or email to inform them of what has occurred.
- In the case of a misdemeanour which could lead to a suspension, parents will be invited to attend a meeting with the relevant school representatives.
- The purpose of this meeting will be to afford the parents the opportunity to hear a summation of the evidence gathered and to consider the school's estimation of the facts surrounding the misdemeanour.
- During this meeting, parents will be given the opportunity to put forward their point of view and or to inform the school's representatives of any mitigating circumstances that may or may not be relevant to any disciplinary decision issuing from the infringement of the School's Code and values.

- Parents have the right to review their son or daughter's statement, and any other pertinent material recorded. However, in circumstances where recorded statements compromise the anonymity of witness and or complainants such statements will be redacted.
- In the event that a parent, parents or guardian repeatedly refuse or are unable to attend such a meeting, the relevant recorded material will be submitted to the Principal, or their nominated deputy and a decision will be taken on any disciplinary measures without the parents' input.
- For reasons of impartiality and fairness the investigating teachers will not be party to the decision-making process concerning any decision to suspend the student or students' education.
- For reasons of impartiality and fairness the Principal cannot be contacted by parents concerning an active investigation into an allegation of a serious misdemeanour which could result in a suspension.
- In the case of a suspension the Principal and or their nominated deputy will take such a decision.
- This decision along with details of the appeals procedure will be communicated in writing to the parents as soon as is practicable.
- A student who has been suspended may forfeit the opportunity to represent the school in any extra and co-curricular activities or partake in trips or tours organised by the school. This is at the discretion of the Year Head/Senior management
- A record of all meetings held for the purpose of the investigation shall be kept by the Principal or the teacher or member of the school management appointed by the Principal.
- Following the conclusion of the investigation the decision and the date and time of the suspension will be notified in writing to the pupil's parents by the Principal.
- A suspension must be recorded in the pupil's file. The Board of Management must be informed of a decision to suspend.

#### **8.6 Procedures in Relation to an Immediate Suspension**

Where an immediate suspension is considered warranted, a preliminary investigation should be conducted to establish the case for imposition of the suspension.

- Parents will be contacted, and arrangements made with them for the student to be collected.
- The formal investigation should immediately follow the imposition of the suspension.
- All the conditions for suspension apply to an Immediate Suspension except that the student be required to absent themselves from school.
- An immediate Suspension will not be open ended

## 8.7 Appeals

A parent, or a student over the age of 18 years, may appeal by notice in writing to the Chairperson of the Board of Management a decision to suspend within 5 days of receipt of same. An appeal shall only be considered on procedural grounds. The decision of the Board is final.

## 9. Threat of Expulsion from the School

### 9.1 Threat of Expulsion from the School

This measure can be applied in the case of exceptionally serious or repeated breaches of school rules. Usually, it is preceded by one or more suspensions. Where a decision is taken to issue a Threat of Expulsion such a decision is notified to the parents after the Year Head/Deputy Principal/school management have met with the student and their parents and others they may consider necessary.

The decision will be communicated to the parents in writing.

The Principal will notify the decision to the Chairperson of the Board of Management within five school days.

The decision will be entered into the pupil's file. The Threat of Expulsion shall apply to the current school year and may remain in place for the following school year up to a maximum of 6 months of school time. If the Threat of Expulsion extends into the next school year the total school time for which it is to apply will not exceed the 6 months.

### 9.2 Review

The Principal will have the discretion, in the case of sustained good behaviour by the student concerned, to suspend the Threat of Expulsion for the balance of the period during which it is to apply.

Any decision in this regard will be informed by feedback from the relevant staff and following an interview with the student. This decision will be communicated to the parents.

Any suspension of the Threat of Expulsion will be contingent on the student's continued good behaviour

## 10. Expulsion

### 10.1 Definition

A student is expelled from school when the Board of Management makes a decision to permanently exclude them from the school, having complied with Section 24 of the Education (Welfare) Act 2000.

### 10.2 Authority to Expel

The Board of Management has the authority to expel a student.

### 10.3 Grounds for Expulsion

Expulsion can be applied in the case of exceptionally serious or repeated breaches of school rules. Usually, it is preceded by one or more Suspensions and or a Threat of Expulsion.

Expulsion should be a proportionate response to the student's behaviour and should only be taken in extreme cases of unacceptable behaviour. A proposal to expel a student requires serious grounds such as for example:

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

There may be grounds for Expulsion for a first offence. The kind of behaviours that might result in a proposal to expel includes but is not limited to the following:

- a serious threat of violence against another student or member of staff
- actual violence or physical assault
- theft
- The supply, handling, possession of or intent to supply, handle, possess or use illegal drugs, drug related paraphernalia or other intoxicants (whether legal or illegal) in the school or on any school related activities
- sexual assault
- The dissemination of material or information (picture, video, text or word) which is defamatory, demeaning or intended to bully, intimidate or harass another member of the school community.

(This list is not exhaustive)

### 10.4 Factors to Consider Before Proposing to Expel a student:

- the nature and seriousness of the behaviour
- the context of the behaviour
- the impact of the behaviour
- the interventions tried to date

- whether expulsion is a proportionate response
- the possible impact of expulsion
- the special educational needs of the student

### 10.5 Procedures in respect of Expulsion

Normally, a Threat of Expulsion will precede the expulsion (see clause 9). However, in cases of serious misbehaviour, such as those outlined in clause 10.3, a pupil can be expelled without the Threat of Expulsion being applied beforehand.

- Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the following procedural steps will be taken:
- a detailed investigation is carried out under the direction of the Principal
- a recommendation is made to the Board of Management by the Principal
- consideration by the Board of Management of the Principal's recommendation and the holding of a hearing
- board of Management deliberations and actions following the hearing
- consultations arranged by the Education Welfare Officer
- confirmation of the decision to expel

#### 10.5.1 Investigation under the Direction of the Principal

A thorough investigation will be carried out as outlined in the Code of Behaviour

The Principal and/or their representatives will invite the parents and the student to a meeting and give the parents and the student every opportunity to respond to the allegations/complaint of misbehaviour before a decision is made and before a sanction is imposed.

If the parents and student(s) fail to attend this meeting, the Principal will reinvite the relevant parties to a rescheduled meeting. Failing attendance at the rescheduled meeting the School Management come to a decision in their absence. A record of the invitation issued, and the response of the parents will be kept on file.

#### 10.5.2 A Recommendation to the Board of Management by the Principal(s)

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

- inform the parents and student that the Board of Management is being asked to consider expulsion



- ensure that parents have records of the allegations against the student, the investigation, and written notice of the grounds on which the Board of Management is being asked to consider expulsion
- provide the Board of Management with the same comprehensive records as are given to parents
- notify the parents of the date of the hearing by the Board of Management and invite them to that hearing
- advise the parents that they can make a written and oral submission to the Board of Management
- ensure that parents have adequate notice to allow preparation for the hearing.

### 10.5.3 Consideration by the Board of Management of the Principal(s)'s

#### Recommendation and the Holding of a Hearing

- The Board will meet within two weeks of the conclusion of the investigation to review the initial investigation and ensure that the investigation was properly conducted in line with fair procedures.
- The Board will review all documentation and the circumstances of the case. No party who has had any involvement with the case will be part of the Board's deliberations.
- If the Board decides to consider expelling a student, a hearing will be arranged.
- At the hearing, the Principal(s) and the parents, or a student aged 18 years or over, will put their case to the Board in each other's presence. Each party should be allowed to question the evidence of the other party directly. This hearing is minuted.
- After both sides have been heard, the Principal and parents will withdraw and the Board will deliberate in private.

### 10.5.4 Board of Management Deliberations and Actions Following the Hearing

The Board will assess the matter in a closed meeting after having heard both the Principal(s) or a member of the school management appointed by the Principal(s) as well as the parents or guardians of the student concerned.

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

The Board will then either confirm the Principal(s)'s decision or overturn it. It will record its decision in writing and inform the Principal(s) and the parents or guardians within five school days of its decision.

Where the Board, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board will notify the Educational Welfare Officer in writing of its

opinion, and the reasons for this opinion. The student cannot be expelled before the passage of twenty school days from the date on which the Educational Welfare Officer receives the written notification.

The Board will inform the parents in writing about its conclusions and the next steps in the process. Parents will be informed that the Educational Welfare Officer will be notified of the decision.

#### 10.5.5 Consultations Arranged by the Educational Welfare Officer

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

consult with the Principal(s), parents and student

convene a meeting of those parties who agree to attend

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

#### 10.5.6 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 Management remains of the view that the student should be expelled, the Chairperson and the Principal(s) will be delegated to formally confirm the decision to expel. Parents will be notified that the expulsion will now proceed. Parents will be informed about the right to appeal and will be supplied with a form on which to lodge an appeal. A formal record will be kept of the decision to expel the student.

#### 10.5.7 Appeals

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

#### 10.5.8 Review of Expulsion

The Board of Management should review the use of expulsion in the school at regular intervals to ensure that its use is consistent with school policies, that patterns of use are

examined to identify factors that may be influencing behaviour in the school, and to ensure that expulsion is used appropriately.

### 11. Review of the Code of Behaviour

This Code of Behaviour which was drawn up in consultation with the parents, students, staff and management of our school and was ratified by the Board of Management will be reviewed one year from the date hereof and annually thereafter.

Any amendments which need to be made will be in keeping with the general philosophy of our Code of Behaviour and will be communicated to the members of the school community in writing.

As the official Code of Behaviour policy of the school, all registered students and their parents/guardians will be made aware of the Code of Behaviour on registration. Registration and enrolment in St Kilian" Deutsche Schule/Eurocampus is conditional upon acceptance of the school's Code of Behaviour. This policy is published on the school's website and uploaded to the management information system, Compass

Amendments to the Code of Behaviour will be communicated to all stakeholders.

Reviewed December 2024

Chair  
Board of Management

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(Signature)

## HOUSE RULES (SECONDARY SCHOOL AND EUROCAMPUS)

### **Before School**

Classes begin at 8.25. If you arrive before 8.15, please go to the Shamrock Hall where you will be supervised.

### **Study Hall**

The study hall is a place of study and the rules governing its use are simple: do not eat, do not drink, do not speak, study!

### **Morning Break 10.25 - 10.50**

- Classrooms will be locked by teachers so you will have to move out. Please take your books to your locker, then decide if you want to go outside or to the canteen. You are not allowed to eat or drink elsewhere. That means that all food must be consumed in the canteen or outside. The study hall is not an eating area during morning break.
- You will be asked to leave the canteen at 10.45.
- At 10.45 the bell will remind you to come back in if you are outside. Please collect your books for the next three periods and go to your classroom.
- Students are **not** allowed to leave the school premises. The bushes along the Belfield wall, the terrace in front of the main entrance and the car park are out of bounds.
- Senior students using the room/ facility agreed during break are required to ensure the facility is left clean and tidy after each break. A failure to do so will result in this privilege being temporarily withdrawn.

### **Lunch Time 12.50 - 13.30**

- Classrooms will again be locked by teachers. Please take your books to your locker, and then decide whether you want to go to the canteen or outside. Once you are outside you will not be allowed back in.
- If there are sports activities in the gym, please remember that you are not allowed to eat or drink in the waiting area behind the gym or in the gym itself. The same applies to the library.
- Classrooms will be opened at 13.25. Please collect your books for the afternoon classes.

- The Study Hall may be used as an extension of the canteen for eating from **12:50 - 13.20 only**. The study hall must be restored to its purpose as a place of study for the start of 7<sup>th</sup> period. This means it must be cleaned and tables/chairs returned to their regular positions. A cleaning roster will be put in place and it will be obligatory to turn up and clean if your name appears on the roster. Cleaning duty has nothing to do with how often or how seldom you use the facilities, it is part of your communal responsibility.

### **End of the Day**

At the end of the day please make sure that your place is tidy. Don't leave any paper under your desk and take your books with you. If necessary, sweep the classroom quickly. The chairs must be put on the desks every day in order for the cleaners to be able to work without loss of time. Do not leave any litter in the corridor. Teachers are requested to keep you back to tidy up the corridor after the other students have left. If you have to wait after class, you must go to Supervised Study in the Study Hall. Please tell the supervising teacher how long you have to stay and why you must leave earlier if you are not enrolled for Supervised Studies.

### **Wet Weather**

During wet weather, students can use the canteen and the upstairs corridor.

### **Detention**

After three entries on the Compass system, the pupil concerned will receive a detention. Three subsequent entries will result in a further detention. Any other serious breach of school rules may also be penalised with an Immediate Detention at the request of the Year Head, Deputy Principal or Principal.

The following will incur an immediate detention:

- Leaving school without permission
- Not signing out
- Mitching classes
- Persistent lates

This list is not exhaustive.

### **Smoking/Vaping**

Smoking and vaping on the school campus is illegal. It is forbidden to smoke or vape on school trips and outings. A breach of this rule will result in a suspension. Behaviour outside the school grounds which compromises the good name or image of the school will be sanctioned.

## **Bags, Coats and other materials on the Corridors**

Please do not leave your bags on the corridor at any time – even when you have Sports or Computer Studies. All bags must be stored in lockers or on racks. Items left on the corridor floor will be removed.

## **Mobile Devices**

- The use of mobile phones or other electronic equipment is not allowed in School from 8.15am until 4.10pm. (See Mobile Device Policy)
- No photographs or recording, either video or audio, can be made on your phone on the school premises or while on school based activities. Using a phone in such a way can seriously infringe on people's privacy and rights and will be considered a serious breach of the school's Code of Behaviour and will be dealt with accordingly.
- Incidents where students use a mobile phone or other similar device to bully others by sending offensive messages, or calls or to distribute unauthorised images or offensive images will be investigated thoroughly under the Anti-Bullying policy.
- It is an offence to use a mobile phone to menace, harass or offend another person.
- The school accepts no responsibility for lost, stolen or damage to mobile phones or other electronic devices and equipment. The safety and security of such is wholly a matter for students.
- Students are not permitted to wear headphones in the school.

## **Chewing-gum**

We are very proud of our "Green School ethos".

Chewing-gum is not allowed in the school building or on the school premises. If you are caught chewing gum, you may forfeit a break or time after school to scrape gum off some school furniture. You should be put off chewing-gum after this!

## **Peanut-Free School**

St. Kilian's/Eurocampus is a Peanut-free zone.

## **Litter**

Please use the correct bins for your litter. Teachers are requested to ask you to pick up litter, regardless of whether you dropped it or not.

There is zero tolerance for litter in our school. Students who litter will be asked to stay after school on Friday and pick up litter around the school and campus. We will supply the equipment to ensure you can carry out this particular task efficiently and effectively!

## Car Park

Only students in possession of a full and valid driving licence may drive into the campus and use the designated areas of the car park (i.e. outside of the staff parking area). Students who drive to school must submit a copy of their full licence to the school secretary for filing.

## Valuables

The school cannot accept responsibility for lost property. **Please do not bring any valuables to school.** If this cannot be avoided, please ask the secretary to lock them away for the day.

## Dress Code

Whilst St Kilian's/Eurocampus does not have a uniform there is a requirement that all members of the school community dress in a manner that is appropriate to the functions of our school as an educational establishment and a place of work. We encourage diversity and self-expression however, a dress code is also part of the personal education process of the pupils who attend our school. Pupils are therefore encouraged to become aware themselves of what is and what is not acceptable dress in the school environment. The guidelines below are intended to help pupils make the right choices in terms of their school clothes and to realise that some forms of clothing are **not** appropriate for school.

- Our school is an integrated campus from Kindergarten to secondary school and at all times we should lead by example and be aware of our much younger and more impressionable students.
- Our school is also a place of work.
- The word appropriate should always inform our choice of clothing.
- Offensive or vulgar inscriptions are not permitted because they compromise our school's Dignity at Work Charter and are contrary to the principle of respect which underpins the Code of Behaviour and the ethos of our school.
- Trousers, shorts, skirts and dresses should always provide adequate cover so that underwear is never visible.
- Shorts (if worn over leggings/thick tights) should be of adequate length and should be clearly distinguishable from underwear.
- Transparent tops should at all times be worn over suitable and appropriate undergarments.
- Tops should cover the midriff and tummy area
- Torn jeans or tights are not appropriate for school
- Head gear must not conceal the face or prevent identification

- Hoods may not be worn indoors

### **Additional Regulations**

- One nose stud can be worn. (nose, lip or eyebrow rings cannot be worn).
- All other facial ornaments must be replaced by clear plastic retainers. Metal bars and metal facial rings must not be worn on the school campus.
- Due to Health and safety requirements facial piercings and plastic retainers must be removed in PE.

If you wear offensive or inappropriate clothing to school you will be requested to change or cover up, you may be provided with alternative clothing from the lost and found for the duration of the day. Refusal by a student to follow any reasonable and clear instruction in relation to the above dress code may result in suspension.

### **Conflict Resolution**

Our school operates a zero tolerance for physical violence/fighting. Violence is never acceptable as a means of resolving difference or conflict. Violent behaviour and physical fighting compromise the good order and control necessary to ensure the safety of everybody on campus, therefore, if you engage in either you will be suspended. Please talk to your Class Teacher or Year Head if there are issues which you find difficult to resolve yourself. Remember fighting solves nothing, it only helps to make the situation worse!

### **Code of Behaviour**

The code of Behaviour is accessible on the school's website [www.kilians.com](http://www.kilians.com); hard copies are available from the office on request.

***Do not run inside the building. Walls are harder than skulls!***

### **In addition to the House Rules the school expects that students will:**

1. Attend school regularly and remain for the full day.

This is a rule of our school because missing class adversely affects progress. (See our Attendance Policy for further details).

2. Be on time for every class.

This is a rule of our school because not being on time causes disruption for the teacher and the class. Also as our school is concerned with the development of the whole child we see the importance of encouraging students to develop good punctuality which will be expected of them in the workplace.

3. Show respect for yourself and others.



This is a rule of our school because having respect for oneself and for others, promotes a respectful, caring atmosphere where the rights of all are upheld.

4. Show respect for school property. This is a rule of our school because defacing / damaging school property is destructive and shows a lack of respect for the school community of which the student is a member.
5. Move quietly around the school in an orderly manner.

This is a rule of our school for the health and safety of students and staff and so that the business of teaching and learning can take place without unnecessary disturbances.

6. Listen to messages given and do as required. This is a rule of our school so that instructions given to assist the smooth running of our school are carried out in the interests of all.
7. This Code of Behaviour and the House Rules are to help all members of the school community to achieve these aims. It serves:
  - To create a safe, secure learning environment for all students by promoting a sense of mutual respect among all members of the school community.
  - To have effective procedures in place which will allow for the day to day running of the school and which meet the demands of current legislation.
  - To promote good behaviour and self -discipline.
  - To allow for the appropriate involvement of all school personnel.
  - To ensure understanding by the parents, students, staff and management of the code of behaviour and the reasons for it.
  - To emphasise the promotion and acknowledgement of good behaviour.
  - To outline the strategies to be used to prevent poor behaviour and the ways in which positive behaviour is acknowledged.
  - To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour.
  - To outline the interventions to be used when a student repeatedly misbehaves.
  - We do not leave the school premises if we have not been given permission by a teacher or the school secretary to do so.
  - We attend classes regularly, punctually, we bring our books and other materials, we work in class as requested by our teachers, and we do our homework carefully.

- We don't disturb classes.
  - Teachers will treat pupils with respect, and pupils accept teachers have a duty of care towards pupils. That means that pupils must follow teachers' instructions.
  - We wear clothes that are neither offensive nor inappropriate in school.
  - We do not wear head gear which conceals our faces or inhibits easy identification. (see House Rules appended to this Code).
  - We do not engage in sexual behaviour in the school.
8. What pupils do before school, during break, what they do when it rains, is described in the House Rules for the Primary and the Secondary School, which are appended to this Code of Behaviour.

The House Rules may be complemented from time to time by specific regulations e.g., Library Rules, Canteen Rules, Computer Rules, Rules for Break, Supervised Study Rules, etc.

(updated March 2022)