

**Bord Oideachais agus Oiliúna Dún na nGall  
Education and Training Board Donegal**

***Coláiste Cranncha***

***Crana College***



***Code of Behaviour***

## **Ethos Statement**

ETB schools are state, co-educational, multi-denominational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community;
- Respect.



## **School Vision**

*'We inspire every student to learn, to think, to care and to achieve'*

## **Mission Statement**

*It is our mission to create a safe caring and creative environment where all pupils are given the best opportunities to develop their potential to the full, to acquire knowledge and to adopt a positive attitude towards work, life and their community*

We expect everyone in Crana College to

- prepare well for school;
- work to the best of their ability at home and in school;
- show respect for themselves and others;
- care for the school and community environment;
- show consideration for the health and safety of themselves and others.

*Moral, disciplined and courteous behaviour is expected, not only in the classrooms and corridors of the school, but also in the community, on school buses, and at all activities or functions, whether on or off the campus. In keeping with the philosophy of Crana College, that a school is as good as the reputation of its students, disciplinary*

*action may be implemented in response to any off-campus behaviour that contravenes this code of conduct. It is the practice in Crana College that, whenever conflict or disagreement occurs, that all parties have the opportunity to present their case and to be listened to. Through communication and dialogue we strive to ensure that positive relationships are restored and any harm is repaired.*

This Policy should be read in conjunction with other school policies listed below:

Pastoral Care Policy  
Instruction on the use of Mobile Phones-electronic devices Policy  
Anti Bullying Policy  
Homework Policy  
Substance Use Policy  
ICT, Network and Internet Acceptable Usage Policy  
Online Classroom Protocols for Students  
Extra Curricular and School Tours Policy  
Admissions Policy

### **Respect and Mutual Expectations**

- Everyone in Crana College has the right to enjoy school life. Teachers and pupils should work in a safe and secure environment where everyone is treated as valuable members of the school community. Good relationships between teachers and students are central to a positive school climate.
- Everyone in Crana College has the right to be treated fairly, consistently and with respect at all times. No-one should suffer physical or verbal abuse in any circumstances. Indeed Bullying of any kind is totally unacceptable and will be dealt with in accordance with the school's Anti Bullying procedure.
- It is the policy of the school to acknowledge positive contributions and reward good standards of behaviour whenever possible.
- Students are expected to be mannerly, respectful and helpful to one another, to staff and to visitors to the school and to follow the directions of teachers when required.
- Self discipline is required of all members of the school community. Promoting good behaviour is central to this code. Sanctions will be applied by the school when necessary in a fair and consistent manner.
- Consideration will be given to the difficulties faced by students with special needs, especially in situations where their behaviour is affected by their learning difficulty.

## **Restorative Practices**

Restorative Practices concentrate on restoring or repairing relationships. This approach encourages individuals to take responsibility for their actions. It involves listening to further views, moving on and restoring relationships. Restorative Practices support and strengthens the code of behaviour by managing hurt, conflict and tensions by repairing compromised relationships.

In all instances of poor behaviour we aim to use the principles of restorative practises to assist pupils to understand their behaviour. For example, teachers will often take time to explain how poor behaviour can have a negative influence in the classroom and can affect the learning and progress of all students. Restorative meetings often take place after incidents to restore relationships. Although a sanction may be applied students are helped to understand their own behaviour and how it affects others and the atmosphere of the school. Students are encouraged to take responsibility for their behaviour and to be aware that good relationships which are central to the ethos of Crana College can be damaged by poor behaviour.

Crana College has participated in recent EU Peace IV Funding for Restorative Practices. Four of our staff members completed the Postgraduate Certificate in Restorative Practices and all staff have completed CPD revolving around applying restorative measures in their own practice. Groups of students have also been training in the area of Restorative Practices.

## **Promoting Positive Behaviour**

Promotion of positive behaviour of students is central to the ethos in Crana College. Students are encouraged to show respect to one another and to staff members at all times. A number of rewards are given which can have a motivational role in helping pupils to realise that good behaviour is valued. Integral to the system of rewards is an emphasis on praise both informal and formal to individuals and groups. A points score is also allocated on the VShare system for positive behaviour.

The following list is not intended to be prescriptive or exhaustive, but merely to indicate examples of appropriate rewards. Each teacher will have his/her individual strategies/repertoire of responses.

### *Examples*

- Personal word of praise from teacher
- Good comments in pupil diary
- Mention at Assembly
- Nominated for student of the month.
- Positive behaviour comment noted on VShare with a points score.
- Year Head/ Deputy Principal/ Principal visiting classes to compliment/praise
- Congratulations note or letter home.
- Positive comment on Term Report

- Positive contact with home by phone/pupil diary/Parent-Teacher meeting
- Display of student work in the classroom or in prominent place
- Participation in School teams
- Becoming a member of a student council, being elected to the school leadership team or mentor team.
- Class outing to the cinema, bowling alley or places of educational interest. Inclusion in school trips abroad.
- School Prizegiving
- Where a student who has been referred to the discipline committee has shown a significant improvement in behaviour over a period of time the committee may allocate positive points to this student.

### ***Expectations of Students***

- Pupils are expected to act with common sense and responsibility both in school and on the way to and from school, having respect for others and their property
- Pupils should wear proper school uniforms and maintain a neat and tidy appearance appropriate to a school setting at all times.
- Pupils must be punctual in the morning and after lunch, be on time for class throughout the day and never leave the school premises without permission.
- Pupils should enter and leave classrooms and move around the school in an orderly fashion. They should follow the directions of staff when requested.
- Pupils must not enter general classrooms, practical rooms, computer rooms, the gym, or laboratory's without a teacher being present, unless otherwise instructed
- Pupils should have the correct books, equipment or other materials in class. All homework must be attempted.
- Pupils are expected to show respect to their fellow pupils and to all staff including teaching, office and ancillary. Offensive language or gestures will not be tolerated.
- Pupils must not damage or interfere with any school property or with the property of another student.
- Pupils should not bring cigarettes, alcohol, vaping devices, any illegal substance or any hazardous material to school under any circumstances.
- The use of Mobile phones, camera phones, iPods, MP3 players, etc.is not allowed within the school in keeping with the guidelines on the use of electronic media and mobile phone policy, clarified in a separate policy. If a student has his/her mobile phone out while in school without permission the student will be asked to hand it over to the teacher. A record of this will be placed on VSare and the phone must then be collected by a parent/guardian at the school office.
- Pupils are allowed to use their lockers, before class begins in the morning, at break and lunch time and at the end of the school day. Pupils are not allowed access to their locker at other times. Lockers remain at all times the property of Crana College and may be opened by the school management or staff if there is a suspicion regarding contents.

- In writing, students must seek the Principal's permission if they would like to park their car on school grounds. Priority will be given to staff and visitors as parking facilities are limited.

## **Attendance and Punctuality**

Pupils are expected to attend school regularly and to arrive punctually.

- In the case of absence from school for one day or more the pupil must, upon return, give the office a written explanation signed by a parent or guardian.
- We aim to make contact with parents/guardians by phone, text or house call on the occasion of an absence from school in order to clarify the reason for the absence and to assist in encouraging a student to return to school where necessary.
- Roll call takes place during morning registration. If a student arrives late to school and misses roll call it is their duty to ensure that they are marked present in the "Late Arrivals" book in the Office and that they present a note explaining their lateness. Office staff may contact home if a student does not have a note when late in the morning.
- When a pupil has been absent for 10 days and 15 days the school's attendance officer will contact parents by text to notify them that the Education Welfare Officer will be informed should the pupil be absent for 20 days. A letter will be sent after a 20 days absence to parents and the Education Welfare Officer will be informed.
- Pupils may not leave the school grounds during the day without written or verbal permission (in pupil diary, by letter or phone call to the Office) from their parent or guardian, which has been signed by either their tutor, Year Head, Principal or Deputy Principal. A Parent/Guardian must collect the student if they are "Signing out" early from school.
- The school accepts no responsibility for pupils who leave school with or without permission. All requests for absence must be processed through the office and students must ensure that their name is entered in the "Signing out" book. Pupils are not allowed outside the school grounds during the morning break and are encouraged to remain on the school grounds at lunchtime. First Year students must remain in the school grounds at lunchtime while other students may only be excused when their parents/guardians have signed the appropriate indemnity form.
- Pupils must be punctual for all classes. Visits to toilets, lockers etc must be confined to specified breaks between classes. In exceptional circumstances the class teacher may give permission to make such visits outside of specified breaks.
- The services of the Home School Community Liaison Officer and the School Counsellors are available to all students to assist in resolving any issues relating to school attendance.

## **Uniform and Appearance**

School management reserves the right to make decisions on any issues relating to appearance in the school setting as it may affect relationships or good order in the school. Neat and tidy appearance is important in school and for preparation for the world of work in the future. The list below is subject to change by the BOM.

### **Boys:**

Plain grey trousers (straight leg not skinny full length). A navy V-necked jumper with the school crest, worn over a plain white shirt and tie (navy, yellow stripe and school crest). Black Shoes.

### **Girls:**

Skirt: Plain grey school skirt to the knee or plain grey trousers (straight leg not skinny full length). A navy V-necked jumper with the school crest, worn over a plain white shirt and tie (navy, yellow stripe and school crest). Black Shoes. Plain dark black tights or black/navy socks when worn with skirt.

### **PE:**

We have a school PE tee-shirt and ½ zip top available for purchase (order and fitting in school during 1st week in school). This is compulsory for all students in 1st year (to be confirmed). Students should wear black/navy bottoms and runners.

### **Optional:**

Navy blue school coat with the school crest. Navy blue school blazer with school crest.

Plain navy coat will suffice during winter periods

In the interest of health, safety and hygiene body piercing, facial jewellery or large earrings should not be worn.

Students should be sensitive to, and aware of, the subtle use of natural looking makeup and all students should be sensitive to the use of appropriate/natural looking hair colour and style. Bright hair colours e.g. blue, pink, neon are not permitted.

Particular attention will be placed on students having totally black shoes. Students will not be permitted to wear runners/boots/uggs/converse in the school with the exception of runners in PE class.

If students are not wearing the proper uniform/footwear they will be detained at break and lunchtime or given a pair of black school shoes/uniform items for the day.

## **Health and Safety Guidelines**

- Pupils should not run or become involved in horseplay on the corridors or G.P. areas at any time, but especially when hot food or drinks are being consumed.
- At all times pupils should walk on the left hand side of the corridor.
- School bags or P.E. bags left unattended in the G.P. areas or corridors are left at students' own risk. Lockers are available for storage throughout the day.
- The school cannot be held responsible for property that is lost or stolen.
- Money or valuables should never be left in school bags, lockers or unattended.
- Pupils should use the litter bins provided throughout the school buildings and grounds.

Unfortunately, due to space restrictions pupils who want to park on school grounds should seek permission in writing from the Principal. Free parking is available at the Shore Front.

- Tampering with fire alarms or fire equipment is strictly forbidden.
- Physical assault is totally unacceptable and the perpetrator(s) will be subject to the most serious sanctions as set out in the Code of Behaviour.
- While the school's Designated Liaison Person for Child Protection Issues is the Principal, a pupil who becomes concerned about the safety or well-being of a fellow pupil should let any member of staff know immediately. All teachers are Mandated Persons under Child Protection Guidelines.
- CCTV is in operation in our school.

## **Recording behaviour on VSware**

The school's administration platform VSware has a facility to record behaviour both positive and negative. A points score will be applied. All students will be given 100 points at the start of the school year. Positive behaviour comments will increase the student points score while negative behaviours will decrease the points score.

The subject teacher will tell the student if they are giving them a positive/negative comment and points score. Class tutors, Year head, Deputy Principal and Principal will discuss Vsware comments with the student when putting them on report or when having a meeting with the student.



## Misbehaviour, Sanctions and Actions

Crana College recognizes that the vast majority of students are well behaved and it is a minority of students who disrupt the learning opportunities of their well behaved classmates. While many incidents of disruption may not appear in themselves to be of undue seriousness, taken on a recurring basis they can undermine the climate for teaching and learning that is fundamental to the ethos of the school.

Incidents of serious indiscipline including one off incidents which pose a risk to the safety and well being of teachers or pupils will be dealt with in the most serious manner possible and could lead to suspension or expulsion from school.

The school authorities reserve the right to address instances of misbehaviour that occur outside the school grounds, at lunchtime, or after school hours. In the case of behaviour instances that take place in the evening or at weekends involving students of Crana College, the school authorities will take an active role in ensuring that the matter is resolved. The school also reserves the right to look at the contents of a student's mobile phone/electronic device where there is a suspicion that it may contain inappropriate content.

**Pupil misbehaviour falls into three broad categories:** The following list is not intended to be prescriptive or exhaustive, but merely to provide examples of misbehaviour and appropriate sanctions.

### 1. **Minor Indiscipline:**

- Homework or homeworks not done.
- Copying. Not bringing correct books, pens or materials to class.
- Misbehaviour in class (lateness, talking, distracting, reluctance to co-operate, bad manners, inattention, making little effort, chewing/eating etc.)
- Misbehaviour in or around the School, (pushing, out-of-bounds, noise, horseplay in corridor/G.P./at changing rooms, incorrect/untidy uniform etc)

#### Actions that may be taken

The subject teacher will make all efforts to deal personally within the classroom and other issues in this category without the direct involvement of Class tutor or Year Head. Each subject teacher will have his/her individual/record strategies and the following procedures are intended only as a guide:

- (a) In the case of a first or minor offence a verbal request for good behaviour may be enough.
- (b) Advise the student on how to improve their behaviour.
- (c) Other class based sanctions may be applied e.g. moving to another seat, additional classwork or homework.

- (d) The teacher can write a note in the pupil's diary and, if required, request a reply from the parents.
- (e) A pupil may be asked to remain on the school premises at lunchtime or be put on lunchtime or after school detention.
- (f) The teacher can inform the pupil that this will be mentioned in his or her next School Report or Parent Teacher Meeting if he or she does not improve.

## **2. More Serious Indiscipline**

- Being regularly involved in misdemeanours mentioned in the first category e.g. routine failure to produce homework, continuous misbehaviour in class, behaviour that is inappropriate to the smooth operation of the school etc.
- Leave school grounds without permission
- An individual act of more serious indiscipline e.g. use of bad language, smoking, scheming class, some categories of vandalism/bullying, aggressive horseplay, misuse of school ICT policy etc.
- An act of defiance/disrespect towards staff.

### Actions that may be taken

The student will be informed that the Class Tutor and Year Head will be involved and that the substance of the indiscipline will be formally recorded on the VShare system.

- a) The behaviour will be recorded on VShare with a score ranging from -1 to -3.
- b) Class tutors will deal with students with a points score from up 100 to 90 and will place and monitor students on report. Students will be placed on report for 3 days when they have a score between 95 and 90. A letter will be sent home to inform the parent that their child has been placed on report and a record will be made on VShare. Class tutors may liaise with year heads about particular behaviours.
- c) Year Heads will deal with students with a points score from 89 to 80 and will place and monitor students on report. Students will be placed on report for 5 days when they have a score between 89 and 85. A letter will be sent home to inform the parent that their child has been placed on report and a record will be made on VShare. Year Heads may refer the student to the behaviour for learning teacher for a group programme and liaise with the Deputy Principal about particular behaviours.
- d) If a student reaches a score of 79 to 70 the Deputy Principal and Year Head will arrange a meeting with the Parent and student. They may be placed on a "rolling report" card based on behaviour. A letter will be sent home and a record will be made on VShare.
- e) The Year Head/Deputy Principal may place the pupil on after school detention if the student has a negative report card.
- f) Privileges, extra curricular may be withdrawn.
- g) Student may be withdrawn from class in a particular instance.
- h) Parent may be asked to collect child following an incident.
- i) A restorative meeting may be arranged with parties involved.

- j) The pupil may be suspended by the Principal/Deputy Principal in keeping with the school's policy on suspension.

### **3. Gross Misconduct**

Incidents of serious indiscipline including one off incidents which pose a risk to the safety and well being of teachers or pupils will be dealt with in the most serious manner possible and could lead to suspension or expulsion from school.

- Being regularly involved in misdemeanours mentioned in the second category above e.g. failing to improve or repetition of the offending behaviour after appropriate sanctions have been taken
- The constantly uncooperative pupil whose behaviour has a detrimental effect on the progress of others.
- Bullying of any kind e.g. physical, verbal, emotional.
- A physical or verbal assault on a pupil or member of staff. Serious lack of concern for health and safety of self, other pupils or staff.
- Use of inappropriate, abusive, offensive or vulgar language towards a fellow student, member of staff or a member of the local community.
- Serious misconduct which is likely to bring the school into disrepute.
- A serious act of vandalism/malicious damage to school property, CCTV, emergency apparatus or fire alarm system
- Stealing or other serious moral misconduct.
- Possession or sale of offensive or dangerous devices e.g. vaping device, fireworks, laser pens, bangers etc
- Serious breach of the schools ICT, Mobile phone or substance use policy.

#### Actions that may be taken

- a) Principal/Deputy Principal or the designated Assistant Principal will be informed immediately.
- b) Pupil will be withdrawn from class and parents contacted or a parent may be asked to take their child home until investigation of the incident is carried out.
- c) Parents will be requested to attend the school and give an undertaking to the Principal to assist in resolving the situation.
- d) The behaviour and action will be recorded on VSware.
- e) A restorative meeting may be arranged with parties involved.
- f) Discipline Committee Established consisting of Principal, Deputy Principal, Year Head and BFL teacher. Contract of behaviour and supports/programmes put in place for students. Meeting with parent and student arranged.
- g) Student may be referred to the behaviour for learning teacher for an individual programme.
- h) Withdrawal from class.
- i) The pupil may be suspended or expelled in keeping with the school's policy on suspension and expulsion.
- j) Incidents of Gross Misconduct will be dealt with for the most part by the Principal and Deputy Principal.

#### Discipline Committee

A Discipline Committee consists of Principal, Deputy Principal, Year Head and BFL teacher. Contract of behaviour and supports/programmes put in place for students. Meeting with parent and student arranged.

Behaviour For Learning Teacher (BFL)

The BFL teacher will organise group and individual programmes for students involved in More Serious and Gross Misconduct.

**Procedure when “On Report”**

- The report card can be found at the back of the student diary. It is the student's responsibility to look after their diary.
- The class tutor, year head, Deputy Principal/Principal will place a student on report, will complete the name, date at the top of the card and the number of days on report.
- A letter will be sent home to inform the parent that the student is on report and a record will be made on VSware.
- Google Form Record will be completed so that management and the supervising teacher will know what students are on report in a given week.
- The student on report should present their journal to his/her teacher for comment and signature at the beginning of each class. They must collect their diary from the teacher at the end of the class and bring it to the next teacher.
- Students must stay in their assigned GP area during lunchtime and must report to either the supervising teacher, class tutor or the Year Head once at breaktime and during lunchtime to get their diary signed. Students are not permitted to go outside when on report unless agreed by the tutor, year head or Principal/Deputy Principal.
- The report card must be signed by the class tutor, year head, Principal/Deputy Principal and by the parent/guardian at the end of each day of the report.
- If a student's behaviour is not satisfactory over the period they are on report the number of days may be extended or the student will be placed on after school detention.

## Ladder of Referral

**Note. A once off incident could fit into any of the above categories**

Step:	Category	Type/example see page:	VSware Points Score	Responsibility:	Action/Interventions (list not exhaustive)
1	Minor Indiscipline	9		Subject Teacher	Conversation with student, notes in diary, moved on seating plan, tel home, additional work, lunch detention, point on Vsware and inform student of this, record on term report/parent teacher meeting.
2	More Serious Indiscipline	10	99 to 90 95	Class Tutor On report 3 days	In addition to the above, On a report card 3 days letter sent to parents. Discuss VSware points score and comments with student.
	More Serious Indiscipline	10	89 to 80 85	Year Head On report 5 days	In addition to the above, On a report card 5 days, letter sent to parents, discuss VSware points score and comments with student, after school detention, restorative meeting, group programme BFL, privileges/extra curricular withdrawn, withdrawn from class, suspension.
	More Serious Indiscipline	10	79 to 70	Deputy Principal	Deputy Principal and Year Head will meet with Parent and student. Report card 3-5 days (rolling report), discuss VSware points score and comments with student, after school detention, suspension.
3	Gross Misconduct	11	69 and below  Once off Incident	Principal, Deputy Principal, Year Head, BFL teacher	Discipline Committee meeting Contract of Behaviour Meeting with parent and student Discuss VSware points score and comments with student and parent. Review point- positive Points!! Individual programme BFL Other supports/programmes Withdrawal from Class Suspension Expulsion

## **Procedures relating to Suspension and Expulsion**

### **Procedures in relation to Suspension**

Suspension is defined as “requiring the student to absent himself/herself from the school for a specified, limited period of school day”

Suspension in Crana College will be a proportionate response to behaviour that is causing concern, as defined by the school’s Code of Behaviour. In considering to suspend a student the following factors will be taken into consideration

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions tried to date
- Whether suspension is a proportionate response
- The possible impact of suspension

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

Where a preliminary investigation confirms behaviour that could lead to suspension the following procedures will apply:

- A student will normally be suspended for three days or less. In exceptional circumstances the Principal is authorised by the Board of Management to impose a suspension of up to 5 days in order to achieve a particular objective. The Board will normally respect a ceiling of ten days on any one period of suspension imposed by it. Any suspension which would bring the number of days for which a student has been suspended in the current school year to twenty days or more is subject to appeal under Section 29 of the Education act 1998.
- The principal will use his professional judgement in relation to the number of days suspension on behalf of the Board of Management.
- Inform the student and parents, by phone or in writing, about the complaint, how it will be investigated and that it could result in suspension
- Parents and students should be given an opportunity to respond before a decision is made. A meeting will be arranged with the student and their parents so that they are given an opportunity to give their side of the story.
- Where an immediate suspension is considered by the Principal to be warranted for reasons of the safety of the student, other students, staff or others, a preliminary investigation should be conducted to establish the case for the imposition of the suspension. Parents will be notified and arrangements will be made with them for the student to be collected.
- The Principal should notify the parents and the student in writing of the decision to suspend.

- A record of the suspension will be made on VShare.

The Board of Management will review the use of suspension in Crana College at regular intervals to ensure that it is appropriate and effective within the school's Code of Behaviour.

### **Procedures in relation to Expulsion**

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

The Board of Management of Crana College recognizes that expulsion of a student is a very serious step, and one that should only be taken in extreme cases of unacceptable behaviour. The College will normally have taken significant steps to address the misbehaviour and to avoid expulsion of a student including, where appropriate:

- Meeting with parents/guardians and the student to try to find ways of helping the student to change their behaviour
- Making sure that the student understands the possible consequences of their behaviour
- Ensuring that all other options have been tried
- Seeking the assistance of outside support agencies where appropriate.

The grounds for expulsion may be similar to the grounds for suspension including a once off incident with the key difference being that where expulsion is considered the school management and staff, having tried a series of interventions and supports, has exhausted all possibilities for changing the student's behaviour.

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

- A serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Supplying illegal drugs to other students in the school
- Sexual assault

Given the seriousness of expulsion as a sanction, the Board of Management will undertake a detailed review of the incident or incidents

### **The Steps taken towards expulsion of a student**

The Board of Management of Crana College will follow the Guidelines laid down in the NEWB booklet on Developing a Code of Behaviour in respect of expulsion of a

student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the procedural steps will include

- A detailed investigation carried out under the direction of the Principal
- A recommendation 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 Educational Welfare Officer
- Confirmation of the decision to expel.

Full contact with parents and the student involved will be established and maintained throughout the process so that at all times they are given every opportunity to respond to any complaints of alleged misbehaviour before a decision is made and before a sanction is imposed. In particular parents and the student will be informed that the Board is considering expulsion, will be given records of the allegations against the student and details of the grounds on which these allegations are based. Parents will be notified of the Board's hearing and will be invited to that hearing. They will be advised that they can make a written or oral submission to the Board and they will have adequate time to allow them to prepare for the hearing. Full details of how the investigation is carried out, how parents will be kept informed, how the hearing is arranged and the steps that are taken if a student is going to be expelled are included in the NEWB Guidelines and will form the basis of the Board's procedures.

A parent or a student over the age of 18 may appeal a decision to expel to the Co Donegal ETB. Where such an appeal has been concluded a further appeal may be made to the Secretary General of the Department of Education and Science. The Board of Management will review the use of expulsion in Crana College at regular intervals to ensure that it is appropriate and effective within the school's Code of Behaviour.

### **Implementing the Code of Behaviour**

This Code of Behaviour will be communicated to staff, parents and students in the following ways:

The Code will be included in the Student Journal of all students where it can be seen by parents. Classes will be devoted to aspects of the Code, especially at the beginning of the academic year.

First Year students will be given help to understand the Code by their Class Tutor and Year Head. Lessons and Assemblies will be devoted to explanation of aspects of the Code.

Students with special educational needs will have extra help in understanding the Code and its references to the causes and effects of behaviour.



Parents of incoming students will be given a copy of the Code before the student is registered in the school. When they enrol their child, parents must sign the form stating that they accept the Code as a fair system for maintaining a positive school atmosphere.

The Code of Behaviour will be available on the school website.

An information night for parents of 1<sup>st</sup> Year students will be held during September. Parents will be helped and encouraged in their role in helping students to meet the standards. The Parents Association and the Board of Management provide opportunities for parents to raise issues relating to the Code. The school will operate an “open door” approach where parents can bring any issues or concerns that they have to the school management.

Staff will be given a copy of the Code of Behaviour and any amendments sanctioned by Co Donegal ETB will be highlighted to them. Newly appointed staff will be assisted in implementing the Code and it will be placed in the teacher induction pack.

In order to ensure that the Code is working and achieving its goals the Board of Management, together with the Principal will monitor its effectiveness and may decide to review all or part of the Code if require

**I have read, understood and agree to uphold the school code of behaviour. I also agree to abide by all school policies which are available for reference on our school website: [www.cranacollege.scoilnet.ie](http://www.cranacollege.scoilnet.ie).**

**Student's signature:\_\_\_\_\_**

**Date:\_\_\_\_\_**

**Policy review: August 2013, 2014, 2016**

**Policy review: January 2017**

**Ratified by the Board of Management: 23rd January 2017**

**Policy review: May 2017**

**Ratified by the Board of Management: 22nd May 2017, 14th November 2017, 10th February 2020**

**Policy review: September 2020**

**Ratified by the Board of Management: 22nd October 2020**

**Policy review: May 2022**

**Ratified by the Board of Management: 23rd November 2022**