

# **Policy on Discipline – Suspension, Expulsion**

**Coláiste Bríde  
Enniscorthy  
Co. Wexford**

**Ratified by the Board of Management:**

**Date \_\_\_\_\_ Signed \_\_\_\_\_**

**Signed: \_\_\_\_\_  
Secretary,  
Board of Management**

**In conformity with the Education Welfare Act 2000 (Section 23.1 and 23.2) the B.O.M of Coláiste Bríde Enniscorthy, following consultation with the Principal, Teachers, Parents, Pupils and Welfare Officer has prepared and ratified this Policy Document.**

**Under our Discipline Policy our school Coláiste Bríde has its own Code of Conduct and School Rules as outlined in the School Prospectus on page 7 and in the Student School Journal pages 2 and 3. This policy endeavours to produce an environment where teaching and learning can take place in a positive and caring atmosphere which fosters good relationships and communication. This is based on the Catholic Ethos enshrined in our Mission Statement:**

***“We are working to promote a secure and caring community environment, where respect, responsibility and Christian commitment grow; drawing forth the positive potential of each individual”***

**Students are expected to behave in a responsible way and obey the rules of the school:**

**Students Must:**

- Respect all members of the school community and obey all staff members
- Attend all their timetabled classes and come to class punctually.
- Have their books and equipment and homework for each class.
- Wear full school uniform in school, going to and from school, when representing the school and during public exams. (see policy on Uniform)
- Respect property of staff, school and pupils and pay for any damage caused.
- Smoking is illegal under Health and Safety legislation and is strictly prohibited in school or on school grounds. ( consult school Health and Safety policy )
- Chewing gum, using foul language, stealing and bullying are prohibited.
- Makeup or excessive jewellery are not allowed.
- Disruption: any actions that, at the discretion of the teacher, interrupt teaching and learning will not be tolerated.
- Mobile phones may not be used during class. Should a class be interrupted by a mobile phone it will be confiscated and only returned to a parent/guardian on calling to the school office.
- Students must behave in an orderly manner on the school premises, in the school grounds and on their way to and from school. Parents are advised to convince their daughters of the necessity for responsible behaviour.

**Students who persistently give trouble may not be allowed to go on school tours or outings. Any misconduct that brings the school into disrepute or impinges on school life, whether inside or outside the school, will be dealt with severely. Sanctions may include suspension/expulsion.**

## File Offences

**Most File Offences i.e. serious offences  
Will probably fall into these categories.**

<b>HOMEWORK</b>	Often fails to produce homework or to have made a reasonable attempt – despite having been repeatedly warned.
<b>APPLICATION</b>	Consistently makes very little effort and pays very little attention in class.
<b>PUNCTUALITY</b>	Very often late for class for no good reason despite having been repeatedly warned.
<b>MITCHING</b>	Mitching a class.
<b>DISRUPTION</b>	Constantly causing minor disruption and failing to improve despite having been repeatedly warned. Constantly talking/talking out of turn – despite having been repeatedly warned. Causing major disruption.
<b>DEFIANCE</b>	Refusing to carry out a reasonable request.
<b>INSOLENCE</b>	
<b>PERSISTENT MINOR OFFENCES</b>	e.g. chewing gum, wearing jacket in class, behaving in a rough manner, wearing make-up or excessive jewellery despite having been repeatedly warned.

**If a pupil fails/refuses to comply with the Regulations outlined above the following steps will be taken bearing in mind the Principles of Natural Justice and Fair Procedures:**

FILE ENTRIES	USUAL SANCTIONS	COMMUNICATION WITH PARENTS
<b>1st</b>	Situation discussed with pastoral care teacher/year head.	Parents informed by note in journal
<b>2nd</b>	On report for one Week.	Year Head writes in journal to inform of detention.
<b>3rd</b>	Detention	Year Head writes in journal to inform of Detention.
<b>4th</b>	Student put on Report for two weeks and given detention.	Parents asked to come in. Warning given of one day suspension.
<b>5th</b>	Student given one day Suspension and put on Permanent Report.	Parents asked to come to meet with Yr. Head & Principal. Warned of 3 day Suspension for further misbehaviour.
<b>6th</b>	Student suspended for 3 days. Matter discussed with teachers of the particular student.	Year Head writes to parents and warns of referral to Board of Management.
<b>7th</b>	The case is referred to the Board of Management.	Students' parents are informed of Board Meeting.

\*\*Very serious offences such as smoking, mitching, forging notes, vandalism will be dealt with as separate issues by the principal. Sanctions may include suspension/expulsion.  
**(SEE ALSO APPENDIX 1 and APPENDIX 2)**

## **APPENDIX 1**

## **Sanctions/Measures**

- Reasoning with student
- Reprimanding student
- Letter from teacher to parent/guardian
- Apology from student
- Prescribe extra work
- Written punishment exercise signed by parent/guardian
- Temporary separation
- Loss of privileges
- Clean up
- Late/Uniform Slip
- Note from parent/guardian stating awareness of/reasons for behaviour
- Confiscation of item
- On Report
- Referral to Year Head
- Detention
- Referral to the Principal, Discipline Committee, SWC or BOM
- Suspension
- Expulsion

## **APPENDIX 2**

### **Appeals Procedures**

Section 29 of the Education Act 1998 gives parents ( and students who have reached the age of 18) the right to appeal certain decisions made by the school Board of Management, or a person acting on behalf of the Board, to the Secretary General of the Department of Education & Science.

The following decisions may be appealed:

- i. Permanent exclusion from a school
- ii. Suspension for a period of time which would bring the cumulative period of suspension to 20 school days in any one school year, or
- iii. Refusal to Enrol.

Appeals must generally be made within 42 calendar days from the date the decision of the school was notified to the parent or student. Accordingly, Parents are advised of this right of appeal and associated timeframe when informing them of any of the above categories or decisions.

In brief there are three layers to these procedures:

- (a) Both parties will be asked in the first instance if an accommodation can be reached at local level.
- (b) Should that fail, and where the Appeals Committee considers that it may be possible to facilitate an agreement between the appellant and school, a facilitator will be appointed to contact the parties at the earliest opportunity.
- (c) Finally, an appeal may be referred for hearing by an Appeals Committee established by the Minister for Education & Science.