

## **Procedures to be followed in the event of a Suspension**

1. The matter will be very serious; either a pattern of persistent misconduct or a serious once-off incident.
2. The issue will be fully investigated by the Principal or Deputy or a person with delegated responsibility, other than the offended party. Witnesses to the event(s) may be interviewed as appropriate.
3. The student against whom the complaint is made will be given an opportunity to present their side of the story. The student may be asked to give an account in writing.
4. The parent will be given an opportunity to present their case. Where a suspension is being considered a student may be withdrawn from class or required to stay at home until their parents visit the school.
5. Parents will normally be advised in writing of a decision to suspend. The letter will include the following
  - Notification of the decision & reason(s) for same
  - The effective date and duration of the suspension
  - A clear statement that the student is under the care of the parents/guardians for the duration of the suspension
  - Expectations of a student while on suspension
  - Rights of appeal
  - If the EWS has been informed, this should be stated
  - If consideration is being given to expulsion as a sanction in this instance, the letter must state this unambiguously.
6. The Principal may suspend a student for up to three days or five days in consultation with the Chairperson of the BOM. All suspensions will be reported to the BOM at their next ordinary meeting. Prior to a decision being made to suspend a pupil parents will be given an opportunity to make their case to the Principal or Board.
7. Where the Board of Management suspends a student, and the cumulative number of days suspension for that student exceeds twenty in any one school year, parents will be informed of their right to appeal the decision to the Trustees and/or the Department of Education and Skills. The EWS are informed of the suspension.
8. Where a proposal to suspend is before the Board of Management and a student is involved in a further serious disciplinary incident that student may be required to stay at home or suspended for a period up to three days or up to five days in consultation with the Chairperson of the BOM., until the matter is decided upon by the Board of Management. In that event the Board will take the further incident into account in reaching its decision.

Following a suspension the student may be admitted back to school using one or more of the following:

- Return as per normal timetable.
- Signing of a Contract of Behaviour.
- Issuing of a Behaviour Sheet which is to be completed and reviewed daily and to be signed by parents.
- Student checks in with designated person for as long as is deemed necessary.
- Behaviour review with parents/guardians.
- Meet with Guidance Counsellor.

- Phased return to school following suspension on a reduced timetable.

On day of re admittance the Parent /Guardian presents with the student to the Principal before first class.

Grounds for removing a suspension: Following a suspension the parents/guardians (or student over 18 years) may seek a meeting with the Principal to discuss the matter further and to make further representations. Where the school is satisfied that new circumstances have come to light that have a bearing on the matter, the decision to suspend may be reviewed (by those who made the decision) and an alternative sanction imposed if deemed appropriate.

In exceptional cases where expulsion is being considered parents/guardians will be written to advising them of the procedures to be followed.

*Ratified by the Board of Management June 16<sup>th</sup> 2017*