CODE OF BEHAVIOUR

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1. INTRODUCTION

Ennis Community College/Gaelcholáiste an Chláir in partnership with staff, parents and pupils, is committed to providing 'an environment where each student is cherished equally and is nurtured to a personal, intellectual and moral maturity'.

The Health, Safety and Welfare of each member of the College community underpin this code. In recognising the aspirations of the school mission statement there is a duty and responsibility for all to play their part and to recognise the rights of all to proceed in their roles without threat, danger or obstruction and with the support and respect due to each individual.

1.1 Mission Statement

'Ennis Community College with the Co-operation of its Educational partners, will continue to provide an environment where each student is cherished equally and is nurtured to a personal, intellectual and moral maturity.

The school is committed to creating an atmosphere of excellence in learning by challenging the pupils to reach their full potential.

We will foster an appreciation of the arts, our National and European culture while encouraging respect for all other cultures and ethnicities in response to an ever changing society.

The college is non-denominational and provides equality of access to children of all social, cultural & religious backgrounds. The characteristic spirit of the school is one of care and attention to all students, irrespective of economic circumstance, gender, sexual orientation, religious or philosophical outlook, race or social situation. It aspires to provide a holistic education encompassing, as far as practicable, all dimensions of the student's being.'

1.2 Content of the Code of Behaviour

Section 23(2) of the Education (Welfare) Act says:

A code of behaviour shall specify-

a) *The standards of behaviour that shall be observed by each student attending the school;*
b) *The measures that may be taken when a student fails or refuses to observe those standards*
c) *The procedures to be followed before a student may be suspended or expelled from the school concerned*
d) *The grounds for removing a suspension imposed in relation to a student; and*
e) *The procedures to be followed relating to notification of a child's absence from school*

1.3 Purpose of the Code of Behaviour

The College's Code of Behaviour is primarily preventative and secondarily corrective. It aims to promote good behaviour through encouraging its pupils to have due regard for their fellow pupils, teachers and environment. The Staff contributes towards good discipline by creating a positive environment which fosters feelings of acceptance and achievement, and which encourages good interpersonal relations. Desirable behaviour whether on an individual or a collective basis is recognised and praised. All forms of pupil attainment are promoted through an Award System. A Code of Behaviour aims to promote and develop self-discipline among all pupils.

To be successful, the Code of Behaviour must be applied consistently and firmly. The Board of Management, in collaboration with its partners, may from the time to time revise the Code of Behaviour.

1.4 Aims and Objectives

1. To identify the rules and parameters of behaviour necessary for the school community to work harmoniously.

2. To promote standards of behaviour which model those life skills necessary for adulthood such as: respect, punctuality, co-operation, conformity to regulations,

application to and pride in their work.

3. To enable pupils to acquire and develop a set of moral values, promoting at all times responsibility for one's own behaviour.
4. To promote the fair, consistent and equal treatment of all pupils.
5. To ensure that prior to registering a pupil at the school both the pupil and his/her parents/guardians are provided with a copy of the Code of Behaviour and confirm in writing that the code so provided is acceptable to them and that they shall make all reasonable efforts to ensure compliance with the code by the pupil concerned.

1.5 Principles underpinning the Code of Behaviour

The Code is informed and underpinned by a set of principles that provide for the respect and wellbeing of all the school community.

- The code of behaviour is positive in nature and is centred on respect for oneself, others and the environment. It is developmental and will promote a spirit of self-discipline and integrity.
- The rights of all parties will be upheld and invoked at all times in the school.
- The code will be implemented in an impartial, consistent, fair and even-handed way
- Flexibility in the application of the code is a key to ensuring that the Board of Management of the school can exercise its judgment in relation to the particular circumstance which arises in any situation.
- The central role of parents/guardians as primary caregivers is promoted at all times.
- Equality of opportunity and anti-discriminatory behaviour is promoted at all times.
- The development of ongoing positive and healthy relationships between all members of the school community where acceptance, understanding and achievement are harnessed as key values is a fundamental prerequisite of thecode.

1.6 Scope

This Code applies to all pupils while attending the school and while involved in school related activities. The responsibility for dealing with disciplinary activities which occur outside school time rests with the parents/guardians/civil authorities depending on the circumstances. Notwithstanding, circumstances may arise where the pupil is outside of school and /or on school related business and may be subject to the School Code of Behaviour .

These may include activities such as:

- Travelling on school buses.
- School tours or organised out of school activities.
- Behaviour of pupils in local areas during breaks.
- Behaviour of pupils outside of school while wearing school uniform.
- Behaviour of pupils while traveling to and from school.
- Conflict in school which arises from out of school activities.

1.7 Rationale

The Code of Behaviour was formulated in accordance with Section 23 of *Education Welfare Act 2000.*

It was agreed by the Board of Management after consultation with

- The Principal
- Muinteoir i bhFeighil
- Staff
- Parent Council
- Student Council
- School Completion Programme Coordinator
- Education Welfare Officer

2. CODE OF CONDUCT

The code of conduct is defined under specific headings which identify acceptable standards of behaviour necessary for the smooth day to day running of the school. These lists are not in themselves exhaustive and the school reserves the right to amend the code in consultation with its partners as is necessary.

2.1 Attendance

1. All pupils should acquire good habits of punctuality and arrive at school in good time e.g. in advance of school opening. It is expected that parents/guardians will cooperate with the school in ensuring that their children attend regularly and punctually.
2. Students must attend school all day, every day. Absence is to be explained via the journal. Notes must explain the reason for absence. Parents/guardians are obliged under Section18 of the Educational (Welfare) Act 2000 to provide this information.
3. All efforts are made to contact parents by phone (including by text), on the morning of the absence of their child from school; a verbal explanation for the absence will be sought. Record is kept of these calls. The absence is still to be recorded in the school journal as outlined above.
4. All notes to be signed and dated. The college is obliged , under the Educational Welfare Act 2000, to inform the relevant authorities of all absences exceeding 20 days
5. Students must sign-in at the main office if arriving late to school.
6. Students must sign out when leaving the school grounds during the school day and sign- in again upon return. Note via journal to request permission to leave school during school day must be presented and signed by the relevant Year Head, Deputy Principal or Principal.
7. Phone calls to collect pupils must be made by school staff. Students are not permitted to call home using mobile phones.
8. When students are out of class during class time, they must obtain a “Pass Card” from the teacher before leaving class. The “Pass Card” must be given back to the teacher upon return.
9. Pupils must participate in P.E. class unless exempted by the Principal. Parents/guardians may be asked to verify the reason by medical evidence/cert.

2.2 Illness

- Students should not come to school if they are sick. Strict procedures must be adhered to in the event of a student becoming ill during the school day
    - Students may only report to reception with the express permission of the classroom teacher.
    - The School will try to make contact with parents/guardians to ask them to arrange to take the student home. Students will not be permitted to walk home without advance permission from a parent/guardian.
    - Students must sign the clinic book at reception.
- Parents/guardians must sign the Journal to allow College authorities to take a student to a doctor if the student's condition gives cause for concern. If a doctor is not available, the College may dial 999 and call an ambulance or bring the student directly to Ennis Accident & Emergency Room.
- Students are asked to contribute to our insurance scheme which covers A & E expenses incurred during the school day.

2.3 Uniform

The Board of Management has determined that the School Uniform is a fundamental part of the school identity and underscores all areas of school life.

Rationale for School Uniform:

- Makes all pupils equal and creates a clear school identity.
- Reduces expenses to parents of regularly having to purchase clothes for their children - often at the dictate of fashion.
- Pupils can clearly be distinguished.
- Represents a visible commitment to the rules and policies of Ennis Community College.
- Establishes a code of dress appropriate to the image the school wishes to present.
- Reinforces a pride among the pupils in their school, particularly when representing the school on sporting or extra – curricular activities.

Students are expected to be neat and tidy in dress and appearance and to wear full school uniform.

School uniform jumpers must be purchased from the authorised supplier – Pyne's, Abbey Street, Ennis

Girl's Uniform:

Ennis Community College

- Tartan black & white skirt or black trousers. Uniform skirt, when worn, must be knee length with black tights or knee high black socks. Trouser leg rips not permitted; white stiff collared blouse; black jumper with school crest; completely black shoes or completely black runners or decks (black, brown or navy only).

Gaelcholáiste an Chláir:

- Tartan blue and black skirt or black pants. Uniform skirt, when worn, must be knee length with black tights or knee high black socks. Trouser leg rips not permitted; white stiff collared blouse; blue jumper with school crest; completely black shoes or completely black runners or decks (black, brown or navy only).

Boy's Uniform:

Ennis Community College

- Black pants; trouser leg rips not permitted; white shirt; black jumper with school crest; completely black shoes or completely black runners or decks (black, brown or navy only).

Gaelcholáiste an Chláir:

- Black pants; trouser leg rips not permitted; white shirt; blue jumper with school crest; completely black shoes or completely black runners or decks (black, brown or navy only).

School Jackets

School jackets and crested clothing are available to order from the schools authorised supplier. Only school crested jackets may be worn in the school building. Other jackets worn should be dark in colour and must be removed on entering the buildings.

Scarves, hats, gloves may not be worn in class.

Uniform for PE

Students require a specific attire for P.E. class. Shorts or tracksuits must be worn; t-shirt (ideally white) should also be worn. Runners must always be worn. School PE clothing is available from the schools authorised supplier.

Hair

Natural hair colourings only. Students will be asked to remove any insignia or logos, shaved or dyed into the hair, that are deemed as offensive or a display of affiliation to a club, brand etc.

Students are expected to keep hair neat and tidy. Students with long hair may be asked to tie it back if it poses a Health & Safety risk.

Make-up

Only a discreet use of makeup is permitted. Students may be asked to remove excessive make- up, including eyeliner and eye shadow.

Jewellery

One discreet stud per ear. A stud, for this purpose, is defined as an earring which does not hang from the ear, i.e. the edge of the earlobe should be fully and clearly visible.
Facial jewellery of any description is strictly forbidden (even if covered) as it poses a Health & Safety risk to the student. There are no exceptions to this rule.

Enforcement

If a student attends out of uniform he/she shall be required to rectify the situation before being admitted to class.

To properly enforce the Uniform Policy, Ennis Community College / Gaelcholáiste an Chláir is again dependent on the support of the parents/guardians. It is neither possible nor practical for the school to operate exceptions to this policy. The college may offer temporary replacement school trousers, jumpers and shoes to pupils presenting themselves out of uniform (subject to these being available). The Principal/Deputy Principal will deal with all uniform matters at 8.55a.m.

2.3 General Behaviour & Conduct

- Students must behave orderly and mannerly in classrooms, corridors and school grounds.
- Students should walk calmly at all times on the corridors and stairs.
- Students must use the seat and desk allocated by the teacher.
- Students must leave the class tidy and exit in an orderly fashion.

- Students must follow the teachers instructions in class
- Students are expected to cooperate fully with teachers and other school staff.
- No substances, items or material that could be offensive, dangerous, distracting or inappropriate may be brought to school.
- Bags should not be left on corridors during class time or left in school at the end of the school day.
- Toilets should be used at break times. Otherwise permission must be sought from the teacher at the beginning of a class.
- Canteen – queue mannerly and orderly, following the instruction of the canteen staff at all times.
- Students are only permitted on the second & third floor during lunch-time at the clearly designated times.
- On exit use marked pedestrian exits. Take care when getting on/off buses.
- Bicycles to be parked in the racks provided.
- Electric scooters are not permitted on school grounds.

2.4 Safety in the Laboratories & Specialist Rooms

The use of laboratories and specialist rooms including Computer Rooms, The Art Room, Science Laboratories, Home Economics, Woodwork and Metalwork/Engineering Rooms involve extra rules regarding safety and correct use of apparatus and equipment. Students are requested to respect the regulations - this to ensure the safety and welfare of students and teachers.

2.5 Conduct during Examinations

Students who are talking or copying during term examinations may have their paper cancelled. Parents/guardians will be called and sanctions may be imposed on the offending student.

Students who absent themselves from term examinations without a medical certificate or permission from the Principal/Deputy Principal will be deemed to have left school and will have to reapply for the following school year.

Both Leaving Certificate and Junior Certificate students must wear full uniform during all state examinations.

2.6 Respect forSchool Buildings and Facilities

1. Be careful with school property - damage must be paid for and sanctions may apply.
2. Students should respect the toilet facilities and use them properly.
3. Avoid graffiti - offenders must remove graffiti and sanctions may apply.
4. No eating/drinking in class.
5. No littering – offenders may be given litter duty. Use bins and recycle.
6. Tippex and chewing gum are banned.
7. Interference with Fire Alarm/Fire Extinguishers is a criminal offence and will be treated as such.

2.7 Student/Teacher Relationships

As outlined by the Teaching Council of Ireland, teachers are expected to act in accordance with the *'Codes of Professional Conducts of Teachers'* 2007, which were drawn up as a result of the Teaching Council Act 2001.

The Code states that *'good teacher-student relationships are fundamental to the engagement in the teaching/learning process. These are developed through communication which is built on mutual respect and trust.'*

To foster this relationship of mutual respect & trust students are expected to show co-operation, good manners and respect to all members of staff as well as to each other. They should make way for staff members or other students on corridors etc. and open doors to allow them to pass through first

- Insulting behaviour to members of staff, by word or action, or insubordination will not be tolerated and may lead to suspension of the offending student(s).
- Physical intimidation and verbal abuse of students or teachers by other students will not be tolerated.
- Comments of a sexual nature are deemed most inappropriate and may be classed as sexual harassment. Students should refrain from making such comments directly or indirectly to other students or staff.
- All students and their parents/guardians must sign the College's anti-bullying policy.

2.8 School Work and Homework

Students are expected to be fully prepared for their classes each day. This will require careful study at home to ensure that written assignments and memory work set in class are completed thoroughly. Homework should also include time for study and revision. When students are
absent they are still accountable for homework assignments. Lockers are provided to students to store books and personal items during the school day. (See the College's policy on Homework for further details)

2.9 Participation in Extracurricular Activities

- All students are encouraged to participate in some area of extra-curricular activities. However, students, and particularly examination students are discouraged from taking on too many.
- If a student misses class because of an extracurricular activity the onus is on the student to find out what homework has been given and to complete same.
- Students representing the College must wear the College uniform and their behaviour should reflect the high standards of the college.

2.10 College Journal

The Journal is an important medium of communication during a student's school life. It serves the following functions:

- Record of all homework
- Record of important notices
- Record of school absences
- Means of communication between Teacher and Tutor
- Means of communication between Teacher and Parent/Guardian

Students must have their Journal in school at all times. The college journal is checked each morning at assembly, in the event a student presents to school without the college journal,

parent/guardians will be asked to drop it into the school or alternatively the student will be supplied with a temporary day journal by the Deputy Principal. The college journal should be signed by parents/guardians each week before tutor group class. The college journal should never be defaced. Replacement cost of lost/defaced journals is €10.

2.11 Personal Electronic Devices

For the purpose of this Code of Behaviour 'Personal electronic devices' refer to: all phones, mp3/4 players and all other devices used to play music, to communicate with, record or film an individual. These guidelines also cover personal music equipment and any other device, which could interfere with health and safety regulations and could compromise the learning environment of Ennis Community College/ Gaelcholáiste an Chláir.

- All personal electronic devices must be switched off at the entrance to the school and must be put in a safe place by the student until the end of the school day.
- It is absolutely prohibited to photograph/film/record another person without his/her permission and approval, and/or for that material to be shared with other people either from one device to another or on the internet.
- Students must be able to hear safety instructions when issued on the school grounds, corridors and classrooms. Therefore the use of personal electronic devices is not permitted in these areas during school hours.
- Any parent/ guardian wishing to urgently contact their son/daughter may contact the school office to relay the message. Any student who needs to urgently contact their parents/ guardians may only do so through the school office.
- The college management cannot be responsible for the safe keeping of various items of electronic equipment students choose to bring to school. They do so entirely at their own risk and against College advice.

Students may not have any personal electronic devices turned on in the school building during the school day. Any equipment seen, heard or used during school hours will be confiscated by staff and given to the relevant Year Head/ Deputy Principal/ Muinteoir i bhFeighil or school office. The College authorities may check the device in the presence of parents/ guardians to ensure that it has not been used to photograph, film or record any other person or persons. If it has not been used inappropriately, it will be returned to the parent/guardian. If it has been used inappropriately, a referral may be made to the Board of Management or the Gardaí may be notified depending on the nature of the inappropriately obtained material.

2.12 Smoking / Vaping and Other Illegal Substance

Students are forbidden to smoke/vape in school, around the school environs, while on school related activities, during break and lunch times regardless of location and at all times whilst wearing the school uniform (or part of). Students found to be smoking or vaping or with smoking/vaping paraphernalia (such as a cigarette, a vape, vaping liquid, packaging or other similar materials) will be suspended from school for one day in the first instance. More serious sanctions will apply for repeated offences.

Smoking, vaping, the consumption of alcohol and the possession or use of illegal substances, and any other substance which has been shown to cause a health hazard are all strictly forbidden within the school building, on the campus, while travelling to and from school, while participating in any school activity and at all times whilst wearing the school uniform (or part of). In the event that any concern is identified regarding the misuse/possession of an illegal substance, the matter will be dealt with as a serious breach of the code of behaviour and sanctions, and procedures as laid out by the College's 'Substance Misuse Policy' will be followed. It should be noted that a student may be expelled.

2.13 Searches

In the interest of the general pupil body occasions may arise when it is considered necessary to search a pupil's property in the investigation of a particular behaviour e.g. substance misuse, alleged theft, possession of fireworks or other substances posing a Health and Safety concern etc.

This might take the form of:

- Search of a pupil's locker in the presence of a student or member of management.
- Search of a pupil's school bag in the presence of a student or member of management.
- An instruction to a student to empty his/her school bag or pockets or locker. Any such search will be authorised by the Principal or his/her designate.

2.14 Break Times

Morning Break

Students may go outside during morning break. Students are not permitted to leave College grounds during this time. Horseplay/messing/bullying will not be tolerated and may result in a sanction.

Lunch Break

First Years are not permitted to leave the school grounds at lunch time. This is to facilitate lunchtime activities and the forging of friendships.

On occasions where there is a specific need for a first year student to leave the school grounds at lunchtime, e.g. family event, school equipment to be purchased etc, students may apply for a **one day** lunch pass from their Year Head. The application must be in written form, signed by the parent/guardian, stating the reason the student is required to leave the grounds. The note must be presented to the Year Head before the morning break. Parents may be contacted by phone to confirm consent.

The college offers the facility of a canteen for students to have a healthy option lunch.

2.15 Visitors

Ennis Community College / Gaelcholáiste an Chláir places a strong emphasis on partnership, and parents/guardians are always welcome visitors to the school. The Principal and designated staff are available, **by appointment only**, to meet parents/guardians. **All visitors are required to report to the Main School Office.**

3. CODE OF DISCIPLINE

To maintain an atmosphere conducive to intellectual, spiritual, social, personal, artistic, physical and vocational growth, pupils and parents need to be aware that high standards of behaviour and co-operation are expected.

In keeping with the ethos of the College and the aims, objectives and principles of the Code of Behaviour, good behaviour is promoted and encouraged at all times. Pupils respond well to praise and encouragement, therefore, an appropriate system of Rewards/Awards is in place as a counterbalance to sanctions. The Guidance Counsellor, College Counsellors and the Student Support Team provide support, advice and guidance when requested or recommended.

3.1 Sanctions

Graded systems of sanctions are in place which aim to be developmental and constructive. The sanctions are in line with Department of Education & Skills' guidelines and are underpinned by the core principle of procedural fairness. In implementing these procedures, the Principal will ensure that no pupil is discriminated against on any of the following grounds: gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the Travelling Community. *Equality Act 1998*

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

- Helping the student to learn that their behaviour is unacceptable.
- Helping them to recognise the effect of their actions and behaviour on others.
- Helping students to understand that they have choices about their own behaviour and that all choices have consequences (in ways appropriate to their age & development).
- Helping them to learn to take responsibility for their own behaviour.

A sanction may also:

- Reinforce the boundaries set out in the College's Code of Conduct.
- Signal to others and to staff that their wellbeing is being protected.

In instances of more serious breaches of school standards, sanctions may be needed to:

- Prevent serious disruption of teaching & learning.
- Keep the student, other students or adults, safe.

Principles Underpinning the use of Sanctions.

- Sanctions are part of a plan to change behaviour.
- Sanctions are used consistently.
- Students & parents know what sanctions are used in the school.

In imposing any sanction care must be taken to ensure as far as reasonable that a sanction is fairly applied and appropriate to the incident:

Increasing Degree of Severity ↓

a. Verbal Reprimand
b. Note in Journal
c. Appropriate additional homework
d. Lunchtime Detention
e. Carrying out a useful task in the school
f. Referral to Year Head
g. After school detention
h. Withdrawal of privileges
i. Progress Report Card System
j. Internal Suspension *
k. Suspension
l. Report to Board of Management

* In some instances an internal suspension may be deemed appropriate. This decision will be made by the Principal in consultation with parents and on occasions other interested parties- e.g. Education Welfare Officer, Social Worker, Visiting Teacher for Travellers etc. Students will be fully supervised & required to complete curriculum related work during this period. Each case will be dealt with on an individual basis.

Detention

After-School Detention will take place on Tuesdays and Thursdays for 50 minutes after school. Parents/guardians will be given adequate notice, in a written format and/or by phone call to ensure that transport home is arranged for the student. Detention may also take place for a portion of lunch break.

3.2 Strategies to Affirm and Promote Good Behaviour

In Ennis Community College / Gaelcholáiste an Chláir the main goal of the Code of Behaviour is to promote good behaviour, as mentioned in section 1.3 of this code.

Day to day strategies to promote good behaviour in the classroom and the school are often very subtle and may go unnoticed by others.

Such strategies may include:

- A quiet word of praise and encouragement.
- Assigning additional responsibilities.
- Giving positive feedback about behaviour.
- Non-verbal approval through eye contact, body language etc.
- Meeting with a member of the pastoral care team.

More formal structured rewards may include:

- Positive note in the journal.
- Postcard sent home.
- Homework vouchers.
- Canteen vouchers.
- Additional PE, IT, Library class (or alternative class as agreed by the individual orclass).
- Whole class reward, eg a trip bowling, weekend off homework.
- College Award Ceremony.

Attendance awards:

Ennis Community College/ Gaelcholáiste an Chláir recognise that poor school attendance needs to be responded to early; otherwise, as research has shown, it can lead to poorer exam results, early school leaving (some children do not transfer from primary to post primary school each year), and poorer life chances for children. In an effort to promote good attendance we have an award system in place.

- At the end of each month there is an award to the class in each year group with best attendance, generally an additional PE/IT/Library class, a homework voucher, extended lunch break.
- There are also similar additional monthly awards for students who have had full attendance for the month previous.

Planned intervention:

Ennis Community College / Gaelcholáiste an Chláir recognises that some students find it difficult to engage with the College's Code of Behaviour or parts thereof. In these instances a trained member of staff will work one to one with the student in devising an Individual Behaviour Modification Plan.

This work includes helping the student to

- Identify the behaviour of concern.
- Take responsibility for his/her behaviour.
- Identify required appropriate behaviour.
- Practice at modeling required appropriate behaviour in a one to one situation.
- In consultation/agreement with the student, setting goals and rewards specific to the student.

As part of this intervention, the following will also occur

- Meeting with parents, encouraging their support of the plan.
- Communicating the plan to all the student's teachers.
- Individual target sheet for the student.

Regular and descriptive feedback is given to the student during this time. The length of intervention will vary.

3.3 Suspension

For the purpose of this policy, suspension is defined as:

> *requiring the student to absent himself/herself from the school for a specified, limited period of school days.**

* In some instances an internal suspension may be deemed appropriate. This decision will be made by the Principal in consultation with parents and on occasions other interested parties-

e.g. Education Welfare Officer, Social Worker, etc. Students will be supervised and required to complete curriculum related work.

Authority to suspend and period of suspension

The Principal has the authority to suspend a student for a period up to and including five days. In the absence of the Principal, the Deputy Principal will be given this authority by the Board of Management.

The Board of Management holds the authority to approve suspension periods in excess of five days.

Factors that may be considered before suspending a student:

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

Incidents which invoke suspension include:

- where substance use/misuse is involved.
- significant defiance of school rules.
- deliberate damage to school property.
- deliberate disrespect for persons; verbal assault.
- involved in fighting/crowd disturbance.
- contravention of anti-smoking/vaping policy
- where an issue is of such significance that the pupil must be removed from the school.
- ”mitching” full day from school.

Types of suspensions

Immediate suspension:

This type of suspension is effective immediately in instances when the Principal deems it is in the best interests of the parties involved that the student be immediately removed from the school grounds.

Automatic suspension:

As detailed in the Code of Behaviour some named behaviours incur suspension as a sanction.

Inappropriate use of suspension

- Poor academic performance.
- Poor attendance.
- Minor breaches of the code of behaviour.
- Rolling suspension.
- Informal suspension.
- Open ended suspension.

However, any behaviour that is persistently disruptive to teaching and learning or potentially dangerous can be viewed as a serious matter.

Procedures

Ennis Community College will follow fair procedures as outlined below when proposing to suspend a student.

- The student and their parents will be informed of the complaint.
- The student and their parents will have an opportunity to respond.

Implementation:

The Principal will notify the parents in writing of the decision to

suspend. The letter will contain

- The period of suspension and the dates on which the suspension will begin and end
- Reasons for the suspension
- The provisions for an appeal

Immediate suspension

A preliminary investigation will be carried out. Parents will be notified and arrangements made with them for the student to be collected. A formal investigation will immediately follow the imposition of the suspension. All conditions for suspension apply to an

immediate suspension.

Appeals

Parents have the right to appeal the decision of the Principal to the Board of Management in the first instance, and thereafter may be made to Limerick and Clare ETB.

Section 29 Appeal

Where the total number of days for which a student has been suspended in the current school year reaches twenty days, the parents, or a student aged over eighteen years, may appeal the suspension under section 29 of the E*ducation Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007.*

The appeal may be made to the Secretary General of the Department of Education and Skills.

Removal

A suspension may be removed if the Board of Management decides to remove the suspension for any reason or if the Secretary of the Department of Education and Skills directs that it be removed following an appeal under section 29 of the *Education Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007.*

After the suspension ends

As part of the reintegration plan for the student, the student may be supported through the use of a student support card which will be monitored throughout the week by a School Completion Project Worker or other such designated staff member. In addition or as an alternative a restorative based meeting and/or programme may be implemented.

As with any sanction, once the suspension is completed, the student will be given the opportunity and support for a fresh start. Once a suspension has been completed the school expects the same behaviour of the student as of all other students.

3.4 Expulsion

This is the ultimate sanction imposed by the College and is exercised by the Board of Management in cases of very serious or persistent, indiscipline, breach of rules or misbehaviour.

In advance of any hearing, which could result in an expulsion, the College will investigate the matter in accordance with the principles of natural justice.

Procedure for Expulsion

When in the judgement of the Principal, a pupil should be expelled, the following procedures will be followed:

1. At a meeting convened for the purpose, the student and parents / guardians will be informed by the Principal of the result of his investigation and his decision to recommend to the Board of Management of Ennis Community College that the student be expelled.

2. This decision will also be communicated to the parents / guardians by registered letter.

The parents / guardians will be given at least five days' notice of the meeting of the Board of Management.

The parents / guardians will be invited to attend and to speak at the meeting of the Board of Management.

In advance of the meeting the Principal will prepare a report for the members of the Board. The report will contain all relevant material relating to the case including the previous record of the pupil and details of the incident leading to the decision to refer the case to the Board.

It will also include copies of previous correspondence with the parents / guardians (if any) and where relevant, the efforts made by the school to assist the pupil in the past and the various warnings given to the pupil.

A copy of the report will be sent out by post to the parents / guardians of the pupil in advance of the meeting.

Parents / guardians will be invited if they so wish to make a written submission in advance of the Board meeting.

Two people may attend the meeting of the Board of Management of behalf of the pupil. Normally this will be the parents / guardians, but where one parent only wishes to attend the meeting the parent may be accompanied by another person.

In the case of a pupil over the age of eighteen, that pupil may attend the meeting of the Board. Pupils under the age of eighteen shall not attend the meeting.

The meeting of the Board will be conducted as follows:

The Board will examine the report and seek clarification (if any) from the Principal.

The parents / guardians will be invited to attend the meeting at a particular time.

The Chairperson will request the Deputy Principal to outline the case against the

pupil.

The Chairperson will give the parents / guardians time to respond, to present any reports and to make representations on behalf of the pupil.

The parents / guardians, Principal and Deputy Principal will leave the room while the Board discusses the matter and makes its decision.

Following the meeting the decision of the Board of Management will be communicated to the parents / guardians as soon as practicable following the Board meeting.

If the decision of the Board is to expel, the parents will be informed of

1. The reasons for the expulsion.
2. The Appeals procedure under Section 29 of the National Educational Welfare Act.

The parents / guardians will also be informed that:

1. An Educational Welfare Officer will be in contact with the family regarding the pupil's future.
2. The pupil will remain suspended under the care and responsibility of the parents for the period of twenty days.

4. IMPLEMENTATION AND EVALUATION OF THE CODE

In accordance with Section 23(4) of the *Education (Welfare) Act 2000,* the College provides a copy of the code of behaviour to parents/guardians or informs them of where it may be sourced before registration of their child as part of the school. As a condition of registration, parents are asked to confirm in writing that the code of behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with their code by the child.

To ensure the successful implementation of the code the College makes every effort to:

- Communicate the code to parents and students;
- Inform parents and students where the code of behaviour may be sourced
- It is discussed at the information night for parents and taught as part of the induction

programme for first years.

- Teaching the code to students; formally in assembly groups & SPHE classes. Also the code is referred to regularly in class, clarifying the students' understanding of expected behaviour.

4.1 Evaluation of the Code of Behaviour

The policy should be reviewed regularly. In practice, this process might be coordinated by the core committee in consultation with the wider school community. Ongoing review and evaluation should take cognisance of changing information, changing society, legislation, developments in the school based programme and feedback from parents/guardians, pupils, and staff. The policy should be revised as necessary in the light of such review and evaluation within the framework of school planning.

Signed: *Cllr Ann Norton*

Chairperson of Board of Management

Date: 05/12/2023

Ratified by the Board of Management: 5th December 2023