



# Scoil Chaitríona Senior, Renmore, Galway

## CODE OF DISCIPLINE

(To be read in conjunction with the School Code of Behaviour)

Department Of Education circulars 20/90 and 40/97 and the Education Welfare Act 2000 (Section 23 (4)) require all Primary Schools to have in place codes of behaviour and discipline. In the event that a child may have disciplinary difficulties while in school, it is a condition of enrolment that the parent(s) accept the code of discipline of the school.

### **Level 1**

First and Second offences under the heading of General Misconduct will be dealt with by the class teacher. (See Code of Behaviour.)

### **Level 2**

Repeated instances of general misconduct and matters of serious misconduct will be referred to the principal. (See Code of Behaviour.)

### **Level 3**

Where instances of serious misconduct continue or where a single instance of gross misconduct occurs, a sub-committee of at least two members of the Board of Management acting on behalf of the Board will have the power to carry out an investigation and impose appropriate sanction.

All reasonable efforts will be made to sort the problem without impacting on the child's attendance at school. The child and the parent will be fully informed about the allegation and the processes of investigation and will be given an opportunity to respond.

Should suspension be deemed appropriate, the following will be set by the sub –committee:

- (a) the suspension period
- (b) the date of return
- (c) the requirements to be fulfilled by the parent(s)/guardian(s) and the child prior to the child's return.

These details will be forwarded in writing to the parent(s).

After a preliminary investigation by the principal, should the safety of the student, other students, staff or others be deemed at risk, from the pupil's presence in the school, immediate suspension will be imposed with the above formal investigation to follow later.

The requirements at (c) above will include

1. A letter of apology detailing the offending behaviour, signed by the child and a parent, and
  2. The signing of a standard letter of contract of future behaviour by the child.
- This letter must be signed also by (a) parent(s), (b) the principal and (c) another person acting on behalf of the Board.

In the event of these letters not being forthcoming before the set date of return of the child, the Board of Management sub-committee will have the power to extend the period of suspension by a further defined number of days.

If during this process the cumulative number of days suspended exceeds 6 days, the parent(s) will be informed that under the requirements of The Education Welfare Act 2000, The N.E.W.B. Education Welfare Officer is being informed.

#### **Level 4**

The Board of Management sub-committee will have the right to extend the period of suspension while assistance is sought from and reports received from the H.S.E., Family Support Agencies, The N.E.W.B. and other support and Welfare Agencies deemed appropriate.

Where the cumulative number of days suspended exceeds 20 the parents will be informed of their right to appeal the suspension under The Education Act 1998 Section 29.

#### **Level 5**

In the event that apology and contract for future behaviour are still not forthcoming:

The Board of Management through a full board meeting may propose to expel the child. The N.E.W.B. and the parents will be both informed in writing if such a proposal is passed as is necessary under The Education Welfare Act 2000 Section 24(1).

As is also required, a twenty day period will be set aside for the N.E.W.B. and any other agencies which may be able to help to find an alternative to expulsion.

Where the possibility of continuing in the school is finally deemed not an option at the end of this twenty day period, the Board of Management again through a full meeting will formally confirm the decision to expel. Parents will be immediately informed of this decision. They will also be advised of their right to appeal, (Education Act 1998 Section 29) and issued with the standard form on which to lodge the appeal.

In the event that the apology and contract of future behaviour are supplied at any stage during the process from Level 3 through to Level 5 the suspension will be lifted and a date set for the child's return.

If subsequently the gross behaviour is repeated, the procedures from Level 3 through to Level 5 would be applied again.

If, after repeated efforts to find a solution by this means, it is felt by the Board of Management that no effort is being made to honour the commitments of the letter of contract of future behaviour, it may be deemed appropriate to apply the procedure at Level 5 only.