

# **Abbey Community College**

## **Code of Behaviour**

### **Introduction**

By sending your child to Abbey Community College, it is understood that you have read and accepted the school Code of Behaviour.

The management, through Home School Liaison, will endeavour to ensure that the Code of Behaviour is accessible to parents who have different cultural backgrounds.

Persons whose behaviour is deemed to be governed by this policy include all staff, students, visitors and parents involved in school activities.

Our Code of Behaviour complies with statute and common law, in particular the Education Act 1998, Equal Status Act 2000, Education (Welfare) Act 2001, EPSEN Act 2004 and other relevant legislation. Our Code of Behaviour was compiled using NEWB - Developing a Code of Behaviour Guidelines for schools 2008.

### **School Ethos**

In Abbey Community College, in line with the philosophy of its founding partners, County Kilkenny Vocational Education Committee and the Religious of the Sacred Heart of Mary, we aim to educate in a reflective way, with an emphasis on the development of the whole person. The College aims to maintain a safe, positive, structured and caring environment where mutual respect, social responsibility and the moral values promoted by our trustee's flourish.

### **Rationale**

This Code of Behaviour is in place in order to:

- ensure the safety of all members of the school community both on the school premises and on school activities
- promote a successful teaching and learning environment
- help students acquire good habits of discipline, behaviour and responsibility
- prepare students for future responsibilities in the working environment and adult life
- assist in developing good habits of citizenship
- inform students and their parents of the procedures used by Abbey Community College to address issues of behaviour in the school by:

- defining standards of behaviour for students
- informing students and their parents of the measures that the school may take to address student misbehaviour
- informing parents of school procedures that will be followed before a student is suspended or expelled
- explaining the grounds and conditions under which a suspension imposed on a student may be lifted
- informing parents of their legal responsibilities relating to occasions when their child is absent from school
- conforming to the statutory obligation in Section 23 of the Education (Welfare) Act 2001, which obliges recognised schools to prepare, for the information of students and their parents, a Code of Behaviour in respect of students registered at the school.

The management sets out below the rules, regulations and procedures that have been drawn up following consultation to ensure a good learning environment and the smooth operation of the school's supporting discipline system. Discipline is necessary in the school for the safety, security and happiness of each individual student and the welfare of the entire community. Each student has the right to expect an orderly, predictable, pleasant and secure environment in which to work and grow. By adhering to the school rules and the Code of Behaviour, a friendly environment can be created where all concerned can work, study and relate in a positive way and in pleasant surroundings.

### **Rules and Regulations for Students**

The Code of Behaviour will apply:

- within the school campus during the school day and any after-hours activities
- to all school-linked activities, including school tours, outdoor pursuits, field trips, sports activities, retreats, school visits/ expeditions, official school charity collections and events. This list is not exhaustive
- to any online school related activity

The following rules safeguard our rights as persons and our property in Abbey Community College.

- Students must show respect and courtesy to fellow students and staff at all times.
- Students will move between classrooms in a quiet, orderly manner. All students must wait in a quiet, orderly manner until the teacher arrives.
- As chewing gum causes damage to furniture, fittings and the school environment, the chewing of gum on the school grounds is absolutely forbidden.

- The possession, purchase or consumption of alcohol or addictive substances during the school day or during school activities is absolutely forbidden.
- Offensive language is absolutely forbidden.
- Smoking/vaping is absolutely prohibited on the school premises, its vicinity and during school functions and activities. If a student is in breach of this rule, their parents/guardians will be contacted, and they will immediately be sent home.
- All damage to school property must be immediately reported to the school authorities, after which appropriate action will be taken.
- Students are expected to attend all classes on their timetable. Failure to attend any class is seen as a serious breach of the school's Code of Behaviour and sanctions up to and including suspension will be enforced.
- Students are not permitted to leave the school grounds during the school day without obtaining prior permission.
- Students must not bring the good name of Abbey Community College into disrepute.
- Bullying may lead to sanctions up to and including suspension and expulsion.

### **Respect for Property**

At Abbey Community College we strive to keep our environment clean, safe and tidy. We expect that all our students will take care of their own property and respect that of others.

- Each student is responsible for his/her own property. The school cannot accept responsibility for goods lost in the school.
- Students are strongly advised to have their names on all personal items e.g. student uniforms, coats, sports gear, etc.
- All students are expected to provide their own materials for class. Therefore "borrowing" is an unacceptable alternative.
- No student should interfere with the property of any other person in Abbey Community College.
- Accidental damage must be reported immediately to the Principal or Deputy Principals. The cost of either repair or replacement will be borne by any student responsible for unacceptable damage to property in the school.

### **Lockers**

Lockers are provided for the use of students but are, at all times, the property of the school. It is a condition of the use of the lockers by the students that the school reserves the right to open and search a student's locker(s) when necessary. The student will be invited to be present during any such search.

Each student is given a key for their locker(s) or must provide a lock to protect personal and school property. If this key is lost a replacement key can be provided at a cost to the student.

## **Expectations in Classrooms, Corridors and School Environs**

The relationship between students and staff in the classroom, the corridors and the school environs, is crucial to the positive, supportive and collaborative nature of Abbey Community College. We believe that with encouragement and praise we can achieve much success. Our work in class and how we respect our school will enable us all to take pride in our school community. With this in mind, the following are our expectations.

- Respect and good behaviour are paramount whilst in school and on school-related activities.
- Classrooms and corridors must be kept tidy at all times. It is the responsibility of staff and students to ensure that this will occur.
- The personal space of students and staff must be respected when in class, transitioning between classes and at break times.
- Students and staff are expected to keep to the right when moving within the school buildings.
- There is an emphasis on fostering an atmosphere where good learning and teaching will occur within the classroom.
- It is each student's responsibility to be in on time for class.
- It is the responsibility of each student to provide himself/herself with materials needed for each class, i.e. textbook, copies, folders, pens, pencils etc. plus any other specific material, e.g. Maths set, etc. as instructed by the teacher.
- Students must enter, wait outside of, and leave the classroom in an orderly fashion.
- The classroom teacher will establish an atmosphere where mutual respect for all members of Abbey Community College will flourish.
- Each teacher will inform her/his students regarding the levels of courtesy and behaviour expected from students in her/his classroom.
- In every class, students are expected to write all homework and study assignments into their Student Record Book.
- Students are expected to co-operate fully with their teachers. To do this, students must carry out their teacher's instructions, show interest in their classwork and complete all homework as instructed. Homework includes reading, oral and written work. All homework should be clearly assigned and written into the student's homework journal before class ends.
- Eating in class/ between classes is absolutely forbidden. Break time and lunchtime are the appropriate times for these activities. No eating is to take place upstairs in B1 or B2.  
\*Medical exceptions apply
- Students are permitted to have a transparent, reusable bottle of water in class. All other drinks, e.g. fizzy drinks, energy drinks etc., are strictly forbidden.
- It is expected that students will use the toilet facilities before 8:45am, during break or lunchtime. If the student needs to use the toilet facilities at a time other than above, then the express permission of the class teacher must be obtained.

## **Punctuality and Absenteeism**

### **School Attendance**

- In order to maximise their learning experiences, students need to maintain regular attendance in the school. Under the Education Welfare Act 2001, the school is obliged to keep a record of each student's attendance in the school. Under this Act parents / guardians are required to inform the school via VShare or in writing in the Student Record Book of the reasons a student may be absent.
- Absences of more than 20 school days may be reported to the Education Welfare Officer in accordance with the Education Welfare (2001) Act.
- In Abbey Community College we value punctuality and regular attendance at school. Therefore, the following rules will apply to students.
- All students are expected to be in school before 8:40 to properly organise themselves for their morning classes. Students are expected to prepare for afternoon classes before 1.40 pm. Students are expected to be punctual for all classes during the school day.
- Students are expected to be vigilant in the use of the 'Anseo' attendance system when entering and leaving the school.
- Students will be deemed late if not at their designated classrooms at 8.45 am.
- Persistent lateness is regarded as a serious matter which will result in sanctions and contact with home.
- Latecomers will be dealt with under the points system unless they have a written note explaining their lateness. An attendance and punctuality record will be maintained for all students.
- In order to obtain permission to leave the school grounds, the student's parent / guardian must log into their VShare account and submit a 'Request for Absence'. Alternatively, they can complete and sign the permission form in the Student Record Book. The completed permission form must then be countersigned by the Year Head / Deputy Principal / Principal. The student must then "sign out" and "sign in" using the 'Anseo' system. Permission to leave the school should only be requested for a serious specific reason. It is strongly recommended that medical / dental appointments etc. be made outside of school hours where possible.
- When a student has been absent, the student's parent / guardian must log into their VShare account and submit a 'Reason for Absence'. Alternatively, the parent/ guardian must fill in an absence form in the student record book and sign it. The student must return the completed form to their Year Head.

## **Break time and Lunchtime**

At break time and lunchtime, students should:

- relax
- prepare
- show common respect for people and property
- remain on the school grounds
- eat lunch in the designated areas
- queue in an orderly fashion for canteen and shop as requested by supervisor
- keep the General-Purpose Areas tidy and litter free.
- be aware that food consumption between classes is forbidden

## **School Uniform**

We are proud of our school uniform. It identifies each student as a member of our school community. Therefore, we must show our community at its best at all times.

- Students are expected to be neat and tidy in dress and appearance and to wear the full school uniform. All Black Footwear or Navy Deck Shoes are required as part of the school uniform.
- Students are not permitted to wear any headbands, hoods or hats in the school building or while representing school.
- Students who wish to observe the religious practice of wearing a hijab, must wear a navy one.
- Hair /facial hair must be neat and tidy at all times.
- A request may be made to remove excessive jewellery/ facial piercings for health and safety reasons.
- Excessive make-up is not permitted. Nails must be kept short and clean for health and safety reasons.
- Appropriate PE gear is obligatory for students in the PE class. Details are available on school website.
- When representing the school, students are required to wear the full school uniform/school PE uniform as requested by the teacher.
- If a student does not have correct uniform, s/he must report to the Year Head, Principal/ Deputy Principal before 8.40 am.
- On persistent breach of the above code, parents may be asked to collect the student from the school
- Abbey Community College reserves the right to adjust these rules periodically  
(Full details of the uniform requirements are available on the school website).

## **Student Record Book**

The Student Record Book is the medium of communication between parents, guardians and staff. It is designed to:

- record the student's attendance, homework, breaks from class and punctuality
- monitor the day-to-day behaviour of each student
- provide a number of permission forms which require the signature of the student's parents/guardians
- provide a journal in which students will organise homework on a daily basis and to enable students to take responsibility for their learning

The Student Record Book contains:

- the student's essential personal details
- permissions for outings, field-trips, notes in case of illness, alternative addresses, permission to leave school
- a homework journal and a record of the student's learning

The Student Record Book is an invaluable link between home and school. The benefits of a Student Record Book for students are many. It maintains close and immediate contact with parents on issues of permissions and behaviour.

Each student is responsible for maintaining the book in excellent condition. No graffiti is allowed.

- Each student is required to have his/her Student Record Book with him/her in all classes. In order to facilitate entries in the "Absence Record" or "Permission to leave School" sections and to facilitate parents/guardians checking the Student Record Book it is essential that students bring home the Student Record Book each evening.
- Each student is responsible for the safe keeping of his/her Student Record Book. Loss of the Student Record Book must be reported immediately to your Year Head.
- A cost may be incurred for a replacement Student Record Book.
- The Student Record Book must be produced for the classroom teacher, Class Tutor, Year Head, Deputy Principal or Principal on request.

## **Mobile Phone and Personal Electronic Device Acceptable Use Policy**

While Abbey Community College accepts that it is a student's choice to have a mobile phone/personal electronic device (PED), the following policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved.

In order to assist the school in implementing this policy, parents/guardians are asked not to arrange to contact students by mobile phone/PED at any time during the school day. Contact with the school may be made through the office at (051) 832930 and where circumstances demand, students will be directed to use the office phone on the advice of the Year Head.

### Mobile Phone Usage in Abbey Community College

- No phone usage in any school building at any time unless under the direct supervision of a teacher in a classroom setting.

It is our expectation that where a student brings a mobile phone to school, the mobile phone is to be powered off during the school day and may not be used for any purpose including time keeping, taking photos or videos in the school building except with the expressed prior permission, guidance and supervision of a teacher.

- No phone usage outside of the school building (on the school campus) between the hours of 8.30 and 15.40
- Students must not use PEDs to interact with any other students or to access any messages /material that may be stored on their device.
- The mobile phone is the sole responsibility of the student and the school does not accept responsibility if the mobile phone is damaged, lost or stolen. Students bring mobiles phone to school at their own risk.

### Sanctions for breach of Mobile Phone Usage Policy

Students found in contravention of this policy will have the following sanctions applied.

- Phone is handed over to the teacher and secured in the relevant DP's office in lock box until 15.40 that evening (-10 Points for 1st offence).
- Phone is handed over to the teacher and secured in the relevant DP's office in lock box until 15.40 that evening (-10 Points and parents are contacted by the school for 2nd offence).
- Phone is handed over to the teacher and secured in the relevant DP's office in lock box until 15.40 that evening (-10 Points and a meeting with parents for a 3rd offence)

Failure to hand over a mobile phone/PED including the SIM card when requested will result in sanctions up to and including suspension.

Incidents where students use electronic devices to bully other students/staff or send offensive messages or calls will be investigated under the Anti-Bullying Policy, Code of Behaviour and associated policies whilst complying with our statutory commitments.



Where unauthorised content is taken in School\* and subsequently uploaded/shared, or where an individual knowingly participates with/contributes to unauthorised content taken in school\*, which is uploaded/shared, sanctions up to and including expulsion will apply.

It should be noted that it is a criminal offence to use an electronic device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardai in such incidents and/or increase sanctions.

(School\* in this context refers to during school time/school activities both on and off site at any time.)

## **Rules and Discipline Procedures**

### **Positive Behaviour Management**

Student engagement with classwork and homework promotes a positive atmosphere and work ethic. Homework, assignments, projects and tests are monitored on an ongoing basis by the class teacher. All student academic performance is continuously monitored during the year using formative and summative assessment. The analysis indicates whether student performance reflects levels of ability and student potential. The Student Support Team, Year Heads, Deputy Principal and Principal use the information to acknowledge the good work of students and to motivate those who may need further application.

Following the Grade Analysis exercise, students may meet with the Guidance Counsellor to devise a study plan and to determine targets. Follow up interviews assist in monitoring progress and identifying difficulties.

### **Promoting Positive Behaviour**

Promoting good behaviour is the main objective of the school's Code of Behaviour. All staff actively support our school ethos, policies and practices in an effort to promote positive behaviour and to prevent inappropriate behaviour.

The school is actively committed to consistency in promoting good behaviour. The core principles of respect and responsibility underpin Abbey Community College's approach to promoting positive behaviour and maintaining mutually respectful relationships between students and staff.

- Students are given the opportunity to become familiar with the Code of Behaviour and to understand their responsibilities during the Induction Program, tutor classes, assemblies and general interaction with staff.
- The code is made to work in a fair and consistent way.
- Standards are clear, consistent and widely understood and high expectations are set.

- The school climate and atmosphere are created by the actions of everyone who is connected to the school: teaching staff, other staff, parents/guardians and students.
- Parents/Guardians, students, and staff are invited to be involved in seeking to promote good relationships and a harmonious atmosphere through positive interaction.
- Clear boundaries and rules are set for students.
- Students are helped to recognise and affirm good behaviour.

### **Approaches to Rewards and Praise**

The school acknowledges, promotes and rewards good behaviour in a variety of ways. Greater emphasis is placed on rewards and praise than on sanctions in the belief that this will, ultimately, result in more positive behaviours. Our approach to rewards and praise includes the following:

- verbal and non-verbal praise
- written feedback on students' work
- positive behaviour points are logged on VShare
- appropriate rewards may be given when a student has accumulated a specific number of positive points
- Christmas and Summer Reports are an opportunity to acknowledge good behaviour
- direct praise from teachers, Year Head, Deputy Principal(s) and Principal communicated through tutor meetings, notice boards, newsletter, school social media and website
- display of students' work throughout school
- annual award ceremonies recognise achievements and contribution to school life

### **Positive Behaviour Programme**

A Positive Behaviour Programme is in place for all Abbey Community College students. The aims of this plan are:

- To promote respectful relationships for effective learning and behaviour in the school community
- To promote positive behaviour and an environment of safety, inclusion, and forgiveness
- To effectively communicate personal responsibility for behaviour and the consequences of behaviour to all members of the school community
- To maintain equality and fairness for all members of the school community
- To recognize vulnerability and provide a safe and encouraging school environment - No student feels alone in ACC.

The Positive Points System aims to acknowledge student's individual efforts to engage in positive behaviours whilst the Positive Behaviour Plan's purpose is to promote a sense of collaboration and responsibility as students realise the impact that their behaviour can have on others.

## Points System

The 'Points System' is the name given to the graded system of acknowledging and rewarding positive behaviour while also applying sanctions for inappropriate behaviour. Using these positive discipline techniques helps teachers maintain a positive atmosphere and supports an inclusive learning environment. Each teacher has the responsibility for the maintenance of discipline in his/her own class while sharing a common responsibility for good order within Abbey Community College. The 'points system' has been developed as a support to effective classroom management.

<b>Positive Behaviour Points</b> <i>Linked to ETB Core Values</i>	<b>Points</b>	<b>Negative Behaviour Points</b>	<b>Points</b>
Improvement shown in class (Excellence in Education; Respect)	5	Late for school / class	-5
Showed great initiative in project work (Excellence in Education; Respect)	5	Persistently coming to class without required books or equipment	-5
Improvement in quality of homework (Excellence in Education; Respect)	5	Incomplete or unsatisfactory homework / Failure to present homework	-2
Very good homework / project work (Excellence in Education; Respect)	5	Copying homework/doing work for one class in another class	-5
Excellent attitude to work (Excellence in Education; Respect)	5	Disrupting teaching and learning in class	-5
Excellent approach to uniform (Care; Respect; Community)	5	Improper uniform (without satisfactory explanation)	-10
Excellent participation in class (Excellence in Education; Respect)	5	Eating in class	-5
Improvement shown in organisational skills (Care; Respect)	5		
Helpful and cooperative to staff (Care; Respect; Community)	5	Offensive language	-10
Helpful to others (Care; Respect; Community)	5	Defiance / Refusal to accept correction/rudeness (Refer to Year head)	-10
Enhancing the school environment (Care; Respect; Community)	5	Disrespecting the school environment e.g. littering	-5
Enhancing the learning of others in class (Care; Respect; Community; Excellence in Education)	10	Dangerous behaviour resulting in health and safety being compromised	-10
Displays excellent school spirit (Care; Respect; Community; Equality; Excellence in Education)	10	Device (Phone/PED) Use – Phone to be returned at end of school day	-10

\* Homework related incidents are recorded in VS Ware. Please refer to our school's Homework Policy.

### Positive Behaviour Points:

- An accumulation of +50 Points will lead to a Compliment Card being issued.
- An accumulation of +100 Points will lead to a 'Letter of Excellent Behaviour' being sent home.
- An accumulation of + 150 Points will warrant a 'School Reward'.

### **Negative Behaviour Points:**

- An accumulation of -50 Points will lead to detention following discussions at the weekly year heads meeting. Detention normally takes place on Thursdays (Wednesday when required) from 3.50 to 4.50 pm.
- Failure to attend detention will result in further sanctions.
- If a student reaches -100 points an in-school suspension will follow combined with a meeting with parents/guardians.
- If a student exceeds -150 points a meeting with parents/guardians will be called and an out of school suspension may be imposed.

### **Discipline Procedures**

This section sets down the Code of Discipline and sanctions applicable to all students in Abbey Community College during the school year. Parents / Guardians and students are requested to study it carefully.

The rules and regulations of Abbey Community College have been developed by management, staff, students and parents with the purpose of making our working environment a kinder, safer and healthier place for students, staff and visitors alike.

While we value and protect the rights of the individual, we must also protect the rights of all the persons in our school. These rules and regulations are reviewed periodically by the above parties.

The classroom teacher aims to foster an atmosphere conducive to effective teaching and learning. When dealing with issues of indiscipline the teacher will deal with the matter as s/he deems appropriate.

- Points may be imposed.
- The student may be formally interviewed by the Class Teacher and/or Year Head and/or Deputy Principal and / or Principal in the hope of preventing a repetition of misbehaviour.
- Withdrawal from class may occur, if deemed necessary by management, to allow time for investigations to take place.
- Repeated breaches of rules within the points system will result in the student being put "On Detention". Detention normally takes place on a Thursday evening after school
- The Principal / Deputy Principal / Year Head may also put a student on Detention for a specific instance of misbehaviour.
- Refusal to attend Detention, or misbehaviour/non-compliance with school rules during detention, is considered a serious offence.
- The parents/guardians may be invited to attend a meeting with the teacher / Year Head and/or Deputy Principal and/or Principal

- Members of the Student Support Team (SST) may be asked to intervene as a support to the student
- A teacher / mentor may work with the student to encourage positive behaviour.
- Students may also be asked to do community service and / or may be suspended
- A student may be formally invited to attend a meeting with a School Discipline Committee consisting of members of staff e.g. Principal / Deputy Principal / Year Head / Teacher.
- Persistent instances of indiscipline may lead to a student being suspended from school for up to five days. Notice of such a suspension will be given in writing to parents / guardians.
- If a student is involved in a serious breach of school discipline, the Principal or Deputy Principal may immediately suspend the student in question, following discussion with the parents/guardians of the student. It should also be noted that if any individual incident is deemed to be sufficiently serious a student may be detained or suspended without going through each stage in the discipline procedure.
- At the end of each academic year, the student's behaviour is reviewed. A student and their parents / guardian may be requested to meet with school management to formally renew their commitment to the school's Code of Behaviour.
- Expulsion will only be considered when the behaviour of a student puts the safety of others at risk, or where behaviour is so disruptive as to interfere substantially with the rights of others to education. Cases concerning expulsion from school will follow the protocol and procedures as outlined in Section 29 of the Education Act and Section 24 of the Education Welfare Act. Following a decision by the Board of Management of its intention to expel a student, the parent / guardian or a student over 18 years of age has a right of appeal to Kilkenny and Carlow ETB in the first instance. Notice of this appeal must be made immediately in writing to the secretary of the Board. This appeal procedure will take place in accordance with the Education Act (1998), Section 29.

**In summary, the steps in the discipline procedures are as follows:**

1. Classroom Teacher
2. Points
3. Preventative measure – meeting with relevant teacher / year head
4. Formal detention
5. Preventative measure - formal interview / interventions from the Student Support Team / formal parental involvement /allocation of teacher / mentor etc. / Behavioural Plan / Positive Target Setting (This list is not exhaustive)
6. Suspension
7. Preventative measure - annual review: Recognition/reward /Contract of Behaviour (as in no. 5 above)
8. Expulsion

## **Serious Incidents of Misbehaviour**

Each case will be judged on its own merits, and any of the above stages may be omitted when deemed appropriate by the school authorities. In cases of serious misbehaviour, such as if the authority of a teacher or the school is seriously challenged, if the school has been brought into disrepute or if normal civil law has been breached, the Principal or Deputy Principal(s) will deal with the matter in the first instance. Suspension, exclusion or other sanctions, at the discretion of management, may be considered as a first option. Furthermore; the Principal, the Deputy Principal, or a Year Head may choose to intervene at any stage of the discipline process when this is deemed to be necessary or helpful. Generally, in the case of such incidents, a student will be asked to write a detailed account of the incident. Students may not be allowed to attend class during the investigation. The purpose of this is to provide the student with the opportunity to reflect on their behaviour and its implications for oneself and the rest of the school community.

When investigating an incident which may lead to a suspension or exclusion, the following procedures will be adopted by the Principal:

1. The student or students involved in the incident will be interviewed.
2. The allegations against the student will be outlined and his/her responses noted.
3. The student will be asked to fill out a written report on the incident.
4. Other members of the school community, e.g. staff, students etc. may be interviewed as deemed appropriate. Written reports may be sought, and notes taken at interviews will be kept on file for future reference.
5. Parents/guardians will be contacted and may be asked to come to the school to meet the Year Head / Deputy Principal / Principal who will outline the case to them and the pupil. Once again, responses will be noted.
6. The Principal, in consultation with the Chairperson of the Board of Management, will then decide the sanction (if any) to be applied.

## **Procedures for Suspension and Expulsion**

All students, parents and staff are advised of the policies and procedures in relation to suspension and expulsion.

### **Suspension**

The ETB, through the Board of Management, delegates the authority to suspend to the Principal and Deputy Principals. Parents/guardians will be informed of the complaint, the subsequent investigation and how the suspension will be imposed. Suspension may be an in-school suspension, or a stay at home suspension. The period of suspension will be clearly outlined.

### **Grounds for Suspension**

The decision to suspend a student requires serious grounds such as:

- The student's behaviour has had a seriously detrimental effect on the education of other students.

- The student's continued presence in the school at that time constitutes a threat to safety
- The student is responsible for serious damage to property.
- A single incident of serious misconduct may be grounds for suspension.

### **Immediate suspension**

In certain exceptional circumstances, the Principal/Deputy Principal may determine that there are grounds for immediate suspension for reasons which may include the safety of the student, other students, staff or other members of the school community.

In the case of immediate suspension, parents/guardians will be notified, and arrangements made with them for the collection of the student.

### **A single incident of serious misconduct and breach of the rules may be grounds for an immediate suspension.**

Such breaches would include:

- skipping school / leaving school grounds without permission
- fighting or assault or violence
- refusing to submit a phone or recording device
- physical or sexual assault
- bullying or harassment
- threatening behaviour
- reasonably suspected possession or dealing in drugs, alcohol, addictive substances (un-prescribed drugs) or illegal substances
- reasonably suspected of being under the influence of drugs, alcohol, un-prescribed drugs or illegal substances
- serious damage to property
- use of a mobile phone or recording device:
  - being in possession of/using on the school campus
  - to take inappropriate images/videos and/or share/upload on social media platforms
  - to compromise the privacy and dignity of others
  - to take or share photographs/images/videos of members of the school community without their permission
  - to record or photograph members of staff who are going about their professional duties.

This list is not exhaustive.

### **Opportunity to Respond**

Before a Suspension is imposed, students and parents/guardians are given the opportunity to respond or make a case for lessening the sanction.

### **Appeals**

Following the imposition of a suspension, the parent / guardian or a student over 18 years of age has a right of appeal to the Board of Management. Notice of this appeal must be made immediately in writing to the Principal, as Secretary to the Board of Management.

### **After the suspension ends**

Following an out of school suspension, the student should report to the Principal/ Deputy Principal to facilitate the re-integration process.

### **Re-integrating the student**

On completion of the suspension, the school will make every effort to re-integrate the student quickly into school life and to ensure that he / she catches up with any work missed. The student will be expected to apply themselves diligently to their work and to follow the Code of Behaviour. A student may be asked to sign a behavioural contract on return from suspension.

Although a record is kept of the behaviour and the sanction imposed, once the sanction has been completed, the school expects the same behaviour of this student as of all other students.

### **Expulsion**

The authority to expel is devolved by the ETB to the Board of Management. Expulsion of a student is a very serious step, and one that will only be taken by the Board of Management in extreme cases of unacceptable behaviour.

### **Grounds for Expulsion**

A proposal to expel a student requires serious grounds such as that:

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- The student's continued presence in the school constitutes a real and significant threat to safety
- The student is responsible for serious damage to property.

Expulsion is considered where the school believes that we have tried a series of other interventions and exhausted all possibilities for changing the student's behaviour.

### **Expulsion for a First Offence**

There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. Incidences which may result in a proposal to expel on the basis of a single breach of the code include:

- a serious threat of violence against another student or member of staff
- actual violence or physical assault
- the possession, supply or use of illegal drugs/ so-called legal drugs/ alcohol in the school
- sexual assault.



### **Procedures in Respect of Expulsion**

In compliance with the Education (Welfare) Act 2000, to ensure fairness, Abbey Community College's procedural steps will include:

1. A detailed investigation carried out under the direction of the Principal.
2. A recommendation to the Board of Management by the Principal.
3. Consideration by the Board of Management of the Principal's recommendation and the Holding of a hearing.
4. Board of Management deliberations and actions following the hearing.
5. Consultations arranged by the Educational Welfare Officer.
6. Confirmation of the decision to expel.