

Procedures to be followed in the event of a suspension.

Ursuline College, Sligo

Procedures in relation to suspensions are drawn up within the context of the school's ethos which derives from the Religious and Educational philosophy of Ursuline schools.

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, Deputy Principal or a person with delegated responsibility, other than the offended party. Witnesses to the event(s) may be interviewed. A written record will be kept of suspensions longer than 3 days.
3. The student against whom the complaint is made will be given an opportunity to present her side of the story.
4. Parents/Guardians are required to meet with the Principal. The parents/guardians will be given an opportunity to present their case. Where a suspension is being considered, a student may be required to stay at home until her parents visit the school.
5. Parents will normally be advised orally and 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.
 - If the NEWB has been informed this should be stated.
6. The Principal may suspend a student for up to three days. All suspensions will be reported to the Board of Management at their next ordinary meeting. There is no appeal against a suspension of three days or less.
7. Suspensions for a period longer than three days will normally be considered by the Board of Management. In the case of a very disruptive pupil who has already been suspended, the Board may delegate authority to suspend such a pupil for up to one week to the Principal. Prior to a decision being made to suspend a pupil, parents will be given an opportunity to make their case to the Board or Principal.

8. 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 Science.
9. *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.
10. On return to school after a suspension, the student will be formally re-admitted to school in the presence of the Principal/Deputy Principal/Year Head. The student will read and sign a Contract of Good Behaviour which will be filed.