

# Gaelscoil Mhuscraí

## Cód Riailbhéasa agus Smachta/Code of Behaviour And Discipline

Tá sé mar aidhm ag an gCód a chinntiú go gcuirtear indibhiúlacht gach uile pháiste san áireamh agus go nglactar ag an am céanna le ceart an pháiste oideachas a fháil i dtimpeallacht atá réasúnta saor ó iompar toirmeasach. Dréachtadh an cód seo tar éis dul i gcomhairle le múinteoirí, tuismitheoirí agus an Bord Bainistíochta. Tá tacaíocht agus comh-obriú tuismitheoirí riachtanach má tá an cód seo le bheith éifeachtach.

*Deineadh athbhreithniú ar an Cod Iompair seo i mí Feabhra 2016 ag úsáid 'Cód Iompair a Fhorbairt: treoirlínte i gcomhair Scoileanna' a cuireadh amach ag an mBord Náisiúnta Leasa Oideachais i 2008. Tá Bord Bainistíochta Gaelscoil Mhuscraí tar éis glacadh leis an gCód Iompair leasaithe seo, de réir treoracha an Roinn Oideachais agus Scileanna, Riall 130 de Rialacha na Scoileanna Náisiúnta, Ciorclán 20/90 agus an t- Acht Oideachais 2000 Alt 23 le cabhair ó threoirlíne N.E.W.B.*

Tá sé mar aidhm leis an gCód Riailbhéasa agus Smachta a chinntiú:

- Go gcothófar éifeachtach na scoile agus dea-smacht sna ranganna chun go gcoinneófar atmaisféar spreagúil foghlamtha.
- Go gcoimeádfar ardchaighdeán smachta ar fud na scoile agus meas ar thimpeallacht na scoile.
- Go gcothófar féinsmacht sna daltaí agus é bunaithe ar mheas agus ar thuiscint dá chéile.

The aim of this code is to ensure that the individuality of each is accommodated while acknowledging the right of each child to an education in a relatively disruption free environment. This code has been drawn up after a process which involved consultation with parents, teachers and Board of Management. The support and co-operation of all parents are essential if the code is to be effective.

*The Code of Behaviour was reviewed in February 2016 using 'Developing a Code of Behaviour: Guidelines for Schools' which was distributed to schools in 2008 by the National Education Welfare Board. The Board of Management of Gaelscoil Mhuscraí has adopted this revised Code of Behaviour in line with Section 23 of the Education Welfare Act 2000, facilitated by N.E.W.B. guidelines.*

The Code of Behaviour and Discipline is designed to:

1. Maintain the efficient operation of the school and the structuring of in-class discipline so that there exists an efficient and stimulating learning environment.
2. Preserve good order throughout the school and respect for the school environment.
3. Promote the development of self-discipline in pupils based on consideration, respect and tolerance for others.

## Rialacha na Scoile/School Rules

- 1. Is í an Ghaeilge teanga chumarsáide na scoile agus ní mór do gach páiste ó Rang na Naíonán Bheaga ar aghaidh í a labhairt. Beifear ag súil go dtabharfaidh na tuismitheoirí gach spreagadh do na leanaí agus ndéanfaidh said féin iarracht í a labhairt, go mórmhór i dtimpeallacht na scoile.** Irish is the spoken language of the school and from Junior Infants on, all children are required to speak it. It is expected that the parents will give the children every encouragement and endeavour to use whatever Irish they have, especially in the school surroundings.
- 2. Tá sé tábhachtach do na páistí bheith in am don scoil Ní mór d'aon dalta a bhíonn déanach nó as láthair nóta a thabhairt don mhúinteoir ranga an lá dár gcionn.** It is essential that the children are in time for school. A child who is late or absent is required to give an explanatory note to the class teacher the following day.
- 3. Ní mór do gach dalta an éide scoile cheart a chaitheamh. Iarrtar orthu culaith reatha na scoile agus bróga reatha a chaitheamh lá an chorpoideachais.** The children must wear the full school uniform. They are expected to wear the school tracksuit and running shoes on P.E. day.
- 4. Iarrtar ar na páistí a chinntiú go gcoimeádfaidh said a gcuid leabhar agus cóipleabhar néata i gconaí.** All pupils are expected to keep their books and copybooks neat and tidy.
- 5. Ba cheart do gach dalta lón folláin a thabhairt ar scoil. Ní cheadaítear guma coganta, milseáin, briosaí, criopsaí, cnónna nó deochanna milis i mbuidéil gloine nó i gcannaí.** All children should bring a wholesome lunch to school. Chewing gum, crisps, biscuits, sweets, nuts and fizzy drinks are forbidden. All drinks in glass bottles or cans are strictly not allowed.
- 6. Táthar ag súil go ndéanfaidh gach dalta a (h)obair bhaile i gceart. Ba chóir go mbeadh an obair seo sínithe ag tuismitheoir /caomhnóir. Munar féidir leis an bpáiste an obair a dhéanamh ba cheart don tuismitheoir/caomhnóir nóta míniúcháin a chur sa Leabhar Obair Bhaile.** Each child is expected to complete his/her homework properly. A parent/guardian should sign this work. If for some reason a child cannot do his/her work the parent/guardian should put an explanatory note in the child's Homework Diary.
- 7. Iarrtar ar na daltaí bheith dea-bhéasach i gconaí lena chéile, lena múinteoirí agus le cuairteoirí chun na scoile. Coscaítear aon sort droch iompar a tharranódh droch theist ar an scoil.** The children are expected to be courteous at all times to one another, to their teachers and to visitors to the school. Misconduct in any form which brings the school into dispute is forbidden.
- 8. Ni foláir do na páistí meas a bheith acu ar shealúchas na scoile agus ar shealúchas dhaoine eile agus an scoil a choimeád slachtmhar.** Children must respect school property and other people's belongings and keep the school neat and tidy.

9. **Ní cheadaítear cluichí luachmhara, seodra nó gutháin a thabhairt ar scoil.**  
Pupils are prohibited from bringing any valuables, mobile phones, expensive games or jewellery onto the school property.
10. **Má bhíonn ar pháistí airgead a thógaint ar scoil, caithfidh an t-airgead a bheith i gclúdach dúnta agus lipéad air.** Any monies brought to school by children must be presented to the teacher in a labelled sealed envelope.
11. **Iarrtar ar dhaltáí gan rith go dainséarach nó bheith garbh sa chlós. Ní mór dóibh bheith ciúin aon uair a bhíonn said ina gcuid línte.** Pupils are not allowed to run dangerously or engage in rough play in the school yard. They are expected to be quiet and orderly whenever they are in their assembled class lines.
12. **Ní thugtar cead do pháistí an scoil a fhágaint i gcaitheamh an lae scoile. Má bhíonn ar thuismitheoir teacht ag triall ar pháiste go luath ní mór fógra a thabhairt don Mhúinteoir Ranga nó don Phríomhoide roimh ré.** Pupils are not permitted to leave the school during the day. If a parent finds it necessary to collect a child early the Principal or Class Teacher should be informed in advance.

### **Straitéisí chun dea-iompar a chothú / Strategies to promote good behaviour**

**A. Múinfeadh dea-chleachtais iompair agus straitéisí fadhbréiteacha go neamhfhoirmiúil i rith an lae agus go foirmiúil sna ranganna OSIE, ag tabhairt aird faoi leith ar pháistí le riachtannais speisialta.** Children will be taught good behaviour habits and problem-solving strategies informally during the day and formally in SPHE lessons, giving special attention to children with special educational needs.

**B. Is féidir moladh a thabhairt i mbealaigh éagsula, mar shampla:**

- **Moladh ó bhéal, nó gníomh a léiríonn moladh.**
- **Léirmheas scríofa i gcóipleabhar an pháiste**
- **An páiste a chur ar cuairt go múinteoir eile nó go dtí an Príomhoide chun moladh a fháil**
- **Moladh ó bhéal ós cómhair grúpa/an ranga**
- **Córas réaltaí/ marcanna tuillteanais in úsáid i ngach rang**
- **Teastas a bhronnadh ag tionól rialta / Gaeilgeoir & Rang na Seachtaine**
- **Freagracht nó pribhléid speisialta a thabhairt**
- **Labhairt le thuismitheoirí nó rud éigin i scríbhinn a chur abhaile**

B. Praise may be given in many ways, for example:

- A quiet word or gesture to show approval
- A comment in a pupil's homework diary
- A visit to another member of Staff or to the principal for commendation
- A word of praise in front of a group or class
- A system of merit marks/ star chart will be used in each class
- Certificates presented at regular assemblies / Gaeilgeoir na Seachtaine / Rang na Seachtaine

- Delegating some special responsibility or privilege
- A mention to parents, written or verbal communication

## Bulaíocht/Bullying

**Séard is bulaíocht ann ná ionsaí leanúnach, labhartha, síceolaíoch nó fisiciúil, á dhéanamh ag daoine aonair nó grúpa ar dhaoine eile. Ní hairítear ionsaí uair amhá seach mar bhulaíocht cé nach dtabharfar cluasbodhar dó. Ach bíodh sin mar atá nuair a leanann an iompar seo d'aon ghnó sé atá ann ná bulaíocht.**

Bullying is repeated aggression, whether verbal, psychological or physical, conducted by an individual or group against others. Isolated incidents of aggressive behaviour, which cannot be ignored, can scarcely be described as bullying. However, when the behaviour is systematic and ongoing it is bullying

**Tá cosc ar aon sort bulaíocht is cuma taobh istigh nó taobh amuigh den scoil.**

Bullying behaviour in any form, whether inside or outside the school is forbidden.

**Fiosraítear is coiméadtar cuntas ar gach tuairisc ar bhulaíocht fiú más beagthábhachtach iad agus déanann na múinteoirí plé leo. Moltar na scoil tuairisc a thabhairt ar na heachtraí seo.**

All reports of bullying, no matter how trivial, are noted, investigated and dealt with by teachers. Reporting of such incidents is encouraged in the school.

**Cuirtear cásanna bulaíochta tromchúiseacha faoi bhráid an Phríomhoide.**

Serious cases of bullying behaviour by pupils are referred to the Principal.

**Cuireann an Príomhoide tuismitheoirí nó caomhnóirí na bpáistí lena mbaineann sé ar an eolas ionas go mbeadh sé ar a gcumas oibriú leis an scoil chun gach tacaíocht a thabhairt do pháistí.**

Parents or guardians of the children involved are informed by the Principal so that they are in a position to work with the school to help and support their children.

**Téigh go dtí an Polasaí Bullaíochta chun tuilleadh eolaís a fháil.**

Please refer to the school's Anti-Bullying Policy for further information.

## An Córas Smachta/Disciplinary Measures

**Coimeadtar tuairisc d'aon eachtraí a tharlaíonn. Coimeadtar tuairisc de dhrochiompar sa chlós.**

### 1. **An cur chuige sa rang/Classroom Strategies:**

The following represents the normal sequence of sanctions but this may vary depending in individual circumstances.

- a) **Plé/Discussion**  
**Dul ag caint/plé leis an dalta**  
Reasoning with the pupil
- b) **Comhairle/Advice**  
**Comhairle a leasa a chur an an dalta**  
Advice re: appropriate behaviour

c) **Smachtbhannaí/Sanctions**

- **Obair breise a leagan amach**  
Additional work prescribed.
- **An dalta a scarúint go sealadach óna p(h)iarghrúpa**  
Temporary separation from peers/time out
- **Iarrtar ar an dalta nóta a scríobh faoin eachtra agus é a fháil sínithe ag tuismitheoir/caomhnóir.**  
The child is required to write a note regarding the incident which is to be signed by the parent/guardian and returned to the class teacher.
- **Coimeádtar tuairisc faoin drochiompar. Cuirtear scéal chuig an bPríomhoide.**  
Misbehaviour recorded. Report sent to the Principal

d) **Labhróidh an múinteoir leis an dtuismitheoir/caomhnóir.**

**2. Idirghabháil an Phríomhoide/Intervention of the Principal.**

a. **Comhairle/Advice**

**Comhrá leis an dalta**

General talk to pupil

**Ceartúcháin**

Reprimanding

b. **Smachtbhannaí/Sanctions**

**Obair breise a leagan amach**

Additional work prescribed

**Pribhléidí a bhaint de/di**

Loss of privileges (during class)

**Foláireamh ó bhéal a thabhairt**

Verbal warning to pupil

c. **Labhróidh an Príomhoide le tuistí an dhalta má's gá.**

**Eagrógar cruinniú idir an Phríomhoide, an múinteoir ranga agus an dalta má's gá.**

**3. Litreacha rabhaid / Warning Notices:**

**Tá gá le smachtbhannaí chun mí-shástacht i leith iompar nach féidir glacadh leis a chur in iúl.**

There is a need for sanctions to register disapproval of unacceptable behaviour.

**Chun a chinntiú go bhfaighidh tuismitheoirí na Litreacha Rabhaidh ní mór do thuismitheoirí iad a shíniú agus a chur ar ais chuig an Príomhoide.**

To ensure that parents receive warning notices, all notices must be signed by parents and returned to School Principal.

## Fionraí / Díbert / Suspension / Expulsion

**Is gá do scoileanna, faoi Alt 23 (2) den Acht Oideachais (Leas), 2000 a shonrú ina gcód iompair, na nósanna imeachta le leanúint má chuirtear mac léinn ar fionraí nó má dhíbrítear an mac léinn ón scoil. Tá sé seo le feiscint in Aguisín 3.**

Schools must under section 23 of the Education Act 2000 state the practices to follow if a student is suspended or expelled from the school. These procedures are outlined in Aguisín 3.

## Teagmháil idir mhúinteoirí agus tuismitheoirí – Parents/Teacher Contact.

**Tá ról an-tábhachtach ag tuismitheoirí i múmlú dearcadh a chothaíonn dea-iompar ar scoil. Cuirtear fáilte roimh thuismitheoirí sa scoil i gconaí agus iarrtar orthu gach deis a thapú chun úsáid a bhaint as na bealaí cumarsáide foirmiúla agus neamhfhoirmiúla a chuireann an scoil ar fáil dóibh. Eagraítear cruinnithe le múinteoirí uair sa bhliain ach is féidir bualadh le múinteoir aon am eile i gcaitheamh na bliana ach coinne a shocrú roimh ré.**

Parents play a crucial role in shaping the attitudes which produce good behaviour in school and are encouraged to take full advantage of all formal and informal channels of communication made available by the school. Individual parent/teacher meetings are organised once a year. However, it is possible to meet a teacher at any other time during the year provided an appointment has been arranged in advance.

**Tá an Cód Rialbhéasa agus Smachta leagtha amach de réir Imlitreach 20/90 na Roinne Oideachais. Beidh sé de cheart ag an bPríomhoide agus ag an mBord Bainistíochta Rialacha na Scoile a athrú amach anseo dá dtarlódh sé go mbeadh gá lena leithid.**

The Code of Behaviour and Discipline document has been drawn up in accordance with Department of Education Guidelines (Circular 20/90). The Principal and the Board of Management reserve the right to amend the School Rules should they deem necessary.

**Cuirfeadh an cod iompair seo le chéile i 2005. Deineadh athbhreithniú ar an Cod Iompair seo i mí Feabhra 2016 ag úsáid ‘Cód Iompair a Fhorbairt: treoirínte i gcomhair Scoileanna’ a cuireadh amach ag an mBord Náisiúnta Leasa Oideachais i 2008.**

## **Aguisín 1: Iompar sa Rang**

- 1) Iarrtar ar na daltaí bheith dea-bhéasach i gconaí lena chéile, lena múinteoirí agus le cuairteoirí chun na scoile ionas gur féidir le gach uile pháiste oideachas a fháil i dtimpeallacht atá réasúnta saor ó iompar toirmeasach.
- 2) Caithfidh gach uile pháiste éisteacht agus glacadh le treoracha an mhúinteora.
- 3) Táthar ag súil do ndéanfaidh gach dalta a (h)obair bhaile agus a (h)obair bhaile i gceart, go neata agus go sásúil. Uaireanta bíonn an obair seo scríofa nó ón bhéal.
- 4) Iarrtar ar na páistí a chinntiú go dtabharfaidh said a gcuid leabhar agus cóipleabhar ar scoil i gconaí gach lá ionas gur féidir leo an obair a dhéanamh ar scoil leo.
- 5) Iarrtar ar na daltaí bheith ciúin, béasach agus deo-iompaithe nuair atá said ag teacht agus ag imeacht ón seomra ranga.
- 6) Iarrtar ar na daltaí na seomraí a choiméad glan i gconaí.

## **Aguisín 2: Iompar sa chlós agus i dtimpeallacht na Gaelscoile**

### **Behaviour in Playground and School Environment**

- 1) Iarrtar ar dhaltaí gan rith go dainséarach nó bheith garbh sa chlós chun timpistí a chosaint.
- 2) Níl cead ag na daltaí bia a thógaint amach sa chlós. Caithfidh na daltaí an lón ar fad a ithe sa seomra ranga agus na rudaí nach bhfuil críochnaithe a thógaint abhaile sa bhosca lón.
- 3) Ní mór do na daltaí bheith cúramach i gconaí agus aire a thabhairt dá chéile. Níl cead ag na daltaí bheith ag súgradh go dainséarach agus ag gortú a chéile.
- 4) Níl iompar atá ag cur isteach ar dhaltaí eile ceadaithe. Caithfidh sé seo bheith ráite leis an múinteoir ionas gur féidir leis / leí an fhadhb a réiteach.
- 5) Caithfidh na daltaí fanacht sna háiteanna sa chlós a bhí tugtha doibh ag tús na bliana.
- 6) Níl dreapadóireacht ceadaithe.
- 7) Iarrtar ar dhalta cead a lorg ón múinteoir má bhíonn gá leis/leí teacht isteach go dtí an scoil i rith am súgradh. Ní thugtar cead do pháistí an chlos a fhágaint i gcaitheamh an sos ach amháin má tá cúis phráinneach ag baint leis.
- 8) Iarrtar ar dhaltaí an chlos a choiméad glan i gcónaí.
- 9) Iarrtar ar dhaltaí súil go dtí an line go ciúin nuair atá an sos thart.
- 10) Fágann na daltaí an bia nach bhfuil críochnaithe acu sa bhosca loin i gcónaí agus togann said é seo abhaile leo.
- 11) Caithfidh na daltaí éisteacht agus glacadh le rialacha agus treoracha an mhúinteora i gcónaí nuair atá cursaí éis-curaclam ar siúl.
- 12) Ní ceadáítear rothaíocht i timpeallacht na scoile go háirithe sa chlos.
- 13) Caithfidh na páistí éisteacht agus glacadh leis na múinteoirí i gcónaí.



## **Aguisín 3: Céimeanna Fionraí & Díbirthe / Appendix 3: Suspension & Expulsion Procedures**

De ghnáth, déanfar iarracht tabhairt faoi idirghabháil eile roimh fhionraí agus míneoidh foireann na scoile na fáthanna nach raibh ag eirí leis an idirghabháil sin. Samplaí d'iompar tromchúiseach a mbeadh fionraí mar thoradh air ná:

- Go raibh drochthionchar tromchúiseach ag iompar an mhic léinn ar oideachas na mac léinn eile.
- Go bhfuil bagairt ann do shábháilteacht agus an mac léinn ag fanacht sa scoil i láthair na huaire.
- Go bhfuil an mac léinn freagrach as damáiste tromchúiseach do mhaoin.

Usually every effort is made to mediate before expulsion and the school staff will outline why this mediation process did not work. The following are examples of serious misconduct which would warrant suspension:

- If a child's behaviour is having damaging effects on the education of other children
- If there is a health and safety issue with the student remaining in school
- If a child is responsible for vandalism or theft.

### **Nósanna Imeachta i ndáil le fionraí láithreach:**

I gcás go ndéanann an Príomhoide cinneadh gur chóir mac léinn a chur ar fionraí láithreach, ar mhaithe le sábháilteacht an mhic léinn, na foirne, nó daoine eile, ba choir réamh-imscrúdú a reáchtáil chun cás a bhunú a thacódh leis an bhfionraí. I gcás fionraí a ghearrfaí láithreach, ní foláir tuismitheoirí a chur ar an eolas, agus socrúithe a dhéanamh leo go mbaileofaí an mac léinn. Cuirtear an Bord Bainistíochta ar an eolas faoi fhionraí láithreach.

### **Procedures in relation to instant suspension:**

When the principal makes a decision for instant suspension based on the safety of students/staff/ other persons an investigation to support the suspension must be made. In such situations the parents will be notified and asked to collect their child. The Board of Management will immediately be made aware of the suspension

### **Tréimhse na Fionraí:**

- Cuirfear mac léinn ar fionraí ar feadh tréimhse nach faide ná 3 lá. Ní cuirfear an mac léinn ar fionraí ar feadh tréimhse níos faide ná trí lá, ach amháin í gcúinsí eisceachtúla i.e go bhfuil an Príomhoide den tuairim go bhfuil tréimhse níos faide ná trí lá de dhíth chun cuspóirí áirithe a bhaint amach. Má bhíonn fionraí níos faide ná trí lá á meas, caithfear an t-ábhar faoi bhráid an Bhoird Bhainistíochta le hathbreithniú agus le faomhadh, ag cur na gcúinsí ar fad san áireamh.
- Is féidir leis an mBord Bainistíochta cead a thabhairt don Phríomhoide fionraí nach faide ná cúig lá a ghearradh, ach cead an Chathaoirligh a fháil, sa chás nach féidir cruinniú Boird a reáchtáil, faoi réir na dtreoracha a bhaineann lena leithéid d'fhionraí. Is gá an cead seo a thabhairt i scríbhinn.
- Ní féidir tréimhse fionraí níos faide ná 10 lá a ghearradh.
- Is gá don Bhoird athbhreithniú foirmiúil a dhéanamh ar mholadh ar bith chun mac léinn a chur ar fionraí, sa chás gurb ionann an fionraí iomlán agus tréimhse níos faide ná fiche lá scoile.

- **Is gá tuismitheoirí a chur ar an eolas faona gcearta achomharc a dhéanamh má chuirtear páiste ar fionraí ar feadh tréimhse níos faide ná 20 lá san iomlán I scoilbhliain.**

Length of suspension:

- The student will be suspended for up to 3 days. No student will be suspended for more than 3 days except in exceptional circumstances. i.e. where the Principal is of the opinion that a period of more than 3 days is required to achieve certain objectives. If a suspension of more than 3 days is mooted, the subject of the suspension will be sent to the Board of management to be reviewed and approved, taking all considerations into account.
- The Board of management can authorise the principal to extend a suspension for up to 5 days, subject to chairperson's approval, in the event that a Board of management meeting cannot take place, under the guidelines that govern this type of suspension. This authorisation must be given in writing.
- A suspension may not go over 10 days.
- If a child's suspension amounts to more than 20 school days, the Board of Management must make a formal evaluation of the suspension.
- Parents are to be made aware of the appeal process if a child is suspended for more than 20 days in total in the school year.

### **Díbirt / Expulsion**

**Is don Bhord Bainistíochta é cinneadh a dhéanamh cad iad na tascanna sna céimeanna gnásúla seo a mbeadh gá cruinnithe ar leithligh a bheith ann dóibh agus cad iad na tascanna a bhféadfaí iad a chur i gcrích i gcrúinniú amháin, i gcomhréir le fógra cuí a thabhairt do thuismitheoirí agus am cóir réasúnta a thabhairt d'éisteacht Boird.** It is a matter for each Board of Management to decide which of the tasks involved in these procedural steps requires separate meetings and which tasks can be accomplished together in a single meeting, consistent with giving parents due notice of meetings and a fair and reasonable time to prepare for a Board hearing.

#### **Céim 1. Imscrúdú sonrath arna sheoladh faoi stiúir an Phríomhoide**

**Agus imscrúdú á dhéanamh ar líomhain, de réir gnáthamh cóir, ba chóir don Phríomhoide:**

- **an mac léinn agus na tuismitheoirí a chur ar an eolas faoin mhí-iompar líomhnaithe, an chaoi a ndéanfar imscrúdú air agus go bhféadfadh díbirt a bheith mar thoradh air sin**
- **gach deis a thabhairt do na tuismitheoirí agus don mhac léinn freagairt don ghearán go raibh mí-iompar tromchúiseach ann sula nglacfaí cinneadh smachtbhanna a ghearradh.**

Step 1: A detailed investigation carried out under the direction of the Principal

In investigating an allegation, in line with fair procedures, the Principal should:

- inform the student and their parents about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion
- give parents and the student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and before a sanction is imposed.

#### **Céim 2. Moladh ón bPríomhoide chuig an mBord Bainistíochta**

**I gcás go bhfuil an Príomhoide den tuairim, bunaithe ar an imscrúdú ar an mí-iompar líomhnaithe, go bhfuil díbirt tuillte ag an mac léinn, cuireann an Príomhoide moladh faoi bhráid an Bhoird Bhainistíochta díbirt a bhreithniú.**

Step 2: A recommendation to the Board of Management by the Principal

Where the Principal forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal makes a recommendation to the Board of Management to consider expulsion.

### **Céim 3. Breithniú an Bhoird Bhainistíochta ar mholadh an Phríomhoide: agus éisteacht a reáchtáil**

**Tá sé mar fhreagracht ar an mBord athbhreithniú a dhéanamh ar an réamh-imscrúdú agus a bheith deimhin de gur reáchtáladh an t-imscrúdú i gceart de réir gnáthaimh chóra. Déanfaidh an Bord a athbhreithniú féin ar an doiciméadú go léir agus ar chúinsí uile an cháis. Ba chóir don Bhord a chinntiú nach bhfuil aon duine a raibh aon pháirt aige/aici sa chás mar chuid de bhreithniúcháin an Bhoird (mar shampla, ball den Bhord a bheadh tar éis rud a líomhain in aghaidh mic léinn). I gcás go gcinneann Bord Bainistíochta mac léinn a dhíbirt, ní foláir dó éisteacht a reáchtáil. Ba chóir an cruinniú Boird a úsáidtear d'fhonn éisteacht a bheith ann a reáchtáil de réir nósanna imeachta an Bhoird.**

Step 3: Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing

It is the responsibility of the Board to review the initial investigation and satisfy itself that the investigation was properly conducted in line with fair procedures. The Board should undertake its own review of all documentation and the circumstances of the case. It should ensure that no party who has had any involvement with the circumstances of the case is part of the Board's deliberations (for example, a member of the Board who may have made an allegation about the student). Where a Board of Management decides to consider expelling a student, it must hold a hearing. The Board meeting for the purpose of the hearing should be properly conducted in accordance with Board procedures.

### **Céim 4. Breithniúcháin an Bhoird Bhainistíochta agus bearta i ndiaidh na héisteachta**

**Tar éis don Bhord clos ó na páirtithe uile, tá sé mar fhreagracht ar an mBord a chinneadh cibé acu an bhfuil bunús leis an líomhain agus, má tá, cibé acu an cóir an mac léinn a dhíbirt nó nach cóir. I gcás go bhfuil fíricí uile an cháis breithnithe ag an mBord Bainistíochta, agus go bhfuil an Bord den tuairim gur chóir an mac léinn a dhíbirt ní foláir don Bhord fógra a thabhairt don Oifigeach Leasa Oideachais i scríbhinn, agus na cúiseanna atá leis an tuairim seo (An tAcht Oideachais (Leas), 2000, a24(1)). Ba choir don Bhord Bainistíochta tagairt do nósanna imeachta tuairiscithe an Bhoird Náisiúnta Leasa Oideachais nuair atá sé beartaithe mac léinn a dhíbirt. Ní féidir an mac léinn a dhíbirt go dtí go bhfuil fiche lá caite ón lá ar a bhfaigheann an OLO an fógra i scríbhinn (An tAcht Oideachais (Leas), 2000, a24(1)). Ba chóir don Bhord a chur in iúl do thuismitheoirí i scríbhinn faoina thátail agus na chéad chéimeanna eile sa phróiseas. Nuair atá sé beartaithe mac léinn a dhíbirt ba chóir go ndéarfaí leis na tuismitheoirí go bhfuiltear anois chun é a chur in iúl don Oifigeach Leasa Oideachais.**

Step 4: Board of Management deliberations and actions following the hearing

Having heard from all the parties, it is the responsibility of the Board to decide whether or not the allegation is substantiated and, if so, whether or not expulsion is the appropriate sanction. Where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board must notify the Educational Welfare Officer in writing of its opinion, and the reasons for this opinion. (Education (Welfare) Act 2000, s24(1)). The Board of Management should refer to National Educational Welfare Board reporting procedures for proposed expulsions. The student cannot be expelled before the passage of twenty school days from the date on which the EWO receives this written notification (Education (Welfare) Act 2000, s24(1)). The Board should inform the parents in writing about its conclusions and the next steps in the process. Where expulsion is proposed, the parents should be told that the Board of Management will now inform the Educational Welfare Officer.

### **Céim 5. Comhairliúcháin arna n-eagrú ag an Oifigeach Leasa Oideachais**

**Laistigh de thréimhse fiche lá ón dáta ar a bhfaigheann Oifigeach Leasa Oideachais fógra ó Bhord Bainistíochta go bhfuil sé beartaithe acu mac léinn a dhíbirt, ní foláir don Oifigeach Leasa Oideachais:**

- **gach iarracht réasúnta a dhéanamh comhairliúcháin aonair a bheith ann leis an bPríomhoide, leis na tuismitheoirí agus leis an mac léinn, agus le haon duine eile a d'fhéadfadh cabhair a thabhairt**
- **cruinniú a thionól leis na páirtithe a aontaíonn a bheith i láthair (An tAcht Oideachais (Leas), 2000, alt 24).**

**Go dtí go gcríochnófar na comhairliúcháin seo faoi leanúnachas an mhic léinn san oideachas, féadfaidh an Bord Bainistíochta céimeanna a ghlacadh chun a chinntiú go gcoinnítear smacht agus go gcinntítear sábháilteacht na mac léinn (An tAcht Oideachais (Leas), 2000, a45(5)). Féadfaidh an Bord a bheith den Gaelscoil na gCloch Liath: Cód Iompair 10 tuairim go bhfuil sé oiriúnach an mac léinn a chur ar fionraí ag an am seo. Ní cóir fionraí a bhreithniú ach amháin más dócha go gcuirfeadh sé isteach go mór ar fhoghlaim na mac léinn eile dá bhfanadh an mac léinn seo sa scoil, nó go bhfuil bagairt ann do shábháilteacht na mac léinn eile nó na foirne.**

Step 5: Consultations arranged by the Educational Welfare Officer

Within twenty days of receipt of a notification from a Board of Management of its opinion that a student should be expelled, the Educational Welfare Officer must:

- make all reasonable efforts to hold individual consultations with the Principal, the parents and the student, and anyone else who may be of assistance
- convene a meeting of those parties who agree to attend (Education (Welfare) Act 2000, section 24).

Pending these consultations about the student's continued education, a Board of Management may take steps to ensure that good order is maintained and that the safety of students is secured (Education (Welfare) Act 2000, s24(5)). A Board may consider it appropriate to suspend a student during this time. Suspension should only be considered where there is a likelihood that the continued presence of the student during this time will seriously disrupt the learning of others, or represent a threat to the safety of other students or staff.

### **Céim 6. Dearbhú ar na gcinneadh an mac léinn a dhíbirt**

**Tar éis na tréimhse fiche lá tar éis don Oifigeach Leasa Oideachais fógra a fháil, agus i gcás go bhfuil an Bord Bainistíochta fós den tuairim gur chóir an mac léinn a dhíbirt, dearbhóidh an Bord Bainistíochta i scríbhinn go bhfuil sé cinnte acu an mac léinn a dhíbirt. Ba chóir na tuismitheoirí a chur ar an eolas láithreach go bhfuiltear chun dul ar**

**aghaidh leis an díbirt. Ba chóir insint do thuismitheoirí agus do mhic léinn faoin gceart atá acu chun achomhairc agus foirm chaighdeánach a sholáthar dóibh ar a bhféadfaidís a n-achomharc a thaisceadh. Ba chóir taifead foirmiúil a choinneáil den chinneadh mac léinn a dhíbirt.**

Step 6: Confirmation of the decision to expel

Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be expelled, the Board of Management should formally confirm the decision to expel (this task might be delegated to the Chairperson and the Principal). Parents should be notified immediately that the expulsion will now proceed. Parents and the student should be told about the right to appeal and supplied with the standard form on which to lodge an appeal. A formal record should be made of the decision to expel the student.