

Kildare and Wicklow Education and Training Board

St. Conleth's Community College

Discipline Policy

The following Discipline Policy operates in support of, and in conjunction with, normal classroom discipline.

The School Discipline Policy has a number of stages as follows:

Stage 1

Classroom Management – In the case of incidents of low level disruptions (see Appendix 1) teachers will be expected to incorporate classroom management techniques into their classrooms to deal with these incidents/disruptions. Where the behaviour is consistently repeated the teacher will move on to Stage 2.

Stage 2

A report system operates in the school whereby a staff member will write a report describing the disruptive behaviour they are experiencing from the student.

This report is written up on a *Year Head Referral Form (Light Green)*. In addition, at this stage the student may be referred, as with any successive stages, to the Counselling, Pastoral and Support Systems in the school.

The Year Head will have a discussion with the student about his/her behaviour. This discussion may result in a detention or any other sanction as deemed necessary by the Year Head.

If three *Year Head Referral Forms* have been received on a student based purely on homework, that student will be placed on a *Homework Card (Yellow)* for five days. This will allow teachers to try to ensure that the student's homework is completed on time and to an acceptable level for that student.

If a student receives three 1's on any given day he/she will be placed on a *Behaviour Target Card*.

If three **Year Head Referral Forms** have been received on a student, that student will be placed on a **Behaviour Target Card** for five days. The student will be set two behaviour targets, by the Year Head/Class Tutor, to try to achieve over the five days. These behaviour targets are graded from 1 – 5.

A letter indicating the schools concern will be sent to the relevant Parent/Guardian by the Year Head/Tutor, explaining the process and why the student has been placed on this card.

Stage 3

If a student receives three 1's on any given day, on their **Behaviour Target Card**, he/she will be referred to the **Year Discipline Committee**. A *Progress Review* will take place which may result in the student being placed on a **Report Card (Red)** and being placed on detention.

A **Report Card** allows the student's individual teachers to grade the student from 1 – 5 on their behaviour in class, application in class and punctuality in coming to class.

A letter indicating the schools concern will be sent to the relevant Parent/Guardian by the Year Head/Tutor, explaining the process and why the student has been placed on this card.

If a student receives three 1's on any given day, on their Report Card, the student and his/her Parents/Guardians must attend a meeting with the Principal/Deputy Principal and the Year Head. This may result in the student being suspended from school or receiving any other sanction that is deemed suitable.

A suspension can last for one to five days.

Stage 4

A suspended student can only return to the school premises at the time and date as laid out by the Principal/Year Head. The student must be accompanied by his/her Parents/Guardians and meet with the Principal upon their return to the school.

The student will be placed on a **Post-Suspension Behaviour Target Card (Blue)** for five days. The student will be set two behaviour targets, by the Year Head/Class Tutor, to try to achieve over the five days. These behaviour targets are graded from 1 – 5.

If a student receives three 1's on any given day, on their Post-Suspension Behaviour Target Card, the student must attend a meeting with the Principal. This may result in the student being suspended from school again or receiving any other sanction that is deemed suitable.

Stage 5

Any student excluded a number of times under the school discipline policy will be requested to attend with Parent/Guardian at a meeting of the school **Board of Discipline** to discuss the matter.

Please note the following:

- (1) The **Board of Discipline** is composed of: Principal, Deputy Principal, Year Head/Tutor, Member of the Board of Management and Guidance Counsellor or member of the School Completion Programme. The Board will meet as required.
- (2) Students **suspended** under the Discipline Policy must, on returning to school, be accompanied by a Parent/Guardian to sign for them.
- (3) If a student is involved in an incident that is considered to be **medium level disruption** he/she can be placed immediately on a Behaviour Target Card or a Report Card and the previous stages can be bypassed.
- (4) If a student is involved in physical fighting the student's Parents/Guardians will be contacted to collect their son/daughter from the school immediately, in the interest of health and safety. A possible suspension may follow.
- (5) Recommendations made by the Board of Discipline to resolve matters, and enable the student to continue with education in St. Conleth's Community College, may be reported to the Board of Management.
- (6) In cases where permanent exclusion may be sought, the Parent/ Guardian will be informed of their right to appeal under Section 29 of the 1998 Education Act and the case will proceed according to the procedure as it pertains to the ETB.
- (7) If it is the opinion of the Principal that an incident is of such a **serious nature** that it warrants a serious response then the Discipline Policy outlined above may be bypassed and the offender may immediately be excluded from school. A report will be sent to the Board of Management if permanent exclusion is being sought. In this case, the Parent/Guardian will be informed of their right to appeal under Section 29 of the 1998 Education Act and the case will proceed according to the procedure as it pertains to the ETB.
- (8) The above-mentioned Policy in addition to other Policies are available for **inspection** by Parent/Guardian in the school and on the school website www.stconlethsc.ie.

Ratified by the Board of Management on 9th November 2017