St. Paul's Secondary School

OUGHTERARD, CO. GALWAY H91 PT86

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DISCIPLINE POLICY

Philosophical Basis:
We believe that discipline plays an important role in shaping the life of the young person. We promote a school climate where students experience friendliness, co-operation and a positive attitude to learning. We encourage students to learn self-discipline and responsibility.

The rules are drawn up to:-

1. Protect a pupil's right to benefit from the School in a safe environment.
2. Be fair and just.
3. Help pupils to maintain high standards of behaviour.
4. Help pupils to acquire self-discipline.
5. Protect the property of the pupils and staff of the School.
6. Organise a large number of people so that the life of the School can operate smoothly and safely for the benefit of all.

SCHOOL RULES

1. A high standard of behaviour is expected from all students while in class, on corridors, at recreation, on School tours and at School functions.
2. Classroom Behaviour
   Students/Teachers have the following rights and responsibilities in the classroom or online during Distance Learning/Blended Learning:
   Rights:
   - To feel safe and secure
   - To learn/teach
   - To know the boundaries
   - To have an opinion
   - To make mistakes
   - To have time to listen, think, work
   - To be valued for their efforts

   Responsibilities:
   - To attend school and/ log on to classes on time
   - To be polite
   - To respect others
   - To protect the most vulnerable
   - To take responsibility for one's actions and belongings
   - To do one's best
   - To follow class rules
   - Be on time
   - Have all necessary equipment for class

- Listen attentively
- Talk only when permitted
- Follow instructions/requests of the teacher
- If visiting another classroom - knock on door, acknowledge and address the teacher, leave quietly.
- Adhere to all the rules and procedures necessary so that all Department of Education, HSE and Public Health Guidelines can be adhered to

3. Students are expected to show respect for their own, other students' public and School property. Students responsible for damage to any property may be required to pay for such repairs or replacement as may be necessary.

4. Regular and punctual attendance is essential. Section 18 of the Education Welfare Act states that parents/guardians must notify the Principal / Deputy Principal of the school of the reasons for a child's absence.
Procedures for parents/guardians informing the school of students' absences:

- a **written note signed by parent/guardian must be handed in, in advance**, for medical appointments or when a child has to leave early etc. during school hours. If a parent has to collect a child in an unforeseen circumstance, he or she must come to reception and sign out his/her child.
- a telephone call on the first day of the absence, indicating the likely duration of the absence and the reason(s).
- a **written note** to be presented at reception on the student's return to school stating the duration of the absence and the reason(s) for the absence.
- a significant absence due to illness will require a doctor's certificate.

The school will contact a parent when a student is absent without explanation. The parent is then expected to contact the school. If a parent fails to contact the school about the student's absence the Deputy Principal/Year Head will contact the parent.
A student who arrives <u>late for School</u> must first report to Reception, sign in the Late Book and may not go directly to class. Students must have a note from parent/guardian. Report cards may be issued to students who are frequently late without a valid reason.

5. All 1st Year, 2nd Year and 3rd Year students must remain on school grounds during Lunch Break with the exception of a small number of students who live in very close proximity to the school. Those students must present with a written note from parents/guardians at the start of the year if parents wish them to go home at lunch time. T.Y. /5th Year and 6th Year students can leave the school premises at lunch time with their parents' prior written consent.
All students must remain on school grounds at the 11am break – both Juniors and Seniors. Students who leave the school at the 11am break without permission for any length of time will be dealt with under the Discipline Policy.

All 1st, 2nd, and 3rd Years who are dropped off before school in the morning via car/bus must remain on school premises following drop off. Breach of this rule will be dealt with under the Discipline Policy.

Students travelling by <u>school bus</u> should remain on school premises until transport arrives for collection in the evening.

6. **<u>School uniform must be worn on all School days.</u>**
Parents' co-operation is appreciated and expected in this matter. Students not wearing school uniform may be asked to wear a uniform given to them by a staff member or may be asked by Deputy Principal/Principal to go home to change. Any student refusing to wear the uniform may not go to class. Parents will be called to pick the student up/bring in his/her uniform for him/her to wear in school. Note that hoodies are not allowed on school grounds or in class. A student wearing a hoodie will be asked to remove it. The hoodie will be returned at the end of the school day.
(School uniform consists of white t-shirt with collar/shirt, crested school jumper - navy or blue – grey trousers for boys and navy-striped for girls. A school jacket or plain navy/black jacket without logo is the only jacket allowed to be worn.) Students who wear incorrect uniform will have to do a lunch-time detention on that day.

On days when students have P.E., **they <u>must change back into uniform</u>** following class.

During the academic year in which a student is in Transition Year, (s)he is permitted to wear the TY jumper (as agreed with management and Co-Ordinator) while in school. The design of the TY jumper must have been agreed with management before it is ordered.

Students are expected to be well groomed, neat and tidy. Students' general appearance must be appropriate to a school environment. This includes earrings (one pair allowed), hair, facial hair (students must be clean shaven) and make-up (if any, should not be excessive). Facial/body piercings other than earrings are not allowed.

7. In accordance with the Government Tobacco (Health Promotions and Protection) Regulations 1990, smoking/vaping/smoking e-cigarettes is forbidden in the School building, on the grounds and in the immediate vicinity of the School's perimeter. The introduction or use of alcohol or drugs to the School or during School related activities, e.g. games, trips, outings, is forbidden and may lead to permanent exclusion from the School.

8. The buying/selling of any product between students is forbidden. The only authorised person to sell food etc. is the canteen operator. Students under a teacher's supervision are the only exception to this rule.

9. Impertinence, insolence, class disruption, disrespect for teachers, dishonesty telling lies, theft and abuse towards fellow students are all strictly forbidden and will mean that the student in question may no longer be acceptable in this School.

10. Mobile phones are not allowed (with the exception below) and will be confiscated. Mobile phones will only be allowed if used for educational reasons under the guidance of and with the permission of a teacher. Otherwise they are not allowed and will be confiscated. No responsibility will be taken for loss/damage to same. (Refer to the School Personal Electronic Device Policy). Pupils are not allowed to record video clips/voices/take photographs with any technology. Such an offence is deemed to be a serious breach of the Code of Behaviour and will be deal with as such. (Refer to School Personal Electronic Device Policy).

11. The sharing of explicit images is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. All incidents involving creating, storing or sharing of explicit images of children under the age of 17 will be reported to the Gardaí and Túsla.

12. **Bullying**
Bullying of any nature will not be tolerated in St. Pauls Secondary School. Breach of discipline under this heading will be considered very serious. Bullying/harassment of any description, physical, verbal, emotional, identity based, sexual, written, bullying using information technology or phones, cyberbullying, etc may result in suspension or possible expulsion.

13. **Distance Learning/Blended Learning**
During times when the school's staff and students has to engage with Distance learning/Blended Learning school rules and the School's Discipline Policy apply. The Distance Learning Policy operates in addition to our AUP policy and our Discipline policy. Disruptive students will be removed from on line engagement and /on line classes. Repeatedly disruptive students may receive a temporary ban from all classes.

Inappropriate behaviour will be dealt with as follows:

1. Verbal reprimand by teacher.

2. If misbehaviour continues the student may be moved to a different seat in the Classroom or to another classroom nearby by prior arrangement with the other Teacher.

3. The teacher may issue a report card and appropriate sanctions may be imposed at this stage. If behaviour does not improve, sanctions imposed may include not being allowed to participate in trips/tours/school events on or off the school premises.

   If misbehaviour persists or if a major offence occurs, a referral will be made to the Year Head. The year head will meet with the student and student is placed

on class report/day report sheet. Parents will be informed and they may be invited to meet with the year head. Sanctions may be imposed by the year head/management. This may include not being allowed to participate in school events (on or off premises)/trips/tours, etc.

The students' parents may be at the loss of any monies forfeited as a result of non-participation in tours, etc., following the imposition of sanctions. The student may be referred to the Guidance Counsellor. A behavioural plan will be drawn up in consultation with the year head, student, member of pastoral care team and, if necessary, the class teacher(s). The class reports/day report sheets will be reviewed by the year head. Behaviour will be monitored on an ongoing basis by the Year Head. If misbehaviour continues, the student will be reported to the Principal. The parents and student will be invited to meet with Principal/Deputy Principal and year head.
If appropriate, a contract may be drawn up which must be signed by student and parent / guardian. Sanctions may be imposed by the Principal.
Continuous misbehaviour will result in the student being referred to the Board of Management where all sanctions open to it up to and including expulsion will be considered.

External Agencies:
A student may be referred to the following external agencies for support :
NEPS, HSE Psychological Services, HSE Child and Adolescent Mental Health Services, HSE Social Workers and NCSE.

REPORT CARD SYSTEM FOR DISCIPLINE

1. Each teacher has a Teacher's Journal which records the names and the **total number** of pupils in each of the teacher's classes.

2. Each teacher has a set of **Report Cards.**
If, in your classroom, a student commits a bookable offence (outlined below), you write up a Report Card, noting the student's name, offence, date etc. The student also signs the Card. **Failure to sign Report Card will result in automatic detention.**

3. The Card is left by the teacher in the relevant Year Head's Letter Box in the Staffroom who notes in his/her Record Book that the student has received a **Report Card.** The Year Head keeps the Report Card on file.

4. When a Year Head receives **3 Report Cards** for a student, the Year Head issues a warning to the student and sends a letter home to inform parents of the situation.

5. Should a Year Head receive a **fifth Report Card** for a student, the Year Head informs the parents/guardians (standard letter) and the student is put on after-school detention.

6. Following the system outlined above, should a student receive a further five Report Cards, they are put on a **second detention.**

7. If a student receives a further five Report Cards (i.e. has now a total of 15 cards), the student is **suspended** and **parents/guardians are required to make an appointment** to meet with the Principal and Year Head **prior** to the pupil's return to School.

8. **A student who receives an after school detention on three occasions, which may include automatic after school detention, during the year will be suspended on receipt of the third.**

OFFENCES THAT LEAD TO REPORT CARDS:

1. Cheek and disrespect for Teacher
2. Preventing the learning process through disruption or misbehaviour.
3. Refusing to obey an instruction given by a teacher
4. Inappropriate behaviour on corridors, playing courts, year bases, lunchrooms and public road leading to school.
5. Use of bad language
6. Unauthorised use of personal electronic devices (e.g. mobile 'phone)- 1st offence
7. Interference/Damage to school property or to another pupil's property (lesser degree of interference)
8. Unacceptable Day Report Sheet/ weekly Class Report Sheet
9. Failure to turn up to lunchtime detention.

DETENTIONS

Lunch-Time Detention:

The following offences will result in a lunch-time detention:

- Homework not being done on three occasions.
- Incorrect uniform.
- Turning up for class without a book/copy/equipment on three occasions.
- Late to class on three occasions.
- The DP may refer students to Lunch Time Detention

Lunch-time detention is supervised by a member of staff.
It takes place every day from 1.20pm to 1.50pm.
Teachers who refer students to lunch-time detention for a second time will inform Year Head of the situation and issue a report card.

After-School Detention:
Held weekly (usually on a Friday) from **3.15p.m. – 4.15p.m.** Pupils and parents are informed in writing by the Year Head at least 2 days prior to detention.

<u>OFFENCES THAT MERIT AUTOMATIC EVENING DETENTION:</u>

10. Instance of interference/damage to school property/others' property

11. Preventing the learning and teaching process through continuous disruption or misbehaviour in class.

12. Purposeful avoidance of class e.g. loitering in toilets, not in correct class, etc.

13. Failure to turn up to lunchtime detention.

14. Accumulation of Report Cards as per Report Card System.

15. Failure to sign Report Cards.

16. Unauthorised use of a Personal electronic device e.g. a mobile 'phone on the 2nd/3rd etc offence.

17. Inappropriate behaviour on corridors, playing courts, year bases, lunchrooms and public road leading to school.

Pupils **<u>not</u>** permitted to do homework during detention.

Should a student not turn up for detention without satisfactory explanation, they are automatically suspended and may not return to School until the parent(s)/guardian(s) and the pupil meet with the Principal and Year Head. Should a student show up late for detention (s)he may have to re so the detention the following week.

<u>OFFENCES THAT BYPASS THE REPORT SYSTEM AND RECEIVE IMMEDIATE ATTENTION BY THE PRINCIPAL</u> :

<u>Mitching</u>

If a student needs to leave the School premises, a note **written and signed** by the parent(s)/guardian(s) must be given in at Reception at 9.00a.m. Students who leave the School premises without permission will be dealt with by the Principal and parent(s)/guardian(s) will be informed immediately. Students may be suspended for this offence.

Smoking/vaping
Any instance of smoking/vaping on the school premises/grounds as per School Rule No. 7.

Inappropriate use of PEDs (including mobile 'phones)
Refer to mobile phone policy

Bullying including Cyberbullying
Refer to Anti-Bullying Policy and PED policy

Verbal Abuse of Teachers
Any student who verbally abuses a teacher will automatically be suspended from the School.

Interference with Teachers' Property
Offences of this nature will automatically involve suspension and sanctions up to an including expulsion may be considered. The student may no longer be acceptable in St. Paul's. Depending on the nature of the interference the incident may be reported to the Gardaí.

Interference with School Property
Offences of this nature may involve suspension depending on the nature of the interference. Sanctions up to an including expulsion may be considered. The student may no longer be acceptable in St. Paul's. Depending on the nature of the interference the incident may be reported to the Gardaí.

Involvement with Alcohol/Drugs/Legal Substances that can cause highs
Any involvement by a student in drugs or alcohol in school or on school related activities will involve suspension and sanctions up to and including expulsion may be considered. (See Substance use Policy)

Disruption of online classes and / online engagement

Refusal to follow COVID 19 Rules,Guidelines and Protocols

Any offence that is deemed to be of a very serious nature will involve suspension as per the school policy on Suspension and may mean that the pupil may no longer be acceptable in St. Paul's. Sanctions up to and including expulsion may be considered.

Reviewed on : 30.05.2023

Signed: _____
Chairperson, BoM