

Coláiste Phobal Ros Cré

*Code of Behaviour adopted by the Board of Management on
19/02/2001
Amended 2010*

SECTIONS

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The policy will be reviewed from time to time and amended as the need arises and in accordance with future legislation.

SECTION 1

INTRODUCTION

It is the intention of the Board of Management of Coláiste Phobal Ros Cré that the discipline policy should be:-

- ✓ Open and Transparent
- ✓ Reasonable
- ✓ Humane
- ✓ Clearly Stated
- ✓ Clearly Communicated
- ✓ Administered in a fair and consistent manner ensuring that principles of natural justice prevails
- ✓ In keeping with the guidelines set out in model Agreement between the Vocational Education Committee, Sacred Heart Convent and C.B.S. trustees.

It is for this reason that a comprehensive discipline policy was formulated by Staff and Management and was formally adopted by the Board of Management on 19th February 2001.

SECTION 2

Mission Statement

The Mission Statement of Coláiste Phobal Ros Cré states that in active partnership with the whole community, Coláiste Phobal Ros Cré is committed to:

- ❖ Recognising the worth of each individual
- ❖ Educating our students in a caring environment
- ❖ Promoting our cultural heritage
- ❖ Preparing the student for a meaningful and spiritual life
- ❖ Contributing to the life of the community

SECTION 3

SUMMARY OF SCHOOL RULES

- 1. To show respect and be mannerly to everybody you meet in the school.**
- 2. To attend school on a regular basis and to have a written explanation for any enforced absence.**
- 3. To be on time for school and class.**
- 4. To act in a way that will not harm any person or damage school property.**
- 5. To be fully prepared for every class.**
- 6. To contribute positively to all school activities.**
- 7. To wear the full uniform at all times.**
- 8. To have the Journal in your possession at all times and produce it when requested by your teachers.**
- 9. To show respect for all staff and fellow students in the school**
- 10. To attempt, to the best of ability, homework assigned.**

KEEPING THE RULES

For Students

1. **Student Journal:** Your Journal is the most important book in your bag. It is a record of your progress in the school and you cannot be in school without it. **Not having your Journal is a serious offence which may be referred to the Deputy Principal. Should your Journal be lost or damaged, you will be expected to replace it at a charge of €15 fine. An additional €10 fine will be imposed on students who fail to return their temporary journals. Parents will be sent for by Principal / Deputy Principal / Year Head where students are regularly without a journal. Parents must inspect and sign the journal once per week.**

2. **Attendance and Punctuality:** All students should report to their designated areas for roll call at 9.00 a.m. Students report directly to their timetabled class after Morning Break at 11.15 a.m. and at 13.50 p.m. after Lunch Break. Students who are moving between classes should do so as quickly and orderly as possible. Punctuality is essential during the school day. If you are late to school or unduly late for class during the day it will be recorded by the teacher in your Journal.

3. **Absence / Lateness:** If you are absent or late for school you must bring a note in your Journal signed by your parents / guardians. Students who are late for class should report to their roll call teacher. Students who are late or absent on a regular basis will be referred to the Year Head

- 3.1 **Mitching:** Mitching school is considered a very serious offence in Coláiste Phobal Ros Cré. While a student is mitching his/her whereabouts is unknown to the School Authority even though there is a presumption by the parent that the student is in safe care. Accordingly, Senior Management will impose a suitable sanction on students caught mitching. This will act as a punishment and as a deterrent to pupils against re-offending. The sanction may include detention or suspension depending on the circumstances of the case. In imposing this sanction, it is hoped that both Parent and Pupils will realise the health and safety risk that mitching can cause and how seriously it is viewed by the School Authority.

- 3.2 **Leave of Absence:** Students who wish to leave the school at any time must have a note signed by their parents / guardians. They must get permission to leave from the Year Head or Principal / Deputy Principal, and must sign the book at reception upon departure and return.
Please note that the school will not allow a student to leave the premises unless collected and signed out by parent / guardian

4. **Entering and Leaving:** Students are not permitted to leave the school grounds without permission. First Year students are not permitted to leave the school grounds during Lunch Break, unless they have been given prior permission to do so. No student is allowed to leave grounds during morning break.

5. **Books and Equipment:** You must have all your books and equipment for each subject. Students should ensure that their books and copies are neat and tidy.
6. **School Bag:** Every student must have a proper school bag. In the bag you must have your Journal and the books, copies and equipment you need. The school bag should be brought home to carry relevant books for homework and study every evening. Students who present without books and equipment may be brought home.
7. **School Uniform:** The school uniform is the visible sign that you are a student in Coláiste Phobal Ros Cré. The full uniform as described in the Journal must be worn at all times. The Coláiste Phobal Ros Cré school uniform is compulsory for all students. The uniform is to be worn with the shirt neatly tucked in. Out of respect for yourself and others, you are expected to be clean, neat and tidy at all times. In the interest of safety and to avoid unnecessary loss or damage, students are permitted to wear only the jewellery specified in the Journal. Students are not permitted to wear runners in the school premises except during P.E. class.
8. **Personal Property:** Students must take responsibility for their personal property and must have their names clearly labelled on all their property, including their school uniform. Lost items can then be returned to their owners without difficulty. School bags should be located only in the classrooms, social area or lockers.
9. **Items Not Permitted in School:** In order to facilitate the smooth running of the Coláiste and in the interest of safety, the following items are not permitted in the school: Camera Phones, Cigarette Lighters, Aerosol Sprays and Laser Pens. These items and any others that are deemed unsuitable for the school environment will be confiscated, iPod music systems should be out of sight during class time.
Mobile Phones – By order of the Board of Management, students are not permitted to use phones on school campus. A breach of this rule will result in confiscation of the phone. The phone will not be returned until one month after confiscation on first offence and three months for subsequent offences. Mobile phones should be switched off at all times while on school premises.
10. **Bullying and Intimidation:** Every student has a right to come to school and to be educated without being bullied. Rude and hurtful remarks to others are not acceptable. Students should not take or damage a fellow student's property. Anyone who feels they are being bullied or observes somebody else being bullied should discuss the matter privately with their Class Tutor or any other member of staff or / and with their parents / guardians. **Students involved in incidents of this kind will be severely dealt with.**
11. **Class work / Classroom Behaviour:** You must cooperate with your teachers and follow their instructions in each lesson. You must not talk out of turn. You must also put your hand up when you wish to speak. You are not allowed

interrupt teachers or other students or make noises which disrupt the class. Aggressive behaviour or actions towards other students or teachers is a very serious discipline incident and will be dealt with by management accordingly.

12. **Homework and Study:** Homework and study are very important to your progress in school. It is easy to forget what you have learned in class. You should study over it again at home. **Homework given must be written into the homework section of your Journal.**
13. **Presentation of your work:** Untidy presentation and lack of organisation will make progress more difficult for you. Try to ensure that your school work is presented in a neat and tidy manner.
14. **School Property and Equipment:** Any damage to school property and equipment which includes the corridors, classrooms, outside walls, toilets, desks, chairs and any other school items is treated very seriously and may be referred to the Principal. Graffiti is an unsightly act of vandalism which brings down the appearance of your school and its surroundings.
15. **Classroom and Corridors:** No running, pushing and general horseplay is allowed on corridors. Poor behaviour like this causes accidents. You must walk on the left hand side of corridors to allow a smooth flow of students from class to class. You are not to enter any classroom without a teacher being present. Students should line up in single file outside the classroom.
16. **Smoking:** With the introduction of the Public Health (Tobacco) Act 2004 it is now illegal to smoke on the school premises. It is now considered a serious matter to break this law and fines of up to €3,000 may be imposed on offenders. It is forbidden to smoke either inside or on the grounds of the school and indeed it is also forbidden to smoke in the adjacent environs of the school wearing the school uniform. Students caught smoking will be suspended for two days and will have their names recorded as per Public Health (Tobacco) Act.
17. **Toilets:** In **exceptional circumstances** a student may be given permission to go to the toilet during class time. This will be written in the student's journal. The student will bring the journal with them to and from their destination. During class time students may only use the toilets along the main corridor. Students are expected to respect toilet facilities and loitering (hanging around) in toilets is forbidden. Students should only use the toilets which they are allocated during break and lunch time.
18. **School Environment:** During break times, students should move quickly and quietly to their destination. **You must keep the school environment clean and tidy and place rubbish in the bins provided.**
19. **Parking:** Due to car parking space, students are not permitted to park in the vicinity of the school. In the interest of Health and Safety as well as insurance cover, students are not permitted to drive a vehicle on school property.

20. **Home Economics:** Students must wear a P.V.C. apron to protect their uniform during class. They must use a suitable container such as Tupperware or biscuit tin to bring ingredients to school and to take home their finished dishes.
21. **Physical Education:** Students are expected to participate wearing the correct P.E. uniform. Students should change into runners in the dressing rooms. It is the student's responsibility to be correctly dressed and on time for class immediately after P.E.
22. **Lockers:** Key holders must use their own lockers only. The lockers may only be accessed before morning classes commence, morning break, lunch time and evening. Keep your key with you at all times. Students will not be permitted to access lockers during class time.
23. **Morning Access to Building** All early arrivals must stay in Canteen until 8.30 a.m. each morning. All other social areas are out of bounds until 8.40 a.m.
24. **Bridge** No students will be permitted to stop for any reason on the bridge linking the two buildings. The bridge should **never** be used to evacuate the building in the event of an emergency.
25. **Venues for Morning Breaks**
Senior Students – TYO, 5th & 6th Years – Canteen
3rd Year Students – Top Corridors
1st Year & 2nd Year students – Main Social Area
26. **Vending Machine** The Vending machine may only be used during Morning Break and Lunchtime. Anybody using the machine during classes will have their goods confiscated.
27. **Chewing Gum,** eating and drinking is not allowed in classrooms, or corridors. Food and drinks are only allowed during morning and lunch breaks.
28. **All bottles** purchased outside of school are banned from school campus.
29. **Advertising** – All forms of advertising are banned from the school premises unless they have approval from Management.
30. **Petitions** – All forms of petitions are banned from the school premises unless they have approval from Management.

Class Tutor: Each class is assigned a Class Tutor. Their role is to monitor your progress and to assist you if you encounter difficulties. Students who persistently break the rules will be referred to their Year Head or Deputy principal. The Year Head has the overall responsibility for the students' welfare and progress. If you are referred to the Year Head or Deputy Principal, your Parents / Guardians will be notified and the student may receive Detention as a punishment.

Class Captain: Each class will select a Class Captain. They will perform important duties and responsibilities which will assist the class and teachers.

Prefects: Senior students in conjunction with teachers will select the Senior Prefects. They have a very important role in the development of the school.

Student Council: This will consist of student representatives which will be consulted in matters relating to student welfare.

At the end of each school year, there will be Presentation of Certificates and Awards. At this Ceremony, students who have been deemed worthy by the teachers of awards will be honoured.

Extra Curricular Activities:

Coláiste Phobal Ros Cré provides a wide range of extra curricular activities. Each student is urged to become involved in some aspect of sport, adventure sport or cultural activities. They are an important part of personal growth and development.

Remember it is an honour to be selected to represent Coláiste Phobal Ros Cré, and students who are selected are expected to behave at all times according to the highest levels of discipline and sportsmanship.

In travelling to represent the school, students are expected to wear the full uniform at all times.

COLLEGE UNIFORM

Jumper 1st Years:	All 1st Years must purchase the new black crew neck jumper with school crest in acrylic or wool / acrylic mix
All students:	Black v-neck with school crest in acrylic <u>or</u> wool / acrylic mix with white shirt and tie
Shirt 1st & 2nd Years:	All 1st & 2nd Years must wear Grey Shirt
	3rd, TY's, 5th & 6th Years - white shirt with tie
Tie	Red with mid grey stripe and a narrow black stripe on either side The tie must be worn with the V-neck jumper
Skirt (Girls)	Grey/Red/Black lined trevira (knee length)
Trousers (Girls)	The designated mid grey polyester / cotton trousers supplied by Shaws. ONLY permitted during the winter months (dictated by change of time)
<u>(No flairs or slits allowed)</u>	
Trousers (Boys)	Mid grey polyester
Footwear allowed	Black leather shoes <u>or</u> boots – <u>No runners or canvas shoes</u>
Socks	Black
P.E.	Tracksuit Bottoms Any Black bottoms Polo Shirt White Runners Non-marking soles

School uniform is compulsory for all students

All items of clothing are available from the following local supplier

Shaws Ltd., Market Square, Roscrea

FOR PARENTS / GUARDIANS

The school recognises the vital role of the parent / guardian in the growth and development of their sons and daughters.

They depend on your support and encouragement particularly during their formative years. It is important, therefore, that a productive partnership is forged between parents / guardians and teachers.

Close contact between parents / guardians and teachers is actively encouraged.

A new Parents / Guardian Council has been formed. They have a vital role in the development of Coláiste Phobal Ros Cré.

Parents / Guardians are urged to become involved for the benefit of the school community.

PARENTS / GUARDIANS PLEASE NOTE:

Attendance and Punctuality: Regular and punctual attendance is essential if students are to make satisfactory progress. Please ensure that your son/daughter is in time for school and that they do not miss school for trivial reasons.

If they are absent the roll call teacher must receive a signed note explaining their absence. This note should be written in the student's journal. However, notes of a confidential nature should be forwarded in an envelope.

The Student Journal is a very important book. It is a record of the student's behaviour and performance in school. It will indicate the manner in which students are interacting with their fellow students and teachers. It is an ongoing means of communication between teachers and parents/guardians.

The journal should be signed by you at the end of each week. You should check it regularly and if you are unhappy with the progress shown in the journal you should contact the class tutor. It is unacceptable for a student to be in school without a journal or to **damage or deface** it. Students who lose a journal will be expected to pay the full cost of a new one plus an additional fine. If deemed necessary Detention may also be given.

Contact Address and Phone Number: Please ensure that the personal details of address and telephone number where you can be contacted are completed at the beginning of the journal.

Bullying and Intimidation: If you suspect that your son or daughter is the victim of bullying or is unhappy in school please do not hesitate to contact the class teacher or **Year Head**.

Bags, Books & Equipment: Students who do not have the required books and equipment are a source of disruption in class and will not make progress. Please ensure that your son/daughter has a proper school bag and brings the books and equipment required for that day in their bag. Students not adhering to this will be sent home.

Detention: Students may have to attend lunch time or evening detention. Detention will be used as a punishment if deemed necessary by the **Year Head, Deputy Principal or the Principal**. Parents/guardians will be informed if a student has been detained. Teachers at their own discretion may detain students after school.

Homework: You may not be familiar with all the topics covered in class but you have a vital role in emphasising the importance of homework and in providing a comfortable and quiet place for its completion. You should also check the Homework Journal and ensure that all homework given is being fully completed and is presented in a neat and orderly manner.

School Uniform: Coláiste Phobal Ros Cré has its own distinctive school uniform. The uniform helps to identify students from the Coláiste as well as eliminates peer pressure and extra expense caused by changing fashions. The full uniform as described in the Circular / Journal must be worn at all times. Students who do not comply with the correct uniform will be told **not to present themselves in school**, until they comply fully with the uniform.

Partnership: Remember that the success of your son's / daughter's education depends on a successful partnership being established between the school and the parents / guardians. You are urged to do your part in making this partnership a strong, positive and productive one.

DETENTION PROCEDURES

1. LUNCH TIME DETENTION:

Lunchtime Detention was introduced for students referred to the Year Head. Detention has proved an effective sanction in the past.

This limited time in the long term will reduce the amount of time teachers have to spend dealing with discipline problems.

Detention times are Lunchtime on Tuesday and Friday.

2. EVENING DETENTION

The staff of Coláiste Phobal Ros Cré decided to introduce Evening Detention for pupils who are persistently misbehaving as follows:

- i. Detention on Wednesday of each week
- ii. Parents/Guardians will be notified in advance of detention date. Parents must complete acknowledgement form that son / daughter has received detention.
- iii. Teachers will supervise detention
- iv. Detention in the school 3.40 - 5.40 p.m.
 - v. Parents / Guardians will be expected to make arrangements to collect son / daughter at 5.40 p.m.
- vi. Non-attendance at detention may result in suspension.
- vii. This punishment will only concern a small number of students

SECTION 4

SHORT SUSPENSION PROCEDURE

1. Where the Principal deems suspension is appropriate, parents will be informed of their right to come to the school to discuss the misbehaviour with the Principal and / or the Deputy Principal / Year Head / Class Teacher.
2. At all times, at least two of the aforementioned should be present.
3. Normally suspension should be no more than five school days.
4. Following a period of exclusion, students must attend for an Evening Detention for each day lost through suspension.
- 5.

SECTION 5

DISCIPLINE SUB-COMMITTEE

1. **Function / Purpose of Sub-Committee**
 - To provide an intermediate layer between discipline system and referral to full Board meeting
 - To provide a regular means of dealing with behaviour causing serious difficulty for the school
 - To deal with discipline cases which are serious but are not likely to be immediate expulsion cases
 - To monitor school discipline and report to the Board of Management
 - To reduce time spent on discipline and allow for other important work at Board meetings
 - To highlight to Parents and Pupils the seriousness of the behaviour in the hope of improved behaviour.
2. **Composition of Sub-Committee**
 - Any two members (non-teaching) of the Board – not more than one can be a parent representative
 - Principal
 - Deputy Principal
3. **Procedures at Meetings**
 - Student and Parent(s) will be requested to appear in front of the committee
 - The Principal / Deputy Principal will outline the incidents / general behaviour of the pupil
 - The parents and Pupil will have the opportunity to respond
 - Committee members can question the Student and Parents on behaviour and record to date

- Parents and Pupil will be asked to leave while Committee deliberate on action to be taken
 - The Principal will communicate the decision of the Sub-Committee to the parents.
4. **Frequency of Meetings:**
Meeting should take place at least once per month or at the request of the Principal.
5. **Sanction Powers of the Sub-Committee:**
- The sanction imposed is not as important as the impact the process may have on the pupil and parents
 - Committee can impose a Behaviour Contract on pupil
 - Committee can subject the pupil to Lunch-time or Evening Detention or can suspend the pupil for up to five days
 - The Committee will demand an appropriate written apology for the behaviour
 - Committee can refer the case to a full sitting of the Board with recommendations either immediately or after trial period on contract
6. **Further Consequences for Pupil:**
Hopefully, the pupil will respond to the process. If not, the pupil should be referred to a full meeting of the Board with a report from the Sub-Committee.

SECTION 6

LONG SUSPENSION / EXPULSION / APPEAL PROCEDURE

- Where the Principal deems a lengthy suspension or expulsion appropriate, the Parent / Guardian and pupil will be invited to the school to discuss the situation. The Parent / Guardian will be informed by letter that:
 - The student is suspended pending a decision of the Board of Management
 - The Parent / Guardian and pupil will also have a right to make a submission to the Board.
 - The Board of Management will first decide if sanction should be taken on the basis of the incident before them.
 - Having decided to sanction a student the Board of Management will then examine the student's previous record to determine the severity of sanction.
 - The Parent / Guardian will have the right to appeal to the Vocational Education Committee.
- When the Board of management decides to expel a pupil, the parents will be informed of this decision. As per the Education and Welfare Act 2000, the expulsion will not take effect before the passing of twenty days following the receipt of notification. During this period, the pupil will remain on suspension.

- As per Education Act 1998 Section 29, the parent will be advised of their right to appeal the decision of the Board to the V.E.C. They will be furnished with the necessary documentation / application form to make such an appeal.

Note: To ensure natural justice prevails with the discipline case at the Board of Management Meeting, the following procedures will be followed on the advice of the I.V.E.A. Council:-

- (a) Parents/Guardians of the child should be in attendance at the Board of Management Meeting when the Principal outlines the circumstances of the discipline case. However, it is most essential that the Parents/Guardians are notified in advance of the nature of the complaint; who has made the complaint and any other relevant information pertaining to the case.
- (b) Likewise, when the Parents/Guardians make a presentation to the Board of Management on behalf of the student, the Principal is entitled to (and should be) in attendance.
- (c) Both sides may be questioned by the Board to determine the full facts of the case, in so far as this is possible. The Principal and Parents/Guardians will not be permitted to cross-examine each other.
- (d) The Principal and Parents/Guardians should absent themselves while the Board of Management deliberates and makes its decision. The Principal's presence at this stage of the process could be construed as being prejudicial to the student in question as he/she may already have established views in regard to the case.

Please Note: Full Code of Behaviour Policy available on request from the school.

SECTION 7

PARENT'S DECLARATION

I have read the Coláiste Phobal Ros Cré Code of Behaviour. I understand and agree with the rules and regulations of the College as set out in the Journal.

Signed: _____ **Class:** _____
Student

Signed: _____ **Class:** _____
Parent(s) / Guardian(s)

SECTION 8

DISCIPLINE STRUCTURE / PROCEDURE FOR REFERRALS / SANCTIONS

Role of the Subject Teacher – Tutor – Year Head

Subject Teacher:

- ❖ Deals with all specific problems relating to his / her subject – i.e. homework, lack of texts, copying etc.
- ❖ Deals with discipline problems arising in his / her class – talking, inattentiveness, general misbehaviour
- ❖ Deals with uniform / general tidiness of class
- ❖ Any problems should be recorded in the Journal
- ❖ Positive comments should be recorded in the Journal – only for consistently good behaviour. Students should not “request good comments”
- ❖ Students only permitted to leave class in exceptional circumstances
- ❖ Failure to comply with the rules should result in a punishment exercise which should be recorded in the Journal. Subject teacher should initial comment when the punishment exercise is completed.

Subject Teacher refers to Tutor in the following cases:

This is the most important aspect of the Discipline structure

- ❖ Persistent misdemeanours
- ❖ Persistent failure to present homework (use discretion)
- ❖ Refusal to do punishment exercise
- ❖ Where persistent misbehaviour of particular pupil prevents rest of class from learning
- ❖ Persistent problem with uniform
- ❖ Constant absences / lateness
- ❖ If Subject Teacher feels that pupil is having particular problems (not subject related) i.e. is being bullied, or is generally unhappy or behaving in a way that is out of the norm for him / her
- ❖ Subject Teacher should complete a ‘Report Form’

Persistent Misdemeanours

Students who have more than three misdemeanours should be dealt with by their Class Tutor in conjunction with the teacher or teachers involved. Vigilance by the Class Tutor in checking the Diary on a weekly basis will bring students whose progress is not satisfactory to their immediate attention.

A Subject Teacher who feels that there is a matter of serious concern that the tutor should be informed about, he / she may complete a ‘Report Form’ and place it in the

relevant teacher's slot in the Staffroom. If the Teacher and the Class Tutor feel that there is not a satisfactory resolution to the problem, the Tutor may then refer the student to the Year Head. This is done by completing the 'Referral Form' and notifying the Year Head. Where possible the Class Teacher / Student / Year Head should meet together to discuss the reason for referral.

Class Tutor: checks the Journals on a weekly basis. The Class Tutor adds a comment and signs the Student's Journal. Students must have their Journal signed at the end of each week by the Parent / Guardian.

Subject Teacher / Tutor refers to Year Head in the following cases:

- ❖ Permission to leave school
- ❖ Any situation where the Tutor feels that contact needs to be established with home (phone call / letter)
- ❖ If students require detention
- ❖ Smoking
- ❖ Bullying
- ❖ Pattern of late-coming or non-attendance
- ❖ Non cooperation with Subject Teachers
- ❖ No Journal
- ❖ Persistent breaches of school rules
- ❖ Tutor must complete a Referral Form if student is being referred

Subject Teacher should refer directly to the Deputy Principal in the following cases:

- ❖ Verbal abuse towards a teacher
- ❖ Cheeky or impertinent remarks to a teacher
- ❖ Physical destructiveness
- ❖ Physical aggression towards a teacher
- ❖ Physical aggression towards other students
- ❖ Leaving class or school without permission
- ❖ Possession of weapons or prescribed drugs
- ❖ Spitting
- ❖ Pilfering of property or school equipment
- ❖ Bullying
- ❖ Extortion from other students

The Year Head Role

The Year Head should deal with most referrals from the Class Teacher / Tutors. Any students referred to the Year Head should receive an automatic lunch-time detention. In more severe cases evening detention should occur. If the Year Head feels parental involvement would be appropriate, contact with the home should be made.

Year Head refers to Deputy Principal / Principal in the following circumstances:

- ❖ No Journal
- ❖ Serious bullying
- ❖ Abuse to Teacher
- ❖ Threatening behaviour
- ❖ Damaging school property
- ❖ Fighting (Staff Memo)

Examples of Misdemeanours:

- Lack of punctuality
- Talking out of turn
- Calculated idleness of work avoidance (homework etc.)
- Making unnecessary non-verbal noise
- Showing lack of respect
- Bad manners
- Getting out of seat without permission
- Name calling to students
- Failure to bring books and equipment to class
- Hindering other pupils
- Verbal abuse towards other pupils

Sanctions:

Class Teacher: May impose punishment exercises or refer up to Tutor or Year Head

(make note in Journal).

Note: Teachers should ensure completion of punishment.

Year Heads: May impose Lunch or Evening Detention. They may liaise with

Parents and in serious situations consult with Principal / Deputy Principal with a view to suspension.

Deputy Principal / Principal: May impose suspension or referrals to Board of Management.

Smoking: Students caught smoking will be fined €10 for the first offence. A second offence will result in a fine as well as suspension.

No School Journal: Failure to have a School Journal is a serious matter and should be referred to the Year Head. The Year Head will issue a temporary Diary and give detention as a punishment. If the Journal is not recovered, the student must pay for a new Journal plus an additional fine. Parents / Guardians must sign the declaration in the new Journal.

