

East Glendalough School

Disciplinary Procedures

1 Introduction

East Glendalough School endeavours to operate a positive discipline policy. Students are encouraged and rewarded for attainment, effort and participation in class and extra-curricular activities.

The school publicly acknowledges academic endeavour, good behaviour and positive contribution to school life in subject classes, at Morning Assembly, at Prize Distributions, in the termly newsletter, *Liaison*, and in the Yearbook.

It is hoped that such a positive and constructive approach will not only reward students but minimise the need for the implementation of disciplinary procedures.

East Glendalough School Disciplinary Procedures complement the School's Code of Conduct, acceptance of which is a condition of admission to the school.¹

Discipline in East Glendalough School is implemented by a team comprising:

- **Subject Teachers** – responsible for good behaviour within their classes.
- **Form Teachers** – each student is assigned to a particular Form group, eg. “1E”, “3G”, etc.
- **Year Heads** – some year groups (1st Year and Transition Year) have an overall Year Head in charge.
- **School Heads** – for administrative purposes, East Glendalough School is divided into two sections: the Junior School (1st-3rd Year) and the Senior School (4th-6th Year). The School Heads have authority to impose whatever sanction they see fit, up to suspension of a student from school. The vast majority of discipline incidents do not reach beyond the School Heads.
- **Deputy Principal**
- **Principal**
- **Board of Management**

2. Monitoring and Reporting

Minor incidents of student misbehaviour may be dealt with by the subject teacher or supervisor. Contact with parents will not usually occur at this point.

Repeated minor misbehaviour and/or failure to produce work in class may be referred to the Form Teacher or Year Head. These incidents should also be documented in the students' logbook in the staffroom.

Serious or continuous misbehaviour or continuous failure to produce work will be referred to the Form Teacher and also possibly to the Year Head/School Head and will be documented as mentioned above. A

¹ See also the *East Glendalough School Code of Conduct* and *East Glendalough School Admissions Policy*.

student may be asked to produce a written account of an incident should this be thought necessary by a teacher.

It may be necessary to contact parents/guardians about continuous misbehaviour or failure to produce work.

3. **Sanctions**

Sanctions in cases of misbehaviour may include

- work to be completed in school or at home
- a written note in a student's Homework Journal to be signed by parent/guardian
- break or lunchtime detention
- interview with the Form Teacher or School Head
- telephone or written contact with parents/guardians
- implementation of a Daily Report system
- exclusion from classes
- exclusion from school

4. **Daily Report**

The Form Teacher and Year Head will liaise with subject teachers in the event of continued misbehaviour. The Form Teacher, in conjunction with the School Head, may put a student on daily report to monitor his/her behaviour/work. Parents/Guardians will be asked to acknowledge receipt of Daily Reports.

Being put on Daily Report is considered a serious sanction by the school. Only students who are of significant concern will be monitored in this way.

While on Daily Report teachers will encourage a student, and acknowledge all effort made where possible. It is expected that a student who is put on Daily Report will make a particular effort to improve behaviour and work. The period a student remains on Daily Report will normally be two weeks, but may be longer, if appropriate.

Students put on Daily Report will meet with the Form Teacher on a daily basis in the first instance. Should a student be put on Daily Report on a further occasion within a year they will present to the Year Head, School Head or Deputy Principal as deemed appropriate, every day at morning and/or lunchtime break times.

5. **Communication with Parents/Guardians**

Parents/Guardians will receive full written reports following examinations in the first and last term in each academic year. These reports will contain exam results and comments on the progress and effort of each student. Behaviour and attendance will be commented upon as necessary. Students in Forms 3 and 6 will receive monthly progress reports and students in Form 5 will receive half-term reports.

Parents are invited to discuss issues of concern at Parent-Teacher meetings. Parents are encouraged to keep in more regular contact with the Form Teacher of their son/daughter should there be issues of concern. The Guidance Counsellor/Chaplain is available to all students and may be recommended in some situations.

Subject Teachers or a student's Form Teacher may wish to contact parents/guardians by telephone or in writing should the need arise.

It should be noted that it may not always be considered necessary for the school to contact parents/guardians, in particular in its dealings with senior students. It is school policy to encourage a sense of individual responsibility on the part of students, wherever this is possible.

6. **Continuous Misbehaviour**

Continuous misbehaviour will be dealt with by the School Head, Deputy Principal or Principal as deemed appropriate. Parents/Guardians will be informed of continued misbehaviour and will be invited into the school to discuss the situation.

The School Head, Deputy Principal or Principal has the authority to withdraw a student from class pending a meeting with parents/guardians and/or a written commitment from the student that any continuous misbehaviour will cease.

Persistent offenders may be referred to the Board of Management.

7. **Serious Incidents of Misbehaviour**

Serious incidents of misbehaviour include the following: ²

- Action which puts the health or safety of others at risk
- Behaviour or language which is intimidating, threatening or offensive
- Sexual harassment whether verbal or otherwise
- Bullying of any kind
- Any unauthorized involvement with, or possession of, dangerous objects, tobacco, alcohol, harmful substances or illegal drugs

Serious incidents of misbehaviour will be investigated by the Year Heads, School Heads or Deputy Principal. These staff have the authority to conduct such investigations prior to contacting parents. Parents will be contacted as soon as possible following such investigations.

These staff also have the authority to withdraw students from class pending enquiries which may be made and while such enquiries may be going on. Students may be asked to produce written accounts of events.

8. **Sanctioning Serious Incidents of Misbehaviour**

In accordance with principles of natural justice, where misbehaviour may lead to sanctions which involve exclusion from classes or from the School, the staff member who investigates the incident shall not be the one to impose these sanctions.

After serious or continuous incidents of misbehaviour have been investigated, the details of this investigation shall be presented to a more senior member of staff, who will consider the evidence and determine the appropriate action on the part of the School. This staff member may re-interview the alleged perpetrator(s), witness(es) or victim(s) as they see fit.

² See also the *East Glendalough School Health and Safety Policy*, the *East Glendalough School Anti-Bullying Policy*, the *East Glendalough School Sexual Harassment Policy* and the *East Glendalough School Substance Use and Misuse Policy*

For this reason, the Principal shall not investigate disciplinary incidents, but remains as the final arbiter, if required, to pass judgement in cases of serious misbehaviour, based on the evidence that is presented to him.

The school reserves the right to request the assistance of the Gardai should this be deemed appropriate.

9. Suspension and Expulsion

Suspension or expulsion will occur as deemed appropriate by the Deputy Principal or Principal following investigation into any incident or series of incidents. A parent/guardian may appeal this decision to the Board of Management. In all cases parents/guardians are notified in writing of their right to appeal and are informed of the time of the next meeting of the Board.

Students involved in serious misbehaviour may be kept out of class or suspended pending any or all of the following:

- a meeting with parents/guardians to discuss the situation
- written commitment from the student that all school rules will be adhered to
- consideration of the matter by the Board of Management.

The Board of Management reserves the right to exclude any student who puts the health and welfare of other students or staff at risk, or any student who engages in persistent or serious misbehaviour which undermines the ethos of the school, undermines the education of other students or the work of the school staff.³

A separate policy document gives details of Pupil Exclusion Procedures.

Reviewed and approved by the	Parents' Association Committee:	Nov 2013
	Student Council:	Nov 2013
	Teaching Staff:	Dec 2013
	Board of Management:	Jan 2014

³ Reference should also be made to the *East Glendalough School Statement of Ethos*, the *East Glendalough School Admissions Policy*, the *East Glendalough School Health and Safety Policy* and the *East Glendalough School Code of Conduct*, Section 10.5.