



CODE OF BEHAVIOUR 2019-2020

The Management and Staff of Coláiste Dun Iascaigh wish you success and happiness during the 2019/20 school year.

A. Introduction

Many people work together in Coláiste Dún Iascaigh each day. To ensure that the school is a happy and safe place for all, a high level of courtesy and consideration for others is essential. School Rules are necessary and:

1. Are based on the recognition of the rights and responsibilities of all members of the school community.
2. Attempt to create an environment in which the safety and welfare of all is protected.
3. Promote an environment in which teaching, and learning can proceed effectively for the benefit of all.
4. Help students make more responsible choices regarding their behaviour
5. Promotes order, safety, fairness, justice and harmony for all members of the school community.
6. Coláiste Dún Iascaigh endeavours, to the greatest possible extent, to provide an appropriate education for all students, and in that context,

the right to education of the overwhelming majority of pupils must not be subverted by a disruptive minority.

Important Notice:

1. It is a fundamental requirement that students adhere to the Code of Behaviour and further requires that no action of a student **in or out of school** would damage the reputation of the school.
2. It is understood that **attendance** at this school **implies acceptance** of the **rules and regulations**. Students and Parents/Guardians are asked to read and to sign this Code of Behaviour in the spaces provided.
3. This Code of Behaviour is subject to review and revision on an on-going basis.



4. Note: Parents/Guardians have the right of appeal in all matters relating to discipline procedures in Coláiste Dún Iascaigh. Procedures in relation to an appeal are available at the office in Coláiste Dún Iascaigh or by contacting Tipperary ETB (06731250)

B. Student Learning Journal:

Each student is provided with a Student Learning Journal book at the start of the school year.

1. The Student Learning Journal in conjunction with Vsware is designed to:
 - a. Monitor the student's attendance and punctuality.
 - b. Monitor the day-to-day behaviour of each student and record notes to parents/guardians regarding failure to complete homework and/or detention(s) issued.
 - c. Provide permission forms which require the signature of the students' Parents/Guardians.
 - d. Provide a Journal to organise homework daily.
 - e. Provide information on the progress of the student.
2. Each student is required to have his/her Student Learning Journal with them in all classes.
3. **The Student Learning Journal is for official purposes only.** It is not a personal diary.
4. Each student is responsible for the safe keeping of his/her Student Learning Journal. Loss of the Student Learning Journal must be reported immediately to the Year Head. Loss of the Student Learning Journal will result in a replacement fee of €10 for a replacement Student Learning Journal.

C. Role of Parents/Guardians:

The support and co-operation of Parents/Guardians is essential to the effective operation of the Code of Behaviour. Parents/Guardians need to work in co-operation with Coláiste Dún Iascaigh to create a positive and caring learning environment. Parents/Guardians should:

1. Monitor your sons/daughters behaviour, progress, attendance and punctuality by regularly checking the Student Learning Journal and Vsware.



2. Ensure that your son/daughter attends school regularly, on time, in full uniform and is in possession of all materials necessary for their education.
3. Contact **Year Head** the school if you are concerned about any aspect of your child's behaviour and/or progress.
4. Provide all necessary information to Coláiste Dún Iascaigh, including up to date contact information, ie. correct homes address and phone numbers.
5. Provide a note, using Student Learning Journal, explaining a student's absence from school as required by the Education welfare Act 2002.
6. Make appointments through the school office 052-7442828 to request a meeting with a teacher, Year Head, Deputy Principal or Principal.
7. Attend meetings as requested by Coláiste Dún Iascaigh, especially all Parent Teacher meetings and information sessions.
8. Follow school guidelines regarding procedures for signing in and out of school.
9. Read and become familiar with all Coláiste Dún Iascaigh policies and procedures
10. **Highlight the importance of Respect to your son/daughter.**

Coláiste Dún Iascaigh is confident that if support and co-operation are received from Parents/Guardians that this Code of Behaviour will help enable your son/daughter to achieve their full potential while attending Coláiste Dún Iascaigh.

D. Bullying:

1. Every Child has the right to pass safely through childhood into adulthood. This right, which no person should take from another, includes the right not to be bullied.
Bullying happens when one person or a group of people tries to upset another person more than once by, e.g. making hurtful comments, intimidating or making physical contact with another person or their property. This also includes actions that may take place using any modern communication technologies.
2. Students are expected and encouraged to report any instance of bullying which they experience or observe.
3. It is the policy of Coláiste Dún Iascaigh that all incidents of bullying will be investigated within the resources available to the school.



4. Cyberbullying refers to a situation where anyone is repeatedly tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person/persons using text messaging, email, instant messaging or any other type of digital technology.
5. Bullying issues of a serious nature or cases which may involve technology may have to be referred to the Guards.

E. Punctuality and Absenteeism:

Students who attend class regularly and on time make progress in school. Poor standards of punctuality and attendance disrupt teaching and learning.

1. Classes begin at 8.50am and students are required to be present in the school at 8:40am. Similarly, students are required to be present in the school ten minutes before classes resume in the afternoon at 1.45pm
2. Students who are late for school must have a written explanation from his/her Parents/Guardians in their Student Learning Journal. Before attending class, students must have their note signed by the Principal/Deputy Principal or Year Head. The sign in book must also be completed. Detention can be issued to students who arrive late.
3. Students who arrive to school after 11am must report directly to Principal/Deputy Principal before commencing school.
4. Students must arrive to all classes on time.
 - a. Students must inform their class teacher if they have a reason for not being in class.
 - b. If this is not followed a student will be deemed to be absent from class without permission.
5. Where a child is absent from school during part of a school day, or for a school day or more than a school day, the Parents/Guardians shall notify the Principal of the school of the reasons for the child's absence. This must be completed in the section provided in the Students Journal. (EWA, 2000 Part III, Section 23). All notes will be collected by teachers in the fourth class of the school day and returned to school office.
6. In accordance with the terms of the Education Welfare Act the school will send a report to the Education Welfare Board on students who are absent in excess of twenty days.



7. An appointment will be made with Parents/Guardians if attendance and punctuality is a cause for concern.
8. A text message will be issued to Parents/Guardians of all students who are marked absent from class before morning break on selected days. (It is the responsibility of Parents/Guardians to contact school if there are changes to ANY CONTACT DETAILS).
9. Students who feel ill during the day must report to the school office. The school office will contact home if necessary.

F. Extra-Curricular Activities:

Participation in extra-curricular activities is a privilege which requires high standards from all involved. While recognising that extra-curricular activities are an important part of school life they should not unduly interfere with a student's academic progress.

1. Students who have an unsatisfactory discipline record may be withdrawn from extra-curricular and other school activities.
2. The Code of Behaviour applies to all outings, activities and tours.
3. Any student guilty of misbehaviour during extra-curricular or other school activities may not be allowed to participate in future events and/or be subject to other sanctions.
4. Full school uniform must be worn by all students for out-of-school activities unless otherwise advised by the relevant school authorities.
5. It is the responsibility of each student involved in activities to complete, on time, the classwork/homework assigned.
6. All rules and regulations with regard to lunchtime games/activities must be followed.

G. Procedure for leaving school during school day:

Coláiste Dún Iascaigh is responsible for you during the school day and the following procedures are necessary to ensure your safety. The school intercom will not be used to call students during class time.

1. In order to obtain permission to leave school, the student's Parent/Guardian must complete and sign the permission form in the Student Learning Journal.
2. School cannot accept responsibility for students who deliberately absent themselves from school. No student can leave the school grounds without



permission form signed by Year Head, Deputy Principal or Principal. *(There is an automatic 1-day suspension for non-compliance with this rule and student can only return to school following meeting with School Authorities and a Parent/Guardian)*

3. The student must show the signed permission form to their teacher at the appropriate time and go to school office where permission note is left to update our VShare Records. Sign out book is signed by Parent/Guardian.
4. Students over the age of 18 who wish to sign out will only be given permission to leave school for medical or similar appointments and appointments letters will have to be presented. The school day in this regard is treated as a day at work. Permission form in Student Learning Journal must be signed by Principal/Deputy Principal or Year Head. *(There is an automatic 1-day suspension for non-compliance with this rule and student can only return to school following meeting with School Authorities and a Parent/Guardian)*
4. 1st, 2nd and 3rd year students must remain within the school grounds for the duration of the school day.
5. 4th, 5th and 6th year students can leave school grounds at lunchtime, but Principal can withdraw this privilege at any time. Essential that local community is respected at these times.
5. Parents/Guardians are requested not to make medical/dental or other appointments during the school day. Please utilise Wednesday afternoons.

H. Coláiste Dún Iascaigh Uniform and Appearance:

The school uniform is a public symbol of membership of our school.

1. Students are expected to be neat and tidy in dress and appearance.
2. The wearing of facial jewelry including eyebrow, tongue or nose piercings is under no circumstances allowed. Covering such piercings is also not allowed. *(There is an automatic 1-day suspension for non-compliance with this rule and student can only return to school following meeting with School Authorities and a Parent/Guardian)*
3. All jewelry worn on the ear must be discrete and no hooped or coloured earrings are allowed.



4. A watch and one finger ring are allowed. For safety reasons students may be required to remove jewelry during classes and long fake nails are also prohibited.
5. The Coláiste will not be liable for any loss or damage to confiscated jewelry.
6. Hair must be neat and tidy. Extremes of hairstyle (shaved heads/patterns) and/or colour are not permitted (if uncertain enquire from Principal/Deputy Principal). *(There is an automatic 1-day suspension for non-compliance with this rule and student can only return to school following meeting with School Authorities and a Parent/Guardian)*
7. Students participating in PE, and games must wear the official Coláiste Dun Iascaigh tracksuit.

College Uniform: Junior Cycle

1. **JUMPER** - Petrol blue-neck with grey stripe.
2. **SHIRT** - White with collar.
3. **TIE** - Petrol blue with a middle grey stripe and a pale-white stripe on either side.
4. **GIRLS - Skirt** - Green Douglas (knee length)/**Trousers** – Dark Grey
5. **BOYS** – Trousers – Dark Grey
6. **STOCKINGS/TIGHTS** - Black
7. **SHOES** – Navy, black or brown shoes. (runners with strips and colour logos, not allowed)
8. **P.E./GAMES**
 - a. School Tracksuit must be worn along with a white/grey polo shirt.
 - b. Runners - Non-marking soles

College Uniform: Senior Cycle

1. **JUMPER** - Navy V-neck jumper
2. **SHIRT** - White with collar.
3. **TIE** - Navy and green stripe
4. **GIRLS - skirt** - Green Douglas (knee length)/**trouser** –dark grey
5. **BOYS** – Trousers – Dark Grey



6. STOCKINGS/TIGHTS - Black

7. SHOES – Navy, black or brown shoes. (runners with strips and colour logos, not allowed)

8. P.E./GAMES

- a. School Tracksuit must be worn along with a white/grey polo shirt.
- b. Runners - Non-marking soles

Students may wear their school tracksuit on days they have PE only. This will be monitored and reviewed during the school year.

Failure on a regular basis, to abide by the above in relation to the school uniform is viewed as a deliberate and calculated decision to ignore the rules of the school.

The school can provide students with temporary replacement uniforms and shoes. Failure to wear same will result in student's Parents/Guardians being contacted.

I. Mobile Phones/Electronic Devices/Internet Usage:

1. The office phone is available to students for contact with Parents/Guardians
2. Mobile phones, camera and video phones, smartphones and any electronic device (iPods, MP3 players etc.) **should be powered off and out of sight while on the school premises or on any school related activity unless requested to be used for school purposes by class teacher or staff member.**

Teachers may instruct students to place mobile phones into a classroom mobile phone compartment unit for the duration of a class. This instruction must be complied with. Mobile phone safety lockers will also be provided for students in the school who want to go mobile free for the day. Students and staff will also participate in mobile phone detox days throughout the year.

1. Students may be requested to hand over a phone/electronic device to any member of staff if in breach of above.
2. The student may collect the phone/electronic device at the end of the school day at the school office.
3. On the third occasion a student is found using a phone/electronic device/mobile phone etc. the student will be instructed not to bring their electronic device to school for the remainder of the school year.
Parent/Guardian will be informed.



4. Principal/Deputy Principal or Year Head may only release a mobile phone to Parent/Guardian in certain circumstances.
5. Failure to follow these guidelines will result in name being referred, to the Board of Management.
3. The school reserves the right to retain the phone/electronic device and/or storage media and hold it for further examination by the relevant authorities.
4. Coláiste Dún Iascaigh cannot be held accountable if any of such items go missing on the school premises.

5. Unacceptable uses of Electronic devices/mobile phones or Social Media sites and their consequences.

Unacceptable use of Social Media sites will include:

1. Sending or posting discriminatory, harassing, or threatening messages or images that may cause harm to any member of the school community.
2. Forwarding or 'Liking' material that is likely to cause offence or hurt to a third party.
3. Sending or posting messages or material that could damage the school's image or reputation.
4. Creating a fake profile that impersonates another member of the school community.
5. Sending or posting material that is confidential to the School.
6. Uses that violate copyright law, fail to observe licensing agreements or infringe on others' intellectual property rights.
7. Participating in the recording/viewing or exchange of inappropriate images.
8. Recording of any school incidents (which are in breach of the Code of Behaviour) that may involve students of the school or others.
9. Hacking school systems or stealing or obtaining school passwords.

While all cases involving the inappropriate use of phones/electronic devices/social media will be dealt with on an individual basis, the Board of Management of Coláiste Dun Iascaigh considers the above to be serious breaches of our Code of Behaviour.

Disciplinary consequences up to and including expulsion will very much be considered in certain cases along with referrals to Guards for inappropriate use of electronic devices and any software associated with same.



J. General Points

1. **Smoking** is prohibited by **Law** in schools and on all school grounds. Smoking is also prohibited while a student is representing Coláiste Dún Iascaigh in any activity outside of school and while **coming to and from school**. The use of e-cigarettes/vaping is prohibited is also covered by this rule.[Public Health (Tobacco) Act 2002]. *(There is an automatic 1-day suspension for non-compliance with this rule and student can only return to school following meeting with School Authorities and a Parent/Guardian)*
2. Possession, use, sale and distribution of alcohol/illegal substances are strictly forbidden and may result in immediate expulsion. School Authorities can request automatic drug tests before a student can continue their education in the Coláiste.
3. Students who intend to drive to school in their own/parent's vehicle should be aware that these vehicles cannot be parked on school grounds. Students who drive cars to school are asked to leave their cars parked for the duration of the school day.
4. It is expected that students use the toilet facilities before 8:50am, during morning break and during lunch break. If a student needs to use the toilet facilities at a time other than stated above, then they must get the written permission of their teacher. This must be written in the Student Learning Journal.
5. Loitering in the toilet areas is not allowed and can result in *an automatic 1-day suspension for non-compliance with this rule and student can only return to school following meeting with School Authorities and a Parent/Guardian)*
6. Chewing gum is not allowed.
7. Correction fluid (liquid) e.g. Tippex, is not allowed.
8. Inappropriate language is always unacceptable.
9. Food should not be eaten during class time but some water may be permitted at the teachers discretion.
10. Specialist rooms in the school will have relevant rules and guidelines. These must be followed by all students. Health and Safety Guidelines must be adhered to and *(There is an automatic 1-day suspension for non-compliance with this rule and student can only return to school following meeting with School Authorities and a Parent/Guardian)*
11. Students can only enter and leave the school grounds by the front entrance and the main school entrance by the school office.



12. Rudeness, insolence, aggressive or threatening behaviour to members of staff within school or outside of school, will not be tolerated. This includes any social comments. *(There is an automatic 3-day suspension for non-compliance with this rule and student can only return to school following meeting with School Authorities and a Parent/Guardian)*
13. Any pupil, who has any item which can be classed as a threat to the health and safety of Coláiste Dún Iascaigh community, may be automatically suspended and/or expelled. The Gardaí may also be informed.
14. Fighting within the college or college grounds or in uniform outside the college. *(There is an automatic suspension for non-compliance with this rule and student can only return to school following meeting with School Authorities and a Parent/Guardian)*
15. Interfering with safety apparatus and equipment in the college or serious vandalism to school property. *(There is an automatic 2-day suspension for non-compliance with this rule and student can only return to school following meeting with School Authorities and a Parent/Guardian)*
16. Where students do not complete lunch time or afterschool detention (one chance for not attending) given, it will be assumed that they are not prepared to abide by the school code of Behaviour. As this behaviour undermines discipline within the Coláiste students who are not willing to participate in the detention system **will be** suspended for any further infringements of the Code of Behaviour, which would normally only warrant detention.

K. The School Day:

(i) Before School:

1. Students should be in school before 8:50am.
2. Students must present themselves in proper uniform, which should be clean, and in good repair. Student's appearance should not be in breach of the school code of behaviour.



3. Students must come directly to school each morning and when returning after lunch break, there must be no loitering.
4. Students must ensure they have the correct material for each class.
5. It is essential that all students have their Student Learning Journal with them every day.

(ii) Classroom:

1. Students must be punctual and have all the proper materials for class. Students must have their Student Learning Journal for every class.
2. Students must show respect for staff and other fellow students and school property.
3. Students must do the work set out for them.
4. Students should sit in seats assigned.
5. Students may only leave the classroom with teacher's permission and their Student Learning Journal must be signed by teacher assigned to that class.
6. Students must obey class rules as laid out by their teacher.

(iii) During Breaks and Lunchtime:

1. Students are expected to walk in an ordinarily manner on the corridors.
2. Bags and books should be left in students' lockers or racks. No bags to be left on corridors.
3. When queuing for food at canteen please do so in an orderly fashion. Food should be eaten in the canteen area ONLY or designated spaces. Students must queue in single file.
4. On first bell students should be moving to their next class.
5. 1st, 2nd, 3rd students are not allowed to leave the school grounds during breaks and lunchtimes.
6. 4th, 5th and 6th year students can leave school grounds for lunchbreak, but Principal can withdraw this privilege at any time.
7. If students are participating in Extra-Curricular Activities, they must follow all instructions of teachers and or supervisors.
8. Students forming large groups during breaks/lunchtime and acting in an inappropriate manner can be instructed to stay in certain locations or to stay in groups of twos or threes. *(There is an automatic 1-day suspension for non-compliance with this rule*



and student can only return to school following meeting with School Authorities and a Parent/Guardian)

(iv) After School:

1. Students are expected to treat any member of staff, or other fellow students, whom they meet outside of school hours in a respectful and courteous manner.
2. Coláiste Dún Iascaigh may impose sanctions as a result of incidents which occur outside of school time. **Expulsion may be imposed if these incidents impact on the Health and Safety of students and staff.**
3. The college will close at 4.00pm each day. Only students who are attending after-school study or are attending supervised after-school activities can remain on the premises after 4.00pm without permission of School Authorities.

L. Ladder of Referral/VShare:

Our Ladder of Referral is intended to focus on positive behaviour within our school community and staff communicate the high expectations the Coláiste has for students.

Promoting Positive Behaviour

We encourage students to work consistently, to cooperate, to support others and to show respect. These are promoted by the following:

1. Respect is promoted through the whole curriculum.
2. Achievements may be announced at assemblies, on the PA system, Coláiste brochures and/or on social media.
3. Term reports and examination reports contain academic and behaviour and homework comments.
4. Students' work, activities, projects etc. are displayed in the classrooms and corridors.
5. Students are encouraged to participate in a broad range of sports and other extra-curricular activities which emphasise sportsmanship, team spirit and leadership.
6. A large display of photographs showing student participation and achievements are visible throughout the Coláiste.
7. Promotional weeks such as Science, Health Promotion, Friendship Week, Wellness Week, and Seachtain Na Gaeilge are organised.



8. An annual induction day for incoming first years is held to smooth transition from primary to post-primary.
9. Student Council, Mentor Group, John Paul II are support structures for first, and second year students.
10. Annual Awards recognise achievements in Academics, Sports, Music, Arts and participation in TY All these involve students, parents/guardians, staff, management and members of the public.
11. Student Council discusses with management items of interest to students.
12. Positive behavior intervention systems.
13. Positive Ladder of Referral and rewards at different points and points are listed below.
14. Negative behaviours are also recorded on VsWare.

Vsware points system:

List of behaviour descriptors on VSware

<u>Positive Behaviour Points</u>		<u>Negative Behaviour Points</u>	
Exceptional effort at task set by teacher	5	Inappropriate behaviour on corridor	-2
Excellent attitude to work over a term	3		
Excellent attendance over school year	5	No note for non-participation in PE	-1
Excellent participation in class groupwork	2	Non-attendance in class without permission but on school grounds	-2
Showed improvement in class	2	Other	-1
Showed improvement in organisational skills	2	Inappropriate behavior at school talks	-2
Displays excellent school spirit	3	Unsatisfactory uniform	-1
Helpful/cooperative to a teacher	2	Refusal to hand over a mobile phone to staff member	-3



Helpful to others	2	Refusal to place a mobile phone in the classroom compartment unit	-3
Showed great initiative in project/practical work	3	Disturbing teaching & learning following verbal warnings	-3
Improvement in the completion of homework	1	Homework not completed on three occasions:	0
Enhanced the learning of others in the class	3	Failure to repeatedly complete homework	-1
Academic Mentoring	0	Failure to get a note signed	-1
Exceeding expectations academically	10	Repeated failure to bring books and/or equipment to class	-3
Maintaining academic excellence	10	Failure to attend detention issued by the teacher, notice provided	-3
Excellence during school activities over school term	5	Failure to obtain permission to go to toilets during class hours	-1
Year Head	0	Chewing gum in class	-1
Deputy Principal	0	Failure to comply with clear and specific instruction from a member of staff	-3
Principal	0	Deadlines not met	-2
Other	1	No Student Learning Journal in class	-1
SNA acknowledges co-operation over school year	5	Littering school grounds	-1
Participated positively in school sports over school term	5	Minor damage to school property	-2
Attendance Intervention	0	Teacher Comment Log	0
Alert Intervention	0	Leaving school premises at morning break	-2
Check and Connect Intervention	0		
Teacher Comment Log	0		



***Please note that this is not an exhaustive list and is subject to review during, and at the end of each academic year**

What happens at various points of the scale:

	<u>Positive</u>		<u>Negative</u>
+10	Compliment Card (issued at assemblies by Year Head)	-10	Meeting with student to discuss behaviour by Year Head & text message issued & refereed to lunch detentions
+25	Beanie hat (Coláiste Dún Iascaigh) awarded at assembly and a letter of excellence issued home	-20	Referred to two lunch detentions by Year Head (phone call home regarding behaviour.)
+40	Entered draw for 'Scholarship Award' (books scheme/uniform) at the beginning of the next academic year	-30	Referred to evening detention(s) by Year Head and placed on report & letter issued regarding detentions and behaviour.
+50	Entered end of year draw for electronic device	-35	Meeting with parents scheduled to include Deputy Principal Two evening detentions
		-40	Meeting with parents and sanctions up to and including suspension may be recommended.
		-50	Meeting with Discipline Committee* with parents/guardian and student. Sanctions, including suspension for school may be



			recommended to the Senior Management Team.
		-60	Meeting with sub-committee of Board of Management. Withdrawal from classes to be considered for an agreed period. Suspension from school to be applied.
		-70	Referral to Board of Management. Suspension from school to be applied.
		-80	Second referral to Board of Management.

Points to note:

1. The Year Head, Deputy Principal and Principal have the right to refer to detentions outside of the ladder of referral if deemed appropriate.
2. Each year the points will be reset to 100. This will not affect any behaviour recorded and they will remain on the system.
3. The teacher/others may delete the behaviour assigned to the student.
4. The points system and the recording of behaviour (positive and negative) to be explained to all students at assemblies on their first day of attendance each academic year.
5. Behaviours will be monitored by Year Heads and Principal/Deputy Principal at regular meetings.
6. Year Heads will run assemblies with Senior Management.
7. Discipline Committee to be comprised of Year Heads, typically 2 junior Year Heads for JC students and 2 Senior Year Heads for LC students. *(Should a member of either team be absent a nominated Year Head will fill in in their absence)* One member will be charged with recording meeting.



8. Sub-committee of Board of Management to include Chairperson, or designated representative, Deputy Principal, teacher representative.

Sanctions:

If a student's behaviour becomes unsatisfactory there is a need for sanctions. The following is a list of the sanctions that can be applied in Coláiste Dún Iascaigh. It is not exhaustive, and others may be implemented if the situation demands. Throughout this Code specific sanctions are given for breaches of the Code.

1. Reasoning with student.
2. Prescribing additional written homework or additional learning tasks.
3. Verbal reprimand.
4. Message/entry in Student Learning Journal.
5. Separation from peers e.g. movement to another desk, another classroom.
6. Loss of privileges including school activities and school trips.
7. Detention during a break and lunch, after school and/or on Saturday.
8. Alert, Check and Connect.
9. Referral to Pastoral Care Team, Year Head, Deputy Principal, Principal.
10. Communication with parents up to and including formal meetings.
11. Class suspensions with breaktime and lunchtime withdrawn.
12. Reduced timetables.
13. Formal interview by Year head, Year Head's, Deputy Principal, Discipline Committee and finally Principal.
14. Communal work such as picking up litter, etc.
15. In school and/or after school interventions.
16. Suspension.
17. Referral to external agencies.
18. Expulsion.

Below is a **description** of the **actions** that different parties may take as a student is referred through the Ladder of Referral. It can be subject to change and is not an exhaustive description but a guide.



The Teacher

The teacher will speak with the student about any misbehaviour and he/she will be encouraged and given the opportunity to improve. Additional strategies that may be implemented by the teacher include:

1. cautioning student.
2. relocating students within the classroom.
3. assigning additional work, - removing privileges.
4. confiscating non class/school materials, - sending a note to the Parent/Guardian using the student record book or direct contact by post/e-mail/phone.
5. arranging lunch detention.
6. recording behaviours (positive and negative) on Vsware.
7. referring the student to the Year Head/Deputy Principal/Principal.

The Year Head

The Year Head will consult with the teacher and will speak with the student regarding the misbehaviour and targets for future behaviour. The Year Head may impose a range of sanctions including:

1. issuing a verbal warning.
2. putting the student on report card or punctuality card to monitor behaviour.
3. referring the student to lunch detention.
4. arranging community service on school premises.
5. temporarily withdrawing the student from the class and /or extra-curricular activities.
6. contacting Parent/Guardian and where necessary arranging a formal meeting.
7. referring the student to evening detention.
8. requesting a meeting with Parent/Guardian.
9. contacting the Student Support Team.
10. imposing payment for breakages/ damage to property.
11. confiscating non-permitted items.
12. referring the student to the Deputy Principal.
13. record such sanctions and interventions on Vsware.



The Deputy Principal

The Deputy Principal will consult with the Year Head and/or the teacher and will meet with the student to discuss the misbehaviour and future behaviour. In addition to the sanctions available to the teacher/supervisor and to the Year Head, the Deputy Principal may also:

1. contact Parent/Guardian and arrange a formal meeting.
2. refer the student to the Student Support Team.
3. refer the student to the Principal.
4. recommend referral to the Board of Management.
5. recommend suspension of the student to the Principal.
6. record such sanctions and interventions on Vsware.

Discipline Committee

Discipline Committee is to be comprised of Year Heads, typically 2 junior Year Heads for JC students and 2 Senior Year Heads for LC students. *(Should a member of either team be absent a nominated Year Head will fill in in their absence)* One member will be charged with recording meeting.

1. Meet with student and Parent/Guardian
2. Draw up Behaviour Contract
3. Recommend sanctions

The Principal

The Principal has overall responsibility for the Pastoral and Discipline system within the college, has final responsibility for the day-to-day running of the college and will take under serious review any case referred to him. At any time, any matter of a serious nature may be referred directly to the Principal. In the event of gross misbehaviour the Board of Management empowers the Principal to sanction immediate suspension of a student or take whatever action he deems appropriate, pending discussion with the parties concerned.



Board of Management and Sub Committee of Board

The school Principal can bring any student to the Board of Management if it is in the best interest of the school community to do so.

*the right to education of the overwhelming majority of pupils must not be
subverted by a disruptive minority*

In all cases the Parent/Guardian has the right of appeal to the Board of Management. Appeals should be in writing to the Secretary of the Board or by contacting Tipperary ETB.

Student Signature_____ **Parent/Guardian Signature**_____



P. Fire Evacuation Procedures:

1. ON DISCOVERING A FIRE

- a. Sound the alarm and make your way to the nearest exit. Assemble in the designated assembly area. Do not re-enter the building. Obey the instructions of the staff.

2. ON HEARING THE ALARM

- a. Form a single line. Leave the building immediately using your nearest available exit point. Assemble in your designated assembly area. Do not re-enter the building. Obey the instructions of the staff.

3. AT ALL TIMES

- a. Do not run. Do not attempt to pass others. Do not return for anything you have forgotten. Obey the instructions of the staff.

4. PLACE OF ASSEMBLY

- a. 1st Year Assembly Point 1 Basketball Court
- b. 2nd Year Assembly Point 2 Basketball Court
- c. 3rd Year Assembly Point 3 Back of Science Labs
- d. 5th Year & TYO Assembly Point 5 Back of Room 19
- e. 6th Year & PLC Assembly Point 6 Back of Gym