

DRAFT SCHOOL CODE OF DISCIPLINE

[Stage 1](#) [Stage 2](#) [Stage 3](#) [Stage 4](#) [Stage 5](#)

Student misbehaviour will be recorded in the Behaviour Management Section of the **Student Record System**.

All behaviour events described in the **School Code of Discipline** receive mandatory penalty points.

1. I will attend school every day, on time, in full school uniform with my Journal and all necessary equipment for class

1A-1	No note to explain absence	Tutor	Verbal warning
1A-2	2 nd day – still no note	Tutor	Note in journal
1A-3	3 rd day – still no note	Year Head	Contacts parents by phone

1B-1	Misses any detention (1 st time)	Deputy Principal	Detention (2 hours) / Meeting with parents
1B-2	Misses any detention (2 nd time)	Deputy Principal	Suspension / Meeting with parents
1C-1	3 registration lates, or more, in a week *	Deputy Principal	Detention (2 hours)
1C-2	10 registration lates, or more, in a term *	Deputy Principal	One detention for each subsequent late
1C-3	Misses lates detention (1 st time)	Deputy Principal	Detention (2 hours) / Meeting with parents
1C-4	Misses lates detention (2 nd time)	Deputy Principal	Suspension / Meeting with parents

1D-1	Late to class *	Teacher	Verbal warning
1D-2	2 nd offence (per teacher) *	Teacher	Note in journal Punishment work
1D-3	Every 3 rd offence (per teacher) *	Year Head	Rostered Teacher Detention (40 minutes)

* Lates are recorded in Attendance Management Section of the **Student Record System** and receive penalty points

1E-1	Incorrect uniform (no note from parent)	Tutor	Note in journal
1E-2	2 nd day	Year Head	Contacts parents by phone
1E-3	3 rd day	Principal/ Deputy Principal	Contacts parents by phone
1F-1	Junior student wearing makeup/fake tan	Teacher	Student must remove makeup or fake tan
1G-1	Wearing jewellery	Teacher	Student will be asked to remove jewellery
1G-2	2 nd offence (per teacher)	Teacher	Note in journal Confiscates jewellery

1H-1	Missing books, copies, equipment, P.E. kit	Teacher	Verbal warning
1H-2	2 nd offence (per teacher)	Teacher	Note in journal Punishment work
1H-3	Every 3 rd offence (per teacher)	Year Head	Rostered Teacher Detention (40 minutes)

1I-1	No Journal	Year Head	Issues Temporary Journal
1I-2	2 nd offence	Year Head	Issues Temporary Journal
1I-3	Every 3 rd offence	Year Head	Contacts parents by phone Year Head Detention (40 minutes)
1J-1	Defaced Journal	Year Head	Journal repaired or replaced
1K-1	Journal is not signed	Tutor	Verbal warning
1K-2	2 nd day	Tutor	Note in journal Punishment work
1K-3	3 rd day	Year Head	Contacts parents by phone

2. I will not be out of class without permission

2A-1	Student is absent from class	Year Head	Year Head Detention (40 minutes)
2A-2	Student leaves school grounds	Year Head	Contacts parents by phone Year Head Detention (40 minutes)

2B-1	Student goes to locker at incorrect time Student has no lock on locker	Teacher	Verbal warning/ Student must put new lock on locker
2B-2	2 nd offence (in school)	Year Head	Detention (30 minutes)
2B-3	3 rd offence (in school)	Deputy Principal	Detention (2 hours)
2B-4	4 th offence (in school)	Principal	Locker withdrawn / Letter to parents

3. I will follow staff Instructions

3A-1	Eating, drinking, chewing gum *	Teacher	Verbal warning
3A-2	2 nd offence * (per teacher)	Teacher	Note in journal Punishment work
3A-3	Every 3 rd offence * (per teacher)	Year Head	Rostered Teacher Detention (40 minutes) * <u>Note:</u> In all cases, student must follow teacher's instructions to immediately put food, drink, chewing gum in bin

3B-1	Mobile phone/digital device seen or heard during class (unless educational use is specifically allowed by teacher)	Teacher	Verbal warning
3B-2	2 nd offence (per teacher)	Teacher	Device, including SIM, confiscated (1 week)
3B-3	Refusal to hand up phone/digital device	Principal/ Deputy Principal (DP)	Device, including SIM, confiscated (4 weeks)
3B-4	Refusal to hand up phone to Principal/DP	Principal/DP	Suspension may ensue / Confiscation

3C-1	Interrupts learning	Teacher	Verbal warning
3C-2	2 nd offence (per teacher)	Teacher	Note in journal Punishment work
3C-3	Every 3 rd offence (per teacher)	Year Head	Rostered Teacher Detention (40 minutes)

3D-1	Sudden serious misbehaviour and/or any form of physical aggression	Principal/ Deputy Principal	Immediate withdrawal from class Incident should be recorded immediately in the Student Record System Student put on report Suspension may ensue
3E-1	Total refusal to follow teacher's instructions	Principal/ Deputy Principal	Same as 3D-1 above

4. I will respect myself, others and the school environment

4A-1	Uses bad language in school environment	Teacher	Note in journal
4B-1	Speaks aggressively and/or in a negative manner to or about others or shoves, pushes another student	Teacher	Verbal warning Student apologises to person disrespected
4B-2	2 nd offence (in school)	Teacher	Note in journal Punishment work
4B-3	3 rd offence (in school)	Year Head	Contacts parents by phone Year Head Detention (40 minutes)
4C-1	Uses abusive language, directed at a staff member	Principal/ Deputy Principal	Meeting with student Contact parents by phone Student suspended Student put on report

4D-1	Damage to school property (Minor)	Year Head	Student repairs/replaces/pays for the property
4D-2	Damage to school property (Major)	Principal/ Deputy Principal	Student repairs/replaces/pays for the property Suspension may ensue
4D-3	Damage to book rental equipment	Year Head	Student repairs/replaces/pays for the book rental equipment

4E-1	Suspected of having an inappropriate item on their person, in their bag or in their locker	Teacher Year Head Principal/ Deputy Principal	The teacher, in the presence of another member of staff, is authorised to ask the student to empty their bag and/or locker. This must be done without impinging on the student's personal rights, privacy and human dignity. The health and safety of the whole student body is paramount. Sanctions up to and including expulsion may be considered.
------	--	--	---

4F-1	Student is smoking on the school grounds	Deputy Principal	Contacts parents by phone Detention (30 minutes)
4F-2	2 nd and subsequent offences	Principal	Suspension

4G-1	Circulation, or suspected circulation, of inappropriate material	Principal	Immediate withdrawal from class
4G-2	Engagement in illegal activity		Incident should be recorded immediately in the Student Record System
4G-3	Threat of violence or actual physical / sexual assault on any member of the school community		Interview with student Meeting with parents Referral to the Board of Management
4G-4	Very serious false allegation about a staff member or student (verbal or written)		Referral to An Garda Síochána if required <u>Note:</u> See Section 29 of Education Act, 1998 <u>Note:</u> See Breach of Privacy below

4H-1	False allegation about a staff member or student (verbal or written)	Principal/ Deputy Principal	Suspension Return to school dependent on specific conditions <u>Note:</u> See Breach of Privacy below
------	--	--------------------------------	--

5. I will record my homework in my journal and complete it properly and fully as assigned

5A-1	Homework not presented	Teacher	Verbal warning
5A-2	2 nd offence (per teacher)	Teacher	Note in journal Punishment work
5A-3	Every 3 rd offence (per teacher)	Year Head	Rostered Teacher Detention (40 minutes)

6. I understand that continual misbehaviour will result in me accruing a high number of penalty points and/or suspensions. I understand and accept the following consequences as a result of me accumulating specified total penalty points and/or suspensions

6A-1	Reaches -20 penalty points	Tutor	Meeting with student to review record
6A-2	Reaches -40 penalty points and/or 2 suspensions in one calendar year	Year Head	Meeting with student to review record Student put on report / Behaviour Plan Referral to Care Team / SEN Team Contacts parents by phone Parent signs report daily
6A-3	Reaches -80 penalty points and/or 4 suspensions in one calendar year	Discipline Board (consisting of Principal, Deputy Principal and Year Head)	Meeting with student, parent to review record Student put on report / Behaviour Contract Possible recommendation for assessment and/or counselling Referral to the Board of Management as anonymous profile Parent signs report daily
6A-4	Reaches -120 penalty points and/or 6 suspensions in one calendar year	Principal / Board of Management	Parents are notified of the details and invited to attend the Board of Management meeting <u>Note:</u> See Suspension and Expulsion Policies

School Trips / Lunchtime

The **School Code of Discipline** is applicable to **ALL** school trips. These include, but are not limited to, football matches, outdoor education activities, trips to the cinema, school tours outside the country, etc. It is also applicable to students who are inside or outside the school grounds during lunchtime. If a student is in breach of the **School Code of Discipline** during a school trip, he/she she may not be allowed on another school trip for a specified duration.

Bullying

I will not bully or intimidate any other student or staff member.

If I am being bullied myself or I see any serious bullying incident, I will report the matter to a member of the school community.

Breach of Privacy (including online)

Circulating, publishing or distributing (including on the internet) material associated with school activities, including but not limited to material in relation to staff and students, where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action.

As part of disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.

Policies

Please read the following policies:

- Homework Policy
- Anti-Bullying Policy
- Suspension Policy
- Expulsion Policy

POSITIVE BEHAVIOUR AGREEMENT

I have read through the Pobalscoil Iosolde School Mandatory Regulations and School Code of Discipline and understand that it will help me have a positive school experience throughout the year.

I agree to adhere to the Pobalscoil Iosolde School Mandatory Regulations and School Code of Discipline and agree to the consequences should I fail to do so.

Student Signature:

Date:

Parent/Guardian Signature:

Date:
