



Disciplinary Structure and Roles of Staff:

A structure exists within the school system through which disciplinary issues are dealt with. The following outlines the roles of staff, examples of Low, Medium and High level incidences of misbehaviour and the procedures that will follow such incidences.

Roles of staff members in the discipline structure

1. Subject Teacher

- Maintain general discipline of class.
- Record attendance and punctuality of class on vsware.
- Ensure all students are engaging to the best of their abilities.
- Deal with low level incidences (verbal warning, extra work, own lunchtime/afterschool detention).
- Document such low level incidences in the teacher's and student's journal.
- Inform the relevant Year Head of any persistent low level, medium level or high level incidences with the use of a Discipline Report Sheet.

2. Special Needs Assistant

- When supporting a student in class, as the class teacher is responsible for the discipline within the class, the SNA must report any unacceptable behaviour to the teacher so appropriate disciplinary action can be taken.
- If working in isolation with a student, any inappropriate behaviour must be reported to the relevant Year Head.
- Details of any such incidences must be recorded on an SNA report form.

3. Year Head

- In consultation with teachers, tutors and SNA's will monitor the general behaviour and discipline of the year group.
- On advice from a teacher or SNA, will intervene in discipline issues which may lead to school sanctions.
- In the case of persistent misbehaviour, including punctuality and uniform issues, will issue sanctions such as a report card and/or Year Head detention.
- Inform parent(s)/guardian(s) of such sanctions.
- Arrange meetings with parent(s)/guardian(s) as required.
- File discipline reports and report cards.
- Notify Deputy Principal of issues of serious or persistent misbehaviour with the possibility of further sanctions

4. Deputy Principal

- To maintain a strong presence within the school corridors throughout the school day.
- Oversees the supervision and substitution roster for all classes and breaktimes to ensure students are adequately supervised.
- Will consult Year Heads where sanctions for misbehaviour have not brought about a positive change in the student's behaviour.
- Will arrange meetings with the Principal to discuss an issue or to give a formal warning concerning a student's behaviour.
- Will introduce more serious disciplinary sanctions, such as Deputy Principal report card, Deputy Principal Detention or a support teacher, in order to effect a positive change in the student's behaviour.
- Will communicate all disciplinary sanctions to the Principal on an on-going basis.

5. Principal

- Will maintain a strong presence in the school.
- Has overall responsibility for the Disciplinary System within the school.
- Will emphasise the on-going development of a positive, inclusive atmosphere in line with the school's ethos and vision.
- May call for a Disciplinary Board Meeting concerning a student's behaviour
- May suspend a student for up to 5 days for serious breaches of the code of behaviour.
- May recommend to the Board of Management the potential permanent exclusion of a student for serious breaches of the code of behaviour.
- Will preside as secretary of the Board of Management of St. Paul's Community College and will report all relevant information to the Board.

6. Board of Management

- The Board of Management discuss disciplinary matters on an on-going basis.
- The Board of Management may recommend:
 - That any suspension by the Principal be continued.
 - That the Principal meet with the parents and student concerned to put in place a suitable educational programme for the student.
 - That the student be permanently excluded from the school and, should it be appropriate, seek alternative place of education for the student.
 - That the parents be informed of their right of appeal of decisions made by the Board.

7. Other Roles:

St. Paul's Community College also wishes to acknowledge the role of others in our school community – the home school liaison officer, the Behaviour For Learning teachers, the school chaplain, the guidance counsellor and all involved in our care team. While these roles are not

directly involved in the discipline of students, their support, care and guidance of students is frequently called upon as a positive intervention for students within the discipline structure.

Discipline Structure

Examples of Low level incidences (this list is not exhaustive):

- Disruption of class.
- No Homework.
- No books/equipment.
- Not in full uniform without a note.
- Late for class.

Examples of Medium level incidences (this list is not exhaustive):

- Reoccurring low level incidences on a regular basis.
- Breach of mobile phone policy.
- Non completion of extra work assigned as a result of low level incidence.

Examples of High level incidences (this list is not exhaustive):

- Serious vandalism of school property.
- Serious vandalism of another students property.
- Misconduct towards a staff member e.g. back answering, cheeky, undermining teachers authority.
- Gross misconduct – direct challenge to a member of staff, foul language directed at a member of staff.
- Gross misconduct at an out of school activity.
- Abuse of substances (including e-cigarettes).
- Student leaving the College without permission.
- Truancy.
- Bullying.
- Misconduct towards other students – fighting.

Note: Procedures will be followed always with the assumption that a positive response from the student will end the matter as soon as possible.

Procedures for Detention:

Detention can be given at lunchtime and/or after school. Students are expected to complete assigned work while in detention. A minimum of 24hrs notice should be given to parent(s)/guardian(s), however as this may not always be possible, notice can be given by phone.

Teachers may issue their own lunchtime or afterschool detention for low level incidences. For lunchtime detention, teachers must ensure that students have sufficient time to have lunch and get their books organised for their afternoon classes.

Year Heads may issue afterschool detention for reoccurring low level incidences or medium level incidences. This detention will be for 1 hour and notice will be given to parents in the form of a letter or text through the vsware system. An unexplained absence will result in students being put forward for the Deputy Principal's Detention.

Deputy Principal may issue detention for more serious misbehaviour or for receiving multiple detentions from a Year Head. Failure to attend the Deputy Principal's detention may lead to suspension.

Policy and Procedures for Suspension and Permanent Exclusions:

Suspension and permanent exclusions can be used as a sanction for persistent misbehaviour or for a serious incident of misbehaviour.

Suspensions:

The Board of Management delegates the immediate power to suspend pupils to the Principal (Deputy Principal in his/her absence). A student can be suspended when other sanctions/interventions have failed or for serious misconduct. In some circumstances it may be necessary to impose an immediate suspension. Some reasons for suspension include:

- Persistent misbehaviour
- A serious incident of misbehaviour
- Serious damage to property
- Where a student poses a threat to the safety of himself and/or others
- Where a student's behaviour has a continuing detrimental effect on the education of other students
- Misconduct during state examinations.

A student will normally be suspended for one, two or three days, however in certain circumstances it may be necessary to impose up to a five day suspension.

For suspensions in excess of five days, the Principal will consult with the Chairperson of the Board or if necessary with the Board of Management before any decision to suspend for such a period.

The following are the procedures for suspension:

- The complaint is investigated (where possible the matter will be investigated by the teacher/Year Head/Deputy Principal and a report given to the Principal).
- Student and parent(s)/Guardians are informed about the complaint leading to suspension.
- Following a decision to suspend, a letter detailing the reason for the suspension, the duration of the suspension and in the case of a suspension for three days or more, the right of appeal will be given or posted to the parent(s)/guardian(s).

- Parents/Guardians will be asked to come to the school to collect their son/daughter as soon as it is possible.
- The student will not be allowed back into class. The student will be supervised until he/she is collected. In some cases, the student may be brought home in the company of the HSCL and one other adult with the permission of the student's parent or guardian
- Before a student can return from suspension, a parent or guardian must come to the school and have a meeting with Principal or Deputy Principal in the company of the student to discuss their return.
- Following a period of suspension a student is put on the Deputy Principal report card. Misbehaviour while on this card may result in another immediate suspension.

Appeals:

For suspensions of three days or more the Principal's decision to suspend a student may be appealed to the Board of Management and a decision of the Board of Management to suspend may be appealed to the ETB and thereafter to the Department of Education and Skills (DES). Where the total number of days for which a student has been suspended reaches twenty days in any one school year, students and parent(s)/guardian(s) will be told of their right to appeal and given information on how to appeal to the DES. The Board of Management or the DES, if appropriate, may remove a suspension.

Permanent Exclusions:

The Board of Management (BOM) of St. Paul's Community College may if necessary, make a decision to permanently exclude a student from school. When all other sanctions and interventions have failed or for a single grave offence, the BOM may permanently exclude a student. In all cases of exclusion, due process and fair procedures will be followed by the BOM. The decision to exclude a student is a very serious step and will only be taken in extreme cases of misbehaviour such as:

- Persistent and significant disruption of teaching and learning in the school.
- Where the student's behaviour adversely affects the education and or wellbeing of other student(s).
- Where a student poses a threat to safety.
- Where a student causes damage to property.
- Violence or physical assault.
- Supplying illegal drugs to other students.
- Sexual assault and/or harassment.

The following are the procedures for permanent exclusion.

- The student and parent(s)/guardian(s) are informed about the unacceptable behaviour, the investigation into the behaviour and how this behaviour could result in permanent exclusion.
- The misbehaviour is investigated under the direction of the Principal and a report prepared.
- The student and parent(s)/guardian(s) are given an opportunity to come to the school and respond to the complaint. If they fail to attend the meeting, the Principal will write advising of

the gravity of the matter and the duty of the school authorities to make a decision in response to the misbehaviour.

- Following the investigation and the meeting with the student and their parent(s)/guardian(s), the Principal can decide to make a recommendation to the BOM to consider exclusion.

The Principal will then:

- Inform the parents/guardians that the BOM is being asked to consider permanent exclusion and invite the parents to a hearing by the Board.
- Advise the parents that they can make a written or oral submission to the BOM and give adequate time for the preparation of any submission.
- Ensure that the parents/guardians and the BOM have all relevant information, records and reports.
- The board will review all documentation and procedures, and hold a hearing. At this hearing the Principal and the parents will put their case to the Board. The Principal and parents can question one another's evidence. The parents/guardians can make their case for reviewing or lessening the sanction.
- The Board having considered all evidence will decide whether or not permanent exclusion is the appropriate sanction.
- If the Board is of the opinion that the student should be permanently excluded, the Education Welfare Officer (EWO) will be informed in writing of its opinion and the reasons for the opinion. The Board will implement the decision to exclude twenty days after the EWO receives the written opinion of the Board. The parents/guardians will also be advised in writing of the Board's decision and of its communication with the EWO.
- The Principal will meet with the EWO as necessary to consult over the future education of the student. The Board may consider the suspension of the student if necessary at this time.
- At the end of the twenty day period following the notification to the EWO and where the Board remains of the view that the student should be permanently excluded, the Board will confirm the decision to permanently exclude and notify the parents/guardians and the EWO. Parents/Guardians and the student will be told about their right to appeal.
- A parent/guardian or a student over eighteen may appeal a decision to permanently exclude to the ETB and thereafter to the DES or an appeal may be brought by the NEWB on behalf of the student.