**Temple Carrig School**

Disciplinary Procedures

1 **Introduction**

Temple Carrig 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 key achievement events such as Prize or Sports nights and in the annual Yearbook. This is also acknowledged through the issuing of Distinctions and positive writeups on VSware.

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.

Temple Carrig School Disciplinary Procedures compliment the School’s Code of Conduct, acceptance of which is a condition of admission to the school.[[1]](#footnote-1) This document, and the approach to managing student behaviour in the School, has been guided by the TUSLA document *Developing a Code of Behaviour: Guidelines for Schools* which can be very useful in helping to determine the appropriate course of action in a disciplinary situation.

Discipline in Temple Carrig School is implemented by a team comprising:

* **Subject Teachers** – responsible for good behaviour within their classroom and are responsible to ensure the work assigned is completed to a suitable standard.
* **Form Teachers** – each student is assigned to a particular Form group, eg. “1 Altidore, 1 Avondale”, etc.
* **Year Heads** – each year group has an overall Year Head in charge.

**The Dean of Discipline** – The Dean of Discipline works with the Year Heads and Form Tutors to ensure that the disciplinary procedures is implemented and applied fairly to all in the school. They have the authority to apply whatever sanctions that they see fit but this is typically done in consultation with the Year Head and Form Tutor. This includes suspension. Most discipline incidents do not go past Dean of Discipline.

* **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. These incidents are logged on VSware so that there is a record for both staff and parents to see. Form Tutors and Year Heads can also assign a detention for repeated offences, as required. Parents have access to VSware to see all recorded behaviour records, but an email will also be sent if the student is given a detention.

Repeated minor misbehaviour and/or failure to produce work may result in the teacher contacting the parents or in more extreme circumstances the student being referred to the Form Tutor.

Serious or continuous misbehaviour or continuous failure to produce work will be referred to the Form Teacher and also possibly to the Year Head/Dean of Discipline and will be documented as mentioned above. A student may be asked to produce a written account of an incident should this be thought necessary by a teacher. This account will be signed and dated by the student and teacher involved in the incident report.

3. **Sanctions**

Sanctions in cases of misbehaviour may include

* work to be completed in school or at home
* pre-school, after-school and Saturday morning detention
* interview with the Form Teacher, Year Head or Dean of Discipline
* telephone or written contact with parents/guardians
* implementation of a Daily Report system
* exclusion from classes
* exclusion from school.

4. **Merit/Demerit System**

From September 2019, the school will be trialling and developing a new Merit and Demerit system of recording ongoing student behaviour. A record of each student’s merits and demerits will be kept on VSWare and, as outlined above, may be viewed by the student’s parents. Where a student exceeds a threshold level of demerits, the appropriate sanction for that threshold will be issued. Details of this new system have been issued to parents and students in all year groups.

5. **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 Year Head/Dean of Discipline, may put a student on daily report to monitor his/her behaviour/work. Parents/Guardians will be asked to acknowledge receipt of Daily Reports by signing the report card every night.

There are 4 types of report card:

1. Behaviour
2. Homework
3. Effort and Participation
4. Uniform

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 Tutor on a daily basis in the first instance, directly after assembly or Form registration. If the student did not follow the expected routine, to the Form Tutors satisfaction, the reporting is escalated to the Year Head and then the Dean of Discipline.

Should a student be put on Daily Report on a further occasion, within an academic year, they will present to the Year Head or Dean of Discipline as a starting point. The report card, once past Form Tutor, is typically a 1 week process.

6. **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, 5 and 6 will receive monthly progress reports. These reports are only an indication of the progress of the student during the term of the report period and cannot be considered as an expected terminal exam grade. The grades assigned to both Christmas and particularly Summer exams are better indicators of long-term progress.

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, and to check VSware regularly to see check behaviour issues. The Guidance Counsellor/Chaplaincy team are 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.

7. **Continuous Misbehaviour**

Continuous misbehaviour will be dealt with by the Year Head, Dean of Discipline, 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, if necessary.

The Year Head, Dean of Discipline, 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.

8. **Serious Incidents of Misbehaviour**

Serious incidents of misbehaviour include the following: [[2]](#footnote-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, Dean of Discipline or Deputy Principal, as appropriate. 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.

9. **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 and only the Dean of Discipline, Deputy Principal or Principal have the authority to authorise any exclusions.

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.

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.

10. **Suspension and Expulsion**

Suspension or expulsion will occur as deemed appropriate by the Dean of Discipline, 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 remove from the school register 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]](#footnote-3)

A separate policy document gives details of Pupil Exclusion Procedures.

*Approved by the Board of Management following a consultation process with the Student Council, PTA Committee and Teaching Staff:*

*18th September 2019*

1. See also the *Temple Carrig School Code of Conduct* and *Temple Carrig School Admissions Policy*. [↑](#footnote-ref-1)
2. See also the *Temple Carrig School Health and Safety Policy*, the *Temple Carrig School Anti-BullyingPolicy*, the *Temple Carrig School Sexual Harassment Policy* and the *Temple Carrig School Substance Use and Misuse Policy* [↑](#footnote-ref-2)
3. Reference should also be made to the *Temple Carrig School Statement of Ethos*, the *Temple Carrig School Admissions Policy*, the *Temple Carrig School Health and Safety Policy* and the *Temple Carrig School Code of Conduct*, Section 10.5. [↑](#footnote-ref-3)