



# **CODE OF POSITIVE BEHAVIOUR**

### **Preamble:**

This Policy of Positive Behaviour was developed with the co-operation and participation of the Whole School Community. As a community we believe that all students have the fundamental right to attend St. Clare's Comprehensive School and to feel safe and secure and to fulfil their potential. We believe that all staff should be able to work in a safe and secure environment that is conducive to achieving excellence.

An essential element of the policy is good communication, cooperation and mutual respect between all of the stakeholders. All students are actively encouraged to be responsible and have a positive impact on our school through their positive behaviour. This positive behaviour is active training for their future when they leave St. Clare's Comprehensive School.

### **Mission Statement:**

To create a caring, disciplined and Christian environment where all students and staff can reach their potential.

### **Aims:**

- To educate for life.
- To promote tolerance, justice and respect.
- To encourage teamwork and respect individuality.
- To nurture ambition and leadership.
- To promote pride and confidence in one's own ability.(self esteem)
- To motivate our students in the pursuit of a high standard of academic achievement and critical thinking by providing a varied range of learning experiences and a varied range of teaching excellence.
- To help all students do their best
- To work in partnership with parents in the promotion of the overall good of the student, acknowledging the role of parents as the primary educators of the child.

### **School Values**

This policy will be implemented in line with our school values which will be embedded in daily life in St Clares Comprehensive School;

Kindness

Respect

Community

Achievement

### **Curriculum Statement:**

The Curriculum offered in St. Clare's is wide and varied and is designed to give each student the opportunity to realise their full potential and to develop their interests and talents. We encourage our students to take responsibility for their own decisions, to develop independent learning strategies and to show a commitment to their studies. We recognise the wide range of intelligences amongst our students and we strive to meet their individual needs.

### **Pastoral Curriculum Statement:**

The pastoral care and curriculum in St. Clare's is designed to help the students feel safe and secure in the school environment, to assist them take full advantage of the range of opportunities available and to prepare them for adult life.

On entering St. Clare's each group is assigned mentors and class teachers who develop a close relationship with each student. (**See role of Class Teacher**). Their progress during their school life is monitored so that they can reach their potential. The Board of Management and the Principal develop strategies that seek to protect, inform and develop our students in a holistic way. They are assisted on a daily basis by the whole staff.

### **Rights & Responsibilities**

#### **Rights of Parent**

- to information on discipline problems as they arise-progress or lack of progress (in relation to their own children).
- to full education for children at school insofar as possible
- to access to school and staff on relevant issues
- to course information
- to be notified of a change of routine.

#### **Responsibility/Role of Parent**

- to socialise children
- to take interest in their development
- to check homework and monitor school diaries.
- to watch for signs of alcohol-drug use or abuse
- to provide a positive image of school and its ethos
- to support school policies
- to pay levies insofar as possible
- to be familiar and support with school rules
- to show appreciation of parent/teacher roles
- to send pupils to school on time and in conformity with regulations
- to provide equipment and books
- to send pupils to school and attuned to make a positive contribution
- to provide facilities for homework and study

### **Rights of Teacher**

- to be treated with respect
- to work in a safe environment
- to work without hinderance
- to formal address
- to relevant family background information under guidance from Principal/Deputy Principal.
- to regular formal planned staff meetings
- to teach
- to collegial support
- to adequate facilities
- to discipline students in his/her care in accordance with school procedure.

### **Responsibility/Role of Teacher**

- to teach
- to show respect to all
- to be punctual for all activities
- to provide adequate intellectual stimulation
- to prepare, adequately for class/course
- to give, correct and return homework/assessments
- to monitor student progress
- to inform parents as necessary
- to take action on anti-social activity in school
- to observe absences particularly unexcused absences
- to be sensitive to personal needs/problems
- to involve as many students as possible in class activities
- to encourage
- to show leadership
- to maintain high intellectual standards
- to professionalism
- to attend school activities
- to administer fair and just discipline
- to use and maintain facilities
- to respect confidentiality
- to establish good learning environment
- to foster a climate of respect and industry
- to supervise all activities
- to afford guidance
- to provide safety and security
- to provide access to information

## **Rights of Pupil**

- to learn in a safe and secure environment
- to full involvement in all activities
- to reach their potential
- to intellectual challenge
- not to be bullied
- to good learning environment
- to expectation of fair education
- to excellent teaching and to all that it entails
- to access support from staff and management

## **Responsibility / Role of Pupil**

- to be punctual in attendance at all activities
- to show respect for persons, property, equipment
- to be prepared for class – have books, equipment, ingredients, pieces
- to be properly dressed in uniform
- to do and present homework at appointed time
- to use acceptable language
- to participate in extra curricular activities
- to show high standards of good manners
- to assist all in the pursuit of learning
- to know rules
- to uphold school ethos inside and outside school
- to give co-operation in all aspects of school work
- to show respect and practice good social skills
- to assume responsibility and conform to rules

## **Support Roles and Structures.**

### **Subject Teachers have the responsibility for:**

Providing a safe and structured learning environment, promoting positive behaviour in their own classroom, and developing positive relationships with students and parents / guardians.

Plan lessons to actively engage all learners and engage initiatives and interventions in the classroom.

Record incidents of misbehaviour and implement the Code of Positive Behaviour Policy.

Collaborating with Tutors, Year Heads, and senior management in the implementation of measures, promoting positive behaviour in the school.

### **Class Tutors have the responsibility for:**

Supporting the subject teacher.

Rewarding and encouraging good behaviour.

Meeting with students, supporting positive behaviour.

Collaborating with Teachers, Year Heads, and Senior Management in the implementation of measures, promoting positive behaviour in the school.

### **Year Head has the responsibility for:**

Overall year group, supporting class tutors and subject teachers with their efforts to promote / improve positive behaviour,

Supporting and encouraging students.

Communicating with parents / guardians.

Rewarding and encouraging good behaviour.

Applying and implementing the Code of Positive Behaviour, detention, reports cards etc

Ensuring comprehensive records are stored.

Coordinating Detention and detention letters.

**Pastoral Care team members** (Principal, Deputy Principal, Guidance Counsellor, SEN Co-ordinator, HYLS, Year Heads – as required) **have the responsibility for:**

Facilitating students transition from Primary to Post Primary or new students into year groups.

Meeting and discussing the needs of students weekly.

Supporting and caring for identified students.

Supporting teachers in providing a structured and positive learning environment.

Promoting positive behaviour in school.

Developing and maintaining positive relationships with all members of the school community.

Collaborating with all members of the school community, creating a culture of positive learning in the school.

Offering counselling and support. Providing assistance and support to students.

**Deputy Principal has the responsibility for:**

Day-to-day implementation of Code of Behaviour.

Promoting a culture of positive behaviour and relationships in the school.

Support staff in ongoing professional development in the area of positive behaviour management.

Ensuring comprehensive records are stored.

Establishing and maintaining links with external agencies which support positive behaviour.

Supporting student wellbeing.

Ensuring the Code of Positive Behaviour is accessible to all members of the school community.

Meet with Parent / Guardian regarding the implementation of the Code of Behaviour.

Supporting NQT's through the Droichead process.

**Principal has the responsibility for:**

Day-to-day implementation of Code of Behaviour.

Promoting a culture of positive behaviour and relationships in the school.

Support staff in ongoing professional development in the area of positive behaviour management.

Overall responsibility for day-to-day management of the school.

Ensuring comprehensive records are stored.

Establishing and maintaining links with external agencies which support positive behaviour.

Inform the Board of Management where relevant on matters relating to the implementation of the Code of Positive Behaviour.

Ensuring the code is regularly reviewed under the direction of the board.

Supporting student wellbeing.

Ensuring the Code of Positive Behaviour is accessible to all members of the school community.

Meet with Parent / Guardian regarding the implementation of the Code of Behaviour.

**Board of Management have the responsibility for:**

Ensuring a Code of Positive Behaviour is developed, implemented, evaluated, and approved.

Receive reports from the Principal on the Code of Behaviour.

Ensure that all school policies are implemented fairly.





## **STUDENT SCHOOL RULES**

### **St. Clare's Comprehensive is our School**

#### **A: GENERAL:**

- \* I will show good manners to others at all times.
- \* I will treat others as I would wish myself to be treated.
- \* I will respect the property of others.
- \* I will respect school property
- \* I will respect school transport.
- \* I will behave well and in a responsible manner at all times.
- \* I will cooperate with school authorities in any search for offending/offensive items.
- \* I will abide by the lawful direction of all school staff.
- \* I will respect all staff and each other.

#### **B: READY FOR SCHOOL:**

- \* I will come to school on time.
- \* I will come to school with the intention of learning and doing my best.
- \* I will come to school in my proper and well maintained school uniform.
- \* I will get all of my recommended books.
- \* I will bring to school the proper books and equipment for lessons.
- \* I will bring to school appropriate gear for sport and physical education.
- \* I will wear all school items of clothing specified in specific work areas.
- \* I will abide by the rules concerning body/face piercings and my appearance.

#### **C: LEARNING:**

- \* I will attend all classes scheduled on my timetable
- \* I will come promptly to class.
- \* I will always do my best and allow others to learn.
- \* I will attempt my homework well.
- \* I will occupy the places assigned to me.
- \* I will pay attention to the teacher
- \* I will abide by teachers' directions.
- \* I will leave only when instructed to do so.
- \* I will keep my homework books in good order and up to date.
- \* I will maintain a school Journal for school purposes only and understand that it will be inspected by teachers on various occasions.
- \* I will abide by the school regulations governing use of the Internet.
- \* I will turn off my mobile phones in class and when they might interrupt school activities.
- \* I will not use tape recorders or any recording equipment in class unless given permission to do so.

#### **D: MOVEMENT:**

- \* I will use the school's one way system
- \* I will always walk quietly in school.
- \* I will walk by the right hand side.
- \* I will go directly to the next class.
- \* I will leave school in an orderly manner and proceed **directly** home or to my bus queue.
- \* I will not **in any circumstance** go on the school roof
- \* I will not go into areas of the school grounds which are declared out of bounds.

### **E: ABSENCES:**

- \* I will explain all of my absences and lateness through the school app..
- \* I will be absent from class or part of a lesson for a serious excused reason only.
- \* I "sign out" if I leave school during working time and I "sign in" on return.
- \* I leave the school during school hours with the consent of school authority and only when the school has received a permission to leave request on the school app.  
Parents **must** present at the office to collect a student.
- \* I inform a teacher when I am ill. I accept teachers' accommodation for my illness.  
When I am too ill to be in class, I ask that arrangements be made to get home.
- \* I will stay in school for the full day unless I am ill or have an appointment.
- \* Our parents sign us out.
- \* **I use an appointment card when absent from class on the instructions of another teacher.**

**N.B. Students will only be permitted to leave school to attend an appointment following approval of a permission request on the school app. Notes will not suffice. Parents/Guardians MUST present themselves to a member of school staff at the school office, before collecting a student from the front door of the school.**

### **F: ENVIRONMENT:**

- \* I will keep our school clean.
- \* I will dispose of litter in bins.
- \* I will eat only in designated areas, at appointed times and not during class.
- \* I will not chew gum.
- \* I will not use tipp-ex .
- \* I will observe the law on smoking, vaping, alcohol and drugs.

**I will abide by School Rules and Policies in every detail, during the school day, when in uniform and when I represent my school.**

**I undertake not to interfere with or disrupt the learning of my fellow students**

**ILLNESS - ACCIDENTS:** Members of the school staff attend to sick or injured students when the need arises as a duty of care. When a member of staff arranges to bring a sick or injured student to a doctor or to hospital by ambulance, he/she is operating strictly "in loco parentis" and in accordance with the dictates of Christian charity. Moreover, such intervention on the students behalf may not be interpreted as an admission of legal responsibility for an injury. (With regard to the payment of medical fees (including current hospital charge) for a sick or injured student, it is the students' parents/guardians, and not the school, who are legally liable to pay such fees.

### **UNIFORM, APPEARANCE AND DRESS**

St. Clare's while respecting the individuality of all our students views the school uniform is an essential part of school life. It represents the high standards that we expect from our students. By applying a strict uniform code, we are preparing our students for life, in that most workplaces have standards with regard to dress that must be upheld. It also teaches the students the value of neatness and projecting a good image of oneself. The support of parents/guardians is of utmost importance in this regard and sanctions will apply where there are breaches in the uniform code.

**Each student is expected to wear the full school uniform everyday and to be neat and tidy in their overall appearance.**

1. The school uniform is as follows:

	Boys	Girls
<p><u>Please see Point 6 on runners/canvas shoes.</u></p> <p>PE tracksuit-Compulsory for all students representing the school on teams – ordered through Jako ( Sligo).</p>	<p>Crested bottle green jumper with a gold stripe, white shirt with collar attached, black pleated front trousers, clip-on black tie with gold stripe, black shoes. Crested school rain jacket.</p> <p>P.E. Tracksuit-Compulsory for all students –order through Jako (Sligo)</p>	<p>Crested bottle green jumper with gold stripe, white blouse, green tartan skirt of knee length, or black bootleg trousers, Clip on black tie with gold stripe, black shoes, plain black tights /black socks, Crested school rain jacket.</p> <p>P.E. Tracksuit-Compulsory for all students –order through Jako (Sligo)</p>

- The correct school uniform must be worn coming to school and going home from school, on school outings and when representing the school. Travelling sports teams must wear the correct PE gear.
- If a student cannot wear their uniform for medical reasons they must have a note from their parents/guardians explaining the circumstances.
- Students may wear **one pair** of earrings, studs/sleepers in earlobes. Students are permitted to wear **one small** nose stud/ clear nose stud only. **Students must remove all other prohibited piercings when instructed to do so.**
- Because of Health and Safety in P.E., in Practical classes and in the school environment as a whole, students are advised not to wear jewellery. Students participating in PE and any sports must remove piercings. **Students must remove all prohibited piercings when instructed to do so.**
- Students must maintain a high standard of personal hygiene and smart appearance. Hairstyles should be neat, tidy and hygienically maintained. Boys should be clean shaven. Make-up should be minimal.
- Hats, scarves, gloves and jackets should not be worn in class. Runners & canvas shoes are strictly forbidden (except during P.E.) The correct trousers, not tracksuit bottoms or yoga pants, must be worn. NO black-soled or high-top runners can be used for P.E. Students wearing jeans will be asked to return home and change.
- Students are advised to ensure that their names are on all uniform items. The school uniform must be maintained and kept in good condition throughout the school year.
- The school expects full cooperation from parents/guardians in ensuring that their child is correctly attired at all times.

All items of uniform are available at: Manor Fashions (Prop. Mary Mawn) Main St., Manorhamilton and Killasnett Co-Op, Manorhamilton.

The compulsory school rain jacket is available from Callus in Killybegs (074 9732185 or ordered online at callus.ie) P.E. – Tracksuit – Compulsory for all students -ordered through Jako, Sligo.

### **SMOKING POLICY( see substance use and misuse policy)**

The school and its environs is designated as a **smoke and vape free zone**.

We actively support the Smoking Ban in all areas of the school **both inside and outside**. This includes the use of **electronic cigarettes**.

Irrespective of parental tolerance of students smoking at home, we uphold our right to implement our decision to preserve the school as a smoke free environment.

Students deemed to be smoking within the school environment will incur a suspension-after parents have been informed.

**Electronic cigarettes are banned** and incur the same penalty.

### **ALCOHOL POLICY( see substance use and misuse policy)**

The Intoxicating Liquor Act 1998 prohibits the sale of intoxicating liquor to persons U.18 years of age. The act also forbids persons U.18 to consume alcohol in public. School policy forbids use of alcohol by students in the school and in any school related context. The penalty for breach of this policy will include a period of suspension from attendance at school.

### **DRUGS POLICY( see substance use and misuse policy)**

Other than prescribed drugs there is a zero tolerance to drug use. A student involved in use or abuse of drugs will be suspended from attendance at school and relevant information will be passed to the relevant authority. The B.O.M. may recommend Expulsion.

### **PHOTOGRAPHS/VIDEOS OF STUDENTS.**

St. Clare's maintains a database of photographs/videos of school events held over the years. It has become customary to take photos/videos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at St. Clare's Comprehensive. Photographs/videos may be published on our school website or in brochures, newsletters, local and national newspapers and similar school related productions. **If you would prefer not to have your child's photograph/video included in such records, please notify the Principal.**

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 such 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.

St. Clare's Comprehensive uses webtexting as our main form of communication with parents/guardians. It is your responsibility to ensure that we have a correct mobile number to receive those messages.

### **SCHOOL JOURNAL.**

1. Each student must purchase a school journal.
2. A careful record of all homework given or class activities is to be kept in the school journal.
3. Every student is expected to have their journal on their desk at the beginning and for the duration of each class.
4. Journals must be made available for inspection by Teachers at all times.

5. Each student is responsible for his/her own journal. Loss of a journal must be reported to the Year Head immediately and a new journal bought in its place.
6. A damaged/defaced journal must be replaced at the expense of the student.

#### **MOBILE PHONES AND ALL PERSONAL DEVICES.**

1. See Personal Digital Device Policy & AUP
2. Irresponsible use of camera phones can lead to serious violations of people's rights and reputations. Any bullying or harassment in any form, involving camera phones will be severely dealt with by the school.
3. Parents who need to contact students in the case of an emergency must do so through the school office at 071 9855087.
4. Personal audio devices are not allowed.
5. Photographs Should not be taken within the school grounds without the permission of the school authorities.
6. The school accepts no responsibility for the loss of, theft, or damage to mobile phones and personal audio devices while on school property.

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

**We would like to remind you that students must be responsible for their own property. The management of the school accepts no responsibility for property lost or stolen on the premises.**

**We welcome comments and observations on these policies at all times. Entrance to a school year is implicit on school rules being signed.**

-----✂-----  
**We have read the School Rules and agree to comply with them in every detail.**

As parent/Guardian of the above student, I have read and understood the Code of Behaviour and policies set out in the journal as well as those on the School website. I hereby accept

- All parts of the School's Code of Behaviour
- The School's Digital Device Policy.
- The School's Anti-bullying policy.
- The School's ICT Acceptable Use Policy. I give my child permission to use the internet and the ICT facilities in the school. I accept that the school cannot be held responsible if students access unacceptable websites but every precaution is taken to ensure online safety.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parents' Signatures \_\_\_\_\_

Date: \_\_\_\_\_

## **Strategies for Promoting Positive Behaviour**

Each teacher will encourage and promote positive behaviour by using the following strategies:

- Setting high, clear, consistent, and widely understood standards.
- Establish good school and class routines.
- Affirming good behaviour (See below).
- Complimenting good behaviour, initiative, courtesy, neat appearance, etc.
- Praising good work, kindness, help etc.
- Verbal praise to students who are showing progress.
- Positive written comments on VsWare.
- Agreeing on rewards with the students or class for better behaviour, e.g., a quiz, an outing, a discussion, lunchtime DVD or music, etc.
- Modelling the behaviour that is expected from the students.
- Positive everyday interactions between teachers and students.
- Helping students recognise and affirm good learning behaviour.
- Involving students in the preparation of the school and classroom rules.

## **School Affirmation of Positive Behaviour:**

This is recognised and rewarded by:

- Displaying student work in the school.
- Promotion of student work on school websites and the school social media platforms and local newspapers.
- Communicating with parents via school management system / App / Reporting/ Parent teacher meetings.
- Rewarding students throughout the school year / presenting students with awards at the annual awards ceremony.
- Providing extra-curricular events / activities at a subsidised cost to the students.

## **School Supports and Interventions to Support Positive Behaviour.**

St Clare's Comprehensive School employs a variety of formal and informal structures to support all members of the school community. These include Class Tutors, Year Heads, Guidance Counselor, Transition Coordinator, Mentor, Student Council, and Home Youth Liaison Service. The school endeavours to provide every student with all the possible support and assistance in taking ownership for their own behaviour. Student welfare is at the core of the school's culture, and this is reflected in our extensive pastoral care system. Combined, all members of the school community focus on creating a culture of positive behaviour.

### **Spirit of St Clare's Comprehensive Award**

**(This will be awarded to a student from each class at Halloween, Christmas, February Midterm and Easter)**

#### **What is it about?**

1. To reward students who show **respect and have good behaviour.**
2. To encourage students to show respect and improve on their behaviour in school.

#### **How will it be organised?**

1. One student from each class will be selected by their class teacher/tutor for the Spirit of St Clare's Award. (based on certain criteria, see below).
2. Year Heads will announce the winners at an assembly.
3. Winners will be presented with a voucher to use in the canteen..
4. The list of winners together with their photograph will be displayed on the school app.
5. At the end of the school year the list of winners over the year may be taken into consideration when selecting Students for awards.

#### **How will a student be selected? (Students must show in any given month):**

Co-operation with teachers/staff
Co-operation with other students
Classwork/homework effort
Uniform compliance
Involvement in school activities
Respect, manners and courtesy shown to others
Respect for the school environment

## REWARD/MERIT SYSTEM

Good behaviour and making an effort to do one's best should also be acknowledged. They may be done so in the following way.

- Praise.
- Recording of positive comments in the student's journal.
- Merits.
- Positive reports to Parents.
- Positive comments from year heads.
- Nominations for Student of the year
- School tours and various functions.

### Merits:

The purpose of the Merit System is to reward students who have demerits and who have purposely tried to improve their behaviour and work ethic. Merits can only be awarded by a Year Head.

#### Free from demerits.

One week	1 merit
Two weeks	3 merits
One month	5 merits

- Note:
- 1) A max of 5 per month
  - 2) Full attendance at school for 5 consecutive days is essential
  - 3) On time for every class

<u>Litter Patrol</u>	1 merit
----------------------	---------

Attendance/Punctuality	1 merit per month
------------------------	-------------------

Students who have excellent punctuality coming to school and moving between classes will receive appropriate merits.

Therefore students have a chance to gain a clean record

Merits will be given by the Year Heads.

N.B. The above system may be subject to change.



## **Taking Responsibility Initiative**

St Clare's Comprehensive school has high expectations of all members of its school community. In order to prepare students for further study and working life the school has introduced the Taking Responsibility Initiative. Ensuring students are active in taking responsibility, with the support of staff and parents, the following are the traits which will be encouraged and fostered for students to reach their full potential. In this regard parents will be contacted to support the student and the school in terms of a student's;

1. Punctuality,
2. Uniform,
3. Homework,
4. Organisation,
5. Engagement,
6. Preparation for class e.g. correct materials, books etc,
7. and general wellbeing.

Students who are;

1. Not in correct uniform
2. Have no homework completed
3. Do not have the school journal
4. Have the incorrect materials for class
5. Assessment results are below targets

On a 1st occasion students will be issued with a verbal warning.

On a 2nd occasion a note will be placed in a student's journal and must be signed by parents.

On a 3rd occasion a Taking Responsibility message should be sent by the teacher via the school app and approved by the Year Head. Subject teachers will also refer the student to the class tutor before demerits are issued.

After the 3rd occasion and message via school app has been sent the matter becomes a discipline issue and demerits may then be issued.

When a student has missed five classes in a particular subject area, the teacher will send a message to parents through Taking Responsibility Initiative to inform them of the impact on their child's learning. (Students may be referred to the Year Head, DeputyPrincipal)

## **Student Goal Setting**

Class tutors will work with their students to form both individual and class goals. The students will keep their individual goals in their diary and class goals will be displayed in classrooms. A small number of goals will be adequate.

### **Goal Setting Examples**

Targets for improvement.( in all areas including grades)

Punctuality.

Uniform.

Discipline targets.

Catch up when absent/ Attendance.

Homework/books/Journal etc.

Responsibility for one's own learning.

Respect

## **DISCIPLINE**

Our main goal is, in collaboration with parents, to support students in reaching their holistic potential. Subject teacher: Reprimand/ Extra work/ Journal/Yellow Cards, Contact with parents, Use of Demerit System, Contact with Class teacher, Contact with Year Head, Contact with school management.

### **DEMERIT SYSTEM**

The Demerit System exists to protect the right of the student to learn and the teacher to teach in a safe and secure environment. It co-exists with the Merit System.

• Disrespect for school staff / fellow student	5-20
• Disruption of class	1-5
• Unacceptable language	1-20
• Inappropriate Behaviour	2-5
• Refusing to obey an instruction	1-20
• No books or materials for class*	1
• Not in correct uniform*	1-5
• Littering	2
• Not having the school journal*	2
• Vandalism	5-20
• Bullying or assaulting a student	20
• Smoking and/or Vaping	20
• Late for class	1
• Late/absentee notes not provided	1 -3
• Chewing gum	1
• Truancy	
o Absent in school without permission	5
o Leaving school without permission	20
• Alcohol/Drugs	20 **
• Out of bounds	5
• Face/Body Piercing (after request to take them out)	20
• Interfering with another's property (damage will be paid for)	5-20
• Breach of Safety procedures	5-20
• Other: to be determined by year head	1-20
• Unacceptable appearance	20
• Mobile Phones/Personal Devices (2nd Occasion)	1 - 3

**Detention:** 5 demerits

(To be held on Thursday\*\*\* at lunch time)

**Detention, meeting with Year Head and on report:** 10 demerits (1st Report)

**Detention and meeting with Parents:** 15 demerits (2nd Report)

**Suspension:** 20 demerits

(Step up, Back on Track)

Students/Parents/Guardians may appeal this decision to the Board of Management.

\* Use yellow card system/Taking Responsibility Initiative

\*\* The Board of Management may recommend exclusion from St. Clare's

\*\*\* Detention day may be changed subject to necessity.

**NB The Demerit System may be subject to review and change.**

**Students who continually disrupt class or misbehave will not be allowed to travel to games or on tours.**

**Detention:**

- Detention will be on Thursday in Room 1 from 1.15 to 1.45
- Teachers will supervise on a rota basis
- Appropriate work will be given by the teacher
- Parents will be notified by letter, sent on the Friday before, and informed of the reasons by the Year Head.
- Detention may be postponed if there is only one student in detention.
- Students who fail to attend detention will incur additional 5 demerits for each detention missed. Only genuine certified reasons for absence from detention will be accepted.
- When students accumulate 20 demerits this will result in a suspension.

**Suspension:**

As per the demerit system students will be suspended if they reach 20 demerits. At this stage the Year Head (at 10 and 15 demerits) and the Principal (at 18) will have met the parents and the student to try and get the student to improve his/her behaviour. If this fails the student will be suspended.

The Parent/Guardian will be informed of

1. The reasons
2. The exact dates of the suspension.
3. The right to appeal.

When the student returns he/she will meet the Year Head/Principal who will encourage the student to start afresh. The student will meet with the Year Head and will be placed on the Step Up Back on Track Initiative.

Serious breaches of the School's discipline system may warrant suspension.

Only the Principal or in her absence the Deputy Principal shall have the power to suspend a student.

All Suspensions will be reported to the Board of Management.

**The Welfare Board will be informed if a student is suspended for more than five days.**

**Expulsion/Exclusion:**

Expulsion is the most severe sanction available to St. Clare' Comprehensive School. A student will be expelled for very serious breaches of the school rules, for denial of rights to others or for malicious damage to school property. The Principal shall have the power to exclude a student subject to the approval of the Board of Management. This process will conform to the requirements of natural justice. Each step will be conducted in the presence of a witness and notes will be kept.

The following steps will be adhered to:

- The case against the student will be put to him/her and he/she will be given the chance to respond. The parents will be informed of the reasons and of the evidence.
- The parents will be given the chance to controvert and to rebut the evidence.
- If the Principal decides to exclude the student the parents/guardian will be informed of the following:

The intention to exclude the student  
 The right to appeal to the Board of Management  
 The right to appeal under Section 29 to the Department of Education and Skills.

- An appeal should be received by the Secretary of the Board not later than two weeks from the date of the Principal's letter.
- The Parents/Guardians will have access to the students file and to documentation relevant to the exclusion.
- Arrangements will be made, in the event of an appeal, for the Board to meet as soon as possible.
- The student will be suspended until that date.
- The Principal shall not be party to the consideration of the appeal.
- If the appeal is upheld the Board will decide on what conditions, if any, the student will be allowed back to school.
- The school will endeavour to assist the excluded student in finding a place in another school.

This policy will be reviewed on an annual basis.

Appendix 1

**DETENTION FORM**

Dear Parent/Guardian,

I am writing to inform you that your son / daughter will be on detention on Thursday from 13.08 - 13.45

**Pupil's Name:**\_\_\_\_\_

**Class:**\_\_\_\_\_

**Total demerits to date:**\_\_\_\_\_

**Reason(s) for Detention**

**Teacher**

- |         |       |
|---------|-------|
| • _____ | _____ |
| • _____ | _____ |
| • _____ | _____ |
| • _____ | _____ |
| • _____ | _____ |
| • _____ | _____ |

Signed:\_\_\_\_\_

Year Head

**Please detach and return the following.**✂

-----

I \_\_\_\_\_ am aware

that \_\_\_\_\_ is on detention and I have spoken to him/her about his/her behaviour.

Signed:\_\_\_\_\_ Date\_\_\_\_\_

Please return in a sealed envelope to \_\_\_\_\_ Year Head.

## Appendix 2

# 'Step Up'-Back on Track'

**Student** \_\_\_\_\_

**Class** \_\_\_\_\_ **Yearhead** \_\_\_\_\_

**Date** \_\_\_\_\_

Subject/C lass	Positive Changes-aspects (Student)	Positive changes (Teacher)	On-Going Concerns (Teacher)	Current needs (Teacher/ Student)	Action required (Student)

Signed by \_\_\_\_\_ (Year Head)

\_\_\_\_\_ (Parent/Guardian)

Subject to amendment as necessary

## Appendix 3

### ON REPORT

Student's Name: \_\_\_\_\_

Date \_\_\_\_\_

Class \_\_\_\_\_

This sheet must be given to the teacher at the beginning of class  
Please comment on student's punctuality, behaviour, homework,  
participation etc.

Period	Comments	Teacher's signature
Roll Call		
1		
2		
3		
4		
5		
6		
7		
8		
9		

This must be handed up at the end of each day

Signed \_\_\_\_\_ (Yearhead)

Subject to amendment as necessary

## Appendix 4

### MEMORANDUM

To: \_\_\_\_\_

From: \_\_\_\_\_

Re: \_\_\_\_\_

Date: \_\_\_\_\_

Last assessment: \_\_\_\_\_ Average: \_\_\_\_\_

Comments:

---

---

---

---

---