

DISCIPLINE

The discipline policy of St Dominic Savio School is as follows:

1. The discipline of students is based on procedural fairness. It is the responsibility of the Principal to determine incidents that may require disciplinary action and the nature of any penalties that may apply.

The process that leads to the imposition of such penalties must be procedurally fair.

2. The first point of contact for any issue in relation to a child's learning or behaviour is the relevant teacher. When the issue relates to a serious matter which cannot be resolved at these levels, it may be referred to the Principal.
3. Students are required to abide by the school's rules and to follow the directions of teachers and other people with authority delegated by the school.
4. Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the school, staff members or other students, the student may be subject to disciplinary action.
5. The penalties imposed will vary according to the behaviour and the prior record of the student. At the lower end of the scale, an admonition or detention may be appropriate.
6. A demerit system is used for disciplinary offences. Six demerits constitute a detention. A demerit will be given for the following offences:
 - incomplete homework
 - homework not handed in on time
 - being habitually out of school uniform/personal grooming
 - habitually forgetting library books
 - being in "out of bounds" areas
 - habitually "forgetting" necessary school items eg: books, pencils, rulers etc.
 - habitual disruption in class or calling out
 - throwing food away
 - talking on the stairs or in the corridors
 - talking at Assembly
 - running on the stairs
7. Detention will take place on Wednesday afternoons during the sport session. Work to be done during detention time is left to the discretion of the teacher.
8. More serious offences punishable by after school detention include but are not limited to isolated incidents of:
 - disrespect to teachers by flagrant disobedience or answering back
 - indecent language
 - stealing
 - lying
 - cheating
 - bullying
9. At the upper end of the scale, the behaviour could result in suspension or expulsion. Exclusion is not used by the school.
10. Suspension is temporarily removing a student from all their normal classes for a set period. Expulsion is permanently removing a student from the school.

Offences at the upper end of the scale that could result in suspension or expulsion include but are not limited to:

- continuous disruption in class
- grave or continual disrespect to those in authority
- continual indecent and offensive language
- faults against purity
- stealing
- malicious damage to school or student property
- persistent violent attitude
- continual bullying

11. In investigating a disciplinary matter in relation to a student, the staff member dealing with the matter will be mindful of the 'hearing rule' and the student's 'right to an unbiased decision'.

The 'hearing rule' includes the right of the person against whom an allegation has been made to:

- know the allegations related to a specific matter and any other information which will be taken into account in considering the matter;
- know the process by which the matter will be considered;
- respond to the allegations either in writing or orally;
- know how to seek a review of the decision made in response to the allegations.

The 'right to an unbiased decision' includes the right to:

- impartiality in an investigation and decision making;
- an absence of bias by a decision maker.

12. If the Principal establishes a need for the parents to be provided with interpreter services, the Principal will make arrangements for interpreter services to be available.

13. The school prohibits the use of corporal punishment in disciplining students attending the school, as stipulated by the Education Act 1990.

14. The school does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at school.

Procedures

1. In the case of a detention, a detention notice will be sent home to be signed and returned to the school.

After normal disciplinary measures have been exhausted, the parents/carers will be notified and where deemed necessary, a probation period will be imposed. The problem persisting, more serious action such as suspension or expulsion will be envisaged.

2. Where the offending behaviour is of such a nature that it may result in suspension or expulsion, the student will be:

- a) Informed of the alleged infringement;
- b) Informed as to who will make the decision on the penalty;
- c) Informed of the procedures to be followed, which will include an opportunity to have a parent/carer present when responding to allegations;

- d) Afforded a right of review of appeal.
3. The Principal will investigate the circumstances surrounding the issue. If deemed necessary, the Principal may direct the student not to attend school while the investigation takes place. An investigation will include the student and parents/carers being provided with information about the nature of the allegations and being given an opportunity to respond.
 4. The Principal will reach a preliminary decision in relation to the allegation and any proposed penalty and advise the student and parents/carers of the view. If necessary the Principal will consult with the Parish Priest before making the preliminary decision.
 5. The student and parents/carers will be advised that if they wish this preliminary decision to be reviewed, they may make an application for a review to the Principal and submit any information they want to be considered in the review process.
 6. The Principal will then either confirm the preliminary decision as final decision or amend the preliminary decision based on the additional information provided. The Principal will advise the student and parents/carers of the final decision.
 7. The decision made by the Principal will be final.