**Sanctions Policy for Coosan National School**

Sanctions are used in a corrective way and are intended to help the child to change and improve his or her behavioural patterns. The nature of the misbehaviour and the age of the child will determine the strategy to be employed.

**Disciplinary Actions and Sanctions to deal with Bullying:**

**This document must be read in association with our Anti-Bullying Policy.**

Bullying is a serious misdemeanour and the sanctions applied are the same as those listed below for serious misdemeanours.

* Apology to the victim.
* A record is kept. Pupil/s write an account of the incident/s that lead to the Bullying behaviour and what they have learned from this episode in their lives – parent(s)/guardians must sign this.
* Pupils may be removed from activity if endangering self or others.
* Pupil is sent to Principal/Deputy Principal and made aware that suspension could be a possibility.
* In cases where it has been determined that bullying behaviour has occurred the Principal/Deputy Principal informs parent(s)/guardians.
* Suspension procedures may follow if deemed necessary by the school authorities.

**Disciplinary Actions and Sanctions to deal with Misdemeanours:**

The degree of misdemeanours i.e. minor, serious or gross, will be judged by the teachers and/or Principal based on a common sense approach with regard to the gravity/frequency of such misdemeanours.

**Examples of Minor Misdemeanours:**

Interrupting class work / arriving late for school / running in school building / not listening and speaking out of turn / leaving seat without permission at break or lunch time / placing unfinished food in bins / leaving litter around school / not wearing correct uniform / being discourteous or unmannerly / not completing homework without good reason/ bringing sweets and bars to school /wearing jewellery (Jewellery is not allowed except for one small stud earring in the bottom of each ear and a watch) wearing make-up / belongings not named / unsuitable hairstyles / not bringing explanation notes for absences and homework / cycling in school grounds.

**Examples of steps to be taken by teachers when dealing with Minor Misdemeanours:**

* The class teacher will normally deal with minor misdemeanours.
* Verbal reprimand and reasoning with the pupil, including advice on how to improve, setting realistic targets.
* “Time out” from friends and others (to reflect on the misbehaviour)
* Loss of privileges such as “Golden Time”, extra recreation time etc.
* Noting incidence of yard misbehaviour in yard book.
* Note in homework journal or other to parent(s)/guardians.

**Examples of steps to be taken when dealing with REGULAR occurrences of Minor Misdemeanours:**

* A record is kept of regular instances of misdemeanour.
* Following **three** instances of misdemeanour the pupil is sent to Principal/Deputy Principal.
* The child may receive detention (supervised) with written work.
* Class teacher meets with parent(s)/guardian. Details of all misbehaviour will be given to parent(s)/guardians.

**Examples of Serious Misdemeanours:**

Bullying / constantly disruptive in class / telling lies / stealing / damaging or interfering with another person’s property / back answering a teacher / leaving school premises during school day without appropriate permission / using or writing unacceptable language / eating chewing gum / deliberately injuring a fellow pupil or partaking in any activity which would put themselves or others in danger / misuse of fire equipment / bringing in mobile phones without permission.

**Examples of steps to be taken when dealing with Serious Misdemeanours:**

* Pupil is sent to Principal / Deputy Principal.
* Principal / Deputy Principal contacts parent(s)/guardians.
* Pupils may be removed from activity if endangering self or others.
* The child will write an account of what they have done. They may receive detention (supervised) with written work. Temporary separation from peers, friends and others may also occur.
* A record is kept of all serious misdemeanours.

**Examples of Gross Misdemeanours:**

Deliberately vandalizing school property / aggressive, insulting, threatening or violent behaviour towards any person.

**Examples of steps to be taken when dealing with Gross Misdemeanours:**

* Principal / Deputy Principal contacts parent(s)/guardians immediately and parent(s)/guardians will be called to meet the Principal in the school.
* While waiting for the parents’ presence in the school or while the discussion is taking place, the child may be removed from class and placed in another classroom with written work to do. The child writes an account of what happened and how they will behave in the future. The Board of Management has authorised the Chairman or Principal to sanction an immediate suspension following discussion with the parent(s) / guardians. If the parent(s)/guardians do not attend the meeting, the pupil may be suspended and parent(s)/guardians informed by letter.
* A record is kept of the incident.
* Suspension or expulsion may be considered.

**Suspension:**

While the Board of Management has the authority to suspend, The Board of Management of Coosan National School has delegated this authority to the Principal, for a period of up to three days. The BOM has also authorised the Principal, with the approval of the Chairperson of the Board, to impose a suspension of up to five days in circumstances where a meeting of the Board cannot be convened in a timely fashion. The BOM has placed a ceiling of ten days on any one period of suspension imposed by it.

**Immediate Suspension:**

In exceptional circumstances the Principal may consider an immediate suspension to be necessary. Where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school, or any other person.

**‘Automatic Suspension’:**

The Board of Management may decide, as part of the school’s policy on sanctions, and following the consultation process with the Principal, Parent(s)/Guardians, Teachers and Students, that particular named behaviour incur suspension as a sanction.

The following procedures will be followed in Coosan National School.

* An investigation of the facts to confirm serious misbehaviour.
* Parent(s) / guardians will be informed by phone or in writing about the incident.
* Parent(s) / guardians will be given an opportunity to respond.

If suspension is still decided upon, the Principal will notify the parent(s)/guardians in writing of the decision to suspend.

This letter will confirm the following:

* The period of the suspension and the dates on which the suspension will begin and end.
* The reasons for the suspension.
* Any study programme to be followed.
* The arrangements for returning to school, including any commitments to be entered into by the student and the parent(s)/guardians.
* The provision for appeal to the Board of management.
* The provision for appeal to the Secretary General of the DES. (Only where the total number of days for which the student has been suspended in the current school year reaches 20 days).
* Where the cumulative total of days reached is 26, the NEWB will be notified.

**Records and Reports:**

Formal written records will be kept of:

* The investigation (including notes of all interviews held).
* The decision-making process.
* The decision and rationale for the decision.
* The duration of the suspension and any conditions attached to the suspension.

**Expulsion:**

Procedures in respect of expulsion:

* A detailed investigation carried out under the direction of the Principal.
* A recommendation to the BOM by the Principal.
* Consideration by the BOM of the Principal’s recommendations and the holding of a hearing.
* BOM deliberations and actions following the hearing.
* If BOM is of the opinion that the student will be expelled, the Board must notify the Educational Welfare Officer (EWO) in writing, of its opinion and the reasons for this opinion. The intention to expel a student does not take effect until 20 school days have elapsed after NEWB have received written notification. The NEWB will be notified using a **Notice of Intention to Expel form** which is available on [www.schoolreturn.ie](http://www.schoolreturn.ie) or from the helpline

(1890 36 3666). This form will be completed and sent to **School Return Section, National Educational Welfare Board, 16-22 Green Street, Dublin 7.**

* Consultations arranged by the EWO.
* Confirmation of the decision to expel.

**Appeals:**

Parent(s)/guardians may appeal a decision to expel to the Secretary General of the Department of Education and Skills (Education Act 1998 section 29).

Success Criteria: (by which the policy will be judged)

* Atmosphere of discipline within the school.
* Children are aware of school rules.
* Staff apply school rules.
* Growth in self discipline.
* Co-operation between parent(s)/guardians, teachers and pupils in maintaining the code.
* Comments or compliments on behaviour.
* Children working to the best of their ability.
* Class working to the best of their ability.
* Improvements in behaviour.

**Monitoring and Review:**

Each staff member is responsible for the implementation of the Code of Behaviour and Anti-Bullying Policy. Within the classroom the teacher monitors his/her class. Teachers consider themselves responsible for the behaviour of children with sight or sound of them and respond to any instance of unacceptable behaviour. The Principal is responsible for monitoring and reviewing Policy at staff level on a regular basis and reports any review the staff deem necessary to the Board of Management.

The Board of Management (BOM) has ultimate responsibility for discipline in the school under its management and a duty to ensure that a fair code of discipline applies therein. The BOM will ensure the Code of Behaviour and Anti-Bullying Policy is reviewed yearly or more often if the need arises.

Drafted by Middle Management September 2013.

Approved by Staff October 2013.

Approved by Board of Management October 2013.

Approved by Parents’ Association \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_