

Coláiste Íde CFE, Finglas, Dublin 11

Whole School Policy on Discipline

Relationship to College Mission Statement

The College Mission Statement:

Coláiste Íde seeks to provide a school of excellence in which each individual student and staff member may reach his/her full potential in a welcoming, supportive and safe environment.

A fair discipline policy facilitates the creation of an environment conducive to the holistic development of each member of the college community.

The College Discipline Policy aims to support students in the creation of their goals, be they educational, personal or vocational. The Policy aims to protect the dignity of each member of the college community and foster an atmosphere of trust and co-operation.

Rationale

Discipline procedures are only used when a student has failed to respond to advice or warnings from college staff.

Discipline procedures are then invoked to support the student who has failed to cope with the behavioural expectations necessary for satisfactory participation as a student of a College of Further Education.

Procedures are then invoked to protect the rights of other students or staff to a supportive, safe environment where each person can reach his or her full potential.

Goals and Objectives of the Policy

To promote high expectations of student behaviour

To support students who do not meet the challenges associated with student membership of a College of Further Education.

To encourage students to take responsibility for their own behaviour

To facilitate effective teaching and learning for all staff and students in a productive and safe learning environment

To maintain class morale and performance

To protect the rights of compliant students who are motivated to succeed

To prepare students for the workplace by encouraging appropriate behaviour in all aspects of college life

Procedures

The College will ensure compliance with the COLAISTE IDE DRAFT CODE OF CONDUCT and all CDVEC Rules, Regulations or Orders through the following Discipline Process:

The College will adopt a Joint Problem-Solving approach when breaches of discipline occur.

This Joint Approach will take the form of Progress Review Meetings.

A Progress Review Meeting (PRM) consists of a meeting with the Head of Department and the Class Teacher or any other subject teacher who needs to be present, along with the student.

A whole class PRM takes place towards the end of each academic term. These meetings are to facilitate positive reinforcement for all members of the class group. A half-day is required to facilitate this process.

Progress Review Meetings

Unacceptable behaviour is brought to the attention of the Head of Department/ Deputy Principal through the following process:

1. In the first instance of unacceptable behaviour the teacher will issue a verbal warning, which should be recorded in the student file held in the Discipline filing cabinet in the Staffroom This should be communicated privately to the student at the end of class.
2. The teacher may issue further verbal warnings until, in his or her professional judgement, a written report to the student file is required. After three verbal warnings a written warning is required. All of these are recorded in a Written Report and kept in a Student File. A Written Report is a standard form, devised by the Discipline Committee and subject to change from time to time following consultation with staff.
3. A copy of the Written Report is attached to the Class Progress Review File, held in the Staffroom. The teacher keeps a personal copy also. The student should sign the Written Report form. A

member appointed from the Senior Management Team (Principal, Deputy Principal and Assistant Principals) will be responsible for maintaining the file(s).

4. When three (3) forms or entries are attached to the Student's File the Head of Department calls a PRM. In the event of an appeal the college's normal appeal procedure will be followed.
5. The PRM takes a Joint Problem Solving approach to the issue, based on professional discussion. Decisions are recorded and a Review Date is agreed. Suggested time guidelines for PRMs are:

5 minutes information

10 minutes discussion

5 minutes strategy

These times may be adjusted depending on the nature of the PRM.

6. PRMs are only called if reporting procedures have been followed. Meetings are not called on the basis of verbal requests from teachers.
7. The Head of Department will (as soon as is practicable) arrange the time, date and venue of the PRM meeting. The Head of Department should notify the student in writing regarding the PRM and should inform the student of their right to be accompanied to the meeting by their Class Rep.
8. Students may not engage in any discussion/argument regarding the issuing of a Written Report. Specific note should be taken, in relevant section of the Written Report, if any such dispute occurs.
9. Any behaviour that, in the professional judgement of the teacher, interferes with teaching or learning is grounds for the issuing of Verbal/Written Report. When a verbal warning is given it is recorded on the Written Report. Written Reports may be withdrawn following a PRM, if agreed.
10. Extreme behaviour, as defined by the Principal (or contained in the Draft Code of conduct) will supersede these procedures.
11. Progress Review Files must be consulted when student references are sought. Improvements should be noted on the File following a PRM Review Date. All Review decisions must be recorded.

Implementation Programme

1. A Training Programme for all teachers regarding the implementation of the new Discipline Policy and Procedures will be organised by the Discipline Sub-Committee and the School Development Committee. This Training Programme will be an immediate priority of the School Development Planning Committee in the next session (September 2005)

2. A Comprehensive Induction Programme on the College Discipline Policy will be delivered to all class groups in September 2005 prior to commencement of classes and prior to commencement of class in all future sessions
3. An agreed system for reporting breaches of discipline to Heads of Department will be established before commencement of classes in September 2005. It is the responsibility of Heads of Department to check this regularly
4. An agreed system for Individual Student Progress Review Meetings will be in place prior to commencement of classes in September 2005 and all future sessions
5. An agreed system will be established related to Class Progress Review Meetings in order to provide an opportunity for positive re-enforcement for the majority of students whose performance and participation is satisfactory. This meeting will take place no later than the 4th week of formal classes.

Responsibility for Implementation Procedures

From October 27, 2006 all responsibility for the implementation of the Discipline Policy will lie with the Senior Management Team. A copy of this policy will be posted on the shared drive.

Review Procedures

1. First Review

The School Development Planning Committee will arrange for an outside Facilitator to organise a Review of the Discipline Policy, its Procedures, its Implementation and any Monitoring Activities employed in the College in relation to delivery of the policy.

2. Further monitoring as directed or advised by the Facilitator of the First Review

Time Frame

- 1) The Policy will be presented to the Staff at the June School Development Planning Day
- 2) The Policy will come into force as soon as it has been endorsed by (1) The Teaching Staff of Coláiste Íde CFE (2) The Advisory Sub-Committee to the City of Dublin VEC (3) City of Dublin VEC
- 3) The Discipline Policy will not be implemented until (1) Staff training is delivered (2) Not prior to first class meetings of September 2005
- 4) The Policy will be subject to on-going monthly review by the Sub-Committee and will be subject to a Review by an outside Facilitator no later than March 2006

Equality Aspects

This Discipline Policy applies equally to every member of the student body in Coláiste Íde. Staff Training will include education in relevant national legislation and CDVEC guidelines and regulations. Coláiste Íde is committed to ensuring equality of treatment for all students. The college endeavours to consult the student representative body in the further development of the Discipline Policy.

Record Keeping

Records at the end of each academic year will be archived and kept in accordance with the provisions of the Data Protection Act.

Ratified by teaching staff of Coláiste Íde CFE: 2nd June 2005

Ratified by the Coláiste Íde Advisory Sub-Committee to CDVEC: 7th June 2005

Facilitator and staff's recommendations ratified by teaching staff of Coláiste Íde CFE: 27th Oct 2006

Ratified by the Coláiste Íde Advisory Sub-Committee to CDVEC 13th Dec 2006