

GRID OF POSSIBLE MISCONDUCTS AND SANCTIONS

	Misconduct	Possible Sanctions
Low level	Occasional non-presentation of homework Occasional/once-off forgetting equipment/work Occasional talking Swinging on chair Uniform Late for class	Visual warning (e.g. approach student, eye contact) Verbal warning Written warning Take journal Ask student to suggest sanction Extra work – to be presented the following day Penalty sheets Pay back time (on days when students are not due to be present) Seating plan – move seat
Mid level	Persistent low level Any regular offence from list above	Use of referral system after 3 misconducts and actions taken Community service/clean-up (**) Detention(**) Note in journal Informal word to tutor/year head Time-out Removal of privileges (e.g. having to sit outside staffroom during breaktime) Placed on report by year head
High level	Smoking (illegal) Saying 'no' to teacher Direct challenge to staff Consistent mid level or low level misconduct Violent or bullying behaviour Absent from school without permission	Use of emergency path of referral system where appropriate Removal of privileges Pay back time Application of Anti-bullying policy for bullying behaviour Suspension by Principal/Deputy Internal time-out (shadowing student/tutor/year head) Expulsion by Principal/Board of Management

*** Detention, community service or clean-up must be under the supervision of a member of staff and students must be supplied with appropriate equipment (e.g. gloves). Please do not leave students unsupervised in any room. One day's notice should be given to students when put on any type of detention.*

Some misconducts carry agreed sanctions: Smoking – €5 fine administered by Year Head
Chewing gum – €5 and clean-up duty administered by Deputy Principal. Fines should be handed into the front office. Possession of mobile phone – confiscation and given to year head: 1st offence – return to student as soon as practicable; 2nd offence – return to parent as soon as practicable; subsequent offence – return to parent at the end of the current term.