



LADDER OF REFERRAL FOR CODE OF BEHAVIOUR

Type of Violation	Action by	Sanctions
<ul style="list-style-type: none"> ● No Books ● No Homework including project work ● Talking ● Late for class ● Chewing Gum ● No Homework Journal ● Serious Behaviour Issues: ● Defiance ● Un-co operative in class 	Subject Teacher	<ul style="list-style-type: none"> ● Verbal Warning ● Violations of all such offences opposite should be recorded in Journal and relevant punishment given and a request made for Parent/Guardian to sign ● Extra Work ● Phone – Call home ● Call in Parent/Guardian (if desired) and meet with Year Head if required (Serious issues should also be recorded on a Discipline Form and given to Year Head)
<ul style="list-style-type: none"> ● When 3 breaches of the Code have been recorded 	Year Head	<ul style="list-style-type: none"> ● Year Head speaks with student ● Note sent to parents by Year Head via VS Ware advising that student has been spoken to
<ul style="list-style-type: none"> ● 3 more breaches of the Code have been recorded 	Year Head	<ul style="list-style-type: none"> ● Meeting with Parent/Guardian Detention ● Report Card



Recurrence of breaches of the Code	Principal & Deputy Principal	<ul style="list-style-type: none"> • Meeting with Parent/Guardian Possible Suspension • Sometimes refer to BOM
Smoking/Vaping	Principal & Deputy Principal	<ul style="list-style-type: none"> • Suspension for 2 days • Repeated offence: Suspension for 3 days
Acts of aggression/violence	Year Head and Principal & Deputy Principal	<ul style="list-style-type: none"> • Meeting with Parent/Guardian Detention (where applicable) Suspension and/or refer to BOM
Bullying	Year Head and Principal & Deputy Principal	<ul style="list-style-type: none"> • Meeting with Parent/Guardian Possible Suspension (see Anti Bullying Policy)
Drink/Drugs	Year Head and Principal & Deputy Principal	<ul style="list-style-type: none"> • Meeting with Parent/Guardian Suspension and/or refer to BOM Possible expulsion
Vandalism	Year Head and Principal & Deputy Principal	<ul style="list-style-type: none"> • Meeting with Parent/Guardian Fine/ Repair • Detention/suspension
Uniform	All Staff	<ul style="list-style-type: none"> • Verbal Warning • Exclusion from class • Detention for more than 3 breaches of uniform code • Meeting with Parent/Guardian



Please note that movement up the ladder is mainly for behaviour offences. Persistent minor offences should be dealt with by the subject teacher. However, failure to solve such issues at this level should be brought to the attention of the Year Head.

If an incident is deemed serious by the subject teacher and Year Head and is brought to the attention of the Principal – suspension could arise at Stage 1, 2, 3 or 4 also.

SANCTIONS AND INTERVENTIONS

Please note that Cistercian College has a “ladder of referral” system and for the most part all misbehaviours will be dealt with by this system. However should an incident occur such as serious verbal or physical abuse of any person in the school community, theft, alcohol or drug abuse then these behaviours will automatically be reported to the Deputy Principal.

The Subject Teacher may use any or all of the following sanctions/interventions

- Reasoning with a student
- A firm reprimand
- A note to parents via VS Ware
- Self reflection against the College values statements
- Letter of apology required for poor behaviour
- A phone call/meeting with Parents/Guardians
- Referral to school Year Head

The Year Head may use any of the above sanctions/interventions plus those listed below.

- Withdrawal of privileges
- Detention
- Agree an improvement plan
- Referral to Chaplain
- Referral to Deputy Principal

The Deputy Principal may use any of the above sanctions/interventions plus those listed below.

- Arrange meeting with student, parents and Year Head
- Seek cost of repair of damaged property from student
- College Community Work
- Referral to Principal
- External Suspension (in consultation with the principal)

The Principal may use any of the above sanctions/interventions plus those listed below.

- In all cases of external suspension the Principal will inform the Board of Management.



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Parents have a right to appeal the decision to suspend their son to the Board of Management.

- The Principal may refer the student to relevant authorities, including the Gardaí
- The Principal may refer the behaviour of the student to the Board of Management.

DISCIPLINARY STRUCTURES

- The Subject Teacher is responsible for good order and discipline in his/her own class. He/she will ensure that school rules and standards are maintained at all times.
- The Tutor: Each class has a tutor whose role is mainly a pastoral one. This teacher takes a special care and interest in all that concerns the student's well-being as a member of that roll class and as a member of the school community. If a student has any problem or difficulty, she should approach the tutor who will deal with the matter or refer it to the appropriate authority.
- The Year Head has overall responsibility for discipline in a year group. Repeated instances of misbehaviour or serious breaches of discipline are reported to the year head, who will deal with them in a manner that he/she considers appropriate. The year heads meet weekly with the Principal and Deputy Principal and work closely with them.
- The Deputy Principal works in consultation with the year heads on discipline matters. Only the Principal or Deputy Principal may sign a note giving permission to a student to leave the school at any time.

In the absence of the Principal the Deputy Principal is responsible for the running of the school. In the absence of both Principal and Deputy Principal, this responsibility will be delegated to one of the Year Heads.

- The Principal has overall responsibility for the running of the school and is available, by appointment, for consultation with staff, parents and students.
- School Management reserves the right to amend these rules at any time in accordance with the School's Mission Statement, policies and aims.