

# SHIMNA INTEGRATED COLLEGE

## SUMMARY DISCIPLINE POLICY

*Parents/guardians should note that this is a summary statement of the college's Discipline Policy. The detailed policy document is available on the college website or, on request, from the college office.*

### **1 Introduction**

#### **(a) Principles**

The discipline policy of the college arises out of its "Agreed Statements" which are the guiding principles of the college. The purpose of this policy and its implementation is to provide a safe and secure environment which will allow the students to develop as responsible, caring, empathetic and autonomous people. Our policy will be successful only if it enables students to establish good relationships, achieve self-esteem and self-discipline and respect for others. The purpose of the policy is to effect change rather than to punish.

#### **(b) General Approaches to Discipline in the College**

Approaches to discipline are preventative rather than remedial. We seek ways to live and work well together. To achieve this aim, teachers will get to know the students and their circumstances and take a personal interest in them, liaising with form teachers to do so. The pastoral care system of the college underpins our positive approach to discipline.

#### **(c) Responsibility for Discipline**

Although the Board of Governors, as part of their pastoral responsibilities, have a common law duty of care towards the students, as well as a statutory responsibility for discipline and good behaviour in the college, the principal has ultimate responsibility for discipline, and for the implementation of this policy, in the college. Students are encouraged to take responsibility for their own behaviour.

### **2. Elements Of Positive Discipline**

The following are regarded as important elements of our positive approach to discipline:

- the development of students' self-esteem;
- recognition of the rights and responsibilities of students, staff and parent(s)/guardian(s);
- quality relationships at all levels within the college;
- actively creating success for students;
- praise for students efforts and successes;
- consistency in approach; and
- regular attendance by students.

### **3. Measures For Monitoring, Encouraging And Ensuring Positive Behaviour And Maintaining Good Discipline**

The college has a wide range of measures in place that contribute to positive behaviour and discipline in the college. They include the use of achievement slips and certificates;

congratulatory comments from staff; celebrating achievement eg in registration and assemblies; letters or telephone calls to parent(s)/guardian(s) to celebrate success and progress; and Parents' Council Awards in which all kinds of success are celebrated; and the use of daily report and the behaviour contract.

#### **4. Rules And Procedures**

The college expects students and staff to make good judgments about behaviour and working together on the basis of good sense. In addition to this, rules have been established in relation to:

- smoking and drugs;
- wearing college uniform;
- bullying;
- use of mobile phones;
- chewing gum in class or in the college buildings; and
- other behaviour that negatively affects the learning or well-being of others.

Procedures that teachers use include the following:

- Daily Report
- Use of:
  - the class book;
  - achievement slips;
  - postcards home for achievement;
  - concern slips; and
  - the homework diary

The principal has the power to suspend a student whose behaviour is considered to be unacceptable and, in the case of persistent unacceptable behaviour, to recommend the expulsion of a student to the Chair of the Board of Governors. The procedures for dealing with the suspension and expulsion of students is detailed the college's Scheme for Suspension and Expulsion.

#### **5. Use Of Reasonable Force**

Article 4 of the Education (Northern Ireland) Order 1998, clarifies the powers of members of staff of a grant-aided school regarding the use of "reasonable force". The college will adhere to the guidelines on reasonable force contained in the "Reasonable Force" document issued by the Department of Education, the Education and Library Boards, and the CCMS.

#### **6. Other Relevant Matters**

As college discipline and student behaviour are such important matters, the principal will ensure that appropriate procedures are in place in relation to:

- the keeping of objective, factual and accurate records of disciplinary incidents;
- the confidentiality of records;
- college-based and externally-provided staff development and in-service training in relation to disciplinary matters; and
- monitoring and evaluating college discipline and student behaviour.

### **7. Complaints Procedure**

Parents/guardians who have a complaint in relation to college discipline, should contact the principal. If they are not satisfied with the outcome, they may refer the matter, in writing, to the chairperson of the Board of Governors who will deal with the matter as promptly as possible. The college Complaints Policy is available on the college website or, on request, from the college office

### **8. Conclusion**

The college takes seriously its responsibilities with regard to discipline and student behaviour. The principal will work with staff, students, parents/guardians, governors and external support agencies to ensure the effective delivery of its discipline policy.

**The Board of Governors agrees with, and fully supports the contents and implementation of this policy.**