

## CODE OF BEHAVIOUR

### 1. AIMS

- a) In devising the code, consideration has to be given to the particular needs and circumstances of this school. The aim is to create an ordered and orderly environment in which pupils can, through developing self-discipline, feel secure and make progress in all aspects of their development.
- b) Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school.

### 2. PRINCIPLES

- a) The school recognises the variety of differences that exist between children and the need to tolerate these differences.
- b) It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff and between staff, parents and pupils.
- c) Every effort will be made to ensure that the code of discipline is implemented in a reasonable, fair and consistent manner.

### **3. SCHOOL VISION STATEMENT**

- a) Our school is a happy, caring, safe and creative community where we actively seek to understand, accept and respect each individual.
- b) We work together to consistently create a positive environment in which all can enjoy a full and rounded learning experience.
- c) We are committed to providing the life skills and knowledge necessary for all in our community to achieve their full potential.

### **4. SCHOOL RULES**

#### **4.1 Safety:** *For my own safety and that of others-*

- a) I should be careful coming to and going from school
- b) I should always walk while in the school building
- c) I should remain seated, at all times, in class and while eating lunch
- d) I should always show respect for my fellow pupils
- e) Bring a note of explanation following absences on the standard form signed by my parent / guardian
- f) I should never leave the school grounds without the permission of a member of the teaching staff
- g) I must always use the designated entrances/exits and footpaths
- h) I must always walk carefully and sensibly in my line

#### **4.2 Caring for myself:**

- a) I should respect myself and my property always keeping my school bag, books and copies in good order
- b) I should always be in school when the bell rings at 8.40a.m.
- c) I should show respect for my school and be proud to wear the complete school uniform every day
- d) I should always be aware of my personal cleanliness.
- e) I should always bring a sensible, nutritional lunch to school: crisps, minerals, sweets and chewing gum are not permitted
- f) I should always do my best in school by listening carefully, working as hard as I can and to my potential

#### **4.3 Caring for others:**

- a) I should be kind and respectful to all school staff and fellow pupils by being mannerly and polite, by taking turns and by remaining silent and orderly in my class line
- b) I should behave well in class so that my fellow pupils and I can learn
- c) I should always keep my school clean by bringing unfinished food and drinks, cartons, wrappers, etc. home
- d) I should show respect for the property of my fellow pupils, the school property, buildings and grounds
- e) I should always be truthful and honest at all times

#### **4.4 Bullying:**

I should never bully others. I should never allow others to bully me and if it happens I should tell my parents and my teacher. Bullying is always unacceptable. In cases of alleged/suspected bullying it should be the alleged/suspected bully who would be required to leave the classroom first, at dismissal, and not the alleged/suspected victim. The school operates an Anti-Bullying Policy. Scoil Bhríde N.S. is a 'bully-free' zone.

#### **4.5 Child Protection:**

The Board of Management of Scoil Bhríde N.S., Portlaoise has adopted the Department of Education & Science child protection guidelines and procedures as school policy.

### **5. CLÁR AMA NA SCOILE**

School begins:	All Classes	8:40a.m.
School closes:	Infants	1:20p.m.
	Other Classes	2:20 p.m.

### **6. HOMEWORK**

It is the policy of the school to assign homework on a regular basis. Parents/Guardians are strongly advised to take an active interest in their child's homework and to sign their Homework Journal each night (ensuring that it is done). Homework, once given, is the responsibility of parents/guardians.

### **7. STRATEGIES FOR PROMOTING POSITIVE DISCIPLINE**

**Praise may be given by means of any of the following (not necessarily in order):**

- A quiet word or gesture to show approval
- A comment in a pupil's exercise book
- A visit to another member of staff or to the principal for commendation inc. Pupil of the Week
- A word of praise in front of a group or class
- A system of merit marks / Homework Vouchers
- Delegating some special responsibility or privilege
- A mention to parent, written or verbal communication
- The School Completion (SCP) Co-ordinator supports pupils' participation and retention in school
- The Home School Community Liaison (HSCL) Co-ordinator supports pupils through working with their families

## **8. DISAPPROVAL OF UNACCEPTABLE BEHAVIOUR**

### **Disapproval of unacceptable behaviour will be dealt with as follows:-**

Unacceptable behaviour can be of a **minor, serious** or **gross** nature

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. The nature of the behaviour will determine the measures to be taken whether minor, serious or gross as will any diagnosed special needs a child may have in the area of behaviour [eg. ADD / ADHD, ASD etc.]. Sanctions will not include the withdrawal for a class, in the form of a blanket sanction, of curricular areas eg. Visual Arts / Physical Education.

### **8.1 MINOR MISDEMEANOURS**

#### **8.1.1 Examples of minor misdemeanours:**

- ❑ Interrupting class work
- ❑ Running in school building
- ❑ Talking in class line
- ❑ Leaving seat without permission at lunch-time
- ❑ Being discourteous/unmannerly

#### **8.1.2 Process to be followed:**

- a. Teacher observes misconduct or receives a report of alleged misconduct
- b. Teacher investigates report of alleged misconduct: speaking with pupil concerned and other children and/or staff, as appropriate
- c. Teacher may, depending on the frequency of the minor misdemeanour, refer the matter to the deputy principal
- d. If referred to deputy principal, the deputy principal will investigate the report of repeated minor misconduct: speaking with the teacher reporting, the pupil concerned and other children and/or staff, as appropriate
- e. When referring a pupil to the deputy principal the teacher must use and record the incident in the class behaviour record book.

### **8.1.3 Measures that may be taken when dealing with minor misdemeanours:**

- Verbal reprimand / reasoning with pupil

### **8.1.4 Measures that may be taken when dealing with regular occurrences of minor misdemeanours**

- Time Out: temporary separation from peers
- Note home to be signed by parent and returned to the school
- Class teacher meets one/both parents
- Detention during break times – writing of relevant rule and letter regarding detention to be sent to parent/guardian by class teacher
- A note will be sent home following three detentions in a four week period, warning of suspension where 4 detentions in a four week period will lead to a suspension of one day
- Send to deputy principal
- Deputy Principal meets one/both parents concerning behaviour
- Daily Report to be signed by parent
- Withdrawal of privileges, eg. representing the school on school teams, school/class tours etc.
- Remaining at school administrative area during break(s)
- Walking with supervising teacher on class yard zone for a specified period of time.

## **8.2. SERIOUS MISDEMEANOURS**

### **8.2.1 Examples of serious misdemeanours**

- ❑ Not wearing correct uniform
- ❑ Endangering self/fellow pupils in the school yard at break-time
- ❑ Constantly disruptive in class
- ❑ Telling lies
- ❑ Stealing
- ❑ Damaging other pupil's property
- ❑ Back answering a teacher
- ❑ Leaving school premises during school day without appropriate permission.
- ❑ Using abusive/insulting language

### **8.2.2 Process to be followed:**

- a. Teacher observes misconduct or receives report of alleged serious misconduct
- b. Teacher investigates report of serious misconduct: speaking with pupil concerned and other children and/or staff, as appropriate
- c. Teacher refers the matter to the deputy principal
- d. The deputy principal will investigate the report of serious misconduct - speaking with the teacher reporting, the pupil concerned and other children and/or staff, as appropriate

### **8.2.3 Measures that may be taken when dealing with serious misdemeanours:**

- Teacher reprimands pupil
- Noting instance of serious classroom misbehaviour in class behaviour record book
- Send to deputy principal
- Deputy Principal telephones and/or sends note in to be signed by parent
- Deputy Principal meets with one/both parents
- Withdrawal of privileges, eg. representing the school on school teams, school/class tours etc.
- Walking with supervising teacher on class yard zone for a specified period of time.
- Pupils may be excluded from activities including playground, where there is a high risk to the safety of other pupils, and the procedure will be to notify parents in advance
- A note will be sent home following three detentions in a four week period, warning of suspension where 4 detentions in a four week period will lead to a suspension of one day
- Principal/ deputy principal and/or Chairperson may impose a Suspension, in accordance with the provisions of the Education (Welfare) Act 2000, from school for up to 3 days in any one suspension period.

- Parents of the child will be informed in writing by the principal or chairperson of the reason for suspension and the duration of the suspension.

-A meeting will be arranged for the morning of return from suspension between parents/guardians/child and school personnel.

-Pupils may be given work to complete while on suspension from school. This may be delivered home via the school's School Completion Coordinator.

- The child must be accompanied by a parent/guardian to the deputy principal's office, on the morning of return from suspension, before returning to class. If written work has been prescribed for the pupil during the suspension and if it is not completed, the pupil will return home with the parent and will not return to school until the work has been completed.

- Chairperson of Board Of Management informed and parents requested to meet with member(s) of the Board of Management and Principal

### **8.3 GROSS MISDEMEANOURS**

#### **8.3.1 Examples of Gross Misdemeanours**

- ❑ Bullying
- ❑ Deliberately injuring self / fellow pupil
- ❑ Bringing weapons to school
- ❑ Setting fire to school property
- ❑ Aggressive, threatening or violent behaviour towards a staff-member, pupil, parent or visitor
- ❑ Deliberately leaving taps/fire hose turned on

#### **8.3.2 Process to be followed:**

- a. Teacher observes gross misconduct or receives report of gross misconduct
- b. Teacher carries out preliminary investigation of report of gross misconduct - speaking with pupil concerned and other children and/or staff, as appropriate
- c. Teacher refers the matter to the principal
- d. The principal will investigate the report of serious misconduct - speaking with the teacher reporting, the pupil concerned and other children and/or staff, as appropriate
- e. The principal will report the matter to the Chairperson of the Board of Management and/or to a meeting of the Board of Management, as appropriate

#### **8.3.3 Measures that may be taken when dealing with gross misdemeanours**

- Chairperson/principal/ deputy principal may sanction immediate suspension of up to 3 days to allow for discussion with parents to arrive at a resolution of the matter



- The Board of Management may consider and sanction a suspension of a further 5 days or in exceptional circumstances 10 days to allow for discussion with parents to arrive at a resolution of the matter

- Parents of the child will be informed in writing by the principal/ deputy principal or chairperson of the reason for suspension and the duration of the suspension.

- The child must be accompanied by a parent/guardian to the deputy principal's office, on the morning of return from suspension, before returning to class

- The Board of Management will consider and sanction Expulsion, in accordance with the provisions of the Education (Welfare) Act 2000

#### **8.4 Approach for investigations of misdemeanours: minor, serious or gross**

- It is important, when investigating incidents or reports of alleged minor, serious or gross misconduct to adopt a calm, unemotional problem-solving approach.
- Teacher / principal should, where possible, speak separately with the parties involved.
- Answers should be sought to questions of 'What, Where, When, Who, How and Why'

**It should be noted that these lists consist of examples only. It is not meant to be a totally comprehensive list of misdemeanours and procedural steps.**