

School Code of Discipline

INTRODUCTION

SCHOOL ETHOS

The ethos or climate of a school is a major factor in establishing and maintaining high standards of behaviour and discipline. This will involve a strong sense of community within the school and a high level of co-operation among staff and between staff, pupils and parents.

THE SCHOOL COMMUNITY

The central purpose of the Catholic School is the religious, moral, intellectual, physical and social education of the child. The Catholic School works at forming a community composed of students, teachers, parents, management and other staff, which –

- Seeks to live by Christian values
- Recognises the dignity of each individual
- Contributes to the building up of the local community
- Works for peace and justice in society

THE CODE OF BEHAVIOUR

- Behaviour in Class
- Behaviour in the playground
- Behaviour in the School Environment

GENERAL GUIDELINES FOR BEHAVIOUR

- All pupils are expected to behave in a responsible manner both towards themselves and others, showing consideration, courtesy and respect for other pupils and adults at all times
- Respect must be shown for the property of the individual and of the school at all times
- Attend school on time and with all necessary equipment
- Follow instructions from teachers.
- Wear full uniform (School tracksuit on P.E. and swimming days). Neat attire is expected at all times, including hair styles
- In the interest of hygiene and safety, jewellery and body piercing is discouraged. Pupils may be asked to remove items of jewellery in the interest of safety

- In the interest of encouraging healthy eating and of discouraging an accumulation of litter in the environs of the school, certain items are not permitted for pupil's lunches. E.g. fizzy drinks, bars, crisps, sweets or chewing gum. Parents may allow one small treat on a Friday, if they so wish
- Children will eat their lunch in class and therefore senior classes will not be permitted to bring food or drink out to the yard
- Pupils are encouraged to use roll on deodorants after P.E. and swimming and not aerosols
- The use of mobile phones/Ipods/MP3 Players/Gameboys etc. by pupils during school hours is totally prohibited. The School/B.O.M. accepts no responsibility for loss or damage to these items.

BEHAVIOUR IN CLASS

- Courtesy and respect for others is the basis for classroom behaviour where pupils will respect the rights of others to learn in a secure safe environment
- Pupils will be honest in their dealings with others.
- Pupils will complete assigned homework which may be oral/written, memorization or other tasks. Written work will be in a neat and presentable form
- Pupils will bring to school each day the books, copies, pens, pencils etc necessary to do their work properly. Pupils will take good care of these things
- Pupils are expected to keep their classroom and work space neat and tidy

SOME EXAMPLES OF MISBEHAVIOUR

- Causing disruption in class and distracting other children
- Not carrying out or not completing assigned work in a way that is expected
- Displaying cheeky or sulky behaviour
- Verbal or physical abuse of another child or teacher
- Stealing, ranging from minor pilfering to serious theft
- Making fun of other children
- Cheating or copying

BEHAVIOUR IN PLAYGROUND

The yard should be a safe place for children to play. The following activities are not permitted in the yard at any time

- Pupils must remain within view of supervising teachers/adults
- Pupils must show courtesy and respect to each teacher/adult on duty at all times
- Pupils must obey instructions given by supervising teachers/adults on duty immediately

- Pupils must remain in the section of the yard assigned to their class and not interfere with the games of other classes
- Pupils must not re-enter buildings without permission from the teacher/adult on duty
- Pupils must proceed to the yard in an orderly fashion without delay once the bell rings
- Pupils must line up quietly when bell sounds and walk back to classroom in an orderly fashion
- Pupils must not leave the school grounds without prior written parental permission and subsequent permission from person on duty or class teacher.
- Games considered to be dangerous to oneself or others, eg. fighting, kicking, pushing, knocking other children to the ground, sliding games, jockey backs or lifting other children, using abusive language, name calling etc.

USE OF SCHOOL YARD BEHAVIOUR BOOK

- Teachers will record playground misdemeanors in a behaviour book. If a pupil's name is entered in the School Yard Behaviour repeatedly Parents/Guardians will be notified. Sanctions will be imposed as necessary.
- Teacher on duty reports persistent minor offences and more serious offences to class teachers and record these in the yard discipline book. Principal is informed of behaviour which is likely to place pupils in danger, and where any display of disrespect of teaches/adults on duty is evident.

BEHAVIOUR IN SCHOOL ENVIRONMENT

- For reasons of safety and to minimise accidents, pupils will move about the school in an orderly manner
- Pupils will show respect for school property at all times

SOME EXAMPLES OF MISBEHAVIOUR

- Running on corridors, on stairs etc.
- Damage to school property
- Graffiti
- Theft of school property
- Shouting/talking in a manner that disrupts

SANCTIONS

- It is accepted that there is a need for sanctions to register disapproval of unacceptable behaviour. These, however contain a degree of flexibility to take account of individual circumstances. Misbehaviour, when it becomes apparent will be investigated immediately

- Sanctions make the distinction between minor and more serious misbehaviour clear to the pupils

POSSIBLE SANCTIONS FOR MINOR MISBEHAVIOUR

- In imposing a sanction, it is the misbehaviour which is unacceptable and not the individual.
- The pupil is made aware of the fact that his/her behaviour is unacceptable
- The child may receive a verbal reprimand from the teacher
- The teacher may discuss the misbehaviour with the pupil
- The seating arrangement in class may be changed
- A child may be temporarily separated from class group
- A note/comment may be written in child's homework journal to be signed by parents
- If a pupil is a source of danger/disruption to others or to himself, he/she may be removed from the activity in which he/she is involved
- A pupil may be detained during break-time under supervision
- Recompence is expected to be made by pupil/parent for deliberate damage to property
- If a misbehaviour occurs at lunchtime or any other time when another teacher is in charge, that teacher may impose a sanction and inform class teacher of same.

WHEN A BEHAVIOUR PROBLEM ARISES THE FOLLOWING PROCEDURE IS FOLLOWED

- The class teacher/adult in charge, deals with it and may impose a sanction.
- If the problem is not solved the class teacher may consult with the Principal and/or the parents of the child with a view of helping the child overcome the difficulty.
- If the problem persists or in the case of serious misbehaviour it may be necessary to have on-going discussions between the parent, teacher and Principal to monitor the situation – always with the objective of helping the child.
- A teacher will report repeated instances of serious misbehaviour to the principal, while at the same time keeping a written record of all such instances. This record will indicate the warnings and or advice given to the child on the misbehaviour and the consequences of its repetition. Pupils will be informed when instances on their part are being recorded. Parents will be kept fully informed from the outset of instances of serious misbehaviour on the part of their children.
- Parents shall be informed of their right to come to the school and be invited to do so in order to discuss the behaviour with the principal and/or class teacher.

- When there are repeated instances of serious misbehaviour the Chairperson of the Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson with the Principal and class teacher. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may have to be suspended for a temporary period. Suspension will be in accordance with the terms of Rule 13 (5) of the Rules of National Schools.
- In the case of gross misbehaviour the Principal shall request the chairperson of the Board to sanction an immediate suspension, pending a discussion of the matter with the parents
- Expulsion may be considered in an extreme case in accordance with Rule 130 (6).
- Every effort will be made to have an emotionally disturbed child referred for psychological assessment without delay.

MEANS OF COMMUNICATION BETWEEN PARENTS AND TEACHERS

A Teacher may communicate with Parents in the following ways:

- A note in the child journal
- A letter to parent
- Personal contact
- Parent/Teacher meetings
- The Principal contacts parents

A Parent may communicate with Teachers in the following ways:

- A note in the child's journal
- A Letter to the teacher
- Personal contact by prior appointment through the office
- Parent/Teacher meeting – by appointment
- A parent contacts the Principal

RESPONSIBILITY FOR DISCIPLINE

- The overall responsibility for discipline within the school rests with the principal. This responsibility will always be administered in a manner which is consistent and fair to all pupils. Each teacher has responsibility for the maintenance of discipline with his/her classroom while sharing a common responsibility for good order within the school premises. A pupil will be referred to the principal for serious breaches of discipline and for repeated incidents of misbehaviour.

- It is our belief that the most effective schools are those with the best relationships between staff, parents, pupils and the management. Therefore, all parties concerned will work towards developing this relationship for the good and welfare of each child and for the building up of a Christian environment in the school and for the growth and happiness of all concerned.
- Every effort will be made by the principal and staff to ensure that parents are kept well informed, that the school provides a welcoming atmosphere towards parents and that parents are not only told when their children are in trouble but also when they have behaved particularly well.
- A copy of this complete document will be forwarded to parents and guardians of pupils when the children first enter the school and an annual circular in relation to the general running of the school will be sent out at the beginning of the school year.
- This code will be reviewed at agreed intervals.

Code of Behaviour

Parents/Guardians who apply to enroll their child/ren will be given a copy of the Schools Code of Behaviour. A copy of School's Code of Behaviour will be attached to this policy document when revised (as required by the Education Welfare act 2000)

Monitoring/Evaluation/Review

Policy is reviewed annually or at other times if considered necessary.

SCHOOL POLICY ON BULLYING

1. Definition
2. School Ethos
3. Awareness
4. Procedures for reporting Incidents
5. Dealing with Bullying

1. Definition of Bullying

Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others

Isolated incidents of aggressive behaviour which should not be condoned can scarcely be described as bullying. However, when the behaviour is systematic and ongoing it is bullying

2. School Ethos

There must be created a positive school climate which focuses on respect for the individual which encourages trust, consideration, care and support for others.

As self-esteem is the single most influential factor in determining behaviour, teachers and parents/guardians should provide children with opportunities to develop a positive sense of worth. Techniques based on positive motivation and recognition have been shown to be more effective in promoting desired behaviour than methods that are based on threat and fear.

Pupils should be actively encouraged to report incidents of bullying – pupils should realize that they have a responsibility for the safety and welfare of fellow pupils.

A positive and caring ethos demands an anti-bullying policy.

3. Awareness

An awareness of bullying as a form of unacceptable behaviour will be created with school management, teachers, pupils and parents/guardians.

4. Procedures for Reporting Incidents of Bullying Behaviour

- (a) All reports of bullying no matter how trivial should be noted, investigated and dealt with by teachers. In that way pupils will gain confidence in “telling”. This confidence factor is of vital importance
- (b) Reports of bullying in the school yard should be noted in the yard book
- (c) Serious cases of bullying behaviour by pupils should be referred immediately to the principal
- (d) Parents of victims and bullies should be informed by teacher or principal and given the opportunity of discussing the matter
- (e) The class teacher is the appropriate person to whom parents can make their enquiries regarding incidents of bullying behaviour that have come to their attention through their children or other parents

- (f) It should be made clear to all pupils that when they report incidents of bullying they are not telling tales but behaving responsibly

5. Procedure for Dealing with Bullying

- (a) Incidents of bullying behaviour should be analysed in a calm manner, setting an example in dealing effectively with a conflict in a non-aggressive manner
- (b) If a group is involved, each member should be interviewed individually and then the gang should be met as a group
- (c) It is concluded that a pupil has been engaged in bullying behaviour and should be made clear that he/she is in breach of the Code of Behaviour and Discipline and efforts should be made to try to get him to see the situation from the victim's point of view
- (d) Teachers who are investigating cases of bullying behaviour should keep a written record of their discussions with those involved
- (e) The following steps may be followed in dealing with incidents of bullying:
- the bullied pupil will record the events in writing
 - the bully will also record the events in writing
 - the reports will be placed in the respective pupils files for a specified period of time
 - Where serious incidents of bullying occur parents will be informed and invited to discuss the matter
- (f) Parents will be provided with an opportunity to discuss bullying incidents with the class teacher/principal at an agreed time.
- (g) Sanctions will follow the same procedure as outlined in the Code of Discipline

The School emphasizes **PREVENTION** at all times