# Code of Discipline

**(Córas Smachta)**

**Draft reviewed 2017**

**This policy was ratified by the BoM in February 2017 and will be reviewed every September.**

1. **Aims:**
2. The aim is to create an orderly environment in which pupils can, through developing self-discipline, feel secure and make progress in all aspects of their development.
3. Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school. In so doing the emphasis will be on rewarding good behaviour as opposed to punishing inappropriate behaviour. Junior and Senior Infants are introduced to the Incredible Years programme and Scoil Dyna as part of the SPHE curriculum which promotes positive behaviour and encourages children to behave in a friendly and positive manner.
4. Please note these rules are for the good of all attending the school, both your child and all other children alike and it is presumed that staff/parents and guardians also adhere to the broader principles outlined below in an effort to lead by example.
5. **Principles:**
6. The school recognises the variety of differences that exist between children and the need to tolerate these differences.
7. 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.
8. Every effort will be made to ensure that the code of discipline is implemented in a reasonable, fair and consistent manner. This is best achieved through co-operation between parents and teachers.

**Seo na bun rialacha scoile:**

**Rialacha Scoile**

*Labhair Gaeilge i gcónaí*

*Bí ullamh don lá scoile*

*Siúl sa scoil i gcónaí*

*Suí i do áit*

*Cuir do lámh suas chun labhairt*

*Coiméad do bhórd agus do sheomra glan*

*Taispeáin meas do ghach duine*

*Bí ionraic agus deán do dhícheall*

*Cosc ar fón póca*

**Rialacha sa chlós**

*Fan sa chlós*

*Na bog nuair a bhuaileann an clog*

*Bí deas ag súgradh agus ná bí garbh*

*Seas go ciúin sa líne*

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

1. I should always be prepared for the school day and always walk within the school building.
2. I should always remain seated in my place unless I have permission to go somewhere.
3. I should always put my hand up before speaking.
4. I should keep my table and classroom clean and tidy.
5. I should always show respect for others around me.
6. I should always be honest and try my best.

Parents must accompany children to and from school each day. If they cannot a suitable adult should be organised to do so. Teachers should be informed of alternative arrangements.

Irish is the daily spoken language of the school. It is important that your child makes a genuine effort to speak Irish at all times.

**Caring for myself:**

1. I should respect myself and my property, always keeping my school bag, books and copies in good order.
2. I should always be in my class line at 8:50am however I should not enter the school grounds unsupervised beforehand.
3. I should show respect for my school and wear the complete school uniform every day.
4. I should always be aware of my personal cleanliness.
5. I should always bring a sensible, nutritional lunch to school. Chewing gum is not permitted.
6. I should always do my best in school by listening carefully, working as hard as I can and by completing my homework.

**Caring for others:**

1. I should be kind and respectful to all members of the school community by being mannerly and polite, by taking turns and by remaining silent and orderly in my class line.
2. I should behave well in class and always do as I am asked by school staff so that my fellow pupils and I can learn.
3. I should always keep my school clean by bringing unfinished food and drinks, cartons, wrappers, etc. home. I should show respect for the property of all members of the school community, the school building and grounds.
4. Be truthful and honest at all times
5. I should not provoke bad behaviour in others by name-calling or slagging..

**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.

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.

Please refer to the new anti-bullying policy which is available from the office or from the website from February 2014 for updated policy and guidelines.

**Clár ama na Scoile**

School Begins: 8.50a.m Please note that parents must supervise children on school grounds before this time.

School Closes: Junior Infants 1.30p.m.

 Senior Infants 1.30p.m.

 Other Classes 2.30 p.m.

After school closure times, it is parents’ responsibility to care for children and to ensure they are collected on time.

**School Absences**

All pupil absences are recorded in our computerised attendance system. Our attendance officer spends two hours each day monitoring attendance. If your child is absent for any reason, you must inform the school in writing. Detachable slips are available at the back of each pupil’s homework journal and also just inside the door of the Infant’s classrooms. If a parent does not furnish a reason for a pupil absence, the attendance officer will phone the parent and remind them to do so. If after five days no reason is given for the absence, it will be marked on our school attendance system as ‘unexplained’. After this point the record is permanent and cannot be altered. Prizes are given out monthly for good attendance and for considerable improvements in pupil attendance. The best class normally receive a treat. Children that reach full attendance at the end of each school year receive a special prize in recognition of this achievement.

## Homework

It is the policy of the school to assign homework each night except at weekends. Parents are strongly advised to take an active interest in their child’s homework and must sign their Homework Journal each night (ensuring that it is done).

Failure to complete homework is dealt with in the following manner:

1. A note is sent home to parents to be signed the following day informing them that their child’s homework was not completed. The child is required to complete the homework in question and also that night’s homework by the following day.

2. Phone call to parents from class teacher.

3. Meeting between parent, teacher and pupil.

4. Meeting arranged between parents, pupil, teacher and principal.

5. Second meeting arranged between parents, class teacher and principal.

**Strategies**

(a)Praise may be given by means of any one of the following:

* 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.
* A word of praise in front of a group or class.
* A system of merit marks.
* Delegating some special responsibility or privilege.
* A mention to parent, written or verbal communication.

**(b)Unacceptable behaviour will be dealt with as follows:-**

(The nature of the behaviour will determine the strategy)

* Reasoning with pupils.
* Reprimand (including advice on how to improve).
* Prescribing extra work.
* Communication with Parents.
* Temporary separation from peers and/or loss of privileges.
* Referral to Principal/Deputy-Principal.
* Note/phone call to parents.
* Meeting with parents and drawing up of contract of acceptable behaviour signed by all parties including pupil.
* Suspension/expulsion (in accordance with Rule 130 of the Rules for National Schools as amended by circular 7/88 and also in compliance with rules and regulations laid down by the NEWB). If a child is to be suspended the following procedure will be adhered to:

1. The pupil will be brought to the office.

2. The principal/deputy principal will phone the parent/guardian and inform them of the suspension.

3. The parent/guardian will be asked to collect the child from the office.

4. Written confirmation of the suspension will be sent to the parent outlining clearly the reason for suspension, the timeframe of suspension and the date on which the pupil will be accepted back into the school.

5. On the day the pupil is accepted back, the parent/guardian will be asked to attend a meeting with the pupil in the office to discuss the suspension once again and to ensure rules are clear and levels of desirable behaviour are reached in future.

**Procedures:**

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, as follows:

### Examples of minor misdemeanours:

Interrupting class work / Arriving late for school / Running in school building / Talking in class line / Leaving seat without permission at lunch time / Placing unfinished food/drink cartons in class bin / Leaving litter around school / Not wearing correct uniform / Being discourteous/unmannerly / Not completing homework without good reason / Not having homework signed by a parent / Endangering self/fellow pupils in the school yard at break time/Not having all classroom materials with them regularly (more than twice).

### Examples of steps to be taken by teachers when dealing with minor misdemeanours:

Verbal reprimand / reasoning with pupil

Noting instance of yard misbehaviour in yard book. If two or more children are seen to be arguing in the yard then these parties are separated from the other children. When the teacher on duty is ready, all parties will get a chance to explain what was going on. Pupils will receive an ‘X’ in some cases. All pupils and parents/guardians are expected to adhere to and accept this arrangement.

**Examples of steps to be taken when dealing with regular occurrences of minor misdemeanours**

**Phase 1 (within the classroom)**

Write story of what happened **or** one copy of school rules **or** relevant rule.—all to be signed by parent

Note in homework journal to be signed by parent / Temporary separation from peers

Denial of participation in some non curricular class activity.

Warning to pupils whose name appears in yard book more than three times

Note to parents concerning further misbehaviour in yard

[Misbehaviour in yard consists of any action that puts the safety of self/other pupil at risk]

**Phase 2:**

1. Send to D-Principal.
2. Send to Principal.
3. Class teacher meets one/both parents.
4. Principal/D-Principal meets one/both parents concerning yard behaviour.

### Examples of serious misdemeanours

Constantly disruptive in class / Telling lies / Stealing / Damaging other pupil’s property

Bullying / Back answering a teacher / Frequenting school premises after school hours without appropriate permission / Leaving school premises during school day without appropriate permission.

Not working to full potential / Using unacceptable language / Not doing as a teacher asks/aggressive, violent or threatening behaviour towards staff or other pupils in the yard.

**Examples of steps to be taken when dealing with serious misdemeanours:**

1. Send to D-Principal.
2. Send to Principal.
3. Principal sends note in Journal to be signed by parent or writes to parents.
4. Principal meets with one/both parents.
5. Chairperson of Board of Management informed and parents requested to meet with Chairperson and Principal.

## Examples of Gross Misdemeanours

Physical or verbal aggression towards any member of staff / lying to undermine any member of staff /interfering with or damaging school or staff property/ Setting fire to school property / deliberately leaving taps/fire hose turned on/possessing weapons of any kind

Aggressive, threatening or violent behaviour in the class or anywhere else towards a teacher/pupil, bringing cigarettes, alcohol or any such drug onto school premises, using an inappropriate attitude towards teachers or principal or any staff of the school that is not in keeping with the ethos of the school.

**Examples of steps to be taken when dealing with gross misdemeanours**

1. Chairperson/Principal to sanction immediate suspension pending discussion with parents in line with Department of Education and Science and NEWB guidelines.
2. Expulsion will be considered in an extreme case in accordance with Rule 130 (6) i.e.

“No pupil can be struck off the rolls for breaches of discipline without prior consent of patron and until alternative arrangements are made for enrolment of pupil at another suitable school in the locality” and also the NEWB guidelines as outlined in “Developing a Code of Behaviour: Guidelines for Schools”.

**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. You appreciate that we cannot predict all possible eventualities. Examples not listed here will be dealt with as the principal and board of management see fit.**

**Procedures for noting and reporting incidents of bulling:**

1. All reports of bullying will be noted, investigated and dealt with by the class teacher / Principal so that pupils will gain confidence in telling.
2. Serious cases should be referred immediately to the Principal/Deputy Principal.
3. Parents should be informed by the teacher/ D-Principal / Principal earlier rather than later.
4. Pupils must understand that reporting is not ‘telling tales’.
5. Individual teachers should record and take appropriate measures in accordance with policy having informed the Principal.
6. If you witness a case of bullying inform staff immediately.
7. **Procedures for investigating and dealing with bullying:**

(i)Calm, unemotional problem-solving approach.

(ii)Incidents best investigated outside the classroom situation.

(iii) Teacher should speak separately to the pupils involved.

(iv) Answers should be sought to questions of What, Where, When, Who and Why.

(v) Members of a gang should be met individually and as a group.

(vi) Meet parents of parties involved.

1. **Programme for work with pupils:**

Learning strategies should allow for the enhancement of each pupil’s self-worth – Cf. Stay Safe Lessons and O.S.P.S.

Sínithe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cathaoirleach an Bhoird Bainistíochta

2017

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I accept the rules of the school and fully support the Code of Discipline

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_