

Scoil na Croise Naofa. Code of Behaviour.

TREAT OTHERS, AS YOU WOULD LIKE THEM TO TREAT YOU.

The Code of Behaviour for Scoil na Croise Naofa was reviewed and evaluated by the Principal and staff in consultation with the Board of Management during the academic year 2009/2010. Parents were invited to advise on the policy and the Home School Liaison Coordinator and Principal facilitated this. The views of the senior pupils were sought by way of class discussion and the current policy was then formulated following these consultations.

The code of behaviour of Scoil na Croise Naofa expresses the vision, the mission and values of the school, and its patron. It translates the expectations of staff, parents and students in the school into practical arrangements that will help to ensure the continuity of instruction to all students. It helps to foster an orderly, harmonious school where high standards of behaviour are expected and supported.

The Principal may, as a condition of registration, ask parents to sign that they accept the code of behaviour and that they will make all reasonable efforts to ensure compliance with the code by their children.

Scoil na Croise Naofa insists on:

- High standards of behaviour and work from every student.
- Regular school attendance and punctuality.
- Respect for self and others.
- Respect for property of self and others.
- Exemplary behaviour while on tour or representing the school in competition.

The overall responsibility for discipline within the school rests with the Principal Teacher. Each teacher has responsibility for the maintenance of discipline within his/her classroom while sharing a common responsibility for good order within the school premises. A pupil will be referred to the Principal Teacher/Deputy Principal for serious breaches of discipline and for repeated incidents of minor misbehaviour.

Aims of the Code of Behaviour:

- To ensure an educational environment that is guided by our vision statement.
- To allow the school to function in an orderly way where children can make progress in all aspects of their development.
- To create an atmosphere of respect, tolerance and consideration for others
- To promote positive behaviour and self-discipline, recognising the differences between children and the need to accommodate these differences.
- To ensure the safety and well being of all members of the school community.
- To assist parents and pupils in understanding the systems and procedures that form part of the code of behaviour and to seek their co-operation in the application of these procedures.
- To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner throughout the school.

PLEASE NOTE

- Sanctions shall be appropriate to the age and developmental stage of the child and take account of the cultural background of the child where appropriate.
- Sanctions shall be sensitive to the particular circumstances of vulnerable individuals or groups of children e.g. special educational needs.
- Teachers will help pupils to understand the impact and consequences of their behaviour. The purpose of any sanction and the reason why their behaviour is unacceptable will be explained.
- Sanctions should not be open ended.
- Pupils' safety and well being on the school premises is of paramount importance.
- Disciplinary action may be taken against any student whose behaviour or attitude is unsatisfactory, but at all times this action will be fair and no firmer than the circumstances warrant.
- The school recognises the variety of differences that exist between children and the need to accommodate these differences.
- Individual teachers may use their discretion when imposing sanction on pupils.
- Conduct that disrupts the work of class will not be tolerated.
- Aggressive behaviour towards another person will not be tolerated.
- Cleanliness and neatness in dress and in property is expected.
- The wearing of the correct uniform and punctuality are the responsibility of the parents and parents will be notified should problems arise.
- The standards and rules contained in the code apply to any situation where the pupil, although off the school premises, is still the responsibility of the school. eg tours, trips, quizzes, matches etc
- The code also applies to extra curricular activities outside school hours where the pupil is still the responsibility of the school. E.g. training after school etc.

Every effort will be made by all members of staff to adopt a positive approach in the question of behaviour in the school. The school will place greater emphasis on rewards than sanctions in the hope that this will, in the long run, give the best results. Pupils will be encouraged to work enthusiastically and to behave politely, and the school authorities, through a system of rewards, will acknowledge this. The individual teacher will use his/her own discretion on the issuing of rewards to his/her own class. These rewards may include:

- Homework off.
- Extra playtime.
- Points leading to some reward.
- Certain chores inside and outside classroom.
- Certificates.
- Public acknowledgement.
- Acknowledgement at Assembly.
- Other appropriate rewards.

Parents will be notified where appropriate when awards are given. Parents recognise that their involvement in school activities is very important in promoting positive behaviour. Parents can support the child in school by doing the following:

- Parents ensure their children attend school regularly and punctually.
- Parents encourage their children to do their best and to take responsibility for their work.
- Parents are aware of and cooperate with the school's rules and system of rewards and sanctions.
- Parents attend meetings at the school if requested.
- Parents help their children with homework and ensure that it is completed.
- Parents ensure their children have the necessary books and materials for school.
- Parents support the healthy eating policy of the school and other policies designed to enhance the child's experience of school life.

THE FOLLOWING STRATEGIES MAY BE USED TO SHOW DISAPPROVAL OF UNACCEPTABLE BEHAVIOUR

- Reasoning with the pupil.
- Reprimand (including advice on how to improve).
- Temporary separation from peers, friends or others.
- Loss of privileges.
- Detention during a break or after school hours.
- Prescribing additional work.(preferably not lines)
- Referral to Principal Teacher/Deputy Principal.
- Communication with parents (written or verbal).
- Suspension (temporary).
- Reduced timetable,(in consultation with the Education Welfare Officer)
- Expulsion (in consultation with the Education Welfare Officer)

Teachers shall keep a written record of all instances of serious misbehaviour as well as observing improvements in the behaviour of disruptive pupils. A copy of the written report will be kept in the office. Before resorting to serious sanctions, e.g. suspension, the normal channels of communication between school and parents shall be utilised. Parents shall be involved at an early stage rather than as a last resort. However the sanction of immediate suspension without notice may be used should the need arise

UNACCEPTABLE BEHAVIOUR

- Lying
- Talking continuously in class
- Homework not done.
- Uniform not worn.
- Wearing hooped or dangling earrings or rings on fingers
- Piercing other than ear piercing
- Minor use of bad language.
- Persistent problem with punctuality.
- Running, walking around in classroom without permission.
- Abusive language/ racial abuse.
- Initial refusal to obey.
- Journal not signed regularly without adequate excuse.
- Offensive facial expressions.

- Chewing gum.
- Unexplained absences.
- Rudeness to staff, including ancillary staff.
- Laughing while teacher corrects another pupil.
- Dawdling/running/rough behaviour on corridors.
- Persistent refusal to comply with healthy lunch policy.

UNACCEPTABLE BEHAVIOUR IN THE YARD

- Running.
- Fighting.
- Spitting.
- Injuring other pupils.
- Wrong Yard.
- Pushing in line.
- Rubbish thrown.
- Refusal to following directions or instructions of teacher or supervisor.
- Chewing gum.
- Cycling.
- Walking through Car Park.
- Slide tackling
- Inability to accept losing a game.
- Refusal to take turns.
- Leaving the yard without permission from the supervisor on duty.
- Indiscriminate throwing or kicking of basketballs or footballs.

SERIOUSLY UNACCEPTABLE BEHAVIOUR

- Persistent disruption of Class.
- Threatening behaviour.
- Verbal assault of any person.
- Physical assault on any person
- Refusal to carry out a reasonable request by teacher or supervisor.
- Serious damage to school property, any person's property.
- Stealing.
- Defiance.
- Offensive materials in class.
- Throwing things.
- Physical threats.
- Attributing false blame to other.
- Leaving classroom without permission.
- Persistent refusal to complete allocated tasks.
- Initiating fights.
- Mitching

THE FOLLOWING MAY RESULT IN IMMEDIATE SUSPENSION WITHOUT NOTICE UP TO A MAXIMUM OF THREE DAYS.

- Bullying.
- Causing an injury while fighting, messing.

- Smoking, alcohol / substance abuse.
- Leaving school premises without permission.
- Excessive use of bad language/swearing to each other.
- Persistent refusal to carry out a reasonable request.
- Intent to cause embarrassment to a teacher.
- Serious misconduct while on school outing.
- Aggressive, threatening and violent behaviour towards any member of the school community.
- Serious damage to property.

The Principal, on behalf of the Board of Management, has the authority to suspend any student up to a maximum of three days. A single incident of serious misbehaviour may be grounds for suspension. Due process and fair procedure will still apply. An investigation will be held and should the need arise, the parents of the student will be contacted and asked to meet with the Principal/Deputy Principal. The parents shall be informed of the offending behaviours and of the decision to suspend. They will then be asked to take their child home. Suitable work will be allocated to the child by his/her class or resource teacher. A specific date of return is given, on which the child must be accompanied back to school by his/her parents and an undertaking given that there will not be a further incidence of inappropriate behaviour. Where appropriate an apology shall be issued by the child to the offended party. If the undertaking or the apology is not forthcoming the Principal, with the Chairpersons approval, may make an immediate decision not to readmit the child.

If no improvement in behaviour is evident a special decision of the Board of Management will be necessary to authorise a further period of suspension to allow for consultation with the pupil's parents. In exceptional circumstances the Board may authorise a further period of exclusion, no longer than 10 days, in order to enable the matter to be reviewed.

Expulsion

The Board of Management may consider expulsion, in an extreme case, and will follow the NEWB guidelines (p.80-87) when considering this option.

Due process and fairness of procedure will apply in all cases involving suspension and expulsion.

Under the Education Welfare Act, 2000, 'A student shall not be expelled from a school before the passing of twenty school days following the receipt of a notification under this section by an educational welfare officer' (Section 24(4)) It is the right of a Board of Management to take '...such other reasonable measures as it considers appropriate to ensure that good order and discipline are maintained in the school concerned and that the safety of students is secured.' (Section 24(5)). A reduced timetable may be considered appropriate in these circumstances; with a view to fully reintegrating the child as his/her behaviour improves.

Procedures in respect of expulsion:

- A detailed investigation will be carried out under the direction of the Principal.
- A recommendation will be made to the Board of Management by the Principal.
- The Board will consider the recommendation, hold a hearing, deliberate and act.
- The board will write to and consult with the Educational Welfare Officer.
- The decision to expel will be confirmed.

- Parents will be notified and will be informed of their right to appeal.

The Board of Management will review its policy on expulsion as the need arises.

Appeals

Under Section 29 of the Education Act, 1998, parents are entitled to appeal to the Secretary General of the Department of Education and Science against some decisions of the Board of Management, including (1) permanent exclusion from a school and (2) suspension for a period which would bring the cumulative period of suspension to 20 school days or longer in any one school year. Accordingly, the parents will be advised, by the Principal, Deputy Principal or Chairperson of the Board of Management of this right of appeal and associated timeframe if it has been decided to suspend (bringing the cumulative days to 20 or over) or permanently exclude a pupil. Appeals must generally be made within 42 calendar days from the date the decision of the school was notified to the parent or student.

As no code of discipline can cover every eventuality that may occur in a school, the Board of Management reserves the right to use its discretion to cover certain unforeseen instances of misbehaviour.

Notification of a child's absence from school.

Parents must inform the school of the reasons for a child's absence. This can be done by phone or by a note in the homework journal or by calling to the teacher on the day the child returns to school. Any prolonged or unusual absences will be reported to the Education Welfare Officer and may also be addressed by the Home School Liaison Coordinator, in consultation with the Principal, where appropriate. Absences of twenty days or more will be referred to the Education Welfare Officer.

Review of Code

This code of behaviour will be reviewed as and when the need arises.

All parents are requested to study the code and sign to indicate their acceptance of its terms on the enrolment form before their child will be admitted to Scoil na Croise Naofa.

Ratification.

The code of behaviour was approved and ratified by the Board of Management in November 2009.

Communication.

A copy was distributed to all staff members in the school by the Principal. The parents of current students received a copy per household. A copy will be given to the parents of all new pupils on registration. Each class teacher from 1st to 6th was given a copy with a view to discussing its contents with the pupils in those classes. The Infant teachers discussed the contents of the policy at an appropriate level with their classes. The Board of Management members were also given a copy by the Principal.

