



**Kilnaleck N.S.
Kilnaleck,
Co. Cavan
Roll Number: 01356U**

Code of Behaviour Policy

Code of Behaviour

How the Code was Formulated

This code was formulated by the staff of the St. Patrick's N.S. Kilnaleck in consultation with B.O.M and staff. The N.E.W.B Guidelines on Developing a Code of Behaviour for schools was consulted.

Vision/Mission Statement

The code of behaviour helps the school community to promote the school ethos and mission statement in which it states that each child will be helped to reach their full potential.

School Ethos/Mission Statement:

St Patrick's N.S. is a Catholic School and is guided in all its work by the Catholic Ethos. Whilst having due recognition for all other religions, we share with our community the responsibility of helping and nurturing each child with his/her emotional, spiritual, physical, intellectual and social development.

The values of honesty, truthfulness, trust, tolerance and compassion are modelled, promoted and celebrated.

We see all children as equal regardless of sex, religion, race or background and therefore we will treat them equally.

As a community of learners, we recognise the diversity of learning styles, talents and needs amongst our pupils. We encourage their efforts and celebrate their success believing that this is the key to developing positive attitudes, self-esteem and confidence in our students.

We endeavour to instil in our pupils a pride in our Irish culture and a respect and appreciation of it thus fostering self and mutual respect- values which underpin the happy and secure atmosphere in our school.

High standards and high expectation are promoted in our endeavours but, above all we seek to instil in our children a joy of learning, which they will carry with them throughout their lives and will enable them as responsible citizens to play a full and positive role in society.

Our school will strive to promote, both individually and collectively, the professional and personal development of teacher. We defend the right of teachers to due respect for their professional status. Their personal safety or physical and emotional wellbeing should not be allowed to suffer at the hands of any disruptive children or parents who have a negative influence on our aim to provide a haven of learning and social growth.

Finally, we recognise the huge input that parents have as partners in the education process and we encourage the involvement of parents through home/school contacts and through their involvement in the Parents Association.

'Mol an óige agus tiocfaidh sí'

Basic Principles underpinning an effective code

One of the basic principles underpinning an effective code is to provide clarity; to that end we have listed below the expectations of all members of the school community and how they should treat each other.

In Kilnaleck N.S.,

We expect parents to:

- Treat all school staff and other children with respect, courtesy and polite language
- Ensure children come to school each day on time (9:10am-1:50pm Junior + Senior Infants) (9:20am-3:00pm 1st-6th class)
- Send a written explanation if a child is absent from school for any reason.
- Inform the class teacher if they wish to collect their child early from school for any reason (appointments etc) and sign the Attendance Book when they collect their children at the door.
- Ensure children wear full school uniform and are clean, neat and tidy.
- Ensure children wear appropriate clothing/footwear for P.E.

- Encourage their children to eat healthy lunch (provided by the school, at present. This may be subject to change.)
- Label all property and clothing clearly
- Help children with their homework and sign their homework journal daily (if required by the class teacher)
- Co-operate with school staff and attend meetings when requested
- Make an appointment, through the secretary, if they wish to meet with a teacher/principal to discuss any concerns or problems they may have.

We expect staff to:

- Treat children, parents and other staff members with respect, courtesy and polite language.
- Be punctual
- Be fully prepared for class
- Be cognitive of the various needs and ability levels of all children in their class and adapt/differentiate accordingly
- Co-operate with each other and work as part of a team
- Be fair and consistent
- Be aware of their duty of care to all children, at all times

We expect children to:

- Treat all staff, visitors and other children with respect, courtesy and polite language
- Be kind to each other
- Be honest in their dealings with others
- Treat school property and other children's property with respect
- Listen carefully in class and do their best work Complete homework and present it on time
- Maintain a high standard of behaviour while on the school premises and while engaging in any school-related activity.

Note:

Behaviour will be subject to the school's Code of Behaviour anywhere on the school premises and on any out of school activity where the child/children are representing the school (e.g. sport events, cultural events, school tours etc).

The overall responsibility for discipline within the school rests with the principal. However, each teacher has responsibility for the maintenance of discipline within her own classroom while sharing a common responsibility for good order within the school premises.

Promoting a positive school climate.

- Through the SPHE curriculum we will teach the skills the children will need to live up to the school expectations, e.g. co-operating with each other, listening to each other, showing respect, taking turns, using please and thank you etc.
- Staff has a common understanding of expectations and a common approach to sanctioning. Through daily contact with the children, teachers and staff will promote an atmosphere of mutual respect.

Positive Reinforcement:

Ways in which teachers can promote good behaviour.

- Teachers regularly praise good behaviour in a consistent manner.
- Involve children in forming class rules.
- Reward systems in all classes e.g. Class Dojo/Team Targets (Rewards will reflect interests and needs of the child) and celebrate achievements at whole school gatherings.
- Good news note to parents in homework journal.
- A behavioural management programme devised by teacher/principal in consultation with parent to be activated such the need arise.
- Teachers model good behaviour.
- Giving children responsibility in the school and positive behaviour used as a model for others.
- A written comment on pupil's work and /or stickers.

- Use of school reports to comment favourably, not only on good work and academic achievements, but on behaviour, on involvement and on general attitudes.

Ways in which parents/guardians can promote good behaviour.

- Nurture a positive attitude towards school and all those involved in it.
- Try not to pass on any negative experiences which parents themselves may have had at school.
- Model good behaviour in your relationship with teachers.
- Support the work being done in school in teaching the Code of Behaviour.
- Parents can co-operate with the school by encouraging their children to abide by the school rules and behave in an acceptable manner.

Purpose and content of school rules:

Each child coming to school has a right to expect an environment where he/she can learn and play in safety. The following rules set out to ensure this:

- Bullying of any kind will not be tolerated (See anti-bullying policy).
- Taking *God's* name in vain, swearing and the use of bad language is forbidden.
- Be punctual for school, school begins at 9.10am for Junior classes & 9.20am for all other classes. School day ends at 1.50pm for infant classes and at 3.00pm for all other classes.
- Pupils are not allowed to leave the school grounds between 9.10am and 3.00pm (1.50pm for infants), without the written permission and for the personal attendance of parents/guardian. Children leaving early must be collected from the front door by parent/guardian.
- In the interest of safety, children must walk (no running) to and from the carpark before and after school.
- Pupils are not allowed to climb or walk on walls, jump up or down steps or climb on the peripheral fencing/walls.
- Pupils are to use toilets at front door at break times. Pupils do not return to classrooms during break or lunchtime without the teacher's permission.
- Pupils must line up with their classes at the proper line in the school yard when they hear the bell ring at the end of each break.
- Mock fighting is forbidden.
- Pupils should never retaliate but should report the incident to the teacher on duty.
- Walk quietly inside the school building at all times.

- Footballs must be carried while inside the school.
- If at any time a pupil has found to have an item that could be considered dangerous to him /herself or to others, it will be taken from them.
- Children are asked not to bring sweets, bars, biscuits, fizzy drinks or crisps for lunch, in line with our healthy eating policy (when they bring their own lunch to school).
- Chewing gum is forbidden.
- Children are encouraged to bring water in re-usable plastic bottles. (No glass bottles allowed).
- Because children are allowed time to eat their lunch in the classroom before going outside, food must not be brought into the school yard, except in exceptional circumstances under strict supervision.
- Mobile phones are not allowed.
- Buying/Selling/Bartering of objects is forbidden.

Arrangements for wet days

- Children may have to remain inside during inclement weather, supervised by the teachers on duty and/or other staff.

How staff, parents and students can help each other to meet the standards expected in the school:

- Staff will teach the code as part of their SPHE lessons.
- The school/class rules will be displayed in the school.
- Assembly will be used to remind pupils of certain rules and/or standards of behaviour.
- School staff will model good behaviour.
- Parents will accept the code; discuss it with their children and model good behaviour at home.
- Students can encourage each other to adhere to the rules, in the interest of all children.

Unacceptable Behaviour and Sanctions

Some examples of Minor misbehaviour:

- Not living up to the expected standards of behaviour as outlined in this code.
- Breaking any of the school rules.
 - Disobedience
 - not carrying out instructions from the teacher
 - not getting on with work set by the teacher
 - not following class rules
 - Disrupting class
 - shouting out, throwing objects (e.g. paper, rubbish etc)
 - swinging on chairs, eating and drinking in class
 - distracting others, interrupting the teacher, wandering around the classroom, fidgeting and inattention, sulking, misbehaviour in teacher's absence.
- Damaging school or other children's property: marking tables with pencils, pens, marking other children's books/library books, tearing books.
- Pushing, leaving children out of play/drama, leaving designated play area.
- Returning to classroom during break times without permission.
- Not completing homework (without a note of explanation)

(This is **NOT** an exhaustive list and is subject to change throughout the year or as the need arises)

Continuous minor misbehaviour automatically becomes a serious misbehaviour.

Some examples of Serious Misbehaviour:

- Bullying (see school's anti-bullying policy)
- Inappropriate play.
- Kicking, fighting, spitting, biting.
- Throwing objects (objects that could cause harm)
- Abusive language.
- Damaging school/other children's property e.g. defacing walls, desks, tables with permanent markers, deliberately breaking windows, destroying other children's work/property.
- Stealing school/staff or other children's property, books, etc.
- Leaving school grounds without permission.
- Deliberate disobedience.
- Being insolent/giving cheek.
- Telling lies.

(This is **NOT** an exhaustive list)

Some examples of Extreme Misbehaviour (these may incur automatic suspension)

- Threatening behaviour.
- Verbal or physical assault on a staff member/other pupil.
- Serious theft/vandalism.

(This is **NOT** an exhaustive list)

Note:

Any behaviour which has implications for child protection will be dealt with as laid out in our Child Protection Policy. Behaviour involving serious assault and/or illegal substances will be referred to An Garda Síochána.

Sanctions:

When choosing a sanction the teacher will be aware of the following:

Sanctions should:

- Defuse and not escalate a situation.
- Preserve the dignity of all parties.
- Be applied in a fair and consistent way.
- Be timely.
- Be proportionate to the nature and seriousness of the behaviour.
- Be appropriate to the age and developmental stage of the child and take account of the cultural background of the child.

The purpose of sanctions:

The purpose of a sanction is to bring about a change in behaviour by:

- Helping pupils to realise why their behaviour is unacceptable
- Helping them to recognise the effect of their actions and behaviours on others
- Helping pupils (in an age appropriate way) to understand that they have choices about their own behaviour and that all choices have consequences.
- Helping them to learn to take responsibility for their behaviour.

Sanctions may also

- Reinforce the boundaries set out in this code.
- Show disapproval of inappropriate actions/behaviours
- Signal to other pupils and staff that their well being is being protected.

In instances of more serious breaches of the code of behaviour, sanctions may be needed to

- Prevent serious disruption of teaching and learning
- Keep the pupil, other pupils and/or staff safe.

Appropriate Sanctions:

For Minor Misbehaviours:

- Reasoning with the child
- Reprimand(including advice on consequence of continuing and how to improve)

- Temporary separation from peers(within classroom)
- Temporary loss or responsibility(class jobs, golden time)
- Consequential additional work or Behaviour Sheet(signed by parent)
- Communication with parents(note in journal, phone call, meeting)
- Communication with Principal

***These sanctions may not always be applied in this order.**

For Serious Misbehaviours:

As above plus:

- Temporary separation from peers to another classroom.
- Detention at break times and given a task e.g. letter of apology "thinking about behaviour" sheet.(see appendix for sample behaviour sheets)
- Referral to principal (For serious incidents, where the safety of other pupils/staff is at risk, parents may be contacted by phone and asked to collect the child)
- Meeting with parents, class teacher and/or principal by appointment to discuss misbehaviour and draw up behaviour plan.
- Suspension
- Expulsion

Procedures in respect of Suspension (as per page 77 of the NEWB Guidelines)

The BOM has the authority to suspend and/or expel. They have, however, delegated this authority to the principal, for periods of up to three days. (To be discussed at BOM meeting)

- Investigation of the facts to confirm serious misbehaviour.
- Parents will be informed by phone or in writing about the incident.
- Parents will be given an opportunity to respond.

If suspension is still decided upon

Principal notifies parent in writing of the decision to suspend. The letter should confirm;

- The period of suspension and the dates on which the suspension will begin and end.
- The reasons for the suspension.
- Any study programme to be followed

- The arrangements for returning to school, including any commitments to be entered into by the student and the parents.
- The provision for appeal to the Board of Management or secretary general of the DES.(Only where the total number of days for which the student has been suspended in the current school year reaches 20 days)
- Where the cumulative total of days reached 6, the NEWB will be notified.

Records and Reports:

Formal written records will be kept of:

- The investigation (including notes of all interviews held)
- The decision-making process.
- The decision and rationale for the decision.
- The duration of the suspension and any conditions attached to the suspension.

Expulsion(As per page 82 of the NEWB Guidelines)

Procedures in respect of expulsion.

- A detailed investigation carried out under the direction of the principal
 - Inform parents in writing of alleged misbehaviour, how it will be investigated and that it could result in expulsion.
 - Give parents and students the opportunity to respond before a decision is made.
 - A recommendation to the BOM by the principal (see page 84 NEWB guidelines)
 - Consideration by the BOM of the principal's recommendations and the holding of a hearing(see page 84 NEWB Guidelines)
 - BOM deliberations and actions following the hearing (page 85 NEWB Guidelines)
 - If the BOM is of the opinion that the student should be expelled, the Board must notify the Educational Welfare Officer (EWO) in writing, of its opinion and the reasons for this opinion. The intention to expel a student does not take effect until 20 school days have elapsed after NEWB have received written notification. The NEWB should be notified using a **Notice of Intention to Expel form** which is available on www.schoolreturn.ie or from their helpline (1890 36 3666). This form should be completed and sent to **School Return Section, National Educational Welfare Board, 16-22 Green, Dublin**
 - Consultations arranged by the EWO
 - Confirmation of the decision to expel
- Appeals.**

- A parent may appeal a decision to expel to the Secretary General of the DES (Education Act 1998 section 29)

Procedures for notifying the school about reasons for absence:

Under the Education Welfare Act 2000 section 23(2) (e) & section 18, Parents must send a written note explaining why the child was absent, on the day the pupil returns following the absence(s). Schools need to know why the pupil was absent as they required to fill this information in on the National Education Welfare Board's (NEWB) attendance form. If a note is not received, the school must record this as an unexplained absence on the NEWB returns.

Procedures for raising concerns or bringing a complaint about a behaviour matter:

Parents/ Guardians should follow the agreed procedures if they have a concern about anything to do with their child. The first step in this procedure is to make an appointment, through the school secretary, to meet with the class teacher, at a mutually convenient time.

See Appendix for grievance procedure.

Review of the Code: This Code of Behaviour will be reviewed in 3 years or earlier if it is deemed necessary.