

St. Clare's N.S.  
Ballyjamesduff  
Co. Cavan

## **Code of Discipline**

### **Introduction**

The aims of the Code of Behaviour/Discipline of St. Clare's N.S. are:

- To ensure every member of the school community feels valued and respected
- To support the way in which all members of this school community can live and work together in a environment that is happy, safe and secure and where effective learning can take place
- To help children grow in a safe, happy and secure environment and become positive, responsible and independent members of the community
- To reward good behaviour and provide encouragement and stimulation to all pupils
- To treat all children fairly and apply this policy in a consistent manner
- To respect and learn from all the different cultures in our school and celebrate this diversity
- To enable teachers to teach without disruptions.

### **Implementation**

Every member of the school community has a role to play in the implementation of the Code of Behaviour. Rules will be kept to a minimum, emphasise positive behaviour and will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual differences. Good behaviour will be encouraged and rewarded. Where difficulties arise, parents will be contacted at an early stage.

### **Board of Management's Responsibilities**

- Provide a comfortable, safe environment
- Support the Principal and staff in implementing the code
- Ratify the code

## Principal's Responsibilities

- Promote a positive climate in the school
- Ensure that the Code of Behaviour is implemented in a fair and consistent manner
- Arrange for review of the Code, as required.

## Teacher's Responsibilities

Support and implement the school's code of Discipline and treat the children with the same standard of care a prudent parent would exercise.

- Create a safe working environment for each pupil
- Recognise and affirm good work
- Prepare school work and correct work done by pupils
- Recognise and provide for individual talents and differences among pupils
- Be courteous, consistent and fair
- All acts of serious misbehaviour will be recorded by the class teacher and reported to the Principal.

## Pupils' Responsibilities

- Attend school regularly and punctually
- Listen to their teachers and act on instructions/advice
- Show respect for all members of the school community
- Respect all school property and the property of other pupils
- Avoid behaving in any way which would endanger others
- Avoid all nasty remarks, swearing and name-calling
- Include other pupils in games and activities
- Bring correct materials/books to school
- Follow school and class rules.

## Parents/Guardians' Responsibilities

Encourage children to have a sense of respect for themselves and for property.

- Ensure that children attend regularly and punctually
- Be interested in, support and encourage their children's school work
- Be familiar with the code of behaviour and support its implementation
- Co-operate with teachers in instances where their child's behaviour is causing difficulties for others
- Communicate with the school in relation to any problems which may affect child's progress/behaviour.

## General Guidelines for Positive Behaviour

1. Pupils are expected to treat all adults and fellow pupils with respect and courtesy at all times. Behaviour that interferes with the rights of others to learn and to feel safe is unacceptable
2. Pupils are expected to show respect for all school property and to keep the school environment clean and litter free
3. Pupils are expected to take pride in their appearance, to have all books and required materials and to be in the right place at the right time
4. Pupils are expected to obey a teacher's instructions, to work to the best of their ability and to present assignments neatly
5. Pupils are expected to attend every day unless there is a genuine reason for absence, in which case the school must be informed in writing, stating the reason for absence.

## Affirming Positive Behaviour

An effective discipline policy is one that seeks to lead children towards high self-esteem and self-discipline. Consequently, good discipline arises from good relationships and from setting expectations of good behaviour.

The following list of positive reinforcements may be employed by the teacher at his/her discretion (depending on age appropriateness and class level).

1. Verbal praise.
2. Positive comments in copy/journal (stars, stamps, stickers).
3. Presentation of Certificates of / merit during Assembly accompanied by "Homework Voucher" (senior classes) or a Rosette (junior classes).
4. Informal referral to Principal for commendation.
5. Exhibiting good work in class or corridor.
6. Delegating a special responsibility.
7. Positive note home in journal.

## Bullying

Bullying is repeated verbal, psychological or physical aggression by an individual or group against others. The most common forms of bullying are aggressive physical contact, name-calling, intimidation, extortion, isolation and taunting. Bullying will not be tolerated and parents will be expected to cooperate with the school at all times in dealing with instances of bullying in accordance with the school's Anti-Bullying Policy.

## Discouraging Misbehaviour

The purpose of sanctions and other strategies is to promote positive behaviour and discourage misbehaviour . Sanctions will be applied according to the gravity of the misbehaviour, with due regard to age and emotional development. These may include:

- Reasoning with pupil
- Verbal reprimand including advice on how to improve
- Temporary separation from peers within class and/or temporary removal to another class
- Prescribing extra work
- Loss of privileges
- Detention during break
- Communication with parents
- Referral to Principal
- Principal communicating with parents
- Exclusion (Suspension or Expulsion) from school (in accordance with Rule 130 of the Rules for National Schools as amended by circular and Education Welfare Act 2000).

Pupils will not be deprived of engagement in a Curricular Area, except on the grounds of health/safety.

## **General School Rules**

The official opening time of school is 9.15 a.m.

It should be noted that the school accepts no responsibility for pupils left on the premises before 9.15 a.m. and after 2.00 p.m. for Infants and 2.55 p.m. for 1<sup>st</sup> – 6<sup>th</sup> class.

- Punctual attendance is encouraged. School opens at 9.15 a.m. each day.
- Children arriving late/leaving early for appointments, etc must be signed in/out at reception.
- All absences to be explained by note from parent/guardian.
- Full school uniform to be worn each day.
- Healthy snacks/lunches to be encouraged. *Crisps, popcorn, chewing gum and fizzy drinks are not allowed.*
- Homework to be completed – checked/signed by parent daily.
- Hair colouring is discouraged.
- Ear-rings – if worn, studs only (girls). Ear-rings are not allowed for boys.
- Mobile phones are not allowed. The Principal/class teacher can be made aware, by letter, of any special circumstances.
- Children to walk quietly in corridors, going to and from yard, hall, class, etc.

## **General Classroom Rules**

*Following discussion in class, teacher and pupils draw up classroom rules in conjunction with School Policy. Examples of which are:*

- Children should work to the best of their ability.
- Children remain seated in their places unless told otherwise.
- Follow instructions given by teacher.
- Children should keep unhelpful hands, feet, objects and comments to themselves.

## Yard Rules

1. The children will walk quietly from their classroom to the yard.
2. Children will play safely – fighting, even pretend fighting, is not allowed.
3. Children will help make the yard a happy place by including others in their play – taunting, name-calling, bad language, mocking, spitting, horseplay, displays of aggression/violence are not allowed
4. Older children are encouraged to look out for younger children who might be in need of help.
  - Children who are injured on the yard will be sent into the GP room where they will be treated by the teacher on in-door duty
5. Any serious accidents that occur on the yard are to be recorded in the accident note which is kept in the staff room. Parents will also be notified.
6. On hearing the bell the children will stop playing , walk to the line and wait quietly for their teacher to come onto the yard.
7. Children will behave in a respectful way when the prayer is being said.

## Yard Sanctions

Children who misbehave on the yard will be removed from the play area. A time out may apply for minor behaviour breaches, more serious offences will result in the child being sent to the GP room where they will complete a written task monitored by a staff member.

## Sanctions

Please note some of these sanctions do not apply to Junior and Senior Infants.

It is imperative that any sanction is applied fairly and the consequences are fully explained.

Fresh Start – although persistent or serious misbehaviour needs recording, every child must feel that every day is a fresh start.

1. Verbal warning – The pupil will be told that his/her behaviour is unsuitable and encouraged to modify that behaviour
2. Disruptive behaviour in class may result in a child being seated at a single desk or near the teacher
3. If a pupil fails to comply with our School's Code of Discipline and Behaviour the following process may be pursued by a teacher or Principal.

## **SANCTIONS**

The general standard of behaviour/discipline of the vast majority of pupils is very high and reflects great credit on parents. However, as with most large groups, there will be some who, for a variety of reasons, will disrupt the atmosphere of the school, impede their own progress or that of others and, consequently, sanctions must form a necessary part of school procedures.

The Board of Management would emphasise that all pupils attending the school must abide by the code of discipline of the school.

The following strategies may be used to show disapproval of unacceptable behaviour. This list may be revised from time to time at the professional discretion of the school Principal and Staff. The list is not necessarily arranged in order of severity.

- (i) Verbal reprimand in firm manner. The pupil will be told that his/her behavior is unsuitable and encouraged to modify that behavior.
- (ii) Voicing of teacher disappointment with regard to unacceptable behaviour, including advice on how to improve.
- (iii) Temporary removal from current work group. Disruptive behaviour in class may result in a child being seated at a single desk or near the teacher.
- (iv) Temporary/permanent re-seating arrangements as necessary.
- (v) Informal advising of parent verbally or through a note in the pupil's homework journal (to be signed by parent).
- (vi) Sending home of careless work (i.e. as a means of informing parent of non-attentive behaviour).
- (vii) Withdrawal of privileges.
- (viii) Removal from playground.
- (ix) Recording at Principal's office, of ongoing incidents or single serious incident of misbehaviour.
- (x) Formal request from class teacher to parent to arrange appointment to discuss difficulty
- (xi) Referral to Principal, in cases of serious incidents of misbehaviour.
- (xii) Formal request from Principal to parent to arrange appointment to discuss difficulty.
- (xiii) Where there are repeated and on-going instances of serious misbehaviour, the normal channels of communication between school and parents will be utilised. Parents/Guardians will be involved at an early stage rather than a last resort. For gross misbehaviour e.g. (a) physical violence against teacher or pupil (b) continuous disruptive behaviour, the child

will be suspended. The Board will authorise the Chairperson/Principal to sanction an immediate suspension, pending a discussion on the matter with the parents/guardians. Expulsion may be considered in an extreme case, in accordance with Rule 130 (6).

- (xiv) Children, who; regularly disobey school rules; disrupt the work of the class; display on-going anti-social behavior, may not be allowed to participate in school outings for their own safety and that of the class. In such instances, the pupil may be placed in another class for the duration of that school day/period

**Although incidents of misbehaviour are recorded, parents should feel assured that the emphasis will be on continuing encouragement to improve, with praise being given for commendable behaviour.**

Please note also that correction may cause temporary negative feelings towards school as indeed correction by parents at home may cause similar feelings towards them. With a balanced approach and co-operation between home and school, this can normally be easily overcome.

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

Karl Mc Cartin  
Principal



## School Rules

School rules are kept to a minimum and are devised with regard to the health, safety and welfare of all members of the school community. If a school is to function efficiently, it is necessary that rules and regulations are clearly stated and enforced consistently and fairly.

## Before/After School

Parents are reminded that the staff of the school does not accept responsibility for pupils before official opening time of 9.15 a.m. or after the official closing time of 2.00 p.m. (Infants) – 3.00 p.m. (other classes) except where pupils are engaged in an extra-curricular activity organised by the school and approved by the Board of Management/permission given by parents. Pupils involved in such activities are expected to behave in accordance with school behaviour policy during these times.

**Ratified by Board of Management on** \_\_\_\_\_  
**Date**

**Signed:** \_\_\_\_\_  
**Chairperson, Board of Management**