

## **CODE OF BEHAVIOUR ( REVIEW )**

The existing policy was reviewed on October 10<sup>th</sup> 2008 with all teaching staff present. It was necessary to review our Code of Behaviour at this time in light of new guidelines from NEWB. This policy reflects the school's philosophy and ethos as outlined on our Aims and Ethos statement, and was formulated in consultation with BOM, parents, pupils, teachers, auxiliary staff and bus drivers.

### **The aims of the Code of Behaviour are:**

- To provide guidance for pupils, teachers and parents on behavioural expectations.
- To provide for the effective and safe operation of the school.
- To develop pupils' self-esteem and to promote positive behaviour.
- To foster the development of a sense of responsibility and self-discipline in pupils based on respect, consideration and tolerance of others.
- To facilitate the education and development of every child.
- To foster caring attitudes to one another and to the environment.
- To enable teachers to teach without disruption.
- To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner.

### **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 difference. Good behaviour will be encouraged and rewarded. Where difficulties arise, parents will be contacted at an early stage.

### **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.

### **Bullying**

#### **Definition of Bullying**

Bullying may be defined as repeated acts of intentional aggression; which may be verbal, psychological or physical conducted by an individual or group against others who are not able or willing to defend themselves in that situation. Refer to Anti-Bullying Policy.

## **Affirming Positive Behaviour**

Positive reinforcement of good behaviour leads to better self-discipline and we place a greater emphasis on rewards and incentives than on sanctions.

### **Strategies/Incentives**

- A quiet word or gesture to show approval
- A comment on a child's exercise book
- A visit to another class or Principal for commendation
- Praise in front of class group
- Individual class merit awards, points awards or award stamps
- Rewards for pupils with special needs, will take account of their particular learning style
- Delegating some special responsibility or privilege
- Written or verbal communication with parent

### **Sanctions**

The purpose of sanctions and other strategies is to promote positive 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 pupils
- Verbal reprimand including advice on how to improve
- Removal from the class
- Loss of privileges
- Extra work or carrying out a useful task in the school
- Detention for Breaks
- Sanctions will help students with special educational needs to learn about appropriate behaviour and skills
- Warning from Principal
- Notice to Parents/Guardians in the form of a Behaviour Note to be signed.
- A request for the parents/Guardians to call to the school, suggesting two or three times, to which a prompt response will be expected
- Formal report to the BOM
- 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.

### **Suspension/Expulsion**

Before serious sanctions such as suspension or expulsion are used, the normal channels of communication between school and parents will be utilized. Communication with parents may be verbal or by letter depending on the circumstances.

For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered. Parents concerned will be invited to come to the school to discuss their child's case. Aggressive, threatening or violent behaviour towards a teacher or pupil will be

regarded as serious or gross misbehaviour.

Where 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 and the Principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may be suspended for a period. Prior to suspension, where possible, the Principal may review the case in consultation with teachers and other members of the school community involved, with due regard to records of previous misbehaviours, their pattern and context, sanctions and other interventions used and their outcomes and any relevant medical information. Suspension will be in accordance with the Rules for National Schools and the Education Welfare Act 2000.

In the case of gross misbehaviour, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board may authorise the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents.

Expulsion may be considered in an extreme case, in accordance with the Rule for National Schools and the Education Welfare Act 2000. Before suspending or expelling a pupil, the Board shall notify the Local Welfare Education Officer in writing in accordance with Section 24 of the Education Welfare Act.

### **Removal of Suspension (Reinstatement)**

Following or during a period of suspension, the parent/s may apply to have the pupil reinstated to the school. The parent/s must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school code and the Principal must be satisfied that the pupil's reinstatement will not constitute a risk to the pupil's own safety or that of the other pupils or staff. The Principal will facilitate the preparation of a behaviour plan for the pupil if required and will re-admit the pupil formally to the class.

### **School Rules**

School rules are kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community to enable pupils to develop into mature and responsible individuals. 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 schools responsibility for pupils commences at the official opening time of 9.20 a.m. and ends at the official closing time of 2.00 p.m. (Infants) 3.00 p.m. (other classes). Children travelling by bus will be accommodated on arrival in a designated classroom and will be supervised until departure. Where pupils are engaged in an extra curricular activity organized by the school and approved by the Board of Management they are expected to behave in accordance with school behaviour policy during these times

## **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

## **Teachers' Responsibilities**

- Support and implement the school's code of behaviour
- 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
- Keep opportunities for disruptive behaviour to a minimum
- Deal appropriately with misbehaviour
- Keep a record of instances of serious misbehaviour or repeated instances of misbehaviour
- Provide support for colleagues
- Communicate with parents when necessary and provide reports on matters of mutual concern

Parents / Guardians are always welcome to call to the school, but because of their duties, staff may not be at liberty to give immediate attention. If any Parent / Guardian wish to discuss a matter at length, an appointment will be arranged.

## **Pupils' Responsibilities**

- Attend school regularly and punctually
- Participating and doing ones best at all times
- 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 themselves or others-in school rooms, play ground or on school buses-including wearing of seat belts
- 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
- Avoid bringing toys or games to school
- Mobile phones are not permitted in school

## **Parents/Guardians' Responsibilities**

- Encourage children to have a sense of respect for themselves and for property
- Ensure that children attend regularly and punctually
- Communicate to the school reasons for absences
- 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

## **Success Criteria**

- Positive feedback from teachers, parents, auxiliary staff, bus drivers and pupils
- Observation of behaviour in classrooms, in the yard and on buses

## **Implementation and Review**

This Policy will be circulated to all members of the current school community ( Patron, BOM, teaching staff, auxiliary staff, parents, bus drivers ) and will be given to prospective parents before registration of their child.

This policy will be implemented on January 7<sup>th</sup> 2009. It will be reviewed during the school year 2011 or earlier if deemed necessary

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

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

**Approved by Patron on** \_\_\_\_\_

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

## **Appendix 1**

### **Sample Rules**

#### **Classroom**

Instructions given by teacher must be obeyed. (Do what teacher says.)

Pupils should work to the best of their ability and present exercises neatly. (Work hard.)

Pupils must stay seated in their places unless told otherwise. This is particularly important when teacher is called from the room. (Sit in your place.)

Pupils should keep unhelpful hands, feet, objects and comments to themselves. (Don't interrupt the teacher or interfere with other pupils or their property.)

#### **Rules around the School (samples)**

Pupils must walk quietly in corridors, going to and from yard, hall, church etc.

Pupils must follow the "three bell" instructions, stay in designated area, and may leave the yard only with a teacher's permission

Pupils must play safely at all times. Anti-social, dangerous or hurtful behaviour is forbidden, (e.g. wrestling, headlocks, jockey backs, bullying, intimidation, teasing, jeering, fighting, spitting, kicking, charging in groups, bad language, exclusion).

Pupils should walk to gates at going home time.