

# **Scoil Naomh Caitriona, Code of Behaviour**

## **Guiding Principles**

In Scoil Naomh Caitriona we expect a high standard of behaviour from the entire school community.

Every member of staff has a role to play in the implementation of the Code of Behaviour.

Rules are kept to a minimum, they emphasise positive behaviour and are applied in a fair and consistent manner, with due regard to the age of the pupils and to differing abilities.

Good behaviour is always encouraged.

## **Aims and Objectives of the Code:**

- 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.

## **School Rules:**

### **Attendance and Punctuality**

Parents are reminded that the school does not accept responsibility for pupils before official opening times and after official closing times.

- Pupils should be in school every day of the school year unless unable to do so due to ill health or exceptional family circumstance. A written communication from parents will be required following any absence from school.
- Junior and Senior Infants and First class are expected to be in their classroom by 8.50a.m. Supervision is provided from 8.30a.m.
- All other pupils are required to line up in an orderly fashion outside the school gates until they are admitted to the yard at 8.30a.m. at which time they will be supervised until 8.45a.m. At this time the pupils will assemble in the yard to allow for an 8.50a.m. start.
- Infant classes finish at 1.30p.m. All other classes finish at 2.30p.m.

The exception to this is where pupils are engaged in extra-curricular activities organised by the school and approved by the Board of Management. Pupils involved in such activities are expected to behave in accordance with school Code of Behaviour.

## **School Uniform**

- Infant classes are expected to wear the school tracksuit. Pupils from 1<sup>st</sup> to 6<sup>th</sup> wear their school uniform every day except for days set by the class teacher when school tracksuits are to be worn.
- In the interest of health and safety, stud earring and watches are the only jewellery allowed. Nose piercing is not allowed.
- A high standard of personal hygiene and general appearance is expected. Dyed or shaved hair is not allowed.
- Should the school be notified regarding head lice in a classroom:-
  - ❖ All the parents of that class will be informed
  - ❖ Parents will be asked to check your child's hair and to take the appropriate action if necessary.
- It is school policy that pupils with long hair should have it tied up, as it is more hygienic.

## **Care of Property**

- Pupils should respect all school property and the property of other pupils.
- Pupils should not litter any school areas.

## **Lunches**

- In accordance with our Healthy Eating Policy, pupils are expected to bring a healthy lunch. A treat is allowed on a Friday.
- Chewing gum, fizzy drinks and crisps are not allowed.
- In the interest of Health and Safety, nuts and nut products are prohibited in all classes from Junior Infants to Sixth, as we have a number of pupils with serious nut allergies.
- As part of our Green Schools Initiative, lunch waste is to be brought home.

## **Pupil Safety**

- In the interest of safety, pupils must walk while in the school building.
- On wet days, pupils remain in their classroom during lunchtime. They must remain seated for the duration of the lunch break. Pupils must ask permission from the supervising teacher to use the bathroom. On wet morning the same rules apply.
- Under no circumstances may pupils leave the school grounds during the school day without appropriate permission.
- All visitors must report to the Office on entering the school. Visitors wear identifying badges for the duration of their visit and sign out on leaving.
- To ensure supervision of pupils at all times, appointments to meet a member of staff should be made in advance.

- Parents collecting pupils for any reason during the school day must sign the pupil out at the office, before leaving the school.
- Pupils are not allowed to leave their designated yard area under any circumstances without the permission of the supervising teacher.

### **General Behaviour**

- Pupils are expected to pay attention in class, to obey the instructions of the teacher and complete, to the best of their ability, all schoolwork and homework.
- Pupils are expected to show courtesy and respect to each other and to the adults who work with them each day.
- Everybody is expected to speak in a respectful, polite manner. Positive, affirming communication will be encouraged and acknowledged.
- Bad language, name-calling and hurtful, inappropriate comments are not acceptable.
- Pupils are not permitted to have a mobile phone during school time or while on the school grounds. Should a pupil need a phone after school, an explanatory note from the child's parent must be given to the class teacher, the phone must be handed to the class teacher and is kept by the teacher for the duration of the school day. It is the pupil's responsibility to collect the phone from the teacher at the end of the day. Pupils who do not hand up their phones as outlined, will have their phone removed and their parents will be asked to collect the phone from the office.
- Pupils are expected to behave properly while waiting for, travelling on or getting off a bus. Pupils must wear seatbelts at all times while travelling on the bus.

### **Affirming Positive Behaviour**

We believe that good behaviour should be rewarded. Positive reinforcement of good behaviour leads to better self-discipline and we place a greater emphasis on rewards and incentives than sanctions.

### **Strategies / Incentives**

- A quiet word or gesture to show approval.
- A comment on a child's copy/ book.
- A visit to another class or Principal for commendation.
- Praise in front of class group.
- Individual class merit awards, point awards or award stamps.
- Delegating some special responsibility or privilege.
- Written or verbal communication with parent.
- Awarding a homework pass.

## **Responding to Misbehaviour**

### **Examples of Minor Misbehaviour**

In the classroom:

- Interrupting class work. Arriving late for class. Leaving seat without permission. Not completing homework without good reason. Not wearing correct uniform.

In the Yard:

- Talking in the line. Rough play. Name calling.

In the school:

- Running in the school building. Leaving litter in the building or grounds.

### **Examples of Serious Misbehaviour**

- Ongoing repeated minor misbehaviour.
- Telling lies. Stealing. Damaging other pupil's property. Any form of bullying. Back answering a teacher or a member of staff. Leaving school premises during the school day without appropriate permission. Fighting. Deliberately injuring another pupil. Using unacceptable language and making inappropriate comments.

### **Examples of Gross Misbehaviour**

- Serious assault of another pupil.
- Verbal abuse or assault of a teacher or another member of staff.
- Willful serious damage to school property or property of teachers, other members of staff or other pupils.

The Principal in conjunction with the teacher will decide whether an incident is Gross Misbehaviour or not after carefully evaluating the facts and circumstances pertaining to the incident.

### **Responding to Misbehaviour, A Ladder of Intervention:**

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

- Reasoning with pupil.
- Verbal reprimand including advice on how to improve, for example classroom intervention such as circle time or class meeting.
- Temporary separation from peers within class and/or temporary removal to another class.
- Prescribing extra work.

- Loss of privileges. (Pupils will not be deprived of engagement in a curricular area except on the grounds of health/ safety).
- Detention during break or after school hours.
- Communication with parents. (verbal or written, including notes in homework journal).
- Referral to Principal.
- Principal communicating with parents.
- Completing a *Reflection Sheet*
- Exclusion (suspension or expulsion) from school (in accordance with Rule 130 of the Rules for National Schools as amended by relevant circulars and The Education Welfare Act 2000).

### **Bullying**

Please refer to our school's Anti-Bullying Policy

## **Appendix A**

### **Suspension/ Expulsion**

Before serious sanctions such as suspension or expulsion are used, the normal channels of communication between school and parents will be utilised. Communication with parents may be verbal or by letter, depending on the circumstance. Where it is proposed to detain a pupil after school hours, the parents will be notified.

For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered. The authority for suspension rests with the Principal. The decision to suspend a pupil requires serious grounds such as that:

- Pupil's behaviour has had a serious detrimental effect on the education of other pupils.
- The pupil's continued presence in the school at this time constitutes a threat to safety.
- The pupil is responsible for serious damage to property.

A single incident of serious misconduct may be grounds for suspension.

In making a decision to suspend due consideration must be given to the nature and seriousness of the behaviour, the context of the behaviour, the impact of the behaviour, the interventions tried to date, whether suspension is a proportionate response and the possible impact of suspension. In certain circumstances immediate suspension may be warranted for reasons of pupil or staff safety and if this happens the formal investigation should take place immediately after the suspension.

An appeal to the Board of Management is available from a decision of the Principal to suspend a pupil.

Following or during a period of suspension, the parent may apply to have the pupil reinstated to the school. The parent 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.

### **Expulsion**

Authority to expel rests with the Board of Management

Grounds for expulsion must be serious such as a pupil's behaviour being a cause of significant disruption to the learning of other or to the peaching process, or where the continued presence of the pupil in the school represents a real and significant

threat to safety, or where the pupil has been responsible for serious damage to property.

Prior to considering this option (other than in exceptional emergency circumstances) every effort must be made in conjunction with the parents to assist the pupil in resolving behavioural issues including bringing in external resources if appropriate.

Prior to exercising this option the Principal must conduct or cause to be conducted a full investigation and arising out of same make a recommendation to the Board of Management on the appropriate course of action. If the Board, on a review of all materials believe there are grounds to consider expelling a pupil, then a hearing must take place and the parents must be incited to attend this meeting to hear the case against the pupil and have a right of reply to same.

If the Board make a decision to expel, then the matter must be referred to the appropriate Education Welfare Officer in accordance with the Education Welfare Act 2000.

Confirmation of the decision to expel may be given to the Board if appropriate no earlier than 20 days after the said notification.

An appeal in these circumstances goes to the Secretary of the Department of Education and Skills in accordance with the Education Acts.