



# Code of Discipline And School Rules

February 2012



## **CODE OF BEHAVIOUR AND DISCIPLINE**

1. In devising the code, consideration has been given to the particular needs and circumstances of this school. The aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to education in a disruption free environment.
2. Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school. The code offers a framework, within which positive techniques of motivation and encouragement are utilised by teachers.
3. The school places greater emphasis on positive reinforcement than on sanctions in the belief that this will, in the long run, give the best results.
4. The school recognises the variety of differences that exist between children and the need to accommodate these differences, while preserving the rights of the other pupils. The ethos of this school emphasises the right for all to be happy while attending our school.
5. It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff and between staff, pupils and parents.
6. The rules are being kept to a minimum and are positively stated in terms of what pupils should do. Rules are divided into School Rules (Printed in the Children's Homework Diaries) and Classroom Rules. School rules are revised at the start of the every school year and should be signed by pupils and parents annually. Children in senior classes often develop their own Classroom Rules to give the children a sense of ownership of the rules.
7. All efforts will be made to match curriculum to the abilities, aptitudes and interests of each pupil. This should help to motivate interest and aid progress.

8. The overall responsibility for discipline within the school rests with the Principal. Each teacher has the 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 for serious breaches of discipline and for repeated incidents of minor misbehaviour.
  
9. The following strategies may be used to show disapproval of unacceptable behaviour:-
  - (a) Reasoning with the pupil.
  - (b) Reprimand (including advice on how to improve);
  - (c) Temporary separation from peers, friends or others;
  - (d) Loss of privileges;
  - (e) Prescribing additional work;
  - (f) Detention during a break;
  - (g) Referral to Principal;
  - (h) Communication with parents; and
  - (i) Suspension (Temporary)
  - (j) Expulsion

Clarifications of these sanctions and procedures related to them are included in Appendix 1 of this policy.

10. Bullying is considered to be serious misconduct. A full policy on dealing with such cases is outlined in the schools' Anti-Bullying Policy.
  
11. Any child who is not making sufficient educational progress will be referred to the Educational Psychologist Service for assessment.
  
12. In the belief that the most effective schools tend to be those with the best relationships with parents, every effort will be made by the principal and staff to ensure that parents are kept well informed, that the school provides a welcoming atmosphere towards parents and that parents are not only told when their children are in trouble but when they have behaved particularly well.

## Appendix 1.

### Clarifications:

- (c) This sanction may include removal to a specific isolation desk within the classroom, removal to another classroom for a short period, a temporary separation from others during break time. (This may be in the yard area or in the school corridor depending on time of year and weather conditions)
- (d) This sanction may include a loss of time during certain subjects. (not to the detriment of the child's education in that subject) It may also include removal from extra-curricular school activities for a temporary period.
- (f) Formal detention during a break is administered twice a week, (Tuesday and Thursday) at break time, when necessary. Children are asked to complete a detention sheet based on English Spelling words, which is age appropriate. This sheet also contains the child's name and the reason for detention. The children are supervised by teachers on a rotational basis. Children work from 12.40 p.m. until 1.05 p.m. and go to the yard for the last five minutes of break. Unfinished sheets are finished at home. Sheets are signed by parents and returned to the school to be kept on file. A written record of all detentions will be kept and all correspondence will be kept on file.
- (g) The Principal has overall responsibility for discipline within the school. Good communication between staff, parents and the principal should ensure that formal referral to the principal would be necessary only in more serious cases.
- (h) Before resorting to serious sanctions, the normal channels of communication between school and parents will be utilised. Parents will be involved as soon as possible, rather than a last resort. Communications with parents will be verbal or by letter, depending on circumstances. The parents will be invited to come to the school to discuss their child's case.
- (i) For gross misbehaviour or repeated instances of serious misbehaviour suspension will be considered. The authority to suspend a child from school lies with the Board of Management. The Board of Management has delegated the Principal the power to suspend a child for three days.

Such a suspension must be in agreement with the grounds of suspension listed in this document. Suspensions of greater than three days must be referred to the Board of Management. The maximum suspension in relation to a single incident is 10 days. A child reaching a cumulative total of 20 days suspension should be subject of a review. The EWO will be consulted at such a stage. At all times, due and fair process must be given during such a procedure. Parents have a right to appeal any suspension if total number of days exceeds 20 under Section 29 of the Education Act (1998). Full records of any suspension must be kept. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may have to be suspended for a temporary period.

- (j) Expulsion may be considered in an extreme case, in accordance with Rule 130(6). Expulsion of a pupil is a matter of last resort. The authority to expel lies only with the Board of Management and can not be delegated. The key grounds for considering expulsion is where the continued presence of a pupil constitutes a real and significant threat to safety. Before expulsion, the assistance of appropriate agencies may be sought. These include the NEWB, the SENO, and NEPS. Parents have a right to appeal any such decision under Section 29 of the Education Act (1998). Full records of any expulsion must be kept.

## **Grounds for Sanction**

Sanctions (a) to (e) refer to minor behavioural problems and are normally dealt with by a class teacher. It is envisaged that the vast majority of sanctions will fall into these five categories.

### **Sanction (f): Detention**

Detention is considered for continual minor misbehaviour and for incidents of serious misconduct. These include fighting, aggressive, threatening or violent behaviour towards another pupil, bullying, disrespect towards a teacher. This list is not prescriptive.

### **Sanctions (g) and (h): Referral to the Principal and Communication with Parents.**

When a child has received a detention, both parents and principal will be informed of the reason for the detention through the detention sheet. Formal referral to the principal will take place where there are incidences of continued breaches of behaviour leading to detention or in certain cases of single serious misconduct. Parents will be involved as soon as possible in the process to attempt to secure resolution in as short a time as possible.

### **Sanction (i): Suspension**

Grounds for suspension are defined as a proportionate response to behaviour that is causing concern. This may include ongoing serious misbehaviour where the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future, ongoing behaviour that is having a seriously detrimental effect on the education of other students, where there is a threat to safety, where there is serious damage to property. While suspension is mostly concerned with ongoing behaviour, one single incident of serious misbehaviour may be grounds for suspension. While suspension is usually discussed with parents beforehand, automatic suspension may be used in extreme cases whereby the behaviour of a pupil is such that his/her immediate removal from school is necessary.

All suspensions will follow fair procedures based on the principals of natural justice, which include the right to be heard and the right to impartiality.

Where a child is to be suspended, and excepting automatic suspension, the following steps will be followed in implementing the suspension. Parents will receive written confirmation of the suspension indicating, the period and dates of suspension, the reasons for suspension, arrangements for returning to school including any commitments to be entered into by the pupil or parents, provision of appeal to the BoM. Full written records will be kept.

#### Sanction (j): Expulsion

Expulsion is only considered where all possibilities of changing pupil behaviour have been exhausted. Where expulsion is considered, a series of interventions should have been tried by the school. The key grounds for considering expulsion is where the continued presence of a pupil constitutes a real and significant threat to safety. Other grounds include behaviour that is the persistent cause of significant disruption to the learning of others or to the teaching process and where a pupil is responsible for serious damage to property.

Automatic expulsion for a first offence can be imposed by the Board of Management for certain prescribed behaviours. These are Sexual Assault, Actual violence or Physical Assault, Supplying illegal drugs to other pupils in school and serious threat of violence against another pupil or member of staff. Clear procedures must be followed in respect of expulsion. Following a detailed investigation carried out under the direction of the principal, the principal must make a recommendation to the BoM. The BoM considers this recommendation and if necessary holds a hearing. The Board then consider if expulsion is appropriate and if so the EWO is contacted and a 20 day cooling off period is arranged. The EWO arranges consultations with all parties before the Board confirm the decision to expel. The right of appeal under Section 29 of the Education Act (1998) must be attached to the order to expel.

While written in terms of the individual child, this code of discipline may be applied to any given group situation, where necessary.

Reviewed and agreed by the Board of Management on 3<sup>rd</sup> February 2009.



# School Rules

1. When coming into, or leaving school, pupils must go through the gates only – not through the teachers' car park or over the wall. School begins at 9.00 a.m. sharp and finishes at 2.40 p.m.
2. The school is not responsible for children who arrive in school before official opening time (9.00 a.m.)
3. Parents are encouraged to deliver and collect their children outside the school gates, as this helps to make them more independent. (Junior Infants excepted until they settle in, hopefully by Hallowe'en)
4. Children who go home for lunch must have the appropriate form signed by their parents.
5. All children should bring their lunches in the morning. Any parents leaving in lunches after 9 a.m. are required to leave them into the office only.
6. The children eat their lunches in the classrooms and are supervised by their teachers. No foodstuff is allowed in the yard.
7. The school has a healthy lunch policy. To this end, fizzy drinks, chocolate, sweets, biscuits, bars, crisps, peanuts etc. are not allowed. Chewing gum is **forbidden** in school.
8. Children must wear full school uniform at all times. (The school tracksuit may be worn on PE days). Children must adhere to the school appearance policy.
9. Notes are required in the case of absence or early departure from school. Absence notes should be written in the appropriate place in the child's attendance book. Children been collected early must be collected from their classroom

10. Children from Junior and Senior Infants play in front of the school.
11. Children are strictly forbidden to run on the corridor or in their classrooms.
12. Pupils should keep the school litter free. All non-recyclable waste must be brought home. It is our school and it is up to us to keep it clean.
13. Pupils must respect and obey all teachers and others in authority in the school.
14. Parents are asked to ensure that their children do their homework each night and sign each child's homework diary.
15. All pupils are expected to work to the best of their ability.
16. Bullying is considered to be a serious breach of discipline and contrary to our school vision statement.
17. Should any child have a problem or worry, his/her teacher is always willing to discuss this matter with you at an arranged time. Parents are asked to please ring the school to make an appointment to see a teacher.

**Each teacher has special rules regarding classroom behaviour and these rules must be obeyed**





Scoil an Chroí Ró-Naofa,  
Urlingford N.S.,

Urlingford,  
Via Thurles,  
Co. Kilkenny.  
E41 A567

Principál: Dermot Dunphy  
Roll Number: 19930D

Telephone: (056) 883 1512  
E-Mail: [urlingfordns.ias@eircom.net](mailto:urlingfordns.ias@eircom.net)