

Charleville C.B.S. Primary



POLICY DEVELOPMENT

Code of Discipline

Charleville C.B.S. is a Catholic National School. Christian values are emphasized in the school. Children's rights are protected. Every child is entitled to be treated fairly.

School opens at: 9:00am
Classes start at: 9:10am
School closes at: 2:50pm

Foreword

To achieve the aims of Education order, organization and structure are necessary in any school. The Code of Discipline is there to ensure that children have a safe and happy environment in which to learn. Good relations, good communication and good cooperation between children, teachers and parents/guardians are vital. Respect is central to the Code of Discipline – self-respect and respect for others. Essentially good behaviour, courtesy and Christian virtues are at the core of the Code of Discipline. All choices regarding religious and spiritual beliefs are equally respected in the school. The emphasis of the Code is positive. Good behavior is rewarded and misconduct is discouraged. The emphasis is on giving good behaviour recognition. To maintain order sanctions are imposed when necessary. It is the bad behaviour (not the child) which is unacceptable. Every child is an individual and background, environment, personality, ability etc. must be taken into account. School rules are clear, simple and fair. Every effort is made to be consistent, reasonable and fair at all times. The support and goodwill of parents/guardians is vital in implementing the Code of Discipline.

Philosophy and General Aims

The Code of Discipline is there to promote:

- Respect of other people and other people's property
- Good listening, learning and working-habits
- Self-respect, self-confidence and self-discipline
- A positive learning environment
- An understanding of right and wrong
- A friendly atmosphere
- Independence
- Cooperation
- Honesty
- Loyalty

School – Rules

Respect & Courtesy

- I should be polite.
- I should be kind.
- I should be truthful.
- I should respect other children, parents/guardians, teachers, all school staff and visitors to the school.
- I should respect our school, school property and surroundings.
- I should cooperate with teachers' directions.
- I should walk orderly within the school.

Conduct in Class

- Every child has the right to learn.
- I should not be disruptive in class.
- I should be in school on time.
- I should work hard and do my best.
- I should listen attentively.
- I should cooperate with class rules and directions.
- I should do my school-work properly and completely.
- I should not be in my class-room unattended.
- I should bring my home-work, proper books, copies etc to school.

Conduct in school-yard

- Every child has a right to enjoy his playtime free from intimidation.
- I should not cause trouble in the school-yard.
- Children from older classes should be considerate towards the younger children.
- Every game should be sporting and played fairly.
- Rough games are not allowed.
- I may not leave the school-yard.
- I may not re-enter the school without a teacher's permission.
- I should tell the teacher on yard-duty about any incident.

- When the bell is rung I should walk to my line without delay.
- I should walk quietly and orderly inside in the line.

Health and Safety

- I should have a healthy lunch.
- Crisps, chewing-gum, glass-bottles, tippex and mobile-phones are not permitted.
- I should not leave the school at any time without permission.
- Children may not leave the school-premises except via the main gate or the pedestrian access to the set down area.
- I should not be in the school or on school-grounds after school without adult supervision.
- Children's hair should be checked in case of head-lice.
- If a child comes in contact with an infectious disease the school should be informed without delay.
- If a parent/guardian is unavailable during the school-day some arrangement should be made in case a child has to go home unexpectedly because of illness or an accident.
- Details of these arrangements, contact numbers etc. should be given to the school. The school should be kept informed of any change of address, contact number etc.
- Children should be collected promptly when school ends. They should not be on school-grounds after this time unless supervised by an adult. The school cannot accept responsibility after school-hours.
- If a child has to leave the school early for any reason the school should be informed beforehand and the child needs to be signed out in the office.

Notes

A written note from parents/guardians is expected beforehand if:

- A child has to go home at lunch-time
- A child has to go home early
- A child is going on holidays
- A child has to stay inside at break-time
- A child cannot participate in a PE class or any other class.

A written note is also expected if:

- A child comes to school late unaccompanied by a parent/guardian
- A child is absent for a day or more
- A child hasn't done his/her home-work.

Homework

It is school-policy to give homework regularly. It is advisable to set out a specific time and place for homework i.e. a quiet place at a table free from distraction from television etc. It is important that parents/guardians show an active interest in their children's homework and sign the homework journal (to check that the work has been done). Homework is not usually given on Fridays.

Strategies

The Code of Discipline is positive. The emphasis is on reward not sanctions. 'Mol an Óige agus tiocfaidh sí!'
Praise can be given by:

- A complementary word or gesture
- A comment in a child's copybook
- A visit to another classroom or to the principal for commendation
- A word of praise in front of class or group
- A system of merit marks
- Delegating some special responsibility or privilege
- A mention to parent/guardian, written or verbal communication
- When a child is being praised a common-sense approach will be used so as not to embarrass.

Dealing with unacceptable behaviour

The teacher/principal will treat each incident independently. The degree of misdemeanours will be judged based on a common-sense approach with regard to the gravity/ frequency of such misdemeanours.

Minor misdemeanours

Examples of minor misdemeanours are as follows -

- Disruptive in class
- Late for school
- Running in the school building
- Boisterous in the line
- Leaving seat without permission
- Littering
- Being unmannerly
- Not completing homework / not having homework signed by parent/guardian
- Endangering self or others in the yard etc.

Dealing with minor misdemeanours

- Speaking with pupils
- Reasoning with pupils
- Giving advice on how to improve
- Note to be signed by parents

Dealing with regular occurrences of minor misdemeanours

(Phase 1):

- Temporary separation from peers
- Denial of privileges
- Giving extra work
- Detention
- Note to be signed by parent
- Pupils who misbehave frequently may not be allowed to participate in school outings.

(Phase 2):

- Send to principal
- The principal will record the misdemeanour in writing
- Teacher meets with one/both parents/guardians

Serious misdemeanours

Examples of serious misdemeanours are as follows -

- Constantly disruptive in class
- Lying
- Stealing
- Damaging other pupil's property
- Bullying
- Excluding or isolating other children or encouraging others to do so
- Being rude or cheeky
- Back answering a teacher
- Frequenting school premises after school hours
- Leaving school premises without permission
- Lazy or careless work
- Unacceptable language
- Endangering self or others
- Bringing weapons to school
- Deliberately injuring others

Dealing with serious misdemeanours

- Temporary separation from peers
- Denial of privileges
- Giving extra work
- Detention for a full lunch time
- Note to be signed by parent

- The principal will keep a written record of misdemeanours.
- Parents/guardians meet with teacher and principal.
- Parents/guardians meet with principal and chairperson of the school Board of Management.

Gross misdemeanours

Examples of gross misdemeanours are as follows -

- Deliberately causing serious hurt to another pupil
- Cheeky back-answering
- Bringing dangerous weapons to school
- Burning school property
- Rough, threatening, violent behaviour
- Bringing cigarettes, alcohol, drugs or illegal substances to school
- Blatantly disregarding authority or school-rules
- Constantly tormenting other pupils etc.

Dealing with gross misdemeanours

- Three days suspension in accordance with Rule 130 (5) of the National Schools Rules.
- Ten days suspension with written permission from the Board of Management.
- A longer suspension with written permission from the Board of Management.
- Expulsion will be considered in an extreme case in accordance with Rule 130 (6).
- Every effort will be made to seek psychological service if this is deemed necessary. Help will also be sought from the appropriate services eg. The Health Board etc.

Dealing with gross/serious offences

In exceptional cases and/or with serious offences the principal with the Board's authority can immediately suspend the guilty pupil(s) without following the customary steps prior to suspension.

Bullying

- Every child has a right to enjoy his/her learning and leisure time free from intimidation
- Bullying is defined as repeated aggression, verbal, psychological or physical conducted by an individual or group against others
- Children should respect each other by reporting all instances of bullying
- All unkind actions, name-calling or unkind remarks will not be tolerated
- There will be "zero-tolerance" for bullying in Charleville C.B.S.

To work effectively it is vital that -

- School rules are clear, simple and fair
- Children, parents/guardians, teachers are clear on acceptable and unacceptable behaviour
- There is unity and cooperation
- Everyone has the same high standards
- School rules are implemented.

Each parent/guardian is advised to have a copy of the school Code of Discipline. Children should know the school rules and should understand what will happen if their behaviour is not acceptable.

Review

This Code of Discipline will be reviewed in September 2019.

Ratification

This Code of Discipline was ratified by a member of the school Board of Management in September 2018.

Signed: ***Mike Keane***

Chairperson of the Board of Management