

## **School Code of Behaviour for Kingsland NS**

This Policy was formulated and Reviewed by the Staff, and Board of Management, of Kingsland NS taking into consideration the views of Parents and Children.

### **Rationale**

To clarify existing school policy, and follow the NEWB Developing a Code of Behaviour; Guidelines for Schools. Our Code is based on the 'Discipline for Learning' module which encourages and rewards Positive Behaviour within the school.

### **AIMS:**

1. To create an orderly safe environment in which pupils can, through development of self-discipline, feel secure, and make progress in all aspects of their development.
2. Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school.

### **GUIDELINES (Content of Policy)**

#### **CLASSROOM RULES:**

1. Be on Time and be prepared for Class. (Includes uniform, lunch, homework, homework diary etc.)
2. Do as you are told immediately.
3. Raise your hand and wait quietly for attention.
4. Always do your best and allow others to do the same.
5. Respect everyone/yourself and their property.
6. Stay seated and quiet when your teacher is out of the room.

#### **OUT OF CLASS RULES:**

1. Do as you are told by all staff immediately.
2. Name calling, Bad language, Fighting and Bullying are Out- go to the Teacher for help.
3. Walk quietly within the school.
4. Eat at the proper place at the proper time.
5. Vandalism and Theft are out.
6. Stay within the school grounds.
7. No intimidating or aggressive play allowed. (Repeated-Step 4 in Sanctions)

#### **SANCTIONS:**

1. Verbal warning.
2. Warning card. (Loss of stars if repeated)

3. Isolation in class (With work-30min). (Inform parents, report card).(After repeated incidences).
4. Detention in class at break time. (Inform parents, report card) (After repeated incidences).
5. Loss of School Privileges. (Class jobs, school/yard jobs, free playtime....)
6. Send to partner Teacher (Until end of period with work)
7. Prescribed work to do at Home, to be signed. (Meet with parents)
8. Suspension (Authorised by B.O.M) see **Appendix 1 for details on Suspensions.**
9. Gross Misbehaviour- Immediate drop to step 4 on this list-(Inform Parents).

**NOTE:** Repeated instances of serious misbehaviour- inform Chairperson of B.O.M. Request meeting with parent/ chairperson/ principal, to outline how serious the situation is. (Leading to Suspension if it continues).

**REWARDS: (some examples)**

1. Praise- Verbal, non Verbal.
2. Stamps, stickers, certs.
3. Class treats, extra art, outings, video, quiz.
4. Letter, note home-good news note.
5. Homework Pass.
6. Computer Pass.
7. Homework in school.
8. Extra time at break- in class
9. Extra responsibilities.
10. Star Book-gain stars for good behaviour, prize at end of page.

**EXAMPLES OF SERIOUS MISDEMEANOURS:**

1. Verbal abuse towards any adult. (Back answering)
2. Constantly disruptive in class. (Talking, moving around, coming & going)
3. Constantly late for School. (After 9.40am)
4. Damaging other pupil's property.
5. Bullying. (All forms).
6. Leaving school premises without permission.
7. Deliberately injuring a fellow pupil.
8. Bringing dangerous objects to school.
9. Vandalism.
10. Theft or interfering with school property.
11. Engaging in activity/activities so as to endanger the Health and Safety of themselves and/or fellow pupils.
12. Acting in a threatening manner towards others.

## **APPENDIX 1 SUSPENSION:**

### **Procedures in respect of Suspension. (as per page 77 of the NEWB Guidelines)**

While the BOM has the authority to suspend, they may delegate this authority to the principal, for periods of up to three days. Note one single incident of serious misbehaviour may be grounds for suspension, and in some incidences immediate.

General Procedures:

- Investigation of the facts to confirm serious misbehaviour.
- Parents will be informed by phone or in writing about the incident.
- Parents will be given an opportunity to respond.

If suspension is still decided upon

- Principal notifies parent in writing of the decision to suspend. The letter should confirm.
  - The period of the suspension and the dates on which the suspension will begin and end.
  - The reasons for the suspension.
  - Any study programme to be followed.
  - The arrangements for returning to school, including any commitments to be entered into by the student and the parents.
  - The provision for appeal to the Board of management or secretary general of the DES. (Only where the total number of days for which the student has been suspended in the current school year reaches 20 days.)
  - Where the cumulative total of days reached 6, the NEWB will be notified.

### **Records and reports.**

Formal written records will be kept of:

- The investigation (including notes of all interviews held)
- The decision-making process.
- The decision and rationale for the decision.
- The duration of the suspension and any conditions attached to the suspension.

### **Expulsion.( As per page 82 of the NEWB Guidelines)**

#### **Procedures in respect of expulsion.**

- A detailed investigation carried out under the direction of the principal.
  - Inform parents in writing of alleged misbehaviour, how it will be investigated and that it could result in expulsion.
  - Give parents and students the opportunity to respond before a decision is made.
- A recommendation to the BOM by the principal( see page 84 NEWB guidelines)
- Consideration by the BOM of the principal' recommendations and the holding of a hearing. (see page 84 NEWB Guidelines)
- BOM deliberations and actions following the hearing. ( page 85 NEWB Guidelines)
- If BOM is of the opinion that the student should be expelled, the Board must notify the Educational Welfare Officer (EWO) in writing, of its opinion and the reasons for this opinion.

The intention to expel a student does not take effect until 20 school days have elapsed after NEWB have received written notification. The NEWB should be notified using a **Notice of Intention to Expel form** which is available on [www.schoolreturn.ie](http://www.schoolreturn.ie) or from our helpline (1890 36 3666). This form should be completed and sent to **School Return Section, National Educational Welfare Board, 16-22 Green St, Dublin 7.**

- Consultations arranged by the EWO.
- Confirmation of the decision to expel.

### **Appeals.**

- A parent may appeal a decision to expel to the Secretary General of the Department of Education and Science ( Education Act 1998 section 29)

### **SUCCESS CRITERIA:**

To create a safer, quieter, more caring environment.

### **Code of Conduct for Parents**

Parents are expected to:

- Ensure their children attend school and are punctual.
- Equip pupils with appropriate school materials, a sufficient healthy lunch and school uniform
- Be courteous towards pupils and staff
- Make an appointment to meet with a teacher or the Principal
- Respect school property and encourage their children to do the same
- Label pupil's coats and other personal property
- Inform the school of any issues which may affect their child in school.
- Support the school in upholding the school Ethos and Code of Behaviour.

As the Board of Management is responsible for the Health & Safety of all staff and students, parents are requested not to approach or reprimand another person's child on the school premises

### **ROLES AND RESPONSIBILITIES:**

**Pupils;** To adhere to the rules and develop self-discipline. 'Treat others as you would like to be treated'.

**Teachers;** To implement and teach the Code of Behaviour. To foster Respect, care, trust and integrity in the school environment.

**Parents;** To support the school policy and sign adherence to Policy on enrolment. Adhere to Parental Code.

**Principal;** To enforce all aspects of the policy.

**B.O.M.;** Ratification of policy. Authorise Suspension and follow guidelines of the NEWB.

**TIMEFRAME FOR IMPLEMENTATION:**

Sept. 2018

**TIMEFRAME FOR REVIEW:**

2020

**RESPONSIBILITY FOR REVIEW:**

B.O.M, staff, parents, pupils.

**RATIFICATION AND REVIEW:**

1. B.O.M
2. Parents receive a copy of agreed policy.

Signed: Mary Harrington, Chairperson

On behalf of Board of Management

Date: 28-11-2018