

Code of Discipline and Behaviour

Code of Discipline

School Name: St Manchan's National School, Mohill, Co. Leitrim

Date: September 2005, Revised June 2010, February 2013, February 2015

Title: Code of Discipline and Behaviour

St. Manchan's N.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: 9:05am
Classes start at: 9:25am
School closes at: 1:45pm (Infants)
2:45pm (1st – 6th class)
Telephone: 071-9631774

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 for 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

St. Manchan’s National School follows the “Golden Rules” and these rules are on display in every classroom.

Golden Rules

- **We are gentle – We don’t hurt others**
- **We are kind and helpful – We don’t hurt anybody’s feelings**
- **We listen – We don’t interrupt**
- **We are honest – We don’t cover up the truth**
- **We work hard – We don’t waste our own or others’ time**
- **We look after property – We don’t waste or damage things**

Conduct in Class

- Every child has the right to learn
- I should not be disruptive in class
- I should cooperate with class rules and directions
- I should bring my homework, proper books, copies etc to school.

Conduct in schoolyard

- Every child has a right to enjoy his/her playtime free from intimidation
- I should not cause trouble in the school-yard
- Every game should be sporting and played fairly
- Rough games are not allowed
- I may not leave the school-yard
- 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 always walk while in the school building.
- I should have a healthy lunch
- Crisps, minerals, 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 by the main-gate (facing the main-entrance)
- I should not be in the school or on school-grounds after school without adult supervision
- 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.
- Junior/Senior Infants should be collected at 1:45pm
- Children from 1st – 6th class should be collected at 2:45pm. They should not be on school-grounds after this time unless supervised by an adult. The school cannot accept responsibility after school-hours.

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
- St. Manchan's National School is a "bully-free" zone.

Bullying is always unacceptable and will be dealt with in line with the school's Anti-Bullying Policy.

Notes

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

- A child has to go home early
- A child is going on holidays
- 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 homework.

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. 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

Children with Special Needs

All children are required to comply with the code of behaviour. However the school recognises that children with special needs may require assistance in understanding certain rules. Specialised behaviour plans will be put in place in consultation with parents and the class teacher, learning support/ resource teacher, and or principal will work closely with home to ensure that optimal support is given. Cognitive development will be taken into account at all times. Professional advice from psychological assessments will be invaluable.

The children in the class or school may be taught strategies to assist a pupil with special needs adhere to the rules and thus provide peer support. This will be done in a supportive and safe way, acknowledging and respecting the difference in all individuals.

Dealing with unacceptable behaviour

The teacher/principal will treat each incident independently. Teachers will keep a dated record of interventions tried and students' response. The degree of misdemeanors will be judged by the teachers and/or Principal based on a common-sense approach with regard to the gravity/ frequency of such misdemeanors.

Minor misdemeanours:

Disruptive in class / late for school / running in the school / boisterous in the line / leaving seat without permission / littering / being unmannerly / not completing homework /endangering self or others in the yard etc.

Serious misdemeanours:

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.

Gross misdemeanours:

Deliberately causing serious hurt to another pupil, cheeky back-answering, bringing dangerous weapons to school, burning school property, rough, threatening, violent behaviour, smoking cigarettes or bringing alcohol, drugs or illegal substances to school, blatantly disregarding authority or school-rules, constantly tormenting other pupils etc.

1. Dealing with minor misdemeanours:

- Speaking with pupils
- Reasoning with pupils
- Giving advice on how to improve

2. Dealing with regular occurrences of minor misdemeanours

(Phase 1):

- Pupil writes a story of what is happening – to be signed by parent
- Temporary separation from peers
- Denial of privileges
- Giving extra work
- 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

3. Dealing with serious misdemeanours:

- 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.

4. Dealing with gross misdemeanours:

- Principal to sanction immediate three days suspension in accordance with Rule 130 (5) of the National Schools Rules pending discussion with parents.

- 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 e.g. The Health Board etc.

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

It should be noted that these lists consist of examples only and is not meant to be a totally comprehensive list of misdemeanours and procedural steps.

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.

Status of the Code of Discipline: This code may be reviewed and/or revised as conditions may require. A copy of the revised edition will be issued in this event.

