

Kentstown National School: Code of Conduct

Introduction:

The following Kentstown National School Code of Conduct was drawn up by the staff of Kentstown National School in consultation with the B.O.M., Parents Association and senior pupils of the school.

This code of behaviour is based on reward as well as on compliance and sanction. It is supported by the implementation of the Discipline for Learning system.

Aims: The aims of the Code of Behaviour are:

- a) To create an ordered and orderly environment in which pupils can, through developing self-discipline feel secure and make progress in all aspects of their development.
- b) To assist parents and pupils in understanding the systems and procedures that form part of the Code of Behaviour and to seek their co-operation in the application of these procedures.

School Rules:

Safety: For my own safety and that of others.

- a) I will walk quietly and safely indoors.
- b) I will only leave the school grounds with permission.
- c) I will bring a note of explanation following absences, which will be kept in the school for record purposes.
- d) I will remain seated in class and while eating lunch.
- e) Mobile phones or i-pads (unless i-pads are for use in class) are not allowed in school.

Caring for Myself:

- a) I will respect myself and my property.
- b) I will always be in school before the bell rings at 9.00am.
- c) I will show respect for my school by wearing the complete school uniform with pride every day.
- d) I will always be aware of my personal hygiene.
- e) I will bring a nutritional lunch to school. Fizzy drinks, crisps, sweets, biscuits, bars, chewing gum or any other junk food are not permitted.

Caring for others:

- a) I will show respect for teachers, parents, and fellow pupils at all times.
- b) I will not use aggressive behaviour or bad language in my dealings with others.
- c) I will show respect for school property and the property of others.
- d) I will use the litter bins to keep the school and the grounds tidy.
- e) I will not use slang, name-calling or nicknames when referring to others.
- f) I will not bring dangerous articles, i.e. knives, sharp objects, aerosols, matches, lighters or any other objects that would be considered a danger to others in school.

Procedures:

The gravity of misdemeanours (minor, senior or gross) will be judged by the teachers and Principal, based on a common sense approach with regard to the nature/frequency of such misdemeanours.

Examples of steps to be taken by teachers when dealing with minor misdemeanours

- Verbal reprimand/reasoning with pupil.
- Noting instance of yard misbehaviour in accordance with our Sanctions and Rewards for playground rules
- Asking pupil to take 'time out' in the yellow box at break time.
- Loss of Golden Time.

Examples of steps to be taken when dealing with minor misbehaviours on a regular basis:

a) Within the classroom: Phase 1.

- Write a story of what happened or write school rule/relevant rule on a consequence sheet to be signed by a parent.
- Note in journal to be signed by a parent (explaining incident).
- Temporary separation from peers.
- Loss of Golden Time.
- Denial of participation in some class activity e.g. a number game, a short quiz etc.
- Sending to another teacher.

b) Phase 2.

- Send to Principal/Deputy Principal
- Lunchtime detention
- Class teacher meets one or both parents
- Loss of certain privileges e.g. being taken off school teams, not being allowed on school tour etc.
- Principal/Deputy Principal meets one/both parents
- Suspension

Examples of steps to be taken when dealing with serious misdemeanours:

- Send to Principal /Deputy Principal
- Principal sends note to be signed by parent
- Principal meets with one/both parents
- Principal may suspend child for a maximum of three days.
- If problem persists, a further suspension by the B.O.M. will be requested by the Principal.

Examples of steps to be taken when dealing with gross misdemeanours

- Chairperson/Principal to sanction immediate suspension pending discussion with parents.
- Expulsion will be considered in extreme cases in accordance with Rule 130 (6)
- The maximum initial period of exclusion is 3 school days. A special decision of the B.O.M. is necessary to authorise a further period of exclusion up to a maximum of 10 school days to allow for consultation with the pupils, parents or guardians.

Roles and Responsibility

- The overall responsibility for discipline within the school rests with the Principal. Each teacher has 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.

Timetable for Review:

- This policy will be reviewed and if necessary amended annually.

Ratification and Communication:

- Parents are provided with a copy of the Code of Behaviour before registering their child as a student in the school. As a condition of registering their child, the school requires parents to confirm in writing that they will make all reasonable efforts to ensure that the child complies with the code.
- This policy was officially ratified by the Board of Management on _____

Signed _____ (Chairperson Board of Management,
Kentstown National School)

Kentstown National School

Procedure in Respect of Suspension (as per pages 70-77 of the NEWB Guidelines)

While the Board of Management has the authority to suspend, they have delegated this authority to the principal together with either the Chairperson of the Board or the Deputy Principal for periods of up to three days. In the event that the principal or the Board of Management deem it necessary to suspend a child due to non-compliance with the Code of Behaviour the following procedure will apply:

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

If Suspension is decided upon:

- Parents will be notified in writing of the decision to suspend. They will be invited to attend a meeting with the Principal.
- They will be given a Notification of Suspension From School form to sign. They will be notified of the period of suspension and the dates on which the suspension will begin and end. A copy of this form will be stored in the filing cabinet in the principal's office. A meeting will be organised to sign the Commitment to School Code of Behaviour Following Suspension form prior to the child's return to school.
- The parent/guardian will be given a pack of work for their child to complete while suspended.
- The child will return to school on the agreed date accompanied by a parent /guardian. The child and the parent/guardian will sign the Commitment to School Code of Behaviour Following Suspension from School form. This form must be signed by the parent/guardian before the child can return to school in the presence of the Principal. The form will be stored in the filing cabinet of the principal's office.

Records and Reports:

Formal 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

The Board of Management will be informed if a suspension has taken place.

Date: _____

Signed: _____ (Chairperson, Board of Management,
Kentstown National School)