

CODE OF CONDUCT

Kiltiernan National School

MISSION STATEMENT:

The aims and values of Kiltiernan National School are to provide a happy, secure and effective environment in which each pupil will become numerate, literate, curious and caring and learn to value the dignity and individuality of both themselves and others.

Our motto, as President Mary Robinson told us in March 1997, is
“Ar aghaidh libh!”

CODE OF BEHAVIOUR AND DISCIPLINE:

1. Aims:

- (a) In devising this code, consideration has to be given to the particular needs and circumstances of this school. The aim is 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) Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school.

2. Principles:

- (a) The school recognises the variety of differences that exist between children and the need to tolerate these differences.
- (b) 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, parents and pupils. The principal and staff of Kiltiernan National School will make every effort to ensure that our school provides a welcoming atmosphere which encourages parents to become involved, and that parents not only know when their children are in trouble, but also when they have behaved particularly well. This policy will be communicated fully and clearly to parents on a regular basis.
- (c) Every effort will be made to ensure that the code of discipline is implemented in a reasonable, fair and consistent manner.
- (d) 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. The overall responsibility for discipline rests with the principal. A pupil will be referred to the principal for serious or repeated incidents of misbehaviour.

3. School Golden Rules:

How you behave in class and throughout our school has consequences.

Some behaviours are good and lead to rewards, others not so good lead to warnings. This is because bad behaviour brings unhappiness for someone – It's your choice!

(a) Safety: For my own safety and that of others: -

- I should be careful coming to and going from school, in the parking bay and within the school grounds.
- I should always walk while in the school building, so nobody gets hurt.
- I should remain seated at all times in class while eating lunch.
- I will always show respect for my fellow pupils, in the yard and run on the grass only.
- I will bring a note of explanation following absences.
- I should never leave the school grounds without the permission of the principal.

(b) Caring for myself:

- o I should respect myself and my property, always keeping my school bag, books and copies in good order and have them when I need them.
- o I should always come to school each day and arrive on time.
- o I should show respect for my school and be proud to wear the complete school uniform every day, including slippers for indoors.
- o I should always be aware of my personal cleanliness.
- o I should always bring a sensible, nutritional lunch to school. (Crisps, fizzy drinks, sweets or chewing gum, are not permitted).
- o I should always do my best in school by listening carefully, working as hard as I can and by completing my homework to the best of my ability.
- o I should talk to my teachers, or any teacher, if I am worried or upset or if anything is bothering me.

(c) Caring for others:

- o I should be kind and respectful to teachers and fellow pupils by being mannerly and polite, by taking turns and by remaining silent and orderly in my class line.
- o I should behave well in class so that my fellow pupils and I can learn.

- o I should always keep my school clean by bringing unfinished food and drinks, cartons, wrappers etc., home and recycling them with care.
- o I should show respect for the property of my fellow pupils, the school building and grounds.
- o I should be truthful and honest at all times, so disagreements can be sorted quickly and effectively.
- o I should play happily with care for myself and for others.

Bullying:

I should never bully others. I should never allow others to bully me and if it happens I should tell my teacher and my parents. Bullying is always unacceptable.

Kiltiernan N.S is a 'Bully-free' zone.

Strategies:

Praise may be given by means of any one of the following;

- o A quiet word or gesture to show approval.
- o A comment in a pupil's exercise book.
- o A visit to another member of Staff or to the Principal for commendation.
- o A word of praise in front of a group or class.
- o A system of merit marks.
- o Delegating some special responsibility or privilege – whole school awards – Activities in the halla – video, library etc..

Disapproval of unacceptable behaviour will be dealt with as follows: (The nature of the behaviour will determine the strategy).

- (a)** Investigation by class teacher or, teacher on yard duty, with the opportunity, given to explain the behaviour.
- (b)** The matter is reported to the class teacher if the incident occurs in the playground.
- (c)** Reason with the pupil/s.
- (d)** Reprimand (including advice on how to improve). Fill 'Time Out' sheet.
- (e)** Prescribe extra work if unacceptable behaviour is work related.
- (f)** Note to the parents, in homework diary, to be acknowledged by them.
- (g)** Written record of the incident to be entered in an Incident Report Book.
- (h)** Temporary separation from peers and/or loss of privileges.
- (i)** Referral to Principal.
- (j)** Communication/ Meeting with parents.
- (k)** Discussion at the next Board of Management meeting.

(l) Suspension/ expulsion, (in accordance with Rule 130 of the Rules for National Schools as amended by circular 7/88). The normal channels of communication between the school and the parents will be utilised before resorting to these sanctions.

Teachers shall keep a written, dated, record of all incidents of serious/repeated misbehaviours in the Incident Report Book.

Any incidents occurring whilst on yard duty are reported to the class teacher immediately after the break.

Procedures:

The degree of misdemeanours i.e. minor, serious or gross, will be judged by the teachers and/or principal, based on a common sense approach with regard to the gravity/frequency of such misdemeanours, as follows;

Examples of minor misdemeanours:

Interrupting class work/ arriving late for school/ running in school building/ leaving seat without permission at lunch time/ placing unfinished food and/or drink cartons in the incorrect bin/ littering the school/ not wearing the correct uniform/ not having homework signed by a parent/ endangering self/fellow pupils in the school yard at break time (one off).

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

- (a)** Noting incidences in the Incident Report Book.
- (b)** Note in homework journal to be signed by the parent/ temporary separation from peers.
- (c)** Sending to principal/ denial of participation in some class activity.
- (d)** Warning to pupils whose name appears in the Incident Report Book more than three times, parents will be called in for a meeting.
- (e)** Class teacher meets one/both parents.
- (f)** Principal meets one/both parents concerning behaviour.

Examples of serious misdemeanours:

- o **Incident noted in Incident Report Book.**
- o Send to principal.
- o Principal sends note in Homework Journal, to be acknowledged by the parent.
- o Principal meets with one/ both parents.

- o Chairperson of the Board of Management informed and parents requested to meet with the Chairperson and Principal.

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

- (a)** Chairperson/ Principal to sanction immediate suspension pending discussion with parents of the child.
- (b)** Expulsion will be considered in an extreme case in accordance with Rule 130 (6) i.e. "No pupil can be struck off the rolls for breaches of discipline without prior consent of the patron and until alternative arrangements are made for enrolment of pupil at another suitable school in the locality".

Procedures for communication between Parents/ Teachers:

Kiltiernan National School provides a welcoming atmosphere and encourages parents to become involved in matters of school behaviour pertaining to their child. They can do so as follows:

1. Contact by phone or in person the class teacher and arrange a suitable time to discuss the problem.
2. If the matter is still not resolved, contact/ phone the principal to arrange a suitable time to discuss the matter further.
3. Parents have a right to come to the school and be invited to do so in order to discuss misbehaviour with (1) Class Teacher, (2) Principal. Individual invitations to discuss their child can help in the acceptance of combined responsibility. Parents will always be informed by the school authorities about problems with their child's behaviour before a serious situation develops.

Summary:

The positive approach to discipline and behaviour in our school will hopefully lead to the children of Kiltiernan National School behaving well. We aim to create a positive school climate where learning can take place, while promoting the highest possible degree of standards of behaviour amongst staff, pupils and parents. It is important that the policy be clearly understood by all the education partners and accepted by all. The staff will endeavour to apply this policy in a consistent manner. Each September all families will receive a copy of this policy, and in June, new parents will receive it in their 'Policies and Information Booklet'. The staff will regularly review it at staff meetings, while pupils will be made aware of it both at classroom level and at regular assemblies.