

# LIMERICK SCHOOL PROJECT N.S.

## CODE OF BEHAVIOUR, DISCIPLINE AND CONDUCT

The aim of this Code of Behaviour, Discipline and Conduct is:

1. To ensure the right of each child to education in a safe and relatively disruption-free environment.
2. To ensure that all children should share an understanding of the high standard of behaviour which is expected within the school environment.
3. In the Limerick School Project N.S. we wish to develop in the child qualities of independence, self-reliance, tolerance and self-discipline. It is our ideal that every child should have a strong sense of responsibility. We would like to see each child taking responsibility for his/her own actions and being aware of how these actions effect others as well as him/herself. In order for quality teaching and learning to occur, there must be an orderly environment.
4. The school recognises differences that exist between children, (e.g. personality clashes), and the need to accommodate these differences wherever it is possible within the confines of large classes.
5. In order to help all children to develop the attitudes and qualities which we believe to be so important, it is necessary that we set outside limits for the children (School Rules) to be followed by defined consequences (Sanctions) when those limits are breached.
6. The rules are kept to a minimum and are at all times devised with the health, safety and welfare of the school community in mind.
7. The children need to understand clearly what these limits and sanctions are. Therefore the School Rules are discussed with the children at the beginning of each school year and further discussion takes place during the year. It is our belief that with this knowledge and understanding of the limits, each child will feel stronger and more secure and will therefore, be better able to realise his/her own individuality and potential.
8. The Staff is very conscious of the importance of recognising and rewarding correct behaviour, good work etc. and places great emphasis on acknowledging such behaviour in an appropriate manner.
9. The overall responsibility for discipline within the school rests with the Principal and teachers. However, parents and pupils have an important role too. Parents are asked to trust the teacher's professionalism in dealing with any crisis that may arise. 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.
10. Teachers keep a written record of all instances of serious misbehaviour as well as a record of improvements in the behaviour of disruptive pupils.
11. The influence of parents on discipline in the school is enormous. The foundations for discipline and good behaviour are laid long before a child goes to school. A crucial factor

in operating a Code of Behaviour is the co-operation and support of parents/guardians, all of whom will receive a copy of this document.

## **PUNCTUALITY**

- ✓ The importance of punctuality must be emphasised. Late arrivals cause disruption to teachers and other pupils with a consequent loss of concentration and momentum. Children are expected to excuse themselves if they arrive late.
- ✓ Doors open at 8.30 a.m. and classes commence at 8.30 a.m.
- ✓ In order to develop a sense of independence and responsibility in the children, parents are requested not to escort children to their classrooms, except for children in Infant classes.
- ✓ Children are not supervised before 8.30 a.m. and are not permitted on the school grounds until 8.30 a.m.

## **ATTENDANCE**

- ✓ Regular attendance is vital for the continuing development of your child's education.
- ✓ Parents/Guardians should inform the class teacher of any impending absence.
- ✓ On the child's return after any absence a letter of explanation is required.
- ✓ Children will be excused from class before 1.10/2.10 p.m. only on receipt of a written or verbal request from the parent/guardian if the collector is other than the parent/guardian.
- ✓ An emergency contact number (home/work/family GP) should be available on school file. Please update regularly.
- ✓ Attendance and Punctuality are recorded on children's reports. See Parent Information Booklet

## **HOMEWORK**

Homework is considered an important element of the school and is usually set each day. It is carefully planned and prepared and is generally a continuation of a lesson already taught – although sometimes it may take the form of some research or study. Failure to comply with homework instructions may impede progress. The interest, support and participation of parents/guardians in this area will be to the child's benefit. Parents/guardians are requested to sign children's Homework Diaries each night.

## **GENERAL**

- ✓ Parents/Guardians are reminded that children should be provided with nutritious lunches, as the school day is long. Fizzy drinks, sweets, chocolate etc. are not allowed.
- ✓ Coats/jackets should be named and must be hung properly on coat racks.
- ✓ Drinks may not be purchased at the swimming pool.

## **SCHOOL RULES**

- ❖ Children must co-operate with both school and class rules.
- ❖ Full co-operation, courtesy and respect are required from all.
- ❖ Children should always speak to each other and to the adults in the school in a polite fashion.
- ❖ Children should move quietly about the school. This means never running, shouting or pushing, but being helpful by opening doors, letting people pass and helping to carry things.
- ❖ Personal remarks, i.e. remarks about another person's family, their personal habits, their clothes, belongings and appearance can be hurtful and therefore have no place in our school.
- ❖ Permission to leave the class must be obtained from the teacher.

The following behaviour is considered serious:

- Fighting.
- Bullying, threats, intimidation.
- Defiance.
- Disrespect and rudeness.
- Stealing/lying.
- Destruction of school equipment and people's property.
- Obscene language.
- Leaving school premises without permission.
- Using text messages to bully.

Minor offences are dealt with on the spot by the class teacher. Repeated and persistent occurrence after correction by the class teacher are considered serious and would be treated accordingly. Serious offences are recorded on the children's files and sanctions may be imposed.

### **Behaviour Outside Classrooms**

- (i) Walking only inside the building.
- (ii) No litter.
- (iii) Children must enter and exit in an orderly fashion – in lines.
- (iv) Children must obey the instructions of the teacher on yard duty.
- (v) Rough play, mock fighting and war toys or games are not permitted.

- (vi) Children must remain within the designated play area.
- (vii) Permission to leave the play area must be obtained from the teacher.

These rules are not exhaustive and due regard will be taken of the age and individual circumstances of each child.

## **OUTINGS**

The highest standard of behaviour is necessary on all school outings because of the increased risk to the safety of the children, and to achieve the purpose of the outing. In individual cases where the teacher, in consultation with the Principal, cannot be fully satisfied that such behaviour will be forthcoming on an outing with a particular child, the child will not be allowed on the outing. Particular significance will be attached to behaviour on previous outings.

## **REWARDS**

Every effort is made by all members of staff to adopt a positive approach to the question of behaviour in school. The acknowledgement and rewarding of correct behaviour reinforces that behaviour and is the most effective means of demonstrating to the child how he/she should behave in school. Therefore positive techniques of motivation and encouragement are utilised by teachers. Children who are behaving well, who are contributing constructively to the life of the school, and whose work is good or is showing signs of improvement will be acknowledged and rewarded as appropriate.

Such rewards may include:

- ✓ Verbal acknowledgement.
- ✓ Choice of activity.
- ✓ Extra playtime.
- ✓ Work placed on child's file.
- ✓ Communication with parents.
- ✓ Written acknowledgement on child's work.
- ✓ Principal informed.

## **SANCTIONS**

Sanctions are a valuable and effective means of helping children to reach a high level of self-discipline. They teach the child that his/her actions have consequences and that when they behave in an unacceptable way they must accept responsibility for their behaviour by living with the consequences.

The following are examples of the strategies which will be used to show disapproval of unacceptable behaviour:

- Reasoning with the child.
- Reprimand and advice on how to improve.
- Temporary separation from peers, friends.
- Loss of privileges.
- Detention during break.
- Prescribing additional work (transcription etc.).
- Referral to Principal.
- Communication with parents/guardians.
- Suspension (temporary) in accordance with the terms of Rule 130 (5) of the Rules for National Schools and Circular 20/90.

### **Sanctions for serious breaches of discipline**

- (i) Continuous minor breaches of discipline will be recorded and if there is no improvement, the parents/guardians will be asked to come to the school and discuss the matter with the Principal.
- (ii) Serious breaches of discipline will be reported to the Principal who will discuss the matter with the child and, if necessary, inform and consult with the parent/guardian. Such serious breaches of discipline will be placed on the child's file.
- (iii) For gross misbehaviour or repeated instances of serious misbehaviour, suspension will be considered in accordance with the terms of Rule 130 (5) of the Rules for National Schools. Aggressive, threatening or violent behaviour will be regarded as serious misbehaviour, depending on the circumstances.

It should be stressed that when sanctions are imposed, it is the behaviour of the child that is being rejected, and not the child.

Ratified by the BOM in June 2000

Revised in October 2005

# DEALING WITH BULLYING AND ASSOCIATED BEHAVIOUR – A POLICY STATEMENT

Physical attacks, threats, name-calling, jeering, isolation and all other instances of physical and verbal intimidation are defined as bullying behaviour. It should be noted that all of these activities are already forbidden by the school's Code of Behaviour, Discipline and Conduct. The purpose of this policy statement is to emphasise the seriousness of such behaviour.

In order to prevent bullying behaviour occurring, the school, with the support of parents, will promote a code of mannerly behaviour.

The following procedures will be followed if bullying behaviour is reported:

- ◆ The class teacher will talk to the children concerned and try to reach a solution.
- ◆ If this is not successful, the principal will talk to the victim/victims and to those accused and get them to write (if possible) what happened.
- ◆ The Principal will speak to any others who witnessed the incident.
- ◆ The Principal will make an assessment about what happened and will convey that outcome to the class teacher and to the pupils and parents concerned. Sanctions may be imposed e.g. changing places in class, detention during breaks or after school, letters of apology etc.
- ◆ If further incidents are reported, parents will be informed and will undertake to deal with the problem at home.
- ◆ In the event of the continuation of bullying behaviour the procedures leading to suspension in the Code of Behaviour, Discipline and Conduct will be invoked. A single, very serious incident will warrant immediate suspension.

Each child is expected to do his/her best to ensure that bullying does not happen and has responsibility to report incidents of bullying behaviour. (This is not "telling tales".) Parents should also encourage children to report such behaviour. Bullying behaviour can only be dealt with if it is reported.

September, 2000

**Limerick School Project**  
**Code of Behaviour Policy**

We/I have read the Limerick School Project Code of Behaviour and agree to support its implementation.

Name of Child: \_\_\_\_\_

Signature of Parent(s), \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_