

~~CODE OF DISCIPLINE~~  
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that staff provide a secure working/ playing environment for their pupils.  
The schools CODE OF DISCIPLINE is the set of guidelines for behaviour  
which will produce this secure, peaceful environment conducive to learning  
and education and development.

## **THE ROLE OF THE PARENT / GUARDIAN:**

- Parents / Guardians are the prime educators of their children.
- Parents should encourage the child to make his / her best effort in schoolwork, homework and school activities.
- Parents are advised to adhere to the rules of the Code of Discipline, and to co-operate fully with the child and his / her teachers.
- Parents should encourage the child to respect the demand of the Code of Discipline.
- Parents should avoid discussing the child's abilities or shortcomings in his / her presence.
- Parents should also avoid comparing their child unfavourably to other children (brothers, sisters, neighbours, relatives).
- Parents should not criticise the school or any teacher in it, in the presence of the child.

## **THE ROLE OF THE TEACHER:**

- The teacher will respect and value each individual child.
- He / she will endeavour to foster an atmosphere of order, peace and security in the classroom .
- He / she will endeavour to maintain standards of good behaviour in the classroom, school yard and the school premises.
- He / she will deal with misbehaviour as laid down in the Code of Discipline.
- He / she will explain to his / her pupils exactly what the Code demands from them.
- He / she will encourage the children to respect and adhere to the Code.

## **THE CODE OF DISCIPLINE:**

The Code of Discipline will cover the following areas:

1. ARRIVING AT AND LEAVING SCHOOL.
2. BEHAVIOUR IN THE CLASSROOM.
3. BEHAVIOUR IN THE SCHOOL YARD.
4. BEHAVIOUR IN THE LOCALITY OF THE SCHOOL.
5. HOMEWORK.
6. ATTENDANCE AT SCHOOL.
7. MAINTAINING GOOD BEHAVIOUR.
8. DEALING WITH MISBEHAVIOUR.
9. PARENT / TEACHER CO-OPERATION.

## **1. ARRIVING AND LEAVING SCHOOL:**

- a) School begins at 9.00 a.m.
- b) School finishes at 1.40 p.m. for the infants and 2.40 p.m for the rest.
- c) Our insurers have informed us that parents should note the starting and finishing times of school from a supervision point of view.
- d) Pupils should show due care for themselves, other pupils, property pedestrians and traffic on the way to and from school.
- e) Children are expected to wear the proper school uniform.

## **2. BEHAVIOUR IN THE CLASSROOM:**

- a) Pupils will show respect for the rights of others to learn and will avoid disruption of the classwork.
- b) Pupils will show respect for their teachers and follow instructions given by them.
- c) Pupils will speak respectfully and mannerly to other pupils and to school staff.
- d) Pupils will move to and from the classroom in an orderly manner.
- e) Pupils will respect and obey the standard classroom rules.
- f) Pupils on school trips, tours or school activities outside the class are bound by the same standard of behaviour.

## **3. BEHAVIOUR IN THE SCHOOLYARD:**

- a) Pupils will show respect for other pupils and their property.
- b) Rough play is to be avoided.
- c) Bullying cannot be tolerated.
- d) Physical or verbal assault will not be tolerated.
- e) Bad language will not be allowed.
- f) Pupils will respect the litter rules of the school.

## **4. BEHAVIOUR IN THE LOCALITY OF THE SCHOOL:**

- a) The pupils are expected to move around the school walking quietly along the corridor.
- b) Children who are out of normal class should not delay and should go about their business quietly.
- c) Children must leave the school premises when classes or activities are over.

## **5. HOMEWORK:**

- a) Homework is given on a regular basis, and is at the discretion of the teacher.
- b) Pupils are expected to complete their homework and present it neatly.
- c) Pupils will record their homework in a special journal.
- d) Parents are requested to ensure that all homework is completed (both oral and written) and then sign the homework.
- e) If homework (or part) cannot be completed parents are requested to notify the teacher .

## **6. ATTENDANCE AT SCHOOL:**

- a) Attendance at school must be regular.
- b) If a pupil is absent, he / she must have a note of explanation on his / her return to school.
- c) Pupils are not allowed to leave the school early unless parents collect them or make prior arrangements in person with the teacher or the Principal.
- d) If children sleep late, they should attend school, no matter how late.

## **7. MAINTAINING GOOD BEHAVIOUR:**

- a) Good behaviour, honesty, respect and due care will be encouraged and rewarded.
- b) Every teacher along with the Principal, will be entrusted with the practical application of the Code in every part of the school and its environment.
- c) Good behaviour in class will be rewarded by the class teacher (praise, encouragement, privileges, free homework, prizes etc.)
- d) Improvements in behaviour will be noted and rewarded.
- e) Children will be given every assistance to learn how to cope with the misbehaviour of others (bullying, threats, name-calling etc.)

## **8. DEFINING MISBEHAVIOUR:**

Misbehaviour is defined as behaviour which breaks the school's Code of Discipline. Misbehaviour will be recorded in a special class book. Misbehaviour is classified below into minor and major offences.

### **MINOR:**

Lack of effort in class.  
Failure to do homework.  
Disobedience.  
Interrupting.  
Talking out of turn.

### **MAJOR:**

Bullying  
Roughplay.  
Verbal / Physical assault.  
Back-answering.  
Stealing.  
Vandalism.  
Defiance of Teacher.  
Repeated minor Misbehaviour.  
Disruption of Classwork. ie.  
attention seeking.

## **CRITERIA FOR VERY SERIOUS MISBEHAVIOUR:**

1. Deliberate continued defiance.
2. Verbal and physical abuse, including sexist and racist remarks.
3. Deliberate damage to property.
4. Swearing and muttering.
5. Smoking.

## **DEALING WITH MISBEHAVIOUR:**

### **A) THE CLASS TEACHER:**

The class teacher will endeavour to persuade the child to correct his minor misbehaviour at source before it becomes a major problem. He may:-

- Reason with the child.
- Reprimand the child.
- Separate the child from his classmates and / or keep back at lunchtime / evening to explain.
- Lunchtime detention.
- Withhold privileges.
- To prescribe extra written work (to be signed by parent)
- Refer the matter to the Principal.
- Communicate with the parents.
- Detention after school hours - with notice.

## **B) RED AND YELLOW CARDS:**

The school operates a system of yellow and red cards to inform parents if their child is misbehaving.

A yellow card will be sent to parents to alert them as to a problem with their child's behaviour.

A red card tells parents to call to the school as soon as possible to discuss an incident or incidents of major misbehaviour.

## **C. DEALING WITH MAJOR MISBEHAVIOUR:**

If serious misbehaviour occurs, parents will be notified immediately in writing. They will be asked to attend at the school to discuss the incident, or incidents, with the class teacher and the Principal together. If parents refuse to co-operate in this procedure the matter will be referred to the Board of Management of the school.

In the case of repeated minor misbehaviour there will be an early warning system in operation to alert parents as to the problem, with possible use of the yellow card. If there is no improvement in the pupils behaviour it will be treated as a major offence.

It is expected that the most discipline problems can and should be solved at the initial meeting of Parent, Teacher and Principal.

When dealing with misbehaviour the Principal Teacher because of his pivotal role as Principal Teacher may use his discretion in the operation of the code of Discipline.

## **SUSPENSION:**

Suspension from school may be imposed by the Principal, or by the Chairman of the Board of Management with the authority of the Board.

A pupil, or pupils may be suspended from school in case of the serious misbehaviour.

This may also happen in the case of pupils who are continuously disruptive.

The suspension will consist of a period of up to 3 school days.

A further suspension of up to 10 days (school days) may be imposed to allow for consultation between Parents, Teachers and Principal.

After suspension pupils will return to school on a day to day basis.

Parents or guardians will be involved in all stages of this process and will be made fully aware of each step taken in sequence.

#### **9) PARENT / TEACHER CO-OPERATION:**

- There is a parent / teacher meeting arranged every school year to discuss progress, needs, difficulties, talents, will being of each individual.
- Class teachers will also inform parents promptly if a major problem arises.
- Class teachers will also inform parents if a pattern of unacceptable behaviour becomes evident.
- Parents who wish to meet the Principal or a teacher or both should seek an appointment so that the earliest possible meeting can be arranged.
- Teachers cannot leave class to meet with parents unless teaching / supervision cover is arranged.
- Parents should inform the class teacher if the child has any special needs, difficulties or health problems (long term or short term).

# **CODE OF DISCIPLINE**

## **AMENDMENT JUNE 2000**

### **MOBILE PHONES:**

The Board of Management asks parents to ensure that mobile phones are not brought to school. Their use within the precincts of the school is not allowed.

## **AMENDMENT APRIL 2001**

### **Access to the Internet**

The School has drawn up an acceptable use policy regarding access by the children to the Internet. This policy is based on the guidelines issued by the National Centre for Technology in Education - Primary Branch. Any breach of the schools policy shall be treated as a serious misbehaviour.

## **DEALING WITH MISBEHAVIOUR**

### **- FROM DISCIPLINE POLICY**

When dealing with misbehaviour the Principal Teacher because of his pivotal role as Principal of the School may use his discretion in the operation of the Code of Discipline.





### SCHOOL RULES:

1. Call everyone by their given name and use appropriate language.
2. Work quietly at all times and let otherwise do likewise.
3. Arrive on time.
4. Bring basis equipment as listed in class.
5. Listen when expected.
6. Respect everyone and everything.
7. Be helpful.
8. Produce your best work.
9. Do not be a bully.
10. Follow instructions.
11. Accept correction.
12. Homework must be done on time and brought into school when due.
13. Keep books safely and have them in school every day.



### CLASSROOM RULES:

1. Arrive on time and bring correct equipment.
2. Listen to instructions and follow them immediately.
3. Complete your work quietly and in the given time.
4. Let other people work without interruption.
5. Remain in your place unless asked to do otherwise.
6. Raise your hand and wait if you need attention.
7. Speak politely at all times and accept correction.
8. Be kind and helpful to others at all times.
9. Walk, be quiet and polite when moving round the classroom and corridors.

CODE OF DISCIPLINE:



November 2011.