

St. Stephen's De La Salle

**Code of
Behaviour**

St Stephen`s Mission Statement

The mission of St. Stephen`s is to give a Christian and human education to our pupils so that they will be prepared for life, and that they will have respect for themselves and all people they come in contact with.

Rationale

Good behaviour is a necessary condition for effective teaching and learning to take place. It is essential, therefore that pupils are given a secure and well-ordered environment, which will allow for their spiritual, emotional and intellectual growth.

CODE OF BEHAVIOUR

The Code of Behaviour is based on a commitment to the welfare of every student, including the right to participate in, and benefit from education.

General Rules

1. School commences at 8.50. Punctuality is expected. Supervision begins at 08.40. School finishes at 13.30 for Junior and Senior Infants and 14.30 for all other classes. All children must be collected promptly.
2. After arrival on the school premises pupils may only leave at an earlier time with a parent / guardian who signs them out at the reception.
3. For Health and Safety reasons all parents must remain at the barrier.
4. Neat and tidy hair is expected in school. Dyes, designs and shaven heads are unacceptable.
5. Full school uniform must be worn at all times. School tracksuit must be worn on P.E. Days.
6. Mobile phones, walkmans, PSPs and ipods are not allowed during school time. These will be confiscated and returned to a parent on Friday.
7. Jewellery and piercings are not permitted.
8. Respect all property in the school, equipment, plants, notice boards, displays.
9. School must be informed of all absences by written note. School has a duty to inform Welfare Board of any absence over 20 days.

Classroom Rules

Raise hand to speak

Listen to others

Speak Respectfully – Please, Thank you.

Work quietly and do not distract others

Remain quiet when a visitor enters a room

Movement about the school

Walk quietly about the school.

Keep left on the corridor and stairs. Single file.
Close and open door properly. No leaving on the latch.
Leave the school through designated doors only.

Play Area

Walking is encouraged at all times
Rough play ie: pulling, dragging is discouraged.
Line up orderly at the bell.
Standing / Sitting on walls and sliding on the bars is not allowed for safety reasons.

Expected Behaviour

The code helps young people to experience the value of being responsible, participating members of the school community.

Respect for self

Cleanliness and Tidiness of self is expected (Person and clothes)
Take proper care of books and belongings
Take pride in presentation of school work

Respect for Other Students

Treat others with respect at all times
Bad language is unacceptable
Be gentle and speak respectfully to pupils
Ask permission when borrowing
Treat property of other pupils with respect
Include everyone in your game

Respect for Adults

Respect teachers and adults at all times
Teachers and adults addressed by title
Basic manners need to be adhered to – please, thank you, excuse me.
Stand back to let an adult pass etc
Treat visitors with respect; courteous, listen attentively

Behaviour when representing the school

Full uniform or school tracksuit going and coming from school
No raucous, disruptive behaviour when representing the school at games, events or outings.
Follow teacher instructions always
Remain seated on bus and wear seat belts

Show proper respect in Church

If misbehaviour occurs outside school a judgement would have to be made that there is a clear connection with the school and demonstrable impact on its work before the code of behaviour applies.

Bullying

We try to prevent incidents of bullying by

- Creating a school ethos which encourages children to discourage, disclose and discuss incidents of bullying behaviour
- encouraging respect, trust and support for others
- that principal and teachers are approachable
- to reward caring, kind, sensitive children
- to encourage the child to report bullying
- to integrate the issue of bullying into the school curriculum
- parents are encouraged to report bullying
- to provide comprehensive supervision in school
- consistent fair and firm implementation of school rules

All incidents of bullying will be recorded. Serious incidents of bullying will be reported to parents. Discipline slips or red cards will be given to pupils who are bullying. Board of Management will have the right to suspend or expel a pupil who continues to bully other pupils.

How to promote the positive aspects of the Code

Ensure a safe and happy environment for the Pupils and Staff

Respect for self and others

Kindness and willingness to help

Promote courtesy and good manners

Fairness

Readiness to use respectful ways of resolving difficulties and conflict

Forgiveness

Students are involved in developing their own classroom code of behaviour

Ensure they understand why the code is important

They see it is fair

Standards are clear and consistent

Other Strategies

Reward System

In class homework vouchers
Golden time
Boy of the week / month
Lucky Dip
Public praise and encouragement
Stars / Badges for good behaviour and good work
Treats eg – Film
Film at Christmas
Team Points

Modelling the Standards

Adults in the school have responsibility to model standards

Whole school approach

Assembly – Divide into class for assembly
Junior and Senior Infants, 1st and 2nd , 3rd and 4th, 5th and 6th
Once a year encourage, reinforce and reward
Highlight class efforts and achievements

Classroom

Children are involved in devising the code for the class
Jobs / Responsibilities are to be rotated
Frequent referrals to the Code
SPHE Lessons / Alive O lessons to reinforce message from assembly and code

Parental involvement

Assembly message sent home (Newsletter)
SPHE / Alive O Parental involvement in homework
Parents` Association / Board of Management

Special Needs Students

Learning support / resource teacher / SNA to give visual prompts / pictures to students.
Showing by example – SNA
Every student irrespective of ability is expected to adhere to the Code of Behaviour

Sanctions

1. All breeches are recorded (yard book / class book)
2. Class time out (to assigned teacher)

3. Teachers will use agreed behavioural strategies to encourage positive behaviour.
4. Extra home work – 3rd to 6th class.
5. A Red Card System will apply in St. Stephen`s
 - a. September to Christmas
 - b. January to June
6. Pupil on red card – no trip to cinema, outing, field trip.

Continuous disruptive behaviour or inattentiveness will warrant the Red Card System being put in use.

1. On receipt of first card (white discipline slip) parents/guardians of the pupil will be notified by standard letter to be signed and returned.
2. On receipt of second card (Red) parents / guardians will be requested to come to meet principal and / or class teacher.
3. On a receipt of the third card (Red) the pupil will be suspended for a period of time determined by the principal and Board of Management.
4. Any further breaches will result in suspension.
5. A pupil may be suspended without following steps 1-4 if a breach of the Code is very serious.

Suspension as in NEWB Guidelines (chapter 11)

The decision to suspend a student requires serious grounds such as that:

- The student's behaviour has had seriously detrimental effect on the education of other students.
- The students continued presence in the school at this time continues a threat to safety.
- The student is responsible for damage to property.

Implementing the suspension

The principal will notify the parents of the students by phone / letter of the suspension:

- The period of suspension including dates
- Reason for the suspension
- The provision of an appeal to the BOM, Secretary General of Department of Education.

Expulsion as in NEWB Guidelines (chapter 12)

A proposal to expel a student requires serious grounds as that

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.

- The students continued presence in the school constitutes a real and significant threat to safety
- The student is responsible for serious damage to property.

Procedures in respect of expulsion

1. Detailed investigation by principal – inform parents.
2. A recommendation to BOM by Principal.
3. Consideration by BOM, holding a hearing.
4. BOM deliberations and actions following a hearing.
5. Consultation arranged by EWO
6. Confirmation of the decision to expel.

Strategies for Implementing the Code

Communicating

Provide parents with copy of the Code of Behaviour before registration and get them to sign a consent form agreeing to comply with this code.

Principal / Deputy Principal to clarify the code to parents who have queries.

Code to be explained to International parents, travellers and parents with literacy difficulties by the Home / School Liaison teacher.

Induction meeting – Explain Code of Discipline to new parents.

Information through Parents` Association – Talks, workshops, newsletter.

Monitoring

Discipline reviewed at all staff meetings

- 1) What works well
- 2) What areas need attention

Board of discipline to meet

Hard back copy to record student positive behaviour retained in the office

Buddy system extended to explain rules

Complaints

St Stephen`s always seeks to find an early solution to a problem.

Parents

Contact class teacher about concern

Meet with principal

Meet with Board of Discipline

Meet with Board of Management

Parents can appeal to BOM

Parents have the right to appeal to The Dept of Education

Pupils

In Class – Inform class teacher

In the playground – inform the teacher on duty

Signed: _____ Principal

_____ Chairperson BOM

Date: _____