

CODE OF BEHAVIOUR AND DISCIPLINE

FOR

ST. FRANCIS XAVIER'S SENIOR SCHOOL



POLICY FORMATION

This Code of Discipline was drawn up in consultation with Staff, Board of Management and the Parents' Association (1996) and reviewed 2006, 2009, 2012, 2014, 2016 and 2018. As a result of this process a Discipline Committee was formed in the school which meets on a regular basis to review and update our Code of Behaviour and Discipline.

The Code of Behavior and Discipline of St. Francis Xavier Senior School has been devised in the context of a nurturing and supportive environment where pupils are encouraged to care and respect each other and all members of the school community. The Code of Behavior and Discipline reflects the positive ethos of our school and the five core values we aspire to instill in our pupils:

❖ **Courtesy**

❖ **Respect**

❖ **Honesty**

❖ **Kindness**

❖ **Responsibility**

Central to this policy is the belief that all pupils have a right to learn in a positive, non-disruptive climate where improvement and achievement are celebrated. At St. Francis Xavier SNS, we encourage pupils to take responsibility for their actions as they progress through primary school, we view all misbehavior as an opportunity to learn and develop. Our Code of Behaviour and Discipline aims:

- to create a climate that encourages and reinforces good behavior.
- to create a positive and safe environment for teaching and learning.
- to help children to mature into responsible young citizens.
- to build positive relationships of mutual respect and mutual support among students, staff and parents.
- to ensure that the schools high expectations of behaviour for all members of the school community are widely known and understood.

1.0 OUR CODE OF BEHAVIOUR

The school's standards of behaviour express the kinds of behaviour and relationships that will create a positive environment for teaching and learning. They describe the behaviour expected of all members of the school community. However, sometimes situations arise where children need to be disciplined and the following code has been successfully implemented to effectively deal with these situations. When implementing the Code of Behaviour and Discipline, the principles of natural justice will apply.

School rules are devised with regard for the health, safety and welfare of all members of the school community and to protect the right of every child to receive an education in a secure and disruption-free environment. If a school is to function efficiently, it is necessary that rules and regulations are clearly stated and enforced consistently and fairly.

1.1 RESPECT

Respect is fundamental to our school ethos and one of our core values.

1. Children are expected to be courteous and respectful to each other and to all members of the school community.
2. Children are expected to be kind and show a willingness to help others.
3. Children are expected to show respect for school property, equipment and materials.
4. Children are expected to show respect for their own property and the property of other children.
5. Children are expected to be honest and forthcoming with the truth.
6. Children are expected to show a willingness to use respectful ways to resolve conflict.
7. Name calling and taunting is not tolerated.
8. Pupils in the St. Francis Xavier School uniform should not engage in behaviour that brings the school into disrepute going to and from school and/or while representing the school on school related events.

1.2 GENERAL BEHAVIOUR EXPECTATIONS

1. Children should be kind and show a willingness to help each other and all members of the school community.
2. Any behaviour by a pupil or a group of pupils that interferes with teaching and learning will not be tolerated.
3. Foul language is not acceptable.
4. Behaviour that is hurtful (including bullying, intimidation, harassment, discrimination and victimisation) is not tolerated.
5. Children should adhere to the HANDS DOWN, FEET DOWN RULE.
6. Children are not allowed to leave the school premises without permission. Children should remain in the school yard in the morning before school.
7. Truancy is not tolerated.
8. Children are expected to follow the instructions given by a teacher or a member of staff.
9. Children are expected to take responsibility for their actions.
10. Children are not permitted in the staff room, kitchen or the P.E equipment room without the permission of a teacher.
11. Running is not permitted in the school building. Children should be quiet and calm in the corridors so as not to hinder the work in classrooms nearby.
12. Chewing gum is not permitted.
13. Only mobile phones that are registered with the Principal are permitted in school. Mobile phones must be switched off at all times.

1.2 BEHAVIOUR EXPECTATIONS FOR THE CLASSROOM

1. Children are expected to be punctual for school. A note is required in the week day section of the school diary to explain a late arrival. Parents will be informed through a school note if a child is continually late for school.
2. It is expected that all homework, both learning and written, is done to the best of a child's ability and is neat and presentable. It is important that a parent/guardian monitor their child's homework and sign the school journal daily.
3. When children are absent, parents are asked to fill in absence note at the back of the school journal only.
4. Children who need to leave early for an appointment or for an urgent family reason should have a note to explain in the week day section of the school journal.
5. Children are expected to have all their school books, copies and equipment at all times.
6. Children are expected to be responsible for their own working area and assist each other in maintaining a presentable classroom.
7. Children are expected to turn take and raise their hand if they wish to speak. Shouting out in class is not acceptable.
8. Children should remain in their seats unless instructed otherwise by the class teacher.
9. Children should not leave the classroom without the permission of the class teacher.
10. Children should be respectful towards their teacher and classmates at all times. Answering back is not tolerated.
11. Children are not permitted to re-enter their classroom after 2.30pm.
12. Children are expected to complete their class work to the best of their ability and engage fully in all subjects and in all activities.
13. Food to be eaten in classroom at the break times only. Fruit may be eaten in yard at small break. Fruit waste is to be placed in the designated fruit bin in the classroom or the yard.
14. Children are expected to have a healthy lunch each day. A fun size treat may be given on a Friday. Fizzy drinks are not allowed.

1.4 EXPECTED BEHAVIOUR IN THE YARD

1. For health & safety reasons, running is not permitted in the yard.

2. Fruit may be eaten in yard at break time and fruit waste should be placed in the designated bins.
3. Children are expected to remain within the designated areas bordered by yellow lines. Children are not allowed to approach or disturb the classrooms in the junior school.
4. Children may not pass the boundary wall of Room 9.
5. Rough and boisterous play and any other anti-social activity is considered to be unacceptable behaviour.
6. Any form of wrestling or wrestling moves will not be tolerated.
7. Children should report any incident to the teacher on yard and also to the class teacher. Incidents should be reported by the end of the school day.
8. Children are expected to line up in Fire Drill order on hearing the bell.
9. Children are not allowed to re-enter the school during breaks without the permission of the teacher on yard.
10. Children who wish to use the toilet must seek the permission of the teacher on yard and enter through Room 14 where pupils sign their name.
11. Children who are feeling sick must tell the teacher on yard and seek permission to enter Room 14.
12. Children who are injured should seek the teacher on yard and report all injuries to them and seek permission to enter Room 14.
13. Registered (or unregistered mobile phones) are not permitted on the yard.

1.5 PUPIL PRESENTATION

Children may only wear a limited amount of jewellery as:-

1. It can cause distraction in class.
2. At P.E. and in yard it can prove to be a health and safety hazard.
3. Children can be tempted to imitate the jewellery of others, sometimes causing the 'Fashion Parade' effect.

These items are **not** permitted:-

1. Nail Varnish
2. Tattoos or Body Art
3. Makeup
4. Bracelets or Chokers or Necklaces
5. Body Rings or Body Studs
6. Any hair styling products and hair colour because it can be distracting and lead to peer pressure.

The following items of jewellery are the **only items** allowed:-

1. One finger ring only. Rings worn during sport and P.E. can be dangerous.

2. A wrist watch
3. One pair of stud earrings.

Promoting Positive Behaviour

The standard of children's behaviour within St. Francis Xavier SNS is excellent and it is recognised that children are intrinsically well behaved.

Promoting good behaviour is the main goal of the Code of Behavior and Discipline, it is an essential prerequisite for effective learning. We acknowledge that children learn better in an ordered and positive environment where they are stimulated and engaged in learning. We recognise the importance of building self-esteem through acknowledging progress and effort, rewarding improvements and developing motivation.

At St. Francis Xavier SNS, we acknowledge the supportive role that parents play in encouraging good behaviour at home and at school. We consider their support to be the cornerstone of an effective Code of Behaviour and fundamental to developing our core set of values - Courtesy, Respect, Honesty, Kindness and Responsibility. We recognise the role of our pupils in promoting positive behaviour by consistently following the rules to the best of their ability and role modelling good behaviour for others.

2.0 Affirming Positive Behaviour

At St. Francis Xavier Senior School, we practice a system of **Positive Discipline**, where the emphasis is on recognising and affirming children who behave well. We believe that it is very important to build on the positive aspects of children's behaviour and address the negative aspects of children's behaviour to achieve improvement. Children who are behaving and adhering to school rules are positively rewarded and encouraged.

Positive reinforcement of good behaviour leads to better self-discipline and at St. Francis Xavier SNS we place a strong emphasis on rewards and incentives. Rewards are used as a planned intervention to promote good behaviour and to encourage self-motivation. Rewards are administered consistently and fairly with an emphasis on effort and achievement.

2.1 Strategies/Incentives

Each teacher uses age appropriate incentives for example:

- ✓ A quiet word or gesture to show approval.
- ✓ A comment on a child's exercise book.
- ✓ A visit to another class or the Principal for commendation.
- ✓ Praise in front of class group.
- ✓ Stickers and/or class applause.
- ✓ Delegating some special responsibility or privilege.
- ✓ Written or verbal communication with parent.
- ✓ Group/individual incentivised system.
- ✓ Issuing of cards to praise good behaviour.
- ✓ Certificate for Acts of Citizenship in recognition of upholding our five core school values.

3.0 Discouraging Misbehaviour

The purpose of sanctions and other strategies is to promote positive behaviour and discourage misbehaviour. Even minor breaches in the Code of Behaviour can be disruptive and can impact on the learning of students. Sanctions will be applied according to the gravity of the misbehaviour, with due regard to age and emotional development.

Children with Special Educational Needs

Class teachers and specialist personnel (Special Education Teachers, Resource Teachers and Special Needs Assistants) will communicate the standards and rules to students with special education needs in a way the student can understand. Particular care is taken to help the student with special needs to understand clearly the purpose of a sanction and the reason their behaviour is deemed unacceptable. Every effort will be made to encourage the behaviour that reflects our core school values of Courtesy, Respect, Honesty, Kindness and Responsibility.

Breaking any school rules or not living up to the agreed expectations and core values of our school, will result in sanctions being applied as follows:

Card System and Sanctions for Undesired Behaviour

3.1 MISDEMEANOUR CARDS/NOTES OF CONCERN

A card system is used in St Francis Xavier Senior School with a view to improving and eliminating undesired behaviour. Since September 2016, *Notes of Concern* (known as Misdemeanour Cards for 4th/5th/6th classes) were introduced to 3rd classes. These cards are sent home once a term for parents to monitor and sign irrespective of the number of misdemeanours.

Notes of Concern/ Misdemeanours are issued for minor misbehaviours and serve as a reminder to pupils that this behaviour needs to cease.

In the senior classes (5th and 6th), a misdemeanour may also result in:

- a homework sheet
- a note in the school journal

Sanction Procedures

- Step 1** 10 *Notes of Concern* on card = **YELLOW CARD**
Yellow card and *Notes of Concern* card to be sent home and signed.
- Step 2** 20 *Notes of Concern* on card
Card to be sent home and signed along with **2nd YELLOW CARD**
- Step 3** 30 *Notes of Concern* on card

3rd YELLOW CARDS = RED CARD
RED CARD = SUSPENSION

3.2 BEHAVIOUR REFLECTION FORMS

Behaviour Reflection Forms have been introduced to the Code of Behaviour in an effort to assist pupils in recognising and improving their behaviour. The purpose of these **Behaviour Reflection Forms** are to help pupils:

- ✓ Reflect on the core values of SFX Senior School
- ✓ Reflect on their behaviour.
- ✓ Take responsibility for their behaviour
- ✓ Consider the impact of their behaviour on others.
- ✓ Consider other ways they could have responded in the situation.
- ✓ Consider what action they now need to take.

Behaviour Reflection Forms can also be introduced as teachers deem necessary based on the serious nature of an incident.

3.3 YELLOW CARDS are issued for the following offences and can be given to a child at any time irrespective of number of misdemeanours:-

- Using foul language
- Not forthcoming with the truth
- Copying in Tests/homework
- Spitting
- Sulking/Answering back
- Re-entering School during breaks
- Name calling/taunting
- Bullying behaviour
- Leaving the school grounds without permission**
- Offences of similar gravity
- Abusing property in school
- Fighting or rough play
- Throwing objects in school
- Constant talking in class
- Constantly omitting homework
- Constantly late

Depending on the gravity of the misbehaviour, a yellow card can also result in **one** of the following:

- Removal from the class to another supervised setting
- Withdrawal of privileges
- Withdrawal from a particular lesson or peer group
- Carrying out a useful task in school
- Detention in supervised setting (parents are notified in advance of a detention)

3.4 RED CARDS = SUSPENSION and are issued for the following offences:

- Vicious fighting
- Defacing school property
- Bullying+
- Playing truant
- Offences of similar gravity
- Theft of school property/pupils property
- Leaving school without permission
- Constant disruption of Class/Playground
- A serious threat of violence against another student or member of staff
- Actual violence against another student or member of staff

4.0 SUSPENSION

The suspension procedures of St. Francis Xavier Senior School are based on the NEWB Guidelines for developing a Code of Behaviour for schools.

4.1 SUSPENSION PROCEDURE

- Suspension occurs if a child receives a red card (automatic) or for safety reasons (immediate)
- Suspension is defined as: *requiring the student to absent himself/herself from the school for a specified, limited period of school days*
- During the period of a suspension, the student retains their place in the school
- Parents will be informed if their child is to be suspended and given an opportunity to respond. In the case of immediate suspension for safety issues, parental response may have to be deferred to a later date
- The period of suspension is at the discretion of the Principal and the Board of Management
- The child is obliged to come to school each day to receive work for that particular day
- When the period of suspension ends, the Principal or member of the Disciplinary Committee will re-admit the pupil formally to the class
- A child's first suspension (depending on previous and/or seriousness of offence) will not go on school record if the child's behaviour for the rest of the year greatly improves
- In the case of a serious breach of discipline, members of this Committee may be called upon to help deal with the matter

SUSPENSION AND EXPULSION PROCEDURES

Suspension and Expulsion Procedures, in accordance with Section 24 of The Education Welfare Act 2000, are available from the Principal's office and on the school website.

REVIEW OF THESE PROCEDURES

This policy was reviewed in May 2018 and will be reviewed again in May 2020 to evaluate its effectiveness and to ascertain what changes, if any, are necessary.