



ACHONRY NATIONAL SCHOOL

Code of Behaviour

Introductory Statement

It is the sincerely held view at Achonry National School that parents/guardians and teachers are joint partners in education, working towards a common goal, which, properly speaking, does not involve any conflict of interest. Accordingly, there is to be a level of co-operation, tolerance, goodwill and mutual courtesy between home and school.

All members of the teaching staff have been actively involved in drawing up this code and offer their full support in seeking to implement it fairly and impartially.

All members of staff have adopted positive approach to the question of behaviour in the school. The code offers a framework within which positive techniques of motivation and encouragement are utilised by teachers.

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, pupils and parents/guardians.

The overall responsibility for discipline within the school rests with the Principal. 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. A pupil will be referred to the Principal for serious breaches of discipline and for repeated incidents of minor misbehaviour.

Rationale

The review of an orderly climate for learning in the school. It is a requirement under the Education Welfare Act, 2000, Section 23 (1) that refers to the obligation on schools to prepare a code of behaviour in respect of the students registered at the school. It details in Section 23(2), that the code of behaviour shall specify:

- a) The standards of behaviour that shall be observed by each student attending the school;
- b) The measures that shall be taken when a student fails or refuses to observe those standards;
- c) The procedures to be followed before a student may be suspended or expelled from the school concerned;
- d) The grounds for removing a suspension imposed in relation to a student; and
- e) The procedures to be followed in relation to a child's absence from school.

Relationship to the Characteristic Ethos of the School

Achonry N.S. operates under and fully subscribes to the:-

Educational philosophy set out in the official Department of Education Teachers Handbook, with particular regard to the following quotation.

“Each human being is created in God’s image. He/She has a life to lead and a soul to be saved. Education is, therefore, concerned not only with life, but with the purpose of life”.

The code of behaviour/discipline in operation in the school draws its moral authority from this quotation and seeks to foster an ethos that is based squarely on it. It follows therefore that the standard Christian virtues of Truth, Honesty and Charity will form the yardstick by which behaviour is to be measured, while Justice will form the yardstick by which discipline is imposed.

Aims

- To ensure that the individuality of each child is accommodated while acknowledging the right of each child to education in a relatively disruption free environment.
- To ensure an educational environment that is guided by our mission statement
- To allow the school to function in an orderly way where children can make progress in all aspects of their development
- To create an atmosphere of respect, tolerance and consideration for others
- To promote positive behaviour and self-discipline, recognising the differences between children and the need to accommodate these differences
- To ensure the safety and well being of all members of the school community
- To assist parents and pupils in understanding the systems and procedures that form part of the code of behaviour and to seek their co-operation in the application of these procedures
- To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner throughout the school

1. General School Rules

A. School Times:

School opens	9.15 am
Morning Break:	11.10 am - 11.20 am
Lunch Break:	12.50 pm - 1.20 pm
Infant Day Ends	1.55 pm
School Day Ends	2.55 pm

Please Note : Opening and Closing times will be staggered in line with our Covid-19 Response Plan.

B. Uniform:

The wearing of the full school uniform is compulsory.

Exceptions:-

- (a) P.E. Day - children will be suitably dressed for same in their tracksuit and suitable footwear
- (b) When otherwise stated

C. Class Rules

Class rules are drawn up on an annual basis. The children in each classroom, in consultation with their class teacher, are responsible for drawing up these rules. The rules are then typed out and each child signs a copy of same. A copy of the class rules are:-

- (i) on display in the classroom, and
- (ii) kept in each child's portfolio folder.

D. Absenteeism

A written note is obligatory for absences. When a child has reached a total of 15 days absenteeism we will inform the parent/guardian to inform them of same. Pupils, who are absent 20 days or more in the one school year, will be reported to the National Educational Welfare Board. Reports of absences are returned each school term to National Educational Welfare Board.

E. Our standards require the following commitments of students:-

- Respect for self and others (pupils, staff, visitors, coaches etc.)
- Kindness and willingness to help others
- Courtesy and good manners
- Fairness
- Readiness to use respectful ways of resolving difficulties and conflict
- Forgiveness
- Attending school regularly and punctually
- Doing one's best in class
- Taking responsibility for one's work
- Keeping the rules
- Participating in school activities
- Helping to create a positive and safe environment

2. Correspondence from Parents/Guardians:

Parents/guardians will be asked to contact the school in writing (Letter /* email) in the following circumstances:-

- When children are late for school
- When parents/guardians request that children leave school during school hours

- When parents/guardians request that children be allowed to stay indoors during break times (due to sickness etc.)
- When homework is not done (see homework letter/policy)
- When children are not in uniform
- When children have missed time from school (to explain absenteeism)

3. **School Property:**

It is expected that every child will treat school property with respect: This will include every aspect of school property:-

- (a) The school grounds
- (b) Classrooms and hallway
- (c) Toilets
- (d) Furniture: desks, chairs, shelving and presses etc.
- (e) School equipment: I.T. (computers, printers, data projector etc.) audio, visual aids, sports equipment etc.
- (f) Teacher's cars

If a child is seen to be abusing school property he/she will face disciplinary action. If the amount of damage is deemed "*substantial*" the school will be in a position to impose a fine (relative to cost of damage) in order to replace/ repair same.

4. **Behaviour During Break Periods:**

- a) The children have been designated specific playing areas according to their class groupings all children should stay in that area. These areas are reviewed on a continuing basis - Teacher's discretion will be applied.
- b) Children will get permission from the teacher on Yard Duty before being allowed back into the school building during break times (toileting, sickness, retrieve a coat etc.). Only one child at a time will be allowed to enter the school building at any one time (teacher discretion will apply).
- c) Any rough play, unsuitable behaviour, or language will not be allowed. Positive language and attitude will be encouraged/promoted at all times.
- d) When children misbehave on the yard the teacher may give them 'Time Out'. The child will remain at the side railings for no more than 5 minutes – teacher discretion will apply.
- e) Teacher on yard reports this to the class teacher after break.
- f) A Yard Duty Record book is recorded/filled out after each break. The three categories are:-
 - (i) No incident
 - (ii) Minor incident / misdemeanour
 - (iii) Serious incident / misdemeanour requiring further investigation.
- g) All children will respond to the bell immediately by assembling in their own class line assuming their assigned positions. Children are asked to walk to their assembly point (quiet walking feet)

- h) Children who have presented a note asking to be kept in and/or children who are feeling unwell will assemble in the hall area, outside the staffroom.

Promoting Positive Behaviour:

We hope to promote positive in the school. We use a variety of strategies to promote positive behaviour. Examples may include:-

- Golden Time / Class Dojo both whole class and individual reward system.
- Yard/ line behaviour – each class can be awarded a star for each break period. Once a total of 48 stars have been awarded the class can be given a ‘written homework pass’.
- Award stickers/stars (See below)
- Positive comments to child /in copy (related to work/effort)
- Notes to parents/guardians
- Praise
- Incentivised Cards.
- Rewards/prizes/ Raffle tickets – end of term /year
- A team approach to behaviour throughout the school is used – teachers/support staff communicate methods of rewarding behaviour.
- SPHE programme
- Religion programme
- Special Educational Needs

INCREDIBLE YEARS PROGRAMME

Achonry National School is An Incredible Years School. The Incredible Years Programme is designed to prevent and treat children from developing emotional and behavioural difficulties and to encourage children to achieve in school. It is an intervention aimed at children aged 3 – 12 years of age. The aim of this programme is to promote, encourage and build on positive behaviour. The key component to this approach is to “catch the children when they are being good”. In order to do this, we have implemented the following strategies:-

Use positive language: When trying to teach what is un/acceptable behaviour, e.g. “Quiet Walking Please” (as opposed to “Stop Running”) / “Quiet Voices Please” (as opposed to “Stop Shouting”) etc.

Golden time :A system using Golden Time will be implemented throughout the school. Positive class behaviour will result in the class being awarded Golden Time. This system will operate in conjunction with Class Dojo Points. Each class teacher will apply Golden Time in a way that is appropriate to the age group and makeup of the class group. During “Golden Time” the children can engage in pre-agreed activities, e.g. art work, jigsaws, board games etc. The time can be built up (banked) to engage in other activities e.g. watching a movie, completing an extended craft project etc. If the class teacher is of the opinion that the class behaviour was not positive, no Golden Time

will be allocated / banked for that particular day. Each class teacher will use their own discretion regarding the 'withdrawal' of Golden Time, e.g. if an individual child does not behave positively, time can be deducted from his/her total and thereby reducing their Individual Golden Time (versus 'Class Golden Time'). This system will be reviewed on an ongoing basis.

Class Dojo : Each class will operate their own individual Class Dojo system in line with the age/ make-up of each room. Points will be awarded on an Individual and Class basis. A varied selection of rewards , both Individual and Class based can be earned. The nature of these awards depends on how many points have been earned. All individual and class rewards will have been agreed to at the beginning of each school year/ term/ week. This will be a consultative process involving all the children and their Class Teacher.

Raffle Tickets: At Christmas or / and at the end of the school year, the names of the children who have received a raffle ticket are placed in a draw and 3 prizes are awarded for each classroom.

Incentivised Cards: These cards cover a wide range of positive behaviours and are awarded by and at the discretion of teaching staff:-

- Super Job in my classroom
- Playground Power Award
- Super Star Award
- Congratulations – had a great day
- Cool Dude Award
- Feelings Award
- Happy Gram – Super Job on homework
- Friendship Award

SPECIAL EDUCATIONAL NEEDS

Each teacher will endeavour to adapt and modify our Code of Behaviour to support participation by children with special needs. Some children may need to have the Code of Behaviour differentiated. Some other children may require adult help or will use the code in different forms i.e., pictorially or verbally. **Individual Reward Systems** may be put in place for children who may require same.

As a school, we will liaise with trained professionals/specific agencies, where appropriate, when dealing with children with special educational needs, to ensure that the children are fully supported.

Dealing With Unacceptable Behaviour

- 1) Reasoning with a pupil
- 2) Verbal reprimand
- 3) Temporary removal from the group in class
- 4) Loss of privileges
- 5) Temporary withdrawal from particular lesson or peer group
- 6) Time out (during a particular class activity, break times/P.E. classes etc.)
- 7) Card system 1st to 6th classes (warning, discredit, yellow card, red card -see below)
- 8) Referral to Principal

- 9) Contact with parents/guardians
- 10) Detention during school breaks (for no more than 5 minutes)
- 11) Formal report to Board of Management
- 12) Suspension
- 13) Expulsion

Please Note: Teacher's discretion will be used in the implementation of same. Teachers will also use their discretion re: contacting parents/guardians.

Examples of Minor Misdemeanours:

- Interrupting class work
- Arriving late for school
- Running in school building
- Talking in class line
- Leaving seat without permission at lunch-time (wet breaks)
- Throwing litter
- Not wearing the correct uniform
- Being mildly discourteous or unmannerly
- Not completing homework without good reason
- Not having homework signed by a parent/guardian
- Breaking playground rules (see no. 4)
- Breaking School Rules
- Using unacceptable language

Examples of Serious Misdemeanours:

- Constantly disruptive in class
 - Being seriously discourteous or unmannerly
 - Repeatedly telling lies
 - Stealing
 - Deliberately damaging other pupil's property
 - Deliberately damaging school property
 - Deliberately injuring another pupil
 - Back answering a teacher
 - Bullying
 - Frequenting school property after school hours without authorisation
 - Leaving the school premises without permission
 - Bringing dangerous items into school
 - Regularly breaking School Rules
- **Intentional Breaching of the School Covid-19 Rules and procedures.**

Examples of Gross Misdemeanours:

- Serious threat of violence against another student or member of staff
- Actual violence or deliberate physical assault
- Supplying illegal drugs to other students in the school
- Sexual assault

The Card System:

Note: This system is applicable to children in First to Sixth class inclusive.

1. If a child breaks any of the class or school rules he/she may be issued with a warning/discredit or a yellow card/red card depending on the severity of the misdemeanour.
2. Issuing of Warnings: A class teacher may issue a warning once a child has broken a class/school rule. The consequences of such warnings will vary from class to class depending on the age and make-up of each class grouping. Each class teacher will operate their own system regarding same. Parents may /may not be contacted following the issuing of a warning; Teacher Discretion will apply.
3. Issuing of discredits: A discredit may be issued on the spot , after the issuing of a warning ,or, after the accumulation of a 2/3 warnings. Teacher discretion will apply and will very much depend on the nature of the misdemeanour. A brief class record will be kept of all discredits issued (each teacher will operate their own recording system). Once a discredit has been issued, parents will be notified.
4. A Yellow Card will be issued in the following circumstances:-
 - (i) Accumulation of three discredits (teacher's discretion will be applied).
 - (ii) On The Spot: A card may be issued without having accumulated three discredits – this will depend on the nature of the incident. This will be at the discretion of each staff member.
 - (iii) The Yellow Card will be:-
 - (a) Filled in and signed by relevant staff member
 - (b) Sent home to be signed by a parent/guardian
 - (c) Returned to the school on requested date (School – Home Liaison)
 - (d) In the event of a Yellow Card being mislaid a card will be re-issued

Please Note: In the event of a parent/guardian refusing to sign or non-return of the card, the parent/guardian will be asked to explain same in writing to the Principal (Non Compliance with Code of Behaviour). This letter will then be referred to the Board of Management.

4. Yellow Cards will not be carried through from one academic year to the next. If a child accumulates a total of five yellow cards he/she will be issued with a Red Card.
5. On receipt of a Red Card the child's parent/guardian will be invited into the school to discuss his/her child's behaviour with the class teacher and Principal.
6. On receipt of two Red Cards the child's parent/guardian will again be invited to the school and a report will be made to the Board of Management regarding the child's behaviour.

7. A Red Card may be issued “On The Spot” i.e. where a child has committed a “Gross Misdemeanour.” In such a case a report will be made to the Board of Management regarding the child’s behaviour. Such implementation will be at the discretion of the class teacher/Principal.

(See appendix 1 and 2 for a sample of a yellow and red card)

Suspension:

Suspension will be in accordance with the procedures outlined in the NEWB Developing a Code of Behaviour – Guidelines for schools and with any additional requirements set down by the patron.

Suspension will be considered a proportionate response to the behaviour which is causing concern. The decision to suspend requires serious grounds such as:-

- Student’s behaviour has had a seriously detrimental effect on the education of other students
- The student’s continued presence in the school at this time constitutes a threat to safety
- The student is responsible for serious damage to property
- A single incident of gross misbehaviour may be grounds for suspension

Fair procedures to be followed:

For gross misbehaviour or repeated instances of serious misbehaviour where suspension may be considered the parents/guardians will be informed of this misbehaviour either by phone and/or letter – this communication will explain how it will be investigated and that this behaviour could result in suspension. The Chairperson of the Board of Management will be informed and parents/guardians will be requested in writing to attend at the school to meet the Chairperson and Principal Teacher. Parents/guardians and student will be given the opportunity to respond before a decision is made and before any sanction is imposed.

The Principal will notify the parents/guardians and student in writing of the decision to suspend stating the following:-

- the period of suspension and the dates on which the suspension begins and ends
- the reasons for the suspension and any study programme to be followed
- The arrangements for returning to school, including any commitments to be entered into by the student and the parents/guardians
- The provision for an appeal to the Board of Management
- The right to appeal to the secretary General Of the Department Of Education and Science

In the case of gross misbehaviour where the safety of the student, other students, staff or others is in question, the Board of Management will authorise the Chairperson or Principal Teacher to sanction an immediate suspension. The parents/guardians will be notified and arrangements made with them for the student to be collected. A formal investigation should immediately follow the imposition of the suspension.

A student will not be suspended for more than three days except in exceptional circumstances where the Principal considers that a longer period is necessary.

Expulsion:

The Board of Management of Achonry National School reserve the right to expel a student in extreme cases of unacceptable behaviour. Grounds may include the following:-

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.
- The student's continued presence in the school constitutes a real and significant threat to safety.
- The student is responsible for serious damage to property.

Expulsion for a first time offence:

- Serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Supplying illegal drugs to other students in the school
- Sexual assault

Fair procedures will be adopted as follows:

Step 1

A detailed investigation will be carried out under the direction of the Principal including contacting the parents/guardians regarding the student's behaviour and possible expulsion.

Step 2

The Principal will make a recommendation to the Board of Management to consider expulsion. The parents/guardians will be informed of the same.

Step 3

Board of Management will consider the Principal's recommendation and will then hold a hearing to which the parents/guardians will be invited. The parents/guardians will be advised they can make a written or oral submission to the Board of Management.

Step 4

Board of Management will review all documentation and the circumstances of the case. After both sides have been heard the Board of Management will deliberate on the matter.

If the Board of Management is of the opinion that the student should be expelled, they will notify the Educational Welfare Officer in writing of its opinion and reasons for this opinion.

The Board of Management will inform the parents/guardians in writing about its conclusion and the next steps in the process. Where expulsion is proposed, the parents/guardians will be informed that the Board of Management will now inform the Educational Welfare Officer.

Note: The student cannot be expelled before the passage of 20 school days from the date the Educational Welfare Officer receives the written notification.

Step 5

Consultations and a meeting of all parties involved will be arranged by the Educational Welfare Officer.

Board of Management may consider it appropriate to suspend the student during this period if good order/Health and Safety is threatened by the presence of the student at school.

Step 6

If the decision to expel the student still stands Board of Management should formally confirm this decision. The parents/guardians will be notified immediately that the expulsion will proceed. The parents/guardians will be informed of their right to appeal. A parent/guardian may appeal a decision to expel the pupil to the Secretary General of the Department of education and Science. (Education Act 1998 – Section 29)

Communication, Monitoring and Review

This policy will be communicated to staff and the school community as appropriate and will be subjected to regular review. In accordance with the systematic cycle of review of policies adopted in Achonry National School. It will be reviewed initially after one year and then every three years, unless there is a compelling reason to review it earlier.

This revised Code of behaviour was ratified by the B.O.M. on _____

Signed: _____

(Chairperson, Board of Management)

This policy was reviewed and updated by the Board of Management on

Review Date:

Signed by Chairperson:

APPENDIX 1

School Rules:

(Note: A copy of the school rules is on display throughout the school.)

1. Attendance and punctuality is essential. The school opening hours are from 9.15 to 1.55 for Infants and from 9.15 to 2.55 for all other students.
2. Children will wear the following uniform:-
Red - Polo Shirt
Bottle Green - Jumper
Grey - School Trousers/ Pinafore/Skirt
3. Children will show respect for and co-operate with all teachers, staff and visiting coaches/guest speakers.
4. Children will greet all visitors with a courteous and cheerful welcome.
5. Children will be well behaved and mannerly at all times (this includes all school outings, coming to and going from school).
6. Children will show respect for themselves and their property, as well as for others and the property of others.
7. Children will play within permitted areas and may not leave the school grounds without permission from a teacher.
8. Children will walk out to, and in from , the yard.
9. Children will use appropriate litter bins.
10. The following items are forbidden:-
 - Aerosol cans
 - Liquid correction fluid
 - Chewing gum
 - Mobile phones or any other Recording Devices(This list is not exhaustive)
11. Healthy Eating – The school encourages a Healthy Eating Policy. “Treat Day” is on **Fridays only.**

APPENDIX 1

Yellow Card:-

**Achonry National School
Achonry
Tubbercurry
Co. Sligo**

Tel. No. 071-9184395

Dear Parent(s)/Guardian(s)

**The performance of your child _____
in school is unsatisfactory in the following respect(s):**

- | | | |
|--|-------------------------------|--------------------------|
| 1. Punctuality | | <input type="checkbox"/> |
| 2. School Uniform | | <input type="checkbox"/> |
| 3. Treatment of School Property | | <input type="checkbox"/> |
| 4. Behaviour | | <input type="checkbox"/> |
| a) In Class | - Minor Misdemeanour | <input type="checkbox"/> |
| | - Serious Misdemeanour | <input type="checkbox"/> |
| b) During Break Periods | - Minor Misdemeanour | <input type="checkbox"/> |
| | - Serious Misdemeanour | <input type="checkbox"/> |
| c) On School Outings | - Minor Misdemeanour | <input type="checkbox"/> |
| | - Serious Misdemeanour | <input type="checkbox"/> |
| 5. Academic Performance: | | <input type="checkbox"/> |
| a) Classwork | - Content | <input type="checkbox"/> |
| | - Incomplete | <input type="checkbox"/> |
| b) Homework | - Content | <input type="checkbox"/> |
| | - Incomplete | <input type="checkbox"/> |
| | - Homework Notebook | <input type="checkbox"/> |

APPENDIX 2

Red Card:-

**Achonry National School
Achonry
Tubbercurry
Co. Sligo**

Tel. No. 071-9184395

Dear Parent(s)/Guardian(s)

Your child _____ has received a Red Card for the following reason:

- a. Accumulation of five yellow cards.
- b. Gross Misdemeanour:

In this regard, please call to see me in school on:

Date: _____ Time: _____

(If the above date/time is not convenient please contact the school to make an alternative arrangement).

Yours Sincerely:

Class Teacher: _____ Principal: _____

Please sign and return this card by Date: _____

Parent's/Guardian's Signature: _____