



**St Francis School**

Borris Road

Portlaoise

Co Laois R32 DN24

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Roll No. 19337Q



## **Administration of Behaviour/ Discipline Policy**

### **Review Dates:**

<b>Board of Management</b>	<b>8<sup>th</sup> November 2022</b>	<b>Ratified</b>
<b>Date of Next Review:</b>	<b>7<sup>th</sup> November 2023</b>	

## **Code of Behaviour/Discipline Policy**

This revised Code of Behaviour follows the guidelines in “Developing a Code of Behaviour Guidelines (NEWB)” published in 2008.

We believe that the quality of relationships between staff and pupils is a powerful influence in behaviour and this is embedded in our school ethos. The aim of this code is the promotion of good behaviour. This responsibility rests with the Board of Management, staff, parents and pupils.

Staff, parents and pupils work towards an understanding of the factors that influence behaviour. Positive behaviour is encouraged at all times in a climate of encouragement, empathy and clear guidelines of acceptable levels of behaviour. The Code of Behaviour is taught and discussed in each class within a framework of the overall curriculum. Reasons for following rules are discussed.

Staff plan and implement a team approach in helping pupils to behave well. Ways and techniques are used in responding to unacceptable behaviour that are likely to work and avoidance of approaches that will only worsen the problem.

Pupils individual learning styles and/or behaviour patterns are observed and monitored and recorded by pupil’s teacher and this information is used to build a consistent approach.

Our Code of Behaviour is based on the following principles:

- Clarity
- Focus on promoting positive behaviour
- Understanding the needs of pupils and the differences between them
- Treating pupils with respect
- On many occasions, a quiet word from teacher or distracting pupil before incident occurs is all that is needed
- Direct confrontation may exasperate the problem, embarrass the pupil and gives him/her no way out
- Incidences of misbehaviour are treated in a way that enables pupils to understand behaviour that is unacceptable and the reasons for it
- Assessment of incident and follow up will be dealt with in accordance with agreed procedures and the team approach that class teacher is implementing with pupil.

Awareness of pupils learning styles and the teaching styles that suit their needs are important elements in our Code of Behaviour.

As is the case in most schools, the majority of our pupils are well behaved and well motivated. However, we acknowledge that some pupils who, for many reasons - social, economic, physical, intellectual and emotional – may find adjustment to school routines (and constraints) very difficult. These pupils require much from a school in terms of skills, human resources, patience and acceptance. The positive influence of pupils' homes is acknowledged as a major factor in the development of young peoples' attitudes and beliefs and, in co-operation with the parents and guardians, therefore, our school adopts a positive approach to discipline. Through effective communication between school and home, this school will ensure that discipline is consistent and fair. With this in mind St. Francis School has adopted a *Code of Discipline*. Breaches of the Code of Behaviour will be dealt with according to the *Code of Discipline*.

### **Code of Behaviour**

St. Francis School endeavours to create an atmosphere in which it is possible for each pupil to use his or her time in school in such a manner as will enable them to develop into mature, responsible adults. The creation of such an atmosphere implies that the pupils will show respect for themselves, for their fellow pupils, for adults and for property. The school staff is conscious of the need to ensure that this required atmosphere is created in all parts of the school, both indoor and outdoor, and in all school and school related activities in which pupils are involved while they are enrolled in this school.

In order to assist the staff of the school and its pupils to create this appropriate atmosphere guidelines of behaviour in all these situations are now outlined.

In showing respect for themselves, pupils will:

1. Avoid engaging in any activity which is harmful to themselves.
2. Maintain an acceptable standard of personal hygiene and dress.
3. Be punctual in their attendance at all school activities and in all school duties.
4. Remain on the school premises during school hours unless they have the written permission of a designated member of the school staff and the written consent of their parents.
5. Follow the safety regulations set out in the school and move in an orderly manner from place to place.

In showing respect for other fellow students, pupils will:

1. Treat each other with consideration for each others feelings by acting politely towards each other and by avoiding name calling, the use of abusive or foul language, hurtful remarks and all forms of bullying.
2. Show an awareness of the difficulties of others and assist younger pupils and any pupil with extra special needs, whenever necessary.
3. Co-operate with others in their group while engaging in school work, and accept the rights of others to work without being interrupted.
4. Avoid any dangerous activity, and share all the facilities of the school fairly.

In showing respect for adults, pupils will:

1. Accept the authority of each member of the school staff, at all times during the school day.
2. Listen to and respond appropriately to the directions of their class teacher while in class and comply with class rules.
3. Listen to and respond appropriately to the directions of school staff while out of class and comply with school rules.
4. Behave in a courteous manner towards all visitors to the school.
5. Behave appropriately towards adults encountered outside the school while engaged on school related activities, e.g. on work experience, educational tours, school trips or while engaged in other school related activities.

In showing respect for the property of others, pupils will:

1. Not abuse, vandalise or deface any part of the school premises, furnishing or equipment.
2. Use all school equipment and materials properly and ensure that they are returned to their proper place after use.
3. Ensure that the property of other pupils or of staff members is not taken or used without the consent of the owner.
4. Take care of their own personal belongings e.g. books, shoes, school-bags etc. and make sure they are left in the appropriate places in the school.

5. Ensure that the school premises and grounds are kept litter free and tidy at all times.

### **Code of Discipline**

1. The overall responsibility for discipline within the school rests with the Principal Teacher. In St. Francis School the Deputy Principal assists 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.
2. The following strategies may be used to show disapproval of unacceptable behaviour. i.e. lack of respect for themselves, for their fellow pupils, for adults and for property. The class teacher takes responsibility for these strategies and if a problem cannot be resolved at this level, then pupils behaviour is referred to the Principal or Deputy Principal.

### **Strategies**

- Code of behaviour is taught in every class
- Intervention prior to incident
- Quiet word
- Calming space given to pupil
- Reasoning with pupil
- Explanation from pupil
- Ask pupil what he/she thinks of behaviour
- Reminder of school rules
- Change position in class/temporary supervised isolation from group
- Reprimand (including advice on how to behave)
- Longer interview away from class group
- Loss of privileges
- Send pupil to another class
- Detention during a break period: Teacher on morning duty available to supervise detention
- Contact with Parents/Guardians
- When incident happens in yard or during break periods, teacher on duty reports incident to class teacher if he/she thinks this is necessary
- Referral to Principal Teacher for serious breaches of discipline and for repeated incidents of minor misbehaviour.\*

- Communication with parents. \*\*
- Financial contributions will be sought from the students/parents to compensate for vandalism to property of others; or defacement of any part of the school premises, its furnishings and equipment.

### **Procedures – Exclusion, Suspension (3 day, short term, long term) or Expulsion\*\*\***

- \* Each class teacher will record instances of misbehaviour that occur in class and on school premises. More serious incidents will also be recorded in “Discipline” and “Supervision” books in office and the Principal, Deputy Principal and/or the Discipline Committee will interview pupils and appropriate action will be taken. Pupils behaviour will not be discussed in a casual or complaining way in the staff room. All staff are aware of procedures and professional trust and teamwork is an integral part of our school ethos. Repeated instances of minor breaches of behaviour cannot be used to exclude o exclude pupils from school.
- \*\* Communication with parents will be verbal or by letter, depending on circumstances. The parents concerned will be invited to come to the school to discuss their child’s case.
- \*\*\* Where there are instances of serious misbehaviour, the Chairperson of the Board of Management will be informed and the parents/guardians will be requested in writing to attend at the school to meet the Principal Teacher and/or Chairperson of the Board of Management. It is hoped that a resolution will be found immediately. If not the Principal and/or Board of Management may invoke the sanctions of exclusion, suspension or expulsion. Sanctions of exclusion, suspension and expulsion must comply with all procedures in accordance with legislation and Department of Education rules.

The Board of Management, Principal and teaching staff are bound by Rule 130 of the Rules for National Schools under the Department of Education as included in Circular 20/90 issued by the Department of Education (this Rule was amended by Circular 7/88). The Board is also bound by the requirements of the Education Act of 1998 and the Education Welfare Act.

**Exclusion** is a sanction by which a pupil prevents him/herself by his/her behaviour, from being admitted to school. Generally, exclusion means debarment from school for a specified period during which the compliance of the pupil or parents with a requirement of the school is sought, e.g. the maintenance of standards of behaviour, dress, or hygiene. In the case of pupil who is excluded for disruptive behaviour, the condition is that the/she undertakes to comply with the school rules and code of discipline on his/her return. Once the pupil fulfils the condition, he/she will be allowed back into the school. By the reasonable use of exclusion, time is made available for

negotiating with parents and students and in seeking their co-operation prior to the use of the more serious sanction of suspension.

**Suspension** is a sanction by which a Board of Management bars a pupil from attendance at school for a specific period of time. Suspension from our school will be in accordance with the terms of Rule 130 (5) of the Rules for National School.

For serious or gross misbehaviour the Board will authorise the Chairperson or Principal Teacher to sanction an immediate suspension, pending a discussion of the matter with parents/guardians.

Aggressive threatening or violent behaviour towards a member of staff or fellow students will be regarded as a gross misbehaviour and will warrant immediate suspension. Students/parents/guardians will be required to sign an undertaking that this behaviour will not be repeated. Student/parent/guardian will be made aware that a repeat of this misbehaviour may lead to expulsion.

**Procedure for suspension is as follows:**

- 1. Written record will be kept of all serious/gross misbehaviour.**
- 2. Parents will be invited to meet the Principal/Deputy Principal/class teacher with the aim of resolving the problem.**
- 3. communication to parents re possibility of suspension will be in writing and copies of all correspondence will be retained.**
- 4. A written statement of the term and date of the termination will be given to parents/guardians.**
- 5. The maximum initial period of suspension will be three school days. A special decision of the Board of Management is necessary to authorise a further period of suspension up to a maximum of ten school days to allow further consultation with the pupil's parent/guardian.**
- 6. In exceptional circumstances, the Board of Management may authorise a further period of suspension in order to enable**

Following a period of suspension the student, parent/guardian may have to meet with the school authorities before a student is readmitted to school.

Aggressive, threatening or violent behaviour towards a member of staff or fellow students will be regarded as a gross misbehaviour and will warrant immediate suspension. Students/parents/guardians will be required to sign an undertaking that this behaviour will not be repeated. Student/parent/guardian will be made aware that a repeat of this misbehaviour may lead to expulsion.

Following a period of suspension, the students and his/her parents/guardians may have to meet with the school authorities before a student is readmitted to school.

**Expulsion** from our school will be considered in extreme cases and will be Carried out in accordance with Rule 130 (6) of the Rules for National Schools.

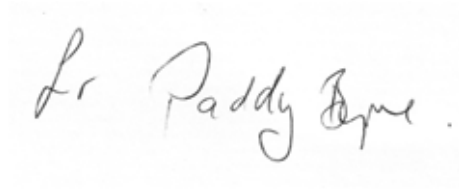


The following is a list of unacceptable behaviour – categorised into *minor*, *serious* and *gross*.

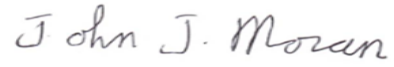
**It is important to note that the list not exhaustive and other breaches of the school's Code of Behaviour – not included here – will be dealt with under the Code of Discipline.**

1. Leaving classroom, lunch table, hall, etc. without permission; **Minor**
2. Leaving playground without permission; **Serious**
3. Verbal aggression towards staff; **Serious**
4. Verbal aggression towards pupils or visitors; **Serious**
5. All forms of bullying; **Serious**
6. Leaving school premises without permission; **Gross**
7. Physically abusing staff, pupils or visitors; **Gross**
8. Disregarding directions from teacher; **Serious;**
9. Damaging, misusing or abusing school property; **Gross;**
10. Damaging, misusing or abusing others' property; **Serious / Gross**
11. Being in prohibited areas of school without permission; **Serious;**
12. Being in restricted areas of school without adult supervision; **Serious**
13. Possession of dangerous weapons, substances, materials, equipment.  
**Gross**
14. Smoking in school; **Gross**
15. Consuming alcohol in school: **Gross**
16. Substance use in school; **Gross**
17. Being in possession of any of the above in school; **Gross**
18. Unauthorised possession or use of a camera / mobile phone in school;  
**Gross.**
19. Leaving staff member when on trips outside school; **Gross**
20. Refusing to co-operate with staff members; **Serious**
21. Inappropriate sexual behaviour; **Serious/Gross** (each case will be considered separately)
22. Inappropriate language towards others; **Serious**
23. Being in possession of chewing gum in school; **Serious**
24. Theft; **Serious/Gross** (each case will be considered separately)
25. Regular disruption of legitimate activities in class, playground or on school trips; **Gross**
26. Unsociable behaviour towards others; **Serious**

This Code of Behaviour was reviewed and adopted by the Board of Management on Tuesday 8th November 2022 and will be reviewed on 7th November 2023



**Signed:** \_\_\_\_\_  
**Chairperson of Board of Management**



**Signed:** \_\_\_\_\_  
**Principal**

**Date:** 8<sup>th</sup> November 2022

**Date:** 8<sup>th</sup> November 2022

**Date of next review: 7th November 2023**