



GAELSCOIL LIOS TUATHAIL
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Code of Behaviour and Discipline

The aim of the code is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to an education in a relatively disruption-free environment.

The Code of Behaviour and Discipline is designed to:

- A. Maintain the efficient operation of the school and the structuring of in-class discipline so that there exists an efficient and stimulating learning environment.
- B. Preserve good order throughout the school and respect for the school environment and community.
- C. Promote the development of self-discipline in pupils based on consideration, respect and tolerance of others.

Irish

Irish is the main spoken language of the school and from infants on all children are required to speak it. It is expected that parents will give the children every encouragement and endeavour to use whatever Irish they have especially in the school surroundings. Senior children are expected to set a good example to younger children by speaking Irish at all times.

School Uniform

For the good of the children they must wear the appropriate school uniform every day; with exception P.E. days when children wear school tracksuits and runners. If your child doesn't have the school tracksuit they must wear their school uniforms for P.E days; if the child doesn't have a note for not wearing their uniform your child will lose privileges. Permanent name labels should be on every item of children's school clothing.

As a safety precaution parents must ensure that their children wear only stud earrings in their ears and in no other parts of the body. Children cannot wear make-up or nail varnish in school either.

Healthy Eating

All pupils should bring a wholesome lunch to school. Infant lunches should be divided appropriately for small and big lunches.

Chewing gum is forbidden.

Nuts are forbidden for fear of a child with a nut allergy and for safety reasons.

We recommend children don't bring bottles of yops, gervais, actimel ...etc because when spilt they soil their uniforms and the carpet.

We recommend no crisps or popcorn are brought to school because of the smell and spillages.

We recommend that winders are not brought to school.

We recommend the following suggestions for children's lunches: sandwiches, rolls, crackers ...etc, fruit or vegetables ready to be eaten, a small bar of chocolate or a sweet, frubes, yogurts ,pasta...etc.

Absenteeism

Please write a letter/fill in an absence note at the back of your child's school diary when your child is absent from school. The school is obliged to inform the N.E.W.B (North Eastern Welfare Board) when a child is absent for more than 20 days in a school year. A letter will be sent to inform you too.

School Times

The school opens at 8: 40a.m and closes for the infants at 1:30 p.m. and other children at 2:30p.m. For insurance purposes and safety purposes, please be on time when collecting your children. Please do not leave your child at the school or in the yard before 8:40 am. Pupils are not permitted to leave the school grounds during the school day. Please provide a brief note if you wish to take your child home early. If the secretary is there you may collect and sign your child out at the office. Alternatively you can collect your child from the classroom. Parents are responsible for the dropping and collecting of their children at the appropriate commencing and finishing times of after school activities.

Books

Children should respect their books and all books belonging to the school. These books should be kept neat and tidy.

School Property/Other Peoples' Property

Children must respect school property and other people's belongings. The school should be kept clean especially their classrooms, yard and toilets.

Personal Belongings

Children are not permitted except on exceptional occasions allowed by the teachers to bring valuable items, cards or toys belonging to them to school. Mobile phones, gameboys, ipods, mp3 players are not allowed in school.

Manners/Behaviour

The children are expected to be courteous and inclusive at all times to one another and the entire school community at large. Misconduct, cheek, back answering, name-calling or bad language in any form, which brings the school into disrepute, is forbidden.

Sick Children

Sick children should not be sent to school. Children sent to school sick will not be supervised inside during lunch breaks. If your child is not well enough to go out to play they should not be in school in the first place. If your child feels unwell or gets injured during the day; the teacher will ring this child's parents and with no success the emergency numbers. It is the parent's obligation to keep all emergency numbers up to date, and to ensure that your child's doctor's name is given when completing the school enrolment form.

Supervision

For Insurance purposes no child may remain unsupervised by the teacher in the classroom at lunchtime, prudent care will be provided for sick or injured children until they are collected.

During Class Time

In the classroom, children should not disturb the teacher when teaching unless the reason is urgent or important. Also children must leave other children do their work whilst they too do their own work.

Class Disruptions

To avoid unnecessary interruptions to class work; lunch boxes, money, school books or anything else a parent wishes to leave in school for their child must be left at the office with the secretary or the resource teacher if the secretary is not in.

In the Yard

Children are not permitted to run dangerously, or roughly, throw stones, climb the fence or carry each other on their backs. We expect all children to play together and that they look out for each other and especially the children younger than themselves. Children must not go into the classroom whilst there is no teacher present without permission from the teacher on supervision duty.

Solvent Abuse

Drugs, alcohol, glass bottles, cigarettes, lighters, matches, tippex and deodorants are banned from the school.

Distribution of Medicine.

(If you need medication to be given to your child please ask at the office for a copy of the school medicine policy and indemnity)

No child may take, nor teacher, may distribute medicine or drugs to any child in the class or school. No teacher can be required to administer medicine or drugs to a pupil. In the situation where the child is unable to attend the school unless his/her medication is made available to them, the parents of this particular child must write to the Board of Management requesting permission that their child's medication be made available to the child and/or permission for a teacher to administer it if necessary. The Board will discuss the individual circumstances and make its decision on the case in hand. Parents are obliged to make the school aware, in the enrolment form, of any illnesses or allergies ...etc that they know their children may have.

Homework

Each child is expected to complete their homework properly. The child's homework diary should be signed nightly or an explanatory note if your child's homework is incomplete. Your child's homework notebook is a very important link between parent and teacher. No longer than these indicated times should be spent by your child on his/her homework.

Naíonáin	15 nóiméad
Rang 1&2	30 nóiméad
Rang 3&4	45 nóiméad
Rang 5&6	1 uair.

Rewards

Every effort will be made with the code of behaviour to encourage the children with their Gaeilge, school work and behaviour.

Here as follows is the code as used on a daily basis. 5th and 6th class follow this code too except they don't use the daily points system.

Every day the child's points will be recorded in his homework note book. Each new day the child starts off with 10/10. The child may lose a mark because of bad behaviour or gain extra marks for exceptional behaviour. This marking system must be signed in his/her notebook every evening. In this way the parents can see how their child is behaving on a daily basis.

The teacher will keep a record of bad behaviour in the class behaviour folder. This folder will go on to the next class at the end of the school year. If your child's name is entered in this book 3 consecutive times, the child will then receive a formal class warning from his/her class teacher. (These warning letters will be explained in greater detail further along in the code)

It is important to note that most children will start afresh at the start of each new term i.e if a child reaches a Principal's warning in term one and no other, this child will start the new term with a clean slate. Terms are Sept to Oct midterm, then until Christmas, then until Easter, and finally to the Summer.

Most Friday's a school/class assembly is held where children are rewarded with praise and awards for exceptional efforts of either good work, Gaeilge or behaviour. At this meeting a trophy is presented to one child from every class who made an exceptional effort with all three gaeilge, school work and behaviour. A certificate will also be presented to any child in the school who makes the most effort to speak Irish in the class and the yard. These efforts will be recorded in the yard book

Bullying

'Bullying is a repeated aggression, whether verbal, psychological or physical, conducted by an individual or group against others. Isolated incidents of aggressive behaviour, which cannot be ignored, can scarcely be described as bullying. However, when the behaviour is systematic and ongoing it is bullying' (Department of Education Guidelines on Counteracting Bullying Behaviour).

Bullying behaviour in any form; whether inside or outside the school, is forbidden.

All reports of bullying, no matter how trivial, are noted, investigated and dealt with by teachers.

Serious cases of bullying behaviour by pupils are referred to the Principal.

Parents or Guardians of the children involved are informed by the Principal so that they are in a position to work with the school to help and support their children.

There are different procedures for dealing with bullying reported by a child, children, a teacher, ancillary staff or a parent. Please ask the principal to see a copy of these procedures (Anti – Bullying Policy) which are stored in the office.

Graded Disciplinary Measures

Step 1

There is a need for sanctions to register disapproval of unacceptable behaviour. The following represents a graded sequence of sanctions which will be implemented in cases of minor misdemeanors, serious misdemeanors and gross misdemeanors. However this system does contain a degree of flexibility to take account of individual circumstances , age and the ability of the child or with reference to a qualified psychological/psychiatric report already on file in the school.

Strategies for dealing with minor misdemeanors as per school rules.

- A. **Discussion:** Reasoning with the pupil
- B. **Advice:** re appropriate behaviour
- C. **Sanctions:** Temporary separation from peers.

Loss of privileges

Loss of stars (points) in homework diary.

Extra work

A note written regarding incident, which is to be signed by parent

Misbehaviour recorded in classroom discipline book

Separated from peers in yard or supervised in the class at lunch time.

Not to permit the child to go on the school tour or other school outings for the child's own safety and the safety of the others.

- C. **If this is the 3rd minor misdemeanour recorded in a term** for your child a class warning letter from the teacher will be sent home.If this is the 6th minor misdemeanour recorded for your child a warning letter from the principal will be sent home. In some cases whether it is the 1st or 5th minor misdemeanour the principal will be informed and depending on the incident a warning letter will be sent home. Teacher seeks appointment with parent if considered necessary when class warning is sent home: a meeting with principal and teacher will be sought if principal's warning letter is sent home.

Step 2 Intervention of Principal

- A. Advice
- B. General talk to pupil
- C. Reprimanding
- D. Warning Notices:

Serious misdemeanors.

Examples of serious misdemeanors are constant interruption of the class/teacher, lie after lie, physical hitting, dangerous behaviour, theft; damaging or interfering with another person's property/school property, bullying, back answering to a teacher or any other adult in the school, verbal abuse or abusive behaviour towards another child, teacher or other member of staff, leaving the school premises during day without permission, using or writing unacceptable language to hurt and insult, to bring glass bottles, tippex, solvents, mobile phones or valuable items to school, to deliberately injure another child, teacher or someone working in the school or partaking in any activity which would put themselves or others in danger, deliberately leaving taps on or blocking the toilet, misuse of fire equipment...etc(this list is not exhaustive)

In the cases of incidences of serious misdemeanors.

- *a record is kept of all serious misdemeanors
- *if a valuable item is brought to school i.e a mobile phone or a knife, solvents, cigarettes, matches, drugs or alcohol it will be confiscated
- *pupil will be removed from activity if endangering self or others
- *pupil is sent to principal/deputy principal and made aware that suspension could be a possibility
- *principal/deputy principal contact parents/guardians
- *suspension procedures may follow if deemed necessary by the school board.

Gross misdemeanors.

Deliberately vandalizing school property ; aggressive, threatening or violent behaviour towards a teacher or pupil or any other person working in the school, endangerment safety of any child/adult on the premises, to bring drugs, alcohol, cigarettes, matches to school. This list is not exhaustive

In the cases of gross misdemeanors

- a record is kept
- principal/deputy principal contacts parents/guardians
- suspension or expulsion may be considered

Warning letters

A.Class Warning:

Early warning notice to parents from Class Teacher.

Pupil's name in class discipline book 3 times in one term for minor/serious misdemeanors. This warning may be sent home on the 1st serious misdemeanor. A meeting may be arranged between the teacher and parent.

B.Warning from Principal.

Warning Notice to parents from School Principal.

Pupil's name in class discipline book 3 more times for minor mis-demeanors/ a serious misdemeanor . A meeting may be arranged between the teacher, parent and principal.

C. Final Warning

For gross misdemeanors/incidents of serious misdemeanors a final warning notice is sent from school. The principal requires parents to visit school as a matter of urgency.

To ensure that the parents receive the above Warning Notices ,notices may be sent by post and all notices must be signed by the parents and returned to the School Principal/teacher respectively.

Suspension (Education act section 29)

Where there are repeated instances of serious misbehaviour/an incident of gross misbehaviour, the Chairperson of the Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson and/or other members of the board of management and the Principal. Suspension will be in accordance with the terms of Rule 130(5) of the National schools and as per section 29 of the Education act. The maximum initial period of suspension shall be three school days. If the suspension is for 6 days the principal will inform the N.E.W.B and the school inspector. Notice of suspension, signed by the Chairperson of Board of Management and School Principal, will confirm the period of suspension from school. On return to school following suspension, the child shall be accompanied by a Parent or Guardian in order to meet with the school. If there is further recurrence of misbehaviour a 10 day suspension could be imposed as per above guidelines.

Rule 130(5) of National schools.

“Where the Board of Management deems it necessary to make provision in the code of discipline to deal with continuously disruptive pupils or with a serious breach of discipline, by authorising the chairperson or Principal to exclude a pupil or pupils from the school , the maximum initial period of exclusion shall be three school days.A special decision of the Board of management is necessary to authorise a further period of exclusion up to a maximum of 10 school days to allow for consultation with the pupil’s or pupils’ parents or guardians.In exceptional circumstances ,the Board of management may authorise a further period of exclusion in order to enable the matter to be reviewed.”

In the case of gross misbehaviour and/or where it is deemed unsafe to have a child on the premises, where a child is likely to danger himself, other children or the staff the Board shall authorise the Chairperson or Principal to sanction an immediate removal from the premises, pending a discussion of the matter with the parents.

Expulsion

Expulsion may be considered in an extreme case, in accordance with Rule 130(6) of the Rules of National Schools. Procedures for suspension are followed in the case of expulsion except that the welfare officer must be informed in writing 20 days in advance of the school expelling the pupil.

Right of Appeal

In all cases involving the suspension which would bring the period of suspension to 20 days or more or the expulsion of a pupil, the parents or guardians have the right of appeal to the Board of Management or to the Department of Education and Science. The school should advise the parents that any appeal should be made within 42 days of notification of the school's decision to suspend/expel. Parents will be given a copy of circular 22/02

Parent/Teacher contact.

Parents play a crucial role in shaping the attitudes, which produce good behaviour in school. Parents are always welcome in the school and are encouraged to take full advantage of all formal channels of communication made available by the school. Individual parent/teacher meetings are organised once a year. However, it is possible to meet a teacher at any other time during the year provided an appointment has been arranged in advance through the school secretary. When an appointment is sought to meet with a teacher, Principal or parent; the reason for this appointment must be stated in writing or verbally.

The code of behaviour and Discipline document has been drawn up in accordance with Department of Education Guidelines (cir; 20/90). The Board of Management reserves the right to amend the School rules should they deem it necessary and parents will be duly informed.

**Scríobhadh Cód iompair na scoile seo Meitheamh 2004 Róisín Ní Bheaglaoi.
(Príomhoide)**

Cuireadh faoi bhráid Bainisteoir na scoile (Meitheamh 2004)

Cuireadh faoi bhráid tuismitheoirí na scoile (Deireadh Fómhair 2004)

Cuireadh faoi bhráid múinteoirí na scoile (Meán Fómhair 23ú 2004)

Dhein foireann na scoile athbhreithniú ar an bpolasaí seo ar lá pleanála scoile 17.10.2005.

Dhein Bord bainistíochta athbhreithniú ar an gcód seo 29ú Mí na Samhna 2005.

Dhein foireann na scoile leis an gcuiditheoir Seán Ó Briain athbhreithniú ar an gcód iompair seo 5.02.2007 agus cruinniú fóirne 12.02.2007

Cuireadh faoi bhráid tuismitheoirí na scoile_____ agus bhí orthu glacadh leis agus an fhoirm ghlactha a chur thar n-ais ag an scoil.

Cuireadh faoi bhráid boird bainistíochta na scoile_____

Dhein foireann agus an cuiditheoir Nóirín Uí Chonchúir athbhreithniú ar an bpolasaí fionnraíochta/díbirte na scoile Nollaig 5ú 2007 agus bord bainistíochta na scoile Márta 5ú 2008, foireann na scoile Aibreán 3ú 2008. Níor deineadh aon athraithe air go raibh orainn é a chur abhaile.

Ba choir athbhreithniú a dhéanamh ar seo sa triú téarma 2010/2011

Athbhreithnithe ag an mbord bainistíochta 25ú Eanáir 2012, agus sa bhliain 2017.